

Town of Pownal  
Select Board Agenda  
Monday, September 27, 2021  
6:30 PM Regular Meeting

I. Call to Order-In Person Meeting

II. Public Hearing:

a. Comprehensive Committee Plan

II. Accounts Payable & Payroll Warrant

AP Warrant

Payroll Warrant

III. Minutes of Previous Meetings

- Minutes of September 13, 2021 Regular Meeting

IV. Public Comment – Non Agenda Items

V. Department Head Reports – Submitted Electronically

(Department head reports can be viewed on their respective website page(s))

- Select Board

VI. New Business

- Special Town Meeting List of Priorities
- North Star Planning Workshop Defrief
- Building Moratorium
- ARPA Funds
- Paving & Sign Placement
- Law Enforcement
- Ordinance Review Members/Committee
- Property Sale Map 6 Lot 17
- Big Brads Ultra

VII. Old Business

- September 25<sup>th</sup> Cleanup Day – Items to be done/signup
- Earned Paid Leave

VIII. Correspondence

IX. Any Other Business

X. Executive Session per 1 M.R.S.A 405 (6) (A) Personnel Matters

XI. Adjournment

## ROAD COMMISSIONERS REPORT

September 27, 2021

- **Equipment:** Truck 3 at Freightliner for power steering problem. Truck 4 is at Mid Coast for annual inspection service and cab air bag., then Truck 2. Greased equipment.
- **Road Grading:** Grade Verrill, Tuttle, Lower Lawrence, Chadsey and Durham Roads.
- **Meet with Select Board member O' Brien:** Mallett Hall parking lot, updates on Safety Works progress. potential infrastructure projects.
- **Safety Works:** The list of hazards has been addressed with exception to the MSDS updated binders. I have asked for an extension on this. Noise monitoring, a hearing conservation policy and training has been completed. Employees are to have baseline Audiometric testing starting the week of 9/27. Old wiring in town garage still waiting on R. W. Googins,
- **Sweetser Road Bridge: Work has not started. P E Williams Still pending.** I have asked CLH and Son (contractor for the multiplate project) for an estimate.
- **Beavers are back on the Poland Range Rd triple culverts:** Contacted Randy Huntly. Unplugged culverts.
- **Poland Range Rd. Multiplate Project:** Started on 9/13, monitor progress three times a day. As of 9/24 the foundation and culvert has been installed and is being back filled. Discuss with Chief Peters installing a Dry Hydrant on the down stream side of the multiplate the contractor, CLH & Son is willing to install it. The project may go into the first two weeks of October. However, the road should be open for traffic on time
- **Assist CLH & Son install the new dry Hydrant on Poland Range Road.**
- **Update equipment maintenance spreadsheets, fuel, grease, and gravel logs.**
- **Truck 4 replacement:** Chassis is scheduled to arrive in Westbrook around October 6. It will then go to Viking Cive's for dump body and plow gear.
- **Libby Road damage at the Scott Dugas pit entrance:** I spoke with Tim Pelot at MDOT they are undecided in regards to the left-over millings from the Rte. 9 project. They may haul them away this winter or use them on the Elmwood Road or another road for shim next year. Regardless, they will repave Libby up to the Dugas Pit. But want to wait until the trucking and or processing is complete.
- **Paving Mallett Hall parking lot:** All States Material Group provided an estimate. Conduits for generator, electrical phone and cable are to be laid the week of 9/27. Cost estimate is \$65,000 that includes the final grade and paving.
- **Equipment Tires:** I will be contacting BDS tire disposal to remove all old tires not usable due to age and ones discarded roadside. **Still pending.**
- **Poland Range Rd:** We are continuing ditching and culvert replacements. The Freeport side of the multiplate has been completed. And we will move around to the Rte. 9 side and work from Peabody's towards Rte. 9 the week of 9/27.
- **R. W Googins Electric: to address some aging wiring concerns in town garage and sand shed: Still Pending**
- **Clean out and organizing of the town garage:** Still working on this as a fill in project.
- **Repair washout on Outer Lawrence Rd shoulder:** At the Garden Spot due to run off from the parking lot.
- **Check roads in heavy rains clear culverts.**

- **Meet with Resident Engineer regarding the 4 ways stop in the Center:** Still waiting on the materials.
- **Updating the Material Safety Data Sheets (MSDS) the Deputy Town Clerk has offered to help me with this project:** Still working on it and I will be requesting an extension from Safety Works as we may not meet the deadline in October.
- **Updated Policies Manual and Lock Out Tag Out Policy added Hearing Conservation Policy:** Adopted a new Hearing Conservation policy and provided training.
- **Chain Saw Safety Training:** New employee was trained on Chain Saw safety.
- **Review Slocumb Subdivision plans and respond to the Planning Board:** Need to meet with Chief Peters and CEO Hill to discuss the private road.
- **Deployed the speed sign on Rte. 9 inbound from North Yarmouth:** Still working on the connectivity of the old sign to the computer. (This may have been damaged when the sign was struck by a car.
- **Maine Natural Gas request for street opening permit:** For the Meadowbrook subdivision. The new 2" line will cross Merrill Road. They will try to bore under Merrill if possible. Select Board member O'Brien signed the permit and it was paid for in advance through CEO Hill and the town office staff.
- **Push back Poland Range Rd dump site with Loader.**
- **Relocate the Grizzly Screen to Poland Range Rd stock yard to screen millings.**
- **Screen gravel in town garage stock yard before moving Grizzly Screen.**
- **Working on a plan to repair the Guardrail on Chadsey /Leighton Rd at the big culvert:** Two ends have serious damage and several rails will need to be replaced. We have some of this material in stock to reduce the cost.
- **Working on cost estimates to crack seal:** Brown, Lawrence Fickett (New Gloucester side) and Poland Range Roads.
- **Contact MDOT Region 1 regarding Center Station driveway culvert replacement prior to shimming the apron. Forward a complaint about a pothole under the Allen Rd train bridge.**
- **Order Horse/handicap warning signs and posts.**
- **Fabricate wheeled dolly for moving compactors around the town garage.**
- **Respond to emails regarding speeding and reckless driving in town.**
- **Remove 2 dead deer from the ditches.**
- **Seed and hay Poland Range Rd ditching.**
- **Remove chains and binders from old equipment trailer to dispose of it.**

**Town Administrator Report**  
**September 27, 2021**

September 13-15 was busy with the first quarter real estate tax payments. After attending the Select Board meeting, I reached out to two printing companies about having the town mailer printed and mailed. Xcopy out of Portland was able to get it completed in one day and delivered to the post office for distribution. I've previously worked with this company and have been pleased with quality and lead time.

September 15 Ginny attended the Inland Fisheries & Wildlife training and I attended on September 16. We were given a lot of information regarding upcoming changes to registration fees along with just an overview of how to complete transactions in the MOSES system.

September 20 was a busy day "catching up" after being away for training. We received several calls regarding trash not being picked up. I reached out to Casella and was told "we ran the route a little different" and they were sending a truck back to collect the trash. We had advised residents not to leave the trash out so many still did not get picked up as Casella did not let us know until early afternoon they were coming back. I attended the North Star Planning workshop to start prioritizing work to the ordinances.

September 21 the town mailers still had not been delivered so I reached out to Xpress Copy. There was a miscommunication on their end and the mailers had not been sent. They were going to get them over to the Post Office immediately for delivery. I also submitted the application to receive the ARPA funds and am awaiting the funding approval.

On September 22 I met with Debbie Bridges who is our MMEHT representative. She provided a lot of information regarding open enrollment, employee benefit changes etc. I will be scheduling a time in the next 2 months for her to come and speak with all town employees that are interested in learning more about the services they are entitled to through MMA and MMEHT.

Over the course of this time, I worked on gathering information for the town owned property sale, worker's compensation renewal and many other various administrative tasks. I also spent time working on projects that include researching an email blast service, updating the office telephone system, getting estimates for technology and improving our banking services. I had a conversation with a resident that works in the technology field and is willing to volunteer time to help with web content, website organization and can possibly help with an estimate for technology. I will provide updates as the information comes in.

Respectfully Submitted,  
Becky Taylor-Chase  
Town Administrator