

Town of Pownal
Select Board Agenda
Monday, October 25, 2021
6:30 PM Regular Meeting

- I. Call to Order-In Person Meeting
- II. Accounts Payable & Payroll Warrant

AP Warrant #

Payroll Warrant #

III. Minutes of Previous Meetings

- Minutes of October 12, 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 Timeline
- North Star Planning Workshop Debrief
- Building Moratorium
- Susan Peters Oath– Economic Development & Sustainability
- Article 27 Dates from June 19, 2021 Town Meeting
- Carry Forward Process
- Carry Forward Requests
- Audit- review auditor notes
- Return Impact Fees
- \$35,000 Sign Money
- Committee Appointments
- Ordinance Review Committee Members-Multiple Committee Membership
- Election Food

VII. Old Business

- Roosters – Summer Lane – Ordinance
- Ordinance Review Committee Charge

VIII. Correspondence

IX. Any Other Business

XI. Adjournment

ROAD COMMISSIONERS REPORT

October 25, 2021

- **Equipment:** Truck 3 power steering problem repaired at Freightliner. Truck 2 to Midcoast for annual service the week of 10/25 Beauregard Equip repaired a leak in one of the Loader tires, Greased equipment.
- **Road Grading:** Add gravel and grade Poland Range Rd, Grade Upper Minot and Tryon Rds.
- **Meet with Select Board member O' Brien:** Mallett Hall parking lot, Water sample to Auburn, Electronic sign conduit.
- **Safety Works:** Still working on the SDS updated binders. We have received an extension on this (12/1/21). Employees are to have baseline Audiometric testing starting the week of 10/25. Old wiring in town garage still waiting on R. W. Googins,
- **Sweetser Road Bridge:** P E Williams has most of the work completed under the bridge. Once they are done Mainline Fence will do guardrail work. The repairs will put the bridge back to a 2-year inspection cycle. Noticed Beaver activity on 10/12 I will contact Randy Huntly.
- **Beavers are back on the Poland Range Rd triple culverts:** Contacted Randy Huntly. Unplugged culverts. He is monitoring both locations.
- **Poland Range Rd. Multiplate Project:** Is complete, our request for the \$125,000.00 grant funding from the Department of Environmental Protection was approved. Waiting on the payment.
- **Update equipment maintenance spreadsheets, fuel, grease, and gravel logs.**
- **Libby Road damage at the Scott Dugas pit entrance:** Waiting od MDOT plan for the material left in the pit. They are considering using the remaining material to shim Elmwood Road if they can find the funds.
- **Paving Mallett Hall parking lot:** All States Material Group is scheduled to do the final grade on 10/29 and pave the week of 11/1. We will install the sign conduit the week of 10/25. We will be working with ASMG with our equipment and manpower to do the final grade of the parking lot and assist with traffic control when they pave.
- **Equipment Tires:** I will be contacting BDS tire disposal to remove all old tires not usable due to age and ones discarded roadside. We need to dismount some tires on rims to reduce the cost for disposal. Still Pending as a fill in project.
- **Poland Range Rd Ditching/Culverts:** We have moved to Loring Lane to do ditching and shoulder work prior to winter. We have one mor culvert to replace this fall.
- **Loring Lane ditching and shoulders:** We will be starting this project next the week of 10/18
- **R. W Googins Electric:** Connected the town garage to Mallett Hall generator. We are replacing the battery and servicing the town garage generator before sending it to the PCWA pump house.
- **Clean out and organizing of the town garage:** Still working on this as a fill in project.
- **Meet with Resident Engineer regarding the 4 ways stop in the Center:** Project is complete as of 10/13. I will do a final walk through with the Engineer on 10/22
- **Updating the Material Safety Data Sheets (MSDS) the Deputy Town Clerk has offered to help me with this project:** Still working on it.
- **Review the Napoli Subdivision plans and respond to the Planning Board.**

- **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. **Pending due to lack of funding.**
- **Working on cost estimates to crack seal:** Brown, Lawrence Fickett (New Gloucester side) and Poland Range Roads. Still pending.
- **Center Station shimming the apron:** Tom Molton to provide a cost estimate to shim the apron as is. I advised that the work needs to be done ASAP before winter.
- **Truck 4 replacement:** Chassis is scheduled to arrive in Westbrook around the November 2. It will then go to Viking Cive's for dump body and plow gear.
- **Winter Sand:** We hauled and mixed the winter sand with Durham Public Works. The sand shed is full we hauled 980 cubic yards. From A H Blackstone.
- **Replaced battery in portable generator for PCWA pumphouse.**
- **Contact R. W Googins for direction on electronic sign conduit installation.**
- **Employee one year evaluation.**
- **Replace a Stop sign and Chevrons at Lawrence and Durham Roads due to vandalism.**
- **We will begin putting the headgear back on the trucks and getting plow gear ready in the next two weeks.**
- **Install new entry door in the Town Garage:** Raise threshold 3" to meet the new paving.
- **Repair driveway culvert at 194 Loring Lane.**

Town Administrator Report
October 25, 2021

The focus of the office over the last two weeks has been on the election. We have been busy issuing ballots and doing the preparation work required by the state. As of the end of the day on Wednesday, October 20 we had issued 66 absentee ballots.

October 12, we had the audit and have since received the draft. I also attended a training that morning and Ginny attended an all-day training on Voter Registration.

October 13, Ginny attended an all-day training on election so my focus for the day was covering the front counter. On October 14, I met with Pro AV to have them prepare an estimate for what we would need for technology to offer remote access to meetings. I am awaiting that estimate. I will be meeting with Headlight Audio on October 28th for the same thing.

October 19, I attended a training via ZOOM on Checkbook Reconciliation and Reporting. October 20, I attended a training via ZOOM on General Assistance and October 21, I attended a training via ZOOM on Motor Vehicle Reporting.

On October 19, Ginny and I completed the voting machine testing as required by the state. The next day I finalized the schedule for election day and we have coverage for the entire day. Thank you to all the residents that have offered their time to work the election.

October 21, Ginny and I posted the election as required by Title 21A at the Post Office, Short Stop and the Town Office. We also worked on the items that will need to be posted on election day. The final documents for election day arrived and after preparing the A/P warrant we spent much of the afternoon going over those and discussing the polling day in general.

When time has permitted, I have been working on many clerical items, researching ways to improve efficiency in the office and preparing for the open enrollment period for town employee benefits.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator