

**Town of Pownal  
Select Board Agenda  
Monday, December 13, 2021  
6:30 Regular Meeting**

**I. Call to Order-In Person Meeting**

**II. Pledge of Allegiance**

**III. Accounts Payable & Payroll Warrant**

AP Warrant #

Payroll Warrant #

**III. Minutes of Previous Meetings**

- Minutes of November 22, 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**

- Town Office Telephone – Ian Silberman Consolidated Communications
- FCS – Sarah Lundin
- Payroll Service/Direct Deposit
- Application Process for Planning Board
- Remote Participation in Public Meetings LD 32
- County Hazard Mitigation Plan
- ZBA Forms/Applications/Procedures Updated
- Brown Tail Moth Population
- Closing Documents Map 6 Lot 17

**VII. Old Business**

- Police Protection
- Audit- review auditor notes
- Ordinance Review Committee Charge

**VIII. Correspondence**

**IX. Any Other Business**

**XI. Adjournment**

# ROAD COMMISSIONERS REPORT

December 13, 2021

- **Equipment:** Truck 1 annual inspection completed and install 3 new batteries, greased equipment. 250-hour service was done by Beauregard Equip on the Loader, replace radiator hose fitting and wiper arm on T-2, remove rear fenders on T-2 & 3 to improve washing abilities. Make other minor repairs to equipment. Change cutting edges on Grader.
- **Plow equipment:** Replace gearbox shaft and sprockets on T- 6 sander, Order sprockets shaft and new bearing for T-2 bed chain,
- **Road Grading:** Grade NG side of Chadsey Rd, spread gravel on Loring, lower Lawrence, Verrill and Poland Range Rds.
- **Meet with Select Board member O' Brien:** Mallet Hall outside lighting R W Googins to install new sensors. PCWA generator, Christmas Tree, parking lot concerns, equipment updates.
- **Safety Works:** All Material Safety Data Sheets have been updated and the Appendix B submitted for closure.
- **Beavers on Chadsey Rd:** Meet with the State Biologist and Bill Crane regarding the dams no action is needed by the town unless the dams interfere with the road.
- **Poland Range Rd. Multiplate Project:** A retainage is still pending payment to the contractor approx. \$6,500.00 Dry hydrant installation postponed until Spring as to not disturb the soils.
- **Update equipment maintenance spreadsheets, fuel, grease, culvert, and gravel logs.**
- **Paving Mallett Hall parking lot:** The surface will be laid in the spring of 2022. Mr. Blackstone added wheel stops, I checked him regarding any concerns about the project, all is good as water does not cross his property anymore.
- **Tires:** Contacted BDS for disposal in the next two weeks. Waiting
- **R. W Googins Electric:** Replaced 3 fluorescent lights in the garage and back office with new LED lights, installed an outside light on the front of the town garage, installed Diesel pump key switch, outside power for loader block heater.
- **Clean out and organizing of the town garage:** Still continues we are making good progress.
- **Guardrail on Chadsey /Leighton Rd at the big culvert:** Mainline Fence to do the repairs however, the work may not be completed until Spring due to weather.
- **Have duplicate Diesel pump keys made for the Fire Dept/Public Works.**
- **Working on a cost estimate to crack seal:** Waiting until Spring.
- **Truck 4 replacement:** Checked with Viking Cive's - the plow gear and dump body are installed and the truck went out to be painted on 12/8. It will return (approx. 2 weeks) and have dump body components installed before going back to Freightliner for final inspection and delivery. Delivery should be in January. We will have the truck washed and undercoat protected prior to putting it into service.
- **Clean out culvert at 916 Lawrence Rd.**
- **Look at driveway concern at 198 Chadsey Rd.**
- **Mallett Hall outside light sensors:** Completed by R W Googins.
- **Check roads and treat.**
- **Close and lock Mallett Hall Dewitt Room windows:** All top sashes were down about an inch.
- **Look at Fickett and Lawrence Rd chip seal project for next year with All States Material Group.**

- **Work on gravel road rehab priorities for next year:** Potential projects for infrastructure funding.
- **Work with Dick Hogue to locate a Christmas Tree for Mallett Hall and erect.**
- **Dig safe 20 sign posts for new speed limit signs and existing sign post repairs. All posts installed and signs repaired. Ordered replacement Stop signs as we have no spare signs. All but the horse sign were installed that will be done in the Spring.**
- **Pick up repaired AC/DC welder at Maine Oxy.**
- **Investigate damaged mail box on Denyel Drive:** Damage was from a Durham plow truck.
- **Meet with North Yarmouth Public Works:** Sign post driver training, Beaver Deceivers, plow truck equipment comparisons and planning, problems with dual wheel fenders and washing trucks.
- **Put up 1 load of Salt.**
- **Review Narrow Swath Steading Subdivision plans:** Concerns with spruce trees along Merrill Road if area is opened up, Culvert sizes are too small and do not meet the ordinance requirements.
- **To North Yarmouth with the excavator to assist with cleaning beaver deceivers.**
- **Deliver public works generator to PCWA, install new cord end to fit the DPW generator, add gravel ramp to the door.**
- **Cut Brush**
- **Move back into the break room to make room for the Loader inside with the increase cases of Covid this is a concern. However, it is extremely important to have the quick response equipment ready for emergency deployment as it always has been during snow season.**

# SIGN POST INSTALLATION-REPAIR LIST

November 29, 2021

**Loring Lane:** At Rte. 9 end and at Hodsdon end: Install **Narrow Road with 25 MPH plaque below sign. (2 signs and posts)**

**Loring Extension:** Install **Narrow Road with 20 MPH plaque below sign. (1 sign and post)**

**Hodsdon:** (near 488) missing bolt bottom on curve sign. Change sign?

**Verrill Rd:** At Merrill and Elmwood Ends install **35 MPH Speed limit signs.** On the dirt side, Elmwood and Tuttle ends install **35 MPH Speed limit signs (4 signs and posts)**

**Tuttle Road:** At Beach Hill end, Near Verrill Rd intersection and at Libby Rd near first mail box install **30 MPH Speed Limit Signs (4 signs and posts)**

**Poland Range at Rte. 9:** (tar side) Replace Stop sign leave attached to the pole (**we have the sign**)

**Outer Lawrence at Fickett:** Install 40 MPH Speed Limit sign (**1 sign and post**)

**Fickett & Lawrence intersection:** (Bradstreet corner) Replace Stop sign base, check the post and sign.

**Allen & Fickett intersection:** Replace Stop sign base, check post and sign.

**Chadsey & Allen intersection:** (Post Office side) Replace Stop sign base, check post and sign

**Leighton & Chadsey intersection:** Replace Stop sign base, check post and sign. Set sign out from shoulder

**Lawrence headed to Elmwood at top of hill:** Install Stop Ahead sign (**we have this sign and post**)

**Lower Lawrence:** Install 35 MPH Speed Limit signs near Elmwood intersection, between Leighton and Gordon Snow, between 3 & 13 at the NY end. (**4 signs and posts**)

**Chadsey:** Install 2 Handicap signs by triple culvert (Cavanaugh's) in gully off Allen. (**2 signs and posts**)

1 STOP 20 8' SIGN POSTS

4 30 MPH 20 3' BASE POSTS

7 35 MPH 20 LAP SPLICES

2 STOP AHD

3 NARROW ROAD 2 25 MPH WARNING PLAQUE 1 20 MPH WARNING PLAQUE

2 HANDICAPS

**Town Administrator Report**  
**December 13, 2021**

November 22, I spent much of the day just working on administrative tasks, finishing the warrant and prepping for the Select Board meeting. I spent some time working on a few of my carry forward request projects and balanced the checkbook for the bank statement ending October 31, 2021.

November 23, I worked with our Assessor on gathering the data needed to get the Parcel Viewer project started. We received more petitions to certify from election day so those were completed and I worked on the audit adjustments as presented and approved at the Select Board meeting.

November 24 was very slow at the office so I took advantage of the time to start re-organizing the files in my office. I spend a fair amount of time looking for information so this was a great way to get some reorganizing done along with gaining knowledge.

November 29 was busy at the counter given the long weekend and slow week before. I had some glitches with our Mission Square website doing the monthly 401K disbursement but got it all worked out. I spent time working on building the 2022 community calendar on the website and got all the Select Board meetings set up.

November 30 was spent researching two different items dating back to July 2020 and resolving them. One was documents for the Registry of Deeds and the other was a discrepancy in the Drink Water Report. Ginny and I started working on the Voter Participation History which is the last step of the election.

December 1, I had 2 of our printers serviced as they were having some technical difficulties. Ginny and I continued working on the VPH for the election. We were able to complete that task with 100% accuracy reconciling the November 2 election. Thank you again to the election workers for accurately checking the voters in. This made our work much simpler.

December 2, I spent about two hours on the phone with TRIO getting the Motor Vehicle report to work correctly. This has been an ongoing problem. One of our IT representatives was here installing a printer and was able to work with TRIO and I'm confident that they have finally resolved the issue and going forward the process will be smooth. Our IT installed our new receipt printer. Historically because receipts for counter transactions had been printed to full sheets of paper, we were going over our contract for copies. Having a thermal receipt printer should eliminate this issue. I also attended the RSU5 informational meeting regarding the upcoming school budget cycle with Chair Morris.

December 6, I worked with Informe regarding uploads for motor vehicle registrations. We had been receiving calls that residents were not able to complete a re-registration using Rapid Renewal. A quick phone call resolved the issue.

December 7, I attended a ZOOM training with TRIO for Payroll Extended. This went further in depth on setting up deductions, direct deposit, payroll corrections, reversing payroll etc. I spent a little time adding some holiday flavor to the town office. I also sat down with Kathy Hogue regarding the Board of Appeals process and going over edits she made to the applications.

December 8, I attended a ZOOM training with TRIO on the End of Year process. I was able to work with Constant Contact to set up the emailing service so we can send out bi-monthly emails. I created a simple email and scheduled it to send. It all worked perfectly so I will work on importing the email list I have so we can start sending regular emails to residents. The previous Town Administrator also had set up a Pownal Facebook page. I have not been actively using that as I was more focused on the daily operations but now with the assist of Constant Contact, I can schedule posts based on the emails I create that will post to the town page. This has been a project I've wanted to get going and was one of my carry forward requests. I spent much of the afternoon working on a spreadsheet with the current budget and getting it ready for the upcoming budget cycle and making notes to help with the process.

December 9<sup>th</sup>, I completed importing the emails into Constant Contact so we are ready to start working on our first email. I entered all the payables into TRIO for the upcoming warrant and I spent some more time organizing the files in the office.

The office has been busy this past week with tax payments from banks along with residents coming in steadily. We anticipate next Monday, Tuesday and Wednesday will be busy days with foot traffic as the due date is Wednesday for the second quarter installment.

Respectfully Submitted,  
Becky Taylor-Chase  
Town Administrator