

**Town of Pownal
Select Board Agenda
Monday, December 27, 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 December 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

- Citizen's Petition
- Town Office Telephone
- Payroll Service/Direct Deposit
- Remote Participation in Public Meetings LD32
- County Hazard Mitigation Plan
- Application Process for Planning Board
- Draft Warrant for Special Town Meeting
- Procedure for Office Closure

VII. Old Business

- Closing Map 6 Lot 17 – Completed
- Board of Appeals Documents

VIII. Correspondence

IX. Any Other Business

XI. Adjournment

ROAD COMMISSIONERS REPORT

December 27, 2021

- **Equipment:** Greased equipment, made other minor repairs to equipment, T-2 to Midcoast for a rear brake can replacement, have T-2 looked at for dump body sand blasted and painted, start fabrication for wear plates on bucket of wheel loader,
- **Plow equipment:** T- 6 plow has problem with power after trouble shooting it was sent to Trafford Supply, replace T-3 liquid tank cap and vent hose, replace blown T-4 plow lift hydraulic hose,
- **Road Grading:** Spread gravel on Loring, Libby, lower Lawrence, Chadsey, Sweetser, Durham, Verrill and Poland Range Rds.
- **Meet with Select Board member O' Brien:** equipment updates.
- **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.**
- **Tires:** BDS removed all old and discarded tires.
- **R. W Gogins Electric:** Waiting on side outside light and replacing a light switch in Mallett Hall lobby.
- **Clean out and organizing of the town garage:** Still continues we are almost done.
- **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. No change.
- **Working on a cost estimate to crack seal:** Waiting until Spring.
- **Truck 4 replacement:** Checked with Viking Cive's – The truck is painted and completed at Viking. It will now go back to Freightliner for final inspection and delivery. Delivery should be in January. We will have the truck washed and professionally undercoat protected prior to putting it into service.
- **Check roads, treat and plow:** Snow and freezing rain events.
- **Close and lock Mallett Hall first floor 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. This continues.
- **Meet with North Yarmouth Public Works:** Return sign post driver, Undercoating options for plow trucks and paved road treatments.
- **Put up 2 loads of Salt.**
- **Cut Brush**
- **Replace Stop sign at Fickett and Lawrence Rds. (Runaround Pond side) due to vandalism.**
- **Repair road shoulder on the corner of Merrill and Hodsdon Rds.**
- **Repair Christmas Tree lights at Mallett Hall.**

Town Administrator Report
December 27, 2021

December 13 after the Select Board meeting, I sat with Jennifer Elgaaen to go over the process for administering a citizen's petition and to make sure she had all the correct information.

December 14, the office was busy with tax payments. I helped Ginny complete the large tax payment distributions sent to us from escrow accounts and helped with counter transactions. I worked on gathering more information regarding the proposed telephones and the banking/direct deposit.

December 15, I continued to help with tax payments and prepare for the closing of the town property. I met with Orion Breen and Natalie Burns to finish the closing on the town owned property during the afternoon. That also gave me a chance to sit and talk with Natalie in general.

December 16, I attended a ZOOM training on the end of year process for W-2s, W-9s etc. I then had meeting with Wendy Pollock and Jennifer Elgaaen to go over the process for citizen's petition and what was still needed for the petitions that were submitted. I printed off some literature and gave them guidance to Title 30A to help them should they decide to pursue a different petition.

December 20 was spent mostly on administrative tasks; payroll, A/P warrant, meeting agenda, working on the draft warrant etc. as this is a short week and I took some time off. I balanced the checkbook for the November statement.

December 21, I spent time doing some preparation work to balance the checkbook to the general ledger as recommended by our auditor. This will take a bit of prep work but once this is done on a regular basis it should be straight forward. The rest of the week I took off.

December 22, due to the weather we delayed opening the town office until 10:30. I came in for a little time to finish my report and post the meeting agenda.

Respectfully Submitted,
Becky Taylor-Chase]
Town Administrator