

**Town of Pownal
Select Board Agenda
Monday, January 10, 2022**

6:30 Public Hearing w/Regular meeting immediately following

- I. Public Hearing – Special Town Meeting**
- II. Call to Order-In Person Meeting**
- III. Pledge of Allegiance**
- IV. Accounts Payable & Payroll Warrant**

AP Warrant #

Payroll Warrant #

III. Minutes of Previous Meetings

- **Minutes of 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

- **Citizens Petition**
- **Info to the Assessor from Planning Board**
- **Draft Warrant for Special Town Meeting**
- **YTD Expense/Revenue Report**
- **FCS – Freeze Out Event**
- **Personnel Policy Updates**
- **Town Cable Contract**

VII. Old Business

- **Board of Appeals Document**

VIII. Correspondence

IX. Any Other Business

XI. Adjournment

Town Administrator Report January 10, 2022

December 27 was spent processing payroll, completing the AP warrant and preparing for the Select Board meeting. I had received some circulator oaths and was able to certify about half the signatures on the Citizen's Petition. I also spent time adding in the monthly Planning Board Meetings, monthly Economic Development and Sustainability Meetings and observed holidays to the website calendar.

December 28, I reached out to both Consolidated Communications and Bangor Payroll to get the process started for updating our phones and moving payroll. I completed the Quarter 4 reports. I met with Donna Hays to go over the information needed by the CIP Committee and the information needed for Spatial Alternatives to move forward with the Parcel Viewer program. The remainder of the day was spent covering the counter as the deputy clerk was off for the afternoon and typing the minutes from the Select Board meeting.

December 29, the deputy clerk was off so I was covering the counter. I spent some time working on the first Reminder from Town Hall email that will be going out the beginning of January. I also spent time doing some preparation for the upcoming budget cycle.

January 3, the office was a little busier with counter transactions. Payroll was processed and I spent time working on the preparation for partnering with Bangor Payroll. I finished the Reminder from Town Hall email and that is scheduled to go out on January 6 at 10 am. I also tested the posting to the Town's Facebook Page to start actively using that outlet again. I attended the workshop to discuss the recreation impact fee edits.

January 4, the deputy clerk is out the rest of the week so I was covering the counter. I got all the monthly reports for the Animal Welfare Program and Inland Fisheries & Wildlife completed along with the bi-annual Vitals report. I spent some time working on outlining a COVID policy with input from the members of the Select Board. With the help of Alan Hill, we've continued to get caught up on the Drinkwater reporting with the State and reporting the plumbing and septic systems that have been permitted.

January 5, the counter was steady mostly with dog registrations. I spent time working on the COVID policy after some input from Chief Peters. I continued to work on preparing all the information needed to submit to Bangor Payroll.

January 6, I attended the training on the Legislative Process for Clerks. I did have to step away to attend to cancelling the workshop scheduled for later that day. I completed the Motor Vehicle report and did the Select Board meeting preparation. The first Reminders From Town Hall went out today via Constant Contact. This was prepared ahead of time and scheduled to send out. Our plan will be to send one a month on the last Thursday of each month outlining news, events, meetings for the upcoming month. Constant Contact provides me with analytics

so I can see how many people we are reaching and how many people are reacting to the emails. I am also able to see analytics on contacts. With the post to the Facebook page, we had 25 people sign up to receive the emails after seeing that post.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator

ROAD COMMISSIONERS REPORT

January 10, 2022

- **Equipment:** Greased equipment, made other minor repairs to equipment, replace windshield washer pump on T-2, T-6 to Midcoast for annual inspection,
- **Plow equipment:** T- 6 plow has problem with power after trouble shooting it was sent to Trafford Supply they replaced the plow control module, remove one link on bed chain on T-3, replace corroded light relays and harness on T-6 plow, replace blown main hydraulic line to sander control T-2, replace blown wing hydraulic line on T-3, replace weak spinner and hydraulic fittings on T-4, repair sand chute T-4.
- **Wash trucks**
- **Road Grading:**
- **Meet with Select Board member O' Brien:** New plow truck updates, progress in organizing the shop.
- **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. Still waiting on engineer to approve the disbursement.
- **Update equipment maintenance spreadsheets, fuel, grease, culvert, and gravel logs.**
- **Tires:** Make an inventory list of all spare tires on hand.
- **R. W Gogins Electric:** Waiting on side outside light and replacing a light switch in Mallett Hall lobby. No progress. Added 2 power surge strips for electronic equipment (Radios, computer, and, tv internet etc.) as recommended by electrician due to power fluctuations.
- **Clean out and organizing of the town garage:** organize parts and hardware, we will begin create an inventory list of parts on hand and what parts are needed for future repairs. Eliminate items that do not fit or can be used on our equipment.
- **Guardrail on Chadsey /Leighton Rd at the big culvert:** Mainline Fence will not be completed until Spring.
- **Working on a cost estimate to crack seal:** Waiting until Spring.
- **Truck 4 replacement:** See separate update report.
- **Check roads, treat and plow:** Snow and freezing rain events.
- **Work on gravel road rehab priorities for next year:** Potential projects for infrastructure funding. This continues.
- **Meet with North Yarmouth Public Works:** Discussion of undercoating of trucks.
- **Put up 2 loads of Salt.**
- **Cut Brush**
- **Wash greasy coveralls and work cloths.**
- **Make appointment for T-6 at Bodwell Motors for factory recall on wheel studs January 20th.**
- **Order Hydraulic Oil and Diesel Exhaust Fluid, Fuel Treatment for cold weather.**
- **Meet with Select Person Morris and Town Administrator Chase about Covid Guidelines.**

New Plow Truck Update: The truck has been built, sent out for painting and final chassis inspection done by freightliner before presenting it to the Town of Pownal. The truck was undercoated on Tuesday at Rust Check in Westbrook prior to us taking possession of it that afternoon. We are starting with a new vehicle and things like undercoating, dielectric grease on all electrical connections and any other corrosion prevention practices will extend the life of the truck.

It is registered and insured by the town, I had made arrangements for the lettering and having the 2-way radio installed all was to take place this week. Upon arrival at Freightliner Tuesday afternoon, we discovered that the dump body was painted black instead of red. After discussions with both Viking Cives and Freightliner the truck body will be repainted red as we ordered it, at Vikings expense. Today the plow gear was dropped off at the shop before going back to Viking for repainting.

This will delay putting the truck into service this week. However, we have our main trucks all in good working condition so it will not affect us. I have submitted the invoice for payment on the January 10th AP Warrant and the Town Administrator will hold the check until we officially accept the truck. This should be by the end of next week. I will make new arrangements for lettering and the radio installation once we have the truck in hand. Both vendors are willing to work with this modified schedule.

We have been working with Viking Cives for the past few years for plow/body parts with great success. The plow gear and body are good equipment and they are local in Lewiston. It was disappointing to have this delay. However, they will make the correction and provide us with a quality product that has good support in the future when we will need parts.