

**Town of Pownal
Select Board Agenda
Monday, January 24, 2022**

6:30 Public Hearing w/Regular meeting immediately following

- I. Public Hearing – Remote Access Policies
- 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 January 10, 2022

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

- Approve Warrant for Special Town Meeting
- ARPA Funds
- FY23 Budget Cycle
- COVID Policy
- Mr. Edgerly Lot Survey
- Town Office Hours on February 14, 2022

VII. Old Business

- Board of Appeals Document

VIII. Correspondence

IX. Any Other Business

XI. Adjournment

ROAD COMMISSIONERS REPORT

January 24, 2022

- **Equipment:** Greased equipment, made other minor repairs to equipment, repair air actuator valve on T-3, T-6 yearly service and inspection completed. Grader software upgrade completed by Nortrax.
- **Plow equipment:** T- 6 new bolts on plow foil w/lock nuts, replace hydraulic line to sander motor on T-2, Rebuild/replace sander bed chain gear box drive and idler shafts 4 sprockets 3 bearings fabricate new mount to replace rusted out one on T-2, replace broken lift cable on T-3 plow. Repair cutting edge on T3 plow.
- **Wash trucks/Loader**
- **Road Grading:**
- **Meet with Select Board member O' Brien:** New plow truck updates, progress on equipment repairs.
- **Poland Range Rd. Multiplate Project:** Still waiting on engineer to approve the disbursement.
- **Update equipment maintenance spreadsheets, fuel, grease, culvert, and salt and gravel logs.**
- **R. W Googins Electric:** Waiting on side outside light and replacing a light switch in Mallett Hall lobby. No progress.
- **Clean out and organizing of the town garage:** organize parts and hardware, we will begin to create an inventory list of parts on hand and what parts are needed for future repairs relocated unused items to storage. Still working on this.
- **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:** Truck has been sent to Graphics for lettering Radio installation in the next week.
- **Check roads, treat and plow:** Snow and freezing rain events. Sand usage is high due to the 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 uniforms.
- **Meet with Cumberland Public Works:** Discussion on plow equipment.
- **Put up 2 loads of Salt.**
- **Wash greasy coveralls.**
- **T-6 at Bodwell Motors for factory recall on wheel studs.**
- **Diesel Exhaust Fluid:** is scarce, we should have enough for a while we have a drum on back order.
- **Meet with Select Person Morris about road conditions and equipment updates.**
- **Replace broken Stop sign base post at Hodsdon & Elmwood roads.**
- **Order deicer liquid.**
- **Covid-19:** install anti-bacterial soap dispensers, disinfectant spray and for trucks and equipment, still have enough hand sanitizer and N-95 masks.
- **Inspect new driveway entrance on Royal Road.**
- **Install mixing valve on shop hot water heater.**
- **Maine-ly Plumbing and Heating:** replace draft proving switch on garage heater.

Town Administrator Report
January 24, 2022

January 10 was spent on payroll processing, meeting preparation and finalizing the AP warrant. I continued to work on the information needed for Bangor Payroll to get that service up and going.

January 11, I sent the notice for the next public hearing to the Forecaster and posted it to the website. I made the edits to the warrant and exhibits based on the input from the public hearing the night before. I drafted Remote Access Policies for the boards and committees that have expressed interest. I continued with Bangor Payroll requests to continue the set-up process. I worked on the first steps for processing W-2s. I started working on the meeting minutes and researched purchasing COVID test kits.

January 12, I continued to work on the W-2s and have a call in to TRIO to correct one issue before I can print. I met with Jon to work on the ARPA grant application. We received notification from the Bureau of Motor Vehicles that Pownal has been granted permanent truck level authorization. We were currently under a trial basis and were being monitored by BMV due to myself being a new agent and the truck level being in trial status. We are no longer being monitored as they are satisfied with our ability to process registrations correctly.

January 13, I continued to work on the ARPA grant application and met with Jon to go over the questions. I finalized the W-2s and started to print them but noticed one thing that wasn't printing correctly so will reach out to TRIO on Tuesday to fix.

January 18, I worked from home. I started prepping the meeting agenda, reviewing the minutes etc. I worked on the ARPA grant application and reports needed to continue the set up for Bangor Payroll. I drafted the February Reminders from Town Hall email and worked on the checkbook reconciliation.

January 19, I completed the W-2s for employees and state reporting. I continued work on the ARPA grant and prepped for the Public Hearing. I attended the Public Hearing and the Planning Board meeting. I worked on more reports for Bangor Payroll to complete the set up.

January 20, I worked with Jon going over the ARPA grant and we submitted the application. I made edits to the warrant based on the feedback at the Public Hearing and sent the edits to North Star Planning for the Road Standards exhibit. I started the A/P warrant and posted the meeting agenda. I was notified that Bangor Payroll is finalizing the set up and February 2 will be the first direct deposit.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator