

**Town of Pownal  
Select Board Agenda  
Monday, February 28, 2022**

I. Call to Order-In Person Meeting

II. Pledge of Allegiance

III. Accounts Payable & Payroll Warrant

AP Warrant # in the amount of \$

Payroll Journal # in the amount of \$

III. Minutes of Previous Meetings

- Minutes of Regular Meeting February 14, 2022
- Minutes Special Town Meeting February 14, 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

- Budget Presentations: General Government, Planning Board, Mallett Hall, Human Services
- Comprehensive Plan Page 10
- Evaluation Process/Schedule
- Planning Board By-Laws
- ARPA Funds
- Joint Meeting with N. Yarmouth and CC Sheriff

VII. Old Business

VIII. Correspondence

IX. Any Other Business

XI. Adjournment

# ROAD COMMISSIONERS REPORT

February 28, 2022

- **Equipment:** T-4 to Portland North for exhaust sensor problem replace broken wire and bad sensor, replace broken cutting edge on Loader, Grease Loader, Grader and T-2 & 3, repair power steering and coolant leak on T-2, replace lost license plate on T-4,
- **Plow equipment:** Adjust bed chain on T-2, Adjust spinner on T-3, replace cracked liquid tank on T-2, clean liquid nozzles on T-3, plow gear put back on T-1 & 4, replace plow light bulb on T-6
- **Wash trucks and Loader**
- **Road Grading:** Spot grade on Poland Range and Tuttle Roads.
- **Meet with Select Board member O' Brien:** New plow truck updates, progress on equipment repairs, Ice problem on Hodsdon Road, storm updates.
- **Meet with Town Administrator:** Compensation, budget and carry forward account discussions. Received from her the past actuals for budgets from 2019 - 2021 to update my budget spreadsheet/worksheet.
- **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 still too cold.
- **Clean out and organizing of the town garage:** Updated the spare tire inventory.
- **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 1 replacement:** Is back from Freightliner of Maine with a temporary used ECM until the replacement arrives. Plow gear was put back on for the 2/25 storm.
- **Check roads, treat and plow:** Snow and freezing rain and 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.
- **Road Posting:** Posters were put up on 2/23 roads are posted from 2/28 to 5/1
- **Put up 3 loads of Salt.**
- **Address a concern regarding speeding on Hodsdon Rd.**
- **Wash greasy coveralls and work cloths.**
- **T-6 factory recall on wheel studs:** Waiting for the parts.
- **Open plugged culverts on Elmwood at the Center.**
- **Work on FY – 23 Budget and town report.**
- **Load the public sand bin several times.**
- **Respond with T-6 and sand for an EMS call on Allen Rd.**
- **Fabricate and extension for back hoe forks to move culverts around the yard.**
- **Research vendors for rehabilitating/repainting the Grader and T-4.**
- **Field questions about Posted Roads.**
- **Attend the Special Town Meeting.**
- **No heat in back office/bathroom:** Contact Irving Energy, it was a problem with the tank regulator.

**Town Administrator Report**  
**February 28, 2022**

February 14, after processing payroll much of the day was spent preparing for the Special Town Meeting, the Select Board meeting and finalizing the AP warrant. I attended the both meetings in the evening.

February 15, I took the day off although I did do some work on the budget at home and typing the Select Board meeting minutes.

February 16, I got the updated ordinances and policies along with the Comprehensive Plan and minutes posted to the website. I covered the counter for the morning hours while the Deputy Clerk attended a ZOOM training. I spent a good portion of the day fine tuning my initial budget requests. I prepared some information for the Planning Board meeting and attended the meeting. I worked on the March email that will go out later the following week.

February 17, I attended an ARPA training for the bulk of the day. It was an overwhelming amount of information but it did give some clarity on uses of funds. I spent the remainder of the day catching up on administrative tasks and preparing for the Republican Caucus. I attended the caucus to register any new voters.

February 22, after completing payroll I attended a TRIO training on the budget process. This was a great refresher on the process to follow within TRIO for preparing and transferring the upcoming budget. With the Monday holiday the counter was busier than normal so I provided support there through the afternoon.

February 23, I met with Kathy Hogue to discuss possible events for the Recreation Committee and to go over some ideas she had regarding communication to the public. I worked on the March email set to go out on February 24. I met with Dick Clarke to go over FY23 budget compensation and to provide information on previous budgets to help him with his planning. I typed the Special Town Meeting minutes.

February 24, I did some General Assistance work, started the AP warrant and prepared for the Budget Committee Meeting. I finalized my budget presentation documents and attended the Budget Committee meeting that evening.

Respectfully Submitted,  
Becky Taylor-Chase  
Town Administrator