

**Town of Pownal
Select Board Agenda
Monday, April 25, 2022 5:30 pm Public Hearing
Select Board Meeting immediately after**

- I. Call to Order Public Hearing
- II. Pledge of Allegiance
- III. Call to order Select Board Meeting
- IV. Accounts Payable & Payroll Warrant

AP Warrant # in the amount of \$

Payroll Journal # in the amount of \$

III. Minutes of Previous Meetings

- Minutes of Special Meeting April 4, 2022
- Minutes of Regular Meeting April 11, 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

- Map 8 Lot 9
- RSU5 Budget Warrant
- Comprehensive Plan Report/Updates
- Ordinance Review Committee
- Issuing CEO permits
- Laptop for Assessor
- Road Commissioner Interview Process
- Discharge of Lien for Map 9 Lot 13

VII. Old Business

VIII. Correspondence

IX. Any Other Business

XI. Adjournment

ROAD COMMISSIONERS REPORT

April 21, 2022

The public works crew has been working the last few weeks transitioning from winter operations to summer operations. Most of these tasks are in preparation for the upcoming projects we are planning for this summer. The most recent projects we have been working on include.

- **March 28-31** The crew Kept up with the grading of dirt roads. We also rented a bucket truck to cut and Prune trees on various roads throughout town.
- **April 4-7** The crew cleaned up and hauled off all the brush from the week before. We removed wings and plow gear from the trucks. We also pulled all the heavy load limit posters on all the roads.
- **April 11-14** We focused on grading dirt roads, Screening material and organizing at our stockyard. Also addressing a beaver issue on Verrill road.
- **April 18-21** The crew used a rented excavator with a mulching head for two days to trim and clear sides of roads we will be working on later this year. The rest of the week we stocked piled gravel at the shop and added surface gravel to several roads while grading. Along with welding wear plates on the bucket of our loader. Also rearranging and cleaning our facility for metal day on the April 23

These are some of the tasks the public works crew accomplished during past weeks. We plan to start work where we left off on Poland Range Road. This work will include ditching, culvert replacement and adding gravel where necessary.

Respectfully submitted
Matt Nielsen
Interim Road Commissioner

Town Administrator Report
April 25, 2022

April 11, was mostly spent processing payroll and preparing for the upcoming Select Board meeting. I reviewed and updated the budgets I was presenting. MMA came to do their inspection of Mallett Hall and I attended the Select Board meeting.

April 12, I attended a TRIO training on the tax commitment process. This was a good refresher and helpful as we approach this process again. I spent some time updating the town calendar on the webpage to reflect upcoming public hearings and post the minutes approved from the meeting last night. I started and completed balancing the March statement to our checking account and finished typing the minutes from the April 4, 2022 Select Board meeting. I did the first part of the motor vehicle report to help the deputy clerk.

April 13, I attended a webinar through MMA on the ARPA portal and completing our first report due by April 30, 2022. I spent time working on cleaning up the names of our accounts in TRIO so they are more visible on the screen and easier to code bills. This was one task identified by myself and Paul Schumann that would help as we work on our chart of accounts. I also met with our MMEHT representative to discuss the current situation with Maine Medical Center and Maine Health as it will have an affect on our current health insurance plan.

April 14, I attended a training at MMA on Municipal Budgeting. Very well-run training with lots of information. I took some time after to speak with each instructor about resources and classes that would be helpful to me in the future.

April 19, the morning was spent processing payroll and catching up on emails etc. I was able to complete the report in the ARPA portal regarding expenditure of funds. The recording of last week's training was extremely helpful as I navigated through it. I prepared for and attended the Budget Committee meeting that evening.

April 20, the Deputy Clerk had training so I covered the counter for the morning. I spent a fair amount of time typing the minutes from the April 11th Select Board meeting and worked on the Motor Vehicle Report.

April 21, I proofread the minutes for the 2 previous meeting, started the AP warrant and finalized the Motor Vehicle report. I spent some time organizing in the office and outlining the plan for moving the Road Commissioner's office with the Interim Road Commissioner. Ginny and I worked on the June 14th election schedule and got the order placed for the ballots.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator