

**Town of Pownal  
Select Board Agenda  
Monday, May 9, 2022 6:30 pm**

**I. Call to Order**

**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 April 25, 2022
- Minutes of Executive Session April 26, 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**

- **Select Board Budget Recommendations**
  - **Planning Board Stipends**
  - **Funding Sources**
- **Town Meeting Warrant**
  - **Integration of Comp Plan**
  - **Select Board Narrative**
  - **Dedication of Warrant**
- **Comprehensive Plan Report/Updates**
  - **RSU5 Report**
- **Public Works Full Time Position**
- **Portland to Auburn Rail Use Advisory Council**
- **EcoMaine Letter of Understanding**
- **Oath for Road Commissioner**
- **Budget Committee Memo**
- **Ordinance Review Request**
- **Edgerly Property Walk**

**VII. Old Business**

**VIII. Correspondence**

**IX. Any Other Business**

**XI. Adjournment**

## **Road Commissioners Report**

**May 5, 2022**

The week of April 24, to the 28<sup>th</sup> the public works crew tasks.

- Inspect all the roads in the town of Pownal
- Cleaned up trash, tires and other debris from the sides of several roads
- Hauled and spread gravel on Poland Range Road and Tuttle Road.
- Hauled and stocked piled 200 yards of gravel at the shop
- Graded Verrill Road, Libby Road, Lawrence Road and Chadsey Road
- Moved the Excavator to Poland Range Road and started ditching

The week of May 2, to the 5<sup>th</sup>

- Replaced a culvert on Poland Range Road
- Continued ditching on Poland Range Road
- Graded Tryon Road, Durham Road and Loring Lane
- Conducted maintenance on all Portable pumps, compacters and the hay chopper
- Completed the monthly ADA inspection sheet along with Fire extinguisher inspection

Next week we expect to continue working on Poland Range Road. Along with Grading roads and preparing for other projects in the next few months.

**Town Administrator Report**  
**May 9, 2022**

April 25 after processing payroll I had a conference call with Consolidated Communications to continue the set-up process for the new phones. The equipment is on back order but at this point as soon as they arrive, we will be ready to have them installed. I prepared for the upcoming Public Hearing and Select Board meeting and finished the AP warrant. I attended the Public Hearing and Select Board meeting.

April 26, I spent time posting to the website in the morning and preparing for the upcoming Budget Committee/Select Board meeting. I continued to work on organizing the files on my computer and worked on the Town Meeting warrant. I followed up on some items from the Select Board meeting and attended the Budget Committee meeting that evening.

April 27 the Deputy Clerk had training so my focus was covering the counter and telephones for the morning. I had an upcoming training in Bangor the next day so I left the office early for travel.

April 28, I attended a workshop on Personnel Practice held by Bernstein Shur. This was one of the best trainings I've attended yet. Topics covered were the Earned Paid Leave Law, Complaint Investigation, Grievance Policies and Practice, Equal Pay Law, Family Medical Leave Law and several other topics brought up by questions from the attendants.

May 2 after payroll the main focus was typing the notes from the Public Hearing and Select Board meeting with the help of the deputy clerk. The counter was busier than normal and the Deputy Clerk was off for part of the afternoon so my focus was spent covering until close. I did prep for the upcoming workshop that evening and the Tuesday night Budget Committee meeting.

May 3, I completed typing the minutes and reviewed all the budget numbers prior to the upcoming Budget Committee meeting that evening. I printed the requested documents for the committee members and attended the meeting. I started to prepare the Select Board agenda for the next meeting.

May 4, I had a meeting with Bo Chesney and Kathy Hogue to determine wording for the Recreation Budget Article. We also reviewed some of the other articles that is included on the warrant each year to determine need and clarification. This was a highly productive meeting. After a trip to the bank, I covered the counter while the Deputy Clerk attended a ZOOM training on Vitals. Otis Elevator did their inspection of the elevator. I started the AP warrant with the bills received and continued to review the agenda. I spent time working with the Road Commissioner on coding bills, reviewing the budget and general clerical office tasks he has questions about. He also had a question regarding a trailer plate for the speed sign which I will research.

May 5, I worked from home for a short period prior to coming to the office posting to the website, checking emails and reviewing the meeting minutes and making appropriate edits. Upon arrival at the office, I worked on the agenda with requests that came in, updated the AP warrant, met briefly with the Road Commissioner and attempted to assist the Deputy Clerk with a unique birth record request. I finalized the agenda and posted to the website.

Respectfully Submitted,  
Becky Taylor-Chase  
Town Administrator