

**Town of Pownal
Select Board Agenda
Monday, July 25, 2022 6:30 pm**

I. Call to Order

II. Pledge of Allegiance

III. Accounts Payable & Payroll Warrant

FY22 AP Warrant # in the amount of \$

FY23 AP Warrant # in the amount of \$

Payroll Journal # in the amount of \$

III. Minutes of Previous Meetings

- Minutes of Regular Meeting July 11, 2022
- Minutes of Town Meeting June 27, 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

- Tax Commitment
- Indefinite Oath Review
- Cumberland County ARPA Grant
- Planning Board & Interim CEO Oaths
- Fee Schedule
- Town Office Hours
- August Select Board Meetings

VII. Old Business

VIII. Correspondence

IX. Any Other Business

X. Executive Session per 1 M.R.S.A 405 (6) (A) Personnel Matters

XI. Adjournment



Town of Pownal

Independent Unto Itself

Public Works

Road Commissioners Report

July 25, 2022

The last few weeks the public works Department has been working on these projects.

7/11/22 to 7/14/22

- Mowed the sides of all the town roads, with a tractor we rented for the week.
- Worked on plows in the shop that needed welding and hydraulic cylinder repairs.
- Watered and graded Tuttle Road.
- Screened material at the stockyard for future projects.
- Brought Loader plow to Beaugard to have it appraised.
- Picked up Truck 1 from the Freightliner dealer.
- Changed a culvert on Loring Lane.

7/18/22 7/21/22

- Cleaned up brush on the sides of roads in town.
- Hayed and seeded the ditch lines on Loring Lane to complete that project.
- Moved the Excavator to Lawrence Road.
- Worked on some ditching and cleaned two culverts on Lawrence Road in preparation for chip sealing later this summer.
- The State Paved Elmwood Road and a section of Libby Road that they damaged last year.
- Stared Ditching the first section of Sweetser Road

In the up coming weeks the public works crew will be working on the Sweetser Road project which entails ditching and replacing culverts on Sweetser Road. Along with keeping up with the grading and any other maintenance on the Roads in town.



POWNAL FIRE & RESCUE DEPARTMENT

**Chief Jesse Peters
429 Hallowell Rd.
Pownal, Me. 04069**



7/21/2022

Select Board,

The past two weeks have been quite busy for the Pownal Fire & Rescue Department. Along with our normal training schedule, we also responded to several EMS calls, covered a foot race at Bradbury Mountain, assisted Yarmouth with coverage for the parade and the fireworks, and responded to two requests for mutual aid. Tank 4 went to Durham for a fire in the wall of a dwelling, and Engine 1 with a crew of 6, and the Chief responded to the three-alarm fire at Petrillo's Pizza in Freeport. Pownal assisted with fire suppression activities and setting up a firefighter rest and rehabilitation center. Everyone did a great job and I commend them for their professionalism and eagerness to help.

Last week I met with the representative from ISO to review our information and access our abilities. We will most likely be able to retain our 8-B classification. There is a chance to improve this through certifying water sources in town. This is a long-term project that I will continue to work on.

Respectfully Submitted,
Chief Jesse Peters

Town Administrator Report
July 25, 2022

July 11, the deputy clerk processed payroll. I met with the assessor to finalize the figures for the tax rate calculation and to come up with a few options to present to the Select Board. I met with the Fire Chief to research a check that a vendor had not received and to assist with FY22 and FY23 bills. The deputy clerk and I worked together on AP processing and finalized the warrants for the upcoming meeting. I prepared all the documents for the meeting and attended the Select Board meeting that evening.

July 12, I followed up with the town attorney on items discussed at the previous Select Board meeting and spent a fair amount of time researching information regarding the applications for the William Allen Farm. I met with the Fire Chief again regarding some FY22 invoices and met with the Animal Control Officer.

July 13, the deputy clerk had an all-day ZOOM training so my focus was covering the counter. I finished typing the minutes from the Town Meeting in between helping customers.

July 14, I printed the new Land Use Ordinances for the Planning Board and got the new document up on the website.

July 18, I worked on many administrative tasks including preparing for 30-day notices, working with Bangor Payroll to make edits to the general ledger based on new expense lines and continued cross training with the Deputy Clerk.

July 19, I prepared the 30-day notices that will go out later this week. Kathy Hogue came in and assisted us with preparing them for mailing.

July 20, the deputy clerk and myself completed the Voter Participation History for the June 14, 2022 election and certified it with the state. This is the final task for that election. In the afternoon we both finished typing the minutes from the previous Select Board meeting.

July 21, we worked on making sure the Deputy Clerk's computer was set up to do the motor vehicle uploads. There are 2 files not creating so I will need to connect with TRIO soon to get it corrected. I spent more time working with Bangor Payroll on making sure the Fire Department was set up correctly. Now that the June 14, 2022 election is complete for us, I worked on creating the election binder for the upcoming November election as we start accepting absentee ballot applications in 3 weeks. I also spent time cleaning up the saved URL's and passwords on my browsers and updating the master password file. I worked on finalizing reports, the agenda and getting that posted to the website.

Respectfully Submitted,
Becky Taylor-Chase
Town Administrator