

**Town of Pownal  
Select Board Agenda  
Monday, December 27, 2022 6:30 pm  
Regular Meeting**

**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 Meeting**

- December 12, 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**

- Chipman Property
- Mallett Hall Use Form
- Spirit of America Award
- Map 8 Lot 9
- Update on Mallett Hall Repairs/Insurance Claim
- Keeping Cumberland County Warm Grant Program

**VII. Old Business**

- County Budget Transition

**VIII. Correspondence**

**IX. Any Other Business**

**X. Adjournment**

**Town Administrator Report**  
**December 27, 2022**

For the first part of the last 2 weeks the focus was again on tax payments as we came to the due date for the second quarter. I also focused on two large projects: ARPA Communication Center Project and Voter Participation History for the November 8, 2022 General Election.

After submitting the final quotes and log of attempting to obtain quotes I had a phone conversation with the facilitator of the Cumberland County ARPA funds, Sandy Warren. During that call we reviewed the quotes and project and the decisions were made for which contractors we would use for the project. I have since worked on notifying the contractors, signing the contracts and sending invoices to Cumberland County to disperse the deposits to get the project materials ordered and scheduled.

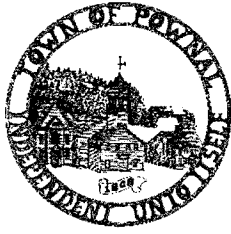
The final step in completing the November 8, 2022 General Election is to assign Voter Participation History (VPH). The State just opened that module so I spent the better part of a day scanning into the Central Voter Registration database all the voters that voted on Election Day. Once that is completed reports are run and a list is compared to the Incoming Voter List to make sure we assigned VPH to all voters. If the final number does not match what the State has provided, we continue to compare the lists and trouble shoot until we reconcile. With almost 1100 voters this is a time-consuming task that the office will focus on completing over the next 1—2 weeks.

Other projects and tasks I worked on were:

- FY24 Budget and Annual Report
- Attend ZOOM Meeting on Keeping Cumberland County Warm Grant Program
- Arrange and attend ZOOM meeting with Mission Square Representative for employees to learn about our retirement plan and compare other options
- Attend first Budget Committee meeting
- Prepare for the December 27, 2022 Select Board Meeting
- Entering invoices for the AP Warrant

With the holidays, the office staff will be rotating time off so my focus will be covering the counter leading into the New Year holiday.

Respectfully Submitted,  
Becky Taylor-Chase  
Town Administrator



# Town of Pownal

*Independent Unto Itself*

## Public Works

### **Road Commissioners report December 27, 2022**

The public works has moved into winter operation. The crew's main priority in the winter months is public safety, keeping the road surfaces clear and treated for safe travel. While also maintaining and keeping our fleet in good working order to complete these tasks. This also means less major road projects during the winter months, such as road reconstructing and culvert replacements. This gives us a good opportunity cut bush and prune trees in preparation for the upcoming road projects next summer. Some of the projects we have and will continue to work on are.

- Plowing and treating all paved and dirt roads
- Snow removal
- Fleet Maintenance
- Treating and storing salt
- Cutting brush
- Building and fabricating projects
- Patching potholes
- Making and stockpiling materials

These are some of the daily tasks the public works crew will be working on in the coming weeks.