

**TOWN OF BROWNVILLE**  
**BOARD OF SELECTPERSONS MEETING MINUTES**  
**Monday, March 20, 2023 Immediately Following Town Meeting**  
 American Legion Post #92 ~ 67 Railroad Ave. Brownville

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1. Board of Selectpersons Meeting Called to Order at 6:48p.m. by Alicia Harmon, Town Clerk.
  - a. Selectpersons Present: Alaina Zelkan, Byron Weymouth, Shelly Ekholm, Jim Hartin & Kevin Emery
  - b. Employees Present: Kevin Black, Shawn Mitchell, Autumn Chadwick, Alicia Harmon & Felice Lyford.
  - c. Residents/Others Present: None

Motion to nominate Byron Weymouth as Selectboard Chair.

Motion: Shelly      Second: Kevin      Vote: Unanimous

2. Motion to approve prior meeting minutes from January 24, 2023 & March 7, 2023  
 Motion: Shelly      Second: Kevin      Vote: Unanimous

3. Review of the Treasurer's Warrants (Payroll, Accounts Payable, Water/Sewer). All warrants signed.

4. Annual Appointments & Oaths

Motion made to appoint the following:

Town Manager .....	Felice M. Lyford
General Assistance Administrator .....	Felice M. Lyford
Personnel Director .....	Felice M. Lyford
Purchasing Agent.....	Felice M. Lyford
Health Officer .....	Felice M. Lyford
Treasurer .....	Alicia M. Harmon
Tax Collector.....	Alicia M. Harmon
Town Clerk.....	Alicia M. Harmon
Office Manager.....	Alicia M. Harmon
Election Warden.....	Alicia M. Harmon
Registrar of Voters .....	Alicia M. Harmon
Election Clerk.....	Autumn Chadwick
Election Clerk.....	Melissa D. Brown
Election Clerk.....	Cheryl Gormley
Election Clerk.....	Nancy Christensen
Licensed Plumbing Inspector .....	Shawn Mitchell
Code Enforcement Officer .....	Shawn Mitchell
Assessors' Agent .....	Lorna Thompson
Road Commissioner.....	Kevin N. Black
Cemetery Superintendent.....	Kevin N. Black
Water/Sewer Superintendent .....	Kevin N. Black
Fire Chief .....	Shawn Mitchell
Assistant Fire Chief .....	Kevin N. Black
Assistant Fire Chief .....	Robert Coburn



submitted for reimbursement; however, the Town may end up expending some funds for those services before we receive the grant funds. The cost of Phase 1 for engineering is \$30,000 and the manager recommends approving engineering costs up to \$30,000 from Town Owned Property Reserve, with the caveat those funds will be returned to that same fund once reimbursement is received from the grant.

Motion to authorize up to \$30,000 to be spent from Town Owned Property Reserve to cover phase 1 engineering costs for the Underpass Project, to be allocated back into that same TOP Reserve account once reimbursement is received from CPF grant.

Motion: Shelly                      Second: Kevin                      Vote: Unanimous

7. Open Session

SALE OF OFFICE EQUIP – We have two Versadesk units (elevates so you can stand at your workstation) that nobody in our office cares to use. One is used and one is new in the box. We would like to put them up for sale, and possibly use the funds to buy either a new desk for the spare office or some of the needed items to now have CEO/LPI in-house.

Motion to have the Town Manager sell the two Versadesk units and negotiate a reasonable price with buyer(s). Also, allow the proceeds to be used toward any new office furniture/equip needed to get CEO/LPI set up.

Motion: Shelly                      Second: Kevin                      Vote: Unanimous

FIRE TRUCK MODIFICATIONS – Shawn briefly mentioned at our last meeting the need for truck modifications to accommodate equipment storage. Currently there are large open spaces in the storage areas. Modifications would add shelving, trays, fasteners etc to those larger spaces and keep the smaller equipment secured and safe during transportation. The quote received from K&E Customs came to \$3,554.66.

Motion to authorize payment to K&E Customs for truck modifications to accommodate storage areas in the fire trucks to better secure/store fire equipment at a cost of \$3,554.66 to be paid from Fire Dept Reserve.

Motion: Shelly                      Second: Kevin                      Vote: Unanimous

POSSIBLE LAND ACQUISITION – Have reached out to the attorney to start the purchase process for the lot next to the village Fire Station. He advised that we need a town meeting vote to authorize the purchase of land/property. I can draft a special town meeting warrant to correspond with the next Board meeting if that works.

Motion to set a special town meeting, and sign a warrant, to see if the voters will authorize the Board of Selectpersons to purchase the land abutting the Village Fire Station.

Motion: Alaina                      Second: Shelly                      Vote: Unanimous

TOWN MANAGER RAISE – I am not comfortable including my wage increase in with everyone else's without an official vote from the Board (even though it was clearly in the budget and approved by the Board and Budget Committee). I would feel better if it was voted on at this meeting. I included \$2/hr base 40 hrs/wk = \$4,160/yr.

Motion to increase the Town Manager's wage from \$64,500 to \$68,660 retroactive to January 1, 2023.

Motion: Shelly                      Second: Kevin                      Vote: Unanimous

DOL/BLS COMPLAINT INSPECTION – Nothing new to report/update at this time.

SEWER JETTER–The company had to reschedule their demonstration to 3/29 due to the storm. We will let you know the outcome.

FORECLOSED PROPERTY – As we discussed briefly at the last meeting, we are gathering information on how to proceed with the tax acquired properties from unpaid 2020 tax liens that were foreclosed on in December 2022. The attorney advised the town can proceed with taking down the dangerous buildings and advised we put them on our insurance policy and post the properties as well. We have been approached by an abutter of the foreclosed Windy Hill property wanting to purchase in order to allow them access to their lot behind. We would like to maintain the ability to turn our plow trucks around in that space, and the interested party would be willing to grant us an easement for that purpose, if we were to sell the property to them. We do not need a vote on this particular issue tonight; however, there are two trees at the back of the property that should come down, and they have their equipment on site right now, and are looking for permission to remove the trees.

Motion to allow Gerrish's to remove the trees at the back of the tax acquired property on Windy Hill, as long as there is no expense to the Town.

Motion: Kevin                      Second: Shelly                      Vote: Unanimous

8. Next Meeting – Tentatively to fall on Tuesday, April 18, 2023, but I will not be back from vacation until April 17<sup>th</sup>, and may be best to have it the following Tuesday, April 25<sup>th</sup>.

Motion to set the next meeting for April 25, 2023.

Motion: Alaina                      Second: Shelly                      Vote: Unanimous

9. Motion to adjourn at 7:40p.m.

Motion: Shelly                      Second: Kevin                      Vote: Unanimous

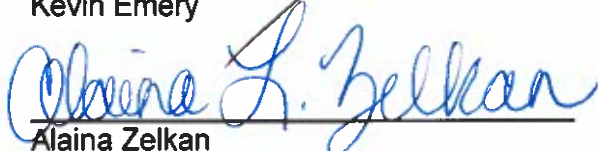
Respectfully submitted,  
Alicia Harmon, Town Clerk

  
Byron Weymouth, Selectboard Chair

  
Shelly Ekholm

  
Kevin Emery

  
James Martin

  
Alaina Zelkan