

TOWN OF BROWNVILLE
BOARD OF SELECTPERSONS MEETING MINUTES
Tuesday, March 7, 2023 ~ 6:00p.m.
American Legion Post #92 ~ 67 Railroad Ave. Brownville

1. Board of Selectpersons Meeting Call to Order by Chairperson, Byron Weymouth at 6PM

- a. Selectpersons Present: Byron Weymouth, Shelly Ekholm, Kevin Emery, Jim Hartin. Absent: Dean Bellatty
- b. Employees Present: Felice Lyford, Leesa Coates, Kevin Black, Shawn Mitchell, Alicia Harmon
- c. Residents/Others Present: Jeff Coates

2. Approval of prior meeting minutes from January 31, 2023

Motion to approve as written, by Shelly Ekholm, Second, Kevin Emery, All in favor

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

4. Tax Supplementals:

Motion to approve two 2022 supplements recommended by the assessor. The first to Laura & Jeremy Qualey, Map 4 Lot 7, for tree growth penalty in the amount of \$2,880. The second to Consolidated Communications of NNE for personal property tax in the amount of \$142.80.

Motion: Shelly Ekholm Second: Kevin Emery All in favor

5. Quit Claim Deeds – Foreclosure Repurchases:

Motion to sign Municipal Quit Claim Deeds to Douglas & Kathleen Warbin for Map 1 Lot 23, 47 Quarry Avenue and to Vernon Bain Devisees, Map 19 Lot 34, 53 Center Street.

Motion: Shelly Ekholm Second: Kevin Emery All in favor

6. 2020 Tax Foreclosures

Motion to allow Justin Finkle to repurchase the building located on Map 5 Lot 4-1Z for the amount of \$1,300 (835.90 principal, 107.23 lien costs, 90.71 interest, 266.16 admin fees), so long as the repurchase occurs prior to April 1, 2023.

Motion: Shelly Ekholm Second: Kevin Emery All in favor

7. Contracts – Animal Control

The Old Town Animal Orphanage Board President is checking into a contract for our dogs, and will get back to Felice asap.

Motion to authorize the Town Manager to sign a contract/agreement with PAWS in Milo for \$1,000 for 2023, with additional fees of \$50/cat should we need them to take more than 15 cats in the year.

Motion: Shelly Ekholm Second: Kevin Emery All in favor

8. TRAS Board Member Recommendation

TRAS Board asked us for a Board Member recommendation to fill a vacant Brownville seat.

No recommendations at this time.

9. Office Computer Replacements/Upgrades

As mentioned at a prior meeting, some of the computers we have in use were due to be replaced in 2021 and 2022 (with more due in 2023). One of the counter units is now a more critical need as we had to make a service call due to one of the ports not functioning properly preventing us from connecting to the network. Our IT providers, Sierra Communications, sent me a couple of quotes for purchase and lease options. To purchase a 16GB Memory 512GB SSD Optiplex 5000 12th Gen unit is \$1,199 with an *estimate* of \$460 for onsite setup and transfer of files from the old to the new totaling \$1,659.00. There were also two lease options presented for the same unit: \$40/month for a 4yr term (\$1,920) or a 3yr term at \$50/mo (\$1,800). For the lease there is no additional charge for setup, it is included. Leasing would give us a regular replacement schedule, but is slightly more expensive in the end.

Motion to lease 1 replacement computer workstation and 1 new computer workstation for CEO/LPI, each for a term of 3 years at \$50 per month with the possibility of leasing additional units closer to the end of the year.

Motion: Shelly Ekholm

Second: Kevin Emery

All in favor

We also would like to get our e-mail changed over to Sierra and have IT all in one place. Having multiple vendors makes things way more complicated than they should be.

Motion to change e-mail providers to Sierra Communications for an estimated initial cost of \$2,300 to be paid out of ARPA funds.

Motion: Shelly Ekholm

Second: Kevin Emery

All in favor

10. Department Head Updates

a. Administration

CEO/LPI Hiring Recommendation. A 3-person hiring committee convened last month to interview and evaluate candidates for the position of Code Enforcement Officer and Local Plumbing Inspector. The committee would like to recommend Shawn Mitchell to be hired and appointed as CEO/LPI effective 3/20/2023. Initially, we will plan to have at least one set office day per month (more in the summer months). Taxpayers will be able to leave a message or email him at the office. All payments for services will be processed through the Town Office.

Motion to hire Shawn Mitchell as Code Enforcement Officer/Local Plumbing Inspector effective 3/20/2023, provided the Town can obtain a waiver for the LPI certification from the State, with a rate of pay at \$25/hr for CEO and 75% of permit fees for LPI.

Motion: Shelly Ekholm

Second: Kevin Emery

All in favor

b. Public Works

PSWC Update – The Site Manager gave a two week notice last month, so we have been advertising for a replacement. Nothing else to report at this time.

c. Public Safety

The Fire Auxiliary proposed purchasing the vacant property next to the Village Fire Station and donate it to the town. It would be used for parking off the street and training area. The owners have agreed to sell it for \$2800. After discussion, the Board and Town Manager suggest the purchase come from Town Owned Property Funds and the Auxiliary funds would be better spent on items that the fire department needs.

Motion for Felice Lyford (Town Manager) to move forward with researching the purchase of this property.

Motion: Shelly Ekholm Second: Kevin Emery All in favor

d. Parks & Recreation

The Rec Director and our part-time Rec Worker have been filling in at the After School Program recently to help cover for someone out due to family illness. We will continue this practice for the next several weeks to give them some time. Rylee Heal, the part-time worker is being inducted into the National Honor Society tomorrow night. Crystal brought this to the manager's attention and the Board would like to send a letter of congratulations to Rylee and one to the High School to be read at the presentation.

e. Water/Sewer

Kevin has been working with Allied Equipment in Hartland to find a used sewer jetter. A 2004 with 4,000psi and 300' line, in good shape, will be brought to Town for inspection and a demonstration on Wednesday next week. Funds for the purchase of the jetter would come from Sewer Reserves. We obtained the availability of funds from the auditor today.

Motion to use up to \$25,000 on flusher from reserve (sewer) restricted funds.

Motion: Shelly Ekholm Second: Kevin Emery All in favor

11. Open Session

ANNUAL TOWN MEETING WARRANT – Due to auditing adjustments for the separation contract previously voted on by the Board to come from the Business Fund (auditors indicate should have been a town meeting vote), the Board needs to reconsider where to spend or propose to spend those costs from. There are enough funds in overlay (which has \$31,046 in it) to cover the overage of \$25,979 that occurred in Administration due to the separation agreement.

Motion to move \$25,979 from overlay to cover the overage in Administration to meet the contractual obligations set forth in a separation of employment & release agreement executed on 11/23/2021, and remove previously approved article #33 from the Warrant.

Motion: Shelly Ekholm Second: Kevin Emery All in favor

Motion to approve and sign the Annual Town Meeting Warrant as presented (without the above related article).

Motion: Shelly Ekholm Second: Kevin Emery All in favor

Motion to close public session and go into Executive session at @ 7:45PM

Motion: Shelly Ekholm Second: Kevin Emery All in favor

12. Executive Session – Pursuant 1 M.R.S.A. § 405(6)(A) Personnel Matters

Motion to come out of executive session at 8 :18Pm, following a review of the Town Manager’s Performance Evaluation with her. No Board action needed or taken.

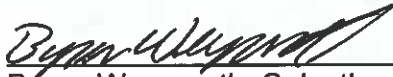
Motion: Shelly Ekholm Second: Kevin Emery All in favor

13. Next Meeting – March 20, 2023 Following Town Meeting

14. Adjournment- 8:20pm

Motion: Shelly Ekholm Second: Kevin Emery All in favor

Respectfully submitted,
Leesa Coates, Selectperson Secretary



Byron Weymouth, Selectboard Chair



Shelly Ekholm



Kevin Emery



James Hartin

Dean Bellatty