

TOWN OF BROWNVILLE
PUBLIC HEARING MINUTES
Tuesday, June 20, 2023 ~ 6:00p.m.
 American Legion Post #92 ~ 67 Railroad Ave. Brownville

Public Hearing – To hear public comment regarding the following:

1. Amendment to the Application, License & Permit Fee Ordinance - Fee Schedule Only

The ordinance and proposed fee schedule were available for review and questions. The fee schedule has not been updated since 2011; all proposed changes have been made to reflect the increased cost of ensuring compliance with ordinances. No questions or comments; public hearing closed.

2. Solar Energy System Ordinance

The proposed ordinance was available for review and questions; this ordinance would require voter approval at a special town meeting. No questions or comments; public hearing closed.

BOARD OF SELECTPERSONS MEETING MINUTES
Tuesday, June 20, 2023
 Immediately Following Public Hearing (6:00p.m.)

1. Board of Selectpersons Meeting Call to Order – Meeting was called to order at 6:15PM by Chairman Byron Weymouth.

- a. Selectpersons Present: Byron Weymouth, Shelly Ekholm, Kevin Emery, Jim Hartin & Alaina Zelkan
- b. Employees Present: Felice Lyford, Autumn Chadwick & Shawn Mitchell
- c. Residents/Others Present: Randy McMahon & Paul Thibodeau

2. Motion to approve prior meeting minutes from May 23, 2023:

Motion: Kevin Emery Second: Alaina Zelkan Vote: Unanimous

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

4. Any Action on Public Hearing for Ordinances

Application, License & Permit Fee Ordinance Fee Schedule			
Type	Current	Proposed	Increase
Floodplain Application	\$ 50.00	\$ 100.00	\$ 50.00
Plumbing Inspection Fee (+ state fees)	\$ 50.00	\$ 75.00	\$ 25.00
Subdivision Application (per unit)	\$ 10.00	\$ 100.00	\$ 90.00
Building Permit Residential	\$ 10.00	\$ 25.00	\$ 15.00
Building Permit Commerical	\$ -	\$ 50.00	\$ 50.00
Building Permit Shoreland	\$ 10.00	\$ 100.00	\$ 90.00
Building Permit (Wellhead Prot)	\$ 25.00	\$ 25.00	\$ -
Demolition Permit	\$ 10.00	\$ 10.00	\$ -
Mobile Home Inspections ** Different Ord	\$ 20.00	\$ 20.00	\$ -
Revisit for failed inspection	\$ -	\$ 50.00	\$ 50.00
Penalty for failure to obtain req perm	\$ 100.00	\$ 100.00	\$ -

& mileage

Motion to amend the Application, License & Permit Fee Ordinance Fee Schedule as presented, effective July 1, 2023.

Motion: Jim Hartin Second: Kevin Emery Vote: Unanimous

5. Quit Claim Deeds

Motion to sign the following quit claim deeds:

- To Justin Finkle for 131 Spencer Rd, Map 5 Lot 4-1Z

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

- To Michael Rentas & Ana Hernandez for 162 Main Rd, Map 13 Lot 4

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

- To Justin & Heather Murphy for 14 Stickney Hill Rd, Map 16 Lot 35

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

- To Michael Washburn for 44 Railroad Ave, Map 18 Lot 18

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

- To Adam Coover for 844 Main Rd, Map 1 Lot 54 once the demolition debris has been cleared and the back taxes have been paid.

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

6. Tax Acquired Property

40 Van Horne Ave – The dangerous building on this property has been demolished.

Motion to put the property out to bid for the minimum amount of \$5,426.03 which represents all taxes, sewer, demolition and administrative fees owed to the Town.

Motion: Alaina Zelkan Second: Kevin Emery Vote: Unanimous

17 Windy Hill Rd – No update on this property.

7. Building Permit Application in Wellhead Protection Zone

A building permit for the construction of a new dwelling, which would require a septic system, on property (Map 1 Lot 37) located in the wellhead protection zone has been submitted by Randy McMahon. The lot is a fraction under the proper acreage to have a septic, according to the Wellhead Protection Ordinance, but a variance with stipulations could be granted. Randy stated that he could also divide the abutting lot and add acreage to the undersized lot in order to be in compliance with the Wellhead Protection Ordinance. The Board would like more time to consider the options.

Motion to table approval/denial of the building permit for Randy McMahon Map 1 Lot 37 on Main Rd (beside the storage building almost across from the Town Office).

Motion: Alaina Zelkan Second: Kevin Emery Vote: Unanimous

8. Department Head Updates

- a. **Administration** – Felice provided an updated budget as well as the 2022 audit for the board to review. Sierra Communications has completed the e-mail migration. There is an opening in the front office. Melissa is going to step down from part-time to per-diem; she will be available for elections and emergency coverage. Cheryl will also be decreasing or eliminating her regular scheduled hours as but plans to help us train someone new as much as she is able. We are accepting applications until 6/23/23; interviews will take place the following week. The school referendum will be held on 6/29/2023. Melissa and Cheryl are unable to work that day so the office will be closing at 9:30am. Crystal Cail is available to assist at the polls, if needed.

Motion to appoint Crystal Cail as an Election Clerk thru March 18, 2024 and to appoint Shawn Mitchell as 911 Addressing Officer.

Motion: Alaina Zelkan Second: Shelly Ekholm Vote: Unanimous

- b. **Public Safety** – We've had some movement in the Fire/EMS Department recently; two members resigned several months ago, and one other this month. Also, Rob Coburn, one of our Assistant Fire Chiefs has been unable to put in as much time as he wants and is needed to perform routine maintenance. Since there is a significant amount of maintenance that needs to be done, which is the responsibility of the Assistant Fire Chief, the officers worked out a plan for the remainder of 2023 where Rob's Officer stipend will be split with Richard Wyman who will be responsible for maintenance for the remainder of the year. The Fire/EMS Department recently enlisted Pastor Stephen Dean to be their Chaplain. There has been no interest in the vacant Animal Control Officer position. Since the town is required to have a certified Animal Control Officer, Felice has submitted an application to take the course and will temporarily fill the position.
- c. **Public Works** – After speaking with Superintendent Wright regarding snow removal at Brownville Elementary School, and with Kevin about costs and time associated with snow removal at the school, Felice drafted a proposed snow removal agreement to be presented to MSAD #41 for consideration.

Motion to sign and approve the 2023/24 Snow Plowing Agreement with MSAD #41 regarding Brownville Elementary School, as presented, for the amount of \$4,750.

Motion: Shelly Ekholm Second: Alaina Zelkan Vote: Unanimous

Kevin would like to get the public works storage building cleaned out and is requesting permission to sell some of the small equipment in the garage (old push mowers, trimmers, etc.) that has been replaced.; pricing would be minimal as all the equipment is well-used.

Motion to have the Operations Director sell various old small equipment (mowers, trimmers etc.) and allocate any funds received to the appropriate departmental income.

Motion: Alaina Zelkan Second: Kevin Emery Vote: Unanimous

Northeast Paving will be working in our area soon. Kevin reached out to them for a quote on paving our short section of Lake View Road that's in need of resurfacing. The quote came in higher than expected; Felice and Kevin recommend waiting until the Alder Stream culvert project is funded and revisiting the idea of paving then.

- d. **Recreation** - Crystal and Felice interviewed two applicants for the Rec Assistant position on 6/7/23; both applicants were hired and have been given their payroll paperwork. Swim lessons started on 6/20/23 and additional rec programming will be starting soon.
- e. **Water/Sewer** – Kevin reached out to Quirk, Varney, Darlings and Maine Equipment for truck quotes. Darlings said it would be a long way out to get a body on the truck, so Kevin asked for just a quote on the truck without a body but received no response. Maine Equipment did not submit a quote. Quirk has a 2022 Ford F-350 chassis in stock priced at \$39,357.00, the body would not get done until about December and is estimated to cost \$31,709.12 (including plow & crane). Varney does not have what we are looking for in stock but could order a 2024 GMC Sierra 3500HD chassis priced at \$48,000.00; the body would cost approximately \$39,324.00 (including plow & crane). Since water & sewer are a department of the town and water rates are regulated by PUC, any financing/loans need to be approved by both the voters and the PUC. A five-page application would need to be completed for PUC to review and we would need to have an article, including disclosure of all indebtedness, on the Special Town Meeting Warrant for approval if we chose to finance/lease a truck. Felice requested interest quotes from Camden National Bank and Machias Savings Bank which ranged from 5.5-6%. If we were to finance, we would end up paying \$12-15,000 in interest depending on which vehicle and the length of loan. If we do not want to finance/lease, there are enough funds in the water/sewer reserves to purchase a truck.

Motion to authorize the Town Manager to execute the necessary documents and purchase the 2022 Ford F350 from Quirk Ford of Augusta for a price of up to \$40,000 from the water and sewer reserves.

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

9. Open Session

Special Town Meeting Warrant

Motion to approve and sign the Special Town Meeting Warrant for July 18, 2023 as presented.

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

Land Acquisition – We are still waiting on some signatures; nothing further to report.

Flag Pole – In discussing the desire to have a larger flag pole at the town office and starting the process to get quotes, a suggestion was brought forward to move our flag pole from beside the Post Office and Lake View town office, in the village, to the town office. We would likely need to hire someone to move the pole and then make some modifications to shorten the pole.

Motion to have the Town's flag pole on Pleasant Street relocated to the town office and authorize up to \$500 to be spent from Town Owned Property Reserve to accomplish this.

Motion: Shelly Ekholm Second: Alaina Zelkan Vote: Unanimous

M.S.A.D. #41 School Budget Validation Referendum Warrant

Motion to sign the warrant and notice of election to validate the school budget.

Motion: Alaina Zelkan Second: Kevin Emery Vote: Unanimous

Heat Pump Installation – Efficiency Maine does not allow rebates on heat pumps installed at water pumps stations or treatment plants, so the only buildings that are eligible for rebate are the fire stations. The quotes we received previously have changed because a 36k unit for each building is not eligible for rebate. The requirement would be two 18k units which ultimately increases the rebate amounts but also requires additional labor and materials costs. Since 5/23/23, we have received an updated quote: \$6,065 for the Junction station (requires additional electric panel which will cost approximately \$1,000.00) and \$5,065 for the Village station. Since the pump stations and treatment plant do not qualify for rebate, it is recommended that we hold off on installing pumps at those locations; but because the fire stations are designated heating/cooling centers it would be wise to install the pumps to provide those services and to have a back-up heating source.

Motion to approve the installation of heat pumps at both fire stations for an amount not to exceed \$12,000 which will come from ARPA funds.

Motion: Shelly Ekholm Second: Alaina Zelkan Vote: Unanimous

Whetstone rest area roof replacements – We are estimating the cost to be about \$1,000 for materials to have our crew replace some of the boards that are rotten and all of the asphalt shingles on all of the roofs over the picnic tables at the rest area.

Motion to approve the roof replacements at Whetstone Rest Area up to \$1,000 to be paid out of ARPA funds.

Motion: Alaina Zelkan Second: Kevin Emery Vote: Unanimous

Updated fee schedule for Fire Dept Billing Policy – The following changes are being proposed for the Fire Dept Billing Policy Fee Schedule:

Fire Department Fees & Billing Service Policy					
Type	Current		Proposed		Increase
Truck #1421 (Engine)	\$	300.00	hr \$	325.00	\$ 25.00
Truck #1422 (Squad)	\$	100.00	hr \$	200.00	\$ 100.00
Truck #1423 (new Engine)	\$	-	hr \$	300.00	\$ 300.00
Truck #1425 (Engine/Tanker)	\$	375.00	hr \$	375.00	\$ -
Truck #1430 (sold Tanker)	\$	275.00	hr \$	-	\$ (275.00)
Firefighter (min 1 hour)	\$	16.00	hr \$	20.50	\$ 4.50

*** Does not change rates in any current contracts with UTs & LakeView

Motion to approve the updated fee schedule for Fire Dept Billing Policy as presented.

Motion: Alaina Zelkan Second: Shelly Ekholm Vote: Unanimous

SECURITY CAMERAS AT PLAYGROUND BESIDE FIRE STATION – We had Mike Russell check out the camera that is currently located at the playground as we've had trouble accessing

the feed. We also asked about additional cameras to pick up a larger viewing area as there has been some vandalism and trash thrown there. Mike quoted about \$600 for two additional cameras and suggested some nighttime viewing equipment for around \$150. Shawn has a pole that the cameras could be installed on that he is willing to donate. This project could be funded from ARPA if the Board approves.

Motion to approve two additional cameras and nighttime viewing equipment to be installed at the playground located next to the Jct Fire Station for an amount not to exceed \$1,000 to be paid out of ARPA funds.

Motion: Alaina Zelkan Second: Kevin Emery Vote: Unanimous

10. **Next Meeting & Agenda Items** –Tuesday, July 18, 2023 along with the Special Town Meeting.

11. **Executive Session Pursuant to 1 M.R.S.A. § 405(6)(D) Town Manager Employment Agreement** – There was no discussion needed in executive session, so everything was addressed in public session. The Board reviewed the proposed employment agreement, and did not have any questions or concerns.

Motion to approve and sign the Town Manager's Employment Agreement, as presented, with Felice Lyford for a two-year term ending June 20, 2025.

Motion: Shelly Ekholm Second: Alaina Zelkan Vote: Unanimous

12. Motion to adjourn at 8:26p.m.

Motion: Kevin Emery Second: Alaina Zelkan Vote: Unanimous

Submitted by,

Autumn Chadwick &
Felice Lyford

Board of Selectpersons:


Byron Weymouth, Selectboard Chair


Shelly Ekholm


Kevin Emery


James Hartin

Alaina Zelkan