

TOWN OF BROWNVILLE
BOARD OF SELECTPERSONS MEETING MINUTES
Tuesday, July 19, 2022 ~ Beginning @ 6:00 p.m.
American Legion Post #92 ~ 67 Railroad Ave. Brownville

1. Meeting called to order by Byron Weymouth, Chairperson, at 6:05 p.m.
 - a. Selectpersons Present: Byron Weymouth, Shelly Ekholm, Jim Hartin & Kevin Emery (6:45)
 - b. Employees Present: Felice Lyford, Christopher Crockett & Autumn Chadwick
 - c. Others Present: None
2. Motion made by Shelly to approve meeting minutes from June 21, 2022, 2nd Jim, all in favor. Motion made by Shelly to approve meeting minutes from July 12, 2022, 2nd Jim, all in favor.
3. Reviewed and signed the Treasurer's Warrants (Payroll, A/P for Town and Water/Sewer).
4. Department Head Updates
 - FIRE DEPARTMENT – The radiator in the new fire truck has failed; the radiator has been removed and they are working on a replacement. Kevin is going to check with Deep South to see if they will cover any of the repair costs.
 - W/S DEPARTMENT – Phillip has been working with EJP to locate and repair water leaks on Main Road in the Junction.
 - REC DEPARTMENT – Back field improvements are ongoing; Gerrish's is clearing out stumps to prepare for the installation of swing sets. The majority of the back field fence is finished. Crystal has started summer rec programs; this week the kids cleaned up the Junction playground and painted the concrete barriers.
 - MRC UPDATE - MRC will be meeting this week; nothing further to report.
 - DANGEROUS BUILDING – On 7/13/2022 a certified letter was mailed to the owner of 844 Main Road; the receipt was signed on 7/17/2022 and returned to the town office. The owner has not made any contact with Felice regarding the property. The next step in this process is to hold a public hearing to determine if the building is dangerous or a nuisance and if abatement/demolition is necessary. The owner will need to be notified of the public hearing. Felice is going to contact an attorney to get clarification on the process moving forward and will report back when she has an update. Motion made by Shelly to set a tentative date of 8/16/2022 for a public hearing to determine if the building located at 844 Main Road is dangerous or a nuisance and if so, what steps need to be taken to resolve the issue, 2nd Jim, all in favor.
5. Committee Updates
 - COMPREHENSIVE PLAN COMMITTEE – No updates; Felice is still gathering information.
 - CEMETERY COMMITTEE – As of now, we have at least 2 community members who show a strong interest in being appointed to this committee. Autumn and

Felice are working on an outline to clarify what the scope of this committee would be. In order to avoid any conflict of interest, it may be best to designate a Selectperson to attend Cemetery Committee meetings as a liaison rather than appointing a Selectperson as a member of the committee.

- **BROWNVILLE DAYS COMMITTEE** – Lots of planning and preparation is taking place; any volunteer help is welcome. Village events/activities will take place from 5 to 7pm on 7/22/2022 at the Community Church Railroad Avenue will be shut down for most of 7/23/2022 to allow for the parade, events/activities, vendors and parking. Crystal has been mowing and trimming along the parade route to freshen it up. Felice has sent out notification letters to owners and tenants of properties along the route as a reminder that there will be a parade and a good amount of vehicle/foot traffic throughout the day.
 - **MAINE'S CLIMATE RESILIENCE PARTNERSHIP** – Felice reports that because this is an advisory board, Selectpersons are able to join as members.
6. **Fire Station Generator (ARPA)** – Felice received notification of final grant approval for the generator projects at the Legion as well as the Village Fire Station; both grants come from ARPA funds (not Brownville's allocation) applied for through Piscataquis County EMA and Maine EMA. These are matching fund grants; the other half of the generator located at the American Legion Hall will be paid for by Piscataquis County, as they previously agreed, since they will share the benefit of an emergency shelter for their residents if ever needed. The matching funds for the generator located at the Village Fire Station could come from Brownville's ARPA funds. Motion made by Shelly to accept MEMA ARPA grant award for \$4,762.50 that will cover half the cost of an emergency generator for the American Legion Hall, for emergency shelter purposes, with the understanding that Piscataquis County will provide matching funds, 2nd Jim, all in favor. Motion made by Shelly to accept MEMA ARPA grant award for \$3,962.50 that will cover half the cost of a generator for the Village Fire Station for emergency warming/cooling center purposes, 2nd Jim, all in favor. Motion made by Shelly to match MEMA ARPA grant award of \$3,962.50 with Brownville ARPA funds to purchase and install a generator at the Village Fire Station, 2nd Jim, all in favor.
 7. **Website Design** – Felice is working with Schuyler Horton to plan out the design of the website; Schuyler estimates that the cost should be less than \$1000.00. Motion made by Shelly to provide up to \$2000.00 of ARPA funds to get Town website up and running, 2nd Kevin, all in favor.
 8. **Open Session** – Ben Kittredge, M.D. has resigned from his position as Local Health Officer (verbally conveyed to front office staff this past week). The Town is required to have someone appointed to this unpaid position. Anyone can be appointed to serve in this position as long as they meet the training requirements within 6 months (online and free) of appointment. The training takes about 4-6 hours to complete. This is something that could be added to the Town Manager duties if the Board wishes. Motion made by Shelly to thank Ben Kittredge for his years of service as Brownville's Local Health Officer and to accept his verbal resignation, 2nd Jim, all in favor. Motion made by Shelly to appoint Felice Lyford as Local Health Officer, 2nd Kevin, all in favor.

Craig Corsi has requested permission to bait bear on the landlocked wood lot off Schoodic Lake Road (map 8, lot 1). Craig owns land near the lot and has permission from all the other abutters to bait and is commercially insured. Motion made by Shelly

to give verbal permission for Craig Corsi to bait bear on town property located off Schoodic Lake Road, 2nd Jim, all in favor.

Felice provided the Board with a budget update and is working on a plan to track spending on fuel to have a more accurate picture of what the budget for 2023 may look like.

Alicia and Felice are in the process of switching the Town's funds over to Machias Savings Bank, opening an account at Maine Highlands FCU and preparing for direct deposit payroll.

9. Executive Session – After some discussion, Felice and the Board decided an executive session was not necessary. Motion to accept and sign the Employment Agreement with Felice Lyford as Town Manager, as amended by the Town Attorney, for a term of 1 year ending on June 21, 2023 made by Shelly, 2nd Jim, all in favor.

10. Next Meeting is scheduled for Tuesday, August 16th, 2022 at 6:00p.m. at the Legion.

11. Meeting adjourned at 6:55 p.m.

Respectfully submitted,

Autumn Chadwick
Deputy Clerk

Byron Weymouth, Chairperson



Kevin Emery



James Martin



Shelly Ekholm

Dean Bellatty

