

TOWN OF BROWNVILLE
Public Hearing for Secret Ballot Referendum Issue &
BOARD OF SELECTPERSONS MEETING MINUTES
Tuesday, April 19, 2022 ~ Beginning @ 6:00 pm
American Legion Post #92 ~ 67 Railroad Ave. Brownville

1. **PUBLIC HEARING – Secret Ballot Referendum Issue – Charter Amendment**

Opened at 6:00 pm by Felice Lyford, Deputy Clerk

Felice read the proposed Charter Amendment:

Ballot Question 1. Shall the Municipality approve the charter amendment reprinted below?

Article III TOWN MANAGER

Section 3.01 APPOINTMENT, QUALIFICATION, COMPENSATION

The Board of Selectpersons shall appoint a Town Manager on a contractual basis for a period of up to three years and his/her performance will be reviewed by the Board of Selectpersons on an annual basis for an indefinite term and fix his/her compensation. The Town Manager shall be appointed solely on the basis of his/her executive and administrative qualifications. He/She need not be a resident of the town or state at the time of his/her appointment but may temporarily reside outside the town while in office only with the approval of the Board of Selectpersons. He/She shall be sworn in as soon as possible after his/her appointment. The Town Manager may not serve as Moderator, Selectperson, Assessor or member of the School Committee.

There were no comments or questions from the public.

Closed Public Hearing at 6:04

- a. Selectpersons Present: Byron Weymouth, Shelly Ekholm, Kevin Emery, Jim Hartin. (Dean Belatty, absent)
- b. Employees Present: Felice Lyford, Kevin Black, Leesa Coates, Jeff Witham
- c. Residents Present: Jeff Coates, Lynn Weston, Kelli Witham

2. Open the Selectpersons' Meeting: Byron W opened the meeting at 6:04PM

3. Approval of prior meeting minutes: Motion to approve the minutes from the meetings on March 15, 2022 and March 21, 2022

Motion: Shelly E Second: Kevin H Favor: All

4. Review of the Treasurer's Warrants:

- a. Payroll Warrants signed: By all present board members.
- b. Accounts Payable Warrants signed: By all present board members
- c. Water/Sewer Warrants signed: By all present board members

5. Department Head Updates

- Underpass Update – RR response to proceed & MDOT Funding Update
The railroad has given the "Ok" to proceed with the project with some expected stipulations to keep them informed throughout the process. Patrick from MDOT met with Felice and Kevin and he will be meeting with his supervisors and team. Hoped to have more info for this meeting, but nothing at this time.
- Fire Dept: Air pack cylinder/SCBA mask trade. We have some air pack cylinders we are unable to use. IPS is willing to trade them for new SCBA masks. We would like to donate 2.2 air packs to TCTC in Dexter for training program. Northern Clearing will be donating a 40' container for use at Jct Fire Station, but they are not ready yet. Kevin & Shawn have finalized an updated Bloodborne Pathogens Exposure Control Plan and Policy for the Fire Dept, (example was printed and given to board members) that they would like approval for. Felice has reviewed it and it looks good to her. Motion to trade the air pack cylinders for SCBA masks, donate 2.2 air

packs to TCTC in Dexter and approve the Bloodborne Pathogens Exposure Control Plan and Policy for the Fire Department.

Motion: Shelly E Second: Kevin E Favor: All

- Spring Cleanup – May 17th & 18th. We are able to do a large item roadside clean-up (with exclusions such as mattresses/boxsprings, sleeper sofas, recliners, washer/dryer and demo debris) this year at a cost equivalent to additional trips/loads to PERC along with tipping fees. Looking ahead, this may not be a cost-effective option once the Hampden facility is back up and running, if that is where the Town/MRC contract with. We would like to educate the public about possible limited options moving forward. At the PSWC meeting, it was voted NOT to have any free days due to overwhelming the site and staff.
- Audit Wap-up – Our auditors contacted us the end of March to finalize the required reporting for The PUC. Felice expected to see final bound reports thereafter, but has not received them yet.
- Russell Rd Deed Update & Davis St Foreclosure Sale Update
Research on Russell Rd property continues. Davis St is not under contract and at a standstill.
- Job Descriptions/Personnel Policy Progress. Felice has met with all personnel, with exception of the Rec Director and one Part time office assistant. There is more work to be done on the Fire Dept Officers and Firefighter job descriptions. They will keep working on them.
- Grants/Government funding Applications - Filed an application through Senator Collin's office for Congressional Direct Spending for the underpass project. The funds would not be available until 2023, but the deadline to submit was 4/8/22, and we have no assurance MDOT will be able to secure funding for that project yet. Patrick recommended we move forward with the application, just in case. Shawn has also submitted an application for the Fire Dept for some extrication tools.

6. Street Light Schoodic Lake Rd – Citizen Request

Eric Toby would like to have the town take over responsibility for the electric bill associated with Street light by his home at 95 Schoodic Lake Rd. Felice asked him to submit a written request to the Board. Nothing was received as of the time of this meeting. The Board took no action.

7. Heat Pump RFPs – Received quotes for 2 different sources, and 6 options. ARPA monies may be used to cover the cost of these. Quote printouts were given to board members. After discussion of the options, pros and cons, the board agrees the proposal from Daves World is the best fit. 3 –15/9/6 units with IWAVE technology for air purification, and a 12-year warranty (Covers cleaning every 2 years, and zero cost for parts/labor). Motion to accept the bid from Dave's World for the amount of \$9,568.36 to install the discussed units to be paid from ARPA funds.

Motion: Shelly E Second: Kevin E Favor: All

8. Conflict of Interest Policy for ARPA Compliance- Felice presented a Uniform Federal Grant Guidance Conflict of Interest Policy that is required for compliance with ARPA. This policy ensures town employees and officials have no stake in bids, contracts or purchases of goods with ARPA funds creating a conflict of interest. Motion to accept the Conflict of Interest Policy presented.

Motion: Shelly E Second: Kevin E Favor: All

9. Tax Write-Off – Sold Foreclosed Property 2021 – The town sold a foreclosure to Dante Jones on Front St in 2021. The taxes still show as outstanding on our system. The taxes due above and beyond what was received should have been written off. Need an official vote to clear up our books. Motion to write off any taxes, water & sewer owed on the foreclosure sale at 56 Front Street prior to the sale to Dante Jones in 2021.

Motion: Kevin E Second: Jim H Favor: All

10. Open Session – **Dangerous buildings** is a work in progress. There are a few on the list. Felice and the Board agree that they can not all be tackled at once. A time line process needs to be put in place and prioritizing what ones are most dangerous will need to be looked at. Possibly take on 1 -2 buildings at a time/per year. The first one the Board would like to move forward on is 1529 Main Road as the chimney is starting to lean. **Budget** copy was handed out. There needs to be a few expenses moved into proper location as we are allocating things a little differently, such as the manager's wages only being charged to

administration, water and sewer. Prior to town meeting, they were allocated to multiple departments. **AMC Pleasant River Recreation Corridor Project.** Felice met with Steve Tatko, the Director of Maine Conservation & Land Management for the Appalachian Mountain Club. They are submitting an application to improve the recreational trail for improved multi use access to include biking in the KI Region. As part of their request for funding, they would like to identify & develop a piece of property to construct a parking lot with signage near the trailhead in the Junction. This includes improvements for snowmobile access and will not exclude the current ATV access areas. Felice submitted a letter of support, as there is no financial obligation to the town and can only benefit our regional economic development. Copy of Felice's letter as well as Steve's letter was presented to board. **Upcoming Events** – April 23rd Father/Daughter Dance - Rec Dept. May 1st Polar Dip at Lake View landing - Brownville Days Committee May 7th Sportsman's Auction – Fire Auxiliary May 21st Big Truck Show – Brownville Days Committee

11. Next Meeting – May 24th, 2022 at 6pm

12. Adjournment – Motion to adjourn at 7:25 PM

Motion: Shelly E

Second: Kevin E

Favor: All

Respectfully submitted,
Leesa Coates, Board of Directors Secretary


Byron Weymouth, Chairperson


Kevin Emery

James Hartin


Shelly Ekholm

Dean Bellatty

John W. ...