

TOWN OF BROWNVILLE
BOARD OF SELECTPERSONS MEETING MINUTES
Tuesday, May 24, 2022 ~ Beginning @ 6:00 pm
American Legion Post #92 ~ 67 Railroad Ave. Brownville

1. Called to order by Byron Weymouth, Chairperson at 6:03p.m.
 - a. Selectpersons Present: Byron, Shelly & Kevin. Dean & Jim were absent
 - b. Employees Present: Felice
 - c. Residents Present: Linda Champagne

2. Motion to approve minutes from the prior meeting on April 19, 2022.
Motion: Kevin Second: Shelly Vote: Unanimous

3. Reviewed and signed the Treasurer's Warrants (Payroll, A/P for Town and Water/Sewer).

Motion to sign the Notice of Election and Budget Referendum for MSAD #41
Motion: Shelly Second: Kevin Vote: Unanimous

4. Maine's Climate Resilience Partnership – Presentation by Dover-Foxcroft Climate Action Advisory Committee Chair Carole Boothroyd. Carole presented the Board with an overview of the Maine Climate Plan "Maine Won't Wait". If the Town enrolls in the Resilience Partnership, they would be eligible for community action grants ranging from \$5,000 - \$50,000 as a sole municipality, and up to \$100,000 if collaborating with one or more other towns. The next round of grants is due in September. There are three steps to join: Fill out the provided self-assessment. Hold a community workshop and adopt a resolution approved by the Board.

The Board will review the information and consider joining as there are many opportunities listed that the Town would be able to take advantage of.

5. Open Session – This item was moved up on the agenda as resident, Linda Champagne was present to address Board regarding dog at large complaint. After the second visit from the ACO, the animal has been under the owner's control. Since the owner uses the property as a seasonal location, and lives in NH, he is not required to license the dog here, and there should be no further issues.

6. Department Head Updates

- UNDERPASS PROJECT – We met with Maine DOTs Patrick Adams, Outreach Planner to get an update on whether or not DOT will be able to help us with funding on this project. At this time, DOT is declining since the road is not a state or state aid road; however, they have another division that deals strictly with bicycle and pedestrian access projects that we can apply for funding through. It would not be on the radar for this year though. Jarod Farn-Guillette, who is our Regional Planner would walk us through the application and the next steps. Since we applied for congressional spending funds, those awards should be announced this fall. Through this process, DOT had our project analyzed by their engineers and made some suggestions. One way for us to further determine what is in the wall is by using Ground Penetrating Radar (GPR). This would be a safe way to get more information without disturbing the structure of the wall. We are getting some information/pricing on what that would be. It would also put us in a better position to solidify costs and scope of work for the project.

- FIRE/EMS DEPT – We are making great progress with our State EMS License. We've been securing agreements with partner agencies, advertised for public comment and completed multiple other requirements on their list. Members continue to pass their exams, successfully building the First Responders Team. They have done and continue to do a phenomenal job! We expect to be licensed in mid-June. We had submitted a grant application for the Ed McDonald Safety Grant to acquire ice/water rescue equipment. We did not receive the award, but were encouraged to reapply in the fall for their second round.
- WATER/SEWER – Maine DEP inspection reports for the wastewater treatment plant were received with no issues noted. The guys are spreading sludge all this week as well.
- REC DEPT – The drag for the ballfields that we have is not working out well for us. It takes a great deal of added weight to accomplish anything. Crystal purchased a new one this month (from her budget) and would like to put the older one up for sale to offset the cost, which would need Board approval.
 Motion to have Crystal sell the old drag for the ballfield and receipt the money into Rec Income to offset the purchase of the new one purchased.
 Motion: Shelly Second: Kevin Vote: Unanimous
- PSWC UPDATE – The PSWC Board has put management of the site out to bid for a contractor with a due date of May 31st. If we receive any bids, and they come in too high, we will have to work through some additional steps to run it at the PSWC Board level with employees. If that is the case, Brownville's role may require more administrative work which would be at a higher level of compensation, to keep us in compliance with all the laws and regulations. We are looking at as many scenarios as we can and will keep you updated.
- MRC UPDATE – The MRC is getting closer to a conclusive resolution for the Hampden Facility. On May 27 final bidder qualifications and draft agreements are due and the MRC will continue their review. Again, if there are no acceptable bidders, MRC will be awarded the facility at a substantially reduced amount. We will know for sure in June.
- MARIJUANA ESTABLISHMENT APPLICATIONS/ORDINANCE – Manager recently had an application to process for a marijuana license and became familiarized with our ordinance, but would like to see it amended to include much more clarification. Board discussed tabling until the fall to align the process to prepare for an amended ordinance vote at regular town meeting.
- AUDIT FINALIZED –The final 2021 audit reports were enclosed in the packets for review. There were no questions or concerns from the Board.
- PROPERTY DEEDS & SALES – The sale of 84 Davis Street was finalized on May 13th. The buyer prepaid what the pro-rated amount of taxes would have been if he owned it on 4/1, as well as the current sewer bill for this quarter and all other closing costs. We ended up with \$11,113.46 going into town owned property after payment of all the outstanding taxes, water & sewer were taken care of. We are awaiting a response from the Germon's on the Russell Road property. They were going to have their attorney review our findings and decide if they wanted to spend the money to clear title or not.
- JOB DESCRIPTIONS/PERSONNEL POLICY PROGRESS – We have completed drafts for Fire Chief, Asst Chief, Captain, Firefighter and Town Manager to date. Will continue to work on the personnel policy and job descriptions.
- ARPA – Reporting for the first period (March 2021 – March 2022) was completed on 5/4. It was due 4/30; however, we (and many other towns) had not been able

to fully log in to complete the reporting due to another person being assigned the "administrator" role on the treasury site. We had submitted a ticket to correct it with their IT department weeks ago, so we will not be penalized as we had tried to rectify the problem to comply with the deadline. Below is a breakdown of amounts paid/allocated as of 5/18/2022. We have not received the second payment of funds yet.

Project	Allocated	Expended to Date	Project Remaining	ARPA Funds Remaining on First Payment	ARPA Funds Remaining on Total Award
ARAP Award				\$ 62,755.80	\$ 125,511.61
EMS PPE Gear	\$ 24,525.00	\$ 7,337.03	\$ 17,187.97	\$ 55,418.77	\$ 100,986.61
Premium Pay (\$31,626 for regular EEs, \$8,400 for Fire, \$3,062 FICA/MEDI)	\$ 43,088.00	\$ 9,492.75	\$ 33,595.25	\$ 45,926.02	\$ 57,898.61
Heat Pump/Purifiers	\$ 9,568.36	\$ 4,500.00	\$ 5,068.36	\$ 41,426.02	\$ 48,330.25

- **HEAT PUMPS** – Were installed 5/19. I have received confirmation that the paperwork has been submitted through Efficiency Maine by Dave’s World, and that we qualify for and will be approved for the rebates.
- **SPRING CLEAN-UP** – Took place on May 17th & 18th.
- **DANGEROUS BUILDINGS** – A letter was sent on 4/29 regarding 1529 Main Rd, giving a deadline of 5/29 to take care of their violation. The property was demolished on 5/8 and cleared away by 5/10. I sent a letter to the owner of 844 Main Rd which was the next one on the list with a deadline of 6/10 to comply.
- **TOWN WEBSITE** - Recently, the TRC Maine website that hosts our town page was deactivated for a few weeks ago, but seems to be back up now with limited information and links missing. We have begun to research alternatives, but of course, there are fees associated with all of them. We were certainly very fortunate to have Seth Barden as a volunteer webmaster for our town. We are gathering information and quotes for consideration. I believe this expense would fall under ARPA guidelines if the Board wants to consider that an option.

7. **Water Abatement Requests.** Ann Weston at 1465 Main Rd, is requesting an abatement of excess usage (\$77.48) due to a broken frost bottom her son discovered last quarter. When frost bottoms freeze and break, the water leaks before it goes through the meter. The Board is requesting further information to see if there was an additional break/leak to consider; otherwise, this scenario does not fall within the policy guidelines for abatement. The request from Rodney Crandall & Marilyn Brooks for excess usage (\$1,138.36) due to a leaking flush valve and a pipe leak from the washing machine to the flush was denied due to the property being vacant most of the winter, which is not permissible in our abatement policy.

Motion to table Ann Weston’s request and inquire if there is more information on leaks or breaks beyond the frost bottom. If there is, we will put it on the June agenda for reconsideration. Denial of Crandall/Brooks’ request as the reason does not qualify for abatement per our policy.

Motion: Kevin Second: Shelly Vote: Unanimous

8. **Maine Highlands Broadband Coalition** – Felice attended the group’s meeting on Tuesday, May 3rd at the Dover-Foxcroft Town Office. They are looking for a commitment from the Town to include us in the Coalition and ultimately add to their applications for funding to secure more significant grants (larger collaborative groups typically are awarded more funds as the impact of those funds reaches a larger area/amount of people). It would require dedicating work hours to the project, from one

or more representatives in Brownville. At this time, the Board does not feel this is the best use of the manager's time.

9. Comprehensive Plan & Projects Planning - Part of moving forward with improvements to the town is updating our Comprehensive Plan which was done in 2004. We have carry-over funds to use to update it (\$3,871). Our Comprehensive Plan is intended to be good for no more than 10 years. Since we are at year 18, it's time to work on that. Lorna has experience doing these types of plans, and she would be willing to assist as needed. A major benefit to updating our plan and going through the process to plan out projects is that when grant funding becomes available, we can easily apply for it with a clear outline of the project and costs associated with it. The Board agreed to move forward with updating the Comp Plan and working on Projects Planning. Felice will try to form a work group/committee.
10. Open Session – Manager brought forward two quotes from AMB signs to have an electronic double-sided sign installed out front of the town office. Option 1 cost is \$29,992.00. Option 2 cost is \$32,215.00. Although this would qualify to be paid from the ARPA funds, the Board does not want to spend that much on signs at this time.

Each year, the Board is asked if they would like to put forth a name for Brownville's Spirit of America Award. There were several employees that recommended Crystal Cail for this year's award. We would likely present something at the Brownville Days Event this summer.

Motion to nominate Crystal Cail for Brownville's Spirit of America Award.

Motion: Shelly

Second: Kevin

Vote: Unanimous

North & Southeats is requesting renewal of their liquor license. As the licensing manual reads, the Board "may" hold a public hearing prior to considering the application. Since there have not been any complaints received regarding this establishment, the Board agreed that putting it on the regular agenda for June would suffice. If there are any public comments, they can be heard at that time. The expiration of their license is June 28th.

Another project the manager brought forward for consideration is expansion of the current cemeteries (or acquisition of land for new cemeteries). Currently, in the Pine Tree Cemetery, there are around 70 spaces left for sale. She would like to form a committee to work on this as well as repairs and maintenance to some existing stones/lots that is needed in both locations. The Board agreed to have a Cemetery Committee formed for this purpose.

The Fire Chief is recommending we hire Christopher Birt as a Firefighter for Brownville. He has experience working for Millinocket.

Motion to hire Christopher Birt as a Volunteer Firefighter.

Motion: Shelly

Second: Kevin

Vote: Unanimous

11. Executive Session for Personnel Matter Pursuant to 1 MRSA § 405 (6)(A). The executive session was not needed at this meeting. Since the charter amendment will be on the ballot next month, the manager suggested the Board should consider whether or not they would like to put an ad out to fill the permanent position or hire from within. The Board unanimously agreed not to advertise the position, but hire from

within. They will review the draft changes to the contract and job description and asked that it be put on the next agenda as an executive session.

12. Next Meeting is scheduled for Tuesday, June 21st at 6:00p.m. at the Legion. The following items should be added to the agenda: Discuss IT Providers/Contract, Maine Climate Resilience Partnership, Renewal Application for North & South Eats Liquor License.

13. Motion to adjourn at 8:20 p.m.

Motion: Shelly

Second: Kevin

Vote: Unanimous

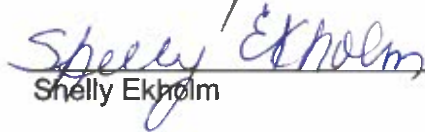
Respectfully submitted,

Felice Lyford
Interim Town Manager


Byron Weymouth, Chairperson


Kevin Emery

James Hartin


Shelly Ekholm

Dean Bellatty

