

TOWN OF BROWNVILLE
BOARD OF SELECTPERSONS
MEETING MINUTES

Tuesday, February 15, 2022 ~ Beginning @ 6:00 pm
American Legion Post #92 ~ 67 Railroad Ave. Brownville

Item 1. Open Meeting: Chairman opens meeting at 6PM

- a. Selectpersons Present: Byron Weymouth, Shelley Ekholm, Jim Hartin, Kevin Emery (absent Dean Bellatty)
- b. Employees Present: Felice Lyford, Leesa Coates, Kevin Black, Chris Crockett, Philip Cook, Shawn Mitchell
- c. Residents Present: Emily Cook

Item 2. Approval of prior meeting minutes, January 18, 2022.

Motion: Kevin Emery Second: Jim Hartin Favor: All

Item 3. Review of the Treasurer's Warrants:

- a. Payroll Warrants: Signed
- b. Accounts Payable Warrants: Signed
- c. Water/Sewer Warrants: Signed

Item 4. Department Head Updates:

Town Manager – Felice Lyford

- a. Audit – Completed and numbers are ready for Budget meeting.
- b. Budget – Final meeting will be Feb 17th to review and approve warrant articles.
- c. Foreclosures – Reviewed the warrant articles from last year for clarification.
- d. PSWC – Contract with Moosehead Rubbish (Sean Bolen) was terminated by the PSWC Board. Public Works Department from Brownville and Milo to help with clean up of the site. More evaluation of what will be done in the future will need to be discussed.
- e. Generators – This is on hold until grants are approved
- f. Charter amendment presented regarding the Town Manager section as recommended by the Town Attorney.
- g. Three Rivers Ambulance Service Board of Directors opening – Brownville. Shawn Mitchell was recommended and he said yes.
- h. Upcoming meetings, trainings and holidays reviewed.

Highway – Kevin Black

- a. Underpass Slope Study – Completed. Further research in regards to project costs and funding. Board voted to pay bill for study by March 1, in the amount of \$1755.

Motion: Shelley E Second: Kevin E Favor: All

Sewer – Kevin Black

- a. Pump station 2 on Main Rd is frozen
- b. In the future there may be a need of chemical testing for PFAS and having sludge removed by another company.

Water – Kevin Black

- a. Hydrant in front of Jct Fire Station was hit by a vehicle. It was repaired, and we have the insurance information of the driver to submit a claim for reimbursement
- b. Lead and copper pipe rules may be changing in 2023.
- c. There is an increase in water usage that is unexplainable at this time. Phillip & Kevin continue to check vacant houses to see if they can locate a leak/break.

Fire and EMS – Kevin Black/Shawn Mitchell

- a. Training is going well
- b. 6 grants are being worked on.

- c. CPR class being held will test in March in Winslow.
- d. Working with Forestry Dept on training of our fire fighters.

Item 5. Livestock Ordinance Petition:

In brief, the board may not act on the petition as written and signed as it does not pertain to Brownville. An email from legal was presented and discussed. Board voted to reject the petition as invalid.

Motion: Shelley E

Second: Jim H

Favor: All

Item 6. Dangerous Buildings:

Felice presented statutes and had discussion with code officer. Board and manager will work on updating the list of potential buildings to send notice to.

Item 7. Town Report Picture & Dedication:

Motion to dedicate the 2021 Annual Town Report to Rick Gallagher for 30+ years of service. Rick's anniversary was Feb 2021. A picture of the truck he used to work with (or something similar) would be great to use if we can find one.

Motion: Jim H

Second: Kevin E

Favor: All

Item 8. Security -Town Office & Buildings

ProTech Solutions sent quote install security cameras/equipment. Motion to have ProTech Solutions install security cameras/equipment as discussed as well as additional monitors to view inside the town office, spending up to \$1500 from Town Owned Property.

Motion: Shelley E

Second: Jim H

Favor: All

Item 9. Open Session:

Board reviewed the recommended charter amendment as presented by the Town Attorney. Since our charter does not indicate an end to a contract, the recommended amendment is as follows:

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 Selectperson on an annual basis.

Also discussed the Personnel Policy will need to be amended to reflect the same as it currently states an annual contract.

Motion to have the amendment put on the ballot, as presented, for the upcoming Town Meeting.

Motion: Jim H

Second: Kevin E

Favor: All

Additional concerns brought forward by Chris Crockett & Phillip Cook about the need for clarification on wording in the Employee Policy Handbook Section 3.7.2 Standard Work Week in regards to hours worked, work schedules and overtime pay for time worked on a weekend even if an employee has not worked 40 hours. Question if an employee has worked their 40 hours for the week, are they required to report to work the rest of the week (more specifically public works during the winter months)? The Manager suggested that it would be her expectation that an employee that works a Monday through Friday schedule would report to work on those workdays unless agreed upon previously by the Department Head or Manager as there may still need to be work completed whether or not there are weather conditions that would make it evident. They also requested consideration of paid

overtime for hours worked on a weekend, regardless if total hours worked exceeds 40 for the week. Current policy states, in multiple sections, 40 hours must be worked before overtime is paid. Discussion about on-call time for the water/sewer department as someone is required to be on-call 24/7 and at least a couple of hours are required on weekends. Since our staff are cross-trained, this gets tricky in the winter months and often leaves Phillip taking call most weekends as the weather is unpredictable. Manager explained that she and Kevin reviewed the current on-call pay thru the budgeting process, and requested triple the 2021 amount for on-call pay for water/sewer, for this very reason. The Board expressed concern for the lack of staff on the on-call rotation, and asked why the Operations Director didn't take a turn in the rotation. He explained that when he was hired, he was clear that he would not accept the position if he would be required to take on-call rotation, and he is quite often called out to assist the on-call staff when there is an alarm or issue anyway. Because the policy has not been reviewed since 2016, there are many areas that require updating. This is a project on the Manager's list; however, the budget was first priority. She will work on drafting some of changes and continue to review at future meetings.

Item 10. Motion to adjourn at 7:54 PM
Motion: Shelley E

Second: Kevin E

Favor: All

Respectfully submitted,
Leesa Coates, Selectboard Secretary


Byron Weymouth, Selectboard Chair


Kevin Emery


Dean Bellatty


Shelly Ekholm

James Hartin