

TOWN OF BROWNVILLE
BOARD OF SELECTPERSONS & BUDGET COMMITTEE MEETING MINUTES
Tuesday, February 13, 2024 ~ 6:00p.m.
American Legion Post 92 - 67 Railroad Ave. Brownville

1. **Call to Order** – Meeting was called to order by Byron Weymouth at 6:08 p.m.
 - a. Selectpersons Present: Byron, Shelly & Kevin
 - b. Budget Committee members present: Gary, Marie, Leesa, Jean & Robert
 - c. Employees Present: Felice, Alicia, Shawn & Kevin
 - d. Residents/Others Present: None

2. **Approval of prior meeting minutes** – Motion to approve the prior meeting minutes from 1/16, 1/23 & 1/30 as written.

Selectboard Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

Budget Committee Motion: Gary Chapman Second: Robert Brown Vote: Unanimous

3. 2024 Budget Final Recommendations & Warrant Articles Review

Chief Mitchell spoke about the possibility of upgrading the Town's EMS Permit Level from EMT to Paramedic. When the first responder unit was started, we licensed at the EMR Level with an EMT Permit Level. We have had members advance from EMR's to EMT, Advanced EMT and Paramedic. The Fire Department feels it would be beneficial to our residents to upgrade the permit level of service to the Paramedic level as it gives us the opportunity to treat patients with critical symptoms at the highest emergency level possible prior to a transporting service arriving. We would still be a non-transporting service, just a higher level of care, if the personnel responding hold that higher license. There are increased costs associated with upgrading the license such as acquiring a cardiac monitoring device and IV equipment to name a couple. It was asked of the Board if they would like to recommend this change to the voters, and if so, should it be an article on the Annual Town Meeting Warrant or hold a Special Town Meeting? If possible, the Board would like to have the article on the Town Meeting Warrant. A Board Member asked if this would help the ambulance service? Upgrading the license would not help with ambulance staffing, but it would help if the ambulance did not have a paramedic on board. We could have a paramedic start care, they would continue care and go with the Ambulance to the hospital, only if the ambulance has an EMT on their rig. A rough cost to upgrade would be \$45,000. There are anticipated grant funds coming and the Auxiliary has pledged \$10,000 towards this upgrade, if it is something that the Town would like to do. We would anticipate asking the voters if they support the upgrade and use up to \$15,000 from Surplus to startup with annual operating expenses incorporated into the Fire/EMS Budget.

Article 7. To see what sum of money the Town of Brownville will vote to raise and appropriate for the **General Government Budget**.

	2022 Budget	2023 Budget	2024 Recommended
Administration	\$209,430	\$245,600	\$290,553
Assessing	\$22,700	\$22,850	\$24,481
Town Office	\$12,395	\$19,150	\$18,550
Insurances	\$31,497	\$32,300	\$37,100
Totals	\$276,022	\$319,900	\$370,684

Selectboard and Budget Committee Recommend \$370,684

Selectboard motion to recommend Article 7 as written.
 Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 7 as written.
 Motion: Marie Second: Jean Vote : Unanimous

Article 8. To see what sum of money the Town of Brownville will vote to raise and appropriate for the **Public Safety Budget**.

	2022 Budget	2023 Budget	2024 Recommended
EMS	\$19,591	\$29,050	\$39,170
Fire	\$72,481	\$97,300	\$132,803
Public Safety Officer	\$6,460	\$8,650	\$11,150
Ambulance	\$4,860	\$5,200	\$6,075
Animal Control	\$2,562	\$5,500	\$9,500
Street Lights	\$12,000	\$13,500	\$15,500
Fire Prot (Hydrants)	\$71,705	\$71,705	\$77,000
Code Enforcement/LPI	**	**	**\$23,138
Emergency Mgmt Agen	\$3,750	\$3,900	\$4,918
Totals	\$193,409	\$234,805	\$319,254

- ** *In 2022 Code Enforcement was paid \$5,000 as an annual stipend within the General Government, Administration Budget and LPI fees assessed were distributed to the State, DEP and LPI as a pass through and not reflected in the revenue/expenses for the budget.*
- ** *In 2023 Code Enforcement was paid hourly (and held regular office hours) for a budgeted amount of \$9,000 and LPI fees were distributed to the State, DEP and LPI within the General Government, Administration Budget.*
- ** *In 2024 Code Enforcement and LPI have been moved from the General Government, Administration Budget to the Public Safety Budget with their own division as reflected above.*
- ** *The General Government, Administration Budget is reflected in Article 7 above.*

Selectboard and Budget Committee Recommend \$319,254

Selectboard motion to recommend Article 8 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 8 as written.

Motion: Jean Second: Leesa Vote: Unanimous

Article 9. To see what sum of money the Town of Brownville will vote to raise and appropriate for the **Public Works Budget**.

	2022 Budget	2023 Budget	2024 Recommended
Highway	\$267,122	\$314,550	\$365,074
Sanitation	\$110,125	\$138,840	\$156,590
Transfer Station (PSWC)	\$45,768	\$45,768	\$55,744
Cemeteries	\$28,742	\$32,950	\$35,733
Parks & Facilities	**	**	**\$2,800
Totals	\$451,757	\$532,108	\$615,941

** *Parks & Facilities has been broken out between Recreation (formerly Parks & Recreation), Rec Programs and Public Works, Parks & Facilities budgets for 2024 to more accurately reflect which department wages and supplies are pulled from for these activities. In previous years, grounds maintenance for all town facilities was reflected in the Parks & Recreation, Recreation Facilities budget. In 2024, Davis Field will be the only facility reflected in the Recreation Budget and now sits in the Rec Programs section. The remaining facilities (with the exception of water/sewer properties) will be reflected in the Public Works Parks & Facilities budget, including Whetstone Rest Area, the Town Office, Public Works Garage, Village & Jct. Fire Stations and Village and Jct. Playgrounds.*

Selectboard and Budget Committee Recommend \$615,941

Selectboard motion to recommend Article 9 as written.
Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 9 as written.
Motion: Marie Second: Leesa Vote: Unanimous

Article 10. To see what sum of money the Town of Brownville will vote to raise and appropriate for the **Recreation Budget**.

	2022 Budget	2023 Budget	2024 Recommended
Recreation Programs	\$18,300	\$21,150	\$29,880
Recreation Facilities	\$1,350	\$1,900	**
Recreation Snack Shack	\$1,100	\$1,700	\$2,050
Brownville Days	\$2,500	\$0**	\$0**
Totals	\$23,250	\$24,750	\$31,930

**Recreation Facilities- see notation on Article 10 Related to the Public Works Budget.

**Brownville Days – see Article 13.

Selectboard and Budget Committee Recommend \$31,930

Selectboard motion to recommend Article 10 as written.
Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 10 as written.
Motion: Marie Second: Jean Vote: Unanimous

Article 11. To see what sum of money the Town of Brownville will vote to raise and appropriate for the **Unclassified Budget**.

	2022 Budget	2023 Budget	2024 Recommended
Town Owned Prop Maint	\$2,500	\$5,000	\$5,000
Library	\$9,500	\$17,900	\$18,766
Flags & Decorations	\$500	\$500	\$500
Totals	\$12,500	\$23,400	\$24,266

Selectboard and Budget Committee Recommends \$24,266

Selectboard motion to recommend Article 11 as written.
Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 11 as written.
Motion: Marie Second: Jean Vote: Unanimous

Article 12. To see what sum of money the Town of Brownville will vote to raise and appropriate for the **General Assistance Budget**.

	2022 Budget	2023 Budget	2024 Recommended
General Assistance	\$2,000	\$3,500	\$3,500

Selectboard and Budget Committee Recommend \$3,500

Selectboard motion to recommend Article 12 as written.
Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 12 as written.
Motion: Leesa Second: Jean Vote: Unanimous

Article 13. To see what sum of money the Town of Brownville will vote to raise and appropriate for the **Brownville Days Budget**.

	2022 Budget	2023 Budget	2024 Recommended
Brownville Days	\$0**	\$2,500	\$5,000

**Brownville Days, in 2022 was part of the Recreation Budget in Article 10.

Selectboard and Budget Committee Recommend \$5,000

Selectboard motion to recommend Article 13 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 13 as written.

Motion: Leesa Second: Jean Vote: Unanimous

Article 14. To see what sum of money the Town of Brownville will vote to raise and appropriate for the **Reserve Funds Budget**.

	2022 Budget	2023 Budget	2024 Recommended
Administration	\$2,500	\$2,500	\$2,500
Fire	\$25,000	\$25,000	\$30,000
Highway	\$35,000	\$35,000	\$35,000
LRAP-Paving	\$35,000	\$35,000	\$35,000
Sanitation	\$20,000	\$20,000	\$20,000
Wages	\$2,500	\$2,500	\$2,500
Fire Small Equipment	\$10,000	\$10,000	\$10,000
Recreation	\$1,000	\$1,000	\$2,500
Totals	\$131,000	\$131,000	\$137,500

Selectboard and Budget Committee Recommend \$137,500

Selectboard motion to recommend Article 14 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 14 as written.

Motion: Jean Second: Leesa Vote: Unanimous

Article 15. To see if the Town will vote to re-appropriate \$48,290 from the following **2023 Carry Forward Accounts** in addition to the Town Budget:

	Amount		Amount
Assessing (Maps)	\$1,500	Rec Snack Shack	\$1,142
Comprehensive Plan	\$3,773	Town Owned Prop Maint	\$3,258
Emergency Fuel	\$16,254	Animal Control	\$3,146
Recreation Department	\$8,699	Brownville Days	\$10,140
Recreation Maint Ops	\$378		

Selectboard and Budget Committee Recommend Passage of this Article

Selectboard motion to recommend Article 15 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 15 as written.

Motion: Marie Second: Jean Vote: Unanimous

Article 16.

To see what sum of money the Town will vote to raise and appropriate for the **Debt Obligation Budget**.

	2022 Budget	2023 Budget	2024 Recommended
Paving Loan	\$20,000	\$0	\$0
Public Works Loader	\$0	\$0	\$43,175

Selectboard and Budget Committee Recommend \$43,175

Selectboard motion to recommend Article 16 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 16 as written.

Motion: Marie Second: Jean Vote: Unanimous

Article 17.

To see if the Town of Brownville will vote to authorize the Board of Selectpersons, on behalf of the Town of Brownville, to sell and dispose of any town owned property, real estate acquired by the Town for non-payment of Taxes, Water Bills, and Sewer Bills thereon, on such terms as they may deem advisable, and to execute a quitclaim deed for such real estate. If the Board of Selectpersons opt to sell the property, before putting the real estate out to a minimum bid, the Selectboard shall authorize the treasurer to offer to sell the real estate back to the immediate prior owner of record, his / her estate, heirs or assigns on or before a date certain for the total taxes, water & sewer bills, cost and interest owed, within a period to be set by the Selectboard; and further to allow the Selectboard to authorize the Treasurer to waive automatic lien foreclosures when it is in the best interest of the Town.

Selectboard and Budget Committee Recommend a yes vote.

Selectboard motion to recommend Article 17 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 17 as written.

Motion: Marie Second: Jean Vote: Unanimous

Article 18.

To see if the Town of Brownville will vote to authorize the Board of Selectpersons to transfer funds between operating accounts approved in this warrant, based upon changes and the un-anticipated needs of the town during the current fiscal year of 2024. The total expenditure of all accounts shall not exceed the approved budget. All such transfers shall be so identified at the next annual town meeting.

Selectboard and Budget Committee Recommend a yes vote.

Selectboard motion to recommend Article 18 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 18 as written.

Motion: Leesa Second: Jean Vote: Unanimous

Article 19.

To see if the Town of Brownville will vote to authorize the Board of Selectpersons to spend an amount not to exceed 3/12 of the budgeted amount in each budget category of the 2024 annual budget during the period from January 1, 2025 to the 2025 Annual Town Meeting.

Selectboard and Budget Committee Recommend a yes vote.

Selectboard motion to recommend Article 19 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 19 as written.

Motion: Marie Second: Leesa Vote: Unanimous

Article 20. To see if the Town of Brownville will vote to authorize the Board of Selectpersons to appropriate money from the following projected revenue sources in order to reduce the 2024 General Commitment (the following are estimates).

Motor Vehicle & IFW Excise	\$220,000
Tree Growth Reimbursement	\$60,000
State Revenue Sharing	\$325,000
Homestead Reimbursement	\$115,000
Other Revenue	\$140,650
Perpetual Care (Cemeteries)	\$10,000
Totals	\$870,650

Selectboard and Budget Committee Recommend a yes vote.

Selectboard motion to recommend Article 20 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 20 as written.

Motion: Jean Second: Marie Vote: Unanimous

Article 21. To see what amount the Town of Brownville will vote to appropriate from **surplus** to reduce the **2024 Tax Commitment**.

Selectboard and Budget Committee Recommend for 2024 - \$85,000

Selectboard motion to recommend Article 21 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 21 as written.

Motion: Leesa Second: Jean Vote: Unanimous

Article 22. To see what sum of money, if any, the Town of Brownville will vote to authorize the Board of Selectpersons to appropriate from the Undesignated/Unrestricted Fund (surplus) as they deem advisable to meet unanticipated emergencies that occur during the fiscal year 2024.

Selectboard and Budget Committee Recommend \$10,000

Selectboard motion to recommend Article 22 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 22 as written.

Motion: Leesa Second: Jean Vote: Unanimous

Article 23. To see if the Town of Brownville will vote to authorize the Board of Selectpersons to dispose of town-owned surplus personal property as well as abandoned and unclaimed or surplus property acquired by the town, on such terms as they deem advisable.

Selectboard and Budget Committee Recommend a yes vote.

Selectboard motion to recommend Article 23 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 23 as written.

Motion: Leesa Second: Jean Vote: Unanimous

Article 24.

To see if the Town of Brownville will vote to increase the property tax levy (LD1) limit under 30-A MRSA § 5721-A, if needed, for the 2024 calendar year, based on the amount to be raised by the Town through property taxes.

Note: This article is to be voted on by written ballot in accordance with 30-A MRSA §5721-A(7)(A).

Selectboard and Budget Committee Recommend a yes vote.

Selectboard motion to recommend Article 24 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 24 as written.

Motion: Marie Second: Leesa Vote: Unanimous

Article 25.

To see if the Town of Brownville will vote to approve and appropriate the sum of \$289,519 for 2024 Water Department operations as requested in the 2024 Water Department operating budget, to be funded from Water Department rates.

	2022 Budget	2023 Budget	2024 Recommended
Water	\$252,272	\$252,250	\$289,519

Selectboard and Budget Committee Recommend Approval

Selectboard motion to recommend Article 25 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 25 as written.

Motion: Leesa Second: Jean Vote: Unanimous

Article 26.

To see if the Town of Brownville will vote to approve and appropriate the sum of \$211,569 for 2024 Sewer Department operations as requested in the 2024 Sewer Department operating budget, to be funded from Sewer Department rates.

	2022 Budget	2023 Budget	2024 Recommended
Sewer	\$187,814	\$187,823	\$211,569

Selectboard and Budget Committee Recommend Approval

Selectboard motion to recommend Article 26 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 26 as written.

Motion: Leesa Second: Jean Vote: Unanimous

Article 27.

To see if the Town of Brownville will vote to appropriate up to \$18,000 from the Undesignated/Unrestricted Water funds for the purpose of acquiring new remote meter readers and software to replace the current program that is no longer being supported by the vendor/manufacture.

*(**At the time of this warrant creation, the quoted amount to complete this project is \$35,000. We plan to use the above funds to make a downpayment of half (approx. \$17,500) and subsequently enter a lease agreement for the remaining amount due and incorporate it into the water budget over the next five years. Because we cannot be guaranteed the quoted price in excess of 30 days, we have added \$500 in case there is an increase.)*

Selectboard and Budget Committee Recommend Approval

Selectboard motion to recommend Article 27 as written.

Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 27 as written.
Motion: Jean Second: Leesa Vote: Unanimous

Article 28. To see if the Town of Brownville will vote to appropriate the Snowmobile, ATV Grant Revenue from the State for 2024 Licensing fees, to the Brownville Snowmobile Club, Ebeemee Snowmobile Club and K.I. Riders ATV Club under the Treasurer's approval upon receiving proper documentation to release the funds.

Selectboard and Budget Committee Recommend Approval

Selectboard motion to recommend Article 28 as written.
Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 28 as written.
Motion: Jean Second: Leesa Vote: Unanimous

Article 29. To see if the Town of Brownville will vote to accept any un-anticipated funds that the Town receives and have the Town Treasurer receive the funds and allocate them to the correct accounts.

Selectboard and Budget Committee Recommend Approval

Selectboard motion to recommend Article 29 as written.
Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 29 as written.
Motion: Marie Second: Jean Vote: Unanimous

Article 30. To see if the Town of Brownville will vote to raise and appropriate for the 2024 Piscataquis County Assessment Expense.

	2022 Budget	2023 Budget	2024 Recommended
Piscataquis County Tax	\$108,893	\$120,301	\$129,354

Selectboard and Budget Committee Recommend \$129,354

Selectboard motion to recommend Article 30 as written.
Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 30 as written.
Motion: Jean Second: Leesa Vote: Unanimous

Article 31. To see if the Town of Brownville will vote to raise and appropriate a total to be determined at the June 2024 Budget Referendum Vote to pay MSAD #41 School Assessment for 2024.

	2022 Budget	2023 Budget
MSAD #41 Assessment	761,124.61	789,763.42

Selectboard and Budget Committee Recommend Approval

Selectboard motion to recommend Article 31 as written.
Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 31 as written.
Motion: Marie Second: Leesa Vote: Unanimous

Article 32. To see if the Town of Brownville will vote to ratify the overdrafts in the following 2023 accounts from the undesignated/unrestricted fund (surplus):

	Amount		Amount
Insurances	\$5,990	Fire Dept EMS	\$929
Fire Dept	\$9,087	Totals	\$16,006

Selectboard and Budget Committee Recommend a yes Vote

Selectboard motion to recommend Article 32 as written.
 Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 32 as written.
 Motion: Jean Second: Leesa Vote: Unanimous

Article 33. To see if the Town of Brownville will authorize the Board of Selectpersons, on behalf of the Town of Brownville, to accept grant funds, as they deem advisable, and appropriate such grant funds and any required in-kind match for the purpose of the grant.

Selectboard and Budget Committee Recommend a yes Vote

Selectboard motion to recommend Article 33 as written.
 Motion: Shelly Second: Kevin Vote: Unanimous

Budget Committee motion to recommend Article 33 as written.
 Motion: Leesa Second: Jean Vote: Unanimous

Article 34 *To be drafted following this meeting so the manager can work on the appropriate language of the article. Selectboard and Budget Committee members present agreed that an e-mail outlining the drafted article would be acceptable as they are in favor of upgrading the Fire/EMS/First Responders Unit to a Paramedic permit level and seeing if the voters will approve up to \$15,000 from Undesignated/Unrestricted (surplus) for startup costs with annual operating expenses to be funded through the regular Fire/EMS budget.*

4. Open Session

Alicia asked the Board if it would be ok to close the Town Office for the Presidential Primary on March 5th, the Board agreed to close the Office.

5. Next Meeting & Agenda Items

a. Regular Board of Selectpersons Scheduled for Tues, Feb. 20, 2024

6. Adjournment – Motion to adjourn meeting at 8:01 p.m.

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

Respectfully submitted,
 Alicia M. Harmon, Town Clerk

Selectboard:


 Byron Weymouth, Selectboard Chair


 Shelly Ekholm


 Kevin Emery


 James Hartin

Budget Committee:

Gary Chapman, Budget Comm Chair

Marie McSwine

Michael Washburn

Leesa Coates

Jean Brown

Robert Brown