

TOWN OF BROWNVILLE
BOARD OF SELECTPERSONS MEETING MINUTES
Monday, March 18, 2024
American Legion Post #92 ~ 67 Railroad Ave. Brownville

1. Called to order by Town Clerk at 7:16 p.m. (immediately following Annual Town Meeting)

- a. **Selectpersons Present:** Byron Weymouth, Shelly Ekholm, Kevin Emery, James Hartin & Gary Chapman
- b. **Employees Present:** Felice Lyford, Alicia Harmon, Crystal Cail, Kevin Black, Shawn Mitchell & Rick Gallagher
- c. **Residents/Others Present:** None

2. Nomination(s) and Vote for Board Chairperson

Nominate Byron Weymouth for Board Chairperson.

Motion: Kevin Emery Second: Shelly Ekholm Vote: Unanimous

3. Approval of prior meeting minutes from March 6, 2024

Motion to approve the minutes from 3/6/2024 as presented.

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

4. Reviewed and signed the Treasurer's Warrants (Payroll, A/P & Water/Sewer).

5. Annual Appointments & Oaths

Motion to appoint the following individuals to the respective listed office(s):

Budget Committee Member	Robert B. Brown
Budget Committee Member	Michael Washburn
Town Manager	Felice M. Lyford
General Assistance Administrator.....	Felice M. Lyford
Personnel Director	Felice M. Lyford
Purchasing Agent	Felice M. Lyford
Health Officer	Felice M. Lyford
Road Commissioner	Felice M. Lyford
Cemetery Superintendent.....	Felice M. Lyford (6/29/24-3/17/25)
Water/Sewer Superintendent.....	Felice M. Lyford (6/29/24-3/17/25)
Treasurer	Alicia M. Harmon
Tax Collector.....	Alicia M. Harmon
Town Clerk	Alicia M. Harmon
Office Manager	Alicia M. Harmon
Election Warden.....	Alicia M. Harmon
Registrar of Voters	Alicia M. Harmon
Election Clerk	Autumn Chadwick
Election Clerk	Melissa D. Brown
Election Clerk	Cheryl Gormley

Election Clerk Crystal Cail

Licensed Plumbing Inspector Shawn Mitchell
 Code Enforcement Officer Shawn Mitchell

Assessors' Agent Lorna Thompson

Cemetery Superintendent..... Kevin N. Black (3/18/24-6/28/24)
 Water/Sewer Superintendent..... Kevin N. Black (3/18/24-6/28/24)

Fire Chief Shawn Mitchell
 Assistant Fire Chief..... Kevin N. Black
 Assistant Fire Chief..... Zachary Slagle
 Fire Captain Michael V. Coburn
 Fire Captain Patrick Thomas
 Fire Lieutenant Matthew Vachon
 Fire Lieutenant VACANT

Emergency Management Director Shawn Mitchell
 E-9-1-1 Addressing Officer Shawn Mitchell

Animal Control Officer Benjamin Gauntt

Planning Board Lynn Gerrish
 Planning Board Michael Washburn
 Planning Board Felix Blinn

Appeals Board David Ekholm
 Appeals Board Ronald Mihalik

Comprehensive Planning Committee Kevin N. Black
 Comprehensive Planning Committee Felix Blinn
 Comprehensive Planning Committee Felice Lyford
 Comprehensive Planning Committee Jeffery Coates
 Comprehensive Planning Committee Crystal Cail
 Comprehensive Planning Committee Lorna Thompson (Consult)
 Comprehensive Planning Committee Libby Corsi
 Comprehensive Planning Committee Lynn Gerrish
 Comprehensive Planning Committee Ronald Gerrish
 Comprehensive Planning Committee Robert Drake
 Comprehensive Planning Committee Leesa Coates

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

6. **Spencer Road Culvert Project Bid Review & Award** – This has been tabled for now.
7. **Water Rate Case Report – Set Public Hearing** – Public Hearing has been set for May 14, 2024 at 6:00pm. Nick Henry has prepared our rate case report with the projected 15% increase that was discussed when we set the sewer rates. Letters notifying customers will be mailed along with the April 1st bills.

Motion to approve proposing a 15% water rate increase as outlined in the Rate Case Report to become effective 7/1/2024, pending PUC approval.

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

- 8. Public Works Director Position** - Interviews were conducted this past Tuesday evening. The panel is recommending Rick Gallagher be promoted from PW Foreman to PW Director. This leaves an opening in the department. After further discussion with Rick, we feel it is appropriate to replace with just a PW Operator vs a Foreman as the Director position covers those duties. The remaining candidates were encouraged to apply for consideration of PW Operator if they are interested. Felice will plan to work with Rick and Kevin on a transition plan for the next few months and on adding another operator to the crew.

Motion to hire Richard Gallagher as the Public Works Director.

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

9. Department Updates

ADMINISTRATION – 2024 Budget was presented for review. No questions/comments.

PUBLIC SAFETY – Our new ACO seems to be doing very well. Feast or famine on the calls. He is working on his classes for certification.

PUBLIC WORKS – More work is still being done on the Underpass and Lake View Rd projects, insurances, plans, funding etc.

PARKS & REC – Still moving forward with the flood insurance claim. Spoke with the adjuster again this week. Travel Baseball & Softball sign ups have started.

WATER/SEWER – The new truck was picked up Thursday in Westbrook. We still need to have the lighting installed (amber for plowing and work zone safety) and the radio changed from the old truck to the new truck. This is an additional cost of about \$2,000. As we did not have pricing available at the time, the Board voted to pay the remaining cost of the truck, half out of water reserve and half out of sewer reserve, with no dollar amount specified.

Motion to take up to \$2,000 from water/sewer reserve to equip the water/sewer truck.

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

10. Open Session

- a. There is a sign at Brownville Elementary School, would it be possible to advertise our Board Meetings on that sign? Felice will reach out to Carol to see if this is possible.
- b. Is there any way of making Davis Field a gun free zone? Would may have to create an ordinance but can look into it further.

11. Next Regular Meeting – Tuesday, April 16, 2024 at 6:00pm

12. Motion to adjourn at 8:08 p.m.


Motion: Shelly Ekholm

Second: Kevin Emery


Vote: Unanimous

Respectfully submitted,
Alicia M. Harmon, Town Clerk


Byron Weymouth, Selectboard Chair


Shelly Ekholm


Kevin Emery


James Hartin


Gary Chapman