

TOWN OF BROWNVILLE
BOARD OF SELECTPERSONS MEETING MINUTES
Tuesday, July 18, 2023 ~ Immediately Following Special Town Meeting (6:00p.m.)
American Legion Post #92 ~ 67 Railroad Ave. Brownville

1. Board of Selectpersons Meeting Call to Order at 6:11pm by Chairman Byron Weymouth.

- a. **Selectpersons Present:** Byron Weymouth, Shelly Ekholm, Alaina Zelkan, Jimmy Hartin & Kevin Emery
- b. **Employees Present:** Felice Lyford, Alicia Harmon, Kevin Black, Shawn Mitchell & Jeff Witham
- c. **Residents/Others Present:** Sue Stetson, Jen Boislard & Paul Thibodeau

2. Approval of prior meeting minutes from July 6, 2023

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

3. Review of the Treasurer's Warrants (Payroll, Accounts Payable, Water/Sewer) - Warrants were signed by members present.

4. Tax Acquired Property – Action on Sealed Bids for 40 Van Horne Ave – There was only one sealed bid received for this property.

Motion to accept the bid from Connor Washburn for the amount of \$6,737.27 for the property located at 40 Van Horne Ave.

Motion: Shelly Ekholm Second: Alaina Woodard Vote: Unanimous

5. Tax Acquired Property – 17 Windy Hill – We finally were able to connect with Peter Gerrish to work out the details about the Windy Hill property (and he subsequently spoke to the brothers and they are in agreement). It is much cleaner to have them purchase the Windy Hill property and bill us for ground work to the cemetery as it's different pots of money. We have enough funds in our cemetery budget to cover the ground work they performed to fill in the enormous hole on our land and the piece they plan to gift to the Town. As part of the plan, the Town would take care of the legal costs associated with the transfers. I'm hoping we do not need to engage a surveyor to mark out the gifted portion, but it's not completely out of the question. I believe this is in line with what was previously discussed/proposed.

Motion to sell the property at 17 Windy Hill Rd (with the easement noted below) to Gerrish Brothers for the amount of \$2,607.08 which represents all taxes and administrative fees owed to the Town and consideration of Gerrish Brothers granting the Town an easement for the purpose of utilizing 17 Windy Hill Rd as a turnaround for our trucks.

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

Motion to allow the Town attorneys to draw up the necessary legal documents and deed for the Town to obtain title to a portion of land that abuts the Village Cemetery equating

to approximately .30 acre from Gerrish Brothers to provide an expansion of lots available.

Motion: Shelly Ekholm

Second: Kevin Emery

Vote: Unanimous

6. 2023 Tax Commitment

Motion to set the mil rate at 22.20 and sign the 2023 tax commitment accordingly.

Motion: Shelly Ekholm

Second: Alaina Woodard

Vote: Unanimous

7. Updated Job Descriptions – Felice has been working on updating Job Descriptions and she presented the Board with two Job Descriptions, one for Administration Assistant and the other for Recreation Assistant.

Motion to approve the Administration Assistant and Recreation Assistant job descriptions as presented.

Motion: Shelly Ekholm

Second: Alaina Woodard

Vote: Unanimous

8. Department Head Updates

a. Administration –

Felice has been able to wait on customers at the counter a little more lately, which has been very helpful. Jessi Wyman is planning to start work with us on 7/19. She will work three days a week for now, with a slightly varying schedule going forward, as we are sending her to training when it is offered. She goes to motor vehicle training in Dover August 8-10th, so that week will be a little different. Generally, we want to have her work Mondays and Fridays for sure, and the other day/time can change.

b. Public Safety -

- Fire Station Heat Pumps rebates were all approved through Efficiency Maine. They are scheduled to be installed on Thursday, July 20th.
- The extractor and dryer have been ordered (funded by Stephen & Tabitha King Foundation).
- As of 7/13/2023 we have responded to 250 calls.
- We still have two trucks that need the annual maintenance done on them and engine 3 needs \$2,500 worth of tires put on. Since we've had unexpected repairs, we're holding off to see where the budget is toward the end of the year.
- We have re-established a working relationship with Millinocket Fire/Rescue. They have responded to two calls in the UT with us. That has been very helpful.
- There was a flat tire/damaged rim on one of the fire trucks at their rescue call for a hiker in KI on 7/12. That was an extensive call requiring many resources and collaboration. We will be billing the county for everything over two hours per our contract.
- ACO – After multiple phone calls and e-mails Felice finally received the info to take the ACO online training. Looks like it's at least 8 hours of training. An Animal Welfare Field Agent is being assigned to the Fisher Avenue complaints as the owners have been summoned on three different occasions since their dogs have been deemed dangerous by the courts.

- Shawn is working with the State and Site Evaluators on Gerrish Hill Rd properties on issues that have been identified with new buildings and septic (or lack thereof). He is also working on a campground that has been on the river bank behind 501 Main Rd property. Since it is in shoreland zoning, there are multiple issues to deal with. The prior CEO had approved a building permit for some type of structure in the past (like a pavilion or open cover) on the riverbank as well, so there isn't anything we can do about that.
- Shawn wanted to bring to the Board's attention, for discussion, on exploring an addition to the Junction Fire Station. Thought process is adding onto the front of the station, which would be two more garage bays and putting an addition onto the playground side of the station. This would give a bigger meeting place and a better bathroom/shower. Shawn stated that the Department has gotten larger and it makes it tough to have meetings/training inside in the winter months. In the summer the trucks are pulled out to make more room for personnel. Shawn will look into grant funding for the addition. The way emergency services are going there will need to be a bay to house an ambulance, in the very near future. The Auxiliary has been raising money for a side by side and a rescue sled and we have no place to store them. Board gave Shawn the approval to proceed with looking at Grants.

c. Public Works -

- No update on the proposed agreement with the Superintendent for MSAD #41 for plowing services. We need to work with the county to do the next winter maintenance contract.
- The underpass project is still stalled due to HUD not having enough staff to respond to all the grant recipients about questions. Jim Lord at Dirigo believes he has figured a way to still put the job out to bid once the railroad reviews the plans. Plan for the worst and hope for the best.
- The PERC site was due to be auctioned on 7/12; however, it was delayed (no reason given) until 8/9. We continue to be on diversion to Juniper Ridge. The collaboration/partnership MRC has developed with their new investors seems to be promising. So, hopefully the Hampden facility gets back up and running.

d. Recreation -

- Summer programs have been in full swing! Swim at the Y is happening on Tuesdays and Thursdays. On Mondays and Wednesday the kids enjoy a morning of various activities, water games, painting etc. followed by free lunch delivered by the school each day. We finally received the tot swings and one was installed at the playground by the fire station. The one at the field will be done shortly. Four cement barriers were placed in front of the swings at the field. The rec workers will paint them white this week and the kids will paint/decorate after that. The final Monday of Rec, Crystal plans to take the kids on a field trip to Peaks Kenny. Although not part of travel softball/baseball she attended a softball game this summer and plans to attend the baseball playoff game in Charleston that's coming up to show our support. In August she will offer some paint and snack sessions as well.
- Electrical issues at Davis Field – In the process of determining why two of the security cameras weren't working at the field, Mike Russell discovered some electrical issues causing problems as well as electrical issues with our scoreboards. Chuck from Valley Brook Electric came to check it out, and was

appalled at what he found. He has quoted \$1,414.32 to correct the wiring violations on the score board. There may be additional fees to correct any other problems discovered. We will need to have him check the snack shack bathroom as well.

Motion to pay for correcting the electrical issues at Davis Field out of Town Owned Property Reserve for the amount of \$1,414.32.

Motion: Alaina Zelkan

Second: Kevin Emery

Vote: Unanimous

- Shed Door - Crystal was unable to get the mower out of the shed at the field this week. The door would only open part way. We called Overhead Door to come look at it. I don't know what the bill will be for that yet, but they were able to salvage what was there. We have already replaced the side door to the tune of \$500+. Mowing will now be done in a timely manner moving forward.
- After the picnic table was damaged at the playground by the fire station, one was built to replace it (by the dad and a kid that was there when it happened). It's great that the parent had them take responsibility and do the work to make it right. We wish more would do that! It's looks great and it's very much appreciated, especially since it gives the kids a spot to eat their lunch program meals.
- e. Water/Sewer –
 - New Truck - I completed the paperwork for the sale of the new w/s truck on 6/23. The dealership agreed to transport the truck to the location where the truck body will be done in southern Maine. I have one set of keys here in the safe along with the title application and sales documents.
 - PFAS testing was completed this week.
 - We had a blower motor break down that took about two weeks to replace. Fortunately, we were not required to do any additional testing (we could have been made to do lead/copper testing as a result). Then this week a chlorine analyzer broke down. To be continued until Monday. Hopefully we don't have to do any testing for that reason either. Fingers crossed.
 - We need to start the process to get rate studies done and look at increasing our water and sewer rates. The water will be quite a process due to PUC involvement. The sewer won't be as time consuming.

9. Open Session

Abatement – At the request of a tax payer Lorna did an inspection and did determine that value needed to be lowered and the abatement amount is \$340.68.

Motion to approve abatement for Louis Duquette Jr for 16 Gill Rd for the amount of \$340.68.

Motion: Shelly Ekholm

Second: Kevin Emery

Vote: Unanimous

Land Acquisition – I think things are finally moving along again with the purchase of land next to the Village Fire Station. There have been multiple delays that were not on our part. Once the attorneys receive everything they need from the sellers, it will take 10 days before we can close.

Flag Pole - Working on getting it moved from Pleasant St to the Town Office.

Building Permit in Wellhead Protection Area – Shawn stated to the Board that they need to take action on this Building Permit that was received and he suggested to the Board that they deny the application. Shawn sought legal guidance, and it was suggested that the Town not take any action on this, the applicant needs to do the leg work and be responsible for legal fees associate with their request. Once action has been done the applicant may reapply for a building permit.

Motion to deny Randy McMahon's Building Permit Application for property located on the Main Rd, MI L37, in the Wellhead Protection Area.

Motion: Alaina Zelkan

Second: Kevin Emery

Vote: Unanimous

Transfer Station – Felice asked the Board to think about exploring options on having our own Transfer Station and pulling out of Penquis Solid Waste Corporation. The town would still be responsible for covering part PSWC cell closure, with unknown costs (first thing we would need to check into). This exploratory option will be for a Transfer Station only, not a landfill. Board members gave Felice the approval to explore the possibility of having our own Transfer Station.

Russell Road Lot – Shelly asked what was happening with the Russell Road property that the Town put out to bid two years ago, when it was time to issue a Quit-Claim Deed the Town couldn't prove ownership to it. Abutting lot was sold and the new owners are starting to develop. During this development a survey surfaced which did determine that the Town did not own the lot.

10. Next Meeting & Agenda Items – Next Meeting set for Tues., Aug. 15, 2023, and the Updated Emergency Operations Plan will be on the agenda.

11. Adjournment - Motion to adjourn meeting at 7:30pm.

Motion: Alaina Zelkan

Second: Shelly Ekholm

Vote: Unanimous

Respectfully submitted,

Alicia M. Harmon
Town Clerk


Byron Weymouth, Selectboard Chair


Shelly Ekholm


Kevin Emery


James Hartin

Alaina Zelkan



11-11-11