

TOWN OF BROWNVILLE
BOARD OF SELECTPERSONS MEETING MINUTES
Tuesday, October 17, 2023 ~ 6:00p.m.
American Legion Post #92 ~ 67 Railroad Ave. Brownville

1. Board of Selectpersons Meeting Called to Order at 6:00p.m.
 - a. Selectpersons Present: Bryon Weymouth, Shelly Ekholm, Kevin Emery, Jimmy Hartin
 - b. Employees Present: Felice Lyford, Jessica Wyman, Kevin Black
 - c. Residents/Others Present: Jim Lord (Dirigo Engineering), Judy Bunn

2. Approval of prior meeting minutes from October 4, 2023

Motion to approve the minutes from 10/04/23 as presented.

Motion: Kevin Emery Second: Shelly Ekholm Vote: Unanimous

3. Board members reviewed and signed the Treasurer's Warrants including Payroll, Accounts Payable, Water/Sewer.
4. Underpass Project Update

Jim Lord from Dirigo Engineering attended to present an overview and status of the underpass project as well as answer any questions the Town had. He presented two options for the wall construction, and wanted to know what the board felt would be best to bring to the railroad for approval.

- Cast in place sheet piles. This option is more difficult to construct, but could possibly be the better long-term option. There is deeper excavation required, and more of the site to be exposed at one time. When installing the sheet piles, there is a lot of vibration requiring continuous monitoring of the slopes of the land.
- Segmental Redi Rock wall. This option will narrow the road by 2 feet, but Jim will explore safety options such as reflective stripes on white and yellow lines, and a rumble strip to increase awareness and reduce potential accidents. This option will allow for smaller portions to be excavated at a time during construction. An underdrain will be placed to prevent water back up into the road. The concrete segments will make the side walk lower, and a metal fence would be installed around the walk way, all the way to the edge, to try and prevent children from walking on the road side.

After discussion, the Board would like to have Jim propose the segmented wall option to the Railroad.

5. Building Permits - No permits to consider at this time.
6. Property Tax Abatements/Supplements - The assessor was requested to do several in-person inspections to review deteriorated condition of properties and found them all to be overvalued for their current conditions.

Motion to approve tax abatements as follows:

- Raymond Clement & Roselie Emery, M13 L7, Acct #212 for tax amount of \$122.10
- Jerald Witham, M21 L10, Acct #1088 for tax amount of \$501.72
- Danny Corson & Marie Michaud, M13 L12-Z, Acct#1285 for the tax amount of \$124.32
- Judith Bunn Trustee of John C Bunn Trust, M18 L101, Acct #1136 for the tax amount of \$268.62
- Carol Durant Witham, M17 L103, Acct# 1086 for the tax amount of \$95.02

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

7. Water Abatement Request submitted by Judith Bunn for 28 Front Street. The Board heard from Judy at the last meeting, and reviewed the additional information in the application. Abatement was figured as the policy outlines.

Motion to approve water abatement for Judith Bunn at 28 Front Street for the amount of \$570.60.

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

8. Sealed Bids for Sale of Equipment – No bids received for either piece of equipment again this month.

Motion to authorize Kevin Black to negotiate sale of Water Jetter and Holder.

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

9. 2024 Sewer Budget & Rate Case

The proposed 2024 w/s budget, the proposed timeline for implementing the increase in sewer rates along with the rate case report prepared by Nick Henry from HMV LLC was reviewed. Initially, we were hoping to put away \$40,000/yr for our reserves; however, with the draft budget for 2024 and adding in known increases (electricity, wages, insurances, fuel etc) we were only able to put \$30,000 to hold the line at a 15% increase. If we were to use \$40,000 we would be closer to 20% increase. With the current information, we are proposing to increase the O&M (user fee) from \$90.00 to \$108.50 and the debt service (base rate) from \$50.00 to \$52.50 for a total quarterly increase of \$21.00 to the sewer bill (\$7/mo).

Motion to set a public hearing for Tuesday, November 14, 2023 to hear comment on the proposed sewer rate increase to take effect 1/1/2024.

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

10. Department Head Updates

ADMINISTRATION –

- Budget was updated and presented for the Board to review. No questions.
- Safety Works visit is Monday, October 16, 2023 at 10:00a.m.

- MMA is sending up one of their Loss Control Consultants to assess and evaluate the Town Office, Davis Field buildings and the two Fire Stations in the coming weeks. This sometimes results in an adjustment to the value they place on the property for insurance purposes, but can also include any identified safety concerns we would be required to correct.
- We are reviewing our computer replacement plan with Sierra Communications. We expect to lease three new machines before the end of 2023 (likely replacing one of the counter units, the assessor's unit and the water/sewer clerk's unit purchased in 2018 & 2019 with warranties that expired in 2021 & 2022). We set aside a small amount to get the machines installed with the 2023 budget and expect to need five more units replaced in 2024. Our hope would be to also replace the server in 2024 or 2025 with Admin Reserve funds.

PUBLIC SAFETY –

- In September we responded to 64 calls. Our SCBA fit testing was completed. Pump testing completed on all trucks, Eng 3 initially failed, had to replace primer pump & scheduled for retest on 10/12.
- Renewed our State EMS license
- Our four new members are doing well, responding to calls, still in orientation phase.
- Our battery charge for Eng 1 (village) is out of service, replacement ordered. Est \$1500.
- Received \$2,500 donation slated for EMS comm equipment, and a \$500 FD donation from a homeowner who experienced a fire last year.
- Fire/EMS personnel will be visiting Brownville Elementary School on Tuesday, 10/24 to promote Fire Prevention and working with Rec Dept to offer the Haunted Fire Station again this year (on Sat prior to Halloween).
- Code Enforcement –Still working through our Main Rd Campground issues, dangerous buildings, junkyards, permits etc.
- Code – Shoreland Zoning Ordinance reviewed by the state for conditional approval. This may require another town meeting vote, but the changes are minimal and truly provide better protection of the town's interests.

PUBLIC WORKS –

- The new Komatsu Loader is due to arrive the last week in October or the first week in November.
- The crew worked on salt/sand with the demo loader provided by Anderson Equipment/Komatsu last week.
- Flagpole that was taken down by the Post Office is up at the Town Office. Versant was contacted to come redirect the light on the pole to the new location.
- We hope to be working on the Whetstone Rest Area rooves shortly.

PARKS & REC –

- Crystal shared some great news about donations to the Rec Dept. The large wagon that sits at Tradewinds for bottle collections will have proceeds split between the Milo and Brownville Rec Depts for the next 12 months! Brian Trask provides the trailers and transports them to Three Rivers Feed when one fills up and they cut two checks to split the donation amount approximately every couple of weeks.
- Travel basketball planning has begun.

WATER/SEWER –

- Phil has been gathering quotes/information on insulating and installing a heating unit at the Quonset Bldg at the Treatment Plant so we can store our sewer jetter without taking up space in the public works garage.
- We got the estimate from Mark on repairing the W/S truck well enough to get it inspected and use throughout the winter. He estimates around \$1575. This would not be the cost to repair the truck if we were planning to continue long term use of it. This is a short-term band aid just to get by for now.

11. Open Session

Lynn Weston resigned from the Planning Board following the 11/1/2023 meeting. The Board of Selectpersons are responsible for appointing members. The bylaws indicate we should have a five-person Board with two alternates as well. We currently have four, and with Lynn resigning, only three after 11/1. Ronald Gerrish has expressed interesting in being appointed and Alicia prepared an appointment sheet for the Selectpersons to consider.

Motion to appoint Ronald Gerrish to the Planning Board for a term to expire upon Town Meeting in the year 2026.

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

We were denied the safety grant to put in motion lights in the town garage. We were referred for a different grant for 2024. Feeling that we are unable to wait till then we are requesting the board approve the purchase of motion and additional safety LED lighting for the Public Works buildings out of the ARPA funds.

Motion to purchase motion and safety lighting for the Public Works buildings up to \$3,000 to come out of ARPA funds.

Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

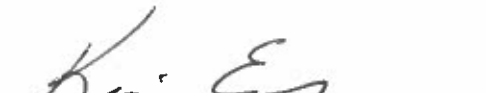
- a. Next Meeting & Agenda Items – November 14, 2023 to include a Public Hearing for Sewer Rate Increase

12. Adjournment - Motion to adjourn meeting at 8:30PM


Motion: Shelly Ekholm Second: Kevin Emery Vote: Unanimous

Respectfully Submitted,
Jessica Wyman, Deputy Clerk


Byron Weymouth, Selectboard Chair


Kevin Emery


James Hartin


Shelly Ekholm

Alaina Zelkan