

**TOWN OF BROWNVILLE**  
**BOARD OF SELECTPERSONS MEETING MINUTES**  
**Tuesday, August 15, 2023 ~ 6:00p.m.**  
American Legion Post #92 ~ 67 Railroad Ave. Brownville

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**1. Board of Selectpersons Meeting Call to Order at 6:05pm by Chairman Byron Weymouth.**

- a. **Selectpersons Present:** Byron Weymouth, Shelly Ekholm, Jimmy Hartin & Kevin Emery
- b. **Employees Present:** Felice Lyford, Alicia Harmon, Kevin Black, Shawn Mitchell & Crystal Cail
- c. **Residents/Others Present:** Randy & Miranda McMahon

**2. Approval of prior meeting minutes from July 18, 2023**

*Motion to approve the minutes from 7/18/23 as written.*

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. Revised Town of Brownville Emergency Operations Plan – Shawn advises there were only minor changes or corrections to keep the information current. No major changes to our plan.**

*Motion to approve the revised Emergency Operations Plan as presented.*

Motion: Shelly Ekholm                      Second: Kevin Emery                      Vote: Unanimous

**5. EMS New Hire Recommendations – There were three applicants from the EMS drive that were interviewed and recommendations are being brought forward to the Board for hire.**

*Motion to hire Kelsey Robinson, Christopher Brackett, and Justine Dominy as Emergency Medical Responders.*

Motion: Shelly Ekholm                      Second: Kevin Emery                      Vote: Unanimous

**6. Request to Address the Board, Denial of Building Permit App – Randy McMahon – Randy was in attendance to plead his case on getting approval to build a home on his Main Road lot (abuts his storage building), which sits in the Wellhead Protection area. There had been a house previously on this lot until it burned in the 1980's. There is an existing septic system and well in place, neither are usable. Randy has all the permits he needs to update both systems. Randy is an abutting land owner and asked the Board about variances as it is a non-conforming lot. Shawn received legal advice that we, the Town, do not take any action on this, it is up to Randy to pay for and do the leg work. Randy has received a quote to do a survey, which would pull part of his abutting land into this lot, making it a two-acre lot. Board advised Randy that his best bet would be to get the survey, turn the lot into 2 acres and reapply for a Building Permit. This will allow plenty of room for the house, septic and well and create a conforming lot with no variance needed.**

**7. Sidewalk Maintenance – Discussed future options of crosswalks/sidewalks on Main Road by Maine Highlands FCU and K.V.H.C. as well as any winter maintenance of sidewalks.**

Motion to perform winter maintenance on Main Road (Village), Underpass to Van Horne Ave. and Railroad Avenue sidewalks going forward, so long as the Holder Machine is running properly.

Motion: Shelly Ekholm

Second: Kevin Emery

Vote: Unanimous

8. **Piscataquis County Winter Maintenance Agreement** – The County Commissioners submitted a signed winter snowplowing agreement earlier this week for the Board to consider. Same as the prior contract, our compensation is based on the calculations used for the county’s contract with Norm Watters Construction, and is for a five-year term.

Motion to approve and sign the MOU between Piscataquis County and the Town of Brownville for winter snowplowing in Williamsburg Twp.

Motion: Shelly Ekholm

Second: Kevin Emery

Vote: Unanimous

9. **Building Permit Penalties** - Byron wanted to have a discussion at the Board level to clarify how and when penalties would be assessed related to building permits. Since the past assumption has been that a permit was not required (and subsequently many people have been told that over the years by Town Office staff and the CEO), he wants to discuss and clarify penalties for new construction going forward (excluding penalties for shoreland zoning permits and plumbing permits as that has always been clear in state law they are required).

Motion for Board of Selectpersons to direct Town Staff not to implement permit penalty fees for failure to obtain a Building Permit for completed projects prior to July 1, 2023, excluding Plumbing Permits, Septic Permits, Permits required by Shoreland Zoning or Well Head Protection Ordinance.

Motion: Shelly Ekholm

Second: Kevin Emery

Vote: Unanimous

## 10. Department Head Updates

- **Administration**

- We had a Department Head meeting last week to discuss the budget and some other work we’d like to accomplish. We will be meeting monthly through at least the end of the year.
- Tax bills were mailed out on Friday, Aug 4<sup>th</sup>. With the increase we certainly expect complaints and pushback. It has been fairly minimal so far, but it’s still early on.
- We had a water leak dripping thru the bathroom ceiling at the Town Office. Seth LaGoy took a look at the metal roofing around the stink pipe and installed a new metal boot around it. Thankfully, it was a simple fix. He also checked the attic space to make sure there was no wet insulation or damage there.
- We have staff cross-training in the office Wednesday, August 23<sup>rd</sup> from 10-2, so we will be closed. All regular staff are coming to a BBQ and quick update at lunch time. Board members are certainly encouraged to attend.
- As we approach the end of the year, we will need to review our computer replacement plan and set up lease agreements or purchase a few new machines so we have the figures for the 2024 budget.

- **Public Safety**
  - Fire Station Heat Pumps were installed and are working well.
  - As of 8/7/2023 we have responded to 280 calls and as of 8/15/2023 we have responded to 292 calls.
  - Engine 1 went out for maintenance to the tune of \$5700+/-
  - Engine 3 is out for maintenance and expect it to be \$3500+/-
  - Completed extrication training with Milo FD on our donated tools and grant funded equipment on 8/6.
  - Regional EMR class scheduled to start the first week of October.
  - Shoreland Zoning Ordinance and updated map have been sent into the state for review/approval.
  - Working with landowners to obtain proper plumbing permits and bring folks into compliance for building/plumbing permits within the shoreland zone.
  - With the expense of vehicle repair/maintenance Chief Mitchell will hold off on ordering turn out gear to help offset the Fire Budget.
  - Chief Mitchell spoke to the Board again about looking ahead at the future of having an ambulance service in our area. Northern Light Mayo has talked about doing transfers only and no emergency calls, or very minimal emergency calls.
  
- **Public Works**
  - No update on the proposed agreement with the Superintendent for MSAD #41 for plowing services.
  - The underpass project has not moved forward since last month.
  - Holder needed repairs (new exhaust system and oil pressure sensor) which came to about \$2,200 +/- . The roads were swept and some piles remain to be picked up with the loader when it returns.
  - Sanitation Truck was down for a while on 8/9 due to the A/C pump seizing up. We had another one in our inventory, but delayed pickup. Milo came to Brownville to finish our route.
  - We've been working on some issues with trash collection at specific locations lately, and trying to enforce guidelines to avoid things like overweight bags, trash not in bags and scattered, trash in a tall bin that is only accessible from the top and so on.... It's a work in progress.
  - We are almost finished with cleaning up our metal pile behind the public works garage. Should be one more load to go.
  - Got some culverts put in on Knights Landing Rd and Van Horne near the town line. Some ditching was done on Center St.
  - All the rock (that we can't use) was hauled off and traded for sand.
  - Still have a few salvage mowers/trimmers, one has a seized motor. We'll junk them if nobody wants them.
  - Loader came back today from Mike's Big Rig Repair. It had a new injector pump installed and still has more work to do. Rick drove it down to fuel up and before he could make it back the oil pressure bottomed out and stopped in front of the Town Office. More info will be relayed as it becomes available.
  
- **Recreation**
  - Swim and other regular programs ended the first week of August; however, we continue with some skill building camps for baseball, softball etc. The Joy Truck

also stations at the playground on Railroad Ave offering activities for kids a couple of times a month.

- Crystal is working on having a batting cage installed at Davis Field. There was some fencing on the left outfield side of the first field that needed repair as well. Rec staff have been working on sprucing up the playground and field area.
  - The Conex box was delivered on 8/8 (in the pouring rain!). The cost was \$4,350 for the container itself. She needed to purchase concrete pads and lumber for the interior shelving also, so it will be within the \$5,000 allotted. She is hoping to get a volunteer to donate their time/expertise on building the shelves.
  - The Annual Slick Softball Tournament is this weekend.
  - Electrical issues at Davis Field – Chuck is expecting to have the work completed this week.
  - Crystal is working on grant funds to have a new playground installed in the village.
  - The Milo Rec Director and a volunteer coach reached out to Crystal about Brownville taking over running travel sports. We are working on setting up a meeting with the manager and rec director to discuss. Bottom line, the programs are for the kids and Crystal will make it work one way or another and the Board supports those efforts.
- **Water/Sewer**
    - New Truck – Alicia checked with the auditors regarding the option to lease from the Town or any other options we may have. We are not able to split the asset (cab w/s and body Town). And the lease option is more difficult due to new rules from GASB 87. They did confirm the reserves as of 12/31/22 as water: \$49,361.11 and sewer: 117,973.24. With our purchase of the cab that reduces the balances to water: \$29,682.11 and sewer \$98,294.24. And if we opt to buy the body out of reserves as well that brings us down to water: \$13,827.55 and sewer: \$82,439.68. We also have it budgeted to put away \$10,000 in water and \$16,000 in sewer reserves in the 2023 budget. At this point, it looks like taking the funds from reserve is our best option.

Motion to purchase the water/sewer truck body and add-ons from water and sewer reserves, split equally.

Motion: Shelly Ekholm

Second: Kevin Emery

Vote: Unanimous

- We had applied for some grant funds through FEMA and our county EMA for fencing and generators for the water reservoirs. Unfortunately, we were not selected at the state level; however, we reached out to Maine EMA directly to see if there were any additional funding sources. Kevin and Felice will be meeting via Zoom on 9/5 with a rep from their Hazard Mitigation division to discuss the possibility of funding just the generators through that program. The fencing categorizes as security and doesn't fit into this particular category. We can continue to look for other sources for that though.
- **PSWC**
    - Adoption of 2024 budget – increase to annual assessment for all members. Proposed increase for Brownville would be from \$45,768 to \$55,744 (increase of 21.80%) and was approved at our meeting on 8/9. It does include an increase in payment to the Town of Brownville from \$4,000 to \$6,000 for doing the

bookkeeping/paperwork as there is definitely an increase in the amount of time spent doing it. The new building for site attendants is complete. The electricity is all set and ready to go once Versant gets a transformer to the location. Poles/line all up and building is wired etc. The PSWC Board should be reviewing quotes for a heat pump to install as well as the heater in the old building needed to be replaced last year. The site is looking great. Everything seems to be cleaned up and coming into compliance with the DEP licensing requirements. The site manager is going to ask the DEP inspector to stop by and check things out to make sure we are on the right track. Felice has been working with legal on what is required for withdrawal from PSWC.

## 11. Open Session

**FOREST MANAGEMENT FOR TOWN OWNED PROPERTY** – Kevin and Felice met with the Town’s forester, Doug Reed, last week to talk about our plan for various lots. At this point, he would like to review some of the boundaries/lines and plan to make some recommendations, and outline some proposed costs to do so. Doug plans to check things out in the fall if the Board wants to go in that direction. The Board agreed it would be prudent to protect the investment in our land.

**LAND ACQUISITION** – The property acquisition for land beside the village fire station is still slowly progressing. The seller submitted her signed documents to our attorney, but they were not all complete. They are going to send the remaining forms to her via DocuSign. Breakdown of the cost so far is \$3,158.86 for the sale/closing, \$3,773 for legal costs for a total of \$6,931.86. Not positive if that is everything at this point.

**PAINTED PLOW AT THE TOWN OFFICE** – Since we are celebrating our bicentennial in 2024 (February 3rd is our actual birthday!), we would like to redo the plow on the Town Office front lawn. It really needs to be sandblasted and repainted before we even update the design. Kevin recalls it being done at the Derby Shops originally (and likely donated or for very little \$). We have one quote of \$1,500 for sandblasting it with additional cost for whatever paint we chose. Kevin was also checking with several other companies for pricing. Board members agreed to repaint and fix up the plow. Continue to gather info.

### **Building Permits in Wellhead Protection Zone and Shoreland Zone:**

Michelle Donahue, 72 Front Street, M7 L4 is located in a Wellhead Protection Zone. They are requesting to build a 12x24 addition (2 bedrooms) to their home.

*Motion to approve the building permit in the Wellhead Protection Zone for Michelle Donahue at 72 Front Street.*

Motion: Shelly Ekholm

Second: Kevin Emery

Vote: Unanimous

Ronnie Towne, 39 Cove End Rd, is located in the Shoreland Zone. He is applying to replace his holding tank. A third-party site evaluator has signed off. Our Code Enforcement Office as well as the Board of Selectpersons is required to approve as well.

*Motion to approve the application for a holding tank replacement for Ronnie Towne for property located at 39 Cove End Rd, located in the Shoreland Zone.*

Motion: Shelly Ekholm

Second: Kevin Emery

Vote: Unanimous

**Tax Supplementals – Tree Growth Penalties for:**

- Richard C Ade, M6 L2A \$156.40 for sale of 1 acre in tree growth
- Paul Kenison & Christopher Canning, M2 L27-21A \$1090.40 for 1 acre removal under new plan
- John, Kristen, Donald & Coleen Belvin, M7 L47 \$1450.60 owner request entire removal from tree growth

Motion to approve the three tax supplementals for tree growth penalties.

Motion: Shelly Ekholm                      Second: Kevin Emery                      Vote: Unanimous

**Sell or bid out the sewer jetter and the old Holder?**

Motion to have the Town Manager put the old Holder and old sewer jetter out to bid without a minimum set \$ amount.

Motion: Shelly Ekholm                      Second: Kevin Emery                      Vote: Unanimous

**Quit Claim Deed – Windy Hill Rd**

Motion to approve and sign the quit claim deed to Gerrish Brothers LLC for property located at 17 Windy Hill Rd, M16 L51, which also retains the Town's right to use the property as a turnaround.

Motion: Shelly Ekholm                      Second: Kevin Emery                      Vote: Unanimous

**12. Next Meeting & Agenda Items – Regular Schedule would fall on Tues., Sept. 19, 2023**

- John Dow, Penquis Valley's new principal would like to just introduce himself at the next meeting. He would have come tonight, but he was already committed to LaGrange's board meeting.

**13. Adjournment – Motion to adjourn meeting at 8:21PM**

Motion: Shelly Ekholm                      Second: Kevin Emery                      Vote: Unanimous

Respectfully submitted,

Alicia M. Harmon  
Town Clerk

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Byron Weymouth, Selectboard Chair

Shelly Ekholm  
Shelly Ekholm

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Kevin Emery

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James Hartin

Alaina L. Zelkan  
Alaina Zelkan