TOWN OF BROWNVILLE
BOARD OF SELECTPERSONS & BUDGET COMMITTEE MEETING MINUTES
Wednesday, January 15, 2025 ~ 6:00p.m.
American Legion Post 92 - 67 Railroad Ave. Brownville

1. **Meeting Call to Order** – Meeting was called to order by Board of Selectpersons Chairman Byron Weymouth at 6:00PM.

   a. **Selectpersons Present:** Byron Weymouth, Kevin Emery, Shelly Ekholm & Gary Chapman.
   b. **Budget Committee Members Present:** Leesa Coates, Jean Brown, Robert Brown, Kelly Armstrong, Michael Washburn & Marie McSwine.
   c. **Employees Present:** Felice Lyford, Shawn Mitchell, Jessica Wyman, Alicia Harmon.
   d. **Residents/Others Present:** None

2. **Approval of prior meeting minutes** from January 8, 2025.
   Board of Selectpersons: Motion to approve prior meeting minutes as written.
   Motion: Shelly Ekhlom   Second: Kevin Emery   Vote: Unanimous
   Budget Committee: Motion to approve prior meeting minutes as written.
   Motion: Marie McSwine   Second: Kelly Armstrong   Vote: Unanimous

3. **2025 Budget Workshop Q & A:**
   Administration
   - Up $28,000.00 from last year, as legal fees, postage/shipping fees, and electricity have all increased. There is also a mandatory TRIO software upgrade that must be done.
   - Elections line, will pay for any overtime that the office ladies get during elections.
   - Planning/Project Manager was added last year when Kevin Retired. Shawn has taken on this part of Kevin's position. A portion of his salary comes out of this line.
   - Most grants are written by Shawn and/Felice for Fire, Town, Highway, or Water/Sewer.
   - The Planning Board oversees subdivision applications, and shoreland issues.
   - Assessor – Trying to update maps, keep carrying the balance forward.
   - Office Technology covers TRIO Upgrade, Maintenance Fees, IT service agreement, Email, and Website.
   - Workers Comp – Based on wages and there is a rating for each department. The town does get a kick back if there is no claim.

   Public Safety
   - Decrease in the Public Safety Officer because of the overlapping last year with Kevin's retirement.
   - EMS Stipend is part of Shawn's Salary. He keeps up with the training for all EMS providers and he does all the ordering of medical supplies.
   - Travel and Training - is to pay for instructors that come for training. Or if we send members to trainings as well as a portion of Shawn's mileage stipend.
   - Small Equipment – the pumps, generators, any of the smaller mechanical things in the department.
   - Ambulance Services – What is in that line is what Three Rivers Ambulance has requested. This line may have to increase due to the instability of many Ambulance Services in our community. Northern Light has been moving to a model to request per capita fees to respond (Brownville would be $17ish per resident). May need to look at contracts for back up service. More discussion was talked about on this, but deiced to leave it as is for now.
   - Animal control is a carry forward account. The contract line is for where the town brings the stray cat and dogs.
   - Code Enforcement – When the budget came out last year there was no need for insurance for the code officer. This year he will require it. Insurance is split between other job titles.

- Emergency Equipment for Emergency Management – would be for radios, scanners, cots, pillows, blankets, generator. The town is required to pay for the upkeep of the generator at the Legion building where it is our emergency shelter.

Discussion will resume with Public Works at the next meeting.

4. **Next Budget Meetings:**

   - Thursday, January 23rd 6pm
   - Thursday, January 30th 6pm
   - Thursday, February 6th 6pm

5. Motion to **adjourn** meeting at 7:55pm by **Board of Selectpersons**
   Motion: Shelley Ekholm   *Second: Kevin Emery*   *Vote: Unanimous*

   Motion to adjourn meeting at 7:55pm by **Budget Committee**
   Motion: Leesa Coates   *Second: Bobby Brown*   *Vote: Unanimous*

Respectfully submitted,

Jessica Wyman
Board Secretary

Selectboard:

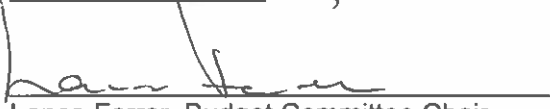_____
Byron Weymouth, Selectboard Chair

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Shelly Ekholm

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Kevin Emery

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James Hartin

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Gary Chapman

Budget Committee:

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Lance Farrar, Budget Committee Chair

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Marie McSwine

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Michael Washburn

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Leesa Cotes

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Jean Brown

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Robert Brown

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Kelly Armstrong