

TOWN OF BROWNVILLE
BOARD OF SELECTPERSONS MEETING MINUTES
Tuesday, December 17, 2024 at 6:00pm
American Legion Post #92 ~ 67 Railroad Ave. Brownville

1. **Called to order** at 6:00 p.m. by Byron Weymouth, Board Chair.

- a. Selectpersons Present: Byron, Shelly & Gary. Absent: Jimmy & Kevin
- b. Employees Present: Felice, Jessi, Shawn, Rick
- c. Residents/Others Present: Roscoe Green, Justine Dominy

2. **Action on prior meeting minutes** from November 19th & 25th, 2024

Motion to approve the minutes from 11/19/2024 and 11/25/2024 as presented.

Motion: Shelly Ekholm Second: Gary Chapman Vote: Unanimous

3. **Treasurer's Warrants** were reviewed and signed by board members present.

4. **Liquor License Renewal for Wildwoods Trailside Cabins LLC**

Motion to approve the renewal of a Liquor License for Wildwoods Trailside Cabins LLC at 125 Russell Rd in Brownville.

Motion: Shelly Ekholm Second: Gary Chapman Vote: Unanimous

5. **Building/Pole Permit Applications**

No building permits to consider; however, we do have some pole permits for Versant Power to relocate utility poles in the Town's right of way along the Lakeview Rd. Shawn has reviewed them and has no issues.

Motion to approve the pole permit application for Versant Power to relocate utility poles along the Lakeview Rd and authorize the Code Enforcement Officer to execute the proper documents.

Motion: Shelly Ekholm Second: Gary Chapman Vote: Unanimous

6. **Tax Abatements/Supplements** – Not needed.

7. **Appointments/New Hires/Open Positions** – The Town Manager has met with and recommends Carrie Faloon to be hired as the Town's new PT ACO. Carrie is State Certified and works in several other local communities.

Motion to hire Carrie Faloon as PT ACO.

Motion: Shelly Ekholm Second: Gary Chapman Vote: Unanimous

Jessi has given her notice in the office as she was recruited back to Maine Savings for a much higher pay rate. She will remain on as Board Secretary; her last day will be the 3rd of January.

There has only been one application for the full time Public Works Operator, and they did not hold a commercial license; therefore, they do not qualify to fill the position.

8. **Proposed "No Parking" Zone** – Lake Ave.- Residents have been complaining about their driveways getting blocked and the road becoming impassable with

people parking trailers and vehicles along the side of that road. Shawn has gone out to measure and look at possibly only making one side no parking, but he believes that there should not be parking on either side of the road. With the ground freezing, and the town crew in their busy season, they are not able to go and put the signs out right now. So, they will use the temporary signs during the fishing derby and then put the permanent signs out in April.

Motion to make all of Lake Ave (and Brownville's portion of Knights Landing Rd) "no parking" as it is a significant safety concern to pedestrians and motorists particularly near the sharp corner of Schoodic Lake Rd, enforced temporarily during Fishing Derby weekend, and then to become permanent on April 1st, 2025.

Motion: Shelly Ekholm Second: Gary Chapman Vote: Unanimous

9. **2022 Property Tax Foreclosures** - We foreclosed on four properties on 12/2/2024. Only one of the properties has someone currently living there. There was a spreadsheet that was enclosed in the board packets to show all monies that are owed. The 4 properties are: Torrey McNally, 51 Railroad Ave; Three Moons, 58 Stickney Hill Rd; Three Moons, 6 Stickney Hill Rd; Cathy Wallace, 40 Center Street (occupied).

Motion to offer the prior owner(s) in the above list the opportunity to purchase their property back if they pay all monies owed to the Town for water, sewer, taxes, interest, and costs giving them at least 45 days.

Motion: Shelly Ekholm Second: Gary Chapman Vote: Unanimous

10. **2025 Congressionally Directed Spending Grant Application-** Shawn and Felice met with Carol Woodcock and Kelly Cotiaux from Senator Collins' office at the beginning on the month to discuss the possibility of applying for CDS funds to expand the Jct Fire Station to add more vehicle / equipment space and a meeting / training space for multi-departmental use (training, board meetings, town meeting, elections, recreation events etc). This application has not yet come out. It should be out around March, but when it does the period to apply will be short and they need to be prepared. There are two different types of grants, the USDA grant, and the HUD grant. USDA would require some sort of match in funds. Could be anywhere from 20% to 25%. The HUD grant does not have a match for funds. Shawn and Felice right now need approval/support from the Board of Selectpersons for the application, they will also need to get several letters of support for the project from outside of Town affiliates, and engineered cost estimate to complete the project factoring in inflation rates as this is a long process. Felice and Shawn have received a quote from Dirigo Engineering for preliminary services estimated between \$5,000 and \$10,000. Shawn is suggesting that the town take the monies for Dirigo out of the Fire Income Line. Where he negotiated the county budget for Fire Coverage, they received \$16,000 more than was originally planned, those funds at the end of the year would roll over into the Fire Reserve account.

Motion to authorize the Town Manager and Fire Chief to proceed with obtaining an Engineering Cost Estimate not to exceed \$10,000 with the funding coming out of the excess Fire Contract Revenue of 2024.

Motion: Shelly Ekholm Second: Gary Chapman Vote: Unanimous

11. **Village Cemetery Expansion/Town Wood Lots Surveying** - The Gerrish Family has generously agreed to donate an additional 50' of land on the back line that abuts the Village Cemetery. The Town Manager recommends we have it surveyed with a legal description written for a deed. Also, as part of maintaining our wood lots, we started the process to have our forester blaze the boundary lines over by the treatment plant. He lost the line and ultimately is recommending we have it surveyed. Town Manager feels the best option to pay for a surveyor for the cemetery lot would be from Cemetery Reserves (unrestricted), and Town Owned Property Reserves for the wood lots (there may be others that need to be done and should be reviewed for certain) and would like to know how the Board wants to proceed.

Motion to authorize the Town Manager to engage a surveyor to clarify the boundaries on our wood lot near the treatment plant to come from Town Owned Property Reserve and to mark the gifted area behind the Village Cemetery and provide a legal description for the deed to come from Cemetery Reserves (unrestricted).

Motion: Shelly Ekholm Second: Gary Chapman Vote: Unanimous

12. Department/Project Updates

Underpass Project – We have done our third drawdown on the grant that covers a large portion of the construction work as well as the emergency response and temporary stabilization costs. We will do another drawdown to settle the change orders and work completed to date. Another will be done after the paving is completed in the spring.

Lake View & Spencer Rd Projects – Felice has signed the amended agreement with The Nature Conservancy for the portion of the grant they plan to supply for the Spencer Rd project. It has extended the timeframe to the end of 2025 just like the DOT grant did. For the Lake View Rd project, the engineer putting it out to bid also has two other projects in the area and they want to bid together, so this is taking a little bit longer, but should be out next month.

ADMINISTRATION

- 2024 Budget was enclosed in the board packets from Felice. There were no questions.
- 2024 Annual Report Dedication – Timmy Heath came into the office and recommended that Teresa Covell have the Town Report dedicated to her this year. Felice thinks that she is certainly deserving of this. The only other suggestion would be the Brownville Days Committee. The Board decided to dedicate it to Teresa and have a special write-up honoring the

Brownville Days Committee and all their hard work on the 200th birthday celebration.

- New Maine Paid Family Medical Leave law requires employers and employees to start contributing to the state administered program as of 1/1/2025. The total contribution is 1% of wages for everyone and is set up to be split by the employer and employee; however, some employers are choosing to pay the 1% and not require employees to contribute anything to it, but that is a Board decision. Since it is just starting, Felice does not have a lot of statistics on how others are planning to handle it. Last year, 2023, audited town payroll was \$585,829 and we are anticipating that increased in 2024. 1% would put the town at approximately \$6,000.00 or \$3,000.00 Town and \$3,000.00 divided out among all the employees.

Motion to have the Town pay **the full 1%** contribution for Maine PFML starting in 2025.

Motion: Shelly Ekholm Second: Gary Chapman Vote: Unanimous

PUBLIC SAFETY

- Fire/EMS/EMA – There was a total of 54 calls in November: 31 Fire, 23 Medical. 1421, Engine 1 out of the Village station needs new tires put on. The ones that are currently on there are the original ones from 1999. For the truck to pass inspection the tires cannot be any older than 7 years. Shawn has got a quote from Big Mikes for 6 Studded tires installed for \$3238.50. Shawn is asking for this to be taken out of the excess Fire Contract income for 2024.

Motion to approve \$3238.50 to Big Mike Repair for tires for Engine 1 to come from the excess Fire Contract Income for 2024.

Motion: Shelly Ekholm Second: Gary Chapman Vote: Unanimous

- Code/LPI/Health – Nothing to report, Shawn is still working on ordinances, and keeping up with permits/questions coming in.
- Animal Control – Center Street is calming down, and as listed above there is a new ACO

PUBLIC WORKS

The Holder broke down as it blew a seal on the motor. We have been using a snowblower to clean under the underpass. All trucks have gotten wool waxed. Rick is hoping to get underneath the Mac painted before more snowfall. The Roofs have been competed at the rest area. Rick had the back tree line cut in the Junction Cemetery costing \$1,200.00 a day for two days' work. Rick took all the brush to the pit. He kept all the firewood for the Town Garage. Rick also purchased 10 cords of wood locally for \$1,000.00 Gabe passed his driving test! So, he is now able to drive alone without supervision. He is fitting in perfectly! Upper Quarry Ave washed out with the rain and we worked with Billy London to get it fixed. Chris has decided to give up his CDL and dropping down to part-time

status with water/sewer. We now have a full-time public works operator advertised instead of a part-time. Chris is still being utilized in Public Works when needed, just not in a CDL capacity.

PARKS & REC

Brownville and Milo Town Managers will be interviewing Recreation Director applicants over the next week or so. They still need to finalize the agreement and have it reviewed by legal.

Holiday Train expenses- We ended up spending a little over \$1,700 to prepare and hold this event (not including wages) and would like to get approval to pay those invoices out of the Brownville Days funds. Crystal ran the request by the Committee, and they are agreeable.

Motion to approve paying the invoices related to the 2024 Holiday Train Event from Brownville Days funds.

Motion: Shelly Ekholm Second: Gary Chapman Vote: Unanimous

WATER/SEWER

Phil was not able to make it to the meeting; however, a written update was provided. No questions.

13. **Open Session:** Questions were brought up about the Christmas lights that were purchased by the Town out of Brownville Days funds. All those lights will need to be brought back to the Town so they can be used next year. Since this was the first year, the volunteer group worked on their process and next year there are going to be a few more checks and balances so do document where the lights were put up and what they are being used for.

14. **Next Meeting** set for Tuesday, January 21st.

15. **Adjournment** – Motion to adjourn at 7:58 p.m.

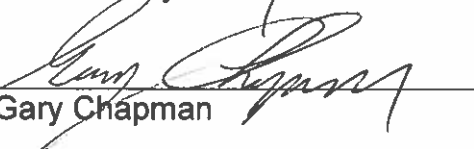
Motion: Shelly Ekholm Second: Gary Chapman Vote: Unanimous

Respectfully submitted,

Jessica Wyman
Deputy Clerk/Admin Asst


Byron Weymouth, Selectboard Chair


Kevin Emery


Gary Chapman


Shelly Ekholm


James Hartin