

**TOWN OF BROWNVILLE  
BOARD OF SELECTPERSONS  
MEETING MINUTES**

**Beginning @ 6:00 p.m. @ American Legion post #92 – 67 Railroad Avenue Brownville Junction  
Tuesday, May 19, 2020**

Item 1. Open Meeting: Chairman of the Board opened meeting @ 6:00 p.m.

Selectpersons present: Byron Weymouth, James Hartin, Shelly Ekholm, Shawn Mitchell and Kevin Emery

Employees present: Kathy White, Kevin Black, Crystal Cail and Autumn Chadwick

Others present: Neil MacLean

Item 2. Approval of prior meeting minutes: Minutes not available, will review next meeting.

Item 3. Review of the Treasurer's Warrants:

Payroll Warrants: signed

Accounts Payable Warrants: signed

Water/Sewer Warrants: signed

Item 4. Department Head reports: **Field damage/repair:** Crystal completed an itemized estimate of repair costs, including labor, totalling \$429.81 for the field/dugout damage; the estimate has been submitted to the Piscataquis County Sheriff's Office. The debris has been removed from the area and graffiti has been painted over. Crystal is ready to repair the dugout as soon as she has the supplies, time and assistance. **Camera System:** Crystal would like to upgrade the camera system to include 4 additional cameras, for a total of 8. The cost for upgrading would be approximately \$1,000.00, which includes equipment and installation. Upgrading would allow Crystal to better monitor the back field. **Scoreboard:** Funding for the new scoreboard is approximately \$800.00 short. Crystal has enough to install poles and above ground wiring. Shawn says three 45 ft. poles have been donated. Two poles will be for power supply and one for the actual scoreboard. In the future Crystal would like to have 2 scoreboards at the field - one for the front field and one for the back; both fields are occasionally used simultaneously. Motion made by Shawn Mitchell to authorize camera system upgrade and to use town owned property funds to cover the remaining cost of the scoreboard. 2<sup>nd</sup> Kevin Emery. All in favor. Does the Rec Department have a written agreement with the school stating that Davis Field will be used consistently in the future? No, not at this time but Crystal will look into it. **Summer rec programs:** Spring/summer sports have been cancelled in all surrounding towns; Crystal has started looking into alternative recreational programs (arts and crafts, science activities, nature walks, etc.) to offer alongside the summer meals program on Tuesdays, Wednesdays and Thursdays for a period of six weeks beginning June 15th. Offering programs and lunches at the school is not an option this year but Crystal has received permission to use the American Legion building. The American Legion building is large enough for Crystal to ensure participants can practice CDC recommended safety measures. Depending on participation, Crystal may have to offer more than one session per day; the CDC recommends having no more than 10 participants under the supervision of one adult. Crystal will limit sessions to 10 participants. The select board will support Crystal's decisions regarding summer rec programs. There will be no swim class at the Dover-Foxcroft YMCA this year. Crystal is waiting to find out if Seacoast Soccer Camp will still be available to offer. **Brownville Rec Facebook page:** Crystal would like to set up a Facebook page specifically for the Brownville Rec Department to increase advertisement reach; the select board doesn't see an issue with that. **Basketball court lighting:** A resident has inquired about having the light at the basketball court repaired/replaced. Kathy doesn't think repairing/replacing the light at this time is necessary because these areas are closed due to COVID-19, Shawn agrees that it can be put off for now and discussed at some point in the future. **Davis Field/playground hours:** Most town owned outdoor recreational fields/playgrounds are closed from dusk until dawn. It would be possible for a policy to be put in place regarding hours. Considering the current situation, all town

owned fields and playgrounds should be marked as closed. Motion made by Kevin Emery to post closure signs at all town owned fields/playgrounds. 2<sup>nd</sup> Shawn Mitchell. All in favor. **Donation of gate:** The Brownville Snowmobile Club and KI Riders ATV Club would like to donate a gate for Davis Field to help regulate traffic in the back parking lot area. The gate has already been constructed and Bishop's Concrete has offered to concrete the posts. The snowmobile and ATV clubs are also willing to install the gates if permitted. Kevin Black says that would be great as long as Dig safe is contacted. Kevin would also like to have someone from the highway department involved to supervise/assist if needed. Motion made by James Hartin to accept gate and installation. 2<sup>nd</sup> Shelly Ekholm. All in favor. **Highway Department:** The Highway Department has been working on cleaning up brush and trees, street sweeping and grading roads. All of the roads have been rock raked once and will be graded in the next few weeks. The plow trucks still have plows and wings on and haven't been lubricated but Kevin hopes to get that taken care of next week. **Fire Department:** Kevin is looking into constructing a helipad at the town garage for LifeFlight. In the past LifeFlight has used Davis Field or the airstrip on Main Road but neither are plowed in the winter. If there were a pad at the town garage it could be maintained throughout the year. The helipad would need to be at least 100 ft. x 100 ft. Kevin is waiting on input as to what material to use for construction. As of now, the approximate cost would be \$3,000-\$4,000.00. Kevin reports that the Fire Department should be all set with N95 masks; they have received masks from FEMA. The Fire Department is not assessing possible COVID patients at this time but they have received training on how to do so. **Water/Sewer Department:** A new water service was put in last week on Main Road. Kevin is still working on getting the radios totally functional; as soon as that's done he'll close out the grant. **Cemeteries:** A lot of debris has been cleared from the cemeteries but there's still quite a bit to be taken care of. The shed in Pine Tree Cemetery needs a new door; Kevin will get one built and installed as soon as possible. Eric and Corbin started mowing cemeteries this week. **Salt/sand shed:** The salt/sand shed needs to be moved from Donna Jones' property. DEP has loans available for salt/sand sheds but no grants. The town could possibly take out a loan when the paving loan is paid off (about one budget year remaining); in the meantime Kevin will look into having a design put together and obtain necessary information and permitting from DEP. **Admin: Electric repair bills:** There are 2 outstanding bills, town office electric repair - \$147.50 and water/sewer electric repair - \$505.00, that will need to be paid for with town-owned property funds; funds for this expense were not budgeted. It may be possible to recover some funds through FEMA. Motion made by Shawn Mitchell to pay electric repair bills in the amount of \$147.50 and \$505.00, 2<sup>nd</sup> Shelly Ekholm. All in favor. **Donated generator:** A generator was donated to the town by the Dover-Foxcroft Fire Department. Kevin thinks he may be able to use it at pump station 3. Motion made by Shelly Ekholm to accept the donated generator. 2<sup>nd</sup> Kevin Emery. All in favor. **Light repair:** Kevin reports that there is a light that was blown over at the water/sewer station by the ball field that needs to be repaired or replaced; Kevin or Phil will contact someone to see what work needs to be done. **Dangerous building:** A Church Street resident contacted the town office to report that the old school building, located at 14 Stickney Hill Road, was making a lot of noise and sounded like it may be close to collapsing. Kathy has looked into how to handle dangerous buildings in town. Kathy tried calling the property owner, Fred J. Elwell II, twice but was unable to make contact. Kathy recommends sending a letter to the property owner to notify him of the situation and give him a chance to come up with a plan for the property. Shawn Mitchell makes a motion to designate the building on the property as dangerous, with signage, and to send a letter to the property owner requesting that he respond by June 15, 2020 with a corrective action plan; if a response is not received by June 15<sup>th</sup> the town will make a decision as to what to do with the building - any fees incurred will be at the owner's expense. 2<sup>nd</sup> Kevin Emery. All in favor. **Medical Marijuana Sales:** Kathy has provided some reading material regarding medical marijuana sales in municipalities; the topic will be revisited at the next meeting. **Revenue report:** Kathy reports that excise tax collection is down by about \$36,000.00 in comparison to past years; this drop in collection is more than likely a result of the office being closed to the public and collection should pick back up to normal when the office re-opens. Kathy also reports that revenue sharing could be less than expected this year due to the pandemic; other towns have reported budgeting 10-40% less.

Item 5. Concealed Weapons Permits: No permits to sign. Kathy has contacted the Attorney General in regards to background checks and is waiting for a response.

Item 6. Neil MacLean: Neil has attended the board meeting to express his concerns about speeding traffic along and lack of sidewalks/crosswalks along the portion of Main Road in the village. The state has put up pedestrian crossing signs to deter speeding. Unfortunately, Neil hasn't noticed a change in driver's habits and would still like to see more sidewalks and crosswalks to ensure pedestrian safety. Neil has made an effort to contact law enforcement about serious incidents. Neil's other concerns are as follows:

**The sidewalks are not maintained in the winter; pedestrians have no choice but to walk in the road** - The Select Board voted to cease winter maintenance of sidewalks approximately 4-5 years ago; if the board feels it is necessary, they can revisit the issue in the future.

**There should be more crosswalks/sidewalks along the stretch of road where businesses (A.E. Robinson, M & M Automotive, MHFCU and KVHC) are located** - Main Road is a state road. The State of Maine makes decisions regarding sidewalk/crosswalk placement and it is the town's responsibility to make decisions regarding maintenance.

**When A.E. Robinson changed the layout of the parking lot a large stretch of curb/sidewalk was removed; now several vehicles can pull out of the parking lot at once in all different directions. Another issue at the same location is the removal of no parking signs; trucks are now parking along Main Road which is blocking the view of drivers/pedestrians and sometimes blocking the fire hydrant** - It's possible that sidewalk/curb was removed to allow better access for tractor trailers; A.E. Robinson may have obtained special permitting to remove that portion. Kevin and Kathy can look into what permits were granted as well as signage.

Item 7. Open Session: Shelly Ekholm would like to know if it would be possible for Penquis Solid Waste to offer an additional free dump day, with restrictions, at the transfer station since there will be no free curbside spring clean-up offered by the town; Kathy will pass on the request to the Penquis Solid Waste Board and report back.

Item 8: Water Abatement Request: The heirs of Joseph Zelkan have requested a water abatement for an overage in the amount of \$572.16 which was a result of burst pipes over the winter. The property, located at 64 Front Street, was being monitored on a regular basis. Kevin Black recommends approval of abatement. Motion made by Kevin Emery to approve abatement, 2<sup>nd</sup> James Hartin. All in favor.

Item 9: Office Opening: COVID-19 protocol: Kathy recommends re-opening the town office Tuesday, May 26, 2020 with some safety procedures put in place such as: limiting number of customers in the office to one and sanitizing surfaces; including counters, door, pens, etc., in between each customer. Plexi-glass has been installed at both service windows and will remain in place indefinitely. Protocol can be re-assessed as needed. Motion made by Shawn Mitchell to re-open the town office on Tuesday, May 26, 2020 with safety procedures to be decided on by Kathy and staff, 2<sup>nd</sup> Shelly Ekholm. All in favor.

Item 10. Next meeting: Tuesday, June 16, 2020 at 6:00 p.m.

Item 11. Adjournment: Motion made by Shelly Ekholm to adjourn at 8:10 p.m., 2<sup>nd</sup> Kevin Emery. All in favor.

Respectfully submitted by: Autumn Chadwick, Deputy Clerk

\_\_\_\_\_  
Byron Weymouth

\_\_\_\_\_  
James Hartin

\_\_\_\_\_  
Nicholas Jenkins

\_\_\_\_\_  
Shelly Ekholm

\_\_\_\_\_  
Kevin Emery