

**BROWNINGTON SELECTBOARD
SEPTEMBER 10, 2025 at 5:00 P.M.
MEETING MINUTES**

Present:

Marilyn Martinez, Chairman
Michael Glodgett, Selectman
Bill Falconer, Selectman (by phone)
Cheryl Galipeau, Clerk/Treasurer

Byron Burdick, auditor
Jane Greenwood, arrived 5:45 pm

1) CALL TO ORDER

Marilyn called the meeting to order at 5:02 p.m.

2) ADDITIONS TO THE AGENDA – Executive Session – Personnel

3) APPROVAL OF MEETING MINUTES

a) Wednesday August 13, 2025

Bill Falconer made a motion to approve the minutes of the August 13, 2025 Selectman's Meeting. Marilyn seconded the motion and the motion carried. Marilyn initialed for Bill's signature.

b) Wednesday August 27, 2025

Mike made a motion to approve the minutes of the August 27, 2025 meeting, Marilyn seconded the motion and the motion carried.

4) SPECIAL BUSINESS/ REQUESTS FROM CITIZENS

Mike stated that he spoke to Jane Greenwood and they gave them a bid on clearing the land (gravel pit). Mike stated that he asked them to give a "design" of what they want. Marilyn stated that she would want anything to get posted to the town, before anything happens.

5) REPORTS/ REQUESTS FROM ELECTED OFFICIALS/ BOARDS

Bill Davis, Planning Board – MERP Grant – Project Contract Agreement

Bill Davis was not in attendance but sent a draft copy of the Contract Agreement between him as Project Manager and the Town of Brownington. Marilyn stated that he worked with NVDA for proper verbiage in the agreement. The board requests more clarification on dates for timesheets going back to 9/25/2024 which is under compensation on the second to the last page. The board wants to have an idea of what the time spent to date is.

6) ROAD FOREMAN'S REPORT

Mike reported on Geoff's behalf:

- Installing curtain drains on Pepin Rd & Hinman Settler Rd
- Grader side door window broke, installing tomorrow
- Got rid of Junk Sand
- Hauling crusher run on Schoolhouse & Chilafox

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- There was discussion about hiring Tim Patenaude to brushhog trees back on main spots only, Pepin Rd, Chapdelaine Rd& Ticehurst Rd
Bill made a motion for Mike to follow up with Tim in regard to getting this done. The motion was seconded and carried. The board agreed with the rate at \$100 per hour and for the expense to come out of Equipment Hire.
- Need to put out a bid notice soon for crushing this spring.
- New Western Star will be ready soon, hopefully in time for plowing this year.

7) TREASURER'S REPORT

a) Checking/ sweep balance- budget status report

Cheryl reported that the checking/ sweep balance is \$204,834.36. The MERP checking after bills is \$30,037.07 and the CD balance is \$42,861.05

Cheryl stated that \$20,000 was received from the state on September 9th for the Kittredge Road Grant BR1319. Cheryl submitted the budget report to the board for review. Cheryl updated the board that Ron Smith, RHR Auditing met with her on Monday and Tuesday to begin the 2023 and 2024 audit for the town. Things went very well and she will be sending Ron more documents he has requested. She stated that he was able to make copies of other things while he was here. Ron is returning to the office on Monday September 22nd at 8:30 am

8) OLD BUSINESS OR UPDATES

- a. Fire at 1168 Hinman Settler Rd: emails Donna Hatcher (8/29/25) & Ellen Harvey (8/29/25)** This is in regard to a second incident at the same residence. Marilyn stated that Clayton Butler & the Fire Dept were called out and both said the fire was the equivalent of a large campfire and that the fire was not out of control or causing any potential damage and that there was no sign of trash being burned. Marilyn stated that she did respond to Donna's email.

9) NEW BUSINESS

a. DLL (Dept of Liquor License) applications

Bill made a motion to approve the application for the Old Stone House one day event Malt Beverage Serving Permit which is to be held on September 20th. The motion was seconded and carried.

Bill made a motion to approve the Second Class and Tobacco License for the new owners of the old Evansville Trading Post store. The motion was seconded and carried.

10)MAIL

- a. Notice of REMC Meeting September 15th 1:00 pm** The board received the notice of this meeting.

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11) SELECTBOARD ORDERS/ Warrant for bills & payroll

Cheryl submitted the MERP bills for payment. The Selectboard reviewed and approved to pay them. Mike made a motion to approve the MERP checks that were written. Check #1001 – ck #1005 in the amount of \$23,642.50. The motion was seconded and carried. The board signed the warrant. Bill made a motion to approve the payment to Nadeau's ck #1006 in the amount of \$4,422.50. The motion was seconded and carried. A motion was made to approve to pay the bills in the amount of \$70,509.80 with checks #12852 through checks #12887 and direct pay Federal Tax Dept. The motion was seconded and carried.

Bill made a motion to accept payroll for September 02 ,2025 totaling \$3,860.54 ck #12854-12859, the motion was seconded and carried. Bill made a motion to accept payroll warrant for September 8, 2025 totaling \$3,849.90 ck #12860 – ck #12865. The motion was seconded and carried. Copies are attached hereto.

12) NEXT MEETING DATES

Next Selectboard Meeting: Wednesday September 24, 2025 @ 5:00 p.m.

13) EXECUTIVE SESSION- PERSONNEL ISSUES

Entered into executive session at 5:48 pm and came out at 6:02 pm discussion was reviewing the labor efficiency of Travis Pepin and the would like to give him an efficiency bump of \$1.00 more per hour at his 6 month anniversary.

The other thing is the board would like for Geoff Falconer to attend at least one board meeting a month so they can get detailed information from him.

Mike made a motion to give Travis a \$1.00/ hr increase at his 6 month anniversary. Marilyn seconded the motion and the motion carried.

14) ADJOURN

A motion was made to adjourn. The motion was seconded and carried. The meeting adjourned at 6:04 pm

Submitted by

Cheryl Galipeau, Board Clerk

Approved by

Marilyn Martinez, Chairman

Mike Glodgett

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Bill Falconer

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