

**RESULTS**  
**WARRANT FOR TOWN MEETING**  
**TOWN OF BROWNFIELD**  
**FOR FISCAL YEAR JULY 1, 2024 – JUNE 30, 2025**

To: **Lynn Boyle**, a citizen of the Town of Brownfield, County of Oxford, State of Maine.

Greetings: In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Brownfield, in the County, qualified by law to vote in Town affairs, to meet in the Brownfield Town Office in said Town on Tuesday, the 11<sup>th</sup> day of June 2024 A.D. from 8:00 A.M. until 8:00 P.M. for the election of Town Officials and the vote on any referendum questions. The polls will open as soon as Article 01 has been acted upon. All other articles, beginning with Article 02, will be voted upon at the Brownfield Community Center on Wednesday, the 12<sup>th</sup> day of June 2024 A.D. at 6:00 P.M.

**ARTICLE 1** To elect a Moderator to preside at said meeting who will follow the Rules of Procedure from the Maine Moderators Manual.

**Norman Blake was elected as Moderator**

**ARTICLE 2** To see if the Town will vote to dispense with the checklist.

**Moved and Seconded. Article passes as written.**

**ARTICLE 3** To see if the Town will vote to raise and appropriate **\$863,597** for **Payroll and Benefits.**

Payroll & Benefits	2024-2025
Administrative Assistant	\$45,864
Tax Collector/Treasurer	\$60,000
Town Clerk/Registrar	\$50,965
Deputy Treasurer/Tax Collector/Town Clerk/Registrar	\$50,965
Code Enforcement Officer	\$29,103
Animal Control Officer	\$6,316
Planning Board Secretary	\$19,000
Recreation Director	\$41,278
Selectmen	\$18,190
Fire Chief	\$51,388
Fire Department Members	\$25,000
Public Works Director	\$57,330
Public Works Employee #1	\$53,890
Public Works Employee #2	\$50,450
Overtime for Public Works Employees	\$20,000
Public Works Extra Help	\$11,025
Transfer Station Employee #1	\$24,767
Transfer Station Employee #2	\$24,767
Transfer Station Seasonal Employee	\$12,384
Transfer Station Extra Help	\$6,615
<b>Total Payroll</b>	<b>\$659,297</b>
FICA @ 7.65%	\$50,436

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Retirement @ 3% for 9 full-time employees	\$13,864
Health Insurance for 9 full-time employees	\$140,000
<b>Total Proposed</b>	<b>\$863,597</b>

**BC Recommendation: 3 full-time help between Clerk & Treasurer’s Office Vote:9-1-0**  
**Budget Committee voted on \$879,762: Vote 9-1-0 FICA and Insurance figures**  
**changed.**

**Moved and Seconded. An amendment was made to the Article to lower the Deputy Treasurer/Tax Collector/Town Clerk/Registrar payroll to \$43,000 and to add that the Treasurer/ Tax Collector will have the sole authority to Decide who is hired for the positions listed in Line 5 and to Conduct a 90 day review of the employee”. After some Discussion the article passes as amended.**

**ARTICLE 4** To see if the Town will vote to raise and appropriate the sum of \$334,269 for **Administrative Expenses.**

Administrative Expenses	2024/2025
Insurance	\$72,900
Operational Office Expenses	\$38,300
Custodian	\$6,000
Plumbing Inspector	\$100
Fire Warden	\$100
Health Officer	\$700
Audit Expense	\$15,000
Dues	\$10,000
Computer Licensing	\$16,000
Computer Maintenance	\$4,500
Security System	\$1,500
Cemetery Lots/Maintenance	\$10,945
Harvest Hills Animal Shelter	\$1,631
Fryeburg Rescue	\$63,393
Service Charges	\$3,500
Ballot Clerks	\$2,700
Mileage/Fuel	\$2,000
Contingency	\$3,000
Election Expense	\$3,500
Tax Map Update	\$10,000
Town Report	\$1,500
Seminars & Training	\$2,000
Legal	\$35,000
General Assistance	\$5,000

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Computer replacement	\$3,000
Cellphones	\$4,500
Memorial Flags & Markers	\$1,500
Abatements	\$5,000
Street Lights	\$10,000
Veteran's Grave Repair	\$1,000
<b>Total Proposed</b>	<b>\$334,269</b>

**Budget Committee Recommendation: 10-0-0**

**Budget Committee Recommendation on Fryeburg Rescue: 9-1-0**

**Moved and Seconded. After much discussion the original Article fails as written. It was then voted to revisit the article and amend the amount to be raised and appropriated to \$294,509 this would be based on last year's amounts plus the Increase in the Fryeburg Rescue budget. Article passes as amended.**

**ARTICLE 5** To see if the Town will vote to raise and appropriate the amount of **\$51,000** for the overall operation of the **Fire Department**.

<b>Fire Department</b>	<b>2024/2025</b>
Volunteer Firefighters Insurance	\$650
Electricity	\$2,200
Heat (oil)	\$7,000
Training	\$1,500
Vehicle Fuel	\$0
Safety Gear	\$10,000
Dues	\$1,000
Telephone/DSL	\$1,200
Maintenance – Building	\$1,000
Maintenance – Vehicle	\$5,000
Equipment	\$18,000
Office Expense	\$0
Computer/Software	\$2,500
Emergency Preparedness	\$100
Hydrants	\$250
Fire Hose	\$500
Medical Expense	\$100
<b>TOTAL PROPOSED</b>	<b>\$51,000</b>

**Budget Committee Recommendation: 8-0-0**

**Moved and Seconded. Article passes as written.**

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**ARTICLE 6** To see if the Town will vote to raise and appropriate **\$57,616** to transfer to the Fire Dept capital improvement account to make financing payments for the new fire engine.

**Moved and Seconded. Article passes as written.**

**ARTICLE 7** To see if the Town will vote to raise and appropriate up to **\$30,000** to be divided into the three (3) equal **Capital Improvement Accounts**.

**Moved and Seconded. Article passes as written.**

**ARTICLE 8** To see if the Town will vote to transfer **\$225,000** from the General Fund/Surplus to a **Public Safety Building Construction Account**.

**Moved and Seconded. An amendment was made to the Article to say “ To see if the Town will vote to transfer \$225,000 from the General Fund/Surplus to a Public Safety Building Construction Account after all Incomplete audits are finalized, certified and posted on the State’s appropriate website confirming that there are Sufficient funds in the Reserve Account to cover this amount” Article passes as amended.**

**ARTICLE 9** To see if the Town will vote to raise and appropriate the amount of **\$4,900** for the operational expenses of the **Animal Control Office**.

<b>Animal Control Office</b>	<b>2024/2025</b>
Supplies	\$2,100
Training	\$300
Mileage	\$2,500
<b>TOTAL PROPOSED</b>	<b>\$4,900</b>

**Budget Committee Recommendation: 8-0-0**

**Moved and Seconded. Article passes as written.**

**ARTICLE 10** To see if the Town will vote to carry over up to **\$514,388** and raise and appropriate the amount of **\$251,100** for the overall operation of the **Public Works Department**.

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<b>Public Works Department</b>	<b>2024/2025</b>
Telephone/DSL	\$1,500
Electricity	\$4,000
Heating Oil	\$7,500
Vehicle Fuel – Diesel	\$35,000
Vehicle Fuel – Gasoline	\$6,500
Maintenance – Garage	\$3,500
Maintenance – Office	\$3,000
Maintenance – Fire Protection	\$1,000
Maintenance – Vehicles	\$65,000
Maintenance – Radios	\$500
Tool Replacement	\$2,500
Screened Salt & Sand	\$60,000
Gravel	\$0
Culverts	\$10,000
Cold Patch	\$1,000
Office supply	\$0
Bridge Repair	\$2,000
Brush Control / Equip. Rental	\$10,000
Signs	\$1,000
Calcium	\$5,000
Parks & Memorials – Mowing	\$6,600
Parks & Memorials – Porta Pots	\$2,000
Parks & Memorials – Electricity	\$500
Security	\$300
Erosion Control	\$0
Safety Equipment	\$1,500
Drug & Alcohol Testing	\$500
Training	\$1,000
Uniforms	\$6,200
Miscellaneous	\$1,500
Road Sealing	\$9,000
Guardrails	\$3,000
<b>TOTAL PROPOSED</b>	<b>\$251,100</b>
Paving Projects carry over up to	\$390,072
Road Improvements carry over up to	\$0
Road Gravel carry over up to	\$124,316
<b>GRAND-TOTAL PROPOSED</b>	<b>\$765,488</b>

**Budget Committee Recommendation:10-0-0**

It is recommended to apply all Local Road Assistance Funds (LRAF) received to offset this article.

**Moved and Seconded. Article passes as written.**

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**ARTICLE 11** To see if the Town will vote to raise and appropriate the amount of **\$157,650** for the overall operation of the **Transfer Station** with any unexpended funds to be rolled over into the Transfer Station Reserve Account.

<b>Transfer Station</b>	<b>2024/2025</b>
Disposal – Bulky	\$0
Disposal – Demo	\$0
Disposal – Tires	\$8,000
Disposal – Freon	\$1,000
Security	\$250
Recycling	\$2,000
Hazardous Waste	\$1,500
Container Rental	\$3,000
Electricity	\$1,500
Telephone	\$600
Health & Safety	\$300
Tipping Fees	\$72,000
Trucking	\$57,000
Uniforms	\$3,000
Heat (Propane)	\$1,500
Licensing	\$600
Renovations	\$0
Maintenance/Repair	\$5,000
Miles/Training	\$300
Supplies	\$100
<b>TOTAL PROPOSED</b>	<b>\$157,650</b>

**Budget Committee Recommendation: 9-0-0**

**Moved and Seconded. Article passes as written.**

**ARTICLE 12** To see if the Town will vote to raise and appropriate the amount of **\$18,331** for the **Planning Board expenses**.

<b>Planning Board Expenses</b>	<b>2024/2025</b>
Mileage/Fuel	\$300
Seminars	\$750
Land Use Law Books	\$100
Postage	\$100
Supplies	\$0
Advertising	\$600
Legal	\$15,000

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Mapping	\$500
Software Updates	\$200
Dues	\$621
Zoom	\$160
<b>TOTAL PROPOSED</b>	<b>\$18,331</b>

**Budget Committee Recommendation: 7-0-1**

**Moved and Seconded. Article passes as written.**

**ARTICLE 13** To see if the Town will vote to raise and appropriate the amount of **\$27,790** for the **Assessing Department expenses**.

<b>Assessing Department Expenses</b>	<b>2024/2025</b>
Assessor (5% increase)	\$26,040
Legal	\$1,750
Training	\$0
<b>TOTAL PROPOSED</b>	<b>\$27,790</b>

**Budget Committee Recommendation: 10-0-0.**

**Moved and Seconded. Article passes as written.**

**ARTICLE 14** To see if the Town will vote to raise and appropriate the amount of **\$7,450** for the Operational expenses of the **Code Enforcement Office**.

<b>Code Enforcement Office Expenses</b>	<b>2024/2025</b>
Legal	\$4,000
Training	\$1,500
Supplies	\$250
Mileage	\$1,700
<b>TOTAL PROPOSED</b>	<b>\$7,450</b>

**Selectmen's Recommendation: 3-0-0**

**Moved and Seconded. Article passes as written.**

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**ARTICLE 15** To see if the Town will vote to raise and appropriate the amount of **\$47,520** for the upkeep and maintenance at the **Brownfield Community Center**.

<b>Brownfield Community Center Expenses</b>	<b>2024/2025</b>
Electric	\$4,800
Telephone	\$2,400
Heating	\$8,400
Security	\$300
Custodian	\$4,420
Building Maintenance	\$26,000
Supplies	\$1,200
<b>TOTAL PROPOSED</b>	<b>\$47,520</b>

Budget Committee Recommendation: 10-0-0

**Moved and Seconded. Article passes as written.**

**ARTICLE 16** To see if the Town will vote to raise and appropriate the amount **\$14,955** for **Recreation Department expenses**.

<b>Recreation Department Expenses</b>	<b>2024/2025</b>
Advertising	\$400
Training & Seminars	\$800
Milage	\$480
Phone/DSL	0
Community Activities	\$1,200
Sports Equipment / Activities/Uniforms	\$3,500
Skate Park	\$500
Background check/Med Supplies	\$500
Dues	\$375
Ground Maintenance / Repair / Field Spray	\$6,000
Miscellaneous	\$1,200
<b>TOTAL PROPOSED</b>	<b>\$14,955</b>

Budget Committee Recommendation: 10-0-0

**Moved and Seconded. Article passes as written.**

**ARTICLE 17** To see if the Town will vote to place up to \$10,000 of funds collected from the Fitness Center into a rollover account to be used to maintain/upgrade the Fitness Center.

**Moved and Seconded. Article passes as written.**



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**ARTICLE 18** To see if the Town will vote to raise and appropriate the amount of **\$10,700** for **Water Recreation**.

<b>Water Recreation Expenses</b>	<b>2024/2025</b>
Beach / Water Equipment	\$500
Docks	\$2,500
Swimming Instructor Salary	\$4,800
Swim Aide Stipend	\$2,400
Water Testing	\$500
<b>TOTAL PROPOSED</b>	<b>\$10,700</b>

Budget Committee Recommendation: 10-0-0

**Moved and Seconded. Article passes as written.**

**ARTICLE 19** To see if the Town will vote to raise and appropriate the amount of **\$35,125** for other **In-Town Organizations**.

<b>In – Town Organizations</b>	<b>2024/2025</b>	<b>B C Vote</b>
Brownfield Food Pantry/Southern Oxford County Nutrition, Inc	\$6,700	8-0-0
Brownfield Historical Society	\$1,000	9-0-0
Friends of Brownfield Rec – Brownfield Day	\$5,000	9-1-0
Brownfield Public Library	\$16,000	7-1-1
Comprehensive Plan Implementation Committee	\$2,625	6-3-1
Friends of Brownfield Rec	\$3,000	7-2-1
Saco River Corridor Commission	\$800	9-0-0
<b>TOTAL PROPOSED</b>	<b>\$35,125</b>	

**Moved and Seconded. Article passes as written.**

**ARTICLE 20** To see if the Town will vote to raise and appropriate the amount of **\$10,299** for the **Out-Of-Town Organizations**.

<b>Out – Of – Town Organizations</b>	<b>2024/2025</b>	<b>B C Vote</b>
American Red Cross	\$825	10-0-0
Androscoggin Home Healthcare & Hospice	\$250	8-0-0
Cancer Resources Center of Western Maine	\$200	10-0-0
Community Concepts	\$2,200	8-0-0
Maine Public Radio.Television.Online	\$100	8-0-0
SafeVoices	\$550	8-0-0
Seniors Plus	\$500	8-0-0
The Life Flight Foundation	\$816	8-0-0
Tri County Mental Health Services	\$1,500	10-0-0
United Way – Oxford County	\$750	8-0-0
Veteran Stone Repair	\$1,000	10-0-0

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White Mountain Community Health Center	\$1,608	7-0-1
<b>TOTAL PROPOSED</b>	<b>\$10,299</b>	

**Moved and Seconded. Article passes as written.**

**ARTICLE 21** To see if the Town will vote to rollover any unexpended health insurance premiums to be kept in a health care account to help offset future premium increases.

**Moved and Seconded. Article passes as written.**

**ARTICLE 22** To see if the Town will vote to charge eight and a half percent (8.5%) interest annually on taxes owed to the Town not paid by **November 15, 2024 and May 15, 2025.**

**Moved and Seconded. An amendment was made to the article to read “To see if the Town will vote to charge (5.5%) five and a half percent Interest annually on taxes owed to the Town not paid by November 15, 2024 and May 15, 2025.” Article passes as amended.**

**ARTICLE 23** To see if the Town will vote to set the interest rate paid by the Town on abated taxes at three percent (3%) for the fiscal year.

**Moved and Seconded. Article passes as amended.**

**ARTICLE 24** To see if the Town will vote to hold its Annual Town Meeting on **Tuesday, June 10, 2025 and Wednesday, June 11, 2025.**

**Moved and Seconded. Article passes as written.**

**ARTICLE 25** To see if the Town will vote to increase the levy limit established for the town by State law in the event that the municipal budget approved under the preceding articles results in a tax commitment greater than this property tax levy limit.

**Moved and Seconded. Article passes as written.**

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**ARTICLE 26** To see if the Town will vote to authorize the Board of Selectmen to accept and expend any grants and/or donations of money or property providing the donations or grants serve the best interest of the Town.

**Moved and Seconded. An amendment was made to read “ To see if The Town will vote to authorize the Board of Selectmen to accept and Expend any grants and /or donations of money or property providing The donations or grants serve the best interest of the Town with no Monetary obligation on the part of the Town.” Article passes as Amended.**

**ARTICLE 27** To see if the Town will vote to authorize the Board of Selectmen on behalf of the Town, to sell and dispose of property acquired by tax process at public sale, except when being sold back to the former owner, or party who has succeeded to the title of the former owner, when a private sale may be utilized. “Public Sale” shall not mean “Public Auction” but shall mean a sale pursuant to such published notice in newspaper of general circulation within the Town as the Selectmen deem appropriate with notification of 30 days prior to the sale. The terms and conditions of any such sale shall be as the Selectmen deem advisable. In all cases, conveyance is to be made by municipal quitclaim deed.

**Moved and Seconded. Article passes as written.**

**ARTICLE 28** To see if the Town will vote to authorize the Selectmen to dispose of any town owned personal property, upon such terms and conditions as they deem in the best interest of the Town; all such property with an estimated value of \$500 or more to be sold by bid, notice to be given to the Public by being posted on the town website, posted on the reader board, and in the Town Office.

**Moved and Seconded. Article passes as written.**

**ARTICLE 29** To see if the Town will vote to authorize the Board of Selectmen to apply up to **\$722,358.50** of other income (surplus) received by the Town during the 2023/2024 fiscal year (principally excise taxes, interest on delinquent taxes, state reimbursement income, selectmen’s overlay) to reduce the overall amounts to be granted and raised for fiscal year 2024/2025, thereby lowering the taxes needed to be raised by the Town.

**Moved and Seconded. Article fails as written.**

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**ARTICLE 30** Shall an ordinance entitled “2024 Amendments to the Brownfield Land Use Ordinance Regarding Dimensional Requirements” be enacted?

**Moved and Seconded. Article passes as written.**

**2024 AMENDMENTS TO THE BROWNFIELD LAND USE ORDINANCE**  
**REGARDING DIMENSIONAL REQUIREMENTS**

The Land Use Ordinance of the Town of Brownfield shall be amended as follows (additions are underlined and deletions are ~~struck out~~):

1. Amend Article III, Dimensional Standard, as set forth below:

3.1 The minimum lot size shall be two acres. Minimum lot road frontage shall be 150 feet, with an additional 50 feet of frontage required for any additional use proposed.

The minimum setback from the centerline of any public or private road shall be 55 feet except for four-rod roads, for which the setback shall be 75 feet ~~shall have a 75 foot setback from the center of the road.~~ Property rear and sideline minimum setbacks shall be 25 feet. ~~Lots with duplexes or multifamily structures on them shall have an additional 50 feet of road frontage for each dwelling unit over one. Lots with two or more dwelling/ units shall comply with current building and or building codes.~~ Set back requirements pertain to all structures, both principal and accessory; however structures already in place by June 4, 1988 may be added to only if dimensional standards are not further violated.

For non-conforming lots of record smaller than two acres, the minimum setbacks from rear and side property lines shall be 25 feet or 10% of the lot width, whichever is less.

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3.3 All single dwelling units shall be located on a minimum of two acres with at least one acre required for a second each additional dwelling unit. ~~Three or more dwelling units on a single tract or parcel, which are defined as a subdivision under M.R.S.A. Title 30-A, Subsection 4401, shall be located on a minimum of two acres per dwelling unit and must comply with the Brownfield Subdivision Regulations.~~

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**ARTICLE 31** Shall an ordinance entitled “2024 Amendments to the Brownfield Land Use Ordinance Regarding Accessory Dwelling Units” be enacted?

**Moved and Seconded. Article passes as written.**

**2024 AMENDMENTS TO THE BROWNFIELD LAND USE ORDINANCE  
REGARDING ACCESSORY DWELLING UNITS**

The Land Use Ordinance of the Town of Brownfield shall be amended as follows (additions are underlined and deletions are ~~struck out~~):

1. Amend Article VII, Definitions, as set forth below:

**Accessory Dwelling Unit:** A dwelling unit that is incidental and subordinate to the principal dwelling unit located on the same property and that is either located within the detached principal single-family dwelling unit or within a separate, detached structure on the same parcel as the principal single-family dwelling unit.

2. Amend Article III, Dimensional Standard, as set forth below:

●●●

- 3.5 Off street parking shall be provided for all dwelling units as a rate of one and one half spaces per dwelling unit; provided, however, that no additional off street parking need be provided for any accessory dwelling unit permitted under this Ordinance.

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- 3.10 Accessory Dwelling Units are permitted on any lot where a single-family dwelling is the principal structure, subject to the following standards:

- a. Accessory Dwelling Units may be located within an existing dwelling unit on the lot, attached to or sharing a wall with such an existing dwelling unit, or may be located in a new structure on the same lot.
- b. Accessory Dwelling Units must be at least 190 square feet in total area and may not exceed: (i) 1,500 square feet in total area, or (ii) 40% of the area of the existing primary dwelling unit, whichever is less.
- c. Accessory dwelling units are subject to the same setback requirements as the principal structure.
- d. An accessory dwelling unit must comply with all shoreland zoning

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requirements imposed by the Town of Brownfield and by the Maine Department of Environmental Protection.

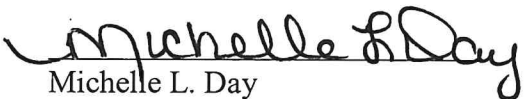
- e. Prior to issuance of a building permit, the property owner must submit written verification that the Accessory Dwelling Unit is connected to adequate water and wastewater facilities. Proof of adequacy must be consistent with the requirements of 30-A M.R.S. § 4364-B(7), as may be amended.
- f. This section may not be construed to interfere with, abrogate, or annul the validity or enforceability of any valid or enforceable easement, covenant, deed restriction, or other agreement or instrument between private parties that imposes greater restrictions on Accessory Dwelling Units than those provided in this section, as long as the agreement does not abrogate rights under the United States Constitution or the Constitution of Maine.

**Meeting adjourned at 8:50 PM There were 111 signed in to vote.**

As a point of reference, last year, **372** votes were cast **on June 13, 2023** Election of Officers, and **104** votes were cast on **June 14, 2023** Open Town Meeting. The November Referendum votes that were cast totaled **564**.

The Town of Brownfield, Maine:

A true copy, Attest:    Signed by:

  
Michelle L. Day  
**Town Clerk**