

**TOWN OF DIXFIELD  
Minutes of Meeting  
Board of Selectmen  
December 10, 2007  
5:00 p.m., Dixfield Town Office**

**Board Members Present:** Bettina M. Martin (Chair), Brad E. Dyer, Raymond E. Carlton, Norine H. Clarke, James L. Desjardins

**Board Members Absent:**

**Administration Present:** Town Manager Thomas F. Richmond, Charlotte Collins (Minutes of Meeting)

**Press Present:**

**Citizens Present:**

1. Chair Martin opened the meeting at 5:00 p.m.
2. **Approval of Minutes:** On a motion from Mr. Dyer and a second from Mr. Carlton, the Board voted unanimously to approve the minutes of December 3, 2007.

The minutes of November 26, 2007 will be approved at the next meeting.

3. **Approval of Warrants and Payroll:** On a motion from Mr. Carlton and a second from Mr. Dyer, the Board voted unanimously to approve the warrants and payroll as listed on the agenda.

**4. Department Heads:** (Public Works; 1<sup>st</sup> meeting of month)

PWD William Hanson was not present due to illness. The Town Manager explained the need to transfer funds from the McGouldrick Park Tree Account to the appropriations line item of Grounds/Wages to cover labor costs of maintaining the skating rink at McGouldrick Park.

On a motion from Mr. Dyer and a second from Mr. Carlton, the Board voted unanimously to transfer enough money to cover the labor costs only from the McGouldrick Park Tree Account

**PUBLIC COMMENTS: None**

**5. New Business:**

**a. Closing of Municipal Offices on December 24, 2007:** The Town Manager asked the Board of Selectmen to consider closing the municipal offices of the town for the entire day on Monday, December 24, 2007. The town has already included a half day off for all employees as part of town benefits. The Board considered very carefully the effects of granting the request and how it could impact the union contract. Most Selectmen felt strongly that the contract should be followed, especially since negotiations will begin in January, 2008. Several motions were made and withdrawn with the Board agreeing to the following motion:

On a motion from Mr. Dyer and a second from Mr. Carlton, the Board voted unanimously to approve the closing of municipal offices for the entire day Monday, December 24, 2007, if an employee chooses to use vacation time or take off four hours without pay.

**b. Irving Personal Property Revaluation:** The Town Manager explained to the Board the many facets of assessing/appraising Irving Forest Products, Inc. for personal property during the revaluation process.

The town can hire a professional to do the appraisal work for approximately \$2,500-\$4,000 or meet with representatives of Irving Forest Products and request a list of all personal property from them. From there, the Board and Irving's representative can come to an agreement about the value of Irving's personal property. The real estate will be revalued by the staff from O'Donnell's Associates.

Mr. Richmond suggested that he draft a letter to Irving for the Board's approval. On a motion from Mr. Desjardins and a second from Mr. Dyer, the Board voted unanimously for the Town Manager to move ahead with drafting a letter for the Board's approval.

**c. LPI and CEO Vacancies:** Town Manager Richmond reported that the Rumford CEO and Plumbing Inspector has indicated an interest in taking on the Town of Dixfield as its permanent Plumbing Inspector and filling in for our CEO. Currently the town is covered by Mr. Errington of Mexico as the town's former Plumbing Inspector has resigned and the CEO is absent on maternity leave. The Town Manager will contact him and get back to the Board by the next meeting.

**d. Shane Bouchard Request for Temporary Sewer Variance:**

The town received a request from Shane Bouchard for a temporary sewer variance for property owned by Brenda E. Bouchard, identified as Map 14, Lot 72 on the towns' tax maps, located at 39 Weld Street, Dixfield. The water has been shut-off, and Ms. Bouchard is not living at the residence. The request is for discontinuance of sewer charges until such time as services are requested to be reconnected.

On a motion from Mrs. Clarke and a second from Mr. Desjardins, the Board voted unanimously to grant a temporary sewer variance to the Brenda E. Bouchard property from the date of the request, November 29, 2007 until such time as services are requested to be reconnected.

**e. McGouldrick Park Sewer Discontinuance:** The need for sewer services at McGouldrick Park has ceased as the town is now using porta-potties and not bathrooms. On a motion from Mr. Carlton and a

second from Mr. Dyer, the Board voted unanimously to approve the sewer discontinuance for McGouldrick Park.

**Public Comment: None**

## **6. Old Business:**

**a. Stop/Yield Signs:** Mr. Desjardins asked the Town Manager if the Board could change a “Stop” sign to a “Yield” sign at the end of Bullrock Lane and Webb River Drive. Mr. Richmond explained that the Board of Selectmen must approve all such signs that are installed throughout town with the exception of State highways. On a motion from Mr. Dyer and a second from Mr. Desjardins, the Board voted unanimously to change the “Stop” sign to a “Yield” sign at the end of Webb River Drive.

**7. Town Manager’s Report:** The Town Manager reported as follows:

- Trio software has been installed for the Water and Sewer Departments, and the Town Office staff has approximately half of the interfacing done between the town’s assessment accounts and water and sewer accounts.
- The Post Office door has been repaired.
- Steve Levi of Maine Rural Water Associations reported that the original estimate to work on the water rate increase is under priced and will cost more as he will be working on our figures here and getting the rate increase documents ready for the PUC and a public hearing.
- The revaluation of the town has now reached the point of meeting with O’Donnell Associates to discuss the cost tables that will be implemented into the computer program that will figure the valuation of each property. A January, 2008 meeting will be scheduled after the holidays.
- Christopher Perry has been hired as a spare to help the Public Works Department during the winter plowing months. He has a Class I

License and is working towards in Class II. The Town Manager will have him train with each employee on their respective routes.

- The Oxford Network is the town's website server. In order to allow any changes to our current set-up, they need a letter from the town stating that Mr. Richmond has the authority to do so. The Board gave their consent.
- The Board signed the Med-Care letter of support in seeking funds with which to build a new facility.

#### **8. Board Questions/Comments:**

**Desjardins:** Selectman Desjardins requested that the town help consider his water usage with the re-establishment of his lawn after the road work that was done this fall. Town Manager Richmond asked him to watch his water usage during the summer and compare it to last year's at which time the town can reimburse some of the costs.

#### **9. Other Business:**

**10: Executive Session 1 M.R.S.A. 405, Discussion of Personnel Matter:** On a motion from Mr. Desjardins and a second from Mrs. Clarke, the Board voted unanimously to go into executive session at 5:59 p.m. to discuss a personnel problem.

On a motion from Mr. Carlton and a second from Mr. Dyer, the Board voted unanimously to come out of executive session at 6:14 p.m.

No action taken.

**11: FYI:** So noted.

**12. Next Meeting:** December 17, 2007, 5:00 p.m., Town Office

13. **Adjournment:** On a motion from Mr. Dyer and a second from Mr. Desjardins, the Board voted unanimously to adjourn at 6:15 p.m.

Respectfully submitted,

Charlotte M. Collins  
Secretary/Deputy Treasurer

/cmc

Attachments