

**TOWN OF DIXFIELD**  
**Minutes of Meeting**  
**Board of Selectmen**  
**June 24, 2008**  
**5:00 p.m., Dixfield Town Office**

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

**Board Members Absent:**

**Administration Present:** Town Manager Thomas F. Richmond,  
Charlotte M. Collins  
(Minutes), Leo Jolin (Public Works),  
Scott Dennett (Fire  
Chief)

**Citizens Present:** Brian Palmer

**Press:** Terry Karkos (Lewiston Sun Journal)

**PUBLIC HEARING**  
**COMMON ROAD CLOSED TO THROUGH TRUCKS**

Chair Martin opened the Public Hearing at 5:00 p.m. at the Dixfield Town Office. Discussion regarding the closing of the Dixfield Common Road to through trucks was heard. Selectman Dyer asked about consequences of those trucks that pass without securing a permit from the Town Manager. Mr. Richmond stated that more patrols will be needed until the completion of the State's Route 2 Project. In order for the road to be posted at 35 mph, those who live on the road must petition the State for posting to occur. As there were no further questions, the hearing closed at 5:03 p.m.

1. Chair Martin opened the Selectmen's Meeting at 5:03 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 with the following corrections:

Page 4, Item 4: Rock-racking to Rock-raking  
Breaks to Brakes

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

Payroll Warrant #117  
Payable Warrant #118  
Water Warrant #18  
Sewer Warrant #19

4. **Department Head Reports:** Chief of Police on vacation; no report from Police Department.

**Public Comment: None**

5. **New Business:**

- a. **Quit Claim Deeds:**

1. *Scott Walton:* The Town Manager explained that due to a court case, the property located on Park Avenue was awarded to Mr. Walton and that all the taxes have been paid on the property. On a motion from Mr. Dyer and a second from Mr. Carlton, the Board voted unanimously to approve and sign the Quit Claim Deed.

2. *Brad Dyer:* The Town Manager explained that the lien on Mr. Dyer's property had been paid and that a Quit Claim Deed was needed to clear paperwork. On a motion from Mrs. Clarke and a second from

Mr. Desjardins, the Board voted unanimously to approve and sign the Quit Claim Deed.

**b. General Assistance Administrator – Thomas F. Richmond:**

On a motion from Mrs. Clarke and a second from Mr. Carlton, the Board voted unanimously to appoint Mr. Richmond as the town's General Assistance Administrator.

**c. Dates for July Selectmen's Meetings:** The Board decided to meet on Monday, July 14, 2008, 5:00 p.m. at the Town Office for an executive session with the office staff and hold a regular meeting on Monday, July 28, 2008, at 5:00 p.m. at the Town Office.

**d. Personnel Policy Review:** The Town Manager gave the Personnel Policy to the Board so that they could start reviewing the language, insurances and sick time. The Town Manager recommends a modification of sick leave time.

**6. Old Business:**

**a. Post Office Boiler:** The Town Manager reported that he had sent out bids to Community Energy, RPH Plumbing, A. Maurais Plumbing and Rocky Lake Plumbing. The Selectmen suggested bids also be sent to Fontaine's, Bradbury's and Dixfield Discount Fuel. The Board asked that requests for bids be advertised in the newspapers and that the bid specs would be available at the Town Office.

**b. Cemetery Regulations:** The Board requested that the Town Manager contact Hugh Daley about attending a meeting to discuss the changes he has proposed to the Cemetery Rules and Regulations.

**c. Through Trucks – Common Road:** On a motion from Mr. Dyer and a second from Mr. Carlton, the Board voted unanimously to close the Dixfield Common Road to Through Trucks. Special permits are available to travel the road if needed.

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

- Received an email that the PUC Hearing has been postponed until July 29, 2008
- Sent out Tax Acquired Property letters by certified mail
- The grader will be set up after July 1<sup>st</sup> for road work
- The crew will be mowing McGouldrick Park and starting the bleacher project
- Has heard nothing on the FEMA grant
- Bruce Manzer gave a ballpark figure of \$10,000 or under to do the Town Office sidewalk and do away with the lip on the walkway
- There will be a meeting on July 15, 2008 to discuss the storm water drainage; Leo Jolin will attend the meeting

Mr. Desjardins asked to get bids on both hot top and cement for the Town Office walkway, and Ms. Martin asked if the crack sealing was going to be done on Webb River Drive. Mr. Desjardins suggested getting an estimate from Mann contractor.

On a motion from Mr. Carlton and a second from Mr. Desjardins, the Board voted unanimously to seek bids for the final resurfacing of Sugarloaf Avenue, crack sealing Webb River Drive and both hot top and cement bids on the Town Office walkway.

- Ted Berry Co. has fixed the force sewer main
- Looked into unemployment insurance through MMA and have learned that the town must pay in for one year before we become eligible to use the insurance
- Signed the unlicensed dog warrant
- Have discussed the financial reports with the auditor

Ms. Martin questioned some of the overdraft accounts, and the Town Manager will report to her at a later date.

The Town Manager and Fire Chief reported that an Emergency Management Director was needed for the town before any grants or reimbursements can be made. On a motion by Mrs. Clarke and a second from Mr. Dyer, the Board voted unanimously to appoint Sigrid Houlette as Emergency Management Director. Ms. Houlette is currently the town's Code Enforcement Officer and has expressed interest in the EMD position.

### **Public Comment**

Lead man of the Public Works Department, Leo Jolin, reported that the back section of the Greenwood Cemetery has not been mowed as well as the back side of the outfield fence and Marble Memorial Park. McGouldrick Park needs maintenance as well as the Hall Hill Pump Station.

Fire Chief Scott Dennett reported that when the town's ladder truck is replaced, the fire station will need to be modified. Having looked into the problem, the building can be altered to fit a new truck.

Chief Dennett also spoke of the problems with recruiting new volunteers, the low wages paid and various skill levels. He would like to increase the amount paid were hour/fire, perhaps based on skill levels. He would also like to obtain insurance coverage through MMA for volunteer firefighters as it is the least expensive way to go. The \$800-900 cost for the policy can be absorbed into the department 2008/09 budget. The Board gave him permission to move ahead on his requests.

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

#### **Mr. Carlton:**

- Asked about the ditching at Irving Forest Products and if it had

been done yet. The Town Manager will be speaking with Irving representatives.

- Asked about the Road Priority List and what happened to it. The Town Manager stated that it was lost due to a hard drive crash.
- Needed clarification about the responsibility of the homeowner versus the town when water and sewer lines are involved. The Town Manager explained that the owner is responsible from the end of town's right-of-way. Also, Ted Berry Co. is responsible for communicating with the homeowner regarding the lines involved.
- Was the town clean-up done? Yes.
- Is McGrouldrick Park walking trail going to be maintained? Yes, and will be done shortly.
- Stated that there is a growing ATV problem on Pine Street

**Mr. Desjardins:**

- Had received several complaints regarding a home on lower Main Street that needed to be cleaned-up.
- Received concerns from homeowners on Newton Avenue regarding the color in their water. The Town Manager explained that it was definitely a street that needs new water lines, but the department does not have the money to do it.

Mrs. Clarke: Stated that there seems to be a problem of communicating when a meeting has been changed or cancelled. J. Meyer of the Lewiston Sun Journal should be notified and an email address was given to the office staff.

**9. Other Business:**

**10. Executive Session - 1MRSA §405, Personnel Matter:** On a motion from Mr. Desjardins and a second from Mr. Carlton, the Board voted unanimously to go into executive session at 6:32 p.m. to discuss a personnel matter.

On a motion from Mr. Dyer and a second from Mr. Carlton, the Board voted unanimously to come out of executive session at 7:08 p.m. No action taken.

11. **FYI:** So noted.

12. **Next Meeting:** Monday, July 14, 2008, 5:00 p.m., Town Office

13. **Adjournment:** On a motion from Mr. Dyer and a second from Mr. Carlton, the Board voted to adjourn at 7:08 p.m.

Respectfully submitted,

Charlotte M. Collins  
Deputy Treasurer

/cmc

Attachments