

## **TOWN OF DIXFIELD**

Minutes of Meeting

Board of Selectmen

April 13, 2009

5:00 p.m., Town Office

**Board Members Present:** Bettina M. Martin, Norine H. Clarke, James L. Desjardins, Raymond E. Carlton

**Board Members Absent:** Brad E. Dyer

**Administration Present:** Eugene R. Skibitsky (Town Manager), Charlotte M. Collins (Minutes), Leo Jolin (PWD), Jim White (Water Dept.)

**Citizens Present:**

**Press:**

### **PUBLIC HEARING FLOODPLAIN MANAGEMENT ORDINANCE**

Chair Martin opened the public hearing at 5:00 p.m. to hear comments regarding the proposed changes recommended by the Code Enforcement Officer to the Town of Dixfield's Floodplain Management Ordinance. No comments were made; the hearing closed at 5:01 p.m. The ordinance will be brought before the voters of Annual Town Meeting on May 28, 2009 for final approval.

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1. Chair Martin called the Board of Selectmen's Meeting to order at 5:01 p.m.
  2. **Approval of Minutes:** On a motion from Mr. Carlton and a second from Mr. Desjardins, the Board unanimously approved the minutes of 3/23/09, 3/30/09 and 4/6/09.

Mrs. Clarke added that the county jail will no longer house a juvenile holding facility and asked that this fact be added to the minutes.

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

#### 4. Department Head Reports:

a. **Public Works Department – Leo Jolin:** Mr. Jolin presented a spread sheet to the Board of Selectmen that outlined the winter storm costs by man hours, equipment, supplies, etc. He also reported as follows:

- The remaining road salt inventory was taken to Mexico for storage until the salt shed's leaking problems can be repaired. Water is pouring through a crack in the bottom of the concrete shed and is flowing into the river. It is located in a very wet area and new drainage must be installed to prevent the problem. An old well on the property is also contributing to the wetness of the area.
- A porous drain installed under and around the area and piped to an existing culvert will cost approximately \$3,560. Mr. Carlton suggested grading the parking lot to allow for better drainage of the area. Town Manager Skibitsky felt that costs could be charged to the current operating budget.

On a motion from Mr. Desjardins and a second from Mr. Carlton, the Board voted to approve the drainage project using 6" pipe.

- Mr. Jolin will be meeting with MEMA and FEMA for an inspection of Severy Hill on Tuesday, April 14, 2009.
- Mr. Jolin will contact Gorham Construction to begin the sweeping of town roads and the municipal parking lot. Mrs. Clarke asked that we keep residents of Severy Hill informed of our plans.

b. **Water Department:** Mr. White reported as follows:

- Flushing will begin next Tuesday and should last about 4 days
- The previously reported valve problems have been repaired
- The Chlorinator has been repaired
- Still working on meter replacements and installments. Once the weather clears, it will be easier to install meters on mobile homes.
- The computer at the town garage needs a backup. The Town Manager will see that one is done.
- The PUC report will be completed soon.
- Mr. White hit a deer while doing rounds for the Water Department; a new hand on his truck's door, a side mirror and fender need to be repaired. Shurleff's auto repair will be doing the repairs to the truck.
- There has been no additional "spikes" in water usage

**Public Comment: None**

Mr. Desjardins inquired about spring cleanup. It will be held the second and third weeks of May. Mr. Jolin stated that the crew can use the State's chipper again this year for chipping brush. After a short discussion of bagging or not bagging leaves, it decided that leaves would not be bagged. Leaves and other yard waste will be taken to George Welch's field for composting.

## 5. New Business:

a. **Rollins Tax Abatement:** On a motion from Mr. Desjardins and a second from Mr. Carlton, the Board unanimously approved an abatement to Stephen Rollins for a change in valuation. A building was incorrectly assessed against his property.

b. **Public Works Safety Grant:** The Public Works Department wishes to apply for a safety grant from Maine Municipal Association that will provide 12 cones, barricades and movable signs for the department. On a motion from Mr. Carlton and a second from Mrs. Clarke, the Board voted unanimously to approve the application.

c. **Thaddeus White Bridge Award:** AVCOG will be presenting an award to both Dixfield and Mexico for their cooperation in the purchase and installation of the Thaddeus White Bridge located at the end of Coburn Avenue and which services both communities. The award will be accepted by David Errington for the Town of Mexico and by Leo Jolin and Charlotte Collins for the Town of Dixfield on Friday, April 17, 2009 in Auburn.

d. **Posted Road Policy:** Town Manager Skibitsky asked the Board to re-approve the town's policy and sign a new document. On a motion from Mrs. Clarke and a second from Mr. Carlton, the Board unanimously approved and signed the Posted Road Policy:

e. **Trust Distribution:** Town Manager Skibitsky formulated a trust fund spreadsheet that outlines the town's Key Bank Trust Funds as follows:

- Cemetery Fund (Perpetual Care Funds Invested for Interest)
- Cemetery Fund (Lot Sales)
- Ione Harlow Dixfield Community Fund
  - 75% Town Use
  - 25% Scholarships
- Odd Fellows Scholarship Fund
- Ministerial School Fund
- Town's Ludden Memorial Library Trust
- Verdurina Ludden Memorial Library Trust

The spreadsheet outlines the funds' current market values, changes in market values, distribution of interest earned throughout the year, bank expenses, all income the bank received from the town and final values. These funds will now be tracked on a quarterly basis and will be available to the auditor at fiscal year-end. It will be a much better method of tracking the changes and for tracking balances in the funds. Mr. Skibitsky's spreadsheet proves back to all fund balances.

## 6. **Old Business:**

a. **Code Enforcement:** The Town Manager and Board of Selectmen were given a final report from Sigrid Houlette, the town's CEO. Ms. Houlette's final day working for the town as CEO will be Thursday, April 23, 2009. Town Manager Skibitsky stated the Jay Bernard will be the Emergency Management Director and that several applications have been received for Code Enforcement Officer. Currently \$2,700 is the annual stipend for this position; the Town Manager has requested \$5,000 for the 2009/10 budget year. The Board agreed to let Mr. Skibitsky interview and hire a new Code Enforcement Officer.

b. **MMA Workers' Compensation Fund:** The town received a refund check in the amount of \$2,135 from MMA for our lack of claims during 2008. The Town Manager requested these funds be carried forward as a special revenue item for future use in creating a safety program for all town employees. On a motion from Mr. Desjardins and a second from Mrs. Clarke, the Board voted unanimously to approve the carry forward of funds for the purpose of an employee safety program.

c. **Thank You Letters:** The Board acknowledged receiving thank you notes from the family of Althea Fish and from Mrs. Kathy Richards of the Dirigo Elementary School for providing such a nice skating area during the winter months at McGouldrick Park.

## 7. **Town Manager's Report:**

a. **Municipal Garage Drainage:** (See Above)

b. **Force Main Update:** It appears there are no engineering drawings available from the town that pinpoint the location of the sewer force main that runs along Webb River Bridge. Because of this, the town's sewer department can expect to pay additional engineering costs.

c. **Water Truck Repairs:** (See Above)

**Public Comment: None**

**8. Board Questions/Comments:**

**Mr. Carlton:** requested that the Police Department look at the intersection of Pine/Coburn/Brackett Streets. Cars go at an unusually high rate of speed, and Mr. Carlton fears that a child may be hit. The stop signs in this area may help to avoid that. On a motion from Mr. Carlton and a second from Mr. Desjardins, the Board voted unanimously to approve stop signs to be located in that area.

**Mr. Desjardins:** reported that Rusty Welch of Weld Street has complained about the fast cars and buses that speed up Weld Street after making the corner of Main and Weld Streets. Town Manager Skibitsky reported that he and the Chief had spoken with Mr. Welch about the problems which they are trying to resolve. Sgt. Howe will be working days this week, so Mr. Skibitsky will also meet with him to discuss the problems.

**9. Other Business:** None

**10. Executive Session:** None

**11. FYI:** So Noted

**12. Next Meeting:** Tuesday, April 21, 2009, 5:00 p.m., Town Office

**5. Adjournment:** On a motion from Mr. Carlton and a second from Mrs. Clarke, the Board voted to adjourn at 6:30 p.m.

Respectfully submitted,

Charlotte M. Collins  
Deputy Treasurer

/cmc

Attachments