

**TOWN OF DIXFIELD**  
**Minutes of Meeting**  
**Board of Selectmen**  
**Wednesday, June 10, 2009**  
**5:00 p.m., Dixfield Town Office**

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

**New Board Member:** Stephen G. Donahue

**Board Members Absent:**

**Administration Present:** Eugene R. Skibitsky (Town Manager), Charlotte M. Collins (Minutes), Public Works Foreman Leo Jolin, Water Superintendent Jim White

**Citizens Present:** Ronald Hemingway

**Press:**

1. **Call Meeting to Order:** Chair Martin called the meeting to order at 5:08 p.m.
2. **Approval of Minutes:** On a motion from Mr. Carlton and a second from Mr. Donahue, the Board voted unanimously to approve the minutes of 5/4/2009, 5/11/2009 and 5/18/2009.
3. **Approval of Warrants and Payroll:** On a motion from Mr. Carlton and a second from Mr. Donahue, the Board voted unanimously to approve the warrants and payroll as listed below:

General Fund Warrants: 105, 107, 109, 111, 112, 114, 115, 116

Payroll Warrants: 104, 106, 108, 110, 113

Water Dept. Warrants: 11, 13, 15

Sewer Dept. Warrants: 12, 14, 16

4. **Department head Reports:**

b. **Water Department** - Jim White, Water Department Superintendent, reported as follows:

- The master meter was calibrated and is off by about 10%; on Friday the computer will be adjusted to match the SCADA meter which will bring it much closer in line to actual usage
- The deer-damaged truck has been repaired except for the corner cab
- We currently have two new meters on hand; six more have been ordered
- The breaker panel has had a broken wire repaired at the pump station; expansion and contraction of electricity is causing the loosening

Mr. White gave an overview of the Newton Avenue project that is scheduled for the fall. The plans include piecing the pipe together on a Monday, laying the trench on Tuesday (by Water Department personnel using two excavators) and then hook-up all the homes. This schedule is if plastic pipe instead of D.I. pipe is used. A materials spec sheet will be given to the Water Advisory Committee for review. Mr. White has obtained a good price on paving from Manzer Company and would like to use his company as they do very good work. Other suppliers do not always have all the materials needed for the job. Ms. Clarke reminded everyone that we have a purchasing/bid policy established by the Board of Selectmen.

A 54-page, fill-in-the-blanks contingency plan must be kept on file for the Water Department. Mr. White has completed 95% of the plan.

**a. Public Works** - Public Works Foreman Leo Jolin reported as follows:

- The under-drain project has been completed at the Town Garage; a few snags were met due to permitting from the M.D.O.T.
- Easement permits held up the work
- While digging by fuel tanks, the crew hit water; the salt shed has a great deal of water under it. There's been no water since the piping was laid
- The crew has mulched the shrubbery at various sites throughout town
- The crosswalks have been painted
- The PWD will plan to doing pavement patching one day per week
- The crew cleaned the back side of the Town Garage and took all metals to be recycled; \$200+ was earned from the various metals for the town
- Flags have been put up along Weld and Main Street
- Work on culverts will begin soon
- The crew shaved off the shoulder by Greenwood Cemetery on Kidder Avenue; 15-17 loads were hauled off
- Caps have been ordered to repair the Greenwood Cemetery fence along Kidder Avenue
- Will clean-up the debris on the fence and repair gates so that they are usable once again

**Public Comment: None**

**6. Old Business:**

**d. Hemingway Property:** Mr. Ronald Hemingway attended the meeting to inform the Board of the progress he's made in restoring the tree canopy along the Webb River. According to Mr. Hemingway's forester, hardwood trees are the best trees to use for restoring the canopy as they are easy to plant, grow faster and give a bigger, overall canopy.

Mr. Hemingway has also installed a stilt fence along the riverbank so that nothing will run into the river in the form of erosion. He will be planting the remainder of trees this fall so that they have a better success rate. The lot has also been seeded with grass.

Town Manager Skibitsky will speak with the town's CEO so that he can do an inspection of the property. The Board thanked Mr. Hemingway for his attendance.

**5. New Business:**

**a. Annual Appointments** (list attached):

1. **Election of Chairman of the Board of Selectmen:** On a motion from Mr. Desjardins and a second from Mr. Carlton, the Board voted unanimously to elect Bettina M. Martin as Chairman.

2. **Election of Vice Chairman of the Board of Selectmen:** On a motion from Ms. Martin and a second from Mr. Carlton, the Board voted unanimously to elect Mr. James L. Desjardins and Vice Chairman.

3. **Determine Dates and Times of Meetings:** On a motion from Mr. Desjardins and a second from Mr. Carlton, the Board voted unanimously to hold meetings at 5:00 p.m. on the second and fourth Monday of each month with the exception of the following summer schedule:

Wednesday, June 24, 2009 – 5:00 p.m. – Town Office  
Wednesday, July 15, 2009 – 5:00 p.m. – Town Office  
Wednesday, July 29, 2009 – 5:00 p.m. – Town Office  
Wednesday, August 12, 2009 – 5:00 p.m. – Town Office  
Wednesday, August 26, 2009 – 5:00 p.m. – Town Office

The regular schedule will resume on Monday, September 14, 2009, 5:00 p.m., Town Office.

4. **Approval Signatures for Warrants and Payroll:** On a motion from Mr. Carlton and a second from Mr. Donahue, the Board voted unanimously for Mr. Desjardins and Mrs. Clarke to sign/approve all warrants and payroll on a weekly basis. The Board signed the annual Disbursement Policy.

5. **Appoint Town Manager:** On a motion from Mr. Desjardins and a second from Mr. Carlton, the Board voted unanimously to appoint Eugene R. Skibitsky as Town Manager, Tax Collector, Treasurer, Town Clerk, Road Commissioner, and Assistant Welfare Administrator.

6. **Appoint Deputy Treasurer:** On a motion from Mr. Carlton and a second from Mr. Donahue, the Board voted unanimously to appoint Charlotte M. Collins as Deputy Treasurer, Assistant Town Clerk and Assistant Tax Collector.

7. **Appoint Deputy Town Clerk/Tax Collector:** On a motion from Mr. Carlton and a second from Mr. Desjardins, the Board voted unanimously to appoint

Vickie R. Carrier as Deputy Town Clerk/Deputy Tax Collector and Assistant Treasurer

**8. Appoint Assistant Town Clerk/Tax Collector/Treasurer/Deputy Registrar of Voters:** On a motion from Mr. Carlton and a second from Mr. Donahue, the Board voted unanimously to appoint Theresa M. Hemingway as Assistant Town Clerk/Tax Collector, Assistant Treasurer, Deputy Registrar of Voters and Welfare Administrator

**9. Appoint Chief of Police:** On a motion from Mr. Desjardins and a second from Mrs. Clarke, the Board voted as follows for the appointment of Richard A. Pickett as Chief of Police:

Bettina M. Martin	Yea
Norine H. Clarke	Yea
James L. Desjardins	Yea
Raymond E. Carlton	Nay
Stephen G. Donahue	Nay

On a motion from Mr. Desjardins and a second from Mrs. Clarke, the Board voted as follows for the appointment of Jeffrey Howe as Police Sergeant:

Bettina M. Martin	Yea
Norine H. Clarke	Yea
James L. Desjardins	Yea
Raymond E. Carlton	Nay
Stephen G. Donahue	Nay

On a motion from Mr. Desjardins and a second from Mrs. Clarke, the Board voted as follows for the appointment of Eric Bernier and Police Officer:

Bettina M. Martin	Yea
Norine H. Clarke	Yea
James L. Desjardins	Yea
Raymond E. Carlton	Yea
Stephen G. Donahue	Nay

On a motion from Mr. Desjardins and a second from Mrs. Clarke, the Board voted to appoint the following as Reserve Police Officers with the exception of Robert Grinnell as follows (Mr. Desjardins requested that the Town Manager check that Mr. Grinnell is qualified):

Charles Beal	Reserve Police Officer
Dean Benson	Reserve Police Officer
Daniel P. Carrier, Jr.	Reserve Police Officer
Rusty Daley	Reserve Police Officer

Thomas Gould	Reserve Police Officer
David M. Hodgson	Reserve Police Officer
Dana Picard	Reserve Police Officer
Jeffrey J. Rackliff	Reserve Police Officer
Eric N. Richard	Reserve Police Officer

Bettina M. Martin	Yea
Norine H. Clarke	Yea
James L. Desjardins	Yea
Raymond E. Carlton	Yea
Stephen G. Donahue	Nay

**10. Appoint Fire Chief/CEO/Health Officer/Animal Control Officer/Plumbing Inspector:**

**Fire Chief:** On a motion from Mr. Desjardins and a second from Mr. Carlton the Board voted unanimously to appoint Scott Dennett as Dixfield Fire Chief.

**Emergency Management Director:** On a motion from Mr. Desjardins and a second from Mr. Donahue, the Board voted unanimously to appoint Jay Bernard as the Dixfield Emergency Management Director.

**Code Enforcement Officer:** On a motion from Mr. Carlton and a second from Mr. Donahue, the Board voted unanimously to appoint Calvin Bernier as the Dixfield Code Enforcement Officer.

**Health Officer:** On a motion from Mr. Carlton and a second from Mrs. Clarke, the Board voted unanimously to appoint David Saphier as Dixfield Health Officer.

**Animal Control Officer:** On a motion from Mr. Desjardins and a second from Mr. Donahue, the Board voted unanimously to appoint Anne Simmons-Edmonds as Dixfield Animal Control Officer.

**Plumbing Inspector:** On a motion from \_\_\_\_\_ and a second from \_\_\_\_\_ the Board voted unanimously to appoint David Errington as Dixfield Plumbing Inspector.

**N.O.R.S.W.B. Representative:** On a motion from Mr. Carlton and a second from Mr. Donahue, the Board voted unanimously to appoint William DeVries as Dixfield' representative to the Northern Oxford Regional Solid Waste Board.

**MedCare Representative:** On a motion from Mr. Carlton and a second from Mr. Donahue, the Board voted unanimously to appoint Cheryl Dickson as Dixfield MedCare Representative.

**River Valley Growth Council Representative(s):** As there was confusion about the number of representatives from Dixfield that are appointed to this board, this item was tabled for another meeting.

**b. Malfunctioning Septic System:** Mr. Roy Hutchins (Map 9, Lot 24-A2 MH), 45 Old Staples Hill Road, has a malfunctioning septic system that is draining onto property owned by Ed Holman. Mr. Hutchins needs a new septic system installed; however, he has no money to do this. The CEO conferred with the Town Manager and states that it is the town's responsibility to issue a corrective order. If the town corrects the problem, a supplemental tax will be levied against the property for reimbursement of expenses. There may be funds available through the state for the installation of a new system. The Town Manager will check further and report at a future meeting.

**c. Time Warner Cable:** The Town Manager received a draft of the Time Warner Cable Franchise Agreement. Mrs. Clarke mentioned that the school department was at one time trying to acquire "live" fiber-optic coverage; she did not know the current status of the school's ability to hook-up at this time.

The Town Manager requested that Board members review the draft and he will contact the Superintendent regarding the school's status and report at the next meeting.

**d. Investment and Fund Balance Policies:** The Town Manager explained that these policies were requested to be in place this year by the town's auditor. The town should keep a two-month operating surplus of 16.67% or \$533,440 in the current year budget. At the present time, the town is operating within this amount.

On a motion from Mr. Donahue and a second from Mr. Carlton, the Board unanimously approved both policies.

## 6. Old Business:

**a. Sewer Force Main:** The agreement with the Mexico Sewer District expired June, 2008 and new agreement must be reached soon due to the Maine Department of Transportation Webb River Bridge Project. The sewer force main runs along under the bridge and connects on the Mexico side of the river. The pipe is over 30 years old, and Mexico is claiming that Dixfield should maintain the entire line to the district plant.

The Town Manager explained that the total project will cost approximately \$200-250,000 to engineer and replace connections during the bridge project. The sewer main will be bid out in October by the MDOT, and the town must have an agreement between Dixfield/Mexico/and State.

Do we want a long-term or short-term agreement and should Mexico pay a portion of the project? The Mexico Sewer District lawyer, Paul Dumas, is handling their negotiations. Mrs. Clarke would like to speak directly with the Mexico Sewer District Board members. She suggested a long-term agreement and some sharing of costs for the project.

Mr. Desjardins suggested that the town pay for the force main project and re-negotiate for the same agreement as originally signed 30 years ago.

Ms. Martin and Mr. Carlton felt the town should pay for the project and negotiate for a long-term agreement. Mr. Donahue agreed with Mr. Desjardins.

All Board members agreed as follows:

- Negotiate an agreement based on the old one
- Cost-sharing should be carried to the new agreement
- The agreement should be for 5 years or longer
- The Town Manager should meet with Mr. Dumas; Board members meet together without lawyers

## 6. Old Business:

b. **Safety Program Goals:** The Town Manager reported that Mrs. Brann, Water/Sewer Department Administrative Assistant, will coordinate the program. The Town Manager will investigate if the program can possibly be absorbed into the current working hours. This item was tabled until Wednesday, July 15, 2009 (Selectmen's Meeting).

c. **Floodplain Management Ordinance.** The Board of Selectmen signed the Floodplain Management Ordinance that was approved at the Annual Town Meeting of May 28, 2009.

## 7. Town Manager's Report:

a. The town's CEO has requested that the Board of Selectmen adopt a fee structure for the Shoreland Zoning Permit as outlined in the Floodplain Management Ordinance. The Planning Board has also suggested using the same structure as those used in the Floodplain Management Ordinance:

**\$50.00 fee - with application for a new structure located within a Shoreland Zone or change in land use within the Shoreland Zone; non-refundable**

**\$25.00 fee - with application for an existing structure located within a Shoreland Zone or change in land use within the Shoreland Zone; non-refundable**

On a motion from Mr. Carlton and a second from Mr. Desjardins, the Board voted unanimously to establish a non-refundable fee structure for applications to build within a Shoreland Zone using the same guidelines as those used in the Floodplain Management Ordinance.

b. **Irving Forest Products Mill:** Mr. Toby Pineo of Irving has reported to the Town Manager that they will be putting on a second shift that will work from 3:00 p.m. until 1:00 a.m. Steps have been taken to reduce any disturbance to the neighbors.

**Public Comment: None**

8. **Board Questions/Comments:** The Board members welcomed new Selectman Stephen G. Donahue to the Board.

9. **Other Business:** None

10. **Executive Session (1 MRSA 405 (6)(D) Labor Negotiations:** On a motion from Mr. Carlton and a second from Mr. Donahue, the Board voted unanimously to go into executive session a 7:06 p.m. to discuss labor negotiations.

At 7:25 p.m. Chair Martin declared the Board out of executive session.

The Board then went back into executive session under 36 MRSA 841(2) to discuss abatement requests.

At 7:50 p.m. Chair Martin declared the Board out of executive session.

On a motion from Mr. Desjardins and a second from Mr. Donahue, the Board voted unanimously to deny all requests.

11. **FYI:** So noted.

12. **Next Meeting:** WEDNESDAY, June 24, 2009, 5:00 p.m., Town Office

13. **Adjournment:** The Board adjourned after executive session.

Respectfully submitted,

Charlotte M. Collins  
Secretary

/cmc

Attachments