

## **MINUTES OF MEETING**

Town of Dixfield

Board of Selectmen/Assessors/Overseers of the Poor

Wednesday, July 29, 2009

5:00 p.m., Town Office

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

**Board Members Absent:** Stephen G. Donahue

**Administration Present:** Eugene R. Skibitsky (Town Manager), Charlotte M. Collins (Minutes), Chief Richard A. Pickett, James White (Water Dept.)

**Press Present:** Eileen Adams (Sun Journal)

**Citizens Present:** Clayton McKay, Freemont Tibbetts, Ralph Clarke

1. Chair Martin called the meeting to order at 5:00 p.m.

### **2. Approval of Minutes:**

On a motion from Mr. Carlton and a second from Mr. Desjardins, the Board voted unanimously to approve the minutes of July 15, 2009.

**3. Approval of Warrants and Payroll:** On a motion from Mr. Carlton and a second from Mr. Desjardins, the Board voted unanimously to approve the Warrants and Payroll as listed on the agenda. Note: Water Department Warrant #19 and Sewer Department Warrant #20 were also added and approved.

### **4. Department Head Reports:**

b. **Water Department:** Jim White, Superintendent

- A picture of the recent work on North Street (highlighting the valve work) was passed to the Board for inspection
- The Emergency Contingency Plan was adapted to fit the Town of Dixfield's plan from a "boiler plate" recommendation from Maine Rural Water Association
- The six-month "flow" report was given to Board Members. Due to the master meter calibration, a big drop in usage was reported
- Mr. White and his crew have finished painting all the hydrants
- Call-ins have risen considerably during the past month due to fire, power failures, lightning, etc.

- The top of the water reservoir must be mowed and only grass can be allowed to grow there. Mr. White will be renting equipment from Arrow Rentals at \$300.00/day to use in transporting equipment to mow. It should be a one-day job.
- Newton Avenue is ready for a target date of mid-September in which to lay the new water line and preliminary paving. Mr. White gave a lengthy outline of the job and the use of various pipes, etc. The sewer pipe is in very good condition, so no work needs to be done to it. Once the line is laid, the road surface will be ground/packed/graded with a 2" binder. It will be resurfaced the following spring. The Water Department will be paying for the job, including repaving of the binder coat. The town will be responsible for the seal coat next year. Mr. White has also sought several estimates with a top cost of \$46,500.

On a motion from Mr. Desjardins and a second from Mr. Carlton, the Board unanimously approved the Newton Avenue Water Project in an amount not to exceed \$46,500.

- The new Tom Gerrier campground project located on Route 2 will be connected to the water main on Monday, August 3, 2009. E.J. Prescott will be installing a 2" service line.

a. **Police Department:** Chief Richard A. Pickett

- Chief Pickett was asked to provide suggested changes to the defeated Curfew Ordinance and report at a future meeting. He provided a copy of the existing curfew and the defeated ordinance of the June 2006 Annual Town Meeting.

He explained the various limitations of prosecution and the amount of fines and court costs involved. The Board will take the advisory information for discussion and possible placement on a future town meeting warrant.

- Chief Pickett presented his monthly report that now excludes Social Security Numbers.
- Area Chiefs of Police, County Sheriffs, etc. will be meeting on Thursday, July 30, 2009, to discuss the Federal Stimulus Package and how it pertains to local areal law enforcement agencies.
- A letter has been sent to Officer Charles Beale that places him on Reserve Officer Status and pay. No benefits will be involved.
- Another opening has now occurred in the Police Department due to Officer Beale's status and the Chief would like to hire another officer. On August 4, 2009 an agility test will be given to those who are interested. Five applicants have applied for the position of Reserve Officer. Flexibility in hours has been stressed so that vacations, sick leave, etc. will be covered.

The Chief and Town Manager would like to post the position and hire the full-time officer from within if possible. The Chief explained the costs involved. Board members agreed to the proposal and to posting the position for two weeks. The Chief said that by August 12, 2009 (next Selectmen's regularly

scheduled meeting) he should have a candidate for them to approve and also an updated list of possible new reserves.

**PUBLIC COMMENTS - None**

**5. Old Business:**

**a. Planning Board Members:**

The Town Manager listed the following citizens who have shown interest in serving on the Planning Board:

Daniel Mitchell  
Brian Dolloff  
George Welch  
David Harvey  
Hugh Daley  
Cynthia Paine  
Roberta Donahue  
Norman Mitchell

Chairman Craig Nash and member Terri Mitchell's terms have not expired. There are two openings for three-year terms of office, one opening for a two-year term of office and one alternate position for a one-year term of office.

On a motion from Mr. Desjardins and a second from Mr. Carlton, the Board voted unanimously to approve the appointment of David Harvey for a three-year term of office.

On a motion from Mr. Desjardins and a second from Mr. Carlton, the Board voted unanimously to approve the appointment of Hugh Daley for a three-year term of office.

On a motion from Mr. Desjardins and a second from Mr. Carlton, the Board voted unanimously to approve the appointment of Cynthia Paine for a two-year term of office.

On a motion from Mr. Desjardins and a second from Mr. Carlton, the Board voted unanimously to approve the appointment of Roberta Donahue as the Alternative Member for a one-year term of office.

**b. MMA Balloting:** On a motion from Mr. Desjardins and a second from Mr. Carlton, the Board voted unanimously not to vote for any of the candidates as they were unfamiliar with them.

**c. MMA Ethel Kelly Award:** On a motion from Mr. Carlton and a second from Mr. Desjardins, the Board voted unanimously not to nominate anyone from Dixfield.

**d. Sewer Force Main:** The Board held a lengthy discussion regarding the town's force main project on Route 2 and Webb River Bridge. A decision and agreement must be made by August 4, 2009 about the pipe ownership and percentages of costs along the pipe route, etc. as pertains to the town's contract with Mexico Sewer District.

The Board decided on two options; if these are not accepted, the town will then retain its attorney to work on the contract. On a motion from Mr. Desjardins and a second from Mrs. Clarke, the Board voted unanimously for the Town Manager to contact Atty. Paul Dumas and discuss options for coming to an agreement on the contract between the Town of Dixfield and the Mexico Sewer District.

## 6. **New Business:**

**a. Identity Theft Prevention Policy:** The Town Manager presented the Board with a draft copy of the proposed Identity Theft Prevention Policy that will be voted on at a future meeting.

**b. Sewer/Water Permanent Discontinuance:** Irving Forest Products owns property located at 69 Weld Street (Map 15, Lot 127) and razed the building last week. They are seeking a permanent discontinuance of water and sewer services on the lot that has been seeded, grassed-over, sewer service capped and water turned off.

On a motion from Mr. Carlton and a second from Mrs. Clarke, the Board voted unanimously to approve the permanent discontinuance of water and sewer services at this property.

**c. MedCare Annual Report:** So noted by the Board.

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

- The grader has been hired (George Averill) and is doing a great job of re-defining gravel roads' shoulders and smoothing out the roads.
- There will be a truck demonstration Friday morning at the Town Garage to view a new truck for the Public Works Department. All are invited.
- Proposals for scheduled road projects, Averill Hill Road and Brian Street, will be available for the next meeting and will be finalized by the end of August.
- The URIP (Urban/Rural Initiative Program) form must be certified and signed. This program was formerly called State Aid Road Construction. Funds received from the state must be certified as being used on local roads. The Town Manager will certify and return the form.
- Mosquito Issue/Irving Mill: The Town Manager sent a vial of "mosquito bugs" to a state entomologist for identification. The results are that they are wood gnats who thrive on decomposing vegetation. They do not bite, but swarming is plentiful during the mating season. A meeting and tour has been scheduled for noon on Friday, July 31, 2009, with Irving personnel, the Town Manager, a state representative and Alice and Bruce Clarke of 9 First Avenue.
- Jay Bernard, Emergency Management Director, is working on the town's emergency operations plans.
- The town received a bill from the Mexico Sewer District for work in June of 2008. Darlene Brann of the Water and Sewer Departments will be asked to research the work done 6-1/2 years ago and report to the Town Manager before the next meeting.

- The Town Manager presented a spreadsheet of sewer service debt charges and how the loan for the Route 2 project might impact the bills. There should be no rate increase; however, if one is warranted, a public hearing will be held.

**PUBLIC COMMENT - None**

**8. Board Questions/Comments:**

**9. Other Business:**

**10. Executive Session:**

**11. FYI:** So noted.

**12. Next Meeting:** Wednesday, August 12, 2009, 5:00 p.m., Town Office

**14. Adjournment:** On a motion by Mr. Carlton and a second by Mr. Desjardins, the Board voted unanimously to adjourn at 6:55 p.m.

Respectfully submitted,

Charlotte M. Collins  
Secretary/Deputy Treasurer

/cmc

Attachments