

**TOWN OF DIXFIELD**  
**Minutes of Meeting**  
**Board of Selectmen**  
**Monday, January 12, 2009**  
**5:00 p.m., Dixfield Town Office**

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

**Board Members Absent:**

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

**Citizens Present:** Jon Holmes, David Berry (Poodunk Snowmobile Club)

**Others:** Attorney Paul Dumas and Attorney Christopher Berryment, Representing the Estate of Lyman and Lucille Holman, Jeffrey Dill, heir to Holman property

**Press:** None

1. Chair Martin opened the meeting at 5:00 p.m.
2. **Approval of Minutes:** On a motion from Mr. Carlton and a second from Mr. Dyer, the Board voted unanimously to approve the minutes of 12/8/2008.
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 accounts payable, payroll water, and sewer warrants as listed on the agenda.

(A.) On a motion from Mr. Dyer and a second from Mr. Carlton, the Board voted unanimously to enter into executive session at 5:05 p.m. per MRSA 305/6C (Real Estate) as it pertains to tax acquired property. Attorneys Dumas and Berryment were also included in the discussion.

The Board came out of executive session at 5:20 p.m. No action taken.

**4. Department Head Reports:**

**a. Public Works:** Leo Jolin presented a spreadsheet to the Board that detailed snow storms since 11/25/08 (see attachment). He explained the breakdown and the value in tracking man hours, salt and sand usage as well as types of storms.

- The trucks have been experiencing breakdowns with hydraulic hoses, piston tubes, etc.
- Due to breakdowns, much of the snow removal has been delayed

The Board questioned the maintenance of the vehicles and why they were not maintained and ready for winter. The Town Manager stated that also there were several citizens that were pushing their snow into and across the streets. He will ask the Police Department to advise these citizens that it is illegal for them to do so and give warnings before more serious action is taken.

- Additional comments on snow removal were made by the Board with the following vote: On a motion from Mr. Desjardins and a second from Mrs. Clarke, the Board voted unanimously to allow Mr. Jolin to use his discretion regarding contacting the Police Department to warn citizens/plow operators who put snow in the streets and sidewalks.
- The Town Manager reported that Alton Arsenault and Dale Carlton who are maintaining the skating rink at McGouldrick Park have requested that the town crew remove the snow after each storm. It takes them approximately three to four hours with a snowblower. The bucket loader could do the same job in about one hour. On a motion from Mr. Desjardins and a second from Mr. Carlton, the Board voted unanimously to have the snow removed from the skating rink as soon as the crew can reasonably do it and at their regular rate of pay.

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

- There have been more call-ins this month due to so many power outages. They have been shoveling hydrants and doing general maintenance of the water system this month.
- The town received a letter from the Mexico Water District that states there will be a drop in the contract payment to the Mexico Water District as their newly hired “third” man has chosen not to obtain insurance through the water district.
- Mr. White reported that the water has been shut off at St. Joseph’s Mission for a year and the Longway properties were shut off two weeks ago. Both properties will be metered in the near future.

**Public Comment: None**

## **5. New Business:**

**a. Town Report Dedication:** Several names were offered for dedication of the Annual Town Report with the Board voting of the following:

On a motion from Mr. Desjardins and a second from Mr. Carlton, the Board voted unanimously to dedicate the 2007/08 Annual Town Report to Dixfield’s Boston Post Cane Recipient, Eva Sassi Taylor.

**b. Ambulance Service:** Dixfield’s MedCare Ambulance Service representative, Daniel Mitchell, was on hand to explain their budget and how the figures are computed for Dixfield’s share. Mr. Mitchell is currently serving in his 10<sup>th</sup> year as our representative and has been involved with MedCare for over 13 years.

Our share is based on population and valuation. It is figured/split as equitably as possible between the member communities. The figure used for population was 2,530 with a total budget of \$238,000 for 2007/08. Dixfield's share was \$35,630 or \$14.00 per capita. This pays for those who cannot afford to pay for ambulance service, and is only \$2.00 higher than when it started. The town's assessment is about 13% of the total budget.

The ambulance service has 60 employees and 6 ambulances. With an aging population in the area, more services will be needed. A new facility will be imperative in the future. A new building committee has been formed and a vote of 16-1 has decided that the interlocal agreement will remain the same for area member representatives.

Negotiations are being held with a landowner, grants are being sought and Mr. Mitchell has made a commitment to the Town Manager to come back to the Board with new ideas, etc. If a new building is approved, the town's assessment could go from \$14.00 to \$19.00 per capita. Mr. Mitchell was thanked for his report and will attend a future meeting when additional, new items need to be presented.

**6. (b) Thaddeus White Bridge:** The Town Manager explained to the Board that the metal struts from the old bridge have been sold for \$2,500 as scrap metal. The Town of Mexico has given their share (\$1,250) to their local snowmobile club to help with trail maintenance. Mr. Jon Holmes and Mr. David Berry were in attendance to request the same for Dixfield's club.

On a motion from Mr. Dyer and a second from Mr. Carlton, the Board voted unanimously to give the \$1,250 from the sale of Thaddeus White Bridge scrap metal to the Poodunk Snowmobile Club for trail maintenance.

**5.(c) Planning Board Business:**

1. On a motion from Mr. Dyer and a second from Mr. Carlton, the Board voted unanimously to appoint Terri Mitchell as a regular member (from alternate) of the Planning Board.
2. On a motion from Mr. Dyer and a second from Mr. Carlton, the Board voted unanimously to appoint David Hodgson as an alternate (from regular) member of the Planning Board.
3. Flood Plain Management Ordinance: Notification for the town to update our Shoreland Zoning Ordinance has been received. The town has until 7/7/2009 to comply, but both the CEO and Planning Board should be ready for Annual Town Meeting approval in May.

Notification has been received that the Town of Wilton is revising their Comprehensive Plan. All bordering towns were notified and those who wish may make comment to the Wilton Planning Board.

**d. Sewer Variances:**

1. On a motion from Mr. Dyer and a second from Mr. Carlton, the Board voted unanimously to approve a sewer variance for St. Joseph's Mission.
2. On a motion from Mr. Dyer and a second from Mr. Carlton, the Board voted unanimously to approve a sewer variance for Marshall Longway of High Street with the stipulation that when the water is turned on at a future date, meters will be installed at Mr. Longway's residence and at the rental property that "piggybacks" onto his residence.

**e. Code Enforcement:**

1. Mr. Stephen Arsenault of 109 Weld Street has requested that the \$25.00 building permit late fee assessed against his property be waived. Mr. Arsenault did not understand that a building permit is needed for any work done to property with a \$500 value or more. On a motion from Mr. Desjardins and a second from Mr. Dyer, the Board voted unanimously to grant the waiver.
2. Code Enforcement Officer Sigrid Houlette will be leaving the area as soon as her house is sold. A new CEO will be needed as soon as possible. The Town Manager suggested that he ask the employees if one of them is interested, look around the area, perhaps advertise or join with another town and share expenses. He will report back to the Board at a later date.

**f. CMP Change in Delivery Rate:** The Town Manager reported that small business will be changing to medium business class by CMP in the near future. Mr. Dyer requested that the lights at the town garage be checked daily to ensure that the town does not waste money on lights that are left on overnight.

**g. Water/Sewer Departments' Financials:** The Water and Sewer Departments' year-end financial statements were made available to the Board of Selectmen. The Town Manager reminded the Board that audit adjustments will still be made when the auditors arrive in February. At year-end, the Water Department has a balance of nearly \$35,000; however, the Sewer Department is running a deficit of about \$25,000 due to maintenance, one-time fees incurred during the past year. The Town will continue to carry this deficit which should be lowered in the coming year.

**h. Projected 2009/10 Budget Calendar:** The Town Manager presented his proposed budget workshop calendar to the Board of Selectmen. He will be working with all department heads and will present the entire budget on by March 23, 2009. He reminded the Board that he will be on vacation from March 7, 2009 through March 15, 2009. Mr. Skibitsky will also make the schedule available to the Finance Committee.

## 6. Old Business:

**a. Waste Discharge License:** The Waste Discharge License (snow dump) has not yet been approved. Snow is now being dumped at Archie's.

**b. Thaddeus White Bridge Remains:** (see 6b)

**c. Audit Commitment Letters:** The Town Manager received commitment letters from RHR Smith Company that will commit the town to their audit services for the fiscal year 2008/09 and for the Water/Sewer Departments for 2008. On a motion from Mrs. Clarke and a second from Mr. Dyer, the Board approved to accept the proposal with the Town Manager signing the documents.

**d. FEMA Funds/Severy Hill Mitigation Project:** The Town Manager received news that FEMA will be reimbursing the town for the Severy Hill Project. The check has not yet arrived.

**e. Payroll and Accounts Payable Signers:** On a motion from Mr. Desjardins and a second from Mr. Dyer, the Board voted unanimously to approve the signatures of any two Selectmen; these will in turn authorize the release of payroll and accounts payable checks.

**f. Windmill Proposal:** The Town Manager explained the email he received from Patricia A. Leonard who owns 309 acres on Timberland Pass and who wishes to lease this property to the town for windmills. The Board felt that this was not a project that the town should undertake and declined the offer.

## 7. Town Manager's Report:

- The Board has received an invitation to an open house at Black Mountain.
- He and John Madigan of Mexico have begun talks regarding the regionalization of Police Departments. They will be meeting again on January 27, 2009
- The local district court in Rumford will be closing. Many area officials are getting together to fight the closing
- The contract with the Mexico-Rumford Sewer District has expired and a new one will be addressed this coming year
- There will be two ballot clerks and one warden to cover the election of the new school unit board members on Thursday, January 15, 2009
- The Post Office has received the new lease, but needs an enabling resolution so that the Town Manager can sign. On a motion from Mrs. Clarke and a second from Mr. Carlton, the Board voted unanimously to approve and allow the Town Manager to sign.

## Public Comment:

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

**Mrs. Clarke:** asked if Vernice of RHR Smith Company auditors had returned to check on the town's new procedures. Mr. Skibitsky stated that she was very busy and would not be able to come to Dixfield until February. A discussion was held regarding the request from the Rumford Chamber of Commerce for Dixfield's fee to join. It was decided not to fund this request. The mural on the side of Holmes' property on Main Street will be refurbished by Alan Hutchinson, original artist. He will be making repairs and touching up the painting at his own expense.

**Mr. Desjardins:** asked who was the town's representative at the NORSWB. Bill DeVries represents Dixfield and all concerns should be addressed to him first.

## **9. Other Business:**

**10. Executive Session:** On a motion from Mr. Dyer and a second from Mr. Carlton, the Board voted unanimously to go into executive session per 1MRSA, 405(A) (Personnel Matter).

The Board came out of executive session at 8:00 p.m.; no action was taken.

On a motion by Mr. Desjardins, seconded by Mr. Carlton, the Board voted to adjourn.

**11. FYI: So noted.**

**12. Next Meeting:** Monday, January 26, 2009, 5:00 p.m., Town Office.

**13. Adjournment:**

Respectfully submitted,

Charlotte M. Collins  
Secretary

/cmc