

MINUTES OF MEETING

Town of Dixfield

Board of Selectmen/Assessors/Overseers of the Poor

Monday, June 14, 2010

5:00 p.m., Town Office

Board Members Present: Bettina M. Martin (Chair), Norine H. Clarke, Stephen G. Donahue, Katherine H. Harvey and Malcolm M. Gill

Board Members Absent:

Administration Present: Eugene R. Skibitsky (Town Manager), David Phair, Jim White, Chief Pickett

Press Present: WVAC and Eileen Adams (Sun Journal)

Citizens Present: Freemont Tibbetts, Danny McKay, Ann White (Realtor with Caldwell Banker)

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

2. **Approval of Minutes:**

- On a motion from Mr. Donahue and a second from Mrs. Harvey, the Board voted unanimously to approve the minutes of May 24, 2010 with the following correction: Press attendance should have read WVAC, not RVAC.
- On a motion from Mr. Donahue and a second from Mrs. Clarke, the Board voted unanimously to approve the Annual Town Meeting Minutes of May 27, 2010.
- On a motion from Mrs. Clarke and a second from Mr. Donahue, the Board voted unanimously to approve the Wind Power Ordinance Committee minutes of May 28, 2010.

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

There was discussion regarding the signing of the Shoreland Zoning Ordinance. Chair Martin asked for a report from the Planning Board and Code Enforcement Officer for the next meeting. On a motion from Mrs. Harvey and a second from Mr. Donahue, the Board voted unanimously to table this item until the next meeting.

4. **Department Head Reports:**

a. **Public Works Department (David Phair):**

- The crew has finished painting the Town Office and is currently working on the Post Office
- The cemeteries were cleaned and mowed for Memorial Day
- Completed a cycle of road grading
- Removed chip seal from Church Street and put reclaim back
- Participated in the Sidewalk Grant meeting

b. **Water Department (Jim White):**

- Mr. White offered to give a tour of the Water System to the Board of Selectmen
- 50+ Water meters have been changed with plans to do 10-15 additional
- Mr. White is dealing with three (3) homes with “Bandit” lines (where the possibility of by-passing the meter is enabled)
- A brush hog was purchased for the Water Department and is working well
- The gate at the water reservoir has been moved to Water Department land
- The Board needs to make a decision about the capital projects that will be done this year

Public Comment:

Dan Mckay read a statement about government to the audience.

5. **New Business:**

a. **Water/Sewer Departments’ Audit:** Mr. Ron Smith spoke about the Water and Sewer Departments’ audit. Water has equity; the sewer does not. He suggested that the town examine the sewer rate structure. He also advised the town to refinance the Water Department loans.

b. **Annual Appointments:**

1. **Elect Chairman of Board of Selectmen:** On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted 4-0 to elect Bettina M. Martin as Chairman of the Board of Selectmen.

2. **Elect Vice Chairman of Board of Selectmen:** On a motion from Mrs. Clarke and a second from Mr. Gill, the Board voted 4-0 to elect Stephen G. Donahue as Vice Chairman of the Board of Selectmen.

3. **Determine Dates and Times of Meetings:** On a motion from Mrs. Clarke and a second from Mr. Donahue, the Board voted unanimously to hold their regularly scheduled meetings on the second and last Mondays of the month at 5:00 p.m. (same as last year).

4. **Signers of Payroll & Accounts Payable Warrants:** On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously for Mr. Gill and Mr. Donahue to sign the warrants and payroll in compliance with the town's Disbursement Policy.

5. **Appointments:** The Board of Selectmen appointed the following.

NAME	POSITION	MOVED	SECONDED	VOTE OF BOARD
Eugene R. Skibitsky	Town Manager	Mr. Donahue	Mrs. Clarke	5-0
	Road Commissioner			
	Tax Collector			
	Town Clerk			
	Treasurer			
	Assist. Welfare Adminis.			
Charlotte M. Collins	Deputy Treasurer	Mr. Donahue	Mr. Gill	5-0
	Assist. Town Clerk			
	Assist. Tax Collector			
Vickie R. Carrier	Assist. Treasurer	Mr. Donahue	Mrs. Clarke	5-0
	Deputy Town Clerk			
	Deputy Tax Collector			
	Registrar of Voters			
Theresa M. Hemingway	Assist. Town Clerk	Mr. Donahue	Mrs. Harvey	5-0
	Assist. Tax Collector			
	Assist. Treasurer			
	Deputy Regis. of Voters			
	Welfare Administrator			
Richard A. Pickett	Police Chief	Mr. Donahue	Mrs. Harvey	5-0
Jeffrey A. Howe	Police Sergeant	Mrs. Clarke	Mr. Donahue	5-0
Eric M. Bernier	Police Officer	Mr. Gill	Mr. Donahue	5-0
David M. Hodgson	Police Officer	Mr. Donahue	Mrs. Clarke	5-0
Dean Benson	Reserve Police Officer	Mrs. Harvey	Mr. Donahue	5-0
Daniel P. Carrier, Jr.	Reserve Police Officer	Mr. Donahue	Mrs. Harvey	5-0
Rusty Daley	Reserve Police Officer	Mr. Gill	Mrs. Harvey	5-0
Bradlee Gallant	Reserve Police Officer	Mr. Donahue	Mrs. Harvey	5-0
Robert Grinnell	Reserve Police Officer	Mr. Donahue	Mrs. Clarke	5-0
Joshua S. King	Reserve Police Officer	Mrs. Harvey	Mr. Donahue	5-0
Jeffrey J. Rackliff	Reserve Police Officer	Mr. Gill	Mr. Donahue	5-0
Anne Simmons-Edmunds	Reserve Police Officer	Mrs. Clarke	Mrs. Harvey	5-0
Scott R. Dennett	Fire Chief	Mr. Gill	Mrs. Harvey	5-0
Jay Bernard	Emerg. Mgmt. Officer	Mr. Donahue	Mr. Gill	5-0
Calvin L. Beaumier	Code Enforcement Off.	Mr. Donahue	Mrs. Clarke	5-0
NAME	POSITION	MOVED	SECONDED	VOTE OF BOARD

David Errington	Plumbing Inspector	Mr. Gill	Mrs. Harvey	5-0
David Saphier	Health Officer	Mr. Donahue	Mrs. Harvey	5-0
William DeVries	NORSWB Representative	Mrs. Clarke	Mrs. Harvey	5-0
Montell C. Kennedy	RVGC Representative	Mr. Gill	Mrs. Harvey	5-0
Cheryl A. Dickson	Med-Care Representative	Mrs. Harvey	Mr. Donahue	5-0
Anne Simmons-Edmunds	Animal Control Officer	Mrs. Clarke	Mr. Donahue	5-0

6. **Road and Negotiating Committee Members:** On a motion from Mrs. Martin and a second from Mrs. Clarke, the Board voted unanimously to select Mr. Donahue and Mr. Gill to represent the Board on the Roads Committee and for Mrs. Harvey and Mrs. Martin to represent the Board on the Union Negotiating Committee.

7. **AVCOG Representative:** On a motion from Mrs. Clarke and a second from Mr. Gill, the Board voted unanimously to select Mrs. Harvey and Town Manager Skibitsky to be the town's AVCOG Representatives.

c. **Althea W. Fish Property:** Moved to the end of the meeting.

d. **Town Audit Agreement:** On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously to have the Town Manager (Eugene R. Skibitsky) sign the audit agreement for the town's 2010 fiscal year with RHR Smith.

e. **Close Town Office June 30, 2010:** On a motion from Mr. Donahue and a second from Mrs. Harvey, the Board voted unanimously to close the Town Office at noon on June 30, 2010 for the town's fiscal year-end procedures and to reopen the town's books for the new fiscal year.

6. Old Business:

a. **Sewer Force Main MDOT Contract:** The Town Manager explained the need to have an agreement with the MDOT to be part of the bid package when the Route 2 bridge/road work is done later this year. Mrs. Clarke explained that the MDOT will keep a lane of traffic open to accommodate the traffic flow for the businesses and citizens. On a motion from Mr. Donahue and a second from Mr. Gill, the Board voted unanimously to sign the MDOT Agreement, Project BR-A562(000)E., P.I.N. 15620.00.

b. **Arbitration and Mediation Dates:** The Town Manager informed the Board of a choice of dates for arbitration and mediation :

Arbitration Dates: 7/28, 7/29, 8/22, 8/24, 8/25, 8/26

Mediation Dates: 7/28, 7/29, 8/24, 8/25, 8/26

The Board chose 8/25 or 8/26 for Arbitration and 7/28 or 7/29 for Mediation. The Town Manager will confirm the dates and times.

c. **Efficiency Maine Trust Grant:** The Town Manager explained there was an energy efficiency study done on the town garage in March of this year. The town was just recently notified of the Maine Energy Efficiency Trust Grant funds that are available. The Town Manager submitted a grant for \$50,000 with a \$5,000 match to carry out the recommendations of the energy study, including the possibility of a biomass boiler.

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

a. **Sidewalk Grant:** The Town Manager talked about a sidewalk grant opportunity with the MDOT. Part of the grant is for transportation enhancement and part is for safe routes to schools (primarily grades K-8).

Laurie Soucy, the Wellness Coordinator at RSU No. 10, has offered to write the grant with input from the Town Manager and Working Foreman. The grant is aimed at linking the TW Kelly Middle School to the Superintendent's Office on Nash Street. Just today a site visit was made by MDOT and AVCOG representatives. The grant needs to be submitted by July 1, 2010

b. **Safety Violations:** The corrections were made to the safety violations the town incurred on a visit from the Bureau of Labor Standards. We are now waiting for an exit interview and to see if the fine amount will be waived.

c. **Safety Grant:** Darlene Brann wrote a safety grant for welding equipment. We were notified that we were awarded \$863 for a fireproof cabinet.

d. **Draft Engineering RFP:** The Town Manager passed out the draft engineering RFP to be acted upon at the next Selectmen's Meeting.

Public Comment:

Freemont Tibbetts announced he has signed petitions to give to the Board of Selectmen on zoning for wind power. Mr. Tibbetts will meet with the Town Manager on the correct format of the circulator's oath and then pass the petitions in to the Selectmen for action. Mr. Tibbetts to meet with the Town Manager on Wednesday (6/16/2010) to discuss the circulator's oath and pass the petitions in.

8. **Board Questions/Comments:**

Mr. Donahue: Inquired if the town has advertised for an opening in the Public Works Department. The Town Manager explained the dates the ad would be in the newspaper.

Ms. Martin: Asked the Town Manager to advertise for the open positions we have for the Planning Board, Water Advisory Committee and Finance Committee. Ms. Martin also spoke of a need to schedule a Special Town Meeting for approval to use surplus to reduce the tax rate and to purchase the Fish property.

Mr. Gill: Asked the town to send a card of thanks to Tiny Carlton for his service.

Mrs. Harvey: none

Mrs. Clarke: none

9. **Executive Session – Fish Property:** On a motion from Mrs. Harvey and a second from Mr. Gill, the Board voted unanimously to enter into executive session at 7:00 p.m. pursuant to 1 M.R.S.A. § 405(6)(D), acquisition of real property. Realtor Ann White was also in attendance during executive session. The Board came out of executive session at 7:40 p.m.

On a motion from Mr. Donahue and a second from Mr. Gill, the Board voted unanimously (5-0) to take \$500 from the Selectmen’s Contingency Account for the down payment on the Purchase and Sale Agreement on the Althea W. Fish estate.

10. **FYI:** So Noted.

11. **Next Meeting:** Monday, June 28, 2010 at 5:00 p.m., Town Office

12. **Adjournment:** On a motion from Mr. Donahue and a second from Mrs. Harvey, the Board voted unanimously to adjourn.

Respectfully submitted,

Eugene R. Skibitsky
Town Manager

/cmc