

MINUTES OF MEETING

Town of Dixfield

Board of Selectmen/Assessors/Overseers of the Poor

Monday, February 14, 2011

5:00 p.m., Dixfield Town Office

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

Board Members Absent:

Administration Present: Eugene R. Skibitsky (Town Manager), Charlotte M. Collins (Minutes), PWD David Phair, Water Dept. Jim White, Chief Richard Pickett

Press Present: WVAC, Eileen Adams (Lewiston Journal), Cherri Crockett (Rumford Falls Times)

Citizens Present: Freemont Tibbetts, Dan McKay, Mark Thompson, Scott Blaisdell, Tom Carroll

1. **Call to Order:** Chair Donahue opened the meeting at 5:00 p.m.
2. **Approval of Minutes:** On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously to approve the minutes of January 24, 2011.
3. **Approval of Warrants and Payroll:** On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously to approve the warrants and payroll as listed on the agenda.
4. **Department Head Reports:**
 - a. **Water Department – Jim White:** Mr. White reported as follows:
 - The on-line PH probe broke recently and a new one has been ordered. This instrument costs about \$600 but was included in this year's budget as they normally wear out in about two years.
 - The water department crew has been shoveling the hydrants quite a lot this winter due to the many snowstorms.
 - The department is running smoothly as the present time.

b. **Public Works Department** – David Phair: Mr. Phair reported as follows:

- The department has used 66% of the overtime budget so far this season and 85% of its salt budget. The crew has been out plowing or sanding streets 31 times so far this winter.
- AVCOG has obtained a good price for salt for member towns this year.
- We have received 55” of snow so far in the 60-90” snowbelt range.
- The washout under the Newton Brook culvert needs to be repaired sometime soon. Due to a State inspection, this must be done within a three-year period.

Public Comment: None

5. **Old Business:**

a. **Harlow Park Lights:** Scott Blaisdell and Mark Thompson were on hand to accept a \$10,000 donation from Patriot Renewables, LLC to help fund the Harlow Park Lighting Project, spear-headed by the Boosters and other volunteers. Both men were very grateful for the gift which tops off the project costs. The Selectmen and Town Manager thanked Patriots for their generosity in helping to fund the project that will greatly enhance the value of Harlow Park’s presence within the community. Selectman Harvey added that a fund-raising dance is planned to help with the costs of meeting the needs of surrounding abutters. Materials are expected to arrive sometime around May 15, 2011.

b. **Compensatory Time Policy:** The Town Manager stated that he had received a letter from the Teamsters Local Union #340 representative regarding the Union’s position on the policy. The Teamsters had no issues with the policy. On a motion from Mrs. Clarke and a second from Mr. Gill, the Board voted unanimously to approve the Compensatory Time Policy.

c. **Harvey Resignation:** On a motion from Mrs. Clarke and a second from Mr. Gill, the Board voted 3-0 to accept with regrets the resignation of David Harvey from the Finance Committee. Mrs. Harvey abstained from voting.

d. **Webb River Bridge Construction Schedule:** The Town Manager explained the schedule he had received from Mr. Pinkam, consultant to D.O.T., regarding the construction of the new bridge that will span the Webb River. A pre-construction meeting has been planned for March 2, 2011

e. **Roads Committee Recommendation:** Mr. Gill reported that the committee had met with seven (7) engineering firms and then re-evaluated four of them. The consensus of the committee was to hire A.E. Hodsdon. His price was lower, and he seemed to be the best fit for Dixfield. Mr. Gill spoke highly of all the firms and of the knowledge they had received from the interviewing process.

On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously to enter into a contract/agreement with A.E. Hodsdon Engineering. The scope of the engineering will be determined at a later meeting.

f. **Efficiency Maine Contract:** The town garage energy audit has been completed, and the town has been awarded a \$24,000 grant to make improvements at the facility. On a motion from Mrs. Harvey and a second from Mr. Gill, the Board voted unanimously to allow the Town Manager to sign all necessary agreements regarding the grant for the town garage.

6. **New Business:**

a. **Finance Committee Appointment:** On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously to appoint Cathy Dorion as a member of the Finance Committee for the Town of Dixfield.

b. **Complaints Policy:** The Town Manager explained to the Board that currently there is no formal mechanism to lodge a complaint with the Board of Selectmen. He presented a copy of one used by RSU No. 10 for the Board's perusal. The Police Department Complaint Policy varies from the one proposed by the Town Manager and will be referred to in the final draft. On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously to table this item for the next meeting.

c. **Sick Leave Policy:** The Town Manager explained to the Board that in keeping with equality between union and non-union employees, the suggested amendment to the town's Sick Leave Policy be adopted by the Board. On a motion from Mr. Gill and a second from Mrs. Harvey, the Board voted unanimously to accept the amendment as written, allowing the use of sick leave by an employee to aid immediate family members.

d. **Appointment to the River Valley Growth Council:** The town currently needs a representative to the RVGC, and Mrs. Harvey offered to fill the position. On a motion from Mrs. Clarke and a second from Mr. Gill, the Board voted 3-0 to appoint Selectman Harvey as the town's representative to the RVGC. Mrs. Harvey abstained from voting.

e. **Mexico Selectmen Invitation:** The Town of Mexico extended an offer to meet with Dixfield's Board of Selectmen to discuss the possibility of combining Police Departments. After discussion, the Board decided not to schedule a meeting as they felt Dixfield residents had conveyed their desire to fund our current police department.

Public Comment: None

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

a. **Ted Berry Contract:** The town's contract with Ted Berry Company will be expiring on August 31, 2011. The Town Manager has requested an extension through 12/31/2011 to be in line with the Sewer Department's fiscal year. During this time, the town should talk about a 4-year contract. Mr. Skibitsky stated that TBC is ahead of schedule in reaching Dixfield's preventive maintenance and repairs goals and that the town should be proactive in replacing large pumps, etc.

b. **Wind Workshop:** Town Manager Skibitsky suggested that the Board meet with Mike Rogers of the State Department of Revenue Services to discuss the pitfalls for TIF programs as well as other alternatives to taxing a large wind project. It was decided that

March 29th or 30th would be a good date. The Town Manager will inform the Board when a definite date has been scheduled.

c. Other:

- Lyons Lane easement has been signed and returned for filing with the Registry of Deeds. On a motion from Mrs. Harvey and a second from Mr. Gill, the Board voted unanimously to accept the easement and file with the registry.
- The town has been accepted by the Maine Bond Bank to receive funding for the Webb River Bridge Sewer Department Force Main Project. On a motion from Mrs. Clarke and a second from Mrs. Gill, the Board voted unanimously to appoint the Town Manager to sign all agreements to conditions for approval.
- Rumors of the Dixfield Post Office moving their carriers from Dixfield to Rumford have surfaced and the Town Manager will report when more information is known.

8. Board Questions/Comments:

Mr. Gill congratulated the Town Manager for the recent grants the town has received due to his efforts.

9. Executive Session (1MRSA, §406(6)(A): Town Manager's Contract and Evaluation

On a motion from Mr. Gill and a second from Mrs. Harvey, the Board voted unanimously to enter into executive session at 6:25 p.m.

The Board came out of executive at 6:52 p.m.

10. Action on Town Manager's Contract: On a motion from Mrs. Harvey and a second from Mr. Gill, the Board voted unanimously to approve and sign a three-year contract with Town Manager Eugene R. Skibitsky.

On a motion from Mr. Gill and a second from Mrs. Harvey, the Board voted unanimously to adjourn.

11. FYI: So Noted.

12. Next Meeting: Monday, February 28, 2011, 5:00 p.m., Town Office

13. Adjournment:

Respectfully submitted,

Charlotte M. Collins
Secretary/Deputy Treasurer

/cmc - attachments