

MINUTES OF MEETING

Town of Dixfield

Board of Selectmen/Assessors/Overseers of the Poor

Monday, March 14, 2011

5:00 p.m., Dixfield Town Office

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

Board Members Absent: (1) Vacancy

Administration Present: Eugene R. Skibitsky (Town Manager), Charlotte M. Collins (Minutes), Richard Pickett (Chief of Police), Jim White (Water Dept.), Dave Phair (Public Works)

Press Present: WVAC (Kim Couch), Eileen Adams (SunJournal)

Citizens Present: Al Hodsdon Engineering

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 Mr. Gill, the Board voted unanimously to approve the minutes of February 28, 2011.
3. **Approval of Warrants and Payroll:** On a motion from Mrs. Harvey and a second from Mr. Gill, the Board voted unanimously to approve the warrants and payroll as listed on the agenda.
4. **Department Head Reports:**
 - a. **Water Department – Jim White:**
 - Finished rebuilding 60+ meters, and they are ready to be installed
 - Dirigo High School experienced a water main break which flooded the cellar of the school. A charge for 162,000 gallons of water (\$1,465.18) which included the on-call service charge has been sent to the school. Mr. White provided a generator and pump for the clean-up and did not charge the school for the equipment or for his time.
 - b. **Public Works Department – Dave Phair**
 - A broken clutch plagues the 1993 truck as well as the synchronizer. The overall condition of the truck is good. Morrison Motors has quoted a price of \$7,440 to do the repairs. The job would also be guaranteed. Mr. Phair feels that the truck is worth repairing, but would be a difficult job for our mechanic. Also, we have very limited funds available.

Mr. Phair has cleaned up and sold much of the old metal, etc. at the Town Garage. He is requesting the use of this revenue (approximately \$1,600) to help fund the repairs.

On a motion from Mr. Gill and a second from Mrs. Harvey, the Board voted unanimously to allow the use of Public Works Revenue Funds in excess of the \$2,000 budgeted figure to help fund repairs to the Public Works Department 1993 truck.

- Mr. Phair presented a chart of winter storm figures to the Board. 81% of overtime has been used and the salt account has been exceeded.

Public Comment: None

5. Old Business:

a. **A.E. Hodsdon Proposal:** Mr. Hodsdon spoke of the engineering package that his firm will be creating for the village area of town that will cover:

- Water System
- Sewer System
- Storm Drains
- Road Resurfacing
- Sidewalks

No above-ground utilities will be included such as electricity, telephone service, cable service, etc. as these are privately owned. The report will take a year to complete and will look like the Town of Houlton's:

- Entire area will be on a GIS system
- Funding available to the town includes up to 50% from the drinking water program, 25% from the DEP for the sewer portion of the study, \$6,000 from Water Budget, \$5,529 from the Sewer Budget, \$22,107 from Road Reserve Account

The Town Manager explained that the town will be able to fund the project if the grants come through from the State. The A.E. Hodsdon Engineering Plan will also be used for years to come, not just on a short-term basis as very little will change in the overall layout of the existing roads, etc. Mr. Gill suggested that the town may want to expand the engineering to our rural roads as well. Mr. Hodsdon will get all applications in to the D.E.P.

On a motion from Mr. Gill and a second from Mrs. Clarke, the Board voted unanimously to accept the proposal from A.E. Hodsdon Engineering contingent on successful grants and with the inclusion of the purchase of GIS software.

b. **Force Main Update:** A meeting was held at MDOT with the contractor and representatives from the various utilities. It was noted there is one (1) active sewer customer in the project area. The contractor will notify our engineers if any potential conflicts exist.

6. New Business:

a. **Distinguished Citizen 2011 Nominations:** The Town Manager explained to the Board the criteria established for choosing an annual Distinguished Citizen. Nomination applications are available at the Town Office and on the town's website.

b. **NIMS Training:** Town officials must be trained in the National Incident Management System in case of a disaster and be in 100% compliance in order to obtain any future FEMA funding. Two (2) courses are required.

c. **MMA - Board of Corrections:** Correspondence was received from MMA that offered positions on the Board of Corrections if any of the Selectmen would like to apply.

Public Comments: None

7. Town Manager's Report:

a. **Finance Committee Quorum:** The Board of Selectmen and Town Manager discussed the need of a quorum for the Finance Committee to meet, discuss and vote on the proposed 2012 budget. Six members out of eleven must be present.

b. The River Valley Chamber of Commerce is seeking nominations for this spring's awards.

c. The Lewiston SunJournal reported a very nice story on the town's Police Department Operation Sunshine.

d. FYI: MMA's Year-end Review

e. The Selectmen received an invitation to Norlands for their new addition celebration.

f. The Board was given the information to an Elected Officials Training Workshop sponsored by MMA.

g. Mike Rogers from Maine Revenue Services will be in attendance on March 29th to discuss the Wind TIF program.

8. Board Questions/Comments:

Mrs. Clarke: The Girls State funds have been approved; awaiting the American Legion's response for Boys State.

9. FYI: So Noted.

10. Next Meeting: Monday, 3/21/2011, 5:00 p.m., Town Office (Budget Meeting)
Monday, 3/28/2011, 5:00 p.m., Town Office (Regular Meeting)

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

Respectfully submitted,

Charlotte M. Collins
Secretary/Deputy Treasurer

/cmc - attachments