

MINUTES OF MEETING

Town of Dixfield

Board of Selectmen/Assessors/Overseers of the Poor

Monday, March 28, 2011

5:00 p.m., Town Office

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

Board Members Absent: Vacancy

Administration Present: Eugene R. Skibitsky (Town Manager), Charlotte M. Collins (Minutes), Chief Richard Pickett, David Phair (Working Foreman Public Works)

Press Present: WVAC, Sun Journal (Eileen Adams)

Citizens Present: Todd Atwood (Dirigo Waste Oil Representative), Dan McKay, Freemont Tibbetts

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

2. **Approval of Minutes:**

a. On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board unanimously approved the minutes of March 14, 2011.

3. **Approval of Warrants and Payroll:**

a. On a motion from Mrs. Harvey and a second from Mr. Gill, the Board vote unanimously to approve the warrants and payroll as listed on the agenda.

4. **Department Head Reports:**

a. **Police Department (Chief Pickett):**

- The Chief's report for the month of February elicited no comments from the Board
- The department will be taking part in the National "Take Back Prescription Drugs" effort across the nation. Two sites will be available to the public:

**Dixfield Police Department
Dixfield Town Office
Saturday, April 30, 2011
9:00 a.m. to 3:00 p.m.**

The Chief will make sure that appropriate advertising is done so that citizens may dispose of old prescription drugs properly. The program has proven to be a huge success with over 135 police agencies participating nationally.

- Project Linus has donated hand-quilted blankets to the Dixfield Police Department to be given to children after suffering a traumatic experience. One will be stored in each police car with four extras on hand for emergencies. Project Linus will continue to keep the department supplies as needed.
- The Chief cautioned Board members about taking complaints from the public regarding employees as they are the final appeals Board for any discipline. In addition to the town's newly approved complaint policy, the Police Department also has theirs.
- The Chief cautioned the public about the spring deer migrations around the community and surrounding towns, and to be very aware of them during the late afternoon and early morning hours.

PUBLIC COMMENTS: None

5. Old Business:

a. **Shoreland Zoning Amendments:** Planning Board Chair David Harvey was on hand to explain the recently proposed amendments to the town's Shoreland Zoning Ordinance and maps. An appeals section was also added to the ordinance. The next step is to hold a public hearing on the changes and take comment of the updates as well as submitting a warrant article for Annual Town Meeting. AVCOG will be charging the town for updated maps and for some of the consultation work.

The Public Hearing was scheduled for April 25, 2011 at 5:00 p.m., Dixfield Town Office. A clean version of the ordinance and amended map will be available for display.

b. **Garage Waste Oil Furnace:** David Phair and the Board discussed at length the use of waste oil for the town garage boiler that would save a substantial amount of money for the town. Used oil can be supplied by Towle's Corner Store, Ellis's Variety, RSU No. 10 buses. A new boiler is needed. If purchased now, with RSU No. 10 paying half (\$3,376.66), the town will save 5% on the purchase. On a motion from Mr. Gill and a second from Mrs. Clarke, the Board voted unanimously to approve the purchase with funds from the boiler reserve account. If RSU No. 10 approves the purchase, their share is to be placed back in the boiler reserve account.

c. **RVGC Nomination:** Mr. Montell Kennedy resigned (orally) from the RVGC recently and a new member must be appointed. Ms. Catherine Dorion is very interested in serving in this capacity. On a motion from Mr. Gill and a second from Mrs. Harvey, the Board voted unanimously to accept the resignation of Montell Kennedy from the RVGC.

On a motion from Mrs. Harvey and a second from Mr. Gill, the Board voted unanimously to approve the appointment of Catherine Dorion as Dixfield's representative to the RVGC.

d. **Water/Sewer Departments' 2010 Audit:** Town Manager Skibitsky pointed out that the following are important points to look for when reading the audit:

- Page 1, paragraph 3: The financial statements fairly represent the town;
- Page 21: No deficiencies in internal control;
- Page 22: No instances of non-compliance;
- Page 9: Both utilities are in "the black".

Mr. Skibitsky also noted that the sewer rates are not covering the operating costs and the rate should be analyzed.

e. **Force Main – Timing of Financing:** The Board discussed the best timing for the financing of the force main for the bridge project. Currently the interest rate is 1.25 percent with bond payment dues in September and March. On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously to close the loan now (spring of 2011) while the rates are low.

6. **New Business:**

a. **CMP Easement Request:** CMP has requested the town approve an easement for the Harlow Park Lighting Project. On a motion from Mrs. Harvey and a second from Mrs. Clarke, the Board voted unanimously to approve the easement with the Town Manager signing the paperwork.

b. **AVCOG Ballot of Officers:** On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously to approve the AVCOG Ballot of Officers as presented.

c. **Bradley Street Sewer Station Repairs:** The concrete is disintegrating at the valve station. Ted Berry and the town crew will be replacing the roof of the valve chamber. The costs will come from the Sewer Department Budget.

PUBLIC COMMENT: None

7. Town Manager's Report:

- a. **FYI – State Mandates:** The Town Manager presented a list of State Mandates to the Board for them to study.
- b. The Town Manager received an email from Mark Thompson thanking the town and Board for selecting him for the 2010 Annual Town Report Dedication.
- c. The Town Manager presented the new census figures to the Board, noting that the town grew from 2514 to 2550, with Rumford and Mexico decreasing.
- d. Dan Mitchell has agreed to become the Town of Dixfield MedCare representative. On a motion from Mr. Gill and a second from Mrs. Harvey, the Board voted unanimously to appoint Mr. Mitchell to this position.
- e. The Town Manager requested a deferral in his remaining vacation days from 2010. He would like to use them on April 7th and 8th, 2011. On a motion from Mrs. Harvey and a second from Mr. Gill, the Board voted unanimously to approve the request.
- f. 25 High Street: This property has been tax acquired since December 2009. The Fire Department has requested the use of it for training purposes. Chief Pickett stated that the Police Department would find this very useful for their training purposes also. On a motion from Mrs. Harvey and a second from Mrs. Clarke, the Board voted unanimously to approve the use of 25 High Street (Map 14, Lot 47) for Fire and Police Departments training.

8. Board Questions and Comments:

Mr. Gill: requested the Board of Selectmen adopt a Code of Ethics. The Town Manager will gather various codes for them to consider.

9. **FYI:** So Noted.

10. **Next Meeting:** Monday, 4/4/11, Budget Workshop, 5:00 p.m., Town Office
Monday, 4/11/11, Selectmen's Meeting, 5:00 p.m., Town Office

11. **Adjournment:** On a motion from Mr. Gill and a second from Mrs. Harvey, the Board voted unanimously to adjourn at 7:00 p.m.

Respectfully submitted,

Charlotte M. Collins
Secretary

/cmc
Attachments