

## **MINUTES OF MEETING**

Town of Dixfield

Board of Selectmen/Assessors/Overseers of the Poor

Monday, April 11, 2011

5:00 p.m., Town Office

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

**Board Members Absent:** Vacancy

**Administration Present:** Eugene R. Skibitsky (Town Manager), Darlene Brann (Minutes), Jim White (Mexico Water), David Phair (Working Foreman Public Works)

**Press Present:** WVAC, Sun Journal ( Eileen Adams)

**Citizens Present:** Dan McKay, Fremont Tibbetts

1. **Call to Order:** Chairman Donahue called the meeting to order at 5:01pm

2. **Pledge of Allegiance:** Recited by all in attendance

3. **Approval of Minutes:**

On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board unanimously approved the minutes of March 28, 2011.

4. **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.

5. **Department Head Reports:**

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

1. The department has been out 47 times this winter resulting in overspending the budget for salt, but not for overtime wages.
2. By doing some modification to the GMC pick-ups plow the department was able to plow the dirt road during the April 1, 2011 snow storm.
3. The crew has been out patching and getting the spring equipment ready.
4. The waste oil furnace has been installed and is working well.
5. The crew collected 540 gallons of pumpkin seed oil to use in the waste oil burner.

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

1. Mr. White has been working on designing the North St. project for the month of August.
2. 65 Main Street's design work has been completed and work will begin during the first week in May.
3. One control valve has been replaced with a VFD.
4. Looking at having the Clear Well cleaned this year. This will be contingent on the Mexico Water District's Board approving cleaning their Clear Well. This will save money for both Districts if done at the same time.
5. Will be sending out bid specs to local contractors for an excavator and operator for work to be done on North St. in the next couple of days. Bids will need to be returned by May 9, 2011
6. Received \$316.00 for the sale of scrap metal.

**PUBLIC COMMENTS: None**

**6. Old Business:**

a. **Harlow Park Lights Update:** The Harlow Park Lights Committee met on March 29, 2011. They have produced a budget tracking sheet for the Board of Selectmen and are working with the Code Enforcement Officer to address the issue of water. They have to dig 12' to set the concrete for the light poles and at that depth they could run into a lot of water, creating an issue with the concrete setting properly.

b. **Sewer Force Main Update:** The force main project has been delayed somewhat and we are now waiting for a new schedule from the contractors. Wright Pierce has not heard of any conflicts from the contractor and is unsure of what the delay is.

**7. New Business:**

a. **MMA Elections:** MMA is starting the process of elections for a Vice President and an Executive Committee. The positions they are seeking and the responsibility of each (regarding departments) have been included in the handout which is due back by May 2, 2011.

b. **Code of Ethics:** Town Manager handed out copies of ethics policies from different towns for Board members to review. After much discussion it was decided to table the subject until June. The Board will have had a chance to attend the MMA workshop for elected officials and review the policies.

**PUBLIC COMMENT: None**

## 8. **Town Manager's Report:**

a **Sewer Ordinance:** Matt Timberlake from the Ted Berry Company (together with Darlene Brann) has been working to update the town's Sewer Ordinance. It is their hope to have it ready for a vote by November.

### b. **Other:**

1. The lift station at Bradley Street pump station has been repaired.
2. Charlotte composed a letter to Project Linus, with a copy given to each member of the board.
3. The town received a workers compensation premium refund from MMA in the amount of \$997.00. The Town Manager would like to take that money and set it aside for employee recognition. On a motion from Mrs. Harvey and a second from Mr. Gill, the Board voted unanimously to approve the funds for employee recognition use.
4. The High School's Sophomore service day will be on Friday, May 6, 2011. A team from the High School will be doing cleaning at the Village Green.
5. A property owner on Hidden Meadow Lane believes that they lost the sale of their property due to the projected windmills project. They have requested an appointment with the assessor to discuss an abatement.

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

1. Mrs. Clarke updated the board that applications have been mailed out for the Outdoor Market Day that will take place on August 21, 2011. More applications are available at the Log Cabin Crafts if anyone needs one that did not receive one.
2. Checks have been sent out to Gloria Patenaude for Girls State; however Mrs. Clarke is unsure what is taking place in regards to Boys State. At this time there are no candidates for Girls State.
3. Mrs. Harvey attended the River Valley Growth Council meeting and felt that it was very informative. They are working hard at gaining new business for the region and believe that positive things are happening.

10. **FYI:** So Noted.

11. **Next Meeting:** Monday, April 18, 2011, Budget Meeting 5:00 p.m., Town Office and Monday April 25, 2011 5:00 p.m. Town Office (regular meeting).

12. **Adjournment:** At 6:48pm Mrs. Harvey motioned to adjourn, seconded by Mr. Gill approved.

Respectfully submitted,

Darlene Brann  
Secretary

/db

Attachments