

## **MINUTES OF MEETING**

Town of Dixfield

Board of Selectmen/Assessors/Overseers of the Poor

Monday, June 13, 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), Scott Dennett (Fire Chief), Jim White (Water Dept.)

**Press Present:** WVAC (Kim Couch) and Lewiston SunJournal

**Citizens Present:** Danny McKay

1. **Pledge:** The Chair opened the meeting at 5:10 p.m. with everyone repeating the “Pledge of Allegiance.”

2. **Approval of Minutes:** On a motion from Mr. Gill and a second from Mrs. Harvey, the Board voted unanimously to approve the minutes of May 23, 2011.

On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously to approve the minutes of Annual Town Meeting, May 26, 2011.

3. **Approval of Warrants and Payroll:** On a motion from Mr. Gill 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. **Public Works (David Phair)** - Mr. Phair reported as follows:

- The town crew has completed various grading jobs
- The trade of the push pan for a sweeper with So. Paris has been completed, and it should be on the road by Tuesday for inspection
- Efficiency Maine has projected a 20-month payback in savings from new lighting at the town garage
- We have approximately 1400 gallons of waste oil in our inventory; 30 gallons a week came from local businesses

- Mr. Phair requested permission to trade the 1450 Toro mower for a Walker. After discussion with the Board, Mr. Gill moved to allow the trade with the best deal he can find. Seconded by Mrs. Harvey; unanimously approved.
- The crew will be painting the brackets for the telephone poles
- Mr. Phair requested permission to move the town's band shell to the town garage to house various pieces of equipment. It is in good condition and currently located at McGouldrick Park. The Board was in agreement to allow the move.

b. **Water Department – Jim White:** Mr. White reported as follows:

- The 65 Main Street job is completed and should not freeze in the future.
- The Bradley/Brackett Streets hydrant needs to be replaced.
- The department will be bidding out tank cleaning, combining the bid with the Mexico Water District for a \$1,000 savings to both departments.
- The illusive water leak has been discovered in an abandoned building on Mill Street; the basement is flooded. Approximately \$900 worth of water has been leaked.
- The dead-end line on North Street will be put out for bid on the first of August.
- The control valve at the plant will be replaced next Thursday. This item was included in the budget.
- The curb box records are approximately 1/3 completed and department personnel will continue working on it until completion.

c. **Police Department – Chief Pickett:** Although not listed on the agenda, Chief Pickett reported as follows:

- Chief Pickett reported that a six-foot long boa constrictor was on the loose at the end of Jacobs Alley, off Dix Avenue. The snake is not poisonous. It will be seeking a dry, warm place in which to hide. The snake had just been fed, so there is no serious threat at the moment to small animals. If any resident spots the culprit, he/she is to call 911, keep their eyes on it, but do not touch or try to capture.

5. **New Business:**

a. **Annual Appointments:**

1. Elect Chair of Board of Selectmen: Held over to July meeting.
2. Elect Vice Chair of Board of Selectmen: Held over to July meeting.
3. Determine Dates and Times of Meetings: Held over to July meeting.
4. **Determine Signers of Payroll and Accounts Payable Warrants:** On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously to keep the same signers as last year (Donahue and Gill).
5. **Appointments – Selectmen:** On a motion from Mrs. Harvey and a second from Mr. Gill, the Board voted unanimously to appoint employees as listed.
6. **Appointments – Town Manager (FYI):** The Town Manager briefly discussed his list of appointments with Board. No questions.
7. **Sewer Administrative Committee Members:** Held over to July meeting.

8. **AVCOG Representatives:** Held over to July meeting.

b. **City Watch Program:** An agreement for the appropriate protocol for mass notification during emergencies was presented to the Board of Selectmen from the County Emergency Management Agency. On a motion from Mrs. Harvey and a second from Mrs. Clarke, the Board voted unanimously its approval.

c. **Town Office Closing:** On a motion from Mrs. Harvey and a second from Mr. Gill, the Board voted unanimously to approve the Town Manager's request to close the Town Office at 11:00 a.m. on Thursday, June 30, 2011, for the annual book closing process. The office will be open on Friday as usual.

## 6. **Old Business:**

a. **Adopt Final Budget:** The Town Manager explained the cuts that were approved at the Annual Town Meeting and how they affect the various departmental budgets:

Executive Department  
Police Department  
Public Works Department  
Ludden Memorial Library  
Reserves

**Reserves:** Mr. Skibitsky suggested making a \$41,705 cut from the Fire Department Truck and Building Reserves. On a motion from Mrs. Clarke and a second from Mr. Gill, the Board voted unanimously to approve the cuts.

**Police Department:** The Chief will reduce various line items to reflect the town meeting vote. The Town of Rumford will be reimbursing the town \$30,000 for Police Academy Training for former Patrol Officer Hodgson. This will allow police personnel to receive the 5% wage increase and the increase in the Sergeant's pay scale. On a motion from Mrs. Clarke and a second from Mr. Gill, the Board voted unanimously to approve the cuts to line items and give 5% wage increases and adjust the Sergeant's pay.

**Public Works Department:** The Town Manager explained that the Administrative Assistant's wages are currently being split by 1/3 Water Department, 1/3 Sewer Department and 1/3 Public Works Department. He suggested that they return to the original split of 1/2 Water Department and 1/2 Sewer Department. The savings will be shown in the salt line. On a motion from Mr. Gill and a second from Mrs. Harvey, the Board voted unanimously to approve the changes and savings to the Public Works Department.

**Executive Department:** The Town Manager explained that the hardest hit for cuts was the Executive Department with \$16,000. This cut affects many different items, but mostly it will not allow for any raises to three employees. The Selectmen discussed this with the Town Manager who has offered to be cut one (1) day per week in work and pay. His work week will be four, nine-hour days and attend expected meetings.

Selectman Gill felt that the Board of Selectmen should also offer to forfeit one month's pay that could be used in the Employees Relations line item so that employees may still receive their Thanksgiving turkeys. All Board members agreed.

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

- Cut the Town Manager's work days from five (5) to four (4) days. A schedule will be made ahead of time so that all personnel know the days of work. The Town Manager will also attend appropriate meetings.
- Town Office personnel will receive a 5% raise in line with all other departments.
- The Board of Selectmen will not be paid for the month of July 2011, saving \$525.00 to be placed in the Employee Relations Account.

**b. Carry Forward Balances:**

- **Executive Department:** Building Repair line (E01-03-20) so that the cupola can be finished; Record Restoration (E01-05-02) of old books. On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously to approve carrying forward at year-end the above balances.
- **Public Works Department:** Local Share of Efficiency Grant in the amount of \$4,311.93 and Equipment Rentals line for upcoming fall projects. On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously to approve carrying forward at year-end the above balances.
- **Economic Development Committee:** Balance forward to repair Bullrock and other projects. On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously to approve carrying forward at year-end the above balance.

**c. Capacity Grant – A.E. Hodsdon:**

Mr. Hodsdon was successful in obtaining funding for the grant. Porter Road is outside the study area, but needs the engineering study as well as the North Street Water Department project which is scheduled for August.

**d. Tax Acquired Properties:** The Town Manager explained the current status of each account.

**Account #106:** This property is in bankruptcy; no action to be taken.

**Account #894:** This property will be used for training purposes for the Fire and Police Departments.

**Account #1474:** This property lies within the town's shoreland zoning boundaries; the Town Manager will consult with the Planning Board to see if it must be taken down.

**Account #804:** This property is land only, a 26-acre tree growth lot. The Town Manager would like to check with the State regarding a possible "even" swap for McGouldrick Park as they are nearly the same size.

**Account #1389:** Paid in full; liens will be discharged.

**Account #1473:** This is a small piece of land in East Dixfield; needs to be sold.

**Account #914:** Last payment was on 9/4/2008; vacant apartment house. The Town Manager will speak with the CEO about the feasibility of the building being renovated.

**Account #65:** Last payment was on 7/28/2008 and is owner occupied. This should be placed out for bid.

On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously to place accounts #1473 and #65 out for bid at this time. Final notices will be sent to each owner.

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

- Mr. Skibitsky reported that the town veterans have sought permission to move the American Flag from McGouldrick Park to Riverside Cemetery. All were in agreement that this was a good idea, and permission was granted.
- The Town Manager will be on vacation the weeks of July 4, 2011, August 1-4, 2011 and August 15, 2011.
- The Town Manager reminded the Board of the Wind Workshop scheduled for July 14, 2011 in Augusta.

**8. Board Questions/Comments:** None

**9. FYI:** So Noted.

**10. Next Meeting:** July 11, 2011, 5:00 p.m., Town Office

**11. Adjournment:** On a motion from Mrs. Harvey and a second from Mr. Gill, the Board voted unanimously to adjourn at 7:05 p.m.

Respectfully submitted,

Charlotte M. Collins  
Secretary/Deputy Treasurer

/cmc  
Attachments