

MINUTES OF MEETING

Town of Dixfield

Board of Selectmen/Assessors/Overseers of the Poor

Monday, January 24, 2011

5:00 p.m., Dixfield Town Office

Board Members Present: Stephen G. Donahue (Vice 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)

Press Present: WVAC (Kym Couch)

Citizens Present:

1. **Call to Order:** Vice 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 January 10, 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. **Police Department – Chief Pickett:**
 - Month reports for November and December 2010 were presented to the Board of Selectmen; an error was reported by the Chief and will be adjusted on his reports.
 - The fuel log does not record Unit 2 because of the purchase of the new cruiser and the trade-in of the old. This will be listed in the January report. There were no further questions regarding the monthly reports.
 - The Maine Governor's Volunteerism Award update included the need for more investigation. Officer Simmons-Edmunds will look into this further.
 - A drug bust occurred on Taylor Street recently which will probably be prosecuted as a misdemeanor trafficking offense. Sgt. Howe did a great job as well as the team assigned. This will hopefully slow down some of the drug use in town.
 - Officer David Hodgson will be leaving the department to work for the Town of Rumford. The Chief would like to bring on Reserve Officer Ann Simmons-Edmunds full-time. Ann is also the town's Animal Control Officer whose position also falls under the direction of the Chief of Police.

Selectman Clarke asked if the town will be reimbursed for Officer Hodgson's time at the Police Academy. We will be receiving full reimbursement of approximately \$30,000 plus any equipment that was purchased specifically for him.

Sgt. Howe is also supportive of Officer Simmons-Edmunds' possible appointment. The Chief stated that she has passed all agility testing, worked as a reserve officer for the Town of Scarborough, is very professional on her job and has earned the appointment.

Public Comment: None

5. Old Business:

a. **Webb River Bridge Project:** The Town Manager stated that a new updated schedule has been released and that a preconstruction meeting will be held at the end of February 2011 for public concerns. Construction is scheduled to begin the third week in March 2011.

b. **Personnel Policy Change:** The change to the Personnel Policy will affect a position in the Public Works Department regarding overtime versus compensation time. Selectman Donahue asked that the Teamsters Local #340 Representative sign off on the change so that there will be no problems associated with it in the future. All agreed; this item was tabled for the next meeting after a signature is obtained.

6. New Business:

a. **Elect Chairman of the Board and Vice Chairman:**

1) On a motion from Mr. Gill and a second from Mrs. Clarke, Selectman Donahue was nominated as Chairman of the Board of Selectmen.

On a motion from Mrs. Clarke and a second from Mr. Gill, the Board approved nominations ceased. A vote was called, electing Selectman Donahue as Chair: 3 in favor; 1 abstained.

2) On a motion from Mr. Donahue and a second from Mrs. Harvey, Selectman Clarke was nominated as Vice Chairman of the Board of Selectmen.

On a motion from Mr. Gill and a second from Mrs. Harvey, the Board approved nominations ceased. A voted was called, electing Selectman Clarke as Vice Chair: 3 in favor; 1 abstained.

b. **Budget Calendar:** The Town Manager presented the FY2012 budget calendar to members of the Board, noting that the budget process will begin on March 21, 2011 and end with the Annual Town Meeting scheduled for May 26, 2011. On a motion from Mr. Gill and a second from Mrs. Harvey, the Board unanimously approved the schedule as presented.

c. **Tax Acquired Property:** The Town Manager presented the Board with the timeline that Tax Collectors and Treasurers must follow before a property becomes town-owned. On a motion from Mrs. Harvey and a second from Mr. Gill, the Board voted unanimously to allow all town-owned property owners the chance to pay off all taxes and liens (in full) before any action is taken by the town. Also, there are two, very small pieces of land that have become town-owned property. Selectman Clarke suggested that abutters be notified about these properties.

Public Comments: None

7. Town Manager's Report:

a. Tom Carroll of Patriot Renewables dropped off a letter from the DEP regarding the Carthage project as well a box of information pertaining to the wind project in that town.

b. Received an email from David Harvey giving his resignation from the town's Finance Committee. This brings the committee to six (6) members from eleven (11). The Town Manager will call an organizational meeting and advertise in the newspaper.

8. Board Questions/Comments:

Mrs. Clarke stated that if people are concerned about the new budget, they should volunteer to be members of the Finance Committee.

Town Manager Skibitsky stated that the last interviews for the road engineering will be held on Friday.

Mr. Gill agreed to be the replacement representative for the Sewer Administrative Committee with the Town of Mexico (replacing Ms. Martin).

9. Executive Session (1MRSA, §406(6)(A): On a motion from Mr. Gill and a second from Mrs. Harvey, the Board voted unanimously to enter into executive session to discuss the Town Manager's employment contract and evaluation at 6:05 p.m. The Board came out of executive session at 7:42 p.m.

10. FYI: So Noted.

11. Next Meeting: Monday, February 14, 2011, 5:00 p.m., Town Office

12. 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