

MINUTES OF MEETING

Town of Dixfield

Board of Selectmen/Assessors/Overseers of the Poor

Monday, November 28, 2011

5:00 p.m., Town Office

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

Board Members Absent: Katherine N. Harvey and Robert V. Withrow

Administration Present: Eugene R. Skibitsky (Town Manager), Charlotte M. Collins (Minutes) and Chief Richard Pickett

Press Present: WVAC and Lewiston SunJournal

Citizens Present: Dan McKay, Freemont Tibbetts

1. **Call to Order:** Chairman Donahue called the meeting to order at 5:00 p.m.; the Pledge of Allegiance was recited by all in attendance.
2. **Approval of Minutes:** The minutes of 11/14/11 were tabled until next meeting due to lack of members present who were in attendance at that meeting.
3. **Approval of Warrants and Payroll:** On a motion from Mr. Gill and a second from Mrs. Clarke, the Board voted unanimously to approve the warrants and payroll as listed on the agenda.
4. **Department Head Reports:**
 - Officer Anne Simmons-Edmunds will be graduating from the Maine Criminal Justice Academy on Friday, December 16, 2011, at approximately 10:00 a.m. Any Selectmen would like to attend the ceremony, please contact Chief Pickett so that arrangements can be made.
 - The Chief met with ATV Club Chair Dan Mitchell and had a very productive meeting. Both agreed that the best course of action would be to craft an ATV Ordinance for the Town of Dixfield. Access routes, restrictions and other important factors will be must better defined. Enforcement of the ordinance will also be easier. After the holidays, a new ordinance will be presented to the Board of Selectmen for their input and/or approval so that it can be voted on at the town's Annual Town Meeting.
 - Due to the way the Police Department shifts are scheduled, vacation and sick leave pay must be more clearly defined. The Chief will present a new policy for the Board of Selectmen to approve at a future meeting.
 - The department has received several applications for the fifth officer position, and

a new hiring committee must be established in order to begin the interview process. After discussion, it was determined that the committee will consist of Selectman Gill, Selectman Clarke, the Town Manager, Chief of Police and Police Sergeant Howe. Chair Donahue stated that he may be able to attend the graduation ceremonies for Officer Anne Simmons-Edmunds from the MCJA.

5. **Old Business:**

- a. **Porter Road Project:** The Town Manager explained to the Board the progress of the Porter Road Project and the need for corrections to the crown of the road. Mr. Skibitsky spoke with engineers who took measurements and stated that the paving job was not correctly done. Several readings were taken of the hill's pitch, discovering that the top of the hill was correct but that the angles were very much off design as you went down the hill. Bruce Manzer has agreed to add more pavement to the crown and feather out 4-5" down the hill. 80% of the bill will be paid this year, with the remainder being paid in the spring after the job has been completed and repaired.

Chair Donahue requested an executive session after No. 10 on the agenda.

- b. **Sidewalk Grant – Roads Committee Meeting:** The Sidewalk Grant will be discussed at a meeting scheduled for Friday morning, December 9th at 9:00 a.m. at the Town Office.
- c. **Water and Sewer Departments Budgets:** The Town Manager spoke of the new budgets created for the water and sewer departments. A large meter has been scheduled to be replaced at Irving Forest Projects in the Water Department's Budget, and there is money for a main replacement where most needed.

The Sewer Department is in need of a rate increase and currently running in the red. RHR Smith, auditor, has given a quote of \$2,500 to do a rate study. Mrs. Clarke moved to table this item until 12/12/11 when all Selectmen should be present. There was no vote, and the item was tabled.

6. **New Business:**

- a. **Sanitary Sewer Contract with Ted Berry Company:** Ted Berry Company has submitted a new 2012-2016 proposal for an increase in the contract from \$66,120.88 to \$68,150.00 in the calendar year 2012. The item was tabled for a vote on 12/12/11.
- b. **Fireworks Ordinance:** The Town Manager explained that some towns are creating their own Fireworks Ordinances and that it is an option for Dixfield, also. However, possession of fireworks can only be regulated through the State rules and regulations. Tabled FYI.

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

- The town received the June 30, 2010 audit which proved to be very clean and in accordance with federally accepted accounting practices. The Board felt there was no need to engage the auditor for an evening meeting.
- Cheryl Dickson has offered to serve as the town's representative to the MedCare Board but would like an alternative in place. On a motion from Mrs. Clarke and a second from Mr. Gill, the Board voted unanimously to appoint Cheryl Dickson as the town's representative to MedCare. An alternative will be sought as soon as possible.
- The Town Manager explained the request from the Dana Whittemores who sold their home recently and had paid all their taxes through June 30, 2012. They requested a refund for the second half of the tax bill (January through June), with the new owner responsible for the payment. Mr. Skibitsky checked with MMA who said that a refund could be done as there are no statutes preventing it. However, they strongly recommended that it be a one-time only transaction.

After further discussion, the Board voted as follows: On a motion from Mrs. Clarke and a second from Mr. Gill, the Board voted unanimously to allow the refund to Dana Whittemore in the amount of \$828.54; however, there will be no refunds allowed in the future with the exception of an overpayment on real or personal property taxes. All in favor of a one-time refund of this nature.

- Library Director Peggy Malley has 80 hours of vacation time left to use before the end of the year. Due to illness and resignations from her part-time staff, she has been unable to use it. She has requested using 40 during the month of December 2011 and rolling the remaining 40 hours to January 2012. She will then use the hours during the month of January. On a motion from Mr. Gill and a second from Mrs. Clarke, the Board voted unanimously to approve Mrs. Malley's request.

8. **Board Questions/Comments:**

Clarke: Mrs. Clarke thanked Jim White for the tour of the water department facilities that she and her husband were able to attend. She found it to be very interesting and educational.

Freemont Tibbetts: Mr. Tibbetts asked if everyone was receiving his emails and handed out some materials to the Selectmen.

9. **Executive Session (Unscheduled):** Per 1 M.R.S.A., §405(6)(A) Personnel Matters. On a motion from Mrs. Clark and a second from Mr. Gill, the Board voted to enter into executive session a 6:00 p.m. to discuss the Porter Road Project. The Board

came out of executive session at 6:40 p.m. No action taken.
10. **FYI:** So noted.

11. **Next Meeting:** Monday, December 12, 2011, Town Office, 5:00 p.m.

12. **Adjournment:** On a motion from Mr. Gill and a second from Mrs. Clarke, the Board voted unanimously to adjourn the meeting at approximately 6:41 p.m.

Respectfully submitted,

Charlotte M. Collins
Deputy Treasurer/Secretary

/cmc

Attachments