

## **MINUTES OF MEETING**

Town of Dixfield

Board of Selectmen/Assessors/Overseers of the Poor

Monday, January 23, 2012

5:00 p.m., Town Office

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

**Board Members Absent:**

**Administration Present:** Eugene R. Skibitsky (Town Manager), Darlene Brann (Minutes), Chief Richard Pickett (Dixfield Police Dept.), Chief Scott Dennett (Dixfield Fire Dept.), Jay Bernard (EMA )

**Press Present:** WVAC, Sun Journal

**Citizens Present:** Ralph Clarke, Freemont Tibbetts

**Others Present:** Government Students MVHS

**Call to Order:** Chairman Donahue called the meeting to order at 5:00 p.m. The Pledge of Allegiance was recited by all.

2. **Approval of Minutes:** Mrs. Harvey moved to approve the minutes of January 9, 2012 meeting. The motion was seconded by Mr. Withrow; all approved.

3. **Approval of Warrants and Payroll:** On a motion from Mr. Withrow and a second from Mrs. Harvey, the Board voted unanimously to approve the warrants and payroll as listed on the agenda.

### **6. New Business:**

b. **Emergency Operations Plan-Jay Bernard:** Per State Statute Title 37B, all municipalities are to have an Emergency Operations Plan. Oxford County has adopted a template for municipalities to use. Mr. Bernard has made appropriate changes to the template. Once approved all Department Heads will have a copy along with Oxford County. The board tabled the Emergency Operations Plan until all members had a chance to review it.

### **4. Department Heads:**

b. **Fire Department ( Chief Dennett):**

- Chief Dennett handed out estimate's he had received for the replacement of the Fire Department's boiler. The estimates received were for two different set-ups. The existing boiler is larger than what is needed and has out lived its life expectancy. The Board chose to table the item until other information and opinions could be had. Chair Donahue expressed an interest in working with Chief Dennett on this project.
- The Ladder Truck was involved in a small incident and will be out of service for two (2) weeks while being repaired. The Rumford Fire Department will be on call with their Ladder Truck for coverage in Dixfield if needed.

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

- Handed out reports for November and December.
- Thefts have gone up. If someone sees strange activity at any abandoned home, please call to report that activity as soon as possible.
- Sgt. Howe has been out on sick leave for three (3) weeks, but is back to work and doing well.
- Dustin Broughton (new hire) has had his first full day on the job.
- Will be receiving a check from the Bullet Proof Vest Program for 2010 and 2011. This will cover the cost of six (6) new vests.
- A new copier is in place at the Town Garage with the cost being split four (4) ways.
- Two (2) new Sunshine clients have been added to the list.
- Reminder that it is against the law to plow snow onto streets and sidewalks. The Department will be enforcing this law.

**5. Old Business:**

**a. Bulletin Board Policy:** The outside bulletin board is being dominated by one particular group (individual). The Town Manager would like to amend the policy to state that only one (1) item per topic, limited to 8.5 x11 in size. Mrs. Clarke moved to amend the policy; seconded by Mrs. Harvey. All approved.

**b. Electricity Supply Proposal:** After a presentation from a citizen at the January 9, 2012 meeting the Town Manager put together a spreadsheet with all of the town's electric accounts with meter size and class. He then e-mailed this information to Patriots Energy Group, Electricity Maine, and Maine Power Options for a list of rates. Some information has come back but more is needed on which to to make a better decision. This article has been tabled until the February 13, 2012 Selectmen's Meeting. It was noted that Patriots Energy Group and Patriot Renewables are two separate companies.

**c. Town Garage Wiring:** Mr. Gill moved to accept the bid from E & W

Electric for wiring work to be done to the Town Garages' generator. Mrs. Harvey seconded the motion; all approved.

**d. Sidewalk Design Firm:** The Roads Committee recommends the firm of Wright Pierce based on the ranking module. Mr. Withrow moved to except the recommendation by the Roads Committee for the firm Wright Pierce; seconded by Mrs. Clarke. All approved. The price proposed by the firm Wright Pierce was \$22,499. The price proposed exceeds the bid price estimate. The Town Manager will speak with MDOT for a possible negotiation with Wright Pierce.

**6. New Business:**

**a. 2012/13 Budget Calendar:** The Town Manager handed out the proposed Budget Calendar. The Calendar is following the same schedule as last year which worked out well. Mrs. Clarke moved to accept the Budget Calendar as presented; seconded by Mr. Gill. All approved.

**c. Finance Committee Nomination-Tony Bucci:** Mr. Bucci is volunteering to fill a vacancy on the Finance Committee. Mrs. Clarke moved to accept the nomination of Mr. Bucci to the Finance Committee; seconded by Mrs. Harvey. All approved.

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

**a. Annual Evaluation:** That time of year again for the Town Manager annual evaluation. The Board will decide at a later date as to how they would like to proceed.

**b. Other:** Friday, January 27, 2012, will be a workshop for a draft building ordinance. The Code Enforcement Officer will be working on a fee schedule and driveway permits. The draft has been emailed to Dave Harvey to pass along to the Planning Board; they were also invited to the workshop.

**8. Board Questions and Comments:** Mr. Gill stated it was nice to see the relationship between the area Fire Departments. Mr. Donahue thanked the Fire and Police Department for the work that they do.

**9 FYI:** So Noted.

**10 Next Meeting:** Monday, February 13, 2012, 5:00 p.m., Town Office

**12. Adjournment:** On a motion from Mr. Gill and a second from Mr. Withrow, the Board voted unanimously to adjourn at 6:05pm.

Respectfully submitted,

Darlene Brann  
Secretary

/db  
Attachments