

MINUTES OF MEETING

Town of Dixfield

Board of Selectmen/Assessors/Overseers of the Poor

Monday, June 18, 2012

5:00 p.m., Dixfield Town Office

Board Members Present: Robert V. Withrow, Katherine N. Harvey

New Members Present: Hart L. Daley and Scott W. Belskis

Board Members Absent: Malcolm M. Gill

Administration Present: Eugene R. Skibitsky (Town Manager), Charlotte M. Collins (Minutes), Richard Pickett (Chief of Police), Jim White (Water Dept.), David Phair (Public Works Dept.)

Citizens Present: Danny McKay, Alice Barnett, Walter Newman, Tom Carroll

Press: WVAC, Eileen Adams (Lewiston SunJournal)

1. **Call to Order:** All present stood and repeated the Pledge of Allegiance at 5:00 p.m.

2. **Organization of Board:**

1. **Elect Chairman of the Board of Selectmen:** Hart Daley, seconded by Scott Belskis, nominated Katherine Harvey. Mrs. Harvey declined the nomination.

On a motion from Mr. Withrow and a second from Mrs. Harvey, the Board unanimously elected Malcolm Gill as Chair.

2. **Elect Vice Chairman of the Board of Selectmen:** On a motion from Mr. Withrow and a second from Mr. Daley, the Board unanimously elected Mrs. Harvey as Vice Chair.

Vice Chair Harvey called the meeting to order at 5:02 p.m.

3. **Public Hearing: General Assistance Ordinance**

Vice Chair Harvey opened the Public Hearing to take comments on the town's General Assistance Ordinance amendments as proposed by the State. No comments were spoken; Mrs. Harvey closed the Public Hearing at 5:02 p.m.

4. **Approval of Minutes:** On a motion from Mr. Belskis and a second from Mr. Withrow, the Board unanimously decided to table the approval of minutes for the next meeting when Mr. Gill will be present.

5. **Approval of Warrants and Payroll:** On a motion from Mrs. Harvey and a second from Mr. Belskis, the Board unanimously decided to table the approval of the warrants and payroll for the next meeting when Mr. Gill will be present.

6. **Department Head Reports:**

a. **Public Works – David Phair:**

- Kip Fletcher and neighbors have volunteered to repair headstones at Riverside Cemetery. The town is very appreciative of their efforts as much work is needed to make repairs, and it would be very costly.
- The crew cleaned the shop and sold the old metal for \$755.00. Mr. Phair requested that this money be placed in the maintenance budget. On a motion from Mr. Withrow and a second from Mr. Daley, the Board voted unanimously to approve his request.
- Mr. Phair is tracking mowing man hours.
- The recent rain (6”) caused minimal damage to Dixfield roads.
- The town has applied to FEMA for reimbursement of money spent on the Valley and Carter Roads.
- The Public Works Department should end in the black this year.
- Patching and grading work will continue over the next couple of weeks.\
- Looking at samples of ice/snow melting medium that the town could use; we would use approximately 30% less and the medium would be 70% less corrosive.
- The Route 2 project is finished and signs on the Common Road should be removed from both ends of the road. On a motion from Mr. Belskis and second from Mr. Daley, the Board voted unanimously to remove the signs.
- On a motion from Mr. Withrow and a second from Mr. Belskis, the Board unanimously approved the sale of reclaim that the Public Works Department can salvage.
- On a motion from Mr. Daley and a second from Mr. Belskis, the Board unanimously approved having our engineer propose a solution to the water issue involving Walter Newman’s driveway.

b. **Water Dept. – Jim White:**

- The department is in negotiations with Irving Forest Products to replace their master water meter by the end of July.
- 45-46 meters have been changed this year. Unfortunately, if some customers do not make arrangements for the department personnel to enter their homes to change their meters, service will have to be terminated.

Mr. White respectfully requested that those who have been notified to please contact the Water Department at 562-4654 so that arrangements can be made.

- A 2” “blow-off” has been installed at the end of Park Avenue; customers are pleased with the results.
- Water construction projects should fall outside the budgeted amount of \$6,000 to finishing North Street (\$35,390) and starting on Pine and Rowe Streets. The Town Manager explained that depreciation expense determines the amount of capital expenditures for the year.
- On a motion from Mrs. Harvey and a second from Mr. Daley, the Board voted unanimously to approve Mr. White’s request to work on Rowe/Pine Streets for a cost of \$35,081.
- On a motion from Mr. Withrow and a second from Mr. Daley, the Board unanimously approved contracting with Ted Berry Co. for the North Street project.
- Mr. White offered to give the new Board members a “grand” tour of the water department whenever it’s convenient with them.

7. **New Business:**

a. **Economic Development Council Bylaws:** On a motion from Mr. Belskis and a second from Mr. Daley, the Board accepted and approved the EDC Bylaws as presented.

b. **Annual Appointments:** Mr. Withrow moved to accept appointments as presented; no second as Mr. Belskis to be considered at the Road Commissioner. The Town Manager will check of the legality of the appointment. Mr. Withrow withdrew his motion.

On a motion from Mr. Belskis and a second from Mr. Daley, the Board approved all appointments with the exception of Road Commissioner.

1. **Dates/Times of Meetings:** Board Members agreed to keep the same times of meetings – 2nd and 4th Monday of the month at 5:00 p.m. with the exception of the “summer schedule”.

2. **Signers of Payroll/Payables Warrants:** Mr. Withrow and Mr. Gill will be the designated signers on the Disbursement Warrant Policy.

3. **Appointments – Selectmen:**

- 4. **Appointments – Town Manager:** FYI
- 5. **Sewer Administrative Committee Members:** Mr. Daley and Mr. Belskis offered to be the members from Dixfield on this committee.
- 6. **AVCOG Representatives:** It was approved that the Town Manager and Selectman Harvey continue as the town’s representatives.
- 7. **Infrastructure Committee:** This is open to any Selectman who wishes to attend meeting. Mr. Withrow and Mr. Gill will be the designated members at this time.

b. **General Assistance Ordinance:** On a motion from Mr. Daley and a second from Mr. Belskis, the Board unanimously approved the amendments to the town’s General Assistance Ordinance.

The Town Manager also noted that there are vacancies on the town’s Planning Board and Water Advisory Committee.

c. **Fiscal Year-End:** The Town Office will closed at 11:00 a.m. on Friday, June 29, 2010 for annual year-end procedures.

d. **2012 Audit:** On a motion from Mr. Belskis and a second from Mr. Daley, the Board approved the signing of the letter of engagement for the 2012 Annual Audit. The cost will be \$4,000.

8. New Business:

a. **Adopt Final Budget:** On a motion from Mr. Withrow and a second from Mr. Daley, the Board approved the final budget as presented by the Town Manager as follows:

Mrs. Harvey	Yea
Mr. Daley	Yea
Mr. Withrow	Yea
Mr. Belskis	Nay

b. **Carry Forwards:** The Town Manager explained that any carry-forwards to the 2013 budget would be those balances at June 30, 2012 that involved specific projects that have not been completed. On a motion from Mr. Daley and a second from Mr. Withrow, the Board approved to carry-forward the available balances in the following accounts:

Mrs. Harvey	Yea
Mr. Daley	Yea
Mr. Withrow	Yea
Mr. Belskis	Nay

Executive Dept.:	01-03-20 01-05-01 01-05-02	Building Repairs New Equipment Record Restoration
Police Dept.:	02-01-21	Patrolman's Wages
Public Works Dept.:	03-02-21 03-03-04 03-04-33	Vehicle Maintenance Heating Oil Radios
Ludden Library:	05-03-20	Building Repairs
Boards & Comm.:	06-06-60	Economic Dev. Committee
Grounds:	10-04-10	Contracted Services

c. **Hazard Mitigation Plan:** The Hazard Mitigation Plan is a “living” document—one that can be amended at any time. The Town Manager asked Board Members to look over the plan and make sure we have everything pertinent included as of this date.

d. **Sidewalk Project:** Citizens along the sidewalk project route should be notified of the changes regarding parking along Weld Street once the project is completed.

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

- There will be a ribbon-cutting ceremony for Surrey Seafoods on June 28, 2012.
- A welcome party for the town's new mascot Bullrock will take place on Thursday evening, June 21, 2012.
- The Town Manager will be on vacation next week and the first 2-1/2 weeks in August.

10. **Board Questions/Comments:**

Mr. Daley: Mr. Daley requested that citizens be solicited for a Wind Ordinance Committee. He also requested that the \$10,000 check from Mr. Cashman be returned and that the Wind Energy Moratorium be renewed immediately. These requests were tabled for the next Board Meeting.

Mrs. Harvey: Thanked Norine Clarke for all her hard work and welcomed the two new Selectmen, Scott Belskis and Hart Daley.

Citizen McKay: Dan McKay requested that the Public Comment section of the agenda be reinstated.

11. **FYI:** So noted.

12. **Next Meeting:** Monday, July 23, 2012, Town Office at 7:00 p.m.

13. **Adjournment:** The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Charlotte M. Collins
Secretary

/cmc
Attachments