

**TOWN OF DIXFIELD**  
**Minutes of Meeting**  
**Board of Selectmen**  
**Monday, January 14, 2013**  
**5:00 p.m. Ludden Memorial Library**

**Board Members Present:** Malcolm M. Gill, Robert V. Withrow, Hart L. Daley,  
Scott W. Belskis and Norine H. Clarke

**Board Members Absent:**

**Administration Present:** Samantha Hill (Secretary), David Phair (Public Works),  
Richard Pickett (Police Chief), James White (Water Dept.),

**Citizens Present:** Randy Glover, Dan McKay, Lisa Keim

**Press:** WVAC, Lewiston SunJournal, Rumford Falls Times

**1. Call Meeting to Order:** Chairman Gill called the meeting to order at 5:00 p.m. and led the audience in the Pledge of Allegiance.

**2. Approval of Minutes:** Selectman Daley noted an error in the December 10, 2012 minutes in his comments on the Wind Ordinance. The December 12 & 13, 2012 & the January 9, 2013 Executive Session minutes required a change in word placement per Chairman Gill.

**3. Approval of Warrants and Payroll:** No discrepancies were noted and the warrants and payroll were accepted by Chairman Gill.

**4. Department Head Reports:**

**a. Police Dept:** Chief Pickett reported on the following:

- Task Force has been created consisting of the State Police, Oxford, Mexico & Rumford areas to share information on how to stop the crime that has been spilling over town lines. Meeting will be held Wednesday morning.
- Chief Pickett handed out a Maine Revised Statute, that he would like the Board to consider approving, which would give the Department state wide arrest power when called into other towns to assist. This would make it so that they would not have to wait for the towns authorities to show up if an immediate arrest needed to be done. Mr. Daley stated that this would go

hand and hand with the Mutual Aid that is already in place between towns that makes our officers not liable for any incidents.

**b. Water Dept:** Mr. White reported as follows:

- They currently still have 30 water meters tested and ready to go, they will not need to purchase any new meters for this year.
- There was a chip in the windshield of the Dixfield truck that has now increased into a crack that will need to be repaired. Mr. Belskis asked that Mr. White find out the deductible on the Insurance so that they can approve the repair.
- A request for an abatement on their water bill from a citizen has been submitted due to a leak in the downstairs toilet that was going directly into the sewer. Mr. White did report that he apologized that it was not caught before it went on for 3-4 weeks. Mr. Daley asked what the compensation for the abatement would be and the policy states it would be 50% of the total of the normal 4 Quarters. Mr. Belskis made a motion to table any action until they receive an exact amount of the discount. No Action was taken.
- Also reported that they have been busy cleaning fire hydrants.

**c. Public Works:** Mr. Phair reported on the following projects:

- Ice Rink is open and it will look great after the temperatures drop back down to freeze it up.
- Crew has been busy out clearing sidewalks to make visibility better.
- 1700 gallons of waste oil have been collected for use in the P.W. garage
- Had a school bus get stranded up on Lancaster St. The crew was working at the other end of Lancaster and was able to go right up and plow the bus out. Students were off loaded from one bus to another one. It was a good test of the Public Works Emergency procedures and everything went smoothly.
- Update on Winter operations – It was a slow November and first part of December. The crew has been out 23 times so far this winter. Last year they were out 46 times. The average outings for the state is 23-25 times per AVCOG survey. Mr. Phair stated that they are on target for budget this year so far. Overtime Hours are at about 34% of budget. Not as many chemicals were bought this year, the current Inventory for Sand & Salt are roughly about 32 & 38%.
- Mr. Phair would like to get a list together of (4-6) potential reserve drivers that can help with winter storms. Since the town is an EOC an ad will need to be run in the newspaper to start the process. There is a hiring process that will need to be followed once applications start coming in. The first step would be to contact Keyes Insurance and make sure that these applicants are insurable. The next would be to have them do a physical & drug test which would cost \$50. Mr. Phair is being asked by

the Board to check with the Union Contract to make sure if a contractor that may potentially bid on work for the town applies for one of these reserve driver positions that it is not going to be a conflict of interest causing that contractor to not be able to bid on any jobs. On a motion from Mr. Belskis and second from Mr. Daley, the Board voted unanimously to allow Mr. Phair to run an ad for winter reserve drivers.

- Mr. Withrow asked how the Fuel pump at the DOT garage was working out for the PWD. Mr. Phair responded that it has been helpful to be able to fuel up right there using the fuel cards for each vehicle or piece of equipment. It helps to track where the fuel is being used. Chief Pickett agreed that it has been helpful to the Police Dept. as well.
- Mr. Belskis asked Mr. Phair what the policy was on citizens getting sand from the Town garage? He received a phone call from another citizen stating that on Christmas Eve he saw the Town Front Loader loading sand into the back of a citizen's truck. He wanted to know if that might be a liability issue. Chairman Gill asked Mr. Belskis to have the citizen contact Mr. Phair in regards to this matter first before going to the Board.

#### **5. Old Business:**

- a. Sign/Date Dept. of Conservation Agreement (Forest Fire Truck):**  
signed and dated by Chairman Gill
- b. Sign/Date Sewer System Planning Grant:**  
signed and dated by Chairman Gill

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

- a. MMA Workers' Comp. Assessment 2013:** Informational, so noted.
- b. MMA Unemployment Comp. Fund Contribution 2013:** Informational, so noted.
- c. MMA 2013 Municipal Member Dues and Service Program:**  
Informational, so noted.
- d. MMEHT Administrative Policy for Same-Sex Marriages:**  
Informational, so noted.
- e. Maine DOT Route 2 Paving Project Next Summer:** Information that was requested from John Rodrigue was given to the Board members for their review. It will be an estimated cost of \$13,000 to pave the sidewalks. On a motion from Mr. Withrow and second from Mrs. Clarke, the Board voted unanimously to go forward with the project.

- f. **Christian Civic League of ME – Same-Sex Marriages Legal Opinion** Informational, so noted.
- g. **Recommitment of Taxes:** Signed and approved by Board Members.
- h. **Reserve Drivers for Public Works:** see discussion from Department Heads Report, Public Works, Mr. Phair Section 4. c.
- i. **Request for Disbursement of Charlotte M. Collins’ Sick Leave & Personal Days:** On a motion from Mr. Withrow and second from Mr. Daley, the Board voted 4 votes in favor and 1 abstained vote (which was Chairman Gill, as he is related to Ms. Collins) to table any action on this matter pending legal clarification on the Town’s Personnel Policy until the next meeting. It states in one section that all personal and sick time is forfeited to the company upon separation. In another section it states that an employee can donate 40 hours to another employee if done in writing and approved by the Town Manager. Since Ms. Collins is looking to donate 50 hrs to multiple employees, the Board would like a better understanding.

**7. Other Business:**

- a. **FYI: Forecast for Sufficient Electric Energy for Winter:** so noted.

**8. Board Questions/Comments:**

**Mrs. Clarke:** stated that Charlotte Collins retirement Party on January 11<sup>th</sup> was done very nicely and it looked like Ms. Collins was pleased with the turnout.

**Mr. Withrow:** announced that the next RSU 10 Withdrawal Committee Meeting will be held January 16, 2013, 6:00 p.m. at the Superintendent’s office, where they will be interviewing two lawyers that have previous experience with the school withdrawal process. The intent in these interviews will be to hire one of them as a consultant. Chairman Gill asked that Mr. Withrow report to the Board after every meeting. He requested that Ms. Hill add this to the agenda under Old Business.

**Mr. Belskis:** asked if the “Public Comments” section for the Board of Selectmen’s meeting was going to be added back on to the agenda. Chairman Gill handed out a write up of rules that he feels will need to be put in place before the section can be added back in. Mr. Gill stated that it is the Chairman’s right to govern how the meeting is to be held and that the hand out was not up for vote. Mr. Belskis is requesting that he add his own notes in regards to the rule concerning “Complaints and criticisms will not be allowed”. He feels that the meeting is where the public should be allowed to discuss their issues. Chief Pickett added that complaints need to be handled through proper channels because

if the Board gets involved in looking into the facts behind the complaints that they would disqualify themselves from being able to have a vote in the final outcome. Mr. Gill will look over any input the Board members may have towards the rules at the next meeting on January 28, 2013 and see about getting the section added to the agenda for the February meeting.

**9. FYI:** so noted.

**10. Next Meeting:** January 28, 2013, 5 p.m., Ludden Library

**11. Executive Session:** On a motion from Mrs. Clarke and second from Mr. Withrow, the Board voted unanimously to go into Executive Session at 6:15 p.m.

**a. Personnel Matter - 1M.R.S.A. § 405(6)(A) Town Manager Search**

**12. Adjournment:** On a motion from Mr. Belskis and second from Mr. Daley, the Board voted unanimously to adjourn at 7:30 p.m.

Respectfully submitted,

Samantha A. Hill

Secretary

/sah

Attachments