

TOWN OF DIXFIELD
Minutes of Meeting
Board of Selectmen
Monday, March 11, 2013
5:00 p.m. Ludden Memorial Library

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

Board Members Absent:

Administration Present: Eugene Skibitsky (Town Manager), Samantha Hill
(Secretary)

Citizens Present: Dan McKay, Mr. & Mrs. Norman Mitchell, Alice Barnett,
Freemont Tibbetts, Phil Blampied

Press: WVAC

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: Accepted as read by Chairman Gill.

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

4. Public Comment: None

5. Department Heads:

a. Water Dept.: Jim White

- Made a trip to the Scrap Yard with copper and metal, made \$920.00. Mr. Belskis asked which account the money goes to from the scrap turned in. The Town has a policy that states that the money will go back into General Funds unless requested to be put into another account. This request needs to be approved by the Board. Mr. Belskis asked if he could have a copy of the policy.
- Mr. White has asked Mrs. Brann to post an ad in the newspapers to announce the schedule for the fire hydrant flushing.
- Department has been going through and reviewing all the Assets for the Budget Process.
- Mr. White handed out the Cost break down for the pipe bursting project for Pine St. –North to Rowe to the Board Members. Will be saving a little bit of money due to the Department committing to doing some of the work themselves.

On a motion from Mrs. Clarke and second from Mr. Withrow, the Board voted unanimously to proceed with this project.

b. Public Works: Dave Phair

- Ice Skating Rink has been closed for the season.
- Roads have been posted.
- Mr. Phair handed out the State of Maine's policy on Mail Boxes, it states if a mailbox is in the public way and is damaged that it is the residents' responsibility to repair it. If it is on private property and damaged it falls on the responsibility of the Town to repair. Currently The Town does not have a policy and has just been general practice that if someone calls in complaining of damage that it has been replaced. Mr. Phair would like to set a policy in place. Mr. Skibitsky has been asked to look into what other towns have for policies and bring back to the Board for review.
- Coolidge Road- Mr. Phair states that this road needs to have ditching and tree trimming done but the town has never set a right of way on this road. Board members would like to know when the Road was accepted as a road and if it may be grandfathered prior to that acceptance. Mr. Skibitsky will review the Roads book with Mr. Phair and hopefully come up with some more research to give to the committee. Tabled for now.
- Common Road- Mr. Phair states that the frost heaves on the section of road by Lauren Hebert's Property is becoming a safety hazard. The PWD filled the frost heaves with sand but feels there is an underlying issue in the repair of this road. Mr. Phair would like to see if the Town would be willing to approve to have this section of the road boxed out and repaired. The Board would like to just have some road signs placed on the road for now.
- PWD has started patching roads throughout the Town, weather permitting.
- Mandatory training for the PWD is almost complete. Mr. Phair is waiting on a representative from Maine Oxy to set a schedule for a class on Welding & Burning.
- Incident Report- Mr. Daley asked if employee lost any time from work due to the incident. Mr. Phair stated that employee was sore but no time was lost.
- Mr. Phair handed out and updated the committee on the 2012-2013 Storm Worksheet. Mr. Daley and Mr. Belskis had questions on the process and in which salt and sand were applied due to other towns, which have more road miles, using or budgeting less product. Mr. Phair stated that the MDOT gives yearly training to the PWD on how to efficiently dispense product on the roads. One of the problems is that the PWD only has one truck that is capable of tracking product dispensed. The other trucks are measured by turn dial that is operated by our drivers. The PWD Inventory of salt and sand is not in jeopardy of running out and will have left over inventory for next year.

6. Old Business:

- a. **Bangor Savings Investment Account:** Mr. Skibitsky handed out the documentation from the Bank that needs to be signed by the Board so that we can switch over to the ICS Sweep Account so that our funds are insured by the FDIC. Mr. Skibitsky will look into whether or not we need to add Mrs. Brann to list of authorized personal to sign and transfer money on the account for the Water/Sewer Department. On a motion from Mrs. Clarke and second from Mr. Withrow, the Board voted unanimously to sign all documentation to switch to the ICS Sweep Accounts.
- b. **DWSRF Project:** A \$40,000 study was completed 2 years ago in what needed to be done to update the Water /Sewer & Drainage Systems and the Repair of the Roads. The funds for this project have been approved by the DEP. The Roads Committee has met twice to fine tune the project with the Engineers from A.E. Hodson. Mr. Skibitsky will be bringing the Project Estimates and minutes from the Roads Committee Meetings to the Water Advisory Committee that will be meeting this Wednesday, March 13th. Then Mr. Skibitsky will present this same information and include the discussion from the Water Advisory Committee to the Finance Committee Members on Monday, March 18th at the start of the first Budget meetings.
Mr. Skibitsky has reached out to Amy Landry from AVCOG so that they can schedule a representative to come to a Selectman's Meeting to discuss the procedure that will need to be done to start the CDBG funding process. As soon as he gets confirmation from Miss Landry then he will add it to the Agenda.
- c. **AVCOG Officers:** Mr. Skibitsky presented the Board members with the Official Ballot for use in casting the votes for the election of the 2013 AVCOG Officers. On a motion from Mrs. Clarke and second from Mr. Withrow, the Board voted unanimously to vote in the proposed slate of AVCOG Officers for 2013. Mr. Skibitsky will fill out and return the Ballot.
- d. **Report of Withdrawal Committee:** Mr. Withrow reported that the Committee had not held another meeting since the last update due to weather and scheduling conflicts. Committee will be meeting Wednesday, March 13th in Executive Session with Legal Counsel.

7. New Business:

- a. **Ethics/Board Rules:** Mr. Gill has given the Board Members several different Town policies to review. The Board members would like to have a workshop as a group and work on taking pieces from each policy and developing a "Board Policy" so that it will not need to be approved for by the Town. Members would like to Table this until after Budget meetings have been completed.

- b. **Oxford County Assessor's Return:** Need signatures to approve the Dixfield's portion of Oxford County's Assessment Return. Dixfield's portion is down \$4000.00 from last year, \$110,770. On a motion from Mr. Daley and second from Mrs. Clarke, the Board voted unanimously to accept the Assessment Return and sign.
- c. **Giles Road Property:** Mr. Skibitsky received a request from Alan Cobb who owns 8 Giles Rd. The building that Mr. Cobb had on the property was destroyed in a fire and he has decided not to rebuild. He wanted to check with the Board to see if the Town would be interested in purchasing this property. Since the property is split down the middle by the Town lines between Dixfield and Wilton the Board feels that it is not of interest at this time.
- d. **Town Manager Search:** Board Members have received the packet of Applications from Dave Barrett with MMA. Mr. Gill needs to set up the first meeting with Mr. Barrett to go over which candidates they would like to interview. March 19, 2013 at 6:00 p.m. seems to work for all Board members. Mr. Gill will set up that meeting and then hopefully will be able to start the first round of Interviews by the second week in April when Mr. Barrett will be available.

8. Other Business:

- a. **Correspondence:** so noted.
 - Request from Scott Dennett to receive a reimbursement for foam that was used.
 - MDOT Traffic Signage Workshop- March 26, 27, & 28 at Electric Light Company in Cape Neddick.
 - Mid-Maine Waste Action Corp.-2012 Material Summary Report
 - Mr. Skibitsky shared an email received from Michael Laberge from MDOT that states that the Sidewalk Project is in line for 2014-2015 funding. He also listed a website that the Board Members can visit to see what the DOT will be doing for projects in the Town of Dixfield.
 - Mr. Skibitsky handed out some Confidential Information for the Board Members. He stated that if anyone had questions that they would need to go into Executive Session to discuss. There were none at this time.
- b. **Other:** none

9. Town Manager's Report:

- a. **Updated Phone System Consolidation:** Mr. Skibitsky informed the Board members that we received a demonstration from CTI on one phone system and given a quote. Mr. Skibitsky has asked the company to give a quote on the base model of equipment and resend it to him. Mr. Skibitsky will keep the Board up to date on the different quotes.

b. Other:

- Mr. Skibitsky received an email from Ann Young from the Mexico Sewer district asking that he let our Sewer Board know that they will be holding their Meeting on March 26, 2013 if our Board would like to come there to meet. If not they can come to Dixfield for a meeting on a different date.
- Mr. Skibitsky informed the Board that the 2013-2014 Budget Meeting's will start on March 18, 2013 at 5:00 p.m. at the Ludden Memorial Library. The Budget Binders are all most complete and will be ready for Monday night.
- Mr. Skibitsky introduced Phil Blampied from "Today at River Valley". He is putting together a recorded program that will give Public Access for Town Meetings. He was not put on the Agenda for Public Comment but if any Board member was interested Mr. Blampied would like to speak to the members after the meeting.

10. Board Questions/Comments:

Mrs. Clarke: Requested that the Chairman limit the public conversation during the meeting. Mr. Gill asked the audience to please respect this request.

Mr. Belskis: Suggested the Board look into a program that is promoted by Wayne Messer from AVCOG called "Lean 101". It is a program where other professionals would follow around Town employees to see if there are ways to make jobs more efficient and make suggestions in cutting costs. Board members have asked Mr. Skibitsky to look into the cost of the program and how it would interact with the Union Contracted Employees and bring back to the Board for review.

11. FYI: so noted.

12. Next Meeting: March 18, 2013, 5:00 p.m., Ludden Memorial Library, Budget Meeting with the Finance Committee

13. Adjournment: On a motion from Mr. Belskis and second from Mr. Withrow, the Board voted unanimously to adjourn at 6:45 p.m.

Respectfully submitted,

Samantha A. Hill

Secretary

/sah

Attachments