

**TOWN OF DIXFIELD**  
**Minutes of Meeting**  
**Board of Selectmen**  
**Monday, April 22, 2013**  
**5:00 p.m. Ludden Memorial Library**

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

**Board Members Absent:**

**Administration Present:** Eugene Skibitsky (Town Manager), Samantha Hill (Secretary), David Phair, Craig Woods

**Citizens Present:** Dan McKay, Freemont Tibbetts

**Press:** SunJournal, 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. Public Hearing:** Liquor License for Surry Seafood – No comments

**3. Approval of Minutes:** Mr. Daley and Mr. Belskis would like to see the Questions provided by Mr. McKay during the Public Comment Section of April 8, 2013 added to the minutes. Ms. Hill will add them in and with those corrections the minutes were accepted as read by Chairman Gill.

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

**5. Public Comment:** none

**6. Old Business:**

**a. Union Votes-** Mr. Skibitsky provided the Board Members with copies of the recent Certifications of the mail in ballot elections held among the following units:

- Dixfield Support Unit- 2 Eligible Votes, Voted No Representation
- Police Supervisor's Unit- 1 Eligible Vote, Voted No Representation
- Patrol Officers Unit- 3 Eligible Votes, Voted Yes to Representation

**b. RSU #10 Withdrawal Agreement-** Agreement has been made between the Dixfield Withdrawal Committee and the RSU 10 School Board members. The agreement applies to all three regions. Legal Counsel for the Withdrawal

Committee has drafted a Warrant for Referendum on the June 11<sup>th</sup> Vote. A public hearing will be held with the Withdrawal Committee members present to answer any questions the town residents may have.

**c. Budget – Public Works and Grounds-** Mr. Daley and Mr. Belskis asked the following Budget items to be clarified:

**1. Public Works -**

- Salt Budget- 105-110 tons of salt remains, will use 75 tons to treat the 1500 yards of sand for next winter. Will still need to order the full 750 tons of salt initially requested. These figures are an estimate due to environmental conditions and what employee may be loading the product.
- RSU 10 - Mr. Belskis wanted to know if the cost that RSU 10 is paying for their portion of Salt used reflects the cost of Maintenance of vehicles and manpower. Mr. Phair states that at this time, no it does not. But an increase could be added to recover some of those costs.
- Radios- need to be calibrated/programmed, new antennas installed in the trucks. This upgrade to Motorola narrow band will get them connected to the Emergency Services. Hoping that this will all be completed by this fall.
- Tires for Loader- Mr. Woods looked into getting the new tires that the loader needs. Will be able to buy 2 new tires this FY and the other 2 for next FY. He will be able to get about a \$100 for each of the old tires to help towards the cost of the new ones.
- Tools- One item of concern was a budget for a come-a-long back in 2009 that was never purchased. Currently they are using Mr. Woods's personal come-a-long. At the time other tools took priority over purchasing the come-a-long. Mr. Belskis would like to see when items are budgeted that the money is used for those purchases. Mr. Skibitsky stated that the budget is more based on a dollar figure with a request for specific items. Mr. Phair feels that borrowing equipment could be a potential liability and new equipment should be purchased.
- Culverts – Mr. Belskis wanted to know if the Roads Project passes, since that will replace some of the culverts, will that budget be able to be reduced. Mr. Phair keeps an inventory of culverts at the garage in case of emergencies like when they needed to fix a section of Severy Hill.
- Gravel – Mr. Belskis wants to know why there is a budget for 200 yards of gravel, in each project there is a line item for gravel and there is still money remaining in the current budget. Mr. Phair stated that the Town had received a return from FEMA for the Common Road project that was never used.  
To repair Severy Hill the project will take about \$6600 to fix the road the correct way.  
Any carry over will need to be approved by the Board of Selectman.
- Man Lift – This Rental has been included in both the Public Works Budget and the Grounds Budget.

- Town Garage Roof – for the last few years Public Works has budgeted to have the roof repaired. And again this year it is being budgeted again, have these repairs not been done? Mr. Phair and Mr. Skibitsky stated that some repairs have been done but the repairs have not worked. Now Mr. Phair has had an engineer from A.E. Hodson look give an estimate to have the roof repaired correctly.

On a motion from Mr. Withrow and second from Mrs. Clarke to accept the Public Works Department Budget as presented, discussion from Mr. Belskis that he feels that the Committee should be able to cut the Public Works Department Budget down to \$500,000 the Board voted:

Yay- Mr. Gill, Mr. Withrow and Mrs. Clarke

Nay- Mr. Belskis and Mr. Daley

**2. Grounds Budget -**

- Personnel Services – Board members discussed including a part time seasonal position to mow the cemeteries so as to free up the Public Works Personnel for other required roads projects.
- Operation Supplies Miscellaneous Line Item –The Man Lift Rental has been included in both the Public Works Budget and the Grounds Budget. This line item will be decreased by \$800.

On a motion from Mr. Daley and second from Mrs. Clarke, the Board voted unanimously to accept the Grounds Budget with the above mentioned changes.

**d. DWSRF Loan Vote-** Mr. Skibitsky received an email from Norm Lamie stating that he feels that if the Board waits until the November Ballot to vote on the project that we should withdraw our current funding application and reapply for 2014 funding. The Board agrees that the Town should move up the vote while the state has funding available. Mr. Skibitsky recommends a special Public hearing in July so that we can get a better turn out for voting on this project. On a motion from Mr. Withrow and second from Mr. Daley, the Board voted unanimously to hold a separate Public Hearing in July for the DWSRF Project.

**e. Draft Warrant and Building Permit Ordinance-**

**1.** Mr. Skibitsky presented the Board with the Order of the Select Board of The Town of Dixfield For A Referendum Vote and Public Hearing to be approved for the June 11, 2013 ballot:

- **Question 1:** Would you favor having the Select Board prepare an ordinance for consideration at a later town meeting which would govern the method of voting on budgetary items by requiring all budgetary items to be presented to the voters on a referendum ballot rather than at an open town meeting? (This is a non-binding straw vote designed to give the Select Board direction)
- **Question 2:** Shall the Agreement between Maine Regional School Unit No. 10 and the Town of Dixfield Withdrawal Committee

dated April 8, 2013 be approved, and shall the petition for withdrawal approved by the Town of Dixfield on November 6, 2012 be terminated and the current Withdrawal Committee discontinued?

On a motion from Mrs. Clarke and second from Mr. Withrow, the Board voted unanimously to hold a Public Hearing on May 13, 2013 at 5:00 p.m. to discuss Article 2 and to approve the Election and Referendum Warrant.

2. Mr. Skibitsky presented the Board with the Election and Referendum Warrant Articles to be approved for the June 11, 2013 ballot:

- **Article 1.** To elect by secret ballot two (2) Selectman/Assessor/Overseer of the Poor, for 3 year terms to expire June 2016.
- **Article 2.** To elect by secret ballot one (1) Regional School Unit #10 Board Member, for a 3 year term to expire June 2016.
- **Article 3.** Would you favor having the Select Board prepare an ordinance for consideration at a later town meeting which would govern the method of voting on budgetary items by requiring all budgetary items to be presented to the voters on a referendum ballot rather than at an open town meeting? (This is a non-binding straw vote designed to give the Select Board direction)
- **Article 4.** Shall the Agreement between Maine Regional School Unit No. 10 and the Town of Dixfield Withdrawal Committee dated April 8, 2013 be approved, and shall the petition for withdrawal approved by the Town of Dixfield on November 6, 2012 be terminated and the current Withdrawal Committee discontinued?

On a motion from Mrs. Clarke and second from Mr. Withrow, the Board voted unanimously to approve the Election and Referendum Warrant.

3. Mr. Skibitsky presented the Board with a Draft of the Annual Town Meeting Warrant for their review, there were a few changes added to the Draft and will be able to be finalized after the Joint meeting with the Finance Committee on April 29, 2013:

- Article 17. The amount in the Selectman's Recommends column will be the only amount that stays. It will be up to the Town to vote where the \$4,601 is distributed.
- Article 20. To see what sum of money the town will vote to raise and/or appropriate for the fiscal year 2014 in the specific category **RESERVE FUNDS**, with the Select Board: (1) being authorized to expend reserve funds for the intended purpose when deemed appropriate by the Board, and (2) being authorized to supplement reserve accounts or other budgetary lines with monetary gifts received by the Town as deemed appropriate by the Board, said authority to continue from year to year until revoked.

- Article 23. Shall the Town **(1) approve** a capital acquisition consisting of the purchase of a public works vehicle, including transaction costs and other expenses reasonably related thereto; **(2) appropriate** such sum as the Select Board deems necessary to fund the purchase; **(3) authorize** the Town Treasurer and the Chair of the Select Board to issue general obligation securities of the Town (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed One Hundred Fifty Thousand Dollars (\$150,000); and **(4) delegate** to the Treasurer and the Chair the authority and discretion to fix the dates, maturities, interest rates, denominations, calls for redemption (with or without premium), form, and other details of said securities, including authority to execute and deliver the securities on behalf of the Town?
- Now that Article 8. Public Works and Article 15. Grounds Budgets have been approved by the Board, Ms. Hill & Mrs. Carrier will update those to reflect the Selectman’s Recommendations.

4. Mr. Skibitsky presented the Board with a copy of the Building Permit Ordinance with the following changes made to be approved at the Annual Town Meeting:

- Page 1 has been updated to reflect the current Selectman
- Section B. Application #5, “For any project estimated to cost \$100,000 or more” has been added.
- Section C. Fees, “All fees shall be in accordance with a schedule adopted by the Board of Selectman.” Has been removed.
- Section L. Effective Date, “May 24, 2013” has been added.
- Section S. Fees, the following has been added:

Building Permit Fees

These permits are based upon the direct costs of construction including materials and labor as determined by the CEO.

Residential	Permit Fee:
\$1 to and including \$50,000	\$50
\$50,001 and higher	\$50 & \$1 per thousand over \$50,000

Commercial	Permit Fee
\$1 to and including \$50,000	\$250
\$50,001 and higher	\$250&\$2 per thousand over \$50,000

Sign Fee  
\$100 for each private road sign

**7. New Business**

- a. **Surry Seafood Liquor License** - On a motion from Mrs. Clarke and second from Mr. Withrow, the Board voted unanimously to accept, approve and grant the application for Surry Seafood to serve Liquor.

**b. Distinguished Citizen Award** – No nominations have been turned into the town office. Members of the Board have a few people that they would like to consider.

- Mr. Withrow and Mrs. Clarke- Mr. & Mrs. Paul Jones for their community involvement and years of teaching.
- Mr. Gill received a verbal nomination from Jon Holmes- Mr. Gene Ellis for his joint involvement with Isaac Libby with their company's (Home Town Energy) charitable efforts and collections in 2012.
- Mr. Daley – Mr. Cleon Fletcher for his voluntary work with the cemeteries.

At this time the Board members unanimously agree to table making a decision on the Distinguished Citizen Award until the next meeting.

**c. Fire Department Donation, Bench in memory of Tim Frost-** Barry Prescott informed the Board members that they have local businesses that would be willing to donate granite, engraving and labor to present a gift to the town in memory of Mr. Tim Frost. The Board feels it would be a great addition to the town. The Fire Department would like to see the bench placed on the green and Mrs. Clarke also recommends this as long as that it faces the gazebo so that people can utilize it during concerts. Mr. Skibitsky stated that the Fire Department will need to give the bench to the town as an unconditional gift and give their recommendation as to where they would like it placed then the Board would have to approve the gift. Mr. Prescott will write up and submit a letter to the Board for approval.

## **8. Other Business:**

- a. Correspondence-** Mr. Skibitsky informed the Board of the following:
- Chief Pickett was unable to attend the meeting but provided each member with the monthly reports to review.
  - Received an invitation from Rumford Community Home to meet Jeff Lacroix, the new Administrator on May 1, 2013 at 5:30 p.m.
  - Received letter from Senator John Patrick in regards to the Appropriation's Committee finishing up holding its Public Hearings on Governor Lepage's proposed property tax shift and is now on to work sessions.
  - Municipal Resources Inc. will be holding an information workshop at the Rumford Town Auditorium on May 8, 2013 at 6:00 p.m.
- b. Set voter hours-** Hours of 9:00 a.m. – 6:00 p.m. have been set and accepted by the Board members for June 11, 2013.
- c. Confirm Calvin Beaumier as Building Inspector-** On a motion from Mrs. Clarke and second from Mr. Withrow, the Board voted unanimously to Appoint Calvin Beaumier as the Town of Dixfield Building Inspector.

**9. Board Questions/Comments:** none.

**10. FYI:** so noted.

**11. Next Meeting:** April 29, 2013, 5:00 p.m., Ludden Memorial Library Joint with the Finance Committee.

**12. Executive Session:** Personnel Matter - 1M.R.S.A. § 405(6)(A) Town Manager Search

On a motion from Mr. Withrow and second from Mr. Daley, the Board voted unanimously to go into Executive Session at 7:20 p.m.

Executive Session ended at 7:45 p.m.

**13. Action:** On a motion from Mr. Withrow and second from Mr. Daley, the Board voted unanimously to have an Executive Session Meeting on May 1, 2013, 11:00 a.m. at the Town Office.

**14. Adjournment:** On a motion from Mr. Daley and second from Mr. Belskis, the Board voted unanimously to adjourn at 7:47 p.m.

Respectfully submitted,

Samantha A. Hill  
Secretary

/sah  
Attachments