

TOWN OF DIXFIELD
Minutes of Meeting
Board of Selectmen
Monday, Sept. 16, 2013
5:30PM, Ludden Memorial Library

Board Members Present: Malcolm Gill, Dana Whittemore, Robert Withrow, Scott Belskis arrived at 5:40 pm,

Board Members Absent: Hart Daley

Administration Present: Linda Pagels-Wentworth (Town Manager).

Citizens Present: Norine Clarke (Recorder of Minutes).

Non-Citizens Present: Wayne Messer, AVCOG, Carlo Puiia, Town Manager Rumford, Len Greaney, Rumford Resident.

Press: WVAC TV-7.

1. Call Meeting to Order: Chairman Gill called the meeting to order at 5:30 PM and led the Pledge of Allegiance

2. LEAN Presentation: Wayne Messer, a representative of AVCOG's LEAN program was present to describe the LEAN program and answer questions. Mr. Messer is an engineer who worked many years in manufacturing. LEAN's original application was to work with manufacturers to help produce more output with less time and cost. This program was developed to make organizations more efficient, not to eliminate jobs. Working with the Maine DOT was AVCOG's first attempt at this kind of service sector application.

Hallmarks of the program include:

- Reduce waste,
- Increase efficiency
- Improve services
- Recognize individual capabilities,
- Avoid duplication of work
- Shortening steps, Streamlining
- Making employee's jobs easier with training
- Developing a culture so the program goals are on-going

Accomplishing all of the above will add up to fiscal efficiency which equals money.

Who is the town's customer? The public and Grantors. The focus is to better serve the customer.

As an example, Mr. Messer introduced an activity with tennis balls and two containers to show the effectiveness of communication, working together as a group, eliminating duplication and utilizing strengths.

He recommended that whatever organization the town chose to meet these programs goals, to make sure that the methodology is transferred to the town so that the program can be maintained. The task is to find what we actually do as opposed to what we THINK we do. Identify the goal and make a plan to get there.

The second part of the methodology is named Kaizen which is a Japanese word meaning to make better.

Mr. Messer used Public Works to demonstrate how LEAN works in a service environment.

- Public Works -- Summer
 - Prioritizing
 - Contracted or In-house
 - Schedule
 - Identify Resources
 - Identify Capabilities/Weaknesses
- Winter
 - Snowplowing
 - Avoid extra stops.

Combining with other towns would make the operation more economical. The result could be creating a standard practice from the best of each town.

Train the Trainer Program

1. Introduce Concepts
2. Train the trainers
3. Coaching phase

Training is done during the work day as the work goes on. Longer term employees should be made part of the process. It makes them WANT to do it.

Cost depends on the scope of the project. We would need to build a proposal.

What about resistance to the process? The focus is not to find the person wrong but to find a better way to serve the customer. It is not about the people...it is about the process.

Mr. Messer has not done this program with a municipality but the process is the same. Ideas should be implemented as they are identified. Durham NH has used the LEAN program with great success.

How long is the payback? Almost immediate/ sometimes it is hard to identify because they are still working but are more empowered. Results must be validated by transferring the changes to dollars. There must be parameters around what can be changed.

Next step:

- What do you want to do?
- What can you afford?

What towns will be involved?
Plan/Do/Check/Act

Chairman Gill addressed the next item on the Agenda.

3. Approval of Minutes

Hearing no objections, the Minutes were accepted as presented.

4. Approval of Warrants and Payroll

Hearing no objections, the Warrants and Payroll were accepted as presented.

5. Consideration of Plow Truck Bond Proposal

The Town Manager said that three banks were given requests for proposals and only Key Bank responded. Proposals were also sent to Bangor Savings and Franklin Savings Bank and they did not submit a proposal.

The rate proposed by Key Bank is the lowest seen in a while—2.38%.

Mr. Whittemore made a motion vote the resolution as printed. Mr. Withrow seconded the motion. All present were in favor.

VOTED by the Select Board for the Town of Dixfield, Maine as follows:

VOTED: (1) That under and pursuant to Title 30-A, Section 5772 of the Maine Revised Statutes, as amended and supplemented, there be and hereby is authorized the issuance of a General Obligation Bond of the Town to purchase a new Public Works Department plow truck as approved by town meeting vote on May 23, 2013.

(2) That said Bond shall be dated September 20, 2013, shall be payable in five, equal principal installments payable on September 20 of each of the next five years and shall be signed by the Treasurer and countersigned by the Chair of the Select Board and otherwise be in such form and bear such details as the signers may determine.

(3) That the Town Treasurer and Chair of the Select Board are hereby authorized to issue the aforementioned General Obligation Bond in an aggregate principal amount not to exceed Sixty Five Thousand Dollars (\$65,000).

(4) That the economic life of the Project is hereby determined to be in excess of 5 years, thereby meeting the IRS requirement which states that the term of the Bond may not exceed 120% of the economic life of the acquisition.

(5) That said Bond is hereby sold and awarded to KeyBank, N.A. at an interest rate of 2.38%.

(6) That said Bond is hereby designated a qualified tax-exempt obligation of the Town for the 2013 calendar year pursuant to Section 265(b)(3)(B)(i)(111) of the Internal Revenue Code of 1986.

(7) That all things heretofore done and all action heretofore taken by the Town, its municipal officers and agents in the authorization of said Bond are hereby ratified, approved and confirmed, and the Treasurer and Chair are each hereby authorized to take any and all action necessary or convenient to carry out the provisions of this voting, including delivering said Bond against payment therefor.

6. Public Comment/Correspondence

An invitation to the Legion dinner being given for the Girl's and Boy's State attendees was included in the Selectmen's packet. The Legion members would like the Selectmen to learn how valuable supporting this project is.

7. Board Questions/Comments

Mr. Belskis commented that he felt the minutes of Sept. 16 were incorrect where he remarked about the quotes on the Town Garage roof. He said he did not say three quotes had been received.

Some of the Selectmen remarked that they had had difficulty opening the copy of Engineer Hodsdon's proposal.

8. Next Meetings

Mr. Whittemore questioned the list of Meetings and the Town Manager clarified that the Oct. 9 meeting was to discuss renewal of the water contract with Mexico. The Oct. 8 meeting is the annual sewer meeting.

Chairman Gill asked what the Board would like to do about scheduling meetings around the upcoming holidays in October and November. Oct. 14 is Columbus Day. Following a discussion, the meetings were set for October 7 and 21 and November 4 and 18.

The Town Manager said that she would follow up with Mr. Messer. The Manager's meeting to check the references of MRI had been changed 3 times so no contacts have been made.

9. Adjournment

Mr. Belskis made a motion to adjourn and it was seconded by Mr. Whittemore. All those present were in favor.

Respectfully submitted,

Norine H. Clarke, recorder of minutes
nhc/