

MINUTES OF MEETING

Town of Dixfield

Board of Selectmen/Assessors/Overseers of the Poor

Wednesday, August 12, 2009

5:00 p.m., Town Office

Board Members Present: Bettina M. Martin (Chair), Raymond E. Carlton, Norine H. Clarke, James L. Desjardins and Stephen G. Donahue

Board Members Absent:

Administration Present: Eugene R. Skubitsky (Town Manager), Charlotte M. Collins (Minutes), Leo Jolin (Public Works)

Press Present: Eileen Adams (Sun Journal), Amy Chapman (Rumford Falls Times)

Citizens Present: Clayton McKay, Freemont Tibbetts, Fairfield Company Representative Roger Rocque, Mr. & Mrs. Whittington of 373 Severy Hill Road, Dixfield

1. Chair Martin called the meeting to order at 5:00 p.m.

2. **Approval of Minutes:**

On a motion from Mr. Carlton and a second from Mrs. Clarke, the Board voted unanimously to approve the minutes of 7/23/09 and 7/29/09 with the following correction:

7/29/09 Minutes, Page #4: should read “any work done before 2008.”

Mr. Donahue abstained from voting as he was not present at the meetings.

3. **Approval of Warrants and Payroll:** On a motion from Mr. Carlton and a second from Mr. Donahue, the Board voted unanimously to approve the Warrants and Payroll as listed on the agenda.

4. **Department Head Reports:**

b. **Public Works Department:** Leo Jolin reported as follows:

- Catch basins are still being cleaned. An inventory of repairs is being made for all the basins
- An inventory of the town’s culverts is also being made with a rating system for replacements, repairs, sizes, etc.

- Mr. Jolin attended a FEMA meeting last week in Greenwood to analyze road damages due to the “summer of rain.” Dixfield has two roads that will meet reimbursement standards.
- The crew continues to mow the town grounds, patch potholes and grade some of the gravel roads
- Debris from years of buildup is being removed as grading continues

Mr. Carleton asked for information for grading and adding re-claim materials on the top portion of Hall Hill Road from Grayson Child’s residence to the end. Mr. Jolin stated that some of the materials had been used at the Municipal Garage. The Hall Hill Road Project will be completed when the grader makes it’s second pass through town.

PUBLIC COMMENTS

Citizens Mr. & Mrs. Whittington of Severy Hill Road were on hand to address the issue of continuous road repairs to Severy Hill. He has lived there since 1975 and every year the ditching continues because the road is not properly crowned, etc. The Town Manager explained to the Whittingtons that plans have been made for grading and that his culvert will be addressed at the same time. Chair Martin thanked them for coming to the meeting. No additional comments were heard.

5. Old Business:

a. MDOT: Due to cash flow issues at the State level, the Webb River Bridge Project will be postponed for at least another year. Chair Martin mailed a letter to the Mexico Sewer District Board of Directors requesting another meeting with them to discuss the force main.

b. Planning Board Alternate Appointment: Mrs. Donahue has declined the nomination to the Board. Town Manager Skibitsky suggested that the Board appoint Daniel Mitchell who was also willing to serve. On a motion from Mr. Carlton and a second from Mr. Donahue, the Board voted unanimously to appoint Daniel Mitchell as a member of the Planning Board in the alternate position.

c. Identity Theft Policy: The Town Manager explained the proposed Identity Theft Policy and that the town needs to have this particular policy in place or one like it in the very near future. Various agencies require the document to be approved and in place. The town has not been at substantial risk as we do not take credit/debit cards at the Water-Sewer Departments or Municipal Office. However, this needs to be done.

Mrs. Clarke has several questions regarding the wording and the appropriate way in which an employee might interpret it. On a motion from Mr. Desjardins and a second from Mr. Donahue, the Board voted unanimously to re-write the policy and address it again at the next regular meeting.

6. **New Business:**

a. **New Plow Truck:** The following bids were received for the town's bid on a new truck for the Public Works Department:

Howard P. Fairfield	\$124,731
Tenco International	\$127,990 plus \$790 for a pre-wet system

Approved At Town Meeting:

Public Works Reserve Fund	\$ 65,000
Note: 5-yrs. @ 3.75% Interest	75,000

Mr. Skibitsky stated that the Board would have to decide whether or not to use all of the reserve funds and finance the rest or use less and finance more. On a motion from Mr. Carlton and a second from Mr. Donahue, the Board voted unanimously to buy the new truck from Tenco.

b. **Road Projects Proposals:** The following proposals were received for various road projects:

Bedard Excavation	\$24,000	Brian Street
	7,800	Paving Brian Street
	8,000	Averill Hill Road
C.H. Stevenson	\$13,500	Averill Hill Road
	42,875	Brian Street
Noyes Sand & Gravel	53,916	Brian Street
	15,300	Averill Hill Road
JDM Excavation	44,000	Brian Street
	800	Water Service for Ed Wallace
	9,500	Averill Hill Road

The Town Manager suggested that an adhoc committee be formed to meet with contractors and go over the proposals. Mr. Carlton, Mr. Donahue, the Town Manager and a third party will be asked to meet some time before the next regular meeting.

c. **Tax Commitment:** The Town Manager explained the tax commitment computation form to the Board . Revenue Sharing figures were set by the State at \$386,000 for the Town of Dixfield. However, the Town Manager used a figure of \$365,000 for the commitment rate in case projected revenues at the State level fall. Also, included in the revenue figure is a carry-over amount from SAD No. 21.

Mr. Skibitsky explained that if the citizens of Maine pass the excise tax reduction referendum this fall, it could impact our budget significantly during the last half of our fiscal year.

On a motion from Mr. Desjardins and a second from Mr. Carlton, the Board voted unanimously to set the town's tax rate at \$16.25 per thousand in taxable value for the fiscal year 2009/10.

7. Town Manager's Report:

a. (1) & (2) The Boiler bid for the Dixfield Town Office and cruiser bids for the Dixfield Police Department will be going out soon. Mr. Carlton requested that the Board review all specs before anything is decided or any bids are awarded. The Board would also like to look at the maintenance records on the current cruisers.

3. Interviews for the fourth officer will take place the last week of August.

b. **Wood Gnats:** The Town Manager met with a State representative, Mr. & Mrs. Bruce Clark and Irving Forest Products to help find some answers to the bug problems that plague residents who border the mill. The bugs were identified as wood gnats. They do not bite, but swarm in great numbers when mating. Next spring soil tests will be performed to identify where the larvae are being laid.

c. **Audit Week:** The town's auditor spent one day at the office and is planning to meet with the Board at the last meeting in September.

d. **Teamsters Contract:** The town is waiting to hear from the Teamsters Representative.

e. **Board Meeting of 8/31/09:** On a motion by Mr. Donahue and a second from Mr. Carlton, the Board voted unanimously to meet on Monday, August 31, 2009 at 5:00 p.m., at the Town Office.

PUBLIC COMMENT - None

8. Board Questions/Comments:

9. Other Business:

10. Executive Session:

11. FYI: So noted.

12. Next Meeting: Monday, August 31, 2009, 5:00 p.m., Town Office

13. Adjournment: On a motion by Mr. Carlton and a second by Mr. Donahue, the Board voted unanimously to adjourn at 6:30 p.m.

Respectfully submitted,

Charlotte M. Collins
Secretary/Deputy Treasurer

/cmc
Attachments