

MINUTES OF MEETING

Town of Dixfield

Board of Selectmen/Assessors/Overseers of the Poor

Monday, June 28, 2010

5:00 p.m., Town Office

Board Members Present: Bettina M. Martin (Chair), Norine H. Clarke, Stephen G. Donahue, Katherine N. Harvey and Malcolm M. Gill

Board Members Absent:

Administration Present: Eugene R. Skibitsky (Town Manager), Calvin Beaumier (CEO), Charlotte M. Collins (Minutes), Craig Nash, David Harvey, Randy Hotham (Planning Board)

Press Present: WVAC

Citizens Present: Freemont Tibbetts, Danny McKay, Terry Holman, Nancy Holman, Wendell Palmer

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

2. **Approval of Minutes:**

Correction to Appointments: Selectman Gill asked that the vote to appoint Deputy Treasurer Charlotte Collins be revisited as he had attended the Selectmen's Workshop sponsored by Maine Municipal Association and found that he was in conflict due to family relations. He asked that a new vote be taken to correct the problem.

On a motion from Mr. Donahue and a second from Mrs. Clarke, the Board voted 4-1 to revoke the appointment. Mr. Gill abstained.

On a motion from Mr. Donahue and a second from Mrs. Clarke, the Board voted 4-1 to appoint Charlotte M. Collins as Deputy Treasurer, Assistant Town Clerk and Assistant Tax Collector. Selectman Gill abstained from voting. With this correction, the minutes were approved.

3. **Approval of Warrants and Payroll:** On a motion from Mrs. Clarke and a second from Mrs. Harvey, the Board voted unanimously to approve the warrants and payroll as listed on the agenda.

4. Department Head Reports:

a. **Police Chief Pickett:** The Police Department report was given to Board members. However, Chief Pickett is on vacation and was not present to comment.

b. **Planning Board:** At the previous Selectmen's Meeting, Chair Martin requested a report from the Code Enforcement Officer and Planning Board regarding the discrepancies in the Shoreland Zoning Ordinance that was approved at the Annual Town Meeting. Mr. Beaumier strongly urged better communications between the Planning Board and CEO so that the discrepancies can be fixed as soon as possible. Town Manager Skibitsky suggested that he meet with the Planning Board members and Mr. Beaumier on Tuesday, July 6, 2010, at 6:30 p.m. in the library. All agreed. On a motion from Mr. Gill and a second from Mrs. Harvey, the Board approved the Shoreland Zoning Ordinance and map until new adjustments are made. At that time, a Public Hearing will be held.

Public Comment:

Freemont Tibbetts presented a petition to the Board of Selectmen from the citizens of Dixfield and read it to the Board of Selectmen as follows:

To see if the town will have the select board set a date to allow the voters of Dixfield, by secret ballot, to vote on the following:

Are you in favor of voting nay or yea to zoning the areas along the Colonel Holman Mountain Ridge and Sugarloaf Mountain starting at the elevation of 1,000 feet above sea level and continuing to the highest points and prohibiting industrial/commercial development from taking place in these areas, with the exception of logging operations and erection of communication towers?

PURPOSE: Colonel Holman Mountain and Sugarloaf Mountain are designated as scenic resources within the Dixfield Comprehensive Plan of 2007 which also states that development should be restricted or prohibited there.

Town Manager Skibitsky stated that the petitions needed to be signed by the circulator(s) and their signatures notarized. Once that was accomplished, the petition would be given to the Registrar of Voters for voter verification who would then give it to the Town Manager.

Note: 10% of the number of votes cast at the last Gubernatorial Election is needed for a citizen initiative to call a Special Town Meeting or to force the Board of Selectmen to place an article on the warrant. Town Meeting must be called by the Board of Selectmen within 60 days of receiving the petition. In 2006, 1,052 votes were cast in Dixfield; 105 verified registered voter signatures will be needed to validate this petition.

5. Old Business:

a. **Engineering Study RFP:** An engineering proposal was received for proposed projects along North, High, Pine, Lyons and Rowe streets. There is money in the Road Reserve Account to fund some of the projects. On a motion from Mr. Gill and a second from Mr. Donahue, the Board voted unanimously to accept the proposal. Decisions on the project will be made at the second Selectmen's Meeting in August (8/23/10).

b. **Water Projects:** Mr. White of the Water Department has proposed several projects for this summer: End of Coburn Avenue, Weld to High Street, and North Street by intersection of Pine Street. The Capital Reserve account in the Water Department has a balance of \$29,591 and, along with the current budget, will cover costs. He has requested permission to work with contractors and suppliers instead of going through the bid process. He has had very good luck in the past using this method. On a motion from Mr. Gill and a second from Mr. Donahue, the Board voted unanimously to allow Mr. White to move forward on the projects.

c. **Refinance Water Loans:** On the recommendation of the town's auditor, the Town Manager has begun work to re-finance the Water Department loans which will save a considerable amount of money due to prevailing low interest rates. Mr. Skibitsky will have more answers for the Board from various banks by late July or early August.

6. **New Business:**

a. **Hiring Committee:** A hiring committee was formed to interview candidates for the Public Works Department job opening: Selectmen Martin and Harvey, Town Manager Skibitsky.

b. **Tree Growth Penalty:** On a motion from Mr. Donahue and a second from Mr. Gill, the Board voted unanimously to assess a tree growth penalty against Wendell Palmer in the amount of \$910.60.

c. **Mexico Water District Contract:** The contract will expire at the end of the year. Town Manager Skibitsky will contact the Mexico Water District to inquire of any changes that will be made to the contract and report to the Board at a later date.

d. **MMA Legislative Policy Committee:** On a motion from Mr. Gill and a second from Mrs. Harvey, the Board voted unanimously to cast Dixfield's vote for John Madigan to the Legislative Policy Committee at Maine Municipal Association. On a motion from Mr. Donahue and a second from Mr. Gill, the Board voted unanimously to cast Dixfield's vote for Greg Machina to the Legislative Policy Committee at Maine Municipal Association. (Voting was for two candidates out of three.)

e. **House of Peace Request for Funds:** Chair Martin presented a request for funds from the House of Peace that will be located at the Bearly-Inn. They were also invited to a reception on July 17, 2010 at 1:00 p.m. No action was taken.

Additional discussion followed regarding the Shoreland Zoning Ordinance and housecleaning errors that need to be corrected. As of now, the State has approved the map and ordinance with the exception of Section I that must be changed to reflect a 6' wide path, not 10'.

CEO Calvin Beaumier also stated that the public notice section seems to have been omitted and should be added so that code regulations fall in line with those of the ordinance. The Town Manager will meet with both the Planning Board and Code Enforcement Officer on July 6, 2010 to iron out all discrepancies.

7. Town Manager's Report:

a. **Carry-Forward Amounts:** Town Manager Skibitsky explained the need of carrying forward some of fiscal year 2010 balances from various line items. The town has a healthy fund balance of approximately \$636,674 (minimum amount suggested by audit is \$582,099). Remaining balances will lapse to surplus.

01-02-07	Legal Services	\$ 3,000
01-03-20	Town Office Bldg. Repairs	2,000
02-01-08	Police Professional Develop.	400
02-01-21	Police Reserve Wages	700
02-02-04	Police Equip. Maintenance	400
03-01-30	P.W. Clothing Allowance	4,500
03-04-31	P.W. Equipment Rentals	2,400
03-05-30	Town Garage Repairs	3,000
04-02-44	Fire Dept. Protect.Equipment	2,500
04-03-20	Fire Sta. Bldg. Repairs	2,500
05-02-52	Library Videos & DVDs	350
05-02-56	Library Programs	320
05-02-57	Library Book Delivery Chgs.	300
06-06-60	Economic Develop.Committee	<u>725</u>
	Total Carry-Forward	\$ 23,095

On a motion from Mr. Gill and a second from Mr. Donahue, the Board unanimously approved the above amounts to be carried forward to the 2010/11 budget.

b. **Special Town Meeting:** Town Manager Skibitsky explained the need for a Special Town Meeting that seeks approval for the purchase of the Althea W. Fish property on Main Street and the amount of surplus that will be used to lower the tax rate.

A draft warrant will be available by the end of July for Board approval. On a motion from Mr. Donahue and a second from Mrs. Harvey, the Board unanimously approved a Special Town Meeting for July 26, 2010 prior to the Selectmen's Meeting at the Library.

On a motion from Mr. Gill and a second from Mrs. Clarke, the Board voted unanimously to approve using \$100,000 for surplus to reduce the tax rate.

c. **Arbitration and Mediation Dates:** Arbitration will be held on August 26, 2010 at 10:00 a.m. at the Dixfield Town Office. Mediation will be held on July 28 or 29, 2010.

d. **Fuel Bids:** On a motion from Mr. Donahue and a second from Mr. Gill, the Board voted unanimously to place the 2011 fuel needs out for bid.

- Mr. Chartier would like to see "Friday Night" lights at Harlow Park for the football games. He is moving and would like to donate some funds; however, there are no other matching funds that have been given.

- The grubs at Greenwood Cemetery can be sprayed for \$906 in the new section only and for \$1,406 to spray the entire cemetery. The Board decided to see what next year brings before spending so much money.
- Irving Forest Products will no longer be paying for two (2) fire protection services through hydrants from the Water Department. They now have their own fire protection pond, but the maintenance shed still has a small fire protection line from the water department. The department will lose \$8,000 in revenue.
- Sent an advertisement to the newspaper advertising for volunteers to serve on the Finance Committee, Planning Board and Water Advisory Committee.
- Wood gnats are back on First Avenue, and the Town Manager will be meeting with the State Entomologist on Wednesday.
- The sidewalk grant is ready for submission. Laurie Soucie was thanked for her hard work in writing it. On a motion from Mrs. Clarke and a second from Mrs. Harvey the Board unanimously approved the grant application for mailing.

Public Comment:

8. Board Questions/Comments:

Mrs. Clarke: Reminded the Town Manager that the Economic Development Committee is sponsoring a concert on the Fourth of July and needs some trash cans at the Village Green.

Mrs. Harvey: Commented on the really good workshop sponsored by MMA for new Selectmen.

Mr. Gill: Stated that he also enjoyed the workshop very much.

9. **FYI:** So Noted.

10. **Next Meeting:** Monday, July 12, 2010 at 5:00 p.m., Town Office

11. **Adjournment:** On a motion from Mr. Donahue and a second from Mrs. Harvey, the Board voted unanimously to adjourn at 7:30 p.m.

Respectfully submitted,

Charlotte M. Collins
Secretary/Deputy Treasurer

/cmc