

## **MINUTES OF MEETING**

Town of Dixfield

Board of Selectmen/Assessors/Overseers of the Poor

Monday, January 10, 2011

5:00 p.m., Town Office

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

**Board Members Absent:**

**Administration Present:** Eugene R. Skibitsky (Town Manager), Darlene Brann (Minutes), Chief Richard Pickett, Jim White (Mexico Water), David Phair (Working Foreman Public Work)

**Press Present:** WVAC, Sun Journal ( Eileen Adams), Rumford Falls Times (Cherri Crockett)

**Citizens Present:** Scott Holmes, Jennifer Holmes, Alan Orcutt (Irving Forest Products), Alice McKay, Dan McKay, Freemont Tibbetts, Mark Thompson, Others

## **Moment of Silence**

Vice Chair Steve Donahue asked the board and members present for a moment of silence out of respect for the passing of Chairwoman Bettina Martin. Chair Martin passed away on Sunday, January 9, 2011 following a brief illness. Town Manager Skibitsky commented on how helpful she was to him when he began working for the town; she was a lovely lady that will be missed.

1. **Call to Order:** Vice Chair Donahue called the meeting to order at 5:03pm
2. **Approval of Minutes:**
  - a. On a motion from Mrs. Harvey and a second from Mrs. Clarke, the Board unanimously approved the minutes of October 18, 2010 (joint meeting with Town of Wilton) with the following correction:

Selectman Gill should be listed as present, not absent.

On a motion from Mr. Gill and a second from Mrs. Clarke, the Board moved to approve the minutes of December 13, 2010.

Mrs. Clarke-approved  
Mr. Donahue-approved  
Mr. Gill-approved  
Mrs. Harvey-abstain (absent from the meeting)

3. **Approval of Warrants and Payroll:** On a motion from Mrs. Clarke and a second from Mr. Gill, the Board voted unanimously to approve the warrants and payroll as listed on the agenda and added Utility warrant #23.

#### 4. **Department Head Reports:**

##### a. **Public Works (David Phair):**

1. The department has received a check back from O'Connors and that money has been added to the vehicle maintenance line.
2. Mr. Phair handed out a spreadsheet showing last winter's totals and totals from this winter. The department has used to date 15% of its overtime, 28% of its salt and 23% of its sand budget for this year. He stated that they are 1/3 the way thru the season.
3. They have modified the ford by extending its side boards to use during sidewalk clean-up.
4. Mr. Phair handed out a new policy for the department. It's a mutual respect and harassment policy. Each member of the department has received one and Mr. Phair has gone over it with them.
5. Newton Brook culvert. Have received a quote to have it relined; however, this came in a bit pricey. Waiting on a quote to have the culvert removed. This culvert was inspected by the Maine DOT and was found to have deficiencies. As soon as an engineer is in place, we will have a better idea as to how to handle the problems.
6. The department has purchased a pump to pump waste oil from Irving Forest Products. The cost of the new pump was \$600.00 and this is to be split with RSU #10. The department receives free used oil from Irvings; this helps to offset the cost of heating the town garage. The new pump will allow us to pump cold, used oil.

##### b. **Water Department ( Jim White)**

1. Mr. White handed out the water audit loss report. The report shows the department with an 11% loss. 10-15% is considered very well.
2. They have made a rack for the Dixfield water truck to hold tools

3. Have been updating some of the curb records for the department
4. They have started a winter watch list. Homes that appear empty but still have water on are put on a watch list. Once a week we go and take a reading. This helps the homeowner and the department.
5. The hydrant on the corner of Dix Ave. and Brackett St. was hit by a tractor trailer truck. The only damage was a gasket that needed to be replaced.
6. The chemical pump that was installed in December of 2010 has stopped working. Jim will be returning it to the company and will follow-up regarding the warrantee.

**c. Police Department added on (Chief Richard Pickett):**

1. The basket that was done for the elderly lady in town at Christmastime was very much appreciated. Thank you to everyone that made that possible.
2. He has one officer looking into another position in another town. He is not sure at this time if the officer will be leaving or not but wanted to inform the Board before they heard it someplace else.

**PUBLIC COMMENTS:**

Mrs. Harvey thanked Mr. Phair for being proactive in the Mutual Respect and Harassment policy. She also thanked Mr. White for the tour of the Water Treatment Plant.

**5. Old Business:**

a. **Harlow Park Lights:** Mr. Holmes gave the Board an update on the funding for the Harlow Park Lights. At this time the committee has the Ione Harlow fund of \$50,000 and Dana Whittemore has donated \$5000.00 from his business account. Mr. Irving from Irving Forest Products has pledged the remaining \$20,000 needed. Mr. Orcutt, Irving Mill Manager, was on hand to give the board the good news. He also praised Mr. Holmes and the committee for the work they have been doing. Mr. Holmes stated that the committee will still be doing some fundraising for extra costs that will be needed.

**b. Sewer Force Main:**

1. **Apply to Bond Bank:** The bid has been awarded, and the town is responsible for our share of the cost. One of the hold ups was the ownership of the forced main into Mexico. The D.E.P. required the town to own the pipe that was in the ground before financing could be

awarded. Language has been written for a lease back provision that is acceptable with the D.E.P. The town will borrow \$103,000 at a rate of 15% interest for 20 years. This will not create an increase in the sewer rates. Mrs. Clarke motioned to borrow \$103,000 from the Bond Bank's DEP Clean Water Program Revolving Loan Fund. Seconded by Mrs. Harvey; all approved.

2. **Inter-local Agreement:** The lease back provision has been added to the Mexico/Dixfield Sewer agreement. The board will need to vote on this amendment as well as the Mexico Sewer District. The language was provided by Lee Bragg, the town's attorney and approved by the lending providers. Mrs. Clarke motioned to approve the amendment as written, seconded by Mr. Gill. All approved.

c. **Wind Power:** At this time there is no moratorium in place and we can only assume that Patriot Renewables, LLC is moving forward to bring wind energy to Dixfield. A project this size could bring in around \$500-600,000 and the Board of Selectmen should look at how or what could be done with the money generated. Education is the key and we can gain that thru different sources, either Eaton Peabody, Economic Development, or other towns that have had projects. Mr. Gill felt that the town needed to be prepared and that setting up workshops with Eaton Peabody was a good beginning. February 9, 2011 at 5:00 p.m. at the Town Office will be the first meeting with Eaton Peabody.

#### 6. **New Business:**

a. **Registrar Appointment:** Terms are based on a calendar year appointed by the Town Manager and acknowledged by the Board of Selectmen. The two appointed registrars are Vickie Carrier and Theresa Hemingway.

b. **Personnel Policy Proposed Change:** The proposed change to the Personnel Policy was with the Compensatory Time Article 4.2(b). After much discussion Mrs. Clarke motioned to table the article until next meeting allowing the Town Manager to come up with different wording. Seconded by Mrs. Harvey; approved.

#### 7. **Town Manager's Report:**

a. **UMA Correspondence:** University of Maine Augusta has a new program called Partnership For A Well Designed Maine. It's a program for students to help communities come up with a master plan.

#### b. **Other:**

1. Received a postcard from the Governors Award for Service Involved Terrine. February 1, 2011 is the deadline to nominate any individual,

group, or nonprofit. Chief Pickett felt that Mr. Mark Thompson and the group that he worked with to construct the tower at Harlow Park would make a good choice. They all put in a lot of hours and the job came out great.

2. With the passing of the Chairman Bettina Martin there is a vacancy to fill. The board may choose to fill this spot now or wait until the regular elections in June. Mrs. Clarke motioned to not fill the vacancy until the regular elections in June. Mr. Gill seconded; all approved.

8. **Board Questions and Comments:** None

9. **FYI:** So Noted.

10. **Next Meeting:** Monday, January 24, 2011, 5:00 p.m., Town Office

11. **Executive Session: (1MRSA, §405(6)(A):** The Town Manager's Contract and Evaluation. Mr. Gill motioned to go into executive session at 6:45 p.m., seconded by Mrs. Harvey. Approved. Chairman Donahue declared the board out of executive session at 7:40 p.m.; no action taken.

12 **Adjournment:** At 7:50 p.m. Mr. Gill motioned to adjourn, seconded by Mrs. Harvey. Approved.

Respectfully submitted,

Darlene Brann  
Secretary

/db

Attachments