

**TOWN OF DIXFIELD**  
**Minutes of Meeting**  
**Board of Selectmen**  
**Monday, Nov. 18, 2013**  
**5:00PM, Ludden Memorial Library**

**Board Members Present:** Malcolm Gill, Dana Whittemore, Scott Belskis, and Hart Daley, absent Robert Withrow.

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

**Citizens Present:** Walter Newman, Fremont Tibbetts, Dan McKay, Norine Clarke (Recorder of Minutes)

**Town Employees:** Chief Richard Pickett, Acting Public Works Working Foreman Leo Jolin, and Fire Chief Scott Dennett.

**Press:** WVAC –TV 7

**1. Call Meeting to Order:** Chairman Gill called the meeting to order at 5:00 PM and led the Pledge of Allegiance.

**2. Agenda Adjustments:** None.

**3. Approval of Minutes:** Hearing no objections or corrections, Chairman Gill declared the minutes accepted as presented.

**4. Approval of Warrants and Payroll:** Hearing no objections or corrections, Chairman Gill declared the Warrants and Payroll accepted as presented.

**5. Department Head Reports:**

**a. Public Works Department:** Acting Foreman Leo Jolin reported that the crew has been preparing the equipment needed for winter and the sand piles are ready. Catch basins have been cleaned, the cemeteries have been cleaned up and Science Hill will be smoothed out.

**b. Fire Department:** Chief Dennett reported he had applied for a safety grant to buy a thermal imaging camera. He received the \$2000 grant but needs approval to utilize \$3790 from Capital Funds to pay the balance. Mr. Daley made a motion to allow Mr. Dennett to use the funds, Mr. Belskis seconded the motion. All present were in favor.

He asked the opinion of the Board Members about doing an energy audit of the Fire Station. It would cost about \$1000 with additional pressure testing for heat loss adding another \$200. He had requested that money be carried over in the Fire Department Account for attic insulation. He questioned whether they should just insulate or do the testing. Mr. Whittemore asked if the improvements would pay back the cost of the audit. Mr. Daley asked if he needed the audit to be eligible for grants and Mr. Dennett

said yes. He said possibly he could squeeze it out of the budget. Mr. Whittemore made a motion that money be taken from the Selectmen's Reserves to insulate the attic area in the Town Garage and in the Town Office. Second: Mr. Daley. All present in favor.

#### **6. New Business: Video Proposal by Freemont Tibbetts**

Mr. Tibbetts offered to donate his video camera to the town for the purpose of filming permanent records of Selectmen's Meetings and other Town functions. The Town Manager said that any recordings of the meetings would have to be kept in the Town Vault forever. The Selectmen will consider the proposal.

#### **7. Old Business**

##### **a. Consideration of Police Cruiser Bids**

Copies of the bids given for the new cruiser were available and after some discussion Mr. Belskis made a motion to accept the bid by Rowe Ford of Auburn for \$24,626 road really package with a trade-in of \$5000. It was seconded by Mr. Daley and all present were in favor.

##### **b. CDBG Update:**

With the assistance of the Police Department, the survey was completed and Pine, High, North, Kidder, Ellis and Dix streets are eligible for the grant. Coburn Ave. will need to use DEP/DWSRLF funds.

##### **c. Working Foreman Update:**

There have been six applicants and probably three will be interviewed. The hiring committee will include the Town Manager, Scott Belskis, Dana Whittemore, Richard Pickett, Leo Jolin, and upon a suggestion by Chief Pickett that a citizen should be included, Aaron Perreault will be the sixth member. Discussion determined that a person who was already on a Town committee would have a working knowledge of the confidentiality requirements.

##### **d. Maintenance Garage Roof Update:**

Spray Foam or Flex-Seal will likely be used on the under side of the roof.

#### **8. Public Comment / Correspondence**

Chief Pickett asked if there was any mold in the Maintenance Garage and the answer was no.

Mr. Jolin said that Phil Curtis would be presenting a session on Salt Priority on Nov. 25 at 9:30am.

For Correspondence, the Town Manager pointed out the letters in the Selectmen's packets concerning:

1. an offer to donate property
2. a preliminary State Valuation from Mike Rogers
3. a letter from Wright-Pierce concerning the Safe Routes to School Project
4. the Town Manager attended a training session on drug testing to become certified as the Designated Employer Representative for the Town.
5. a letter from Michael Laberge declaring that the Town Manager had received Local Project Administration certification status by passing a test with 40 questions, answering all correctly.

**9. Board Questions/Comments:**

Mr. Whittemore said he had no concerns for this meeting.

Mr. Belskis would like to see a sign placed in front of the Town Office to announce meetings and important dates to the citizens. Mr. Daley commented that the sign on the Peru Fire Station was purchased by the Fire Department.

Chairman Gill had no comments.

**11. Next Meetings:** Chairman Gill noted that the Nov. and Dec. Selectmen's meetings would be as listed on the Agenda and that Selectmen's meetings will be held at 5:30 pm until further discussion.

**12. Executive Session:**

The order of the three executive sessions was discussed and the item listed first was to be first and the second and third would be reversed. Mr. Daley made a motion at 6:35 p.m. to go into Executive session under Personnel: 1 M.R.S.A. §405 (6) (A). Mr. Belskis seconded and all present were in favor.

Mr. Daley made a motion at 7:02p.m. to return to regular session. Mr. Belskis seconded and all present were in favor.

Mr. Daley made a motion at 7:03p.m. to go into Executive session under Union Negotiations: 1 M.R.S.A. §405 (6) (D). Mr. Belskis seconded and all present were in favor.

Mr. Daley made a motion at 7:15 p.m. to return to regular session. Mr. Belskis seconded and all present were in favor.

Mr. Daley made a motion at 7:16 p.m. to go into Executive session under Personnel: 1 M.R.S.A. §405 (6) (A). Mr. Belskis seconded and all present were in favor.

Mr. Daley made a motion at 7:52 p.m. to return to regular session. Mr. Belskis seconded and all present were in favor.

A motion was made by Mr. Whittemore and seconded Mr. Daley that the Town Manager has successfully completed her probationary period and is approved to continue the balance of her contract. Motion voted: 3 in favor – 0 opposed – and Mr. Belskis abstained.

**13. Adjournment:** Mr. Belskis moved at 8:54 p.m. that the meeting be adjourned. It was seconded by Mr. Whittemore. All in favor.

Respectfully submitted,

Norine H. Clarke, recorder of minutes  
nhc/