

**Shapleigh Board of Selectmen
Minutes of Meeting – Time 6:00 pm
August 11, 2020**

Call to Order

Chairman Jennifer J. Roux called the meeting to order at 6:00 pm with Scott E. Cudworth and William J. Mageary in attendance. Karla Bergeron, Town Administrator and Cheryl Drisko, Office Assistant were also in attendance.

In Attendance: Roland Legere and Steve Guillemette.

Pledge of Allegiance was recited.

Approval of minutes from previous meeting:

A motion was made by Scott E. Cudworth to approve the minutes of August 4, 2020; seconded by William J. Mageary. All in favor. Motion carried.

Public Comment:

Fire Chief Steve Guillemette updated the Board regarding the following items:

- The storm damage, power outages and the Fire Departments involvement in making the Town of Shapleigh safe. Fire Chief Guillemette asked the Board to consider purchasing road barricades to aid the Fire Department when they need to close roads. Discussion ensued and the Board decided to fund 8 barricades now and the other 8 next year, allocating for them in the budget. The Chairman commended the Fire Chief and related if anything else comes up to bring it to the Board and they will consider supporting the funding. Selectman Cudworth donated a Jiffy Model 30 Ice Auger to the Fire Department; thank you.
- The Transfer Station brush piles. Fire Chief Guillemette was concerned with no rain in sight the safe removal of the brush. Three options were considered and the Fire Chief recommended that the brush be moved up to the chipping area and disposed of in that manner. Discussion ensued. The Transfer Station staff indicated they can find a 3rd area in a new location to receive the incoming brush for stockpiling until safe to burn.
- The creation of a new division in the Fire Department to be Fire Police and handle traffic control and non fire related duties. Positions would be voluntary and treated the same as a voluntary Fire member with stipend, physicals required and training. Chief Hooper has offered free training. The Fire Chief will bring more information to the Board when the job description and program have been fully developed.

Unfinished Business:

1. Sports Fields and Commons Mowing Invoice

The landscaper was unavailable to meet with the Board tonight and will be on next week's agenda. Selectman Mageary asked the Town Administrator to have the sprinklers rechecked on the back section and near the highway. The Town Administrator indicated the sprinkler system needed to be extended and would be considered during budget reviews.

2. CIC Emery Bridge - Kick Off Meeting

The Board discussed the need for a kick off meeting with Milone & MacBroom to outline the project guidelines, lines of communication and Capital Improvement Committee's continued involvement. The Capital Improvement Committee did a great job bringing this project to fruition and the Board appreciates all their hard work. The Board decided to meet with the Capital Improvement Committee before Milone & MacBroom kick off meeting.

The Fire Chief indicated to please include him whenever any road needs to be closed so that his department can run effectively.

3. **PSB Hallway Ceiling Repair/Replacement**

The advertisement of this bid brought no returns. The Town Administrator indicated the original bid is no longer valid. The Fire Chief indicated that this was not a high priority project and that there were other items to be repaired to be considered first. The Fire Chief will meet with the Rescue Chief and EMA Director to prioritize a list to be presented to the Board upon completion. This item is tabled until that list can be provided.

4. **Atlantic Broadband Contract**

Chairman Roux reported to the Board that she confirmed with the Atlantic Broadband Representative that under the contract, other companies can use the lines. Discussion ensued regarding payment location and non opening. The Board asked to have a meeting scheduled on August 18, 2020 at 5:30 pm via Zoom with Atlantic Broadband Representative to respond to their questions and concerns.

5. **Review of Town Policies Continued**

- a. **Staff Research Investigating Service** - Fee change for copies
- b. **Storm Cancellation** - No changes
- c. **Substance Abuse Policy - Applicant** - Updated from State website, the Town Administrator will compare new version to old version for any changes and inform the Board if there are any.
- d. **Substance Abuse Policy - Employee** - Updated from State website, the Town Administrator will compare new version to old version for any changes and inform the Board if there are any.
- e. **Tax Liens - Expired** - A recommendation was made by the Town Administrator to review the suggested warrant article for March 2021 and consider verbiage to not put a foreclosure on a piece of property if it will encumber the Town.

6. **Shapleigh Library Granite Blocks**

The Board discussed the Library Trustees request to remove and dispose of granite blocks. The Board was in agreement that the blocks can be removed, however, they need to be relocated on the property as they are Town property and may hold historical value.

7. **Shapleigh Fire Department By Laws/Review**

The Board in conjunction with the Fire Chief reviewed the proposed changes to the Fire Department's By-laws and came to a mutual consensus. All changes will be made before release. The Town Administrator will provide a final copy to the Board.

New Business:

1. **Animal Welfare Agreement**

A motion was made by William J. Mageary to approve the Animal Welfare Agreement for \$3,708.57 as presented; seconded by Scott E. Cudworth. All in favor. So moved.

2. **Alternate CEO Request**

The Alternate CEO presented a request to the Board for a salary increase. The Board reviewed the CEO's positive comments regarding the Alternate CEO. The Alternate CEO is used to perform inspections and handle emergency situations in the absence of the Code Enforcement Officer. Discussion ensued. The Board agreed to grant a increase based on 3% for 2019 and 3% for 2020.

A motion was made by William J. Mageary to grant a pay increase based on favorable performance at 3% for 2019 and 3% for 2020; seconded by Scott E. Cudworth. All in favor. So moved.

Chairman Roux continued the discussions to inform the Board that she would like to see that the CEO be granted 3 days of Bereavement leave with pay for the loss of his Brother-in-law. Discussion ensued regarding personnel policy and opportunity to review bereavement for family members not listed on a case by case basis.

A motion was made by Scott E. Cudworth to grant 3 days of bereavement leave to the CEO with pay for the loss of his brother-in-law; seconded by William J. Mageary. All in favor. So moved.

3. Independent Movie Discussion

The Board reviewed request and had no liability or opinion in the matter. Request will be passed onto the Road Commissioners. As long as there is no conflict with the Road Commissioners stockpiling at the Square Pond Gravel pit they will approve request.

4. Tax Bill Review - Abatements

A motion was made by Scott E. Cudworth to grant the tax abatement for \$182.70 to Troy Fields due to being taxed twice; seconded by William J. Mageary. All in favor. So moved.

A motion was made by William J. Mageary to grant the tax abatement for \$188.18 to Troy Fields due to site improvements being taxed twice; seconded by Scott E. Cudworth. All in favor. So moved.

A motion was made by Scott E. Cudworth to grant the tax abatement for \$1,645.36 to Sally & Robert Alexandre due to being taxed twice (lots were combined); seconded by William J. Mageary. All in favor. So moved.

5. 2020 Tax Rate Discussion

The current tax rate is 10.15. There were 3 options for the new tax rate presented to the Board to consider by Town Administrator. The Treasurer recommended 10.25 reflecting a \$43,000 overlay. The Board reviewed all the financials and agreed with the Treasurer's recommendation.

A motion was made by Scott E. Cudworth to set the Municipal Tax Rate at 10.25; seconded by William J. Mageary. All in favor. So moved.

The Town Administrator presented the new tax bill for the Board to review. If approved, and sent to the printers by August 18, 2020 they can in turn be sent out by August 23, 2020 indicating a payment due date of September 25, 2020.

The Town Administrator and Board Chairman asked that a different note be included on the bottom portion of the bill as the one there is no longer a valid statement.

6. Mousam Lake Traffic

Selectman Cudworth and Town Administrator indicated that there has been complaints by local residents regarding the traffic situation on Mousam Lake. The Board has no jurisdiction as these are State roads and State boat launch. Persons with comments and complaints need to contact the State of Maine Department of Environmental Protection (DEP) and Inland Fisheries & Wildlife (IF&W). The Warden is also available on the lake.

7. Rescue Minutes

Selectman Mageary wanted to note that the Rescue minutes had included a proposed 2021 budget with a lot of increases contained within it. The Board will await a formal presentation.

8. Budget Memo

The Town Administrator gave the Board a memo to review and let her know if there were any changes.

9. R.W. Herrick Contract

The Town Administrator informed the Board that the transfer station contract with Herrick will be coming up for renewal in the Spring of 2021. The Board will have some changes in the contract.

10. Commercial Hauler

The Board discussed a local hauler using the Transfer Station to dispose of demolition debris. Concern is that he has areas outside of Shapleigh and may be disposing of those items in Shapleigh.

Information:

- i. Planning Board Approved Minutes & Letters
- ii. Planning Board Agenda
- iii. Atlantic Broadband Notice of Rate Changes

Signatures:

- i. Warrants
- ii. Certificate of Assessment

Any other business that the Chairman may wish to bring before the meeting.

Adjourn :

Motion made by Scott E. Cudworth to adjourn at 7:40 pm; seconded by William J. Mageary. Motion passed unanimously.

These minutes are not verbatim. Cheryl L. Drisko, Office Assistant.