

**Shapleigh Board of Selectmen  
Minutes of Meeting – Time 6:00 pm  
February 25, 2020**

**Call to Order**

Chairman Jennifer J. Roux called the meeting to order at 6:00 pm with Scott E. Cudworth in attendance. Michael S. Perro sat in as an advisor to the Board of Selectmen. Karla Bergeron, Town Administrator and Cheryl Drisko, Office Assistant were in attendance.

**In Attendance:** Roland Legere, Bill Mageary, Skip Bartosch, Duffy Gold, Nancy Small, Jeff Goodwin, Lindsay Lacourse, Jane Kirton, Bob Kirton, Charles Starbird, Carolyn Rand, Brian Rand, Ryan Sabine, Michael Sabine, Aaron Sabine, Darren Miclan, Steve Guillemette, Patricia Boguzewski-Brown, Denise DeAngelis, Jennifer Foster, Chris Furn, and Wayne Pillsbury.

Channel 13 News was in attendance filming the Board of Selectmen's meeting.

**Pledge of Allegiance** was recited.

**Election of Chairman of the Board of Selectmen**

A motion was made by Scott E. Cudworth to appoint Jennifer J. Roux as Chairman of the Board of Selectmen; seconded by Jennifer J. Roux. No further discussion. All in favor. Motion carried.

**Approval of minutes from previous meeting:**

A motion was made by Scott E. Cudworth to approve the minutes of February 11, 2020; seconded by Jennifer J. Roux. No further discussion. Motion carried.

**Public Comment:**

- **Roland Legere** reported to the Board regarding his attendance at the Mousam Lake Watershed Improvement Project meeting. Roland informed the Board that inquiries into Goose Pond's impact on the lake brought that project from 5th on the list of priorities to be addressed to the top of the list. Hoping design phase will be completed this Spring and project started this Summer. Once this project is underway, the Town will be sought for support. That support piece will probably be earlier than later, especially with respect to maintenance and sand clean up. Roland also commented that Shapleigh should take pride in knowing that Shapleigh's Road Commissioner South, Jeff Goodwin has been invaluable with this process.
- **Chuck Starbird, Fireman**, presented to the Board a packet of information for them to review regarding, call response, PPE, truck training with new members, mutual aid, protocol, safety and proper training.
- **Carolyn Rand, Fireman**, presented her concerns with personnel file management, by laws, travel time for new members, and fire gear safety. Chairman Jennifer J. Roux explained Fair Hearing practices as it relates to the Board and why the Board does not always know employee specifics since the BOS would be the hearing board for any appeals dealing with personnel. Carolyn had been advised to discuss her concerns with her supervisors and she is currently waiting for a meeting date.
- **Brian Rand, Fireman**, mentioned to the BOS his name has been removed for the current duty roster. Brian informed the BOS he is currently out on a leave of absence with the Fire Department. Brian further noted that the command structure has been revised.
- **Aaron Sabine, Fireman**, responded to inquiry on handling of Fire Department District 1 - 3 run cards. The run cards have been recently updated with mutual aid Towns.
- **Denise DeAngelis Fire and Rescue**, who is currently filling as C2 for Fire commented that all safety concerns had been handled immediately upon being notified.
- **Steve Guillemette, Fireman**, mentioned that he has recently joined the department and is in the process of being trained on the fire trucks, etc.
- **Michael Sabine** presented an informal data sheet on the fire department members responding to call which he has been independently keeping track of.

Chairman Jennifer Roux thanked all the members of the Fire Department for their comments and indicated the Board will look into all concerns and respond where appropriate.

## Unfinished Business:

a. **Emery Mills Bid Package Discussion**

Tabled until next week to allow Duffy Gold the opportunity to reach out to the State to receive the letter expected but has not yet arrived; Duffy will reach out to the State tomorrow; action to move forward will be taken next week.

b. **2020 Warrant Recommendations**

Adjustment to the library warrant articles was made to split training costs from salary compensation of Librarian; Board agreed. Note - when reviewing the salary sections of the warrant articles, there is 53 pay weeks in 2020.

**A motion was made by Scott E. Cudworth to make a recommendation to approve all of the 2020 Warrant Articles as written; seconded by Jennifer J. Roux. No further discussion. All in favor. Motion carried.**

c. **Transfer Station Performance Evaluations to be Completed**

Selectmen Scott E. Cudworth completed the Transfer Station performance evaluations. All staff were informed of their evaluations except one as that person was unavailable. The Town Administrator will reach out and finish that review.

**A motion was made by Scott E. Cudworth to grant a 3% raise due to positive performance to the Demo Disposal employee and the Fill-in Transfer Station employee; seconded by Jennifer J. Roux. No further discussion. Motion carried.**

d. **Rescue Squad Policy on Sick Call Out**

The Board of Selectmen verbally informed the Rescue Chief that this policy was reviewed and acceptable.

e. **Rescue Squad Policy on Appearance and Hygiene**

The Rescue Chief was provided a copy of Attorney Brad Morin's review of this policy. The Selectmen recommended that the section regarding hair coloring and socks be reviewed and rewritten for practicalities.

Under Michael Perro's advice, discussion ensued amongst the Board regarding the need to approve each department's policies, bylaws, and/or operating procedures and determined it was good practice to review said items, make recommendations, but there was no need to formally approve or write such a policy to be followed at this time.

f. **Grant writing for Fire/Rescue Boat**

April 17th is the deadline to submit a grant seeking aid in purchasing a boat for Rescue. Discussion ensued regarding insurance, liability, use of personal vehicles to haul and accessibility to the lakes. For hauling said boat, it is easier to access area boat ramps with a pickup truck versus the Rescue Squad vehicle. A question regarding insurance was raised. Response was, there is no more liability needed than what the Town already has; if there is an accident, personal insurance would be utilized first then town's liability. Further investigation is still needed; tabled until after Town elections.

g. **City of Sanford meeting recap**

Chairman Jennifer J. Roux recapped her comments that were said at the City of Sanford Council's meeting she and Selectmen Scott E. Cudworth attended. Under the public comment forum, Council takes comments and then responds at a later date if warranted. Chairman Roux has not yet received a response.

Concerns expressed by Chairman Roux on behalf of both Acton and Shapleigh were:

- The lack of communication that both towns have received regarding the Mousam Dam Coalition project and the monies owed, paid or to be refunded.
- Freedom of Information request has gone unanswered; State mandates a response in 5 days.
  - Michael Perro, advised the Board that they can take measures to have legal intervene and reconsider their financial support.
  - Chairman Roux suggested each Board member review the Sanford Council meeting videos of February 4th and 18th before further action is considered.

**New Business:**

**1. Certificate of Appointment for Warden**

A motion was made by Jennifer J. Roux to appoint Elsa Maria Cook as Warden until March 3, 2020; seconded by Scott E. Cudworth. No further discussion. All in favor. Motion carried.

**2. Certificate of Appointment for Saco River Corridor Commission**

The Board of Selectmen met with 2 candidates for positions on the Saco River Corridor Commission.

A motion was made by Scott E. Cudworth to appoint Karen Peavey as a Saco River Corridor Commission member until November 1, 2021; seconded by Jennifer J. Roux. No further discussion. All in favor. Motion carried.

A motion was made by Scott E. Cudworth to appoint Mike Cote to the Saco River Corridor Commission as an alternate member until November 1, 2021; seconded by Jennifer J. Roux. No further discussion. All in favor. Motion carried.

**3. Request for Personal Time - Office Assistant**

A motion was made by Scott E. Cudworth to approve the Office Assistant's time off request; seconded by Jennifer J. Roux. No further discussion. All in favor. Motion carried.

**4. Executive Session Pursuant to 1 MSRA 405(6)(a) - Personnel Matter**

A motion was made by Scott E. Cudworth to go into Executive Session pursuant to 1 MSRA 405(6)(a) at 6:59 pm; seconded by Jennifer J. Roux. No further discussion. All in favor. Motion carried.

A motion was made by Scott E. Cudworth to come out of Executive Session at 7:20 pm; seconded by Jennifer J. Roux. No further discussion. All in favor. Motion carried.

**5. Certificate of Appointment for Fire Chief**

A motion was made by Scott E. Cudworth to appoint Kevin Romano as Fire Chief for 45 days until April 10, 2020; seconded by Jennifer J. Roux. No further discussion. All in favor. Motion carried.

**6. York County Soil and Water Conservation (YCS&WC) Grant - Phase 2**

The town administrator presented to the Board the necessary documentation to be reviewed and signed by Friday in order to proceed with the grant writing process; Shapleigh's contribution would be \$250 taken from the Ways & Bridges fund. Donations have also been received from surrounding towns. The Board agreed to contribute \$250 to the Phase II project grant writing.

**Information:**

1. Planning Board Agenda
2. CEO Letters of Violation for Map 7, Lot 41-B and Map 34, Lot 39
3. United Way Donation of \$200.00 for Heating Assistance
4. CIC Agenda for February 27, 2020 at 7 pm.

**Signatures:**

1. Warrants
2. Certificate of Appointments - Warden, Fire Chief, and Saco River Corridor

Any other business that the Chairman may wish to bring before the meeting:None

**Adjourn** –Motion made by Jennifer J. Roux to adjourn at 7:28pm; seconded by Scott E. Cudworth. Motion passed unanimously.

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