

**Shapleigh Board of Selectmen
Minutes of Meeting – Time 6:00 pm
July 21, 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: Lindsay Lacourse, Darren Rogers, Mike Demers, Samantha Rodriguez, Ashley Obremski Greene and Sandra Anderson.

Pledge of Allegiance was recited.

Approval of minutes from previous meeting:

A motion was made by William J. Mageary to approve the minutes of July 7, 2020 with an added bullet under Atlantic Broadband hearing; seconded by Scott E. Cudworth. All in favor. Motion carried.

Public Comment: None

Unfinished Business:

1. Recreation Committee Request for Soccer Drills

Sandra Anderson, Recreation Committee member asked the Board's permission to run Soccer Drills for Pre-K to 2nd grade. The interested instructors were present to discuss and present the measures to be put in place to conduct this activity safely. Such items presented were protocols to keep players, parents and staff safe. This program will be expanded to include all that sign up, keeping limit to under 50 participants (including accompanying parents) by scheduling multiple sessions and breaking into groups. Fee for this activity will be \$0.

The Board was pleased with the efforts put forth to bring this activity opportunity. The Town Administrator noted that the Park Director was working with the Men's Softball team who was also interested in utilizing the baseball field. The Board asked the Recreation Committee to contact the Park Director to coordinate, remembering social distancing must remain in effect when using fields. There is a Facilities Use form to be completed and submitted to the Board. The Board will review forms next week.

2. Rescue Discussion on Fire Suppression Training

Rescue Chief, Lindsay Lacourse was present to discuss with the Board fire suppression training and the completion of such to allow for additional time for Per Diem staff to be scheduled for working shifts in tandem with the Rescue and Fire Departments.

The Board reviewed legal consults definition of fire suppression along with a detailed email received from the Rescue Chief outlining her understanding of the fire suppression definition relating to the Rescue and Fire Department and training involved.

The Board decided that they were not adverse to offering training; paperwork will need to be maintained to show yearly training. The Fire Chief will confirm with the Town Administrator that he agrees with this definition of fire suppression, training is complete and certifications are in place; with that all in place, the Rescue members can swap over to 52 hours when they receive that ok.

3. Library Roof Update

Selectman Mageary updated the Board that the library roof job had been completed. There were no additional charges on the invoice over what was initially approved. Selectman Mageary was not pleased that the job was outsourced. The Board is still waiting on a written warranty; the Town Administrator will follow up on this item. Invoice to be signed once warranty is attached.

Note - repairs where there was water damage inside the building is being done today and tomorrow.

4. Atlantic Broadband Renewal Agreement - Performance Bond

The Town Administrator presented a performance bond to be considered for Atlantic Broadband. The \$250 fee has already been received. An updated map of Atlantic Broadband's coverage area was shown. This performance bond

according to the ordinance is not a required item as the company is already well established in the Town. The Board can waive this if they so choose to do. Discussion of performance ensued.

A motion was made by Scott E. Cudworth to waive \$250,000 performance bond for Atlantic Broadband; seconded by William J. Mageary. No discussion. All in favor.

Once language is worked out with legal, this agreement can be signed.

Selectman Mageary commented that the agreement locks the Town into a 10 year agreement and that the language of the agreement does not allow for any competitors to come into the Town and give competitive or lower rates. Discussion ensued regarding the length of the agreement and whether to renew for 5 or 10 years. With no incentive or fiduciary ties, the Board asked the Town Administrator to check with legal to see if there is any benefit to the Town to change this agreement length.

5. First Financial Recourses - Debt Collection Services

In accordance to a previous decision of the Board to utilize First Financial Resources to collect outstanding ambulatory debt, the Town Administrator presented to the Board a contract for services to be reviewed and signed. The Board will place on next week's meeting agenda.

6. Review of Town Policies Continued

- a. **Personnel Policy** - Extensive prospective changes to be made. Chairman Jennifer J. Roux asked the Board members to please review packet to discuss next week.
- b. **Policy Review Policy** - No changes.
- c. **Post-Issuance Compliance Policy** - Treasurer reviewed and no changes were recommended. Selectman William J. Mageary recommended the Treasurer's signature be added.
- d. **Procedure for Selectmen's Meeting Policy** - Time is still good; space on line two; Remove "reading" of the minutes; leave 2 minutes in for Public Comment, and a few minor housekeeping issues were noted.
- e. **Purchasing Policy** - A few minor housekeeping changes, such as spacing between words. A discussion ensued on quotes for non-operational purchases. All monies coming through the Treasurer's office should adhere to the policy. Guidance on general government expenditures clarification was sought; asking for changes be made to clarify. The Board tabled until next week so that changes could be made on changes discussed.
- f. **Road Issues Policy** - The Board asked that the Road Commissioners be given an opportunity to review and report back within a week any recommended changes they may have. Question was asked on how fuel base prices were known; response was that Boonies is called on a weekly basis as needed.
- g. **Road Signs/Private Road Signs Policy** - The Board asked that the Road Commissioners be given an opportunity to review and report back within a week any recommended changes they may have.

7. Speed Trailer -

Selectman Mageary commented to the Board that he was happy to see the Speed Trailer moved to Back Road.

8. Department of Labor (DOL) Update -

Selectman Mageary asked if there was a DOL update. Town Administrator responded that the agent was on vacation. There will be a penalty discussion hearing and the letter has been received by the DOL.

New Business:

1. Ashley Greene & Samantha Rodriguez - Interested in Joining the Recreation Committee -

The Board thanked Ashley Greene and Samantha Rodriguez on their interest and application to join the Recreation Committee.

A motion was made by William J. Mageary to appoint Ashley Greene and Samantha Rodriguez to the Recreation Committee effective until April 30, 2023; seconded by Scott E. Cudworth. No discussion. All in favor.

2. Public Safety Building Repairs -

Darren Rogers, EMA Director was present to inform the Board of a few safety concerns and repairs needed at the Public Safety Building:

The Public Safety Building stairwell ceiling needs repaired along with the costs to do so. The ceiling construction is

made up of individual squares hung from strapping with an electrical light unit in the center. The Security company will have to remove this unit in order for the ceiling to be repaired and not generate any alarms in the process. Selectman Mageary asked why the squares couldn't just be replaced. Darren Rogers' response was that it was too labor intensive. Chairman Roux asked where the costs came from; Darren Rogers indicated that he had solicited the prices. Chairman Roux stated that she'd like to see the project advertised for one week to give others a change to bid on it.

Secondly, Darren Rogers informed the Board that the ambulance's cement pad is uneven and needs repaired. He proposed that it be cut out and fixed with the use of hot top. He further suggested the work be done internally utilizing the Road Commissioner and his equipment. The Board asked Darren Rogers to gather the costs, speak to the Fire Chief and come back before the Board next week.

3. Certificate of Appointments: Capital Improvements Committee - Katherine Fagan, Stephen Foglio, Verna Gold, Nancy Small, Thomas Small and William Mann; Transportation Advocate - Verna Gold and Alternate CEO - Norman Hutchins.

Chairman Roux she read aloud the appointments on the table for the Board to endorse; prior to considering the Capital Improvement Committee appointments it was confirmed that all members being reappointed were willing to serve.

A motion was made by William J. Mageary to appoint Katherine Fagan, Stephen Foglio, Verna Gold, Nancy Small, Thomas Small and William Mann on the Capital Improvements Committee effective until July 2021; seconded by Scott E. Cudworth. All in favor. Motion carried.

A motion was made by Scott E. Cudworth to appoint Verna Gold as Transportation Advocate effective until July 2021; seconded by William J. Mageary. All in favor. Motion carried.

A motion was made by William J. Mageary to appoint Norman Hutchins as the Alternate CEO effective until July 2021; seconded by Scott E. Cudworth. All in favor. Motion carried.

4. Tax Abatement Map 4, Lot 41 B

An abatement on Map 4, Lot 41 B was presented; property was assessed to wrong owner.

A motion made by William J. Mageary to award an abatement of \$413.49 on Map 4. Lot 41B as presented; seconded by Scott E. Cudworth. No further discussion. Motion carried.

5. Supplemental Map 4, Lot 41B

An supplement on Map 4, Lot 41 B was presented.

A motion made by William J. Mageary to award the supplement of \$413.49 on Map 4. Lot 41B as presented; seconded by Scott E. Cudworth. No further discussion. Motion carried.

6. HHE 200 Application for Holding Tank

The Code Enforcement Officer, Mike Demers updated the Board regarding the application for a holding tank install. The property currently had a cess pool in operation which vanished, the only thing that fits here is this new holding tank. Septic system is not possible here; this option is environmentally better for the area. Discussion ensued.

A motion was made by William J. Mageary to sign the holding tank application based on the CEO's recommendation for 30th Street; seconded by Scott E. Cudworth. All in favor. The Board signed.

7. Letter of No Action - Knox Autobody

It was brought to the Board that the number of vehicles agreed upon in 2004 to be located at the facility has slowly increased over the years. This business is growing and doing well in the community. The CEO is working with the company on an application to amend the conditional use permit and update the parking issue. There was a previous change in conditional use but the added bay was not a change in use. The Board wants to do everything possible to encourage small businesses to grow and thrive in Shapleigh. The Board asked to be kept in the loop as the process moves forward. The Board signed the letter of no action.

A motion was made by Scott E. Cudworth to sign a letter of no action against Knox Autobody; seconded by William J. Mageary. No discussion. All in favor. So moved and signed.

8. Solar Panel Array -

Selectman Mageary informed the Board that the Road Commissioner, Northern District brought to him the fact that the area where the solar panels are located is growing up and panels are being blocked by the foliage. There is an agreement in place whereas Revision handles that location for seven years; they need to be notified to come clean up the trees. The Town Administrator will follow up on this request.

9. Town Clerk's Office -

As the heat of summer progresses, an observation was made regarding the covered ramp being used to conduct social distancing; discussion ensued on other more comfortable options. The Board was in full agreement to look at other alternatives and discuss with the Town Clerk.

10. Code Enforcement Officer's Vacation Request -

A motion was made by William J. Mageary to approve the Code Enforcement Officer's vacation request for July 23 - July 25, 2020 and August 4 - August 7th, 2020; seconded by Scott E. Cudworth. No discussion. All in favor.

Information:

- i. Conservation Commission Meeting Minutes
- ii. Rescue Incident Report (emailed to Selectmen previously) - no damage.
- iii. CMP Monthly Report - Selectman Mageary asked this report be relabeled as a summary report instead of a usage report.
- iv. Planning Board Letters and Minutes

Signatures:

- i. Warrants
- ii. Southern Winter Plowing Contract
- iii. First Financial Services Agreement - signature tabled until next week.

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

Adjourn :

Motion made by Scott E. Cudworth to adjourn at 7:30 pm; seconded by William J. Mageary. Motion passed unanimously.

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