

**Shapleigh Board of Selectmen  
Minutes of Meeting – Time 6:00 pm  
July 28, 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, Duffy Gold, Kathy Fagan, Nancy Small, Bill Mann, and Jeff Goodwin.

**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 21, 2020 as amended by Chairman Roux; seconded by Scott E. Cudworth. All in favor. Motion carried.

**Public Comment:**

Roland Legere approached the Board to relate, due to his membership on the Planning Board, a resident approached him regarding a matter of concern on Granny Kent Road so that it could be placed on the Board of Selectmen's radar. The Board was already aware of the situation as well as the Code Enforcement Officer and Town Administrator. The Code Enforcement Officer cited property owner with a notice of violation and is working with the property owner to resolve.

**Unfinished Business:**

**1. CIC Emery Bridge - Bid discussion**

The Board received an extensive bid packet for review from Milone & MacBroom Inc. to perform the Emery Bridge engineering design work. Within this packet, the Board received a quote of \$59,700 plus per diem fees, biographies of staff to work on the project and a detailed scope of work, time line and services offered within the quote. The Board, Capital Improvement Committee members and the Southern Road Commissioner, Jeff Goodwin were all pleased with the bid and the company's willingness to assist throughout the project. The Capital Improvement Committee recommends the bid be accepted. Discussion ensued. Selectman Mageary recommended that the Town Administrator be the point of contact for this project. The Board asked the Town Administrator to set up an introduction meeting with said company prior to awarding the bid. This item will be on next week's agenda.

**2. First Financial Resources - Debt Collection Services**

Introduced last week, the Board of Selectmen, Treasurer and legal counsel finished their review of the contract. Chairman Roux noted a conversation regarding waiving fees incurred by those now deceased be held in the future.

A motion was made by William J. Mageary to sign the First Financial Resources contract; seconded by Scott E. Cudworth. All in favor. Motion carried.

**3. PSB Ceiling Repairs**

Presented by the EMA Director at a prior meeting, the Public Safety Building repair project was posted on Social Media and the Town's website and no bids were received. Discussion ensued regarding the estimates, scope of the project and options for repair. The Board agreed to advertise in the Reporter for 2 weeks; deadline August 10, 2020 at noon. Selectman Cudworth will revisit the site needing repairs. The Town Administrator will look into whether project qualifies as an insurance claim submission.

**4. Review of Town Policies Continued**

- a. **Personnel Policy** - tabled - recommended to be reviewed in a workshop.
- b. **Road Signs/Private Road Signs** - Road Commissioners reviewed; housekeeping changes were made.
- c. **Payment Schedule for Snowplowing Contract for Municipal Lots** - this policy matches current contract language; no changes.
- d. **Social Media** - in reference to pages utilized by the Town of Shapleigh (Library, Community Days, Fire) change Department Chair to Town Administrator on necessary pages.
- e. **Solid Waste** - currently two commercial haulers; no present concerns. No changes.
- f. **Staff Mileage** - no changes.

5. **Fire Suppression**  
No update; still waiting on conversations with the Fire Chief and legal's review.
6. **Atlantic Broadband**  
No update; still waiting on legal's review.
7. **Sand & Salt Facility**  
Work scheduled to be completed on Sunday was halted due to equipment issues and miscommunications. The Town Administrator will reschedule job; a new quote will be needed to include bolt work on second fan unit. Waiting for a response from the contractor.
8. **Roof** - Project complete; Board is satisfied.
9. **Solar Site Brush Cutting**  
As discussed last week, this site is in need of tree and brush removal. Road Commissioner John Burnell has done this work in the past; Revision does not maintain. The Board authorized that the Road Commissioner North be permitted to do the work.
10. **Town Beach**  
Tree cutting at the Town Beach will be completed tomorrow; equipment is in place and the Town Beach will remain closed until the work is completed. Porta Potties are in place and will be routinely serviced. Spring clean up was not scheduled due to COVID-19, however Acton-Shapleigh Youth Corps are aware of the project and will be stepping in to do a cleanup.

**New Business:**

1. **Library Book Purchase -**  
A motion was made by Scott E. Cudworth to approve \$1,000 for the Library to purchase books; seconded by William J. Mageary. All in favor. Motion carried.
2. **Certificate of Appointment: Health Officer - Joanne Bargioni**  
A motion was made by Scott E. Cudworth to appoint Joanne Bargioni as Health Officer effective until July 2021; seconded by William J. Mageary. All in favor. Motion carried.
3. **Letter of Resignation - Recreation Committee**  
Chairman Roux read aloud Jessica Eastman's letter of resignation from the Recreation Committee.  
  
A motion was made by Scott E. Cudworth to accept Jessica Eastman's letter of resignation with regrets; seconded by William J. Mageary. All in favor. Motion carried. Thank you for your service.
4. **CAI Tech Agreement for Development of Cemetery Points on Maps**  
As budgeted and preplanned for, the Board needed to sign the CAI Tech Agreement for the development of cemetery points on maps to move forward. Board agreed that the Town Administrator and Cemetery Superintendent team up as project liaisons.  
  
A motion was made by William J. Mageary to sign the CAI Tech Agreement; seconded by Scott E. Cudworth. All in favor. Motion carried.
5. **Transfer Station**
  - a. Selectman Mageary asked if the 4 x 6 x 12 timber at the Transfer Station could be replaced as it is badly worn. The Town Administrator will follow up with options next week.
  - b. The Town Administrator informed the Board that R.W. Herrick asked the Board to consider doing away with single line at the Transfer Station as it is creating overtime for the upper level attendant. Discussion ensued. The Board determined to leave things as they are at the Transfer Station and hold performance conversations with the contractor if necessary.

6. **Gravel Pit/Escrow Account**

The Town Administrator presented a packet of information for the Board to review regarding an Escrow Account for Frank & Gloria Clark's new gravel pit. The Conditional Use Permit was approved by the Planning Board. This item will be on next week's agenda.

7. **Library - Project to repair water damaged walls**

As the Board of Selectmen Meeting was coming to an end, a call was received from the Library Trustees requesting a member of the Board to come to the Library and review repairs. Selectman Mageary went to the Library.

**Information:**

- i. Planning Board Agenda

**Signatures:**

- i. Warrants
- ii. COA - Health Officer
- iii. First Financial Services Agreement
- iv. Letter of Resignation - Thank you letter for Volunteering
- v. 2020 Policies

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

**Adjourn :**

Motion made by Scott E. Cudworth to adjourn at 7:05; seconded by William J. Mageary. Motion passed unanimously.

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