

Shapleigh Board of Selectmen
Minutes of Meeting – Time 6:00 pm
June 2, 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 in attendance.

In Attendance:

John Burnell, Jeff Goodwin and Nick Richardson, Paul Muse and Bob Muse, bid representatives.

Pledge of Allegiance was recited.

Approval of minutes from previous meeting:

Chairman Jennifer J. Roux ask for a few clarifications on the May 28, 2020 minutes.

A motion was made by William J. Mageary to approve the minutes of May 26, 2020 and May 28, 2020 as written; seconded by Scott E. Cudworth. No further discussion. Motion carried.

Public Comment: None.

Unfinished Business:

1. **Liquor License Renewal for Ted's Fried Clams**

The Board of Selectmen were presented with the completed liquor license application for Ted's Fried Clams for approval. Application was reviewed.

A motion was made by Scott E. Cudworth to approve the liquor license renewal for Ted's Fried Clams; seconded by William J. Mageary. No further discussion. All in favor.

2. **Bid Opening for Winter Plowing Contract**

Chairman Jennifer J. Roux in review read out the invitation to bid. Bids were open and read aloud.

Bid information:

- JMS Services. LLC - bidding on Northern District - \$5,000/mile/year
- C&D Landscaping - bidding on Southern District - \$5,000/mile/year
- Acton Excavators - bidding on either Northern or Southern District, but not both - \$5,400/mile/year; references were provided.
- Hunter Smigelski :
 - First bid was for Southern District - \$6,000/mile for 1st two years and \$6,200/mile for 3rd year
 - Second bid was for both the Northern and Southern Districts - \$6,000/mile for 1st 2 years and \$6,200/mile for 3rd year
- Richardson's Trucking - bidding on Northern District - \$5,300/mile for first year; \$5,575/mile for 2nd year and \$5,725/mile for 3rd year

A packet will be provided to the Road Commissioners to review and the Board will look for their recommendations. A comparison will be made of contractors, prices and equipment provided within the bid.

Town Administrator suggested a review of references for new bidders. Chairman Jennifer J. Roux told the Road Commissioners if they wanted to review references they were welcome to do that. This item will be on the agenda next week under unfinished business.

3. William J. Mageary asked if there was an update concerning the personnel matter. Town Administrator commented that there should be an update by the end of the week.
4. Town Administrator received a recommendation from the Town Attorney regarding the Shapleigh Fire Department's Bylaws. The Chief and Assistant Chief are also looking at them as well. The Chief has a few changes he wants to make and wants to hear what the Selectmen's recommendations are based on legal's review. This item will be placed on next

week's agenda under unfinished business.

5. The Town Administrator is getting ready to go out to bid on the Emery Mills Bridge. Connections were made with Peter Coughlan from MDOT and he supplied data for possible bridge engineers to contact. Dodge Report membership cost is \$39.00 and the Town Administrator asked for approval to purchase.

A motion was made by William J. Mageary to approve the \$39.00 for the purchase of the Dodge Report; seconded by Scott E. Cudworth. All in favor. So moved.

Bid will be advertised on the Town's website, social media, and posted to bridge engineers.

New Business:

1. Review of Town Policies

Chairman Jennifer J. Roux stated to the Board that it was time to review the Town Policies. She proposed that these be broken into groups of 10 to be reviewed at a time over the next 3 weeks' Board meetings. All were in agreement. It was decided to work on policies 1 through 10 and only bring concerns relating to those policies to the next regular BOS meeting.

2. Library Purchase

Chairman Jennifer J. Roux asked the Board their opinion on whether the Board should lift the spending freeze in light of the Town Hall opening up next week. Discussions ensued on procedures to be followed for expenditure approvals. The library submitted a request for new books to be available for the Library's reopening in the amount of \$250.00.

A motion was made by William J. Mageary to approve the \$250 request to purchase new books for the library; seconded by Jennifer J. Roux. All in favor.

Spending freeze will remain in effect for all departments through the month of June.

3. Zoom Meetings for the Board of Selectmen

Chairman Jennifer J. Roux asked the Board to rethink her proposal to continue Board of Selectmen meetings via Zoom. Discussion ensued. Decision was to stay with current format.

4. Vacation Request from Town Administrator

A request was presented to the Board of Selectmen for the Town Administrator to take Fridays, June 12th and June 19th off as vacation time. Chairman Jennifer J. Roux reminded the Board that the Town Administrator has worked nonstop through the Town Hall shut down and proposes that the Town Administrator be granted the requested days off but that no vacation time would be deducted; most employees were off and receiving their same pay. All agreed.

A motion was made by Scott E. Cudworth to grant the Town Administrator two (2) days off with no vacation time being deducted; seconded by William J. Mageary. All in favor. So moved. An outstanding job! Thank you!

6. Performance Evaluations -

The following performance evaluations are due and assignments were made to perform them. Former evaluations and job descriptions will be provided

- CEO - Jennifer J. Roux will conduct.
- Transfer Station - Scott E. Cudworth will conduct
- Land Use Secretary - Karla Bergeron will conduct
- Town Administrator - William J. Mageary will conduct
- Office Assistant - Karla Bergeron conducted
- Sports Field Directory - Karla Bergeron conducted

7. **Keeping it Local Liquor License** - Local 130, LLC (formerly known as Keeping It Local) has presented their initial liquor license application; they are seeking a full license to cover Spirits, Wine and Beer. A public hearing will need to be held. Advertising will be done through posts, website, social media and in the Recorder. The Board of Selectmen agreed to Tuesday, June 30, 2020 for the public hearing.

Information:

- i. Planning Board Abutters Notice
- ii. York County Commissioners Public Hearing Notice, June 10, 2020, 6:30. York County Courthouse
- iii. Three Rivers Land Trust Easement
- iv. Appointment for Jeffery LeDue as Assistant Fire Chief

Signatures:

- v. Warrants
- vi. Liquor License Renewal

Any other business that the Chairman may wish to bring forward? None

Adjourn –Motion made by Scott E. Cudworth to adjourn at 6:45 pm; seconded by William J. Mageary. Motion passed unanimously.

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