

**Shapleigh Board of Selectmen  
Minutes of Meeting – Time 6:00 pm  
June 23, 2020**

**Call to Order**

Chairman Jennifer J. Roux called the meeting to order at 6:03 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:** Steve Guillemette, Jeff Goodwin, Mike Sabine, Aaron Sabine, Knathan Sabine and Hunter Smigelski

**Pledge of Allegiance** was recited.

**Moment of Silence for Firefighter James Soucy**

Chairman Jennifer J. Roux thanked Mike Sabine for taking care of notifying the Town regarding the passing of James Soucy. Mike Sabine informed the Board that funeral services for James Soucy will be held on Tuesday, June 30, 2020 between 6 and 7 pm at Autumn Green Funeral Home; the service is to be a small service with only Shapleigh Fire fighters in residence with family and friends. Fire Chaplin was asked to say a few words and a fire truck will be in the background displaying the American Flag.

Chairman Jennifer Roux thanked Mike Sabine for the information and stated the Board would meet at 5 pm on that day so that anyone who wished to attend could do so. The Board agreed.

**Approval of minutes from previous meeting:**

A motion was made by Scott E. Cudworth to approve the minutes of June 16, 2020 as written; seconded by William J. Mageary. All in favor. Motion carried.

**Public Comment:**

Steve Guillemette, Fire Chief brought the following items to the Board for their information and/or approval:

- **Vests to be worn by fire fighters** - Chief Guillemette thanked the Board for their preapproval of purchasing traffic vests for the fire fighters. His plan is to make this a part of the fire fighters' turnout gear. After doing research he determined that purchase will be made through Mikini.
- **Dates of Testing** -
  - July 8th - Pump test; \$250 per truck
  - August 18th - Hose and Ladder testing; 4,000 feet of hose at approximately \$0.40 per foot.
- **Cell Phone** - The cell phone located on Tanker 4 no longer powers up. Chief Guillemette asked that this line be canceled. There is enough coverage amongst members that a cell phone is no longer required.
- **Chainsaw Work** - Chief Guillemette indicated there was no proper protection gear for this type of work to be done at the scene; this could be a liability. It is an important safety item and he asked that the Board support the purchase of a set of safety gear for the person operating the chainsaw to wear. The gear will be kept on the truck where the power saw is kept. Only personnel with the proper certification and training will be using the chain saw when necessary. Aaron Sabine spoke up and indicated that Fire 1 and 2 had this certification; Chief Guillemette will provide certification documentation to the Town Administrator. Chief Guillemette will bring back pricing to the Board.
- **Radios** - As a follow up to a request that the Board support the purchase of radios for the Fire Department to use for mutual aid events, Chief Guillemette produced pricing for said radios. Pricing included the purchase of 2 UHF radios and 3 additional VHF radios with easy channel changing functions. The quote is \$3,400; the account has \$4,000 available. Chief Guillemette intends to put a May Day policy into effect to have someone man the mutual aid channel on a different frequency as the Fire Department during calls.

A motion was made by William J. Mageary to approve the purchase of 2 UHF and 3 VHF radios for \$3,400; seconded by Scott E. Cudworth. All in favor. Motion passed.

- **Fire Works on Mousam Lake** - Chief Guillemette indicated to the Board that he was concerned that private residents on Mousam Lake were planning fire work displays during the Fourth of July. Chief Guillemette asked the Board if the Fire Department or the Board had any responsibility for these actions. The Board indicated that there was no ordinance in place and they follow state statutes and have no authority in policing.

## Unfinished Business:

### 1. Snow Plowing Bid Opening for the Southern District 2020 - 2023

Bids were open and read aloud.

Bid information:

<u>JMS LLC</u>	<u>Pottys-R-U's (Hunter Smigelski)</u>	<u>Difference</u>
\$5,000 per mile	\$6,100 per mile	\$1,100
\$128,000/year	\$156,160 per year	\$28,160
\$384,000/3 years	\$468,480/3 years	\$84,480
References**	References	
Equipment listed*	Equipment listed	
Drivers listed	Drivers listed	

\*Some equipment is on reserve to be purchase upon award of contract.

\*\* Some commercial accounts would be cancelled in order to handle the Town of Shapleigh; Town of Shapleigh would be first priority as stated in the contract.

Discussion ensued. The Board decided to take more time to review and check references.

A motion was made by Scott E. Cudworth to table decision on Southern District Snow Plowing until next week; William J. Mageary seconded. All in favor. Motion passed.

### 2. Review of Town Policies

The Board of Selectmen reviewed the second set of ten Town policies:

- o **Employee/Volunteer Conduct** - language change regarding no longer using PTO
- o **Fee Schedule** - formatting changes; fees for photo copying to increase \$0.50.
- o **Health/Dental Insurance Premium** - language changes to reflect new employees can be on plan but will pay 100% of premium during their first year of employment.
- o **Hydrants - Dry** - the Board wants the Fire Chief to review and offer input. Housekeeping changes mentioned.
- o **Incident Report** - change second paragraph to indicate that forms need to be submitted to the Town Administrator.
- o **Income Protection** - language changes to reflect new employees can be on plan but will pay 100% of premium during their first year of employment.
- o **Insufficient Funds/Bad Checks** - Treasurer has reviewed; no changes.
- o **Intercept** - the Board wants the Rescue Chief to review and offer input.

The Town Administrator indicated there was a new policy based on the Treasurer's recommendation for the Board to add to their review. This policy is in regards to an order to apply tax payments to the oldest year.

The Board will continue their policy review next week.

### 3. Review of Completed Performance Evaluations - Code Enforcement

A motion was made by William J. Mageary to approve 3% increase based on a positive evaluation; seconded by Scott E. Cudworth. All in favor. Motion passed.

### 4. Shapleigh Fire Department Bylaws - Review from Legal

A motion was made by Scott E. Cudworth to table agenda item until next week so that the Fire Chief can be present for discussions; seconded by William J. Mageary. All in favor. Motion passed.

### 5. Recreation Fields

Selectman William Mageary asked if the sprinkler system company had ever come out to the recreational fields and take care of turning the sprinkler system on. The response from the Park Director was that the contractor had not and he if would come out in the morning, he would meet him; otherwise the Park Director would like permission to look for another company to do the work.

Discussion ensued regarding the ramifications and whether it was a breach of contract. The Town Administrator indicated there was only an agreement in place and she would supply all documentation available so that the Board could pursue further. Moving forward a contract will be put in place. The Board agreed to a new company search.

6. **Library Roof**

Selectman William Mageary reported back to the Board regarding his conversations with roof contractor on the ice and water shield costs. This investment would be an additional \$3,000 more which is available in the account. Discussion ensued on whether the this was a good investment and if they, the Board, wished to moved forward and approve this work (with positive input from the Code Enforcement Officer).

A motion was made by William J. Mageary to approve the additional ice and water shield work on the entire Library Roof at \$3,000; seconded by Scott E. Cudworth. All in favor. Motion passed.

Selectman William Mageary showed the Board the roof color choices. The Board recommends Green.

**New Business:**

i. **Resident Speed Complaints** - Selectman Scott E. Cudworth indicated to the Board that he has received multiple complaints regarding speeding on Back Road. Selectman Scott E. Cudworth asked if the speed trailer could be relocated to this location? The Contract Deputy Sherriff will be contacted to move the trailer.

ii. **Southern Maine Planning Development Meeting** - The Town Administrator presented the Board with the Southern Maine Planning Development budget and slate of officers to be approved by the Board. The budget was increased in the salary section by \$113,000; health benefits stayed the same.

Discussion ensued. The Board decided not to approve due to salary increase without explanation and lack of time permitted for review. This decision will be communicated by the Town Administrator to the Southern Maine Planning Development Committee by email.

iii. **York County Water & Soils Zoom meeting** - The Town Administrator will be attending this meeting as the Road Commissioners are unavailable. The meeting will be recorded so that others can view after the fact.

iv. **Department of Labor** - The Town Administrator asked the Board's authorization to write to the Department of Labor regarding penalties discussion; response is needed within 15 days. Secondly, the Town Administrator will meet with the Fire Chief and create a binder of citations and follow up. The Board granted permission.

v. **Executive Session** - The Town Administrator confirmed that the Executive Session scheduled for Thursday, June 25, 2020 has been cancelled.

**Information:**

- i. Planning Board Agenda
- ii. Library Trustee Agenda
- iii. Williams Property Advisory Committee Minutes; the Town Administrator recapped meeting for the Board.

**Signatures:**

- iv. Warrants
- v. Performance Evaluation - CEO

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

**Adjourn :**

Motion made by Scott E. Cudworth to adjourn at 6:55 pm; seconded by William J. Mageary. Motion passed unanimously.

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