

**Shapleigh Board of Selectmen
Minutes of Meeting – Time 6:00 pm
June 30, 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: Duffy Gold, Roland Legere, Skip Bartosch, Jeff Goodwin, Hunter Smigelski, Mary Letourneau, Joe Letourneau, Lindsey Lacourse, Darren Rogers, Jeff LeDuc, Sharon Jackson, Kim Gendreau, Judy Kelly, Eileen Glover, Pamela Snowe, and Joan Dyer.

Pledge of Allegiance was recited.

Approval of minutes from previous meeting:

A motion was made by William J. Mageary to approve the minutes of June 23, 2020 as written; seconded by Scott E. Cudworth. All in favor. Motion carried.

Public Comment:

- Roland Legere spoke regarding the following:
 - To compliment Road Commissioner Jeff Goodwin for taking care of the recent microburst weather damage in the Goose Pond Road area.
 - To get clarification on the Mousam Lake Watershed Committee Review meeting where it was stated that 18th Street and Goose Pond Road projects did not qualify for the applied grants but the work still needs to be done to take care of the 3 catch basins.

The Town Administrator indicated when the project was reviewed, the reviewing engineer indicated he would not change the design currently in place, but DEP indicated this was a maintenance issue not a mitigation project, thus the denial. However, with Jen Harris facilitating, the Acton Shapleigh Youth Conservation Corp will be contacted to do the maintenance and catch basin cleanup work. There was money put aside to match the grant which can now be used for this work.

Chairman Jennifer J. Roux asked the Town Administrator to follow up with John Burnell, Road Commissioner regarding equipment needed and yearly maintenance schedule for the catch basins on Goose Pond Road

Public Hearing: Application for an on-premise liquor license (beer, wine and spirits) for Local 130, LLC (formerly known as Keeping it Local)

Chairman Jennifer J. Roux opened the Public Hearing for Local 130, LLC (formerly known as Keeping It Local) liquor license at 6:06 pm.

- All required posting was completed.
- Board reviewed the application and found it to be in order.
- The public was asked for questions, comments and/or concerns - None.
- Selectman William J. Mageary asked Mary Letourneau to tell the Board a little bit about the new establishment and expected opening.
 - Current restaurant has been in operation for 6 years.
 - Expanding to a full restaurant and bar.
 - Expanding menu.
 - Waiting on the State of Maine regarding opening date.
 - Will have alcohol sellers and service certification.

Hearing no further questions, comments or concerns, Chairman Jennifer J. Roux closed the Public Hearing for Local 130, LLC at 6:10 pm. The Board wished them well.

Unfinished Business:

A. Application for on premise Liquor License for Local 130, LLC -

A motion was made by William J. Mageary to approve the on premise liquor license for beer, wine and spirits to Local 130, LLC ; seconded by Scott E. Cudworth. All in favor. Motion carried.

B. Emery Mills Bridge Project Bid Opening -

The Town Administrator presented the one bid to the Board of Selectmen. The Board reviewed. The project cost bid was stated at \$56,200 (total listed on bid sheet is \$59,700). The Town Administrator was asked to scan and send the bid to the Board, Capital Improvement Committee members and Road Commissioner, Jeff Goodwin for review and recommendations. The Board will allow 3 weeks for review and then bring the item back on the agenda.

C. Snow Plowing Bid for the Southern District -

Chairman Jennifer J. Roux opened the Board's bid review with a request to go into Executive Session pursuant of M.R.S.A. 405(6)(a)(1) contractual matter.

A motion was made by Chairman Jennifer J. Roux at 6:12 pm; seconded by Scott E. Cudworth to move into Executive Session pursuant to 1 M.R.S.A. 405(6)(a)(1) contractual matter. All in favor.

A motion was made by Scott E. Cudworth at 6:27 pm to come out of Executive Session pursuant to 1 M.R.S.A. 405(6)(a)(1) contractual matter; seconded by William J. Mageary. All in favor.

The Board presented their discussion and consensus.

A compromise was arrived at to reject both bids and solicit vendors for a quote comparable to what was awarded to the Northern side at \$5,400.

Board permitted public comment.

A motion was made by Chairman Jennifer J. Roux to award Hunter Smigelski the Southern District Snow Plowing bid for \$6,100 per mile for all three years; no second. Motion failed.

A motion was made by Scott E. Cudworth to reject current bids for the Southern District Snow Plowing bid and to solicit snowplowing bids; seconded by William J. Mageary. Vote 2 - 1 (Chairman Jennifer Roux). Motion carried.

Notices will be posted and Chairman Jennifer J. Roux will take the lead on making the solicitations and present results next week.

D. Review of Town Policies -

The Board of Selectmen continued their review of Town policies:

1. Intercept Policy -

Rescue Chief presented a revised copy of the Intercept policy with recommended changes for the Board to review. The Board accepted the changes and made one additional change on the first line to state "reimburse the Town of Shapleigh".

2. Interest and Abatements - no changes.

3. Internet - changed page 44 - Sign "an" acknowledgement.

4. Investment - Treasurer recommended to change page 49 Section C to read "investment accounts" instead of sub accounts.

5. Junkyards - No changes.

6. Keys for Town Hall - No changes.

7. Payroll - Treasurer reviewed - minor housekeeping changes.

8. Personnel - Chairman Jennifer J. Roux tabled until next week and further review; has some thoughts on some changes to be presented once formulated.

The Board will continue their policy review next week.

E. Mann Road -

Selectman William J. Mageary noted the speed trailer had not moved. The Town Administrator informed the Board that the Deputy had been notified but has been off shift and will take care of it as soon as he is available to do so.

F. Recreation Field Update -

Selectman William J. Mageary asked for an update on the Recreation fields watering system. The Town Administrator responded that the Irrigation company came Thursday morning and met with the Park Director. The irrigation system is now up and running. The Park Director is able to make adjustments on the watering schedule correlating to the weather. The Town Administrator further indicated that she reviewed the yearly agreement and it is paid through to the end of the year. Recommends that the Board goes back out to bid in the Spring during budget season.

Currently there is no map of irrigation heads; will contact the Park Director and mower to see if that information can be updated.

G. Library Roof Update -

Selectman William J. Mageary asked the Board to reconsider their roof color choice to Charcoal or Black. Consensus of the Library Trustees is to go with the darker color as well due to features and aesthetics of the building; match to small roof. The Board had no issue with the color change.

New Business:

1. Meet with Rescue Chief -

Rescue Chief Lindsay Lacourse met with the Board regarding the following items:

a. Risk Analysis for Town Shapleigh Employees

Rescue Chief Lindsay Lacourse did a mini presentation for the Board regarding a risk analysis and plan for protection of the Town's 49 active employees utilizing proffered monies. In the plan, there is the availability to purchase COVID19 Personal Protective Equipment (PPE) such as N-95s, gloves, and simple masks for staff to provide 16 week's worth of coverage. Expenditures would be reimbursed by FEMA at 75% and the State at 15% making the Town responsible for only 10% of the final costs. Along with the expenditure information, Rescue Chief also noted that the Rescue Department would log, store and track all supplies for the Town as well as perform fit tests for the PPE. In conclusion, the Rescue Chief asked for the Board's approval to purchase up to \$3,300 of PPE.

The EMA Director Darren Rogers indicated this was a good plan and gives the Town the ability to get ahead of the COVID19 curve. These items do not go bad, are of the same brand which helps with consistency on fit, and would not go to waste.

Rescue Chief Lindsay Lacourse also indicated she could double the order and be in an even better place for coverage. Including meeting needs of committees if the Board so wished.

The Board discussed.

Selectman William J. Mageary asked about the 90% reimbursement and if there was a guarantee to it. Chairman Jennifer J. Roux responded she has worked with the Treasurer and this reimbursement would actually occur. It may take a while but it will be received. This was a federal program.

The Board agreed with the Rescue Chief request.

A motion was made by William J. Mageary to approve \$6,600 to come out of EMA to purchase the proposed PPE for the Town of Shapleigh noting 90% of the funds will be reimbursed through FEMA and the State; seconded by Scott E. Cudworth. All in favor. Motion carried.

b. 48 Hour shifts - Sleeping

Selectman William J. Mageary presented his concerns with the 48 hour shifts noted on time slips. This is too many hours for a person to work straight.

Rescue Chief Lindsay Lacourse responded that sleeping was not permitted but there was down time whereas a staff member could rest. It was the only tool available to make sure shifts were being covered. If someone was available for only 48 hours straight then they were being utilized instead of leaving time uncovered. Discussion continued regarding lack of shift coverage especially with the upcoming 4th of July Holiday. This is a weekend the Town would want to have coverage, especially with people doing fireworks.

Rescue Chief Lindsay Lacourse reviewed the full time, per diem shifts and the need to allow over time. There have been new staff members brought on but they are only back filling for other staff that do not wish to work during the COVID-19 situation. New staff are not ready to be left alone working a shift.

Assistant Chief Jeff LeDuc added that Rescue is currently fully funded even with the use of over time. He said the department should be allowed to manage the budget they already have to fill shifts and if Overtime is needed then it is used. If a person on per diem is out then there is no pay out.

Chairman Roux reminded the Rescue Chief that use of over time was excessive and thus curtailed for that reason. However, the Board should hold conversations on overtime to cover holidays . Pre approval and advance permissions would be required.

The discussion turned to cross training Rescue members with the Fire Department so that they can qualify for the 52 hour work schedule. The Board recommended the Rescue Chief and Fire Chief work together to train and develop personnel for fire suppressant support.

The majority of the Board felt that 48 hours would be acceptable if there was light resting done during that time frame and that overtime for scheduled holidays would be acceptable with prior notice and approval.

c. Rescue Calls -

Selectman William J. Mageary passed along compliments to the Rescue Department from 21st Street residents who stated the Rescue staff was very professional and outstanding in their response.

d. I-9 and W-4 forms

The Board asked the Assistant Chief to take a list of names to review with the Fire Chief of personnel missing I-9s and/or W-4 forms.

2. Soccer Program -

The Recreation Department Chairman reached out to the Board of Selectmen on whether to run the Soccer Program this year in light of COV-19. The Board does not mandate said program but would review any proposal of how it would be conducted if the Recreation Chairman wanted to pursue.

3. Laptop Purchase for the Library

The Library Trustees approached the Board for approval in purchasing a laptop. Current account has \$1,100 in funds available. The Library Trustees received 3 price proposals and chose the lowest at \$549.

A motion was made by Scott E. Cudworth to approve the Library's purchase of a laptop at \$549; seconded by William J. Mageary. All in favor. So moved.

4. Replacement Window for the Library

The Library Trustees approached the Board for approval in repairing the Library window for \$545. The large window contains 2 sections, a top window and a bottom window. Both sections have broken outside glass and the entire frame needs repaired. The money would be taken out of the Operations Reserve fund; the Treasurer agreed.

Selectman William J. Mageary asked if the Library Trustees had looked into replacement windows.

Kim Gendreau responded, these were custom made windows. In order to keep with the aesthetics and character of the building, repairs will need to be done as replacements are not available. But the Library Trustees can look further into replacement window costs if the Board so wished.

A motion was made by Scott E. Cudworth to repair the Library windows for \$545 coming out of the Operations

Reserve fund; seconded by William J. Mageary. All in favor. Motion carried.

5. ServePro Update -

Kim Gendreau informed the Board that ServePro was in on Friday and a dehumidifier ran from Friday to Monday to remove the moisture. After a small mishap on Monday where the container overflowed, the work was almost done. The leak was not as bad as first anticipated. Minor damage includes a piece of 5 x 3 sheet rock to be replaced, taped and mudded to complete.

The Board asked Kim Gendreau to keep the Town Administrator in the loop regarding the insurance claim.

6. Shapleigh Commons -

The Town Administrator received a request from the Celtic Harp & Guitar group to reserve the gazebo in the Shapleigh Commons on Thursday, July 2, 2020 to hold band practice from 10 am to Noon.

A motion was made by William J. Mageary to permit the Celtic Harp & Guitar group to reserve the Shapleigh Common gazebo on Thursday, July 2, 2020 from 10 am to Noon; seconded by Scott E. Cudworth. All in favor. Motion carried.

Information:

- i. Planning Board Minutes
- ii. Planning Board Public Hearing Notice
- iii. Planning Board Letters
- iv. Library Board of Trustee Meeting Minutes
- v. Tree Growth Permits
- vi. Precision Roofing Certificate of Liability
- vii. Southern Maine Planning Development Commission 2019-2020 Annual Report

Signatures:

Warrants

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

Adjourn :

Motion made by Scott E. Cudworth to adjourn at 7:25 pm; seconded by William J. Mageary. Motion passed unanimously.

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