

**Shapleigh Board of Selectmen  
Minutes of Meeting – Time 6:00 pm  
June 9, 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:**

Skip Bartosch, Jeff Goodwin, Madge Baker, Carl Davis, Steve Guillemette, Kim Gendreau, Hunter Smigelski, Nick Richardson and Paving bid representatives.

Pledge of Allegiance was recited.

**Approval of minutes from previous meeting:**

A motion was made by Scott E. Cudworth to approve the minutes of June 2, 2020 with one addition and June 4, 2020 as written; seconded by William J. Mageary. All in favor. Motion carried.

**Public Comment:**

A. Madge Baker appeared before the Board to speak on two matters:

- **Williams Property Tree Cutting -**

Madge Baker, member of the Williams Advisory Committee, sent an email to request the Board's support on a tree cutting project to open up views to Mount Washington. This project has been waiting 2 years to be completed. Carl Davis and his brother have stepped forward to do the work at the Town hourly pay rate. William Mageary made a comment that a flat rate would be better for the Town so that it would be know what the rate was upfront. Discussion ensued between the Board of Selectmen, Madge Baker and Carl Davis regarding scope of work and costs. Estimated costs cited indicate the need to go out to bid. Carl Davis will formalize his costs and submit; the Town Administrator will seek out two other bids. This item will be on the agenda next week under unfinished business.

- **Parking Lot near Emery Bridge -**

Madge Baker asked the Board if they would be interested in supporting Three Rivers Land Trust in a project to build an off the road parking lot on Deering Hill Road near Emery Mills Bridge to alleviate the parking that is being done illegally along the sides of the road. Mr. Jeff Goodwin will meet with Three River Land Trust, review their project in relationship with the Emery Mills Bridge project and bring back to the Board his findings and recommendations.

B. Fire Chief Steve Guillemette brought to the attention of the Board that while checking Knox boxes at Town Hall and in the community, he has a need for access and keys. The Town Administrator will help Chief Guillemette with the administration authorization and keys.

Selectman Bill Mageary asked Chief Guillemette about vests and radios. There is a need for a portable VHF ban radio for use to communicate with Life Flight and other areas for which mutual aid is provided.

**Unfinished Business:**

- **2020 Paving Bid**

Bids were open and read aloud.

Bid information:

<u>Company</u>	<u>Base Mix price per Ton</u>		<u>Hand</u>	<u>Tack Coat</u>	<u>Shoulders</u>
	<u>(19 mm)</u>	<u>(9.5 mm)</u>	<u>Work</u>	<u>(per gallon)</u>	<u>cu yd</u>
Libby Scott Paving	\$79	\$79	\$155	\$9.00	\$40
Dayton Sand & Gravel	\$74.85	\$73.80	\$135	\$6.00	\$35
Pike Industries	\$67	\$69	\$150	included	\$46
Allstate	\$67.50	\$67.50	\$155	\$6.50	\$40

Bids will be provided to the Road Commissioners to review and the Board will look for their recommendations. A comparison will be made of contractors and prices provided. This item will be on the agenda next week under unfinished business.

- **Review of Bids Received for Winter Plowing**

The Board of Selectmen received recommendations from the Road Commissioners. John Burnell (Northern) recommended Acton Excavators for the North District contract and to go back out to bid for the Southern District contract. Mr. Jeff Goodwin (Southern ) recommended Acton Excavators for the Northern District contract and Hunter Smigelski for the Southern District contract.

Chairman Jennifer J. Roux opened Northern District contract discussions. At the completion of discussions, a motion was made by Scott E. Cudworth to award the Northern District Winter Plowing contract to Acton Excavators based on the Road Commissioners recommendations; seconded by Chairman Jennifer J. Roux. Vote 2/1. William J. Mageary opposed. Motion carried.

Chairman Jennifer J. Roux opened Southern District contract discussions. A motion was placed on the floor by Selectman Scott E. Cudworth to go back out to bid; seconded by William J. Mageary. Initial motion vote was 2/1. Motion carried.

Further discussions ensued. Chairman Jennifer J. Roux made a motion to award the contract to Hunter Smigelski for the South; no second. Motion failed.

The Board of Selectmen will go back out to bid for the Southern District contract.

- **Review of Town Policies**

The Board of Selectmen reviewed the first ten Town policies:

- Acceptance of Credit Card Payments - no changes
- Accidental Fire Victims Building Permit Fees - no changes
- Alcoholic Beverage - no changes
- Appointed Positions - no changes
- Bills and Invoices - no changes. Confirmed Treasurer reviewed.
- Boston Post Cane - Last recipient passed; Town Administrator will reach out to Historical Society in lieu of no Community Days being held this year.
- Budgets - no changes
- Budget Committee Policies and Procedures - one change in section 3A. Change "All members **should** be registered voters of the Town." to read, "All members **shall** be registered voters of the Town."
- Buildings Burnt by the Fire Department at Property Owner's Request - the Fire Chief has not had a chance to review this policy. Tabled until next week. Suggest "for training purposes" be added.
- Cemeteries - no changes

- **Schedule Public Hearing for Atlantic Broadband Cable Services**

A Public Hearing for Atlantic Broadband Cable Services has been scheduled to be held on Tuesday, July 7th at the Board of Selectmen meeting. July 14, 2020 Board of Selectmen's meeting will be cancelled due to elections.

- **Shapleigh Fire Department Review of Bylaws and Recommendations from Town's Attorney.**

The Fire Chief has seen the attorney's changes but has not had a chance to completely review the Bylaws. Tabled until Fire Chief has had a chance to perform review.

- **Review of Completed Performance Evaluations.**

The Board of Selectmen held discussions relating to the amount of money needed to grant 3% raises against revenue shortfalls and fiscal responsibilities. It was decided to move forward with raises based on a positive performance.

The Board of Selectmen reviewed completed performance evaluations for the following positions:

- Transfer Station
- Town Administrator
- Office Assistant
- Sports Field Director

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

**New Business:**

**1. Library Roof -**

The library roof needs to be repaired. There have been issues continuing with the rains and leakage. An insurance claim will be filed. Service Pro has been doing the cleanup in the past. Money was approved at Town Meeting up to \$35,000 for library roof repairs. Documents from when the Library Trustees went out to bid during budget season was given to the Town Administrator. A bid of \$27,500 was received from Precision Roofing with work to be done in Spring of 2020. Discussion ensued on work to be done, type of roof, whether there was need to go back out to bid and project oversee responsibilities. The Town Administrator will reach out to bidder to see if bid is still in effect.

A motion was made William Mageary to award the bid of the Library Roof to Precision Roofing not to exceed the bid of \$27,500, any increase will be discussed prior to with Board of Selectmen; seconded by Scott E. Cudworth. Discussion to not move motion forward due to Library Trustees not wanting to oversee project. Vote 2/1. Chairman Jennifer J. Roux opposed. Motion passed. William J. Mageary will be point of contact.

Chairman Jennifer J. Roux asked the Town Administrator to set up a meeting with the Library Trustees.

**2. Recreation Field Irrigation System -**

Selectman William J. Mageary updated the Board that it has been brought to his attention that the irrigation system at the Recreational Fields may need some attention. There are brown spots where the system is failing. Town Administrator will contact Parks Director to follow up.

**3. Biannual Tax Payment -**

Selectman William J. Mageary inquired if the Town would consider going to a biannual tax payment schedule and whether the Board would need Town meeting approval to change. The Town Administrator will pursue and look into Trio Software costs and legal's opinion on if a town meeting approval is needed. Selectman William J. Mageary was appreciative for the consideration and feels it may help alleviate Tax Anticipation Note (TANS) amount.

**4. Executive Session Pursuant to 1 MRSA 405(6)(a) Personnel Matter**

A motion was made by Selectman Scott E. Cudworth at 7:19 pm to go into Executive Session pursuant to 1 MRSA 405(6)(a) Personnel Matter; seconded by Selectman William J. Mageary. All in favor. So moved.

A motion was made by Selectman Scott E. Cudworth at 7:26 pm to come out of Executive Session pursuant to 1 MRSA 405(6)(a); seconded by Selectman William J. Mageary. All in favor. So moved.

**Information:**

- i. Rescue Incident Report
- ii. Planning Board Agenda
- iii. Planning Board Draft Minutes

**Signatures:**

- iv. Warrants

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

**Adjourn –**

Motion made by Selectman Scott E. Cudworth to adjourn at 7:27 pm; seconded by Selectman William J. Mageary. Motion passed unanimously.

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