

**Shapleigh Board of Selectmen
Minutes of Meeting – Time 9:00 am
May 14, 2020 – BOS Room**

Call to Order

Chairman Jennifer J. Roux called the meeting to order at 9:00 am with Scott E. Cudworth and William J. Mageary in attendance. Karla Bergeron, Town Administrator was also in attendance. This meeting was held in the BOS room.

In Attendance: Michael Demers, Joanne Rankin and Michelle Rumney

Pledge of Allegiance was recited.

Approval of minutes from previous meeting:

Motion made by Scott E. Cudworth, Seconded by Jennifer J. Roux, to approve the minutes from May 7, 2020 as written. No further discussion. Motion carried.

Unfinished Business:

1. **Discussion Regarding Re-opening Town Business:** Chairman Roux asked for input from the Town Clerk, Treasurer, CEO and Town Administrator on how the reopening can be scheduled. The discussion was in order to protect staff and customers, the doors will be locked. The Town hall is open but by appointment only. Customers must wear a mask. Only one person at the Town Clerk's counter at a time. Plastic barriers will be installed for the offices in the hallway. Masks, disinfecting spray, disinfecting wipes are all available. Two UV wands have been requested via EMA York County for the Clerk's to use. Town Clerk and CEO will be open Tuesdays 9am – 4pm, Thursday 5pm – 8pm, Friday 9am-4pm. Land Use Secretary will work Tue and Friday 9am-4pm, Office Assistant will work Wed and Friday's 9am-4pm. Town Administrator will work regular hours. The BOS would like the Planning Board files for Conditional Use Permits and Subdivisions applications to be digitalized and places on the server. The Selectmen realize this is a huge job and will take some time. It is the hope to have this information available on the website. These hours will be in effect until the end of the month. Transfer Station lower level will reopen on Saturday, May 16th with recycling and demo disposal. The Town Clerk asked if the BOS might consider letting people use the Transfer Station without an updated sticker. She stated that a majority of her calls or emails are regarding transfer station stickers. At this time the decision of the BOS was to continue as is with the Transfer Station sticker policy. Board of Selectmen will have a meeting via zoom on Tuesday, May 26th at 6pm. Noted: If any employee is not able to return to work for medical reasons, they need to provide a Doctor's note. If a doctor's note is not available, they are allowed to use their vacation time for time missed. Library Trustees are not able to meet in May. They can schedule a meeting in June when groups can meet of 50 or less. The State Library website has put in place criteria for how libraries can reopen.
2. **Foot Of Mousam Lake** - William J. Mageary commented that the beach is closed to the public but over this past weekend there were people swimming at this location. The Town Administrator was asked to contact Mousam Lake Region Association letting them know of this matter.
3. **Water Level at Mousam Lake** – William J. Mageary mentioned the water level at Mousam. It was noted by Alex Hammerele. Parks & Recreation Director the gates are open to allow for the flow of water and currently the water is a few inches higher than normal.
4. **Scholarships** – William J. Mageary mentioned he has reviewed all of the applications. Chairman Roux asked that this matter be placed on the next regular BOS meeting.

New Business:

1. **Executive Session for a Personnel Matter Pursuant to 1MRSA 405(6)(a)** – Motion made by Scott E. Cudworth, Seconded by William J. Mageary to enter into an executive session at 9:49 am pursuant to 1 MRSA 405(6)(a) Personnel Matter. The Fire Chief, C2 and Captain will be joining the Selectmen and Town Administrator in the executive session. No further discussion. Motion carried unanimously. The executvie session ended at 10:34 am, motion was made by William J. Mageary, Seconded by Scott E. Cudworth. Motion carried.
2. **Rescue Squad Per Diem Shifts** – William J. Mageary mentioned the rescue payroll for the week ending May 9, 2020. Employees are working more than 24 hours at one time. It was his belief that when the per diem schedule was established that no one employee was to work more than 24 hours at one time. The BOS would like to discuss this further with the Rescue Chief.

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Signatures:

1. Warrants
2. York County Water & Soil District – letter of support for grant funding for phase 2 of Mousam Lake

Adjourn –Motion made by William J. Mageary, Seconded by Scott E. Cudworth to adjourn at 10:46 am. Motion passed unanimously.

These minutes are not verbatim. Karla Bergeron, Town Administrator