

Shapleigh Board of Selectmen
Minutes of Meeting – Time 6:00 pm
May 26, 2020 - ZOOM

Call to Order

Chairman Jennifer J. Roux called the meeting to order at 6:04 pm with Scott E. Cudworth and William J. Mageary in attendance. Karla Bergeron, Town Administrator and Cheryl Drisko, Office Assistant were in attendance. This meeting was held via ZOOM. All votes were taken by roll call.

In Attendance via Zoom:

Mike Demers, Paula Lantagne and Duane/Bonnie Romano

Pledge of Allegiance was recited.

Approval of minutes from previous meeting:

A motion was made by Scott E. Cudworth to approve the minutes of May 14 and May 21, 2020 as written; seconded by William J. Mageary. No further discussion. Motion carried.

Old Business:

1. **Scholarships -**

The Town Administrator presented the Community Day Scholarship Committee's recommendations to the Board of Selectmen to be awarded. Each scholarship is valued at \$1,000.

A motion was made by Scott E. Cudworth to accept the Community Day Committee's scholarship recipients (2) recommendations for award; seconded by William J. Mageary. No further discussion. Motion carried.

Next the Board discussed awarding the Town's scholarships valued at \$350 and \$200. There were 7 applications received. The Board decided to table their selection until their next stated meeting allowing them more time to review.

2. **Re-opening of Town Hall -**

Chairman Jennifer J. Roux asked for input from the Board Members, Town Administrator and CEO on opening the Town Hall for business. Discussion ensued regarding expectations of this occurring. The Town Administrator recapped all safety measures and protocols which have been put in place and implemented including new ultraviolet wands for disinfecting paperwork and money has been ordered and will arrive tomorrow. There are many layers between staff and public to keep all safe.

The Board agreed to go 1 more week by appointments and then on June 8, 2020 the doors will open. The ramp door will be unlocked; all social distance measures will be implemented; one person at a time will be accepted at the Town Clerk window; masks will be in use. Staff will start back to their normal work schedules and complete time sheets reflecting hours worked. The Town Administrator will discuss with Town Clerk's office. Chairman Jennifer J. Roux asked it to be noted that with the reopening of Town Hall, there will be no one turned away.

The Town Administrator reported the Transfer Station did have its busiest weekend ever over the Memorial Day weekend.

Chairman Jennifer J. Roux then spoke to the members regarding the use of upstairs to hold Town meetings with safety protocols well in place including sanitizing after each meeting. The Chairman of the Planning Board asked if they could resume meetings at the Town Hall. The Board of Selectmen are planning to hold their next meeting at Town Hall. Is it acceptable to let one group meet and not the other? Discussion ensued. For the record, Chairman Jennifer J. Roux does not agree that one group can meet at Town Hall and others cannot. All should meet via Zoom meetings.

It was decided the Board of Selectmen will meet at the Town Hall on Thursday, May 28, 2020 for their next meeting but, at this time, the Planning Board's next meeting has a full agenda and public hearing scheduled which can potentially bring a standing room crowd. This type of gathering does not comply with the Governor's orders on gathering size, so the Planning Board meeting must be done off location via ZOOM.

New Business:

1. **Audit Log for Rescue Calls**

The billing company for rescue calls has provided an audit log on rescue calls which remain uncollected. The total is \$48,000 in debt. What are the next steps the Board wishes to take in trying to recover these outstanding payments. Discussion ensued regarding a recommendation to bring in a 3rd party collection agency. A recap was provided on what steps have already been taken. Chairman Roux will share with the Town Administrator information on the 3rd party collection agency that Acton uses. Any billing pertaining to a deceased passenger will be written off.

2. **Renewal of Liquor Licenses for Shapleigh Corner Store and Ted's Fried Clams**

The Board of Selectmen were presented 2 liquor licenses to approve. Discussion ensued regarding the unavailability to hold a public hearing on these as current events prevent this from happening. The Board was ok with waiving a public hearing this year but it is good to hold them regularly when permitted.

After reviewing Ted's Fried Clam's liquor license application, it was deemed incomplete.

A motion was made by William J. Mageary to table Ted's Fried Clam's liquor license renewal until the application is complete; seconded by Scott E. Cudworth. No further discussion. Motion carried.

The Board asked the Town Administrator to send back for completion and resubmittal.

The liquor license application for the Shapleigh Corner Store was reviewed by the Board and found to be complete and acceptable.

A motion was made by Scott E. Cudworth to grant a liquor license renewal to the Shapleigh Corner Store based on the application provided; seconded by William J. Mageary. No further discussion. All in favor.

3. **Letters of Resignation from the Budget Committee - Jeff Bacon and Jill Watson (Eagan)**

The Town Administrator read out the resignations received from Jeff Bacon and Jill Watson (Eagan). Discussion ensued regarding positions and the need to advertise for replacements. The Board was sorry to receive these resignations. It is understandable that procedures in place were followed and not agreed, but unfortunately the Town voted accordingly and no one stood against.

A motion was made by William J. Mageary to accept the resignations of Jeff Bacon and Jill Watson (Eagan) with regrets; seconded by Scott E. Cudworth. No further discussion. Motion carried. Thank you for your service.

The Town Administrator indicated there were thank you letters in with the warrant and bills to be signed.

4. **GIS Internet Services Annual Maintenance Agreement**

The Town Administrator presented to the Board Cartographic's annual maintenance agreement to the Board to review and sign. The cost for renewal is \$2,400. This service provides digital mapping, subdivision changes and uploads. Cost comes out of contracted services in the General Government budget.

A motion was made by Scott E. Cudworth to sign the agreement for digital mapping from GIS as written; seconded William J. Mageary. No further discussion. Motion carried.

5. **Schedule next Selectmen's Meeting date**

Thursday, May 28, 2020 at 12:30 pm has been selected for the Board of Selectmen's next meeting date. Agenda to include an Executive Session, Letter of No Action, Scholarship review.

6. **Speed Trailer**

William J. Mageary asked if the Contract Deputy can put the speed trailer back into service. Goose Pond Road has seen it a lot. He recommends the trailer be placed on Ross Corner Road, Mann Road or Back Road. Suggests it be changed weekly or biweekly. The Town Administrator will reach out to the Contract Deputy.

7. Town Beach

With the Foot of Mousam Lake reopened the Board of Selectmen would like to see the Town Beach reopened which includes opening the gate and placing a port-a-potty there. The Town Administrator will reach out to the Town Forest Trustees to discuss; there is a possibility that there is a parking issue to be considered or in need of signs. An update to follow.

Signatures:

1. Warrants
2. Thank you letters - Budget Committee Members
3. GIS Maintenance Agreement
4. Renewal of Liquor License - Shapleigh Corner Store

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

Adjourn –Motion made by Scott E. Cudworth to adjourn at 6:51 pm; seconded by William J. Mageary. Motion passed unanimously.

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