

Shapleigh Board of Selectmen
Minutes of Meeting – Time 6:00 pm
November 24, 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 was also in attendance.

In Attendance: None

Pledge of Allegiance was recited.

Approval of minutes from previous meetings:

November 17, 2020 Minutes - A motion was made by William J. Mageary to approve the minutes of November 17, 2020 with minimal changes; seconded by Scott E. Cudworth. Motion carried.

November 10, 2020 Minutes - The Town Administrator presented the November 10th meeting and Open Executive Session minutes for the Board to review. Attorney Brad Morin has reviewed the minutes and the "Findings of Facts". The BOS have been asked to review the minutes as well. Once the board reviews and are in agreement, said employee's Attorney will receive a copy.

Public Comment: None**Unfinished Business:**

1) **Employee Use of Cell Phones Policy** - The Board reviewed the Policy on Cell Phone Use.

A motion was made by Scott E. Cudworth to approve the Use of Cell Phone Policy; seconded by William J. Mageary. All in favor. Motion carried.

2) **2021 Budget** -

The following budgets are not yet submitted: Forestry, Budget, Historical Society, Animal Control (being worked on). Chairman Roux stated she will follow up with the various committees.

New Business:

1) Certificate of Appointment for CEO – Mike Demers

Selectman Mageary noted he spoke with the CEO and all certifications are current.

A motion was made by William J. Mageary to reappoint the Code Enforcement Officer; seconded by Scott E. Cudworth. All in favor. Motion carried.

2) Certificate of Appointment for Public Information Officer – Karla Bergeron

A motion was made by Scott E. Cudworth to reappoint the Public Information Officer; seconded by William J. Mageary. All in favor. Motion carried.

3) Library Closed -

Discussion ensued regarding operating procedures and by-laws.

4) COVID -

The Board discussed policies and procedures and determined that they will need to put a plan in place in case there is another shutdown.

5) Budget –

Selectman Mageary asked the Board to have an in-depth conversation regarding budgets and wage increases. With the Fire Chief coming to meet with the Board next week, tonight was the time Selectman Mageary thought was the best time to start the conversation.

The Board discussed the wage increases received from both the Fire and Rescue Department. They also discussed other big priced items such as the forestry Truck, new Ambulance, per diem increases and Public Safety building overall budget. The total for both departments exceed \$150,000.

The Town Administrator recommended the Board individually speak to both Chiefs and give them an opportunity to defend their requests.

Fire Truck Reserve Account - Further discussion ensued regarding the request for the warrant article be increased to \$30,000 versus the \$25,000 requested in the past.

Public Safety Building Request – There is an increase of over \$50,000 for the PS building account. More information is needed to why there is such a large increase.

The Board discussed the budget committee and noted that there are currently 3 members on the committee and one of the members will need to abstain for

the most of the increase requests regarding public safety. Does that meet a quorum or is it based on the number who sits on a committee or the number of active members? It is statutory to have a budget committee and what does the Board do if there is no quorum. The Board discussed meeting with the committee jointly when needed.

The Board continued to review each budget with a 3% increase in mind. Public Safety, the Board will meet with those departments. Ponds Road increases were discussed. The Board would like a comparison when reviewing these budgets. Northern District tar and sealer and paving, the Board was informed the road for paving in 2021 will be Town Farm Road. Social Services will be looked at when there is a breakdown in front of them; there was no need to meet with Social Services at this time.

Miscellaneous budgets:

- 4-H increased for travel - indicated that a larger group will go to Washington DC when appropriate;
- Acton-Shapleigh Youth Corp increased over \$4,000 – the Board would like to meet with this group;
- Mousam Watershed was approved;
- Library increased – discussion ensued.
- All others were considered and were not indicated as in need of a meeting.
- Animal Control – under Public Safety

Selectman Cudworth was asked for his input on Fire and Rescue budgets and wages so that the Board could think upon it and come back next week. Selectman Cudworth noted that the Forestry Truck was a wanted item rather than a needed item. This is something that needs to be discussed further with all parties involved. He was glad the Rescue boat was not on the list and all other items were up for discussion.

6) **Fire Department Hydrant Fixed -**

Selectman Mageary informed the Board of the broken hydrant on Point Road was repaired.

7) **Town Meeting -**

The Board went over the need to discuss what plans they will need to put into place if March brings no opportunities for a Town Meeting. Once secret ballot is decided upon, there is no turning back.

Information:

- Planning Board Agenda
- Maine Department of Transportation Letter

Signatures:

- Warrants
- Appointments: Mike Demers, CEO and Karla Bergeron, Information Officer

Any other business to bring before the meeting -

Adjourn:

A motion was 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.