

**Shapleigh Board of Selectmen  
Minutes of Meeting – Time 6:00 pm  
October 13, 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:** Roland Legere and Adam Burn from R.W. Herrick.

**Pledge of Allegiance** was recited.

**Approval of minutes from previous meeting:**

A motion was made by William J. Mageary to approve the minutes of October 6, 2020 as written; seconded by Scott E. Cudworth. Chairman Jennifer J. Roux abstained. Motion carried.

Note - After meeting, it was confirmed that the spring located in Newfield available for use to assist with dry wells was now dry too.

**Public Comment:** None

**Unfinished Business:**

**1. Life Insurance Benefit**

Chairman Jennifer J. Roux noted upon review, the life insurance benefit under consideration only affected one (1) staff member; she would like to focus on a benefit that would impact the entire staff. The Town Administrator recapped the staff's survey list and the next benefit to consider would be "for one (1) week of unused time be permitted to be paid out". The financial impact to award this benefit would be \$4,743. Selectman Mageary asked for clarity on how this benefit worked. Discussion ensued. His concern was based on individual employees, the social and emotional impact of not taking a break will be a deficit. The Board will revisit and discuss at budget time.

**2. Easement Fire Hydrant Discussion**

The Board discussed the legal opinion they received from Attorney Brad Morin.

**3. Mousam Watershed Dam Coalition Budget**

The Board was appreciative of the breakdown they received regarding the Mousam Watershed Dam Coalition budget. A review highlighted that the increases in the budget were \$500 - tax increase and \$2,550 - walkway build and maintenance.

A motion was made by Jennifer J. Roux to support the 20/21 Mousam Watershed Dam Coalition budget; seconded by Scott E. Cudworth. All in favor.

The Town Administrator will notify Mr. Alex Hammerle of the Boards support.

**4. Pandemic - Policy Review**

The Board reviewed the revised Pandemic policy and decided to remove references to all predated travel. Changes will be made and file will be scanned and sent to the Board for final review; to be signed next week.

**5. Personnel Policy Review - Follow up**

The Town Administrator indicated that page 68. section 701, article 7 - Holidays needed to be updated. The Board asked for a list of the State mandated holidays for comparison. Under Section B - Treasurer wanted to add clarifying statement, "Will be paid normally scheduled work day hours". Changes will be made and file will be scanned and sent to the Board for final review; to be signed next week.

**New Business:**

**A. Shapleigh Commons Reservation by Boy Scouts**

A motion was made by William J. Mageary to approve the Boy Scout's use of the Shapleigh Commons for a campout event, October 16 - 18, 2020 with all COVID protocols in use; seconded by Scott E. Cudworth. All in favor.

The Office Assistant updated the Board that the Recycling box to be place outside of the Shapleigh Town Hall is being built and should be in place soon.

**B. Desktop Computer for CEO**

The CEO requested permission to purchase a desktop computer. Based on policy, three (3) price quotes were presented; money is available in the CEO budget to cover the expense. His lap top will stay in his possession and be used for field work.

A motion was made by Scott E. Cudworth to approve the purchase for a new desktop up to \$550 by the CEO; seconded by William J. Mageary. All in favor.

**C. Animal Control Officer mileage**

Selectman Mageary asked about the ACO's mileage for taking care of feral cats. Discussion ensued. Selectman Mageary presented information on a Feline Feral Association; this would be a good option or resource for the ACO. Information will be sent to the Town Administrator.

**D. 23rd Street Work**

Selectman Mageary indicated there was a lot of work being done on 23rd Street. The Town Administrator will check it out and report back.

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

At 6:22 pm a motion was made by Scott E. Cudworth to enter into executive session pursuant of Title 1 MRSA 405(6)(a) Personnel Matter; seconded by William J. Mageary. Came out at 6:42 pm.

A motion made by Scott E. Cudworth/Seconded by Jennifer J. Roux - Beginning Wednesday, October 14th the upper level at the Transfer Station will be open for two lanes with social distancing and the lower level will remain as is with employees wearing masks and social distancing. Enforcement of Transfer Station Stickers will be enforced. Residents will have one week to get a Transfer Station sticker. If no Transfer Station sticker is displayed beginning Wednesday, October 21, 2020, they will be refused to dispose of their refuse. 2 Approved 1 Opposed (Mageary). Mageary: He would err on the side of safety and vote no.

At 6:45 pm a motion was made by Scott E. Cudworth to enter into executive session pursuant of Title 1 MRSA 405(6)(a) Personnel Matter; seconded by William J. Mageary. Came out at 6:55 pm

A motion made by Jennifer J. Roux/Seconded by William Mageary to enter into a promissory note with a Town Employee with the agreement that if she is paid for the week ending Saturday October 10, 2020 by MMA Workers Compensation she will reimburse the Town for the check they issued to employee on Wed October 14 in the amount of \$304.00. The Selectmen will handle this matter on a week to week basis until MMA WC can confirm payments are being paid to said employee. All in favor

Motion made by Jennifer J. Roux/Seconded by Scott E Cudworth to enter into a promissory note with a Town Employee with the agreement that if she is paid for the week ending Saturday October 10, 2020 by MMA Workers Compensation she will reimburse the Town for the check they issued to employee on Wed October 14 in the amount of \$1,071.20. 2 Approved 1 Opposed(Mageary).

At 6:49 pm a motion was made by William J. Mageary to enter into executive session 1 MRSA 405 (6) possible litigation; seconded by Scott E. Cudworth. Came out at 7:06pm.

**Information:**

- i. Rescue Minutes
- ii. Planning Board Agenda
- iii. Training Certificates

**Signatures:**

- i. Warrants
- ii. Assessors Return

Any other business to bring before the meeting.

**Adjourn :**

A motion was made by Scott E. Cudworth to adjourn at 7:08 pm; seconded by William J. Mageary. Motion passed unanimously.

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