

**Shapleigh Board of Selectmen  
Minutes of Meeting – Time 6:00 pm  
September 15, 2020**

**Call to Order**

Chairman Jennifer J. Roux called the meeting to order at 6:05 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:** Madge Baker, Mark Jacobs, Lindsay Lacourse, Jeff LeDuc, Brittany Lampe and Roland Legere

**Pledge of Allegiance** was recited.

**Approval of minutes from previous meeting:**

A motion was made by Scott E. Cudworth to approve the minutes of September 8, 2020 as written; seconded by Jennifer J. Roux. All in favor. Motion carried.

**Public Comment:**

- **Madge Baker, Williams Property Advisory Committee**

Madge brought to the Board's attention that there is an incredible amount of people using Williams property which is a good thing however, there were a few concerns and issues that the Board needed to be aware of:

Work on the piece of road from Nason has not been completed. All parties involved are aware. Asked the Board to encourage this project to stay on the priority list.

Fire. This is an immediate concern because of drought conditions. A fire ring was cited in the park and there are signs posted to have no open fires. The Sherriff and Fire Chief have been informed and is monitoring, neighbors are keeping watch, put it is important that all stay vigilant and the word get out to not have any fires.

Carl Davis will be doing the tree cutting work in the near future.

The Board thanked Madge for her update and Chairman Roux will reach out to Jeff Goodwin, Road Commissioner South, regarding the road work project. Selectman Mageary recommended the Fire Chief also be informed of the fire concerns; the Town Administrator will contact. The Town Administrator will post to social media reminders of no fires or burning; also the Fire Tower is off limits.

Madge thanked the Board for their support.

**Unfinished Business:**

1. **Rescue Chief Continued Discussion on Security Cameras & purchase of Laptop**

The Board of Selectmen held a discussion with Rescue Chief Lindsay Lacourse on the necessity of a camera system, the number of cameras being proposed, the location of the cameras and the placement of the cameras to provide egress coverage, costs and monitoring of the system. Following discussions, the Rescue Chief made a recommendation to stay with Seacoast because they also handle the alarm system. The Board asked the Rescue Chief to go back one last time and get a quote from Seacoast for 5 cameras.

The Rescue Chief asked for the Board's approval to purchase a new laptop. Discussion ensued.

A motion was made by William J. Mageary to allow the Town Administrator and Rescue Chief to come to an agreement on a replacement laptop and purchase; seconded by Scott E. Cudworth. All in favor. So moved.

2. **Fee Schedule for Transfer Station -**

The Board reviewed the Transfer Station's collected and expensed figures as related to the fee schedule as received from the Treasurer. After substantial discussion regarding increasing the Transfer Station fee schedule and the taxes that support the fees, the majority of the Board decided to increase the fees on a few bulky items. It was also recommended to add a line on the Fee Schedule to include a construction material line.

A motion was made by Scott E. Cudworth to increase the Transfer Fees for Shingles from \$26 to \$30, Mattresses from \$5 to \$7 and to break out Demo by adding a construction material line with fees increasing from \$25 to \$27; seconded by William J. Mageary. Vote 2 to 1 (Roux). Motion carried.

The Town Administrator will order new forms reflecting increases.

3. **Personnel Policy**

Chairman Roux open discussions for updating the Personnel policy with a statement that Shapleigh's benefits are the lowest offered in York County and that the Board should closely look at what changes need to be made; currently there is no retirement. Discussion ensued.

The consensus of the Board was that prior to considering changes, more information and input from the staff was needed. The Board asked the Town Administrator to send a survey to staff on the three top benefits they would like to see implemented. Tabled until results are received.

4. **Absentee Ballot Box**

The Town Clerk purchased a secure box for the collection of Absentee Ballots. Currently the box has not been installed yet but it is scheduled with a local contractor; the quote for this work is \$250. The locking box meets all government standards for ballot collections, weighs 50 lbs and a hole will need to be cut into the wall for installation. Only the Town Clerk will have a key and access to this box. The Board approved the installation.

5. **Atlantic Broadband**

A response was received from Atlantic Broadband indicating that the Rochester, NH office will be available to local residents in the future who need to have equipment service and that the Springvale office is closed to COVID-19 until further notice. Selectman Mageary noted it was a step in the right direction but hopes that after Sanford outbreak the Springvale office will be reopened; it is not fair for residents to go to another state to do business.

A motion was made by Scott E. Cudworth to sign the Atlantic Broadband Agreement as presented; seconded by Jennifer J. Roux. Vote 2 to 1 (Mageary). Motion carried.

6. **Digital Mapping**

Training has been offered to staff at no charge. The Town Administrator will decide staff to attend and schedule.

7. **Town Hall Meetings**

The Board of Selectmen made a decision that meetings would return to in house meetings. The Planning Board decided they were not going to follow that. The Board is frustrated that a lot of work goes into making decisions and committees take it upon themselves and do what they want. Discussion ensued.

The Town Administrator recapped the Planning Boards success with Zoom. With COVID it was contemplated whether to resume with Zoom. Communication is key. From the Administrative side, Zoom meetings are a lot of work, however, is this what the residents want? With the Sanford outbreaks, committee members health along with the public, needs to be considered. Tabled to next week to continue discussions.

## **New Business:**

### **A. Certificate of Appointment for Recreation Committee - Brittany Lampe**

Brittany Lampe approached the Board to introduce herself and give the Board a little bit of her background and interest in being on the Recreation Committee. The Board was thankful that Mrs. Lampe was willing to serve.

A motion was made by Scott E. Cudworth to appoint Brittany Lampe to the Recreation Committee effective until April 30, 2023; seconded by William J. Mageary. All in favor. So moved. Welcome and thank you!

### **B. Performance Evaluation - Town Clerk Presenting**

The Board held for Executive Session to discuss.

### **C. Performance Evaluation - Town Librarian**

The Board reviewed the performance evaluation submitted by the Chairman of the Library Trustee Board for the Town Librarian.

A motion was made by William J. Mageary to approve a 3% raise based on a positive evaluation for the Town Librarian; seconded by Scott E. Cudworth. All in favor. So moved.

### **D. Letter of Resignation - Duffy Gold**

The Board received a letter of resignation from Duffy Gold. Selectman Mageary asked the Board to put this item on hold. Selectman Mageary informed the Board that he had called Duffy to discuss the underlying issues which prompted this letter. With her consent, at the conclusion of this discussion, it was stated that she would reconsider her resignation if the Board would meet with her and the Capital Improvement Committee to discuss grievances in a workshop setting.

Selectman Mageary, the Town Administrator, and Chairman Roux individually reached out to Duffy regarding this letters appearance; an informal workshop was requested, however, the Chairman indicated she would meet in a formal setting. Discussion ensued.

A motion was made by William J. Mageary to table the letter of resignation and have the Town Administrator to schedule a meeting for 6 pm next week during the BOS regular meeting to hear the committees' grievances; seconded by Scott E. Cudworth. All in favor. The Town Administrator will confirm the committees attendance.

### **E. Use of Town Hall Bathroom**

The Town Administrator received a concern regarding a public bathroom and the cleaning of such. Maine Municipal legal was contacted for guidance; response that the Town does not have to have a public bathroom even though it is a Municipal building. Staff concerns were discussed. The Board stayed with one bathroom designated for the public and the other for Staff only; signs are visible and disinfectant is available.

**F. Mousam Lake Dam Coalition**

Selectman Mageary informed the Board that he received an information packet which included a proposed budget and next phase of dam work to be done. Selectman Mageary wanted to review the numbers with the Board to see if Shapleigh would be in support or not. The Board, after considerable review of the information Selectman Mageary presented, tabled further discussions until the after the Dam Coalition meeting (tentative date is September 28, 2020 at 2 pm via Zoom). Selectman Mageary closed his summations noting that the Town of Shapleigh will be receiving a credit of \$4,681.18 from the prior Emery Dam project. The Mousam Lake Dam Chairman Roland Legere was in favor of holding the budget vote if possible until members can review with their respective counterparts.

Roland Legere spoke to the Board on how impressed he was of the work done during the Emery Dam project.

Selectman Mageary asked about the process of receiving the credit check and its allocation. Process was reviewed with him.

**G. Beach Cleanup Check Request**

The Town Forestry authorized a payment of \$950 to be granted for Spring and Fall clean up at the Beach. The Board questioned whether the work was done due to COVID-19 and decided to hold off until Chairman Roux could speak to Joe Stanley, Town Forestry Chairman of the Board for clarification.

**H. Draft COVID Policy**

The Town Administrator presented a draft COVID policy for the Board to review and recommended the name be changed to reflect all pandemic/epidemic situations other than just COVID. It was noted that the purpose for this policy was that it can offer guidance on the dos and don'ts during a pandemic or epidemic and reassure the staff that the Board is well aware of these situations. The Board will review and decide if this is something they want to implement.

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

A motion was made by Selectman Jennifer J. Roux at 7:15 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 7:27 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.

A motion was made by Scott E. Cudworth to approve a 3% raise based on a positive evaluation for the Deputy Town Clerk; seconded by William J. Mageary. All in favor. So moved.

**Information:**

- i. Planning Board Letters and Agenda

**Signatures:**

- i. Warrants
- ii. Certificate of Appointment - Brittany Lampe

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

**Adjourn :**

A motion was made by Scott E. Cudworth to adjourn; seconded by William J. Mageary. Motion passed unanimously.

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