

**Shapleigh Board of Selectmen
Minutes of Meeting – Time 6:00 pm
April 20, 2021**

Call to Order

Chairman Scott E. Cudworth called the meeting to order at 6:00 pm William J. Mageary and Michael J. Cote in attendance. Also in attendance was Karla B. Wilcox, Town Administrator. Joanne Holland was absent.

In Attendance:

Fire Chief Steve Guillemette, Roland Legere, Duffy Gold, Tom Blow, Skip Bartosch, Mike Sabine, and Adam Burns.

Pledge of Allegiance was recited.

Approval of minutes from previous meeting:

Minutes from April 6, 2021 will be carried over to the regular BOS Meeting.

Public Comment:

A. Tom Blow - Baiting and Trapping Bear

Tom Blow requested permission to bait and trap bear on Shapleigh town property (Map 12, Lot 8). William J. Mageary asked where the location is, when and how often do you check your traps. Tom Blow responded that it is on the corner of Mann and Gray Road, baiting in August and trapping in September and October. He would be at least 500 yards from any building and ATV trail and would check the traps daily as required by state law. Michael J. Cote asked if the Town of Shapleigh had a policy in place for this and Chairman Cudworth stated no. William J. Mageary made a motion to approve the baiting and trapping of bears and also with a camera on Map 12, Lot 8; seconded by Michael J. Cote. All in favor. Motion carried.

B. Treasure Island

Fire Chief Steve Guillemette brought to the board that he has spoken with the State Forest Service regarding Treasure Island and having 88 homes on the island, the State Forest Service stated that they have a program for any island with less than a hundred homes could possibly get help with chipping the brush. Fire Chief Guillemette has an appointment with the State Forest Service on April 30, 2021 at Treasure Island to do a risk assessment.

C. Mousam Watershed and Steering Committee

Roland Legere's concern is the catch basins on Goose Pond Road and other future basins being installed without regular yearly maintenance. The BOS asked that John Burnell, Road Commissioner North be contacted to schedule the maintenance of the catch basins on Goose Pond Road.

D. 2nd Amendment Sanctuary Community

Skip Bartosch had asked the Board if there was a resolution on the second amendment sanctuary community, Chairman Cudworth stated that the town residents would need to do up a petition and bring it in front of the state representatives.

E. Fire Gear

Mike Sabine came in front of the Board stating that he is receiving letters from the Town's Attorney regarding him returning his fire gear. Mr. Sabine stated that the gear has already been returned and would like for this matter to be resolved. When the Town Administrator asked him to respond to Attorney

Brad Morin directly, his response was "no" due to past conflicts with him. William J. Mageary stated you are saying that you have no Shapleigh Fire Gear at all he responded correct. Chairman Cudworth asked Mr. Sabine to get any much documentation and information and bring it back in front of the Board.

Unfinished Business:

1. MSW & Recycling Bid Review

The MSW & Recycling Bid was presented to the Board with a minimal increase. The Town Administrator had spoken with Adam Burns regarding the issues with a R. W. Herrick employee and possibly putting up a sign stating to contact R.W. Herrick directly with any issues or concerns and to have the employee wear a R. W. Herrick uniform so that the residents of Shapleigh know that this person is not a town employee. Adam Burns stated that they could do that. William J. Mageary stated that we could reduce the cost with less weekend pick-ups and Adam agreed. Michael J. Cote made a motion to approve the three year contract with R. W. Herrick as presented; seconded by William J. Mageary. All in favor. Motion carried.

2. Audit Proposal - Year 2 and 3

The Town Administrator brought before the Board an Audit Proposal for \$9,000.00 for each year two and three which is no price increase from year one. William J. Mageary made a motion to approve year two and three to RHR Smith as presented; seconded by Michael J. Cote. All in favor. Motion carried.

3. Review of Town Policies

The Board of Selectman went over the Town Policy and the recommendations are:

- i) Page 4 - Remove Smart Shopper from Advertisers, and add: to advertise in a local newspaper.
- ii) Page 13 - Add under Building Burns by the Fire Department, for training purposes.
- iii) Page 36 - Add Earned Paid Leave to Vacation and/or personal time for treatment of substance abuse.
- iv) Page 60 - Pandemic section, remove the date and have it say to adhere to state regulations and to remove the travel quarantine as for it is no longer in effect.
- v) Page132 - Update the Transfer Station and Recycling to reflect the correct prices.

Also need to update the B.O.S meeting time from 7pm to 6pm and update the Board of Selectmen names. It was also recommended by Michael J. Cote to cut down on cost of paper and ink to print the policy double sided.

4. Emery Mills Bridge Project

Duffy Gold requested that the Town Administrator to reach out to engineers and request information on pricing, specifics, timeline and road designs. William J. Mageary asked what is the design and how many options are there. Duffy stated that the engineers should give the plans and we are requesting two options. Duffy also stated now that the company has been bought out she fears that we will be left lost because we are a small project and is seeing problems already with the new staff. Fire Chief Guillemette asked how much of the road is going to be done and Duffy stated from the curve to 109. The Fire Chief is concerned with the location of the fire hydrant and how accessible it will be. Duffy stated to stay in the loop and he would be able to place the best possible location for the hydrant.

New Business:

A. Request for Vacation Time off Land Use Secretary

William J. Mageary made a motion to approved the vacation time as presented by the Land Use Secretary; seconded by Michael J. Cote. All in favor. Motion carried.

B. Schedule Scholarship Interviews

There are three applicants for various scholarships, the Board would like to interview the applicants on Tuesday April 27, 2021 starting at 5:15 pm. The Town Administrator will reach out to the applicants and see if they can attend.

Information:

- i. Planning Board Agenda, Minutes and Public Hearing Notice
Will reach out to Roger Allaire to see if he has any suggestions regarding pricing on permits, also will check other towns to see what they are charging.
- ii. A current fill-in employee has stated that he is interested in the full-time position at the Transfer Station. The Town Administrator will reach out to him and have him come in front of the Board on Tuesday April 27, 2021.
- iii. Fire Chief Guillemette brought before the Board information regarding gear that was loaned out for a funeral on June 6, 2020, and was not returned. Fire Chief Guillemette stated he had reached out to the person several times and was told that they would get back to him and never did. Chief Guillemette wanted to know where we go from here and do we pursue further with legal action. Chairman Cudworth asked if we had a sign out form from this person signed and with the serial numbers, response was no. After further discussion it was decided to wait until this person brings to the Board documentation and information before it is decided what shall happen.
- iv. William J. Mageary brought to the Boards attention that Michael J. Cote had got elected for the York County Budget Committee. William J. Mageary requested that the Town Administrator to determine locations of all CMP meters. Town Administrator will follow-up with the information. Mr. Mageary also asked where we stood on the freight line. Pump has a leak and the fire chief will let us know what needs to be done.
- v. Recreation Committee Minutes
- vi. Conservation Commission Minutes
- vii. Certificate for Karla B. Wilcox - Personnel Matters Workshop

Signatures:

- i. Warrants

Any other business that the Chairman may wish to bring before the meeting - None

Adjourn :

A motion was made by William J. Mageary to adjourn at 7:24 pm; seconded by Michael J. Cote. Motion passed unanimously.

These minutes are not verbatim. Joanne Holland, Office Assistant.