

Shapleigh Select Board
Minutes of Meeting – Time 6:00 p.m.
December 14, 2021

Call to Order

Chairman Scott E. Cudworth called the meeting to order at 6:00p.m. with William J. Mageary and Michael J. Cote in attendance. Also in attendance was Matthew R. Williams, Town Administrator.

In Attendance:

Roland Legere, Michael Demers, and Jeff Goodwin.

Pledge of Allegiance was recited.

Approval of Minutes from Previous Meeting:

The Board of Selectmen (the Board) tabled the approval pending transcription of previous meeting minutes.

Public Comment:

The Code Enforcement Officer (CEO) requested approval from the Board to adopt the responsibility of ordering public and private road signs as needed. This task is currently the responsibility of the Town Administrator; however, the CEO also acts as the E911 Addressing Officer and this additional task falls within the purview of both duties. The Board reviewed the current policy regarding the purchasing of road signs. The CEO will submit a formal written request to the Board for approval.

Unfinished Business:

i. Emery Mills Bridge Reconstruction

The Town Administrator advised the Board the town has received one sealed bid thus far for the project. Several contractors had submitted requests for clarification concerning the project, and the Board reviewed these inquiries. The Town Administrator will contact the contractors who had questions and advise them of the clarifications requested.

ii. Family Health Coverage

William J. Mageary made a motion to reconsider the Family Health Coverage plan at 85% contribution for both individual and family plans, seconded by Michael J. Cote. All in favor. Motion carried. The Board discussed the "sliding scale" nature of the plan as it pertains to employees' longevity, which is currently at 80% for employees with over 10 years of employment. The CEO requested to comment on this subject, which Chairman Scott E. Cudworth approved. The CEO suggested making the health benefits package more attractive to new employees. William J. Mageary commented the addition of family members to the new policy contributed to this. William J. Mageary made a motion to make both the individual and family plan reflect the current policy, which would require changing the employer contribution from 80% to 85%. Michael J. Cote seconded the motion. All in favor. Motion carried.

New Business:

i. Rescue Chief and Assistant Rescue Chief Briefing

Rescue Chief and Assistant Rescue Chief presented the Board with results from a meeting with Acton Fire Chief regarding response from Acton Rescue to the town of Shapleigh. Rescue Chief and Assistant Rescue Chief stated the response from Acton Rescue to Shapleigh, other than a mutual aid situation, incurs costs and causes temporary availability loss of rescue personnel to the town of Acton. Rescue

Chief and Assistant Rescue Chief proposed several options to consider which includes a short-term solution of paying the town of Acton for first due in calls to Shapleigh, which is to be paid out from the per diem staffing account. The long-term solution proposed includes increasing coverage by Shapleigh Rescue. Options include allowing 2nd provider coverage within the town of Shapleigh and initiating full-time Rescue positions.

Michael J. Cote requested clarification on costs associated with the option of hiring four full-time positions. Assistant Rescue Chief explained how the coverage would work including full-time employees in collaboration with part-time per diem employees to allow more regular staffing and coverage, and how the proposed costs of hiring full-time employees contributed to that coverage goal.

Chairman Scott E. Cudworth recommended Rescue Chief meet with Treasurer and determine costs associated with hiring full-time rescue personnel. It was agreed that Rescue Chief and Treasurer would meet on December 29, 2021 to discuss this further and return suggestions to the Board as soon as possible.

ii. Referendum Vote for March 11 – Town Clerk Briefing

Town Clerk advised she started the process of implementing a Secret Ballot process for the March referendum vote. Town Clerk advised the process for having a company print the ballots has become more complicated and time may become an issue. Town Clerk presented to the Board an example of a locally-produced ballot which she completed. Town Clerk suggested the election portion of the ballots be counted and tallied by hand on the night of the election, and further articles would be counted by the following Monday, January 13, 2022.

The Board agreed to move ahead with this process for the March referendum vote.

Information:

- i. William J. Mageary commented there had recently been incidents of graffiti being painted on road signs and buildings in the town. William J. Mageary complimented Road Commissioner on prompt and proactive response to these incidents.

Signatures:

i. Warrants

All warrants requiring signatures have been signed.

Any other business that the Chairmen may wish to bring before the meeting:

Adjourn:

A motion was made by William J. Mageary to adjourn at 7:08 p.m.; seconded by Michael J. Cote. Motion passed unanimously.

These minutes are not verbatim. Matthew R. Williams, Town Administrator.