

Shapleigh Board of Selectmen  
Meeting Minutes  
April 11, 2023

**I. Open Meeting:**

Scott E. Cudworth called the meeting to order at 6:00 p.m., Selectmen, Michael J. Cote and Shawn J. Cavanaugh were present. Also present, Town Administrator, Michelle Rumney.

**II. Attendance:**

Rescue Chief, Gene Streck, Assistant Chief, Sharon Jackson, Fire Chief, Steve Guillemette, Rescue Captain, Rob Hughes, William Mageary, Road Commissioner North, Darren Rogers, Road Commissioner South, Jeffrey Goodwin, and Gloria and Wayne Pillsbury.

**III. Pledge of Allegiance** was recited

**IV. Approval of minutes from 4/4**

Michael J Cote made a motion to approve the minutes from April 4, 2023 as presented, seconded by Shawn J Cavanaugh. Motion carried 3/0.

**V. Public Comment-** n/a

**VI. Unfinished Business**

**i. Town Administrator Update**

- The Clerk that will replace Joanne Rankin upon her retirement will begin working with Joanne next week one day a week.
- The job posting has been published for Deputy Clerk position opening up in June.
- The Parks Director is scheduling all the spring “work” at the fields, including the movement of the water line so that the last hoop base can be poured, spring fertilization, and opening of the irrigation system. The field officially opens in May when the Port-a-Potty is delivered. Portable hoops will be put up this week and chained in place until the new hoops can be erected.
- The Town hall will be closed for lunch on Wednesdays only from 12-1230 beginning this week to allow staff to get an uninterrupted break. The Town Clerk felt this was the best day as it is typically quieter and would affect less patrons.
- The Town Administrator has time off scheduled for next week, April 19<sup>th</sup> and 20<sup>th</sup> (Wed & Thur)
- The Rec committee is scheduled to lose some valuable “players” on the Board, we will be looking for others to step up and volunteer.
- Carpet cleaning will be scheduled for the beginning of May, after mud season.
- Scholarship applications due 4/15, the Board will begin looking at the applications at 5pm next week
- The Workers Comp Audit is complete and resulted in a refund in the amount of \$6,448.00
- Reminder of ribbon ceremony at Ted’s tomorrow at 10:15am.

- Town Forest Trustee, application for vacancy- The applicant will be invited to next week's meeting.
  - Ann Harris to fill Roger Allaire's vacancy on the Planning Board, this will leave a vacancy for an alternate. We have one community member that has already expressed interest.
- ii. **Building Committee Application review-** Scott E Cudworth ask the rest of the Board to look through the 7 applications received over the next few days for discussion next week.
  - iii. **CAI Technologies-** Street map development contract- Michael J. Cote made a motion to sign the contract with CAI Technologies for Street Map Development, seconded by Shawn J. Cavanaugh, motion carried 3/0.

## VII. New Business

### i. Department Head Briefings

- **Darren Rogers, Road Commissioner North-** PDQ Door came out to the Public Works Building to look at the doors and provide a service quote, primarily labor fees as we have spare panels at the Williams Property Storage shed. Darren will schedule this when the ground at the Williams Property dries out so that he can get in there and haul the spare panels to the PWB.

Roads North crew has been continuing fixing washouts from December storm, grading roads, and putting up signs.

- **Gene Streck, Rescue Chief-** Chief Streck expressed gratitude and wanted to commend the responders from multiple towns for last weeks response to the multiple car accident at Ross Corner/Newfield. The laryngoscope and IV pump have been ordered and will take approximately 6-8 weeks to deliver. A skills session will be scheduled so that all staff has sufficient training on the new devices.

He stated that he would like to move forward hiring the applicant that he discussed last week. The Town Administrator confirmed a clean background check was completed. Michael J. Cote made a motion to hire Kristen Sobolewski to the Rescue Department, seconded by Shawn J. Cavanaugh, motion carried, 3/0.

- **Steve Guillemette, Fire Chief-**Chief Guillemette notified the Board that he is working on creating a policy regarding response to Electric Vehicles. To put out a fire with an EV, it would take approximately 15,000 gallons of water, this is not feasible even with mutual aid, the protocol will be to remove any persons in the area and contain and let it burn itself out. Two new battery powered Dewalt chainsaws were purchased from a matching forestry grant, updated price on extrication tool with batteries and chargers which is slightly more than the original budget. He expressed that he has money in his equipment fund to cover the overage. The Board felt this should be ordered as soon as possible as the price has risen in just a couple months. Michael J Cote motioned to purchase the extrication tool with batteries and chargers in the amount of \$13,860, seconded by Shawn J Cavanaugh, motion carried 3/0. The Chief worked with the Town Administrator to apply for a grant through Firehouse Subs for 5 sets of Turnout Gear, results will be posted in July. York County has secured metal boxes for all Fire Departments to help with containment of electronic devices with the highly explosive batteries.

- ii. **Paving Bids-** Michael J. Cote made a motion to go out to bid for portions of Back Road, Town Farm Road (overlay only), Owls Nest, and Ross Corner Road, seconded by Shawn J. Cavanaugh, motion carried 3/0. The Town Administrator will publish in the paper, on website and social media and mail to a handful of companies as well; with due date of May 2, 2023.

**VIII. Information**

- i. Planning Board Agenda
- ii. 2<sup>nd</sup> Annual Roadside Clean-up Day April 22<sup>nd</sup>
- iii. Community Day Minutes 2/22/23

**IX. Executive Session-** n/a

**X. Signatures**

- i. Warrants
- ii. CAI Contract- Street Map Development

**XI. Any other business the Board may wish to present-** Shawn J. Cavanaugh followed up on a phone call that the Town Administrator received today and drove down 23<sup>rd</sup> street. Other than a small section where there is still snow melt causing recurring potholes, there were no problems that he could see and for a private “public easement” road that the Town does not have to maintain, he thought the Road Commissioner had done a great job out there.

**XII. Adjourn**

Michael J Cote made a motion to adjourn at 6:33pm, seconded by Shawn J Cavanaugh. Motion carried, 3/0.

These minutes are not verbatim, Michelle Rumney, Town Administrator.