

Shapleigh Board of Selectmen
Meeting Minutes
January 31, 2023

Call to Order:

Chairman, William J. Mageary called the meeting to order at 6:00 pm, Selectman, Scott E. Cudworth was also present, Selectman, Michael J. Cote was absent. Also present, Town Administrator, Michelle Rumney and Office Assistant, Joanne Holland.

In attendance: Shawn Cavanaugh, Darren Rogers, Andrew Auger and Sharon Jackson.

Pledge of Allegiance: was recited

Approval of minutes from previous meeting:

Scott E. Cudworth made a motion to approve the meeting minutes for January 17, 2023 as presented and table January 24, 2023; seconded by William J. Mageary. No further discussion. All in favor. Motion carried 2-0.

Public Comment: None

Unfinished Business:

i. Town Administrator updates

- Municipal HR Workshop was informative, some adjustments to current personnel policy needed in regards to ADA compliance and workplace harassment, will incorporate into new policy for review.
- OSHA 300a summary logs for 2023 to be posted from February 1 - April 30, 2023 in each employment location: Town Hall, Library, Public Safety Building, and Transfer Station as required by DOL.
- Champagne Energy technician was called to the Public Safety Building on 12/29/2022 after hours for an emergency propane leak resulting in 2.75 hours (including travel time) at the rate of \$229/hour (after hour rate) the service technician performed a leak test, overall line inspection and replaced a broken valve. During his inspection of the system, he found additional work that needs to be done, but because of frozen ground that has to wait until spring.
The quote for spring is an estimated cost of parts and labor to replace outdoor piping and underground riser. The actual cost will be billed at a rate of \$149/hour plus parts.
- Possible conflict of interest, CEO overseeing proposed Community Building project. As requested by the Chair, the Town Administrator submitted the question to MMS Legal for opinion on potential conflict and forwarded the Board via email, the response. In discussion the Board stated that the Board would be the one overseeing the project with input from the CEO of guidelines and the builder would be pulling the permits.

- Firefighter Rookie school orientation, February 28th at Shapleigh Fire Station, every Saturday after that. 12 students from a few different communities, 4 from Shapleigh.

ii. New policy draft review

William J. Mageary made a motion to table the new policy draft review until the next meeting; seconded by Scott E. Cudworth. No further discussion. All in favor. Motion carried 2-0.

iii. Winter Road Maintenance Bid

Selectman Cudworth asked if whoever wins the bid for winter road maintenance would be responsible for the upkeep at the sand and salt shed. The Town Administrator stated that the winning bidder will leave the equipment at the location for use and the Road Commissioner will be responsible for the upkeep.

iv. Community Center

The Planning Board wanted to know if there would be adequate parking spaces, William J. Mageary stated that there would be. The Planning Board will be holding a Public Hearing to address on February 14, 2023 at 6:30 p.m.

New Business:

i. Rescue Briefing

The E.M.A. Director addressed the cold temperatures coming in this weekend and to check on neighbors. Warming centers was discussed and the Town Administrator stated that the City of Sanford will be having a warming center at the memorial gym from Friday at noon to Sunday at noon.

ii. Application of employment

William J. Mageary made a motion to table until the next meeting; seconded by Scott E. Cudworth. No further discussion. All in favor. Motion carried 2-0.

iii. Employee evaluation

Scott E. Cudworth made a motion to approve the 5% rate increase with a positive evaluation for the Transfer Station employee; seconded by William J. Mageary. No further discussion. All in favor. Motion carried 2-0.

iv. Vacation request - Land Use Secretary

The Land Use Secretary requested February 7, 2023 off. Scott E. Cudworth made a motion to approve the request; seconded by William J. Mageary. No further discussion. All in favor. Motion carried 2-0.

Information:

- i. Planning Board Agenda
- ii. Report from Contract Deputy
- iii. Copy of Official Ballot

Executive Session – None scheduled

Signatures:

- i. Warrants

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

Revision Energy's last report on the solar array showed a usage of 17,000 kW hours.

Selectman Mageary stated that the Board should reconsider the buyout of the equipment.

Adjournment:

Scott E. Cudworth made a motion to adjourn at 6:24 p.m.; seconded by William J. Mageary.

Motion carried 2/0.

These minutes are not verbatim Office Assistant, Joanne Holland.