

Shapleigh Board of Selectmen
Minutes of Meeting – Time 6:00 pm
October 27, 2020

Call to Order

Chairman Jennifer J. Roux called the meeting to order at 6:00 pm with Scott E. Cudworth and William J. Mageary in attendance. Karla Bergeron, Town Administrator and Cheryl Drisko, Office Assistant was also in attendance.

In Attendance: Lindsey Lacourse, Jeff Leduc, Duane Romano, and Roland Legere.

Pledge of Allegiance was recited.

Approval of minutes from previous meeting:

Minutes for the October 20, 2020 meeting will be tabled. Hearing minutes are in the process of being reviewed by legal counsel, Attorney Brad Morin.

Public Comment:

Rescue Chief/Assistant Chief -

Rescue Chief Lindsey Lacourse and Assistant Chief Jeff Leduc approached the Board to present proposals for purchasing a new Ambulance and Fire Rescue boat. During the presentation, the Board received three possible options and associated costs scenarios for acquiring an ambulance and the specifications and costs for a fire rescue boat the department was interested in purchasing. Discussion ensued regarding predetermination on an ambulance should not have happened. The department just can't choose a committee and decide who is going to get the purchase award, sharing with Acton, specifications and where the funds would come from. It was stressed that only the Board has the authority to choose a company and that according to policy these items would need to go out to sealed bid. The Board outlined the need for a warrant article, other ambulance companies to bid, possibility of just purchasing the 2020 chassie and storing it, the fire rescue boat being downgraded (too much boat for Shapleigh) and a financial review with the Treasurer. That being said, this was a lot for one department to ask for in one year; especially with the other increases already being considered. The Board asked the Town Administrator to invite the Treasurer to attend meeting on November 5, 2020 at 9 am; deadline for warrant is November 6, 2020.

Unfinished Business:

- 1) **Personnel Policy Review** – Selectman Cudworth asked for a statement to be added regarding overtime which was reviewed by the Board and decided it was not necessary to add such statement at this time. Selectman Mageary asked the Board to reconsider following state holidays as approved during last week's meeting. Based on parliamentary procedure, this matter can only be brought back up for discussion by the winning party. Selectman Mageary had voted opposed and needed the other Board members to make a motion to reconsider to open discussion. The Board members declined. The motion stands.

2) **Fire Department Education Check Request** – The Board asked Assistant Chef Jeff Leduc about his employment status and certifications with other Fire Departments and Teaching Academies and whether his request for Fire Investigation Certification costs could be shared by others that would benefit. No other positions would benefit as it is not a part of his responsibilities to them. The board agreed to sign his check request.

3) **Bid openings for Maintenance of the Sports Fields, Commons, Town Hall and Library –**

a) Commons, Town Hall and Library bids were opened.

- i) Lakes Region & Landscaping \$ 4,869
- ii) C&D Landscaping \$10,000*
- iii) Seacoast Property Maintenance \$ 6,300

* The bidder will be asked to redo his presentation but cannot change figures and submit within 48 hours as his bids were combined for both opportunities.

b) Sports and Recreation Fields

- i) Lakes Region & Landscaping \$ 5,223
- ii) C&D Landscaping \$ 5,000*
- iii) Seacoast Property Maintenance \$ 6,600

A comparison table will be provided for the Board to review and then award.

4) **Plow Truck Inspection** – The Board completed Acton Excavation’s inspections. The all wheel drive had no inspection sticker; to be completed. Road Commissioner John Burnell had no equipment concerns. Hunter’s Pottys-R-Us inspection has been scheduled for 10 am on Thursday, 29, 2020. The Town Administrator has all required inspection information as of today; Road Commissioner has been scheduled to attend and will do his best to be there.

5) **Fire Hydrant** – Selectman Cudworth has contacted a diver who is willing to check the hydrant out and repair with the Board’s permission. The Board agreed. Information regarding this diver will be sent to the Town Administrator to share with the Shapleigh Fire Chief.

New Business:

1) **Policy RE: Employee Text Messages – DRAFT** – Due to concerns with detailed text messages, the Town Administrator drafted a policy which was presented to the Board for review. The Board will take under review and address next week.

2) **COA - Joanne Rankin - Election Warden -**

A motion was made by William J. Mageary to appoint Joanne Rankin as Election Warden until November 3, 2020; seconded by Scott E. Cudworth. No discussion. All in favor.

3) COA - Jim Driscoll - Animal Control Officer

A motion was made by William J. Mageary to appoint Jim Driscoll as Animal Control Officer until November 7, 2021; seconded by Scott E. Cudworth. No discussion. All in favor.

4) Recreation Committee Email – The Town Administrator received an email from the Recreation Committee outlining their mission statement and duties for Officers. The Board will review.

5) 4-H Meetings – The 4-H Leader spoke to the Town Administrator in regards to using the Town Hall upstairs meeting room to hold 4-H meetings. Number in attendance would be 20 or less; COVID protocols will be in place and continuation of meetings are subject to change if situation changes. The Board was in agreement.

Information:

- Planning Board Agenda

Signatures:

- Warrants
- Appointments

Any other business to bring before the meeting -

- There will be no Selectmen's meeting on November 3rd due to Elections.
- Judging for the Halloween event is Saturday at 5:30 pm; candy will be passed out.

Adjourn:

A motion was made by William J. Mageary to adjourn at 7:21 pm; seconded by Scott E. Cudworth. Motion passed unanimously.

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