

**Shapleigh Board of Selectmen**  
**Minutes of Meeting – Time 6:00 pm**  
**February 4, 2020**

**Call to Order**

Chairman Michael S. Perro called the meeting to order at 6:00 pm with Jennifer J. Roux and Scott E. Cudworth in attendance. Karla Bergeron, Town Administrator and Cheryl Drisko, Office Assistant were in attendance.

**In Attendance:** Roland Legere, Jeff Goodwin, Skip Bartosch, Lindsey Lacourse, and Aaron Sabine .

**Pledge of Allegiance** was recited.

**Approval of minutes from previous meeting:**

A motion was made by Jennifer J. Roux to approve the minutes of January 28, 2020; seconded by Scott E. Cudworth. No further discussion. Motion carried.

**Public Comment:** None.

**Unfinished Business:**

a. **Winter Plowing Contract Discussion on Amending the Contract**

The Town Administrator presented to the Board information from Maine's Townsmen on suggested contract language and how to make the contract clear and concise with a reminder to have a line in the contract that voids the contract at any time.

Discussion ensued with the Road Commissioner, South regarding changes to the contract and expectations for outlining chain of authority when making decisions from all points of view (Selectmen, Road Commissioners and Agents). Chairman Michael S. Perro will reach out to Road Commissioner, North for his input. The Board of Selectmen will review both presented language and the contract and list what should be incorporated into final contract.

The Board will reconvene and discuss all suggestions and changes next week before going into final form. Goal is to have a revised contract in order and available for bidding by mid-summer at the latest.

b. **Review of Draft 2020 Warrant**

The Town Administrator presented the Treasurer's recommendations on the warrant articles.

The Board reviewed the draft 2020 warrant articles. More follow up is needed. This item will remain under unfinished business.

**New Business:**

a. **Certificate of Appointments: CEO - Mike Demers; Alternate CEO, Norman Hutchins and Public Information Officer, Karla Bergeron**

A motion made by Jennifer J. Roux to approve the certificate of appointments for CEO, Mike Demers; Alternate CEO, Norman Hutchins and Public Information Officer, Karla Bergeron; seconded by Scott E. Cudworth. No further discussion. Motion carried. Appointments signed.

b. **Atlantic Broadband Internet Agreement**

Tabled. Town Administrator will send the Board of Selectmen and legal an electronic version to review. This agreement is for internet services only.

c. **Rescue Squad Policies**

The Rescue Chief presented drafts of updated Rescue department policies to the Board of Selectmen at a scheduled workshop. The Board will review these drafted policies and bring back to the table next week for consideration.

d. **Letter of Resignation from Kathy Fagan**

A motion was made by Jennifer J. Roux to accept the resignation of Kathy Fagan from Community Days and Recreation Committees; seconded by Scott E. Cudworth. No further discussion. Motion carried. Positions will be posted.

**e. Request for Personal Time Off**

A motion was made by Jennifer J. Roux to approve the requested Personal Time Office for the Town Administrator on February 14, 2020; seconded by Scott E. Cudworth. No further discussion. Motion carried.

**f. Animal Control Officer**

The Animal Control Officer presented a letter of resignation. At the Board's request, the Town Administrator will invite the Animal Control Officer to attend next week's meeting to discuss further.

**g. Board of Selectmen's Meeting, March 3, 2020**

Selectman Jennifer J. Roux presented to the Board the possibility on cancelling the Board of Selectmen's meeting on March 3, 2020 due to lack of quorum.

**Information:**

1. Planning Board Minutes from January 14, 2020
2. Shapleigh Budget Committee Draft Minutes for January 28, 2020
3. Letter from the Governor's office indicating the General Assistance program for the Town of Shapleigh was in compliance.

**Signatures:**

1. Warrants
2. Thank you letter to Kathy Fagan

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

**Adjourn**—Motion made by Jennifer J. Roux to adjourn at 7:18 pm; seconded by Scott E. Cudworth. Motion passed unanimously.

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