

**BOARD OF SELECTMEN ORGANIZATIONAL MEETING
TUESDAY, APRIL 19, 2016**

1. **Election of Officers:**
 - a. **Chairman of the Board of Selectmen:** Kurt Youland, unanimous vote
 - b. **Vice-Chairman of the Board of Selectmen:** Angello Terreri, unanimous vote
2. **Adoption of Rules and Procedures:** Robert's Rules of Order, unanimous vote.
3. **Adoption of Municipal Officers Manual:** Unanimous vote
4. **Appointment to AVCOG General Assembly (Town Manager and 1 Selectman),** Kevin Nichols, unanimous vote
5. **Appointment of Liaisons for Boards and Committees:** Voted on separately, but all unanimous votes;

Road Committee: Kurt Youland	Fire Department: Steve Maheu
Planning Board: Kurt Youland	Rescue Department: Angelo Terreri
Solid Waste: Angelo Terreri	Leavitt Institute: Ralph Caldwell
6. **Authority of the Chairman – Setting of the Agenda:** Unanimous vote
7. **Tax Receipting Policy Review:** Unanimous vote as written
8. **Disbursement Review/Weekly Payroll Authorization/State Fee Payment:** Unanimous vote as written
9. **Policy for Contacting Town Attorney:** Unanimous vote as written
10. **Other:**
 - a. Selectmen may obtain a user ID to access Maine Municipal Association internet resources
 - b. ALL elected officials are required to complete, or renew, Right to Know/Freedom of Access training, and provide certification of same to Town Office
 - c. New elected officials who have not completed NIMS training must do so to ensure the town maintains eligibility for FEMA funding.

**Respectfully submitted,
Rebecca M. Allaire, CCM**