

**BOARD OF SELECTMEN ORGANIZTIONAL MEETING RESULTS
TUESDAY, APRIL 18, 2017**

1. **Election of Officers:**
 - a. **Chairman of the Board of Selectmen:** Kurt Youland
 - b. **Vice Chairman of the Board of Selectmen:** Angelo Terreri

2. **Adoption of Rules and Procedures: Robert Rules of Order:** Motion and second to adopt Roberts Rules and Procedures, unanimous vote.
3. **Adoption of the Municipal Officers Manual:** Motion and second to adopt the Municipal Officers Manual, unanimous vote.
4. **Appointments to AVCOG General Assembly:** Kurt Schaub and Warren Hood.
5. **Appointment of Liaisons for Boards and Committees:**
 - a. **Road Committee:** Kurt Youland & Warren Hood
 - b. **Planning Board:** Kurt Youland
 - c. **Solid Waste:** Angelo Terreri
 - d. **Fire Department:** Steve Maheu
 - e. **Rescue Department:** Kevin Nichols
 - f. **Leavitt Institute:** Steve Maheu

6. **Meeting Details:**
 - a. **Setting the Agenda:** Kurt Youland & Kurt Schaub
 - b. **Delivery of meeting packets:** Kurt Schaub will continue to deliver
 - c. **Meeting time:** 6:30pm

7. **Tax Receipting Policy Review:** Motion and second to accept the tax receipting policy review, unanimous vote.
8. **Disbursement Review/Weekly Payroll Authorization/State Fee Payment:** Motion and second to accept policy regarding check disbursement prior to warrant approval, unanimous vote.
9. **Policy for Contacting Town Attorney:** No changes, policy signed.
10. **Other:** Mr. Kurt Schaub will follow up with each individual selectmen to complete necessary trainings.

Respectfully submitted,
Rebecca M. Allaire, CCM