

**BOARD OF SELECTMEN ORGINZATIONAL MEETING
MONDAY, APRIL 18, 2022**

1. **Election of Officers: a: Chairman of the Board of Selectmen:**
Motion and second to appoint Kurt Youland as chairman, unanimous vote.
b: Vice Chairman of the Board of Selectmen:
Motion and second to appoint Angelo Terreri as vice chairman, unanimous vote.
2. **Adoption of Rules and Procedures: Roberts Rules of Order:** Motion and second to adopt Roberts Rules of Order, unanimous vote.
3. **Adoption of the Municipal Officers Manual:** Motion and second to adopt the Municipal Officers Manual, unanimous vote.
4. **Appointment of Liaisons for Boards and Committees:**

Road Committee:	Kurt Youland
Planning Board:	Kurt Youland
Solid Waste:	Kevin Nichols
Fire Department:	Warren Hood
Rescue Department:	Angelo Terreri
Leavitt Institute:	Steve Maheu
5. **Authority of the Chairman – Setting of the Agenda:** Motion and second to authorize the chairman of the board to set the agenda, unanimous vote.
6. **Tax Receipting Policy Review:** Motion and second to accept the Tax Receipting Policy, unanimous vote.
7. **Disbursement Review/Weekly Payroll Authorization/State Fee Payment:** Motion and second to approve the Policy Regarding Check Disbursement Prior to Expenditure Warrant Approval, unanimous vote.
8. **Policy for Contacting Town Attorney:** Motion and second to approve Policy for Contacting Town Attorney, unanimous vote.
9. **Other:**
 - a. **Selectmen may obtain a user ID to access MMA 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