

BOARD OF SELECTMEN ORGANIZATIONAL MEETING MINUTES
MONDAY, APRIL 21, 2025

- 1. Election of Officers: Motion** and second to keep officers the same as last year, unanimous vote.
- 2. Adoption of Rules and Procedures:** Motion and second to adopt Roberts Rules of Order, unanimous vote.
- 3. Adoption of Municipal Officers Manual:** Motion and second to adopt the municipal officer's manual, unanimous vote.
- 4. Appointment of Liaisons for Boards and Committees:** Motion and second to keep the liaisons the same as last year, unanimous vote.
- 5. Authority of Chairman – Setting of the Agenda:** Motion and second to give the chairman authority to set the agenda, unanimous vote.
- 6. Tax Receipting Policy Review:** Motion and second to adopt the tax receipting policy, unanimous vote.
- 7. Disbursement Review/Weekly Payroll Authorization/State Fee Payment:** Motion and second to approve as presented, unanimous vote.
- 8. Policy for Contacting Town Attorney:** Motion and second to approve policy, unanimous vote.

Respectfully submitted,
Rebecca M. Allaire, LCC