

## Selectmen's Agenda – December 12, 2011

**NOTE: \*\*The agenda is subject to change by the Board of Selectmen\*\***

**\*\*The Board will go into non-public session as circumstances may warrant\*\*;**

### **Department Heads:**

- A. Administrative Assistant
  - 1. Selectmen's Minutes of November 28, 2011.
  - 2. Selectmen's Minutes of November 28, 2011 – non-public session.
  - 3. Selectmen's Minutes of November 28, 2011 – non-public session sealed.
  - 4. Discuss Selectmen's Minutes of November 14, 2011 – non-public session currently sealed.
  - 5. PO #45 for the Selectmen's Office to Twin Rivers Office Machines, Inc. for a multifunction copier in the amount of \$880.
  - 6. Appointment sheet for Mary Jane Turcotte as Planning Board Alternate until 2014
- B. Financial Administrator
  - 1. Payable register for single check cut after last meeting.
  - 2. Bank reconciliation for October/November.
  - 3. Leave Slip.
- C. Police Department
  - 1. PO #44 for the Police Department to Surplus Office Equipment for a 4-drawer lateral fire proof file and S/H in the amount of \$1,134.
- D. Fire Department
- E. Highway Department – budget
- F. Any other Department Head(s) in attendance

### **OLD BUSINESS:**

- 1. Review Volunteer Interest Form and Volunteer Policy for Board approval.
- 2. Appoint Committee Members needed for the Haz Mit Plan Update and appoint members. The first meeting is scheduled for January 11, 2012 at 6:00 PM at the Town Hall. Recruitment letters were mailed

### **NEW BUSINESS:**

- 1. Budgets.
- 2. Reminder of Board sponsored Christmas Party for all Town Officials, Board and Committee Members on Friday, December 16<sup>th</sup> beginning at 5:00 PM.
- 3. Need Selectman volunteer to write Selectmen's Report for the Annual Report and Selectman volunteer to write the dedication once determined.