September 18, 2017

Attendance: Diane Vayda, Phil Landine, Deb Provencher

Meeting called to order at 7:05 by Diane Vayda

Phil Landine seconded it.

Items discussed:

- Handbook
- Develop policy on how stipends should be paid. Quarterly? Monthly?
- Mowing of the common - highway dept.?
- Speed limit on Cottage Street and Lake Street-speed bumps?
- Department, staff meetings - bi-monthly or bi-weekly
- Database for all warrants voted on at Town Meetings - to include who sponsored it, what department, what it will be used for and possibly a time limit. ex.) if not used after 2 years, turned back to the town
- Insurance for town employees
- Policy on Town Hall security - Who responsible for locking doors at night, what time, weekends,
- Encumbered monies
- Lock box in Reading?

Phil Landine made a motion to adjourn the meeting at 8:50
Deb Provencher seconded it

[Signatures]