

Board of Selectmen's Agenda
February 14, 2013 5:30 PM

5:30 PM

- A. Call to Order:**
- B. Roll Call:**
- C. Pledge of Allegiance**
- D. Moment of Silence**
- E. Approval of Minutes of Previous Meeting(s)**
- F. Public Comment**
- G. Department Head/Committees Reports:**
- H. New Business: See Correspondence List**
 - 1) Memo from CEO James Marchese on Great Hill Gravel Pit**
 - 2) Memo from CEO on Barrier Free Permit to move CSD to school**
 - 3) Memo from Public Works Director, Joel Moulton, on utility billing**
 - 4) Letter from AMR**
 - 5) First Reading of Electronic/Communication Policy**
 - 6) First Reading of Debit Card Policy**
 - 7) Proposed wording for endorsement by Board of Selectmen**
Discussion of using existing funds and borrowing less than 6.5 million
 - 8) Report on Video Streaming**
 - 9) Establish subcommittee to review applications for Town Manager – NO**
CORRESPONDENCE
 - 10)Comprehensive Plan – Page 199**
 - 11)Invitation from Conservation Commission to a meeting on March 5th at 7:00 PM**
 - 12)Note from Sanborn Dev. On Lot Size**
 - 13)Note from Elinor Amee on wetlands setbacks**
 - 14)Paperwork from Fire Chief on Fire Department Election**
 - 15)Note from Grant Hirst – CFO position**
 - 16)Note from Glen Brand on Article for Town Meeting on “Good Neighbor Petition”**
 - 17)Eastern Trail Management District**
 - 18)XFinity – Informational**
 - 19)Executive Session as allowed by 1MRSA Section 405.6.A “Discussion or consideration of the employment appointment, assignment, duties...” personnel issue**
- I. Old Business: See Action List**
- J. Selectmen's Report**
- K. Executive Session**
- L. Other Business as Needed**
- M. Adjourn**

NOTE: All times are approximate

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ACTION LIST

Carried over from: January 24, 2013

1. **Route 236 Sewer Expansion Project**
Reports, Updates and Schedules – Questions from Route 236 Ad Hoc Committee
Assigned: Dan
2. **Sewer Contract/IMA: Schedule IMA/Kittery Meeting for presentation**
Assigned: CEO, Jack, Mike, Dan, Joel
3. **Police Union Contract:**
Assigned: Mike, Dutch, Dan, Ted
4. **Community Service Space: Relocation to Elementary School**
Fit-up costs, Service impacts, Insurance, SAD 35 Contract,

Assigned: Dutch, Grant, Dan & C.S.D. Director
5. **Town Manager**
Schedule Workshop – Include Comp Plan implementation Committee
Job Description – Sample contracts
Assigned:
6. **Dispatch Service/Ambulance Contract**
Contract with Kittery, request from same, costs
Assigned: BOS, Jay, Ted
7. **Policy creation/review**
Assigned:
 - a) Debit Card
 - b) Video Streaming
 - c) Website Management
8. **Employees**
Cross training Charting earned times, job descriptions
Assigned: BOS
9. **Liaisons to Boards, Committees and Commissions**
Review existing members, try to fill open spots
Committee/Board – Mission Statement Review
Assigned: BOS
10. **Budget Preparation**
Assigned: BOS
11. **Auditor/Financial Consultant:**
Financial Statement, Management Letter, December 20th Report to Selectmen
Assigned: BOS

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12. Regionalization

Explore areas of potential collaboration, cost reductions and enhancements to services

Assigned: Mike, Grant

13. Legal Issues:

Eliot Shores, PSNH/Sierra Club, Mr. Bogannam

Assigned: BOS

14. Sewer:

User rates, reserved allotments, odor, maintenance

Assigned: Sewer Committee, Underwood Eng., Joel

15. Department Heads:

Monthly Reports, Employee Reviews, Financial Oversight, Policy Reviews, and Dept. Reviews

Assigned: BOS

16. Research Grant opportunities

Assigned:

1) AED's for town buildings

17. Comp Plan Follow-Up

18. Pending New Unions

19. Special Town Meeting: February – I.M.A., T.I.F. Funds (ERS #7)

20. York County Transitional Budget – Funding Source

21. June Town Meeting preparation Municipal Fee Schedule

Notes:

For Administrative Assistant and Chairman use: Follow-up required

Agenda/Correspondence Items

Next Meeting Date – Items discussed for that agenda

Additional Board Directives/Decisions

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