

**Special Board of Selectmen's Agenda  
5:30 PM Thursday March 21, 2013**

**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) Budget Completion – **No Correspondence**
  - 2) Proposed Warrant Articles – **No Correspondence**
  - 3) Great Hill Gravel Pit, Correspondence #3
  - 4) Town Report Books, Correspondence #4
  - 5) Business Development Committee, Correspondence #5
  - 6) Letter from Attorney on Solar Agreement, Correspondence #6
  - 7) Letter from attar Engineering – TIFD, Correspondence #7
  - 8) Informational Fact Sheet – Sewer, Correspondence #8
  - 9) Letter from Robert Pomerleau, Correspondence #9
  - 10) Worker's Comp. Audit, Correspondence #10
  - 11) General Assistance Program, Correspondence #11
  - 12) Reports from Senior Transportation, Correspondence #12
  - 13) Annual Shellfish Management Review, Correspondence #13
  - 14) Letter from David Leavitt, Wetland Setbacks, Correspondence #14
  - 15) Video Stream Report, Correspondence #15
  - 16) CSD Package, Correspondence #16
- I. Old Business: See Action List
- J. Selectmen's Report
- K. Executive Session as allowed by 1MRSA Section 405.6.C "Discussion or consideration of the condition, acquisition or the use of real or personal property..." tax acquired property
- L. Other Business as Needed
- M. Adjourn

**NOTE: All times are approximate**

**Special Board of Selectmen's Agenda  
5:30 PM Thursday March 21, 2013**

**ACTION LIST**

**Carried over from: February 28, 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**

**Special Board of Selectmen's Agenda  
5:30 PM Thursday March 21, 2013**

- |     |  |   |
|-----|--|---|
| 11. | Financial Statement, Management Letter, December 20 <sup>th</sup> Report to Selectmen<br>Assigned:     | Auditor/Financial Consultant:<br>BOS            |
| 12. | Explore areas of potential collaboration, cost reductions and enhancements to services<br>Assigned:    | Regionalization<br>Mike, Grant                  |
| 13. | Eliot Shores, PSNH/Sierra Club, Mr. Bogannam<br>Assigned:  | Legal Issues:<br>BOS                            |
| 14. | User rates, reserved allotments, odor, maintenance<br>Assigned:  | Sewer:<br>Sewer Committee, Underwood Eng., Joel |
| 15. | Monthly Reports, Employee Reviews, Financial Oversight, Policy Reviews, and Dept. Reviews<br>Assigned: | Department Heads:<br>BOS                        |
| 16. | Assigned:<br>1) AED's for town buildings   | Research Grant opportunities                    |
| 17. |  | Comp Plan Follow-Up                             |
| 18. |  | Pending New Unions                              |
| 19. | T.I.F. Funds (ERS #7)  | Special Town Meeting: February – I.M.A.,        |
| 20. | Source   | York County Transitional Budget – Funding       |
| 21. | Schedule   | June Town Meeting preparation Municipal Fee     |

**Notes:**

**For Administrative Assistant and Chairman use: Follow-up required**

**Agenda/Correspondence Items**

**Next Meeting Date – Items discussed for that agenda**

**Special Board of Selectmen's Agenda  
5:30 PM Thursday March 21, 2013**

**Additional Board Directives/Decisions**