

**Board of Selectmen's Agenda  
6:00 PM Wednesday April 17, 2013**

**6:00 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) Kimberly Richards – Good Neighbor Petition**
  - 2) Public Service of New Hampshire**
  - 3) Robert Pomerleau – Electronic Participation**
  - 4) Jean Hardy – **NO CORRESPONDENCE****
  - 5) Letter from Attorney – TIF Revenues**
  - 6) Police Chief – Cost Sharing between Eliot and Kittery**
  - 7) Selectmen’s Article for Town Report Book – **NO CORRESPONDENCE****
  - 8) Fact Sheet on Route 236 Sewer Expansion – Next Steps**
  - 9) Hours for Town Meeting? Thoughts, concerns – 4:00 PM Start Time – **NO CORRESPONDENCE****
  - 10)MMA Inspection and MDOL Inspection – **NO CORRESPONDENCE****
  - 11)Underwood Engineers – **NO CORREPENDENCE****
  - 12)Warrant Review/Finalize and Sign (Time change potentially Start)**
- 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 March 21, 2013

1. **Route 236 Sewer Expansion Project  
Reports, Updates and Schedules – Questions from Route 236 Ad Hoc Committee**  
Assigned: Dan
  
2. **Meeting for presentation**  
Assigned: Sewer Contract/IMA: Schedule IMA/Kitterry  
CEO, Jack, Mike, Dan, Joel
  
3. **Assigned: Police Union Contract:**  
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 Kitterry, 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

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| 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<br>Assigned:   | Department Heads:<br>Oversight, Policy Reviews, and Dept. Reviews<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**

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**Additional Board Directives/Decisions**