

**Board of Selectmen's Agenda  
6:30 PM May 9, 2013**

**6:30 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) Business Development – Guidelines/objectives, attracting businesses – NO CORRESPONDENCE**
  - 2) Audit Report – Bring your report – NO CORRESPONDENCE**
  - 3) Route 236 Sewer Expansion Group, next steps – NO CORRESPONDENCE**
  - 4) Department Heads Monthly Reports, Safety Work Inspection – NO CORRESPONDENCE**
  - 5) Parking Ordinance – Correspondence #5**
  - 6) Letter from Attorney on USE of TIF Funds – Correspondence #6**
  - 7) Classification from ISO – Correspondence #7**
  - 8) Insurance on accident on River Road Cemetery – Correspondence #8**
  - 9) Comast, Informational – Correspondence #9**
  - 10) Mailer for Business Development – Correspondence #10**
  - 11) Consent Agreement, Eliot Shores need to formally confirm, Correspondence #11**
  - 12) erics@shareinmyday, Summary Report – Correspondence #12**
  - 13) Memo from Keith Pratt, Underwood Engineers – Correspondence #13**
- I. Old Business: See Action List**
- J. Selectmen's Report**
- K. Executive Session as allowed by 1MRSA 405.6.C “Discussion or consideration of the condition, acquisition or the use of real or personal property... or disposition of publicly held property...” Disposition of tax-acquired property.**
- L. Other Business as Needed**
- M. Adjourn**

**NOTE: All times are approximate**

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**ACTION LIST**

**Carried over from April 11, 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**  
**a. Debit Card**  
**b. Video Streaming**  
**c. Website Management**  
**d. Park Ban Ordinance**  
**Assigned**
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**

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10. **Goals, Formats etc.** **Budget Preparation – Fiscal year 2015 –**  
**Assigned:** **BOS**
11. **Assigned:** **Auditor/RHR Smith**  
**BOS**
12. **Informational Sessions** **Pay Per Bag Recycling – 6 month trial, Public**  
**Assigned:**
13. **Explore areas of potential collaboration, cost reductions and enhancements to services** **Regionalization**  
**Assigned:** **Mike, Grant**
14. **Eliot Shores** **Legal Issues:**  
**Assigned:** **BOS**
15. **User rates, reserved allotments, odor, maintenance** **Sewer:**  
**Assigned:** **Sewer Committee, Underwood Eng., Joel**
16. **Monthly Reports, Employee Reviews, Financial Oversight, Policy Reviews, and Dept. Reviews** **Department Heads:**  
**Assigned:** **BOS**
17. **a.** **Research Grant Opportunities**  
**Assigned:** **AED's for Town Buildings**
18. **Comp Plan Follow Up**
19. **Pending – New Unions**

**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**