

**Board of Selectmen's Agenda
5:30 PM May 23, 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:
 - A. Department of Public Works
 - 1) MMA Visit Update, Correspondence #A-1)
 - 2) Immunizations for employees, Correspondence #A-2)
 - B. Fire Department
 - 1) MMA Visit Update –Correspondence #B-1)
 - C. Ambulance Service Negotiation Group – Request to move forward, Correspondence #C-1)
- H. New Business: See Correspondence List
 - 1. Joe Cuctar, Bond Specialist with Moors & Cabot – **No Correspondence**
 - 2. Bernstein Shur – Public Finance Information – Correspondence #2
 - 3. Department of Economic and Community Development response, Correspondence #3

7:00 PM

- 4. Public Hearing Application for Special Amusement Permit by Shipyard Brewpub I, LLC – Correspondence #4
- 5. Request from Clerks office to close the office on July 5 – Correspondence #5
- 6. Letter from Kim Trott regarding Main Street Property – Correspondence #6
- 7. Article #45 – Fringe Benefits year-to-date discussion – Correspondence #7
- 8. Reimbursement for Ryan Sanford \$24,000 – **No Correspondence**
- 9. Memo from Grant Hirst on Sanborn's Auto – Correspondence #9
- 10. Central Maine Power Utility Location Permit – Correspondence #10
- 11. Reports from CEO: - Correspondence #11
 - A) Draft – Follow up with Sweet Peas LLC
 - B) Great Hill Gravel
 - C) Charles Knowles
 - D) Report of activities
 - E) Kittery Point Yacht Yard
 - F) Department of Health & Human Services Seminar/Certification
- 12. Letter from Donna Murphy regarding mailings
- I. Old Business: See Action List
- J. Selectmen's Report
- K. Executive Session as allowed by 1 MRSA 405.6.A – Personnel and MRSA 1 405.6.C discussion or consideration of the condition, acquisition or the use of real or personal property...
- L. Other Business as Needed
- M. Adjourn

NOTE: All times are approximate

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ACTION LIST

Carried over from May 9, 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
10. **Budget Preparation – Fiscal year 2015 –**
Goals, Formats etc.
Assigned: BOS

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11. **Auditor/RHR Smith**
Assigned: BOS
12. **Pay Per Bag Recycling – 6 month trial, Public**
Informational Sessions
Assigned:
13. **Regionalization**
Explore areas of potential collaboration, cost reductions and enhancements to services
Assigned: Mike, Grant
14. **Legal Issues:**
Eliot Shores
Assigned: BOS
15. **Sewer:**
User rates, reserved allotments, odor, maintenance
Assigned: Sewer Committee, Underwood Eng., Joel
16. **Department Heads:**
Monthly Reports, Employee Reviews, Financial Oversight, Policy Reviews, and Department
Reviews
Assigned: BOS
17. **Research Grant Opportunities**
a. AED's for Town Buildings
Assigned:
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

Additional Board Directives/Decisions

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