

**Board of Selectmen's Agenda**  
**5:30 PM July 11, 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**
  - 1. Community Service – Civil consultants Invoice, Computer/Server purchase, Expense Summary Corrections**
  - 2. Police Department – Executive Sessions – Personnel, MRSA 405.A. Discussion or consideration of the employment...**
  - 3. Business Development – Welcome to Eliot – rollover funds, Committee Membership**
  - 4. Administration – Maine Municipal Employees Health Trust – 90 day waiting – Employers need to know**
  - 5. Public Works**
  - 6. Fire Department**
- H. New Business: See Correspondence List**
  - 1. Letters of Interest for Planning Board and Business Development**
  - 2. Underwood Engineering – Rate Study (NO CORRESPONDENCE)**
  - 3. Ken Wood, Attar Engineering – Elderly Housing Development**
  - 4. Town Manager – Job Description proposed**
  - 5. Town Manager – Transition**
  - 6. Town Manager – Create Hiring Committee (NO CORRESPONDENCE)**

**7:00 PM**

- 7. Public Hearing – General Assistance Ordinance, Appendices A, B, C, D, and E**
- 8. RHR Smith – Audit Proposal**
- 9. RHR Smith – Management Letter**
- 10. Attorney Joan Fortin – Tax Increment Financing**
- 11. MSAD 35 – Budget Information**
- 12. Dept. of Environmental Protection – Approval Letter - ECOMOVEMENT**
- 13. Dept. of Environmental Protection – Municipal MS4 Stormwater Program Audit**
- 14. Robin Walker – Officers Simeoni and Grogan**
- 15. Central Maine Power – Town Pole Permit**
- 16. Central Maine Power – Location Permit Application**
- 17. Grant Hirst – Harold Place, Harbormaster Concerns – Boat Basin Floats, Handicap Access**
- 18. Holly Roberts – Brewery looking for Site Location**
- I. Old Business: See Action List**
- J. Selectmen's Report**
- K. Executive Session as allowed by 1MRSA Section 405.6.C-D “Discussion...disposition of publicly held property...tax acquired property**
- L. Other Business as Needed**
- M. Adjourn**
  
- N. NOTE: All times are approximate**

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**ACTION LIST**

**Carried over from June 27, 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. **Assigned:** Auditor/RHR Smith  
BOS
12. **Assigned:** Pay Per Bag Recycling – 6 month trial, Public  
Informational Sessions
13. **Assigned:** Regionalization  
Explore areas of potential collaboration, cost reductions and enhancements to services  
Mike, Grant
14. **Assigned:** Legal Issues:  
Eliot Shores  
BOS
15. **Assigned:** Sewer:  
User rates, reserved allotments, odor, maintenance  
Sewer Committee, Underwood Eng., Joel
16. **Assigned:** Department Heads:  
Monthly Reports, Employee Reviews, Financial Oversight, Policy Reviews, and Department  
Reviews  
BOS
17. **Assigned:** Research Grant Opportunities  
a. AED's for Town Buildings
18. **Assigned:** Comp Plan Follow Up
19. **Assigned:** 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**