

**Special Board of Selectmen's Agenda
August 2, 5:30 PM**

5:30 PM

- A. Call to Order:**
- B. Roll Call:**
- C. Pledge of Allegiance**
- D. Moment of Silence**
- E. New Business: See Correspondence List**
 - 1) Auditor – Correspondence #1**
 - 2) Budget Preparation – Time Line, No Correspondence**
 - 3) TIFF – Move forward – when, etc., No Correspondence**
 - 4) IMA, No Correspondence**
- F. Other Business as Needed**
- G. Old Business: See Action List**
- H. Adjourn**

NOTE: All times are approximate

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Action List carried over from July 26, 2012

- 1. Sewer Contract/IMA:
Assigned: CEO, Jack, Mike, Dan, Joel**
- 2. Department Heads:
Monthly Reports, Employee Reviews, Financial Oversight, Policy Reviews, and Dept. Reviews
Assigned: BOS**
- 3. Sewer:
User rates, reserved allotments, odor, maintenance
Assigned: Sewer Committee, Underwood Engineers, Joel**
- 4. Police Union Contract:
Assigned: Mike, Dutch, Dan, Ted**
- 5. Community Service Space:
Explore school space – Fit-up costs, Service impacts, Insurance, and CSD Director Input.
Assigned: Dutch, Grant, Dan**
- 6. Auditor:
Financial Statement, Management Letter, Finance Director, Personal Property Tax
Assigned: BOS**
- 7. Budget Preparation
Financial Directive/Goals, Schedule/Time Line, Benefit Software, Meet with Budget Committee, Consistent Budget Formats, Time Cards, Health Insurance Costs.
Assigned: BOS**
- 8. Regionalization
Explore areas of potential collaboration, cost reductions and enhancements to services
Assigned: Mike, Grant**
- 9. Legal Issues:
Eliot Shores, Vicki Mills written response from attorney
Assigned: BOS**
- 10. Information/Technology
Taping of meetings, how to set-up and operate the equipment, Taping, What Boards, who/how to store.
Assigned: BOS, IT Committee**
- 11. Amend Ordinance
Ordinance Governing Boards and Commissions, Time lines for Posting Agendas and Minutes, Review and Rewrite
Assigned: BOS**

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12. Liaisons to Committees

Review existing members, try to fill open spots

Assigned: BOS

13. Employees

Cross training Charting earned times, job descriptions

Assigned: BOS

14. Dispatch Service

Contract with Kittery, request from same, costs

Assigned: BOS, Jay, Ted

15. TIFD

Reports & Updates

Assigned: Dan

16. Monthly Special Meetings for Action List

Assigned: BOS

17. School Board and Superintendent

Assigned: Dan

Notes:

For Administrative Assistant and Chairman use: Follow-up required

Agenda/Correspondence Items

Action Items

Next Meeting Date – Items discussed for that agenda

Additional Board Directives/Decisions