

**Board of Selectmen's Agenda
February 27, 2014 5:30 PM**

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**

G1. Administrative Department:

Town Manager Report:

- Draft Organizational Chart**
- Appointments:**
 - Dana Lee, Treasurer**
 - Rebecca Bergeron, Finance Director**
 - Town Clerk, Department Head**
- CSD Action Plan**
- Administrative Budget – Overage/Options**
 - Replace Obsolete Computer Systems / Wi-Fi**
- Draft Budget / Town Meeting Schedule**
- Personal Property Taxes (Abatement/Settlement)**
- FOAA/NIMS Training – Selectmen**
- Meet and Greet, Library March 6, 2014 @ 4:00 PM**

G2. Public Works:

- Pay per Bag – Legal Opinion/Report**
- Sewer Rate Increase**
- Sewer I/I Recommendations**
- Patco: Approve Sewer Allocation – 2,880 gals.**

G3. Public Safety:

- Ambulance Service Agreement Amendment**

H. New Business: See Correspondence List

H1.

- Draft – Revised Personnel Policies**

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 February 19, 2014

1. **Tax Increment Finance Program:**
Potential Project,
Assigned: **Ideas to Town Manager by 3/27**

2. **Good Neighbor Petition**
Assigned:

3. **Police Union Contract: - In Mediation**
Mike, Dutch, Dana, Ted
Assigned:
Public Works Union Negotiations – In Mediation
Town Hall/Community Service Dept. Union Negotiations – In Mediation
Assigned:

4. **Community Service Space: Relocation**
to Elementary School
Fit-up costs, Service impacts, Insurance, SAD 35 Contract,
Assigned: **Town Manager / Action Plan**

5. **Policy creation/review**
Selectmen's Policies – Modify to allow all
 - a. **people to speak**
 - b. **Consent Agreements – Guidelines to Policy**
 - c. **Poverty Abatements**
 - d. **Personnel Policies Revisions** **Town**
Manager / Drafted

6. **Employees**
Cross training, charting earned times, job descriptions
Assigned: **Town Manager / Town Clerk**

7. **Liaisons to Boards, Committees and**
Commissions
Review existing members, try to fill open spots
Committee/Board – Mission Statement Review
Assigned: **BOS / Charter Comm. / Town Manager**

8. **Budget Preparation – Fiscal year 2015 –**
Ongoing
Assigned: **BOS / Fin. Director / TM / BC**

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9. **Pay Per Bag Recycling – 6 month trial,
Starting September 3, 2013 – Extended to April 30, 2014**
Assigned: **Town Manager / Legal**
- OVER**
10. **Regionalization**
Explore areas of potential collaboration, cost reductions and enhancements to services
Assigned: **Dutch / Grant / Town Manager**
11. **Legal Issues:**
(Unfair Labor Practice Complaints) – Legal Costs to date \$16,527.45
Assigned: **Town Manager / Fin. Dir.**
12. **Sewer:**
User rates, reserved allotments, odor, maintenance. Investigate forming a District
Assigned: **Sewer Committee / PWD / Town Manager**
13. **Department Heads:**
Monthly Reports, Employee Reviews, Financial Oversight, Policy Reviews, and Department
Reviews
Assigned: **Town Manager**
14. **Research Grant Opportunities:**
a. **AED's for Town Buildings**
Assigned: **Fire Chief**
15. **Comp Plan Follow Up:**
16. **Public Hearings Scheduled –**
a.
17. **FEMA – Updated Preliminary Flood Insurance – Review Findings**
– Notify affected residents
18. **Staff Vacancies: Code Office, Tax Collector, P.T. Transfer Station**
Assigned: **Town Manager**
19. **Planning Board – Review 1,000' language in Ordinance – Review
reducing 250' IWWF Setbacks per DEP**

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Assigned:

PB / Kate

Notes: