

**Board of Selectmen's Agenda
November 29, 2012**

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:**
- H. New Business: See Correspondence List**
 - 1. Meet with Attorney McGill**
 - a) Merit pay vs. step increase**
 - b) Town Manager – Correspondence #1 from Attorney Crawford**
 - 2. Meet with Department Head – Fire Chief Jay Muzeroll, No Correspondence**
 - 3. Joel Moulton, Correspondence #2**
 - 4. State Pole Permit from CMP, Correspondence #4, informational**
 - 5. Boards/ Committees**
 - a) Mission Statements, Correspondence #5**
 - b) Liaison**
 - 6. Employees – No Correspondence**
 - a) Charting earned time**
 - b) Job descriptions**
 - c) Pay review**
 - 7. Note from Attorney Crawford on “Good Neighbor Petition, Correspondence #7**
 - 8. Staff Concerns – Mr. Hirst, Correspondence #8**
 - 9. Special Town Meeting – Mr. Hirst, Correspondence #9**
 - 10. Memo from Heather Muzeroll-Roy, CSD, Copies of receipts in Treasurer’s office, Correspondence #10.**
 - 11. Safety Works, Correspondence #11, Informational**
 - 12. Comprehensive Plan Review Committee – Town Government, Correspondence #12**
 - 13. Letter from Board of Appeals Chairman, Ed Cielezsko re: November 15, 2012 Board of Appeals Meeting.**
 - 14. Letter from Route 236 Sewer Expansion Committee re: Question #1 – Existing Sewer in South Eliot.**
 - 15. Memo from Grant Hirst re: AED’s.**
- I. Old Business: See Action List**
- J. Selectmen's Report**
- K. Executive Session as allowed by 1MRSA Section 405.6.C “Discussion or consideration of the condition, acquisition or the use of real or personal property...” such as tax acquired property as allowed by 1 MRSA Section 405.6.A “Discussion or consideration of the employment, ... personnel issue”.**
- L. Other Business as Needed**
- M. Adjourn**

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NOTE: All times are approximate

ACTION LIST

Carried over from: November 8, 2012

- 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
Explore school space – Fit-up costs, Service impacts, Insurance, SAD 35 Contract, and CSD
Director
Input.
Assigned: Dutch, Grant, Dan**
- 5. Town Manager
Schedule Workshop – Include Comp Plan implementation Committee
Assigned:**
- 6. Dispatch Service/Ambulance Contract
Contract with Kittery, request from same, costs
Assigned: BOS, Jay, Ted**
- 7. Policy creation/review
Assigned:
 - a) Debit Card
 - b) Video Streaming
 - c) Website Management**
- 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
Assigned: BOS**
- 11. Auditor:
Financial Statement, Management Letter, Finance Director, Personal Property Tax, Fixed Asset
Management
Assigned: BOS**

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12. Regionalization

Explore areas of potential collaboration, cost reductions and enhancements to services

Assigned: Mike, Grant

13. Legal Issues:

Eliot Shores, PSNH/Sierra Club, Mr. Bogannam

Assigned: BOS

14. Sewer:

User rates, reserved allotments, odor, maintenance

Assigned: Sewer Committee, Underwood Eng., Joel

15. Department Heads:

Monthly Reports, Employee Reviews, Financial Oversight, Policy Reviews, and Dept. Reviews

Assigned: BOS

16. Research Grant opportunities

Assigned:

1) AED's for town buildings

17. Comp Plan Follow-UP

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