

**Board of Selectmen's Agenda
December 20, 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) Boy Scouts Troop 340 – No Correspondence**
 - 2) Clean Air Petition, next step – No Correspondence**
 - 3) Financial Consultant, Richard Donhauser – Correspondence #3**
 - 4) Route 236 Sewer Extension Committee – No Correspondence**
 - 5) Planning Board Memo, Video Streaming – Correspondence #5**
 - 6) Eaton Peabody – Correspondence #6**
 - 7) Policies: Debit Card, Electronic Recording and Communication – Correspondence #7**
 - 8) Underwood Engineers, Contract – Correspondence #8**
 - 9) Memo, Annual Shellfish Management Committee – Correspondence #9**
 - 10) Budget Review – No Correspondence**
 - 11) Executive Session as allowed by 1MRSA Section 405.6.F “Discussions of Information in records...when access by the general public to those records is prohibited by statute;” reference 36MRSA Section 841.2.E Poverty Abatement**
 - 12) Executive Session as allowed by 1MRSA Section 405.6.A “Discussion or consideration of the employment”...” Personnel issue**
- 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: December 13, 2012

1. 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

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| 11. | Financial Statement, Management Letter, Finance Director, Personal Property Tax, Fixed Asset Management
Assigned: | Auditor:
BOS |
| 12. | Explore areas of potential collaboration, cost reductions and enhancements to services
Assigned: | Regionalization
Mike, Grant |
| 13. | Eliot Shores, PSNH/Sierra Club, Mr. Bogannam
Assigned: | Legal Issues:
BOS |
| 14. | User rates, reserved allotments, odor, maintenance
Assigned: | Sewer:
Sewer Committee, Underwood Eng., Joel |
| 15. | Monthly Reports, Employee Reviews, Financial Oversight, Policy Reviews, and Dept. Reviews
Assigned: | Department Heads:
BOS |
| 16. | Assigned:
1) AED's for town buildings | Research Grant opportunities |
| 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