

**Board of Selectmen's Agenda
August 9, 2012 6:30 PM**

6:30 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. York County Manager – Fiscal Year change – Informational**
 - 2. Monies to hold over**
 - 3. Tax Anticipation**
 - 4. Note from Elizabeth Manero**
 - 5. Ernest Bruneau – requesting to be moved from Alternate to Regular member of the Conservation Commission, term to expire in 2015**
 - 6. Memo from Grant on Business Development Committee**
 - Define directives/strategy:**
 - Comp Plan**
 - Business Development**
 - 7. Review of Administrative Policies and Ordinance Governing Boards, etc.**
 - 8. Proposal from Mr. Donhauser**
(Possible Executive Session as allowed by 1 MRSA Section 405.6.A)
 - 9. Note from Chief Short on letter from Kittery**
 - 10. Chief Short – Meeting with Dept. Head – No Correspondence**
(Possible Executive Session as allowed by 1 MRSA Section 405.6.A “Discussion or consideration of the employment...”)
- Old Business: See Action List**
- I. Selectmen's Report**
- J. Executive Session**
- K. Other Business as Needed**
- L. Adjourn**

NOTE: All times are approximate

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Action Item List - Carried over from August 2, 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
Assigned: BOS
12. **Liaisons to Committees**
Review existing members, try to fill open spots
Assigned: BOS

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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. Review Sewer Rates

Assigned: Sewer Committee

17. Monthly Special Meetings for Action List

Assigned: BOS

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