

**Board of Selectmen's Agenda
August 23, 2012**

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. Request for Telephone #'s and e-mail addresses of Selectmen for Web Page**
 - 2. Request of Joel Moulton**
 - 3. List of questions/concerns – Budget Committee – Sewer Expansion**
 - 4. Note from Rebecca Davis, Budget Committee Chair**
 - 5. Memo from Dave Emery – Ceiling Fan**
 - 6. Letter from Lee Downer re: ARC – Jim Marchese has this**
 - 7. Letter from Jim Marchese – use of Work Program individual**
 - 8. Letter from Jim Marchese re: training in financial statements. Recommend hold until Mr. Donhauser is ready to make recommendations**
 - 9. CMP – Permit Application to DOT – information only**
 - 10. 10 CMP – Permit Application – Action needed – Joel Moulton has a copy**
 - 11. Xfinity – Informational (Two letters)**
 - 12. Note from Rebecca Davis on feasibility study**
 - 13. FEMA – York County Hazard Mitigation Plan.**
 - 14. York County Community Action – Request to meet with Board**
 - 15. York County Budget Caucuses – September 5 at 6:30. This conflicts with meeting with Sewer Committee & Budget Committee. Change meeting night?**
 - 16. Memo from Mr. Pomerleau**
 - 17. Ordinance Governing Committees, etc.**
 - 18. Hits on Video Streaming – Informational**
 - 19. Requests to be appointed to sewer expansion Committee**
 - 20. Police Chief's response on increase in dispatching**
 - 21. Communication to Mr. Markel (Kittery Town Manager) on 2-way bill**
 - 22. Budget Goals – No Correspondence**
 - 23. Town Manager Form of Government. Applicable Statutes**
 - 24. Letter of appreciation from Janet A. Saurman**
 - 25. Department Head Report from Eliot Fire Dept.**
- I. Old Business: See Action List**
- J. Selectmen's Report**
- K. Executive Session as allowed by 1MRSA Section 405.6.A. Discussion or consideration of the employment, appointment..."**
- L. Other Business as Needed**
- M. Adjourn**

NOTE: All times are approximate

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ACTION LIST

Carried over from: August 16, 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
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

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- 12. Liaisons to Boards, Committees and Commissions**
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. 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