

**Board of Selectmen's Agenda
September 13, 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: CEO to report on ARC - Timeline**
- H. New Business: See Correspondence List**
 - 1) Catherine Corkery – NH Sierra Club – Schiller Plant**

7:00 PM

- 2) Liquor License Hearing**

7:15 PM

- 3) Brad Bohon – York County Community Action**
- 4) John Melrose – Eaton Peabody – Business Dev. Study - No correspondence**
- 5) Dennis Lentz – Historical Society**
- 6) Petition – Fireworks and State Law on Petitions**
- 7) Memo from Wendy Rawski, Town Clerk, Election Deadline**
- 8) Memo from Wendy Rawski, Town Clerk, appoint J. Peter Dennett as Warden**
- 9) Memo from Wendy Rawski, Town Clerk, Appointments**
- 10) Appointment of Public Access Officer**
- 11) Right of Way Re-Discovery and Shore and Harbor Planning Grants**
- 12) MMA – Delegate to Annual Meeting**
- 13) Memo from Charlie Case on Solar Energy**
- 14) Memo from Robert Pomerleau – Freedom of Speech**
- 15) Bond on J Mack Builders**
- 16) Rosemary Watts – Fireworks Ordinance**
- 17) Report on Video Streaming**
- 18) Insurance for Volunteers**
- 19) Underwood Engineers**
- 20) CMP**
- 21) Fair Tide**
- 22) Excise Tax Program**
- 23) Workers Comp Refund**
- 24) Comcast – Informational**
- 25) Proposed rate increase – Kittery Water District**
- 26) York County Budget Committee process**
- 27) Note from Susan Caston – Insurance**
- 28) Note from Grant Hirst**
- 29) Video Streaming Policy – no correspondence**
- 30) Policy on Communications**
- 31) 2-Way Communication bill**
- 32) I.T. Committee/Treasurer input on new bank – No correspondence**
- 33) Appoint Heather Ross as Alternate Plumbing Inspector**
- 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. ...” Personnel issue.**
- L. Other Business as Needed**
- M. Adjourn**

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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
- 18. Town Manager**
Schedule Workshop – Include Comp Plan implementation Committee
Assigned:
- 19. Committee/Board – Mission Statement Review**
Assigned:

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