

**Special Board of Selectmen's Agenda
August 16, 2012 5:30 PM**

5:30 PM

- A. Call to Order:**
- B. Roll Call:**
- C. New Business:**
 - 1. Meet with Superintendent Nash on School Budget**
 - 2. Meet with Depart Head – Heather Muzeroll-Roy**
 - 3. Executive session as allowed by 1 MRSA Section 405.6.E**
 “Consultations between a body or agency and its attorney...”
- D. Old Business: See Action List**
- E. Other Business as Needed:**
- F. Adjourn**

NOTE: All times are approximate

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Action Item List - Carried over from August 9, 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

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- 11. Amend Ordinance**
Ordinance Governing Boards and Commissions, Time lines for Posting Agendas and Minutes
Assigned: BOS
- 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