

**Special Board of Selectmen's Agenda  
October 18, 2012 5:30 PM**

**5:30 PM**

- A. Call to Order:**
- B. Roll Call:**
- C. Pledge of Allegiance**
- D. Moment of Silence**
- E. New Business:**
  - 1. Discussion with Representative from Insurance - Marcus Ballou**

**6:30 PM**

- F. Correspondence:**
  - 1. Hearing on Appendix C of General Assistance Ordinance**
  - 2. Joel Moulton, Public works Director – Tree Maintenance Holiday Schedule IMA**
  - 3. Report on Video Streaming**
- G. Old Business: See Action List**
- H. Selectmen's Report**
- I. Other Business as Needed:**
- J. Adjourn**

**NOTE: All times are approximate**

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**ACTION LIST**

**Carried over from: October 4, 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, Fixed Asset Management  
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. Amend Ordinance  
Ordinance Governing Boards and Commissions, Time lines for Posting Agendas and Minutes  
Assigned: BOS**

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11. Liaisons to Boards, Committees and Commissions  
Review existing members, try to fill open spots  
Assigned: BOS
12. Employees  
Cross training Charting earned times, job descriptions  
Assigned: BOS
13. Dispatch Service  
Contract with Kittery, request from same, costs  
Assigned: BOS, Jay, Ted
14. TIFD  
Reports & Updates  
Assigned: Dan
15. Review Sewer Rates  
Assigned: Sewer Committee
16. Monthly Special Meetings for Action List  
Assigned: BOS
17. Town Manager  
Schedule Workshop – Include Comp Plan implementation Committee  
Assigned:
18. Committee/Board – Mission Statement Review  
Assigned:
19. Policy creation/review  
Assigned:
  - 1) Debit Card
20. Research Grant opportunities  
Assigned:
  - 1) AED's for town buildings

**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**