

AGENDA

ITEM

4.a.

**CLINTON BOARD OF SELECTMEN
MONDAY, NOVEMBER 10, 2008
6:30 P.M.
SELECTMEN'S ROOM, TOWN OFFICE**

MINUTES

CALL TO ORDER: Chairman Towne called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE: Chairman Towne led the Pledge of Allegiance.

SELECTMEN PRESENT / QUORUM: Chairman Jeff Towne, Randy Clark, Chester Nutting, and David Watson II. Also present Town Manager James Rhodes and Town Clerk Pamela Violette. Selectman Joseph Massey was absent.

ACTION ITEMS.

Approval of Selectmen's Minutes – October 28, 2008.

Selectman Clark moved the Board approve the minutes of the October 28, 2008 meeting. Second by Selectman Nutting. Vote 3-0, Chairman Towne abstained, as he was not present at the October 28, 2008 meeting.

Appointment of Budget Committee Member

Selectman Clark moved Board appoint Frank Gioffre, Sr., 752 Hinckley Road, to the Budget Committee for the term November 11, 2008 through June 30, 2009, second by Selectman Watson. Vote 4-0

Appointment of Budget Committee Member

Selectman Clark moved Board appoint Sandra Gagnon, 502 Bellsqueeze Road, to the Budget Committee for the term November 11, 2008 through June 30, 2009, second by Selectman Nutting. Vote 4-0

Municipal Review Committee Board of Directors Election Ballot

Selectman Clark moved Board cast its vote for Philip O. McCarthy, Clinton, Maine, to serve on the Municipal Review Committee Board of Directors for the term from January 1, 2009 through December 31, 2011, second by Selectman Nutting. Vote 4-0

DISCUSSION ITEMS

Election Results – Chairman Towne asked for the number of registered voters. Town Clerk Violette said as of tonight, there are 2,518 registered voters. Selectman Clark mentioned the funding for the Code Enforcement Officer runs out in March.

November 10, 2008 Selectmen Minutes

Selectman Watson asked about the culvert on Hill Road. Town Manager Rhodes said a slip culvert with concrete between the old and new culvert will be used. Work to be done in the spring.

SUPPLEMENTS AND ABATEMENTS: None

TOWN MANAGER'S REPORT:

Expense Report: Town Manager Rhodes reported current spending is 35.93% compared to last year at 37.08%.

Revenue Report: Town Manager Rhodes said motor vehicles excise tax collection is \$10,000 behind last year and State Revenue Sharing is \$2,000 behind.

Layoff notices have been given to the Reserve Officers, effective November 21, 2008.

OLD/NEW BUSINESS: None

WARRANT: Selectman Clark moved to approve warrant 30 in the amount of \$183,617.11. Second by Selectman Watson, all in favor. Selectman Watson questioned how often the Town is audited. Town Manager Rhodes answered once a year. Selectman Watson asked if the audit should be performed twice year. Selectman Nutting said he is comfortable with an annual audit.

NEXT AGENDA ITEMS: Planning Board ordinance change proposals
Code Enforcement Officer position
Capital Improvement Plan

Selectman Nutting asked about the flashing speed sign. Town Manager Rhodes said the Town of Clinton did not receive one. Selectman Nutting said the Town of Clinton sign on Route 100 needs repair.

COMMENTS / QUESTIONS FROM THE PUBLIC CONCERNING MATTERS NOT RELATED TO ITEMS ON THE AGENDA. The Board's rules of procedure have imposed a 15-minute total time limit.

No comments were received or questions asked at the public comment table.

ADJOURN: Selectman Nutting moved to adjourn at 6:57 p.m., second by Selectman Clark. All in favor.

Respectfully submitted,

Pamela M. Violette
Town Clerk

AGENDA

ITEM

4.b.

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

Selectmen's Office

MUNICIPALITY OF CLINTON

November 25, A.D. 2008

To **Robert Simonson** of Clinton the County of Kennebec and the State of Maine: There being a vacancy in the position of **Board of Appeals Regular Member**, the Selectmen of the Municipality of Clinton do, in accordance with the provisions of the law of the State of Maine, hereby appoint you as a Regular Member of the Board of Appeals within and for the Municipality of Clinton, such appointment to be effective from November 26, 2008 through June 30, 2010.

Given under our hand this 25th day of November, 2008.

By The Board of Selectmen of Clinton, Maine

STATE OF MAINE

County of Kennebec

_____, 2008

Personally appeared the above named Robert Simonson who has been duly appointed by the Selectmen as a Board of Appeals Regular Member in said Municipality, and took the oath necessary to qualify him to discharge said duties for the term specified above according to law. Before me,

_____ Municipal Clerk

**This Certificate and the Certificate of Oath shall be returned
to the Municipal Clerk for filing.**

AGENDA

ITEM

4.c.



Town of Clinton

27 Baker Street

426-8511 phone

Clinton, ME 04927

426-8323 fax

RESOLUTION 08-19

TOWN MANAGER'S SUBMISSION OF THE 5-YEAR CAPITAL IMPROVEMENT PROGRAM

WHEREAS, Town Charter, Article V, Section 5.04 (a) specifies that the Town Manager shall prepare and submit to the Board of Selectmen and Budget Committee a five year Capital Improvement Program at least two (2) months prior to the final date for submission of the budget to the Board of Selectmen and Budget Committee; and

WHEREAS, the FY 09 / 10 proposed Municipal Budget is scheduled for submission to the Board of Selectmen on January 20, 2009 and the Budget Committee on January 19, 2009; and

WHEREAS, the 5-Year Capital Improvement Program was submitted to the Budget Committee on November 24, 2008.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SELECTMEN OF THE TOWN OF CLINTON, that the Town Manager's submission of the 5-Year Capital Improvement Program to the Board of Selectmen is acknowledged.

Sealed with the Seal of the Town of Clinton on this twenty-fifth day of November in the year Two Thousand Eight.

Jeffrey Towne, Chairman

Chester Nutting

Joseph Massey

David Watson II

Randy Clark



TOWN OF CLINTON
FIVE-YEAR CAPITAL IMPROVEMENT PLAN SUMMARY SHEET

	A	B	C	D	E	F	G	H	I
1				FY 09-10					
2	11/14/2008	Reserve Fund	Equipment	Funding					
3	Departments:	Balance	Rotation	Source	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
4									
5	1. Administration								
6									
7	1. Town Office Roof	\$ 8,000.00	N/A	Surplus to Reserve	\$ 32,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
8									
9	2. Fire Department								
10									
11	1. Ambulance Re-Mount	\$ 30,852.18	10-Years	Surplus to Reserve	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
12	2. Communications Upgrade	\$ 3,000.00	6-10 Years	Surplus to Reserve	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
13	3. Turnout Gear Replacement	\$ 6,000.00	5-10 years	Surplus to Reserve	\$ 9,450.00	\$ 9,900.00	\$ 10,350.00	\$ 9,125.00	\$ 9,125.00
14									
15	3. Police Department								
16									
17	1. Police Cruiser 2005	\$ 64.52	3 years	Annual Budget	\$ 25,000.00	\$ -	\$ -	\$ 27,000.00	\$ -
18	2. Police Cruiser 2008		3 years	Annual Budget	\$ -	\$ -	\$ 26,000.00	\$ -	\$ -
19									
20	4. Transfer Station / Recycling								
21									
22	1. Concrete Slab	\$ -	N/A	Annual Budget	\$ 9,000.00	\$ -	\$ -	\$ -	\$ -
23	2. Forklift 2006	\$ 6,734.78	10 Years	Surplus to Reserve	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
24	3. Recycling Bailer	\$ 4,902.22	12 Years	Surplus to Reserve	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
25									
26	5. Highway Department								
27									
28	1. Truck (2004)	\$ 113.16	5 years	Surplus to Reserve	\$ 5,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 14,000.00
29	2. Tractor (1993)	\$ 11,056.61	10 years	Surplus to Reserve	\$ 9,000.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
30	3. Backhoe / Loader (1999)	\$ 11,356.09	10 years	Surplus to Reserve	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
31	4. Sander / Hopper	\$ 2,000.00	8 years	Surplus to Reserve	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
32									
33	6. Road Commissioner								
34									
35	1. Road Reconstruction / Paving	N/A	N/A	Annual Budget	\$ 190,000.00	\$ 200,000.00	\$ 210,000.00	\$ 220,000.00	\$ 230,000.00
36									
37	7. Cemetery Committee								
38									
39	1. Repairs to Headstones	\$ 5,000.00	N/A	Surplus to Reserve	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
40									
41	TOTALS				\$ 316,450.00	\$ 271,900.00	\$ 300,850.00	\$ 310,625.00	\$ 295,625.00
42	Source of Funds								
43	TAXES			\$ 164,000.00	52%				
44	STATE URIP FUNDS			\$ 60,000.00	19%				
45	SURPLUS			\$ 92,450.00	29%				
46									
47	TOTAL			\$ 316,450.00					

CAPITAL IMPROVEMENT PROJECT REQUEST

(EXCLUDING EQUIPMENT)

FORM B

Department: Administration

Contact Person: Town Manager

1. Project Title:

Town Office Roof

2. Purpose of Project Request

- Add a new item to the program
- Delete an item in a year already a part of the program
- Modify a project already in the adopted program

Description:

Project will begin setting funds aside in a reserve account to replace the existing roof with either asphalt shingles or metal.

Justification & Useful Life:

The current Town Office roof shingles are deteriorating in sections exposed to the sun.

Useful Life: Asphalt shingles = 25 Years

Metal = 50-75 years

Cost & Recommended Sources of Financing:

Budget FY	Total	Recommended Sources of Financing
Program FY 09-10:	\$32,000	Surplus to Reserve Account
Program FY 10-11:	\$1,000	Surplus to Reserve Account
Program FY 11-12:	\$1,000	Surplus to Reserve Account
Program FY 12-13:	\$1,000	Surplus to Reserve Account
Program FY 13-14:	\$1,000	Surplus to Reserve Account
Total Five Years:	\$36,000	

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL
FORM A

Department: Fire Department		Contact Person: Gary Petley					
1. Project Title: Ambulance Re-Mount		2. Cost <table border="0" style="width: 100%;"> <tr> <td></td> <td align="right">Total</td> </tr> <tr> <td>Purchase Price:</td> <td align="right">\$75,000</td> </tr> </table>			Total	Purchase Price:	\$75,000
	Total						
Purchase Price:	\$75,000						
3. Form of Acquisition: Purchase <input checked="" type="checkbox"/> Rental <input type="checkbox"/>		4. Number of Similar Items in Inventory <u>1</u>					
5. Number of Units Requested: <u>1</u>		6. Estimated use of Requested Item(s) Weeks per year: 52 Average hours per day used: 4-hours Estimated useful life in years: 10-years					
7. Purpose of Expenditure (check appropriate) <input checked="" type="checkbox"/> Schedule Replacement <input type="checkbox"/> Present Equipment Obsolete <input type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded Service <input type="checkbox"/> New Operation <input type="checkbox"/> Increased Safety <input type="checkbox"/> Improve procedures, records							

(OVER)

8. Replaced Item(s)

Item	Make	Age	Maint. Cost	Breakdowns
Ford 350 Chasis		2002	\$2,500	Minimal

9. Recommended Disposition of Replacement Item(s)

_____ Possible use by other departments _____ X _____ Trade-In
_____ Sale

10. Cost & Recommended Sources of Financing:

Budget FY	Total	Recommended
Sources of Financing		
Program FY 09-10:	\$15,000	Surplus to Reserve
Program FY 10-11:	\$15,000	Surplus to Reserve
Program FY 11-12:	\$15,000	Surplus to Reserve
Program FY 12-13:	\$15,000	Surplus to Reserve
Program FY 13-14:	\$15,000	Surplus to Reserve
Total Five Years:	\$75,000	

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

FORM A

Department: Fire Department

Contact Person: Gary Petley

1. Project Title: Communications Equipment Replacement Program.	2. Cost Purchase Price	Total \$30,000
3. Form of Acquisition: Purchase <u> X </u> Rental <u> </u>	4. Number of Similar Items in Inventory: 1 Base Radio and 30 pagers	
5. Number of Units Requested: <u> </u>	6. Estimated use of Requested Item(s) <u> 52 </u> Weeks per year 365 days per year. Estimated useful life in years: Base Station 10 years Pagers 6 to 7 years	
7. Purpose of Expenditure (check appropriate) (X) Schedule Replacement (X) Present Equipment Obsolete over time (X) Replace worn-out equipment over time () Reduce personnel time () Expanded Service () New Operation () Increased Safety () Improve procedures, records		

(OVER)

8. Replaced Item(s)

Item	Make	Age	Maint. Cost	Breakdowns
1. Motorola MTR 2000 Base Station		2007		
2. Motorola Monitor 5 Pagers (30 ea)		2007		

9. Recommended Disposition of Replacement Item(s)

_____ Possible use by other departments _____ X If possible Trade-In
 _____ Sale

10. Cost & Recommended Sources of Financing:

Budget FY	Total	Recommended
Sources of Financing		
Program FY 09-10:	\$3,000	Surplus to Reserve
Program FY 10-11:	\$3,000	Surplus to Reserve
Program FY 11-12:	\$3,000	Surplus to Reserve
Program FY 12-13:	\$3,000	Surplus to Reserve
Program FY 13-14:	\$3,000	Surplus to Reserve
Total Five Years:	\$15,000	

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

FORM A

Department: Fire Department		Contact Person: Gary Petley	
1. Project Title: Turn-Out Gear Replacement (Pants & Coat)	2. Cost	Per Unit	Total
	Purchase Price	\$1,575	\$9,450
3. Form of Acquisition: Purchase <input type="checkbox"/> X <input checked="" type="checkbox"/> Rental <input type="checkbox"/>	4. Number of Similar Items in Inventory <u>30</u>		
5. Number of Units Requested: <u>6</u>	6. Estimated use of Requested Item(s) Used during fires and training.		
7. Purpose of Expenditure (check appropriate) <input checked="" type="checkbox"/> Schedule Replacement <input type="checkbox"/> Present Equipment Obsolete <input type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded Service <input type="checkbox"/> New Operation <input type="checkbox"/> Increased Safety <input type="checkbox"/> Improve procedures, records			

(OVER)

8. Replaced Item(s)

Item	Make	Age	Maint. Cost	Breakdowns
Sucuritex Turn-Out Gear		2002		

9. Recommended Disposition of Replacement Item(s)

_____ Possible use by other departments _____ Trade-In
_____ Sale (NFPA Standards require removal from service at 10 years.)

10. Cost & Recommended Sources of Financing:

Budget FY Sources of Financing	Total	Recommended
Program FY 09-10:	\$9,450 (6 sets)	Surplus to Reserve
Program FY 10-11:	\$9,900 (6 sets)	Surplus to Reserve
Program FY 11-12:	\$10,350 (6 sets)	Surplus to Reserve
Program FY 12-13:	\$9,125 (5 sets)	Surplus to Reserve
Program FY 13-14:	\$9,375 (5 sets)	Surplus to Reserve
Total Five Years:	\$48,200	

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

FORM A

Department Police

Contact Person: Police Chief

1. Project Title:

Police Cruiser

2. Cost

Per Unit

\$25,000

3. Form of Acquisition:

Purchase

4. Number of Similar Items in Inventory: 2

5. Number of Units Requested: 1

7. Purpose of Expenditure (check appropriate)

- Schedule Replacement
- Past Scheduled Replacement
- Replace worn-out equipment
- Reduce personnel time
- Expanded Service
- New Operation
- Increased Safety
- Improve procedures, records

6. Estimated use of Requested Item(s)

52 Weeks per year.

For the weeks used, estimate: 8-12 hours per each day for 5 days and 8 hours each day for 2 days.

Estimated useful life in years: 3

(OVER)

8. Replaced Item(s)

Item	Make	Age	Maint. Cost	Breakdowns
1. Chevrolet	Impala	2005	\$4,670.24	Yes
2. Ford	Crown Vic	2008	\$ 300.00	No

The 2005 has 76,816 miles on it as of 11/13/08.

The 2008 has 9,683 miles on it as of 11/13/08.

9. Recommended Disposition of Replacement Item(s)

_____ Possible use by other departments, _____ X _____ Trade-In,
Sale

10. Cost & Recommended Sources of Financing:

Budget FY Sources of Financing	Total	Recommended
Program FY 09-10:	\$25,000 (1)	Annual Budget
Program FY 10-11:	\$ 0	
Program FY 11-12:	\$26,000 (2)	Annual Budget
Program FY 12-13:	\$27,000 (1)	Annual Budget
Program FY 13-14:	\$ 0	
Total Five Years:	\$78,000	

CAPITAL IMPROVEMENT PROJECT REQUEST

(EXCLUDING EQUIPMENT)

FORM B

Department: Transfer Station / Recycling Center Contact Person: Gerald Howard

1. Project Title:

Concrete Slab

2. Purpose of Project Request

- Add a new item to the program
- Delete an item in a year already a part of the program
- Modify a project already in the adopted program

Description:

40' x 14' Concrete slab in front of the storage building.

Justification & Useful Life:

The storage building slab is cracking and breaking up.

Cost & Recommended Sources of Financing:

Budget FY	Total	Recommended Sources of Financing
Program FY 08-09	\$9,000	Annual Budget
Program FY 09-10		
Program FY 10-11		
Program FY 11-12		
Program FY 12-13		
Total Five Years:	\$9,000	

8. Replaced Item(s)

Item	Make	Age	Maint. Cost	Breakdowns
Bailer	Philadelphia 90R-6442	18	\$3,000 Changing Hydrolics	Minimal
Bailer	Philadelphia 93T-6992	14	\$0.00	None

9. Recommended Disposition of Replacement Item(s)

Retain for emergency use only.

10. Cost & Recommended Sources of Financing:

Budget FY Sources of Financing	Total	Recommended
Program FY 09-10:	\$2,000	Surplus to Reserve
Program FY 10-11:	\$2,000	Surplus to Reserve
Program FY 11-12:	\$2,000	Surplus to Reserve
Program FY 12-13:	\$2,000	Surplus to Reserve
Program FY 13-14:	\$2,000	Surplus to Reserve
Total Five Years:	\$10,000	

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

FORM A

Department: TS / Recycling Center		Contact Person: Gerald Howard	
1. Project Title: Forklift	2. Cost	Per Unit	Total
	Purchase Price: \$36,000		
	Less: Trade-in: \$2,000		
	Net Purchase Cost: \$34,000		
Town of Benton pays 45%			
3. Form of Acquisition: Purchase <input checked="" type="checkbox"/> Rental <input type="checkbox"/>	4. Number of Similar Items in Inventory <u>1</u>		
5. Number of Units Requested: <u>1</u>	6. Estimated use of Requested Item(s)		
7. Purpose of Expenditure (check appropriate) (X) Schedule Replacement () Present Equipment Obsolete () Replace worn-out equipment () Reduce personnel time () Expanded Service () New Operation () Increased Safety () Improve procedures, records	52 Weeks per year.		
	For the weeks used, estimate: 12 hours per week		
	Estimated useful life in years: 10 years		

(OVER)

8. Replaced Item(s)

Item	Make	Age	Maint. Cost	Breakdowns
A. Forklift model 7FGU18	Toyota	2006	Normal	None

9. Recommended Disposition of Replacement Item(s)

Possible use by other departments X Trade-In
 Sale

10. Cost & Recommended Sources of Financing:

Budget FY Sources of Financing	Total	Recommended
Program FY 09-10:	\$2,000	Surplus to Reserve
Program FY 10-11:	\$2,000	Surplus to Reserve
Program FY 11-12:	\$2,000	Surplus to Reserve
Program FY 12-13:	\$2,000	Surplus to Reserve
Program FY 13-14:	\$2,000	Surplus to Reserve
Total Five Years:	\$10,000	

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

FORM A

Department: Highway

Contact Person: Clayton Pierce

1. Project Title: 450 Super Duty Ford One Ton and a Half Four by Four Plow / Dump Truck	2. Cost Purchase Price \$50,000 Less: Trade-in or Other discount Net Purchase Cost \$50,000
3. Form of Acquisition: Purchase <input checked="" type="checkbox"/> Rental <input type="checkbox"/>	4. Number of Similar Items in Inventory <u>1</u>
5. Number of Units Requested: <u>1</u>	6. Estimated use of Requested Item(s) <u>52</u> Weeks per year <u> </u> Approx. months (if seasonal) For the weeks used, estimate: 274 average miles Estimated useful life in years: 5 years
7. Purpose of Expenditure (check appropriate) (x) Schedule Replacement () Present Equipment Obsolete () Replace worn-out equipment () Reduce personnel time () Expanded Service () New Operation () Increased Safety () Improve procedures, records	

(OVER)

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

FORM A

Department: Highway

Contact Person: Clayton Pierce

1. Project Title:

450 Super Duty Ford One Ton and a Half Four by Four Plow / Dump Truck

2. Cost

Total

Purchase Price

\$50,000

Less: Trade-in or
Other discount

Net Purchase Cost

\$50,000

3. Form of Acquisition:

Purchase Rental

4. Number of Similar Items in Inventory 1

5. Number of Units Requested: 1

6. Estimated use of Requested Item(s)

52 Weeks per year Approx. months (if seasonal)

7. Purpose of Expenditure (check appropriate)

- Schedule Replacement
- Present Equipment Obsolete
- Replace worn-out equipment
- Reduce personnel time
- Expanded Service
- New Operation
- Increased Safety
- Improve procedures, records

For the weeks used, estimate: 274 average miles

Estimated useful life in years: 5 years

(OVER)

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL
FORM A

Department: Highway		Contact Person: Clayton Pierce	
1. Project Title: B3030 4 x 4 Kubota Tractor w/72" Plow # B 2775 w/Hard Cab Package	2. Cost	Total	
	Purchase Price	\$27,000	
	Less: Trade-in		
	Net Purchase Cost	\$27,000	
3. Form of Acquisition: Purchase <input checked="" type="checkbox"/> Rental <input type="checkbox"/>	4. Number of Similar Items in Inventory <u>1</u>		
5. Number of Units Requested: _____	6. Estimated use of Requested Item(s) <u>52</u> Weeks per year. For the weeks used, estimate: 8 Average hours per day used. Estimated useful life in years : 10 Years		
7. Purpose of Expenditure (check appropriate) <input checked="" type="checkbox"/> Schedule Replacement <input type="checkbox"/> Present Equipment Obsolete <input type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded Service <input type="checkbox"/> New Operation <input type="checkbox"/> Increased Safety <input type="checkbox"/> Improve procedures, records			

(OVER)

8. Replaced Item(s)

Item	Make	Age	Maint. Cost	Breakdowns
1. Sidewalk Tractor	1993	15		

9. Recommended Disposition of Replacement Item(s)

Possible use by other departments X Trade-In
 Sale

10. Cost & Recommended Sources of Financing:

Budget FY	Total	Recommended
Sources of Financing		
Program FY 09-10:	\$9,000	Surplus to Reserve
Program FY 10-11:	\$10,000	Surplus to Reserve
Program FY 11-12:	\$2,500	Surplus to Reserve
Program FY 12-13:	\$2,500	Surplus to Reserve
Program FY 13-14:	\$2,500	Surplus to Reserve
Total Five Years:	\$26,500	

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

FORM A

Department: Highway

Contact Person: Clayton Pierce

1. Project Title:

John Deere 4 x 4 410G loader/backhoe with 24 " tooth bucket and a 48" ditching bucket system.

2. Cost

Total

Purchase Price

\$70,000

Less: Trade-in

Net Purchase Cost

\$70,000

3. Form of Acquisition:

Purchase Rental

4. Number of Similar Items in Inventory_1_____

5. Number of Units Requested:___1_____

**6. Estimated use of Requested Item(s)
52 Weeks per year.**

7. Purpose of Expenditure (check appropriate)

- Schedule Replacement
- Present Equipment Obsolete
- Replace worn-out equipment
- Reduce personnel time
- Expanded Service
- New Operation
- Increased Safety
- Improve procedures, records

For the weeks used, estimate: 2 Average hours per day used.

Estimated useful life in years: 10

(OVER)

8. Replaced Item(s)

Item	Make	Age	Maint. Cost	Breakdowns
Back-Hoe / loader	New Holland	8-years		

9. Recommended Disposition of Replacement Item(s)

_____ Possible use by other departments _____ X _____ Trade-In
_____ Sale

10. Cost & Recommended Sources of Financing:

Budget FY	Total	Recommended
Sources of Financing		
Program FY 09-10:	\$8,000	Surplus to Reserve
Program FY 10-11:	\$10,000	Surplus to Reserve
Program FY 11-12:	\$10,000	Surplus to Reserve
Program FY 12-13:	\$10,000	Surplus to Reserve
Program FY 13-14:	\$10,000	Surplus to Reserve
Total Five Years:	\$48,000	

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

FORM A

Department: highway

Contact Person: Clayton Pierce

1. Project Title:

Swenson Sander / Hopper

2. Cost

Total

Purchase Price

\$10,000

Less: Trade-in

Net Purchase Cost

\$10,000

3. Form of Acquisition:

Purchase Rental

4. Number of Similar Items in Inventory 1

5. Number of Units Requested: 1

6. Estimated use of Requested Item(s)
22 Weeks per year.

7. Purpose of Expenditure (check appropriate)

- Schedule Replacement
- Present Equipment Obsolete
- Replace worn-out equipment
- Reduce personnel time
- Expanded Service
- New Operation
- Increased Safety
- Improve procedures, records

For the weeks used, estimate 12 Average hours per day used. Based on snow.

Estimated useful life in years: 8-years

(OVER)

8. Replaced Item(s)

Item	Make	Age	Maint. Cost	Breakdowns
Sander	Swenson	4	Normal	None

9. Recommended Disposition of Replacement Item(s)

_____ Possible use by other departments _____ Trade-In
 _____ Sale. Retain for emergencies: X

10. Cost & Recommended Sources of Financing:

Budget FY Sources of Financing	Total	Recommended
Program FY 09-10:	\$2,000	Surplus to Reserve
Program FY 10-11:	\$2,000	Surplus to Reserve
Program FY 11-12:	\$2,000	Surplus to Reserve
Program FY 12-13:	\$2,000	Surplus to Reserve
Program FY 13-14:	\$2,000	Surplus to Reserve
Total Five Years:		

FY 2009 / 2010
Road Reconstruction / Paving
Cost Estimates
11/14/08

1. Victor Lane:

230 Tons Asphalt @ 94.25 per ton	=	\$21,678
48 yds Butt Joint / Aprons @ 15.00	=	\$ 720
80 gals HFMS-1 Tack Coat @ 7.50	=	<u>\$ 600</u>
TOTAL		\$22,998

2. Spring Street:

300 Tons Asphalt @ 94.25 per ton	=	\$28,275
75 yds Butt Joint / Aprons @ 15.00	=	\$ 1,125
145 gals HFMS-1 Tack Coat @ 7.50	=	<u>\$ 1,088</u>
TOTAL		\$30,488

3. High Street:

130 Tons Asphalt @ 94.25 per ton	=	\$12,553
48 yds Butt Joint / Aprons @ 15.00	=	\$ 720
42 gals HFMS-1 Tack Coat @ 7.50	=	<u>\$ 315</u>
TOTAL		\$13,588

4. Silver Street:

125 Tons Asphalt @ 94.25 per ton	=	\$11,781
36 yds Butt Joint / Aprons @ 15.00	=	\$ 540
32 gals HFMS-1 Tack Coat @ 7.50	=	<u>\$ 240</u>
TOTAL		\$ 12,561

5. Goodrich Road:

520 Tons Asphalt @ 94.25 per ton	=	\$49,010
969 yds Gravel @ 27.00 per yd	=	\$26,136
3,000 yds Geotextile Fabric @ 2.50	=	\$ 7,500
3,000 yds Grading @ 9.25	=	<u>\$27,750</u>
TOTAL		\$110,396

TOTAL FY 09 / 10 Estimate = \$190,031

CAPITAL IMPROVEMENT PROJECT REQUEST

(EXCLUDING EQUIPMENT)

FORM B

Department: Cemetery Contact Person: _____

1. Project Title:

Repair, Restoration & Cleaning of
Cemetery Grave Stones

2. Purpose of Project Request

- Add a new item to the program
 Delete an item in a year already a part of the
program
 Modify a project already in the adopted program

Description:

This project adds money to the cemetery reserve account for future use to repair, restore, 7 clean existing grave marker stones in the seven (7) town cemeteries.

Justification & Useful Life:

Over a period of time grave markers become damaged, displaced, or discolored. To keep the cemeteries in a neat appearance this project would be applied approximately every five (5) years.

Cost & Recommended Sources of Financing:

Budget FY	Total	Recommended Sources of Financing
Program FY 09-10	\$5,000	Surplus to Reserve
Program FY 10-11	\$5,000	Surplus to Reserve
Program FY 11-12	\$5,000	Surplus to Reserve
Program FY 12-13	\$5,000	Surplus to Reserve
Program FY 13-14	\$5,000	Surplus to Reserve
Total Five Years:	\$25,000	

AGENDA

ITEM

4.d.



SOMERSET COUNTY COMMUNICATIONS CENTER

8 County Drive
Skowhegan, Maine 04976

Phone: 207-474-6386
Fax: 207-474-0879
www.SomersetCounty-ME.org

Michael T. Smith – Director
Email: mike.smith@somersetcounty-me.org

November 10, 2008

Town of Clinton
Attn: James Rhodes
27 Baker Street
Clinton, Maine 04927

Jim,

Enclosed are the contracts for PSAP (9-1-1) services for the coming year. You will notice that the contract is identical to the current contract with the exception of the change of dates. This new contract runs for the 2009 calendar year. The Chairman of the County Commissioners has already signed all three (3) copies of the contract. Once you have signed, would you please return two (2) copies to me and the third is for your records.

If you should have any questions, please do not hesitate to give me a call.

Thank you.

Michael Smith, Director
Somerset County Regional Communications
8 County Drive
Skowhegan, Maine 04976
(207) 474-6386

Commissioner District #2
Philip Roy, Jr., Chairman
4 Valley Farms Road
Fairfield, Maine 04937
(207)615-7333

Commissioner District #1
Robert Dunphy, Vice Chairman
P.O. Box 70
North Anson, Maine 04911
(207)635-2593

Commissioner District #3
Lynda Quinn
P.O. Box 36
Skowhegan, Maine 04976
(207)474-3039



41 Court Street
Skowhegan, Maine 04976
Telephone: (207)474-9861
Fax: (207)474-7405
Email: somerset@somersetcounty-ME.org

PSAP Call Handling Agreement

Somerset County PSAP Transfer to Waterville Regional Communications Center
for the Town of Clinton

This agreement made this ____ day of _____, 2008 by and between the Somerset County Commissioners, hereinafter referred to as "Owner", and the Town of Clinton, hereinafter referred to as the "Town", and collectively known as the "Parties", for the purposes of PSAP call handling services.

WHEREAS, the installation of the Enhanced 9-1-1 telephone system will provide one common number to call to receive public safety assistance and is intended to assure the caller that his/her request for assistance will be answered and that the appropriate agency will be notified as a result of dialing 9-1-1; and

WHEREAS, the parties desire to formalize an arrangement whereby 9-1-1 calls are properly routed; and

WHEREAS, the parties desire to set forth in writing the terms and conditions of said arrangements for call handling;

NOW THEREFORE, the parties agree as follows:

1. It is the purpose of this agreement to establish call-handling procedures for 9-1-1 calls taken at the PSAP that must be transferred to the Town of Clinton's Dispatch -Only-Agency to assure that proper assistance will be rendered to a 9-1-1 caller.
2. Definitions

PSAP – Public Safety Answering Point as defined by the Emergency Services Communications Bureau.

Dispatch-Only-Agency – An entity, either public or private, which is duly authorized to dispatch emergency services within a designated area.

Relayed Transfer Method – A process by whereby the telephone answerer receives the call, takes the information from the caller and thereafter transfers essential

information to the proper emergency responder. In this procedure, the caller does not speak to the emergency responder.

3. The services provided as a result of this agreement are considered services to the general public and this agreement shall not be construed to create an employer-employee, principal-agent or co-partnership relationship between the parties.
4. The cost of operating the PSAP and the Town's Dispatch-Only-Agency shall remain the responsibilities of the respective agencies, except as outlined in Section 12.
5. This agreement applies to Enhanced 9-1-1 telephone calls that are answered by the PSAP and need to be rerouted to Town of Clinton's Dispatch-Only-Agency.
6. 9-1-1 calls will be handled in accordance with the provisions set forth in the PSAP Call Handling Agreement, Exhibit A, attached hereto.
7. TTY calls must be handled using the Relayed Transfer Method. In the event that the address of the location where the emergency services are required cannot be clearly identified, the PSAP receiving the call shall attempt to keep the 9-1-1 caller on the line until the Town's Dispatch-Only-Agency has identified the caller's location.
8. Being that both parties to this contract are Emergency Medical Dispatch agencies, and that they are both licensed as such with the State of Maine Emergency Medical Services Bureau, the PSAP shall reroute all 9-1-1 medical calls received for the Town's Dispatch-Only-Agency coverage area to said agency for Emergency Medical Dispatching. The PSAP does agree to EMD any calls that cannot be immediately transferred to the Town's Dispatch-Only-Agency for such purposes.

9. Relationship Between the Parties

In consideration of the mutual services provided herein, both parties agree that nothing contained herein is intended to be or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting an agency relationship in any manner whatsoever. The individual parties are and shall remain independent entities with respect to all services performed under this agreement. Each party represents that it has, or will secure all its expenses, all personnel required in performing its service obligation under this agreement and that the acts of its employees performing the service under this agreement shall be the acts of the employees of that entity alone. Each entity agrees that in the performance of this mutual service, its employees shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the other entity to this agreement, including, but not limited to, tenure rights, medical and hospital care, sick and vacation leave, disability, Worker's Compensation, Unemployment Compensation, or severance pay.

10. Agreement of the Parties

Both parties entering into this agreement acknowledge that any modifications to this agreement must be by mutual consent, in writing, and will be treated as an amendment to this agreement.

- 11 Either party hereto may withdraw from this contract. Withdrawal shall be effective Thirty (30) days after receipt of written notice of withdrawal has been received, by certified mail, return receipt requested, by the withdrawing party to the other party of this agreement. If withdrawal is requested after January 1st, of any year, the per capita payment will not be refunded to the withdrawing agency.
- 12 Effective January 1, 2009 the Owner shall charge the Town of Clinton the rate of \$1 per capita, per calendar year, for PSAP services, based on the most recent census, for PSAP services. Payment will be due prior to January 31, 2009.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on the _____ day of _____, _____.

Somerset County Commissioners:

Town of Clinton:


Philip Roy, Chair

Selectman, Chair or Town Manager



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Michael T. Smith – Director
Email: mike.smith@somersetcounty-me.org

Sample PSAP Call Handling Agreement Exhibit A

1. Upon receipt of a call requiring transfer to a Town's Dispatch-Only Agency, the PSAP call taker shall dial the primary 7-digit unpublished, unlisted number designated by the Town's Dispatch-Only Agency.
2. The Town's Dispatch-Only Agency must maintain an adequate amount of 7-digit unpublished, unlisted numbers to assure that the PSAP call taker can complete the call transfer.
3. The PSAP call taker shall, while transferring a call to the Town's Dispatch-Only Agency, stay on the line with the caller until a definite connection has been made and after insuring that the call transfer has been completed.
4. If the call transfer cannot be accomplished, the call taker shall call an alternate emergency number provided by the Town's Dispatch-Only Agency. If the call still cannot be completed, the PSAP shall take the following information:
 - i.) Type of incident/action request.
 - ii.) Verify location information and where emergency services are needed.
 - iii.) Verify telephone number and ask name of caller.
 - iv.) Time of incident.
5. It may be the judgment of the PSAP call taker that circumstances require immediate or direct contact with the Town's Dispatch-Only Agency via mobile radio to relay a message. When possible the format described above in (4) shall be used.
6. The Town's Dispatch-Only Agency will continually maintain and provide to the PSAP a list of resources to enable the PSAP to contact substitute emergency services if that becomes necessary in order to handle the emergency.
7. The parties shall cooperate expeditiously to resolve any discrepancies regarding address or MSAG database information in accordance with ESCB Rules and policies.
8. If it is determined at a later date that it is necessary to provide other communications equipment or procedures so as to be able to accomplish the purpose of this Agreement, amendments to this Agreement may be executed identifying the cost obligations of each party for such additional equipment.



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Email: mike.smith@somersetcounty-me.org

9. In the event of a conflict between the parties relating to the terms of this agreement, the agency heads shall meet to attempt to reach an amicable resolution. In the event that an amicable resolution is not achieved, the ESCB shall mediate the conflict by recommending a resolution.

AGENDA

ITEM

4.e.

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. 2253)

Selectmen's Office

MUNICIPALITY OF CLINTON

November 25, A.D. 2008

To **Debra Baker** of Clinton the County of Kennebec and the State of Maine: There being a vacancy in the position of **Budget Committee Member**, the Selectmen of the Municipality of Clinton do, in accordance with the provisions of the law of the State of Maine, hereby appoint you as a Member of the Budget Committee within and for the Municipality of Clinton, such appointment to be effective from November 26, 2008 through June 30, 2009.

Given under our hand this twenty-fifth day of November, 2008.

By The Board of Selectmen of Clinton, Maine

STATE OF MAINE

County of Kennebec

_____, 2008

Personally appeared the above named Debra Baker who has been duly appointed by the Selectmen as a Budget Committee Member in said Municipality, and took the oath necessary to qualify her to discharge said duties for the term specified above according to law. Before me,

_____ Municipal Clerk

**This Certificate and the Certificate of Oath shall be returned
to the Municipal Clerk for filing.**