

# AGENDA

## ITEM

4.a.

**CLINTON BOARD OF SELECTMEN  
TUESDAY, NOVEMBER 10, 2009  
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, Justin Cote, and Geraldine Dixon. Also present Town Manager James Rhodes and Town Clerk Pamela Violette. Selectman Watson absent.

**PUBLIC HEARING: ADOPTION OF THE MAINE MUNICIPAL ASSOCIATION MODEL ORDINANCE GENERAL ASSISTANCE APPENDICES (A-C) FOR THE PERIOD OCTOBER 1, 2009 TO OCTOBER 1, 2010 AS REVISED.**

Selectman Clark moved Board open the public hearing at 6:31 p.m., second by Selectman Dixon. Vote 4-0

No comments or questions from the public.

Selectman Clark moved Board close the public hearing at 6:32 p.m. Vote 4-0

**ACTION ITEMS.**

Approval of Selectmen's Minutes – October 27, 2009

Selectman Clark moved the Board approve the minutes of the October 27, 2009 meeting, second by Selectmen Cote. Vote 4 -0

Resolution 09-14: Town Manager's submission of the 5-Year Capital Improvement Program.

Selectman Clark moved Board adopt Resolution 09-14, second by Selectman Dixon. Vote 4-0.

Chairman Towne read Resolution 09-14:

**RESOLUTION 09-14  
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

## November 10, 2009 Selectmen Minutes

WHEREAS, the FY 10 / 11 proposed Municipal Budget is scheduled for submission to the Board of Selectmen on December 22, 2009 and the Budget Committee on December 21, 2009; and

WHEREAS, the 5-Year Capital Improvement Program was submitted to the Budget Committee on November 9, 2009.

Selectman Dixon asked why this has to be done by resolution. Town Manger Rhodes said the resolution makes it official.

### Board appointment of Katie Foss as a regular member of the Parks and Recreation Board for the term November 12, 2009 to June 30, 2012

Selectman Clark moved Board appoint Katie Foss as a regular member of the Parks and Recreation Board for the term November 12, 2009 to June 30, 2012, second by Selectman Dixon. Vote 4-0

### Board appointment of Willie Mooney as a regular member of the Parks and Recreation Board for the term November 12, 2009 to June 30, 2012

Selectman Clark moved Board appoint Willie Mooney as a regular member of the Parks and Recreation Board for the term November 12, 2009 to June 30, 2012, second by Selectman Dixon. Vote 4-0

Willie Mooney was present and expressed his interest and pleasure in serving on the Parks and Recreation Board.

## **DISCUSSION ITEMS**

Crosswalks: Chairman Towne said the State of Maine guidelines were included in the Selectmen's packets. Selectman Dixon asked if there is any way a sign could be put up. Town Manager Rhodes answered no.

Railroad Crossing on Railroad Street: Town Manager Rhodes said the Railroad has not made any repairs as of this point in time.

Charter Revision: None

November 3, 2009 Election Results: Chairman Towne said the Town will not lose as much revenue as anticipated.

Kennebec County Transition to a June – July Fiscal Year Budget: Town Manager Rhodes explained Kennebec County will be transitioning to the State's fiscal year and the Town of Clinton will be assessed an extra \$69,303.20. The Board will need to vote to pay the additional County Tax in one lump sum or spread it over five years, with interest. Chairman Towne said this will be included on a future agenda.

**SUPPLEMENTS AND ABATEMENTS**: None

**TOWN MANAGER'S REPORT:**

Expense: Town Manager Rhodes reported spending is at 38.27%, compared to last year at 35.95%; paving was paid earlier this current year.

Revenue Report: Town Manager Rhodes said the current excise tax collected as of the end of October is \$160,375.55, compared to \$160,282.12 last year, up a little. State Revenue Sharing is down, \$74,653 this year compared to \$108,201 last year. This is due to the Appropriations Committee of the Legislature cutting an additional \$60K in Mid May, 2009 after the Town's Warrant Articles were set in stone.

**OLD/NEW BUSINESS:** Selectman Dixon said she would like to add a part time bookkeeper to the new budget.

Chairman Towne reminded the Board members town manager candidate interviews will begin Friday, October 13, 2009. Town Manager Rhodes said he will provide an agenda for the interviews.

**WARRANT:** Selectman Clark moved to approve warrant 27 in the amount of \$220,310.17, second by Selectman Dixon. All in favor.

**NEXT AGENDA ITEMS:** Executive session – town manager position  
CIP budget  
2009/2010 GA Ordinance Appendix C

**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.

Resident Mike Walton said he has formally requested, under the Freedom of Information Act, a copy of the statement Selectman Watson read at the October 13, 2009 meeting. Mr. Walton formally requested the information on Tuesday, November 10, 2009 at 2 PM.

**ADJOURN:** Selectman Clark moved to adjourn at 7:28 p.m., second by Selectman Dixon . All in favor.

Respectfully submitted,

Pamela M. Violette  
Town Clerk

**AGENDA**

**ITEM**

**4.b.**

# MAINE MUNICIPAL ASSOCIATION

Legal Services  
60 Community Drive  
Augusta, Maine 04330-9486  
(207) 623-8428  
Fax (207) 623-1287

WILLIAM W. LIVENGOOD  
REBECCA WARREN SEEL  
RICHARD P. FLEWELLING  
MICHAEL L. STULTZ  
KRISTIN M. COLLINS  
SUSANNE F. PILGRIM

JOSEPH J. WATHEN  
(1957-1997)

To: Kennebec County Municipal Officials / Welfare Directors / G.A. Administrators

From: Kristin Collins, Staff Attorney

Re: 2009-2010 General Assistance Ordinance, Appendix C

Date: October 22, 2009

It has been brought to my attention that there was an error in the Appendix C (Housing Maximums) figures that were distributed with the annual amendments to the General Assistance Maximums. **For Kennebec County, the maximums given for Unheated Rent for 3 and 4 bedroom units should both be \$685 per month and \$159 per week.** The Kennebec County portion of Appendix C should therefore read as follows:

<u>Kennebec County</u>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
Bedrooms				
0	79	339	91	392
1	93	399	109	468
2	113	484	135	580
3	159	685	187	805
4	159	685	195	840

A full, corrected version of Appendix C is available electronically at <http://www.memun.org/members/GA/ga.htm>.

This amendment should be adopted by the municipal officers as soon as possible, after seven days notice and public hearing. DHHS does not need to be sent proof that this amendment was adopted, as long as it has already received proof that the 2009 MMA General Assistance Maximums were adopted.

We apologize for this error. Please contact me if you have any questions.

## GA Housing Maximums (Heated & Unheated Rents)

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!** Municipalities should **ONLY consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See *Instruction Memo for further guidance.*)

### Non-Metropolitan FMR Areas

<u>Aroostook County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	66	284	83	359	
1	80	343	103	441	
2	90	385	121	521	
3	120	517	160	686	
4	120	517	172	738	
<hr/>					
<u>Franklin County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	94	405	108	463	
1	97	415	114	489	
2	114	489	138	592	
3	134	576	164	704	
4	170	732	214	921	
<hr/>					
<u>Hancock County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	104	449	118	506	
1	117	503	134	578	
2	130	557	154	663	
3	190	819	221	952	
4	190	819	221	952	
<hr/>					
<u>Kennebec County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	79	339	91	392	
1	93	399	109	468	
2	113	484	135	580	
3	159	685	187	805	
4	159	685	195	840	

# AGENDA

## ITEM

5.a.

TOWN OF CLINTON  
FIVE-YEAR CAPITAL IMPROVEMENT PLAN SUMMARY SHEET

	A	B	C	D	E	F	G	H	I
		Reserve Fund	Equipment	FY 10 / 11					
	11/9/2009	Balance	Rotation	Funding	FY 10 / 11	FY 11 / 12	FY 12 / 13	FY 13 / 14	FY 14 / 15
	Departments:			Source					
1									
2	11/9/2009								
3	<b>Departments:</b>								
4									
5	<b>1. Administration</b>								
6									
7	1. Town Office Roof	\$22,931.71	N/A		\$0.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
8									
9	<b>2. Fire Department</b>								
10									
11	1. FD Vehicles & Equipment	\$45,852.18	10-Years		\$0.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
12	2. Communications Upgrade	\$6,000.00	6-10 Years		\$0.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
13	3. Turnout Gear Replacement	\$9,561.75	5-10 years		\$0.00	\$ 9,900.00	\$ 10,350.00	\$ 9,125.00	\$ 9,125.00
14									
15	<b>3. Police Department</b>								
16									
17	1. Police Cruiser 2005	\$64.52	3 years		\$0.00	\$26,000.00	\$0.00	\$0.00	\$0.00
18	2. Police Cruiser 2008		3 years		\$0.00	\$0.00	\$0.00	\$26,000.00	\$0.00
19									
20	<b>4. Transfer Station / Recycling</b>								
21									
22	1. Concrete Slab		N/A	Annual Budget	\$9,000.00				
23	2. Forklift 2006	\$8,734.78	10 Years		\$0.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
24	3. Recycling Bailer	\$6,902.22	12 Years		\$0.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
25									
26	<b>5. Highway Department</b>								
27									
28	1. Truck (2004)	\$5,113.16	5 years		\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
29	2. Tractor (1993)	\$11,056.61	10 years		\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
30	3. Backhoe / Loader (1999)	\$11,356.09	10 years		\$0.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
31	4. Sander / Hopper	\$2,000.00	8 years		\$0.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
32									
33	<b>6. Road Commissioner</b>								
34									
35	1. Road Reconstruction / Paving		N/A	Annual Budget	\$190,027.00	\$ 200,000.00	\$ 210,000.00	\$ 220,000.00	\$ 230,000.00
36									
37	<b>7. Cemetery Committee</b>								
38									
39	1. Repairs to Headstones	\$10,000.00	N/A		\$0.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
40									
41	<b>TOTALS</b>	<b>\$139,573.02</b>			<b>\$ 199,027.00</b>	<b>\$ 290,900.00</b>	<b>\$ 275,350.00</b>	<b>\$ 310,125.00</b>	<b>\$ 294,125.00</b>
42									
43	<b>Source of Funds</b>								
44	EXCISE TAX			\$133,063.00	67%				
45	STATE URIP FUNDS			\$56,964.00	29%				
46	PROPERTY TAX			\$9,000.00	4%				
47	SURPLUS			\$0.00					
48	<b>TOTAL</b>			<b>\$199,027.00</b>					

# CAPITAL IMPROVEMENT PROJECT REQUEST

## (EXCLUDING EQUIPMENT)

### FORM B

<b>Department: Administration</b>	<b>Contact Person: Town Manager</b>
<b>1. <u>Project Title:</u></b> Town Office Roof	<b>2. <u>Purpose of Project Request</u></b> <input type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part of the program <input checked="" type="checkbox"/> 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:**

<b>Budget FY Financing</b>	<b>Total</b>	<b>TM Recommends</b>	<b>Recommended Sources of</b>
Program FY 10-11:	\$1,000	\$0.00	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
Program FY 14-15:	\$1,000		Surplus to Reserve Account
Total Five Years:	\$5,000		

**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		Total
	Purchase Price:		\$75,000
3. Form of Acquisition: Purchase <u>  X  </u> Rental <u>      </u>		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) <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		Weeks per year: 52  Average hours per day used: 4-hours  Estimated useful life in years: 10-years	

**(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 \_\_\_\_\_  Trade-In  
 \_\_\_\_\_ Sale

**10. Cost & Recommended Sources of Financing:**

Budget FY Sources of Financing	Total	TM Recommends	Recommended
Program FY 10-11:	\$15,000	\$0.00	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
Program FY 14-15:	\$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		Total
	Purchase Price		\$30,000
3. Form of Acquisition: Purchase <input checked="" type="checkbox"/> Rental <input type="checkbox"/>	4. Number of Similar Items in Inventory: 1 Base Radio and 30 pagers		
5. Number of Units Requested: _____	6. Estimated use of Requested Item(s) _52_ 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) <input checked="" type="checkbox"/> Schedule Replacement <input checked="" type="checkbox"/> Present Equipment Obsolete over time <input checked="" type="checkbox"/> Replace worn-out equipment over time <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. 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:**

<b>Budget FY Sources of Financing</b>	<b>Total</b>	<b>TM Recommends</b>	<b>Recommended</b>
Program FY 10-11:	\$3,000	\$0.00	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
Program FY 14-15:	\$3,000		Surplus to Reserve
<b>Total Five Years:</b>	<b>\$15,000</b>		

**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 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)**

<b>8. Replaced Item(s)</b>				
Item	Make	Age	Maint. Cost	Breakdowns
Sucuritex Turn-Out Gear		2002		

  

<b>9. Recommended Disposition of Replacement Item(s)</b>	
_____ Possible use by other departments _____	_____ Trade-In
Sale ( NFPA Standards require removal from service at 10 years. )	

<b>10. Cost &amp; Recommended Sources of Financing:</b>			
<b>Budget FY</b>	<b>Total</b>	<b>TM Recommends</b>	<b>Recommended</b>
<b>Sources of Financing</b>			
Program FY 10-11:	\$9,450 (6 sets)	\$0.00	Surplus to Reserve
Program FY 11-12:	\$9,900 (6 sets)		Surplus to Reserve
Program FY 12-13:	\$10,350 (6 sets)		Surplus to Reserve
Program FY 13-14:	\$9,125 (5 sets)		Surplus to Reserve
Program FY 14-15:	\$9,375 (5 sets)		Surplus to Reserve
<b>Total Five Years:</b>	<b>\$48,200</b>		

**CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL**

**FORM A**

Department Police		Contact Person: Police Chief	
<b>1. Project Title:</b>  Police Cruiser	<b>2. Cost</b>	<b>Per Unit</b>	\$26,000
<b>3. Form of Acquisition:</b>  Purchase	<b>4. Number of Similar Items in Inventory: 2</b>		
<b>5. Number of Units Requested: 1</b>	<b>6. Estimated use of Requested Item(s)</b>		
<b>7. Purpose of Expenditure (check appropriate)</b> <input checked="" type="checkbox"/> Schedule Replacement <input checked="" type="checkbox"/> Past Scheduled Replacement <input checked="" type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded Service <input type="checkbox"/> New Operation <input checked="" type="checkbox"/> Increased Safety <input type="checkbox"/> Improve procedures, records	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	\$4,875.24	Yes
2. Ford	Crown Vic	2008	\$1,300.00	No

The 2005 has 90,899 miles on it as of 10/30/09.

The 2008 has 28,843 miles on it as of 10/30/09.

**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 10-11:	\$ 0.00	
Program FY 11-12:	\$ 26,000 (1)	Annual Budget
Program FY 12-13:	\$ 0.00	
Program FY 13-14:	\$ 26,000 (2)	Annual Budget
Program FY 14-15:	\$ 0.00	
Total Five Years:	\$52,000	

**CAPITAL IMPROVEMENT PROJECT REQUEST**

**(EXCLUDING EQUIPMENT)**

**FORM B**

<b>Department: Transfer Station / Recycling Center    Contact Person: Gerald Howard</b>	
<b>1. <u>Project Title:</u></b>  Concrete Slab for Scale Approach.	<b>2. <u>Purpose of Project Request</u></b> <input type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part of the program <input checked="" type="checkbox"/> Modify a project already in the adopted program

<b><u>Description:</u></b>  90' x 16'x 6" (26.67 cubic yards)		
<b><u>Justification &amp; Useful Life:</u></b>  The truck approach to the scales needs to be replaced with concrete to withstand the heavy loads of the trucks using the scales.		
<b><u>Cost &amp; Recommended Sources of Financing:</u></b>		
<b>Budget FY</b>	<b>Total</b>	<b>Recommended Sources of Financing</b>
Program FY 10-11	\$9,000	Annual Budget
Program FY 11-12		
Program FY 12-13		
Program FY 13-14		
Program FY 14-15		
Total Five Years:	\$9,000	

**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) <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	52 Weeks per year.  For the weeks used, estimate: 12 hours per week  Estimated useful life in years: 10 years		

**(OVER)**

<b>8. Replaced Item(s)</b>				
Item	Make	Age	Maint. Cost	Breakdowns
A. Forklift model 7FGU18	Toyota	2006	Normal	None
<b>9. Recommended Disposition of Replacement Item(s)</b>				
_____ Possible use by other departments		_____ X _____		Trade-In
Sale				

<b><u>10. Cost &amp; Recommended Sources of Financing:</u></b>			
Budget FY Sources of Financing	Total	TM Recommends	Recommended
Program FY 10-11:	\$2,000	\$0.00	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
Program FY 14-15:	\$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	
<b>1. Project Title:</b> Recycling Bailer	<b>2. Cost</b>	<b>Per Unit</b>	<b>Total</b>
	Purchase Price: \$20,000		
<b>3. Form of Acquisition:</b> Purchase <input checked="" type="checkbox"/> Rental <input type="checkbox"/>	<b>4. Number of Similar Items in Inventory</b> <u>1</u>		
<b>5. Number of Units Requested:</b> <u>1</u>	<b>6. Estimated use of Requested Item(s)</b>		
<b>7. Purpose of Expenditure (check appropriate)</b> <input checked="" type="checkbox"/> Schedule Replacement <input type="checkbox"/> Present Equipment Obsolete <input checked="" type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded Service <input type="checkbox"/> New Operation <input checked="" type="checkbox"/> Increased Safety <input type="checkbox"/> Improve procedures, records	52 Weeks per year. For the weeks used, estimate: 15 hours Estimated useful life in years: 12 years		

**(OVER)**

<b>8. Replaced Item(s)</b>				
Item	Make	Age	Maint. Cost	Breakdowns
<b>9. Recommended Disposition of Replacement Item(s)</b>				
_____ Possible use by other departments		_____ Trade-In		
_____ Sale		_____ X		_____ Retain

<b><u>10. Cost &amp; Recommended Sources of Financing:</u></b>			
<b>Budget FY Sources of Financing</b>	<b>Total</b>	<b>TM Recommends</b>	<b>Recommended</b>
Program FY 10-11:	\$4,000	\$0.00	Surplus
Program FY 11-12:	\$4,000		Surplus
Program FY 12-13:	\$4,000		Surplus
Program FY 13-14:	\$4,000		Surplus
Program FY 14-15:	\$2,000		Surplus
<b>Total Five Years:</b>	<b>\$18,000</b>		

**CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL**

**FORM A**

Department: Highway      Contact Person: Clayton Pierce	
<b>1. Project Title:</b>  450 Super Duty Ford One Ton and a Half Four by Four Plow / Dump Truck	<b>2. Cost</b>  Purchase Price      \$50,000  Less: Trade-in or Other discount  Net Purchase Cost      \$50,000  Total
<b>3. Form of Acquisition:</b> Purchase <input checked="" type="checkbox"/> Rental <input type="checkbox"/>	<b>4. Number of Similar Items in Inventory</b> 1
<b>5. Number of Units Requested:</b> 1	<b>6. Estimated use of Requested Item(s)</b> _52_ Weeks per year      Approx. months (if seasonal)  For the weeks used, estimate: 274 average miles  Estimated useful life in years: 5 years
<b>7. Purpose of Expenditure (check appropriate)</b> (x ) Schedule Replacement ( ) Present Equipment Obsolete ( ) Replace worn-out equipment ( ) Reduce personnel time ( ) Expanded Service ( ) New Operation ( ) Increased Safety ( ) Improve procedures, records	

**(OVER)**

<b>8. Replaced Item(s)</b>				
Item	Make	Age	Maint. Cost	Breakdowns
Dump Truck/plow	Ford 350	2004	\$2,000 annual	2 to 3 annual
<b>9. Recommended Disposition of Replacement Item(s)</b>				
<input type="checkbox"/> Possible use by other departments <input checked="" type="checkbox"/> Trade-In <input type="checkbox"/> Sale				

<b>10. Cost &amp; Recommended Sources of Financing:</b>			
Budget FY Sources of Financing	Total	TM Recommends	Recommended
Program FY 10-11:	\$5,000	\$0.00	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
Program FY 14-15:	\$10,000		Surplus to Reserve
Total Five Years:	\$45,000		

**CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL**

**FORM A**

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

<b>8. Replaced Item(s)</b>				
Item	Make	Age	Maint. Cost	Breakdowns
1. Sidewalk Tractor	1993	15		
<b>9. Recommended Disposition of Replacement Item(s)</b>				
<input type="checkbox"/> Possible use by other departments <input checked="" type="checkbox"/> Trade-In <input type="checkbox"/> Sale				

<b>10. Cost &amp; Recommended Sources of Financing:</b>			
Budget FY	Total	TM Recommends	Recommended
Sources of Financing			
Program FY 10-11:	\$5,000	\$0.00	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
Program FY 14-15:	\$5,000		Surplus to Reserve
Total Five Years:	\$25,000		

**CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL**

**FORM A**

Department: Highway      Contact Person: Clayton Pierce									
<b>1. Project Title:</b>  John Deere 4 x 4 410G loader/backhoe with 24 " tooth bucket and a 48" ditching bucket system.	<b>2. Cost</b> <table><thead><tr><th></th><th>Total</th></tr></thead><tbody><tr><td>Purchase Price</td><td>\$70,000</td></tr><tr><td>Less: Trade-in</td><td></td></tr><tr><td>Net Purchase Cost</td><td>\$70,000</td></tr></tbody></table>		Total	Purchase Price	\$70,000	Less: Trade-in		Net Purchase Cost	\$70,000
	Total								
Purchase Price	\$70,000								
Less: Trade-in									
Net Purchase Cost	\$70,000								
<b>3. Form of Acquisition:</b> Purchase <input checked="" type="checkbox"/> Rental <input type="checkbox"/>	<b>4. Number of Similar Items in Inventory</b> <u>1</u>								
<b>5. Number of Units Requested:</b> <u>1</u>	<b>6. Estimated use of Requested Item(s)</b> 52 Weeks per year.  For the weeks used, estimate: 2 Average hours per day used.  Estimated useful life in years: 10								
<b>7. Purpose of Expenditure (check appropriate)</b> <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)**

<b>8. Replaced Item(s)</b>				
Item	Make	Age	Maint. Cost	Breakdowns
Back-Hoe / loader	New Holland	8-years		
<b>9. Recommended Disposition of Replacement Item(s)</b>				
<input type="checkbox"/> Possible use by other departments <input checked="" type="checkbox"/> Trade-In <input type="checkbox"/> Sale				

<b><u>10. Cost &amp; Recommended Sources of Financing:</u></b>			
<b>Budget FY Sources of Financing</b>	<b>Total</b>	<b>TM Recommends</b>	<b>Recommended</b>
Program FY 10-11:	\$8,000	\$0.00	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
Program FY 14-15:	\$10,000		Surplus to Reserve
<b>Total Five Years:</b>	<b>\$48,000</b>		

**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 <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) 22 Weeks per year.  For the weeks used, estimate 12 Average hours per day used. Based on snow.  Estimated useful life in years: 8-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)**

**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:**

<b>Budget FY Sources of Financing</b>	<b>Total</b>	<b>TM Recommends</b>	<b>Recommended</b>
Program FY 10-11:	\$2,000	\$0.00	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
Program FY 14-15:	\$2,000		Surplus to Reserve
Total Five Years:			

FY 2010 / 2011  
Road Reconstruction / Paving  
Cost Estimates  
11/9/09

1. Goodrich Road:

238 Tons Asphalt @ 82.50 per ton	=	\$19,635
1" Overlay on previously paved base		
200 gals HFMS-1 Tack Coat @ 8.00	=	<u>\$ 1,600</u>
TOTAL		<u>\$21,235</u>

2. Hill Road:

370 Tons Asphalt @ 82.50 per ton	=	\$30,525
1" Overlay on previously paved base		
350 gals HFMS-1 Tack Coat @ 8.00	=	<u>\$ 2,800</u>
TOTAL		<u>\$33,325</u>

3. Hill Road .95 mile from end of previous year's paving to Canaan Town Line:

Reclaim (Includes FG) 12,262 SY @ \$1.75 / SY	=	\$ 21,459
1,347 Tons 19MM Asphalt @ 82.50	=	\$ 111,128
Butt Joints/Aprons 160 sy @ 18.00	=	<u>\$ 2,880</u>
TOTAL	=	<u>\$ 135,467</u>

TOTAL FY 10 / 11 Estimate = **\$190,027**

SOURCE of FUNDS

State URIP: \$ 56,964  
Excise Tax: \$ 133,063  
Total: **\$ 190,027**

# CAPITAL IMPROVEMENT PROJECT REQUEST

## (EXCLUDING EQUIPMENT)

### FORM B

<b>Department:</b> <u>Cemetery</u> <b>Contact Person:</b> _____	
<b>1. <u>Project Title:</u></b> Repair, Restoration & Cleaning of Cemetery Grave Stones	<b>2. <u>Purpose of Project Request</u></b> <input type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part of the program <input checked="" type="checkbox"/> 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:**

<b>Budget FY Financing</b>	<b>Total</b>	<b>TM Recommends</b>	<b>Recommended Sources of</b>
Program FY 10-11	\$5,000	\$0.00	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
Program FY 14-15	\$5,000		Surplus to Reserve
Total Five Years:	\$25,000		

# AGENDA

## ITEM

5.b.



*Town of Clinton*

*27 Baker Street*

*Clinton, ME 04927*

*426-8511 phone*

*426-8323 fax*

To: Clinton Board of Selectmen  
From: Municipal Agent for Motor Vehicle Pam Violette *Pam*  
Re: Issuance of plates  
Date: November 18, 2009

As you may be aware, on November 12, 2009, I decided to stop the issuance of vehicle license plates for new vehicle purchases from a casual sale effective December 1, 2009. We will continue to re-register vehicles, register new vehicles purchased from an automobile dealer with sales tax and title application paid and existing plates. I have requested permission from the Secretary of State to continue authorization to issue boosters, but have not heard back from my request.

The decision to step down from a full service town to limited new was not an easy decision. The past two years have seen a loss of two part time positions creating more work in the office. I do not have the necessary time to properly run the program, inventory is not being done on a regular basis and when time is available to run a check, I do not have the time to follow up on any problems I run across.

The amount of work in the office has not decreased just because the staff has decreased. We are seeing more work for voter registration and elections. The new Centralized Voter Registration Program (CVR) has created more work, registrations, scanning voter registration cards, absentee voting, scanning voting lists to update voting history all in specific periods of time. We have to set up and do testing of the AVS system prior to an election. As you may also be aware, General Assistance has increased. Usually we have very few applications during the summer months, but not this year and now with the colder weather, it continues on. An application usually takes an hour for the interview and then another hour for processing if all goes well. Some days we have four – six applications. These are just a few examples of the daily work required in the office.

We have tried working with the ASPIRE program to gain help, one worker did well while one did not. These volunteers can only work six months in one location.

Because I feel the customer standing right in front of you is more important than a telephone call, often times the answering machines has to pick up. We do check the messages during the day and try to respond to each call. Often times three lines are ringing at the same time.



*Town of Clinton*

*27 Baker Street*

*426-8511 phone*

*Clinton, ME 04927*

*426-8323 fax*

Shirley is typist for the Police Department and the Assessors' Agent; that work has increased with numerous concealed weapons permits and mortgage input as well as Transfer Station daily deposits and billing.

If either one of us is sick or would like to take vacation, it makes it very difficult for the person left in the office. We try to schedule our vacations around the holidays to make for a shorter work week for the person in the office. Other departments have a part time budget or enough employees to cover.

When one has a budget, either money or time, and that budget is decreased you do what you can to stretch the budget, but often you have to give up something. This is such a situation.