

# AGENDA

## ITEM

4.a.

**CLINTON BOARD OF SELECTMEN  
TUESDAY, AUGUST 11, 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, Transfer Station Director Gerald Howard, and Police Chief Charles Runnels. Vice Chair David Watson III was absent.

**PUBLIC HEARINGS.**

August 18, 2009 Special Town Meeting Warrant Article for Police Department Funding.

Selectman Clark moved Board open the Public Hearing at 6:32 p.m., second by Selectman Dixon. Vote 4-0.

Chairman Towne read Article 2: To see if the town will vote to raise and appropriate the sum of \$175,206 for the Police Department Account. Selectmen recommend Yes.

Resident Raejean Dorr asked if a police cruiser is included in this article and if the budget does not pass, how many times would the police department go to a vote. Chairman Towne answered that a police cruiser is not included in this budget, it is the same budget passed in fiscal year 2008.

Town Manager Rhodes said if the police department does not pass in August, then the Board of Selectmen would have the option to call a Special Town Meeting for November. The Charter allows as many times for revote within the 45-day window for ballot preparation. To eliminate a department it takes a no vote in a June election and a no vote in the following June election provided the department's funding was defeated in all special elections between the June elections. Chairman Towne said the Town Charter allows funding until 2010.

Selectman Clark moved Board close the Public Hearing at 6:37 p.m., second by Selectman Cote. Vote 4-0

Renewal of Summary Permit Applications for the Spreading of Residual Lime Product from State Approved Facilities (Lime Mud) for the Following Clinton Farms: Wright Place, Misty Meadows Farms, Flood Brothers Farms, and Caverly Farms.

Selectman Clark moved Board open the Public Hearing at 6:38 p.m., second by Selectman Dixon. Vote 4-0

Robert Folsom and Bill Michaud, New England Organics, were present to answer questions.

Selectman Cote questioned Misty Meadows Farm's annual projected amount of stockpiled material of 1000 tons. Mr. Folsom said Mr. Stoughton, Misty Meadow Farm, revised the tonnage to 250 tons.

Chairman Towne questioned Wright Farm's application concerning stockpiling and the length of stockpiling. Mr. Folsom said that is a misprint and the material will be used where stockpiled and will be used within six months.

Selectman Clark moved Board close the Public Hearing at 6:50 p.m., second by Selectman Cote. Vote 4-0

**ACTION ITEMS.**

Approval of Selectmen's Minutes – July 28, 2009

Selectman Clark moved the Board approve the minutes of the July 28, 2009 meeting. Second by Selectman Cote. Vote 4-0 in favor.

Summary Permit Applications Renewal for Spreading of Residential Lime Mud Product from State Approved Facilities for the following Farms:

- 1) Wright Place, LLC: 77 Wright Road, Clinton.
- 2) Misty Meadows Farm: 71 McKenney Road, Clinton.
- 3) Flood Brothers Farm: 839 River Road, Clinton.
- 4) Caverly Farms: 1404 River Road, Clinton.

Selectman Clark moved Board approve Summary Permit Applications Renewal for the spreading of residual lime mud products from State Approved Facilities and authorize the Chairman of the Board of Selectmen to sign the applications for the Town of Clinton as amended to included corrections on Misty Meadows Farm's application: 1000 tons to 250 tons and Wright Farm's application: material will be used where stockpiled, within six months, second by Selectman Cote. Vote 4-0

Resolution 09-11: Transfer Station / Recycling Center Fees

Selectman Clark moved Board adopt Resolution 09-11, as amended: review PERC fees quarterly and to continue to charge \$2.50 above the current PERC fee without the necessity of Selectmen approval, second by Selectman Cote. Vote 4-0

**DISCUSSION ITEMS:** None

**SUPPLEMENTS AND ABATEMENTS:** None

**TOWN MANAGER'S REPORT:**

Expense: Town Manager Rhodes reported the first month of the fiscal year 7.90% of the budget has been spent (\$283,267.14) compared to last year's budget of 7.10%. The difference is due to increases in the school appropriation, insurance, Parks and Recreation, \$16,000 for PAL, and the annual municipal software fees were paid in a month earlier.

Revenue Report: Town Manager Rhodes explained income from motor vehicle excise, State Revenue Sharing, and First Park revenue is all less than the previous year.

TULIP Program: Town Manager Rhodes said the new insurance policy, Tenant User Liability Program, is a general liability policy written in the name of the tenant and the user of the banquet hall. The program is highly recommended by our insurance carrier, Maine Municipal, as a protection of the Town. The insurance will not apply to non-profit groups that meet at the Banquet Hall on a regular basis. The average cost is estimated at \$25.00 to \$50.00.

KVCOG Rock Salt Bid: Town Manager Rhodes reported Mid-Atlantic Salt, LLC, was the successful bidder for the rock salt bid at \$69.00 per ton. This is a savings of \$4.26 per ton over last year.

**OLD/NEW BUSINESS:** Selectman Clark requested a children playing sign be installed on the McNally Road. Town Manager Rhodes said he will see that it is done.

**WARRANT:** Selectman Clark moved to approve warrant #9 in the amount of \$162,690.71. Second by Selectman Dixon, all in favor.

**NEXT AGENDA ITEMS:** 2009/2010 Tax Commitment Paperwork  
Public Hearing for the Mill Site Completion  
Special Town Meeting election results.

Selectmen Cote said he received an email from Recreation Committee member, Pat Shae, concerning the mowing of the Mill Site. Town Manager Rhodes said he had already issued a purchase order, in the amount of \$500, to the Town's current mowing contractor to mow the Mill Site for the rest of the 2009 mowing season. Next year's contract will need to be modified to include the Mill Site. The Parks & Recreation Board has no

**August 11,2009 Selectmen Minutes**

control over this grass area since the Town has voted on June 13, 2006 to hold this area for general purposes of development, including taxable commercial development, or municipal use, as directed by a future town meeting.

**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 questions asked at the public comment table.

**ADJOURN:** Selectman Clark moved to adjourn at 7:13 p.m., second by Selectman Cote All in favor.

Respectfully submitted,

Pamela M. Violette  
Town Clerk

# AGENDA

## ITEM

4.b.

**CLINTON BOARD OF SELECTMEN  
TUESDAY, AUGUST 25, 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, Vice Chairman David Watson II, Randy Clark were present. Selectman Justin Cote and Selectman Geraldine Dixon were absent. Also present Town Manager James Rhodes and Deputy Town Clerk Shirley Bailey, Police Chief Charles Runnels.

**PUBLIC HEARING: Mill Site Improvement Project Completion**

Selectman Clark moved to open the public hearing at 6:34 pm, second by Selectman Watson.

Town Manager Rhodes, who was the Certified CDBG Program Administrator for the Mill Site Project discussed the following completion report:

**MILL SITE IMPROVEMENT PROJECT  
\$150,000 COMMUNITY ENTERPRISE GRANT  
COMPLETION REPORT**

1. January 3, 2008: Letter of Intent to Apply for Community Enterprise Grant.
2. January 15, 2008: State Office of Community Development notice that Town of Clinton is eligible to submit a Community Enterprise program Application.
3. February 14, 2008: \$150,000 Community Enterprise Grant Program Application submitted to Office of Community Development.
4. March 31, 2008: Office of Community Development approved the CDBG Community Enterprise Program Application and invited the Town of Clinton into the project development phase II of the application process. \$150,000 was reserved for the Town of Clinton.
5. June 10, 2008: Town voted 224 to 212 to approve the \$150,000 grant application submission.

August 25, 2009 Selectmen Minutes

6. July 23, 2008: Phase II Documentation for the \$150,000 Community Enterprise Grant for the Mill Site Improvement Project submitted to the Office of Community Development.
7. July 28, 2008: Request for Qualifications for Engineering Services for the Clinton Mill Site Improvement Project in the legal ads of Morning Sentinel.
8. September 12, 2009: Parks and Recreation Board scored seven submitted proposals for Engineering Services and recommended Wright-Pierce to the Board of Selectmen.
9. September 18, 2008: Contract between Department of Economic and Community Development and the Town of Clinton for \$150,000 for the Mill Site Improvement Project encumbered by the State Controller.
10. September 23, 2008: Board of Selectmen award the Mill Site Improvement Project Engineering Services to Wright-Pierce for \$13,475.
11. October 22, 2008: Contract between Town of Clinton and Wright-Pierce for Mill Site Improvement Project executed.
12. November 19, 2008: Kick-Off meeting with Parks & Recreation Board regarding Mill Site plans.
13. December 1, 2008 thru January 21, 2009: Refinement of plans, drawings, bid documents.
14. January 22, 2009: Public Hearing on the Construction Concept for the Mill Site Improvement Project.
15. March 13, 2009: 80% draft review of bid specifications and drawings.
16. March 19, 2009: Invitation to bid for the Mill Site Improvement Project construction in the legal ads of the Morning Sentinel.
17. April 28, 2009: Board of Selectmen award the Mill Site Improvement Construction project to Manter Construction of Maine, Inc. for \$135,000.
18. May 1, 2009: Notice of Award issued to Manter Construction of Maine, Inc. for \$135,000.
19. May 8, 2009: Contract Documents signed.
20. May 15, 2009: Pre-construction meeting.

August 25, 2009 Selectmen Minutes

- 21. May 15, 2009: Notice to Proceed issued.
- 22. May 18, 2009: Construction started.
- 23. July 29, 2009: Constructed completed.
- 24. Project costs:

• Surface Preparation:	\$ 7,500
• Resurfacing Concrete w/ Pavers:	\$88,008
• 110 feet Wood Railing:	\$ 4,400
• Wood Gazebo:	\$20,650
• Fill, Loam & Seeding:	\$13,642
• Site Electrical:	\$ 800
• CO#1 Gazebo Ramp/Skirting:	\$ 950
• CO#2 Gazebo Top Face Board	<u>\$ 475</u>
Total Construction Costs	<b>\$136,425</b>

Engineering Services Costs **\$ 13,475**  
Grand Total **\$149,900**

- 25. Project came in at \$100 under budget.

Parks and Recreation member Kim Dixon expressed her appreciation for the notices that have been posted regarding the vandalism done at the new Mill Park.

Selectman Clark moved to close the public hearing at 6:47pm, second by Selectman Watson. Vote 3 – 0 Approved.

**ACTION ITEMS.**

Approval of Selectmen’s Minutes – August 11, 2009

Selectman Clark moved the Board approve the minutes of the August 11, 2009 meeting. Second by Selectman Watson. Vote required 3 affirmative votes and since Selectman Watson was not at the meeting the Minutes for 8/11/09 will be on the 9/8/09 Agenda.

Resolution 09-12: Authorization to draw \$100,000 from the Undesignated Fund Balance (surplus) to reduce the amount required to be raised from property taxes for the 2009 Tax Year.

Selectman Clark moved Board adopt Resolution 09-12, second by Selectman Watson. Vote 3 – 0 Approved.

2009 Municipal Tax Rate Calculation Form

## August 25, 2009 Selectmen Minutes

Selectman Clark moved Board accept the 2009 Municipal Tax Calculation Form prepared by the Assessors' Agent which sets the Mil Rate at 15.36 the same as last year, second by Selectman Watson. Vote 3 – 0 Approved.

### Assessor's Certification of Assessment, Municipal Tax Assessment Warrant, Certificate of Commitment

Selectman Clark moved Board sign the Assessor's Certificate of Assessment, Municipal Tax Assessment Warrant and Certificate of Commitment, second by Selectman Watson. Vote 3-0 Approved

### Certificate of Assessment to be returned to the Municipal Treasurer

Selectman Clark moved Board sign the Certificate of Assessment to be returned to the Municipal Treasurer, second by Selectman Watson. Vote 3 – 0 Approved

## **DISCUSSION ITEMS**

### Special Town Meeting Results

Total number of registered voters on August 18, 2009 was 2419. Total number of voters for the Special Town Meeting was 214. 88 Yes and 126 No votes for the Police Dept.

Consensus was to have a Special Town Meeting Warrant for 11/3/09 on the agenda as an action item for 9/8/09 Selectmen's meeting.

**SUPPLEMENTS AND ABATEMENTS:** None

### **TOWN MANAGER'S REPORT:**

Town Manager Rhodes informed the Board he received a letter from the State of Maine, Department of Economic and Community Development. In the Financial Monitoring there are no Findings or Observations.

**OLD/NEW BUSINESS:** None

**WARRANT:** Selectman Clark moved to approve warrant #12 in the amount of \$204,564.02. Second by Selectman Watson. Vote 3-0 all in favor.

### **NEXT AGENDA ITEMS:**

Special Town Meeting Warrant

Workshop for a new Town Manager Selection process

Bids for concrete work at the Transfer Station

**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. There were no comments received at the public comment table.

**ADJOURN:** Selectman Clark moved to adjourn at 7:34 p.m., second by Selectman Watson. Vote 3-0 All in favor.

Respectfully submitted,

Shirley J. Bailey  
Deputy Town Clerk

# AGENDA

## ITEM

4.c.

SPECIAL  
TOWN MEETING WARRANT  
TOWN OF CLINTON  
Tuesday, November 3, 2009

To: Gary Petley, a resident of the Town of Clinton, County of Kennebec, State of Maine.

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Clinton in said county and state, qualified by law to vote in town affairs, to vote in the Town of Clinton, at the Clinton Town Office, located at 27 Baker Street, on Tuesday the 3rd day of November, AD 2009 from 8:00AM to 8:00PM, then and there to act upon the following articles to wit:

**Article 1:** To elect a moderator by written ballot to preside at said meeting.

**Article 2:** To see if the town will vote to raise and appropriate the sum of \$175,206 for the Police Department Account.

*\*Funding allows the town the opportunity to have a local presence strictly for use by the taxpayers of this community for Police Protection Services.*

Selectmen Recommend: Yes

Given under our hands this 8th day of September, 2009 by the Clinton Board of Selectmen:

\_\_\_\_\_  
Jeffrey Towne, Chairman

\_\_\_\_\_  
Randy Clark

\_\_\_\_\_  
David Watson II

\_\_\_\_\_  
Geraldine Dixon

\_\_\_\_\_  
Justin Cote

A True Copy of the Warrant Attested

\_\_\_\_\_  
Town Clerk

# AGENDA

## ITEM

4.d.



Town of Clinton

27 Baker Street

426-8511 phone

Clinton, ME 04927

426-8323 fax

## MEMORANDUM

**TO: HONORABLE BOARD OF SELECTMEN**

**FROM: James W. Rhodes, Town Manager**

**DATE: September 2, 2009**

**RE: Agenda Item 4.d. Concrete Bids**

---

The following bids were received for the Concrete Work at the Transfer Station / Recycling Center:

1. \$8,800 M & M Construction, 97 McAllister Road, Clinton, Maine.
2. \$9,000 Dixon Construction, Inc. 275 Bellsqueeze Road, Benton, Maine.
3. \$19,370 Mushero's Jacking & Moving, Inc. 6 Oakland Road, Fairfield, Maine.

Funds available in Transfer Station account # 11-020-41 is \$9,000.

Recommend bid award to M & M Construction, 97 McAllister Road, Clinton, Maine.

# M&M CONSTRUCTION

97 McAllister Road Clinton, Maine 04927

Phone/Fax: (207) 426-8081 Cell: (207) 861-1021

August 19, 2009

Town of Clinton  
P.O. Box 27  
Clinton, Me 04927

RE: Concrete work at the Recycling Center

Attention: Gerald

We at M & M Construction would like to thank you for considering us for your construction needs. As per your request are proposing the following.

1. To supply and install new 13' x 30' x 6" concrete approach ramp at existing scales "scope as follows".
  - a. sawcut and remove existing asphalt
  - b. install 1" rigid foam insulation
  - c. install #3 rebar 2' O.C.
  - d. supply and install 4000 P.S.I. concrete
  - e. concrete to have broom finish with saltguard sealer
  
2. To supply and install new 23' x 28' x 6" concrete apron at front existing bale Storage building "scope as follows".
  - a. sawcut and remove existing concrete
  - b. compact existing gravel
  - c. install 1" rigid foam insulation
  - d. install #3 rebar 2' O.C.
  - e. supply and install 4000 PSI concrete
  - f. concrete to have broom finish with saltguard sealer

Notes:

1. All asphalt and concrete to remain onsite and to be removed by owner
2. Owner to utilize existing loader on site
3. Our price includes 10 yards of gravel 6" minus to be used as needed on these projects.
4. All concrete to be sawcut as per manufacture's recommendations.
5. All concrete to be drilled and pinned to existing concrete.
6. Any additional gravel to be installed at \$15 per yard
7. No paving is included in this proposal
8. Compaction to be done by contractor

Excluded Items:

- a. Electrical
- b. Ledge removal

Total proposed price:  
\$ 8,800.00

Price valid for 15 days

Sincerely,



Macky McAllister  
M&M Construction

Proposal acceptance \_\_\_\_\_

# Proposal



**DIXON CONSTRUCTION, INC.**  
 277 Bellsquee Road • Benton, Maine 04901  
 275 426-6882

General Contracting  
 Foundation / Concrete Work  
 • New Home Construction

PROPOSAL SUBMITTED TO

*Clinton Transfer*

PHONE

DATE

*7 July 09*

STREET

JOB NAME

*Gerald - weight scales*

CITY, STATE AND ZIP CODE

JOB LOCATION

*Clinton*

ARCHITECT

DATE OF PLANS

JOB PHONE

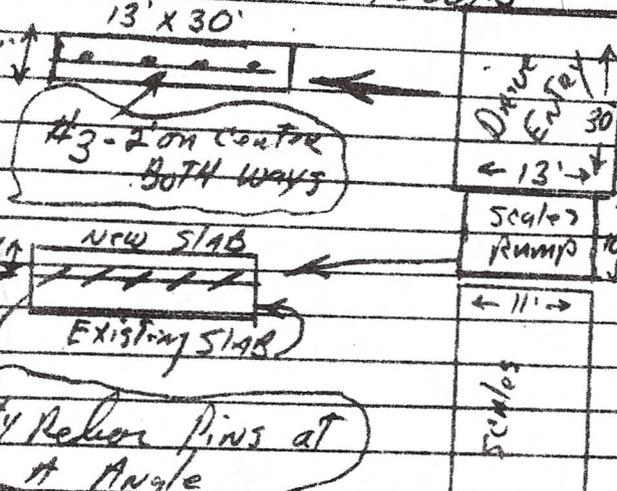
We hereby submit specifications and estimates for:

*Cut + Remove Asphalt  
 Gerald will dispose of  
 on site.*

*All CONCRETE 4000/18*

*Drill + compact  
 existing lease for  
 13' X 30' slab,*

*bonding  
 Agent*



*We will check existing  
 lease for gravel content*

*#4 Rebar Pins at  
 4\"/>*

*All CONCRETE POURED WITH  
 SUPER PLASTER SIZER  
 (water Reducer) A MUST*

*Ramp - Install New Angle Iron 4\"/>*

This estimate excludes ledge & boulders over 1 cu. yd. in size.

**We Propose** hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

*Forty three hundred twenty seven* dollars (\$ *4327 00* )

Payment to be made as follows:

*Payment in full when completed*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon the written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature *Douglas B. Dixon*  
 Note: This proposal may be withdrawn by us if not accepted within *45* days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature *X*  
 Signature *X*

Date of Acceptance: *X*

# Proposal



**DIXON**  
**CONSTRUCTION, INC.**  
 275 257 Bellsqueeze Road • Benton, Maine 04901  
 426-8882

- General Contracting
- Foundations / Concrete Work
- New Home Construction

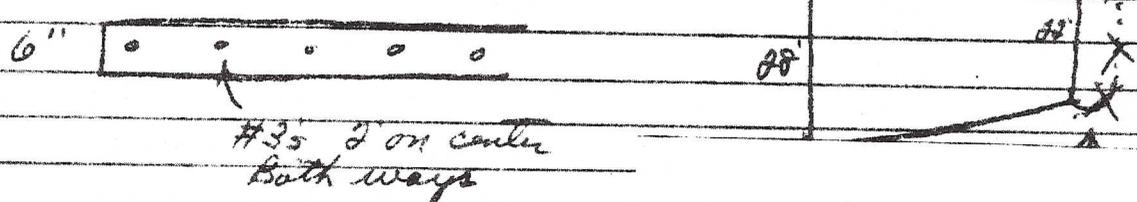
PROPOSAL SUBMITTED TO Clinton Transfer PHONE \_\_\_\_\_ DATE 20 June 09

STREET \_\_\_\_\_ CITY, STATE AND ZIP CODE \_\_\_\_\_ JOB NAME Gerald

ARCHITECT \_\_\_\_\_ DATE OF PLANS \_\_\_\_\_ JOB LOCATION RT 100 Clinton

We hereby submit specifications and estimates for: \_\_\_\_\_ JOB PHONE \_\_\_\_\_

Break up existing slab for removal by Gerald on site:  
 4000/B Concrete with plasterizer (supper)  
 #3 Rebar 2' on center both ways  
 Control cut slab



This estimate excludes ledge & bolders over 1 cu. yd. in size.

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

Four thousand six hundred seventy three dollars (\$ 4673 00 )

Payment to be made as follows:

Payment in full when completed

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon the written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature \_\_\_\_\_

Douglas P. DV

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature X

Signature X

Date of Acceptance: X



**COPY**

**MUSHERO'S JACKING & MOVING, INC**

Paul Musher & Sons  
 6 Oakland Road Fairfield, ME 04937  
 Phone: 207-453-2164

PROPOSAL SUBMITTED TO: <b>Town of Clinton / Gerald Howard</b>		PHONE: <b>426-8187</b>	DATE: <b>7/1/09</b>
STREET: <b>27 Baker Street</b>		JOB NAME: <b>426-9405</b>	
CITY, STATE and ZIP CODE: <b>Clinton, Maine 04927</b>		JOB LOCATION: <b>Fax: 426-8323</b>	
ARCHITECT:	DATE OF PLANS:		JOB PHONE:

We hereby submit specifications and estimates for:

**Labor & Materials to replace concrete slab in front of storage building as follows:**

Break up existing concrete slab front of storage building load and haul down back of landfill

Level and compact gravel

Install 2" styrofoam under all of slab

Saw pavement adjacent to front of slab

Set & Pour 6" thick insulated concrete slab reinforced with #4 steel reinforcing rod 24" x 24" gride

Cut slab every 10'

The surface of this slab will be brushed finish

All concrete to be 4000 p.s..i.

Owner gets all necessary permits if any

**TOTAL: \$10,780.00**

*We Propose* hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

Ten Thousand Seven Hundred Eighty ----- dollars (\$ 10,780.00)

Payment to be made as follows:

The sum of \$4,000.00 the first day of work. \$3,000.00 when ready to pour slab. Remainder to be paid within 3 working days after work is completed.

Interest to accrue thereafter at the rate of 1 1/2 % per month

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra Charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature *Paul Musher*

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

*Acceptance of Proposal* – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Signature

Date of Acceptance:



COPY

# MUSHERO'S JACKING & MOVING, INC

Paul Musher & Sons  
6 Oakland Road Fairfield, ME 04937  
Phone: 207-453-2164

PROPOSAL SUBMITTED TO: Town of Clinton / Gerald Howard		PHONE: 426-8187	DATE: 7/1/09
STREET: 27 Baker Street		JOB NAME: 426-9405	
CITY, STATE and ZIP CODE: Clinton, Maine 04927		JOB LOCATION: Fax: 426-8323	
ARCHITECT:	DATE OF PLANS:		JOB PHONE:

We hereby submit specifications and estimates for:

Cut hot top long side of building 40' long and install 2" styrofoam 3' wide also cover with 6" concrete slab pitched from building toward hot top

Cut hot top long side of new slab install 2" styrofoam 4' wide length of slab cover with reinforced concrete slab pitched toward hot top

TOTAL: \$1,870.00

*We Propose* hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

One Thousand Eight Hundred Seventy ----- dollars (\$ 1,870.00)

Payment to be made as follows:

Payment to be made when work is completed.

Interest to accrue thereafter at the rate of 1 1/2 % per month

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra Charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized  
Signature

Note: This proposal may be  
withdrawn by us if not accepted within

days.

*Acceptance of Proposal* – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Signature

Date of Acceptance:



CO. 1

## MUSHERO'S JACKING & MOVING, INC

Paul Musher & Sons  
6 Oakland Road Fairfield, ME 04937  
Phone: 207-453-2164

PROPOSAL SUBMITTED TO: Town of Clinton / Gerald Howard		PHONE: 426-8187	DATE: 7/1/09
STREET: 27 Baker Street		JOB NAME: 426-9405	
CITY, STATE and ZIP CODE: Clinton, Maine 04927		JOB LOCATION: fax: 426-8323	
ARCHITECT:	DATE OF PLANS:		JOB PHONE:

We hereby submit specifications and estimates for:

Labor & Materials to cut and remove hot top 14' x 40' in road entrance and install a new 6" thick concrete slab as follows:

Cut and remove hot top 14' x 40' of entrance road to scales

Regrade and compact

Set & Pour 6" thick x 40' x 14' wide new reinforced with a 1/2 steel reinforced materials 16" both ways

Cut slab every 10' cross ways

All concrete to be 4000 p.s.i.

Owner gets all necessary permits if any

TOTAL: \$6,720.00

*We Propose* hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

Six Thousand Seven Hundred Twenty ----- dollars (\$ 6,720.00)

Payment to be made as follows:

The sum of \$3,000.00 when hot top is removed, all set up and ready to pour slab. Remainder to be paid within 3 working days after work is completed.

Interest to accrue thereafater at thea rate of 1 1/2 % per month

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications Involving extra costs will be executed only upon written orders, and will become an extra Charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized  
Signature

*Paul Musher*

Note: This proposal may be  
withdrawn by us if not accepted within

days.

*Acceptance of Proposal* – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Signature

Date of Acceptance:

# AGENDA

## ITEM

7.a.

# Expense Summary Report

ALL Departments

August

Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
01 - ADMINISTRA	223,919.00	13,418.93	0.00	42,693.88	181,225.12	19.07
<b>001 - PAYROLL</b>	<b>145,624.00</b>	<b>9,961.46</b>	<b>0.00</b>	<b>22,156.68</b>	<b>123,467.32</b>	<b>15.21</b>
01 - FULL TIME	60,591.00	4,521.52	0.00	9,924.33	50,666.67	16.38
03 - OVERTIME	2,361.00	213.12	0.00	658.86	1,702.14	27.91
07 - SELECTMEN	9,300.00	0.00	0.00	0.00	9,300.00	0.00
08 - TOWN MANAGER	49,393.00	3,739.32	0.00	8,413.47	40,979.53	17.03
09 - AUDITOR	3,900.00	0.00	0.00	0.00	3,900.00	0.00
25 - SOC SECURITY	7,542.00	534.83	0.00	1,198.32	6,343.68	15.89
26 - MEDICARE	1,764.00	125.09	0.00	280.27	1,483.73	15.89
27 - IRA MATCH	1,963.00	152.24	0.00	330.75	1,632.25	16.85
28 - DISAB/LIFE	1,152.00	75.90	0.00	151.80	1,000.20	13.18
29 - HEALTH INS	7,658.00	599.44	0.00	1,198.88	6,459.12	15.66
<b>002 - OPERATING EX</b>	<b>34,395.00</b>	<b>2,302.97</b>	<b>0.00</b>	<b>5,086.70</b>	<b>29,308.30</b>	<b>14.79</b>
01 - TELEPHONE	6,200.00	414.88	0.00	829.18	5,370.82	13.37
04 - PRINTING	1,400.00	0.00	0.00	798.38	601.62	57.03
05 - POSTAGE	8,800.00	800.00	0.00	1,600.00	7,200.00	18.18
06 - ADS/NOTICES	1,200.00	45.76	0.00	155.87	1,044.13	12.99
07 - DUES	750.00	189.90	0.00	189.90	560.10	25.32
08 - SUPPLIES	5,000.00	356.87	0.00	498.59	4,501.41	9.97
09 - MEMBERSHIPS	3,400.00	0.00	0.00	0.00	3,400.00	0.00
10 - COPIER MAINT	3,000.00	307.70	0.00	537.05	2,462.95	17.90
12 - TRAVEL	2,795.00	187.86	0.00	477.73	2,317.27	17.09
13 - TRAINING	1,850.00	0.00	0.00	0.00	1,850.00	0.00
<b>003 - COMPUTER EXP</b>	<b>11,700.00</b>	<b>700.00</b>	<b>0.00</b>	<b>7,680.42</b>	<b>4,019.58</b>	<b>65.64</b>
01 - SOFTWARE	8,000.00	0.00	0.00	6,980.42	1,019.58	87.26
04 - SUPPLIES/TAX	3,000.00	700.00	0.00	700.00	2,300.00	23.33
09 - WEBSITE	700.00	0.00	0.00	0.00	700.00	0.00
<b>004 - TAX EXPENSES</b>	<b>23,200.00</b>	<b>377.00</b>	<b>0.00</b>	<b>7,411.50</b>	<b>15,788.50</b>	<b>31.95</b>
01 - ASSESSING	18,200.00	0.00	0.00	4,707.50	13,492.50	25.87
03 - REG OF DEEDS	5,000.00	377.00	0.00	2,704.00	2,296.00	54.08
<b>006 - CONTRACTUAL</b>	<b>8,000.00</b>	<b>77.50</b>	<b>0.00</b>	<b>358.58</b>	<b>7,641.42</b>	<b>4.48</b>
01 - LEGAL	8,000.00	77.50	0.00	358.58	7,641.42	4.48
<b>020 - CAPITAL EXP</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>
01 - COMPUTERS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
02 - TOWN HALL	14,957.00	1,538.79	0.00	-472.48	15,429.48	-3.16
<b>002 - OPERATING EX</b>	<b>8,979.00</b>	<b>351.36</b>	<b>0.00</b>	<b>655.21</b>	<b>8,323.79</b>	<b>7.30</b>
02 - HEAT	4,355.00	0.00	0.00	0.00	4,355.00	0.00
03 - LIGHTS	4,224.00	351.36	0.00	655.21	3,568.79	15.51
16 - OTHER EQUIP	400.00	0.00	0.00	0.00	400.00	0.00
<b>005 - HEALTH/SAFTY</b>	<b>678.00</b>	<b>0.00</b>	<b>0.00</b>	<b>141.54</b>	<b>536.46</b>	<b>20.88</b>
02 - WATER/SEWER	678.00	0.00	0.00	141.54	536.46	20.88
<b>007 - MAINTENANCE</b>	<b>5,300.00</b>	<b>1,187.43</b>	<b>0.00</b>	<b>-1,269.23</b>	<b>6,569.23</b>	<b>-23.95</b>
01 - BLDG/GROUNDS	5,300.00	1,187.43	0.00	-1,269.23	6,569.23	-23.95
04 - FIRE	323,188.00	16,738.98	79.69	51,522.22	271,665.78	15.94
<b>001 - PAYROLL</b>	<b>228,465.00</b>	<b>15,415.42</b>	<b>0.00</b>	<b>34,872.61</b>	<b>193,592.39</b>	<b>15.26</b>
01 - FULL TIME	134,745.00	10,004.69	0.00	23,383.01	111,361.99	17.35
02 - PART TIME	28,000.00	1,154.16	0.00	2,622.14	25,377.86	9.36
11 - VACATION	8,498.00	227.04	0.00	800.64	7,697.36	9.42
17 - TRAINING PAY	4,000.00	433.56	0.00	433.56	3,566.44	10.84
18 - HOLIDAY PAY	943.00	0.00	0.00	104.72	838.28	11.10

# Expense Summary Report

ALL Departments  
August

Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
<b>04 - FIRE CONT'D</b>						
22 - SICK/COVER	1,700.00	0.00	0.00	0.00	1,700.00	0.00
25 - SOC SECURITY	11,153.00	743.11	0.00	1,719.07	9,433.93	15.41
26 - MEDICARE	2,609.00	173.78	0.00	402.01	2,206.99	15.41
27 - IRA MATCH	4,043.00	166.47	0.00	382.24	3,660.76	9.45
28 - DISAB/LIFE	2,562.00	114.85	0.00	229.70	2,332.30	8.97
29 - HEALTH INS	30,212.00	2,397.76	0.00	4,795.52	25,416.48	15.87
<b>002 - OPERATING EX</b>	<b>26,573.00</b>	<b>1,031.24</b>	<b>79.69</b>	<b>2,578.01</b>	<b>23,994.99</b>	<b>9.70</b>
01 - TELEPHONE	2,200.00	202.82	79.69	265.81	1,934.19	12.08
02 - HEAT	7,300.00	0.00	0.00	631.84	6,668.16	8.66
03 - LIGHTS	3,500.00	251.71	0.00	501.97	2,998.03	14.34
07 - DUES	85.00	0.00	0.00	0.00	85.00	0.00
13 - TRAINING	2,600.00	160.00	0.00	160.00	2,440.00	6.15
15 - CLEANING SUP	350.00	0.00	0.00	0.00	350.00	0.00
17 - LICENSE FEES	510.00	0.00	0.00	350.00	160.00	68.63
18 - MEDICAL SUP	3,000.00	0.00	0.00	251.68	2,748.32	8.39
19 - FUEL	5,328.00	416.71	0.00	416.71	4,911.29	7.82
20 - CLOTHING	1,000.00	0.00	0.00	0.00	1,000.00	0.00
35 - FIRE SUPP	650.00	0.00	0.00	0.00	650.00	0.00
37 - MISC SUPPLIE	50.00	0.00	0.00	0.00	50.00	0.00
<b>005 - HEALTH/SAFTY</b>	<b>51,650.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,831.28</b>	<b>38,818.72</b>	<b>24.84</b>
02 - WATER/SEWER	650.00	0.00	0.00	131.28	518.72	20.20
03 - FF MED EVAL	200.00	0.00	0.00	0.00	200.00	0.00
05 - HYDRANT RENT	50,800.00	0.00	0.00	12,700.00	38,100.00	25.00
<b>006 - CONTRACTUAL</b>	<b>5,700.00</b>	<b>247.00</b>	<b>0.00</b>	<b>1,121.00</b>	<b>4,579.00</b>	<b>19.67</b>
14 - AMB/BILLING	5,700.00	247.00	0.00	1,121.00	4,579.00	19.67
<b>007 - MAINTENANCE</b>	<b>10,800.00</b>	<b>45.32</b>	<b>0.00</b>	<b>119.32</b>	<b>10,680.68</b>	<b>1.10</b>
01 - BLDG/GROUNDS	800.00	0.00	0.00	0.00	800.00	0.00
02 - EQUIPMENT	5,000.00	0.00	0.00	0.00	5,000.00	0.00
03 - VEHICLES	5,000.00	45.32	0.00	119.32	4,880.68	2.39
<b>06 - POLICE</b>	<b>175,206.00</b>	<b>12,031.62</b>	<b>0.00</b>	<b>27,193.55</b>	<b>148,012.45</b>	<b>15.52</b>
<b>001 - PAYROLL</b>	<b>140,050.00</b>	<b>10,716.88</b>	<b>0.00</b>	<b>23,909.74</b>	<b>116,140.26</b>	<b>17.07</b>
01 - FULL TIME	106,135.00	8,168.00	0.00	18,487.45	87,647.55	17.42
03 - OVERTIME	6,771.00	530.61	0.00	1,025.49	5,745.51	15.15
11 - VACATION	0.00	0.00	0.00	153.80	-153.80	----
25 - SOC SECURITY	7,001.00	544.06	0.00	1,230.71	5,770.29	17.58
26 - MEDICARE	1,638.00	127.25	0.00	287.86	1,350.14	17.57
27 - IRA MATCH	2,160.00	76.64	0.00	183.79	1,976.21	8.51
28 - DISAB/LIFE	1,239.00	71.44	0.00	142.88	1,096.12	11.53
29 - HEALTH INS	15,106.00	1,198.88	0.00	2,397.76	12,708.24	15.87
<b>002 - OPERATING EX</b>	<b>22,545.00</b>	<b>1,249.75</b>	<b>0.00</b>	<b>2,315.45</b>	<b>20,229.55</b>	<b>10.27</b>
01 - TELEPHONE	845.00	102.29	0.00	199.32	645.68	23.59
04 - PRINTING	755.00	0.00	0.00	0.00	755.00	0.00
06 - ADS/NOTICES	600.00	0.00	0.00	0.00	600.00	0.00
07 - DUES	425.00	0.00	0.00	50.00	375.00	11.76
13 - TRAINING	1,520.00	0.00	0.00	500.00	1,020.00	32.89
16 - OTHER EQUIP	3,700.00	100.04	0.00	410.88	3,289.12	11.10
19 - FUEL	10,500.00	919.49	0.00	919.49	9,580.51	8.76
20 - CLOTHING	2,500.00	127.93	0.00	224.78	2,275.22	8.99
26 - EMPLOYEE TES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
37 - MISC SUPPLIE	500.00	0.00	0.00	10.98	489.02	2.20
51 - OFFICE EQUIP	200.00	0.00	0.00	0.00	200.00	0.00

# Expense Summary Report

ALL Departments

August

Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
<b>06 - POLICE CONT'D</b>						
<b>003 - COMPUTER EXP</b>	<b>5,421.00</b>	<b>39.99</b>	<b>0.00</b>	<b>79.98</b>	<b>5,341.02</b>	<b>1.48</b>
01 - SOFTWARE	4,965.00	0.00	0.00	0.00	4,965.00	0.00
08 - INTERNET	456.00	39.99	0.00	79.98	376.02	17.54
<b>007 - MAINTENANCE</b>	<b>7,190.00</b>	<b>25.00</b>	<b>0.00</b>	<b>888.38</b>	<b>6,301.62</b>	<b>12.36</b>
02 - EQUIPMENT	2,190.00	0.00	0.00	0.00	2,190.00	0.00
03 - VEHICLES	5,000.00	25.00	0.00	888.38	4,111.62	17.77
<b>07 - HIGHWAYS</b>	<b>350,673.00</b>	<b>7,483.98</b>	<b>69.70</b>	<b>13,314.78</b>	<b>337,358.22</b>	<b>3.80</b>
<b>001 - PAYROLL</b>	<b>63,967.00</b>	<b>4,365.41</b>	<b>0.00</b>	<b>8,529.71</b>	<b>55,437.29</b>	<b>13.33</b>
01 - FULL TIME	32,032.00	2,464.00	0.00	5,520.00	26,512.00	17.23
02 - PART TIME	14,700.00	808.50	0.00	808.50	13,891.50	5.50
03 - OVERTIME	4,148.00	115.50	0.00	242.55	3,905.45	5.85
25 - SOC SECURITY	3,155.00	214.86	0.00	418.14	2,736.86	13.25
26 - MEDICARE	738.00	50.23	0.00	97.77	640.23	13.25
27 - IRA MATCH	1,031.00	77.39	0.00	172.89	858.11	16.77
28 - DISAB/LIFE	610.00	35.49	0.00	70.98	539.02	11.64
29 - HEALTH INS	7,553.00	599.44	0.00	1,198.88	6,354.12	15.87
<b>002 - OPERATING EX</b>	<b>15,940.00</b>	<b>989.58</b>	<b>69.70</b>	<b>1,332.07</b>	<b>14,607.93</b>	<b>8.36</b>
01 - TELEPHONE	840.00	159.38	69.70	159.38	680.62	18.97
13 - TRAINING	210.00	0.00	0.00	0.00	210.00	0.00
19 - FUEL	7,200.00	628.81	0.00	658.81	6,541.19	9.15
20 - CLOTHING	590.00	0.00	0.00	0.00	590.00	0.00
22 - TOOLS	300.00	1.79	0.00	142.02	157.98	47.34
32 - SALT/SHED MA	400.00	0.00	0.00	0.00	400.00	0.00
36 - RENT/HIRE	6,000.00	0.00	0.00	0.00	6,000.00	0.00
37 - MISC SUPPLIE	400.00	199.60	0.00	371.86	28.14	92.97
<b>006 - CONTRACTUAL</b>	<b>2,370.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,370.00</b>	<b>0.00</b>
02 - SWEEPING	2,070.00	0.00	0.00	0.00	2,070.00	0.00
03 - SIDEWALK	300.00	0.00	0.00	0.00	300.00	0.00
<b>007 - MAINTENANCE</b>	<b>7,630.00</b>	<b>2,026.60</b>	<b>0.00</b>	<b>2,752.67</b>	<b>4,877.33</b>	<b>36.08</b>
01 - BLDG/GROUNDS	1,630.00	1,020.00	0.00	1,701.99	-71.99	104.42
02 - EQUIPMENT	6,000.00	1,006.60	0.00	1,050.68	4,949.32	17.51
<b>008 - ROAD MAINT</b>	<b>260,766.00</b>	<b>102.39</b>	<b>0.00</b>	<b>700.33</b>	<b>260,065.67</b>	<b>0.27</b>
01 - CULVERTS	3,000.00	0.00	0.00	0.00	3,000.00	0.00
02 - COLD PATCH	3,500.00	0.00	0.00	597.94	2,902.06	17.08
03 - STRIPING	500.00	0.00	0.00	0.00	500.00	0.00
04 - ROAD SIGNS	1,000.00	102.39	0.00	102.39	897.61	10.24
05 - LQD CALCIUM	11,200.00	0.00	0.00	0.00	11,200.00	0.00
06 - GRAVEL	9,000.00	0.00	0.00	0.00	9,000.00	0.00
07 - PLOWING	190,462.00	0.00	0.00	0.00	190,462.00	0.00
08 - SALT	27,104.00	0.00	0.00	0.00	27,104.00	0.00
10 - BRUSH/LIMBS	4,000.00	0.00	0.00	0.00	4,000.00	0.00
11 - DITCHING	7,000.00	0.00	0.00	0.00	7,000.00	0.00
12 - DRIVEWAYS	4,000.00	0.00	0.00	0.00	4,000.00	0.00
<b>08 - CODE ENFORCE</b>	<b>22,421.00</b>	<b>663.82</b>	<b>0.00</b>	<b>2,563.82</b>	<b>19,857.18</b>	<b>11.43</b>
<b>001 - PAYROLL</b>	<b>20,978.00</b>	<b>594.00</b>	<b>0.00</b>	<b>2,494.00</b>	<b>18,484.00</b>	<b>11.89</b>
02 - PART TIME	19,486.00	594.00	0.00	2,494.00	16,992.00	12.80
25 - SOC SECURITY	1,209.00	0.00	0.00	0.00	1,209.00	0.00
26 - MEDICARE	283.00	0.00	0.00	0.00	283.00	0.00
<b>002 - OPERATING EX</b>	<b>1,443.00</b>	<b>69.82</b>	<b>0.00</b>	<b>69.82</b>	<b>1,373.18</b>	<b>4.84</b>

# Expense Summary Report

ALL Departments

August

Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
<b>08 - CODE ENFORCE CONT'D</b>						
12 - TRAVEL	1,358.00	69.82	0.00	69.82	1,288.18	5.14
13 - TRAINING	85.00	0.00	0.00	0.00	85.00	0.00
<b>09 - PLAN BOARD</b>	1,000.00	517.28	0.00	517.28	482.72	51.73
<b>002 - OPERATING EX</b>	<b>1,000.00</b>	<b>517.28</b>	<b>0.00</b>	<b>517.28</b>	<b>482.72</b>	<b>51.73</b>
70 - PLANNING	1,000.00	517.28	0.00	517.28	482.72	51.73
<b>10 - LIBRARY</b>	50,969.00	3,805.64	0.00	8,829.15	42,139.85	17.32
<b>001 - PAYROLL</b>	<b>36,674.00</b>	<b>2,889.07</b>	<b>0.00</b>	<b>6,424.65</b>	<b>30,249.35</b>	<b>17.52</b>
02 - PART TIME	32,692.00	2,683.75	0.00	5,861.05	26,830.95	17.93
11 - VACATION	700.00	0.00	0.00	0.00	700.00	0.00
18 - HOLIDAY PAY	675.00	0.00	0.00	107.00	568.00	15.85
25 - SOC SECURITY	2,113.00	166.40	0.00	370.05	1,742.95	17.51
26 - MEDICARE	494.00	38.92	0.00	86.55	407.45	17.52
<b>002 - OPERATING EX</b>	<b>12,445.00</b>	<b>824.90</b>	<b>0.00</b>	<b>2,110.84</b>	<b>10,334.16</b>	<b>16.96</b>
01 - TELEPHONE	60.00	7.10	0.00	12.13	47.87	20.22
02 - HEAT	4,800.00	0.00	0.00	0.00	4,800.00	0.00
03 - LIGHTS	1,200.00	112.50	0.00	206.28	993.72	17.19
05 - POSTAGE	100.00	1.90	0.00	1.90	98.10	1.90
06 - ADS/NOTICES	50.00	0.00	0.00	0.00	50.00	0.00
07 - DUES	135.00	0.00	0.00	0.00	135.00	0.00
08 - SUPPLIES	800.00	214.47	0.00	250.37	549.63	31.30
10 - COPIER MAINT	200.00	0.00	0.00	0.00	200.00	0.00
12 - TRAVEL	50.00	0.00	0.00	41.92	8.08	83.84
13 - TRAINING	150.00	0.00	0.00	0.00	150.00	0.00
15 - CLEANING SUP	200.00	0.00	0.00	20.99	179.01	10.50
38 - BOOKS	4,000.00	488.93	0.00	1,387.35	2,612.65	34.68
39 - MAGAZINES	400.00	0.00	0.00	189.90	210.10	47.48
65 - CHILD/ADULT	200.00	0.00	0.00	0.00	200.00	0.00
99 - MISC	100.00	0.00	0.00	0.00	100.00	0.00
<b>003 - COMPUTER EXP</b>	<b>150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150.00</b>	<b>0.00</b>
04 - SUPPLIES/TAX	150.00	0.00	0.00	0.00	150.00	0.00
<b>005 - HEALTH/SAFTY</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>110.32</b>	<b>389.68</b>	<b>22.06</b>
02 - WATER/SEWER	500.00	0.00	0.00	110.32	389.68	22.06
<b>006 - CONTRACTUAL</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>
13 - CONTRACT MAT	500.00	0.00	0.00	0.00	500.00	0.00
<b>007 - MAINTENANCE</b>	<b>700.00</b>	<b>91.67</b>	<b>0.00</b>	<b>183.34</b>	<b>516.66</b>	<b>26.19</b>
01 - BLDG/GROUNDS	700.00	91.67	0.00	183.34	516.66	26.19
<b>11 - TRANSFER STA</b>	391,423.00	34,142.27	0.00	67,288.78	324,134.22	17.19
<b>001 - PAYROLL</b>	<b>120,624.00</b>	<b>9,554.51</b>	<b>0.00</b>	<b>17,953.04</b>	<b>102,670.96</b>	<b>14.88</b>
01 - FULL TIME	80,539.00	5,900.80	0.00	12,527.20	68,011.80	15.55
02 - PART TIME	5,533.00	411.15	0.00	581.39	4,951.61	10.51
03 - OVERTIME	1,250.00	195.24	0.00	475.90	774.10	38.07
25 - SOC SECURITY	5,414.00	408.66	0.00	855.67	4,558.33	15.80
26 - MEDICARE	1,267.00	95.59	0.00	200.14	1,066.86	15.80
27 - IRA MATCH	2,417.00	83.94	0.00	216.68	2,200.32	8.96
28 - DISAB/LIFE	1,545.00	61.37	0.00	98.86	1,446.14	6.40
29 - HEALTH INS	22,659.00	2,397.76	0.00	2,997.20	19,661.80	13.23
<b>002 - OPERATING EX</b>	<b>44,640.00</b>	<b>7,710.37</b>	<b>0.00</b>	<b>14,170.29</b>	<b>30,469.71</b>	<b>31.74</b>
01 - TELEPHONE	0.00	7.64	0.00	16.72	-16.72	----

# Expense Summary Report

ALL Departments

August

Account	Budget Net	- C U R R M O N T H -		YTD Net	Unexpended Balance	Percent Spent
		Debits	Credits			
<b>11 - TRANSFER STA CONT'D</b>						
03 - LIGHTS	6,000.00	297.11	0.00	537.70	5,462.30	8.96
06 - ADS/NOTICES	250.00	0.00	0.00	0.00	250.00	0.00
07 - DUES	500.00	0.00	0.00	0.00	500.00	0.00
08 - SUPPLIES	700.00	113.54	0.00	232.58	467.42	33.23
12 - TRAVEL	733.00	65.19	0.00	107.61	625.39	14.68
15 - CLEANING SUP	100.00	13.26	0.00	26.24	73.76	26.24
16 - OTHER EQUIP	1,757.00	1,683.66	0.00	1,683.66	73.34	95.83
19 - FUEL	3,953.00	640.61	0.00	747.62	3,205.38	18.91
20 - CLOTHING	137.00	0.00	0.00	0.00	137.00	0.00
22 - TOOLS	100.00	47.63	0.00	47.63	52.37	47.63
23 - BALER WIRE	900.00	0.00	0.00	0.00	900.00	0.00
24 - PLASTIC BAGS	240.00	312.50	0.00	312.50	-72.50	130.21
27 - SAFETY EQUIP	420.00	198.49	0.00	198.49	221.51	47.26
29 - DEMO DEBRIS	19,000.00	3,536.24	0.00	5,717.29	13,282.71	30.09
30 - DEP FEE	275.00	0.00	0.00	0.00	275.00	0.00
31 - PUBLIC AWARE	75.00	0.00	0.00	0.00	75.00	0.00
37 - MISC SUPPLIE	6,000.00	794.50	0.00	2,478.25	3,521.75	41.30
50 - SCALES -T.S.	2,500.00	0.00	0.00	2,064.00	436.00	82.56
52 - FREON REMOV	1,000.00	0.00	0.00	0.00	1,000.00	0.00
<b>006 - CONTRACTUAL</b>	<b>212,539.00</b>	<b>15,897.14</b>	<b>0.00</b>	<b>34,164.23</b>	<b>178,374.77</b>	<b>16.07</b>
06 - HAULING	46,000.00	3,980.00	0.00	7,450.00	38,550.00	16.20
07 - TIPPING	166,539.00	11,917.14	0.00	26,714.23	139,824.77	16.04
<b>007 - MAINTENANCE</b>	<b>4,620.00</b>	<b>980.25</b>	<b>0.00</b>	<b>1,001.22</b>	<b>3,618.78</b>	<b>21.67</b>
01 - BLDG/GROUNDS	120.00	0.00	0.00	0.00	120.00	0.00
02 - EQUIPMENT	4,500.00	980.25	0.00	1,001.22	3,498.78	22.25
<b>020 - CAPITAL EXP</b>	<b>9,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,000.00</b>	<b>0.00</b>
41 - SLABS	9,000.00	0.00	0.00	0.00	9,000.00	0.00
<b>12 - UNCLASSIFIED</b>	<b>23,960.00</b>	<b>500.00</b>	<b>0.00</b>	<b>20,860.00</b>	<b>3,100.00</b>	<b>87.06</b>
<b>009 - UNCLASSIFIED</b>	<b>23,960.00</b>	<b>500.00</b>	<b>0.00</b>	<b>20,860.00</b>	<b>3,100.00</b>	<b>87.06</b>
03 - KVCOG	3,914.00	0.00	0.00	3,914.00	0.00	100.00
04 - FAMILY VIO	1,060.00	0.00	0.00	1,060.00	0.00	100.00
05 - LEGION 186	225.00	0.00	0.00	0.00	225.00	0.00
07 - HEAD START	500.00	500.00	0.00	500.00	0.00	100.00
09 - SPECTRUM GEN	1,886.00	0.00	0.00	1,886.00	0.00	100.00
12 - FOOD BANK	2,000.00	0.00	0.00	1,000.00	1,000.00	50.00
13 - HOSPICE	500.00	0.00	0.00	0.00	500.00	0.00
14 - P.A.L.	12,500.00	0.00	0.00	12,500.00	0.00	100.00
26 - TRANSP KVCAP	525.00	0.00	0.00	0.00	525.00	0.00
31 - SNOWMOBILES	850.00	0.00	0.00	0.00	850.00	0.00
<b>13 - DEBT SERVICE</b>	<b>42,935.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42,935.00</b>	<b>0.00</b>
<b>010 - DEBT</b>	<b>42,935.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42,935.00</b>	<b>0.00</b>
08 - FIRE STA PRI	37,100.00	0.00	0.00	0.00	37,100.00	0.00
09 - FIRE STA INT	5,835.00	0.00	0.00	0.00	5,835.00	0.00
<b>14 - ANIMAL CTRL.</b>	<b>10,050.00</b>	<b>325.00</b>	<b>0.00</b>	<b>5,159.00</b>	<b>4,891.00</b>	<b>51.33</b>
<b>002 - OPERATING EX</b>	<b>1,550.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,550.00</b>	<b>0.00</b>
08 - SUPPLIES	350.00	0.00	0.00	0.00	350.00	0.00
12 - TRAVEL	1,000.00	0.00	0.00	0.00	1,000.00	0.00
13 - TRAINING	200.00	0.00	0.00	0.00	200.00	0.00
<b>006 - CONTRACTUAL</b>	<b>3,900.00</b>	<b>325.00</b>	<b>0.00</b>	<b>650.00</b>	<b>3,250.00</b>	<b>16.67</b>

# Expense Summary Report

ALL Departments

August

Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
<b>14 - ANIMAL CTRL. CONT'D</b>						
17 - ANIMAL CTRL	3,900.00	325.00	0.00	650.00	3,250.00	16.67
<b>009 - UNCLASSIFIED</b>	<b>4,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,509.00</b>	<b>91.00</b>	<b>98.02</b>
01 - HUMANE SOC	4,600.00	0.00	0.00	4,509.00	91.00	98.02
<b>16 - RECREATION</b>						
<b>001 - PAYROLL</b>	<b>16,597.00</b>	<b>3,457.97</b>	<b>505.00</b>	<b>6,417.05</b>	<b>10,179.95</b>	<b>38.66</b>
02 - PART TIME	3,192.00	73.50	0.00	73.50	3,118.50	2.30
25 - SOC SECURITY	198.00	4.56	0.00	4.56	193.44	2.30
26 - MEDICARE	47.00	1.07	0.00	1.07	45.93	2.28
<b>002 - OPERATING EX</b>	<b>300.00</b>	<b>12.01</b>	<b>0.00</b>	<b>22.75</b>	<b>277.25</b>	<b>7.58</b>
03 - LIGHTS	300.00	12.01	0.00	22.75	277.25	7.58
<b>007 - MAINTENANCE</b>	<b>11,160.00</b>	<b>3,053.27</b>	<b>0.00</b>	<b>6,506.61</b>	<b>4,653.39</b>	<b>58.30</b>
01 - BLDG/GROUNDS	8,800.00	2,798.27	0.00	5,741.61	3,058.39	65.25
09 - TOILETS	1,360.00	255.00	0.00	765.00	595.00	56.25
10 - TREE WORK	1,000.00	0.00	0.00	0.00	1,000.00	0.00
<b>009 - UNCLASSIFIED</b>	<b>100.00</b>	<b>313.56</b>	<b>505.00</b>	<b>-191.44</b>	<b>291.44</b>	<b>-191.44</b>
03 - KVCOG	0.00	100.00	100.00	0.00	0.00	----
23 - ADMIN BUDGET	100.00	213.56	405.00	-191.44	291.44	-191.44
<b>020 - CAPITAL EXP</b>	<b>1,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>0.00</b>
12 - FENCING	700.00	0.00	0.00	0.00	700.00	0.00
15 - DUGOUTS	600.00	0.00	0.00	0.00	600.00	0.00
16 - BLEACHERS	300.00	0.00	0.00	0.00	300.00	0.00
<b>17 - GEN'L ASSIST</b>						
<b>001 - PAYROLL</b>	<b>18,896.00</b>	<b>351.11</b>	<b>0.00</b>	<b>460.41</b>	<b>18,435.59</b>	<b>2.44</b>
20 - G.A. ADMIN	1,064.00	81.84	0.00	183.35	880.65	17.23
25 - SOC SECURITY	66.00	5.08	0.00	11.38	54.62	17.24
26 - MEDICARE	16.00	1.20	0.00	2.69	13.31	16.81
<b>002 - OPERATING EX</b>	<b>50.00</b>	<b>36.99</b>	<b>0.00</b>	<b>36.99</b>	<b>13.01</b>	<b>73.98</b>
37 - MISC SUPPLIE	50.00	36.99	0.00	36.99	13.01	73.98
<b>011 - ASSISTANCE</b>	<b>17,700.00</b>	<b>226.00</b>	<b>0.00</b>	<b>226.00</b>	<b>17,474.00</b>	<b>1.28</b>
02 - HEATING FUEL	7,000.00	0.00	0.00	0.00	7,000.00	0.00
03 - ELECTRICITY	2,500.00	0.00	0.00	0.00	2,500.00	0.00
04 - RENT	6,500.00	216.00	0.00	216.00	6,284.00	3.32
05 - FOOD/PERSONA	600.00	10.00	0.00	10.00	590.00	1.67
06 - BURIAL	800.00	0.00	0.00	0.00	800.00	0.00
13 - TRAINING/TRA	300.00	0.00	0.00	0.00	300.00	0.00
<b>18 - DISPATCH</b>						
<b>006 - CONTRACTUAL</b>	<b>15,500.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>12,500.00</b>	<b>19.35</b>
11 - DISPATCH FEE	12,000.00	3,000.00	0.00	3,000.00	9,000.00	25.00
12 - REG DISP FEE	3,500.00	0.00	0.00	0.00	3,500.00	0.00
<b>19 - INSURANCE</b>						
<b>012 - INSURANCE</b>	<b>66,986.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,076.85</b>	<b>49,909.15</b>	<b>25.49</b>
01 - WORKER'S COM	26,707.00	0.00	0.00	3,977.10	22,729.90	14.89
02 - P.O. LIAB	8,343.00	0.00	0.00	3,927.50	4,415.50	47.08
03 - UNEMPLOYMENT	6,265.00	0.00	0.00	1,566.25	4,698.75	25.00
04 - VEHICLE INS.	8,457.00	0.00	0.00	2,728.00	5,729.00	32.26
05 - INS. DEDUCT.	3,000.00	0.00	0.00	0.00	3,000.00	0.00

# Expense Summary Report

ALL Departments  
August

Account	Budget Net	- C U R R M O N T H -		YTD Net	Unexpended Balance	Percent Spent
		Debits	Credits			
19 - INSURANCE CONT'D						
06 - LIABILITY	14,214.00	0.00	0.00	4,878.00	9,336.00	34.32
20 - CEMETERIES	10,616.00	1,617.56	0.00	2,835.12	7,780.88	26.71
<b>001 - PAYROLL</b>	<b>2,865.00</b>	<b>409.22</b>	<b>0.00</b>	<b>818.44</b>	<b>2,046.56</b>	<b>28.57</b>
23 - SEXTON	2,661.00	380.14	0.00	760.28	1,900.72	28.57
25 - SOC SECURITY	165.00	23.57	0.00	47.14	117.86	28.57
26 - MEDICARE	39.00	5.51	0.00	11.02	27.98	28.26
<b>006 - CONTRACTUAL</b>	<b>4,851.00</b>	<b>808.34</b>	<b>0.00</b>	<b>1,616.68</b>	<b>3,234.32</b>	<b>33.33</b>
09 - MOW & TRIM	4,851.00	808.34	0.00	1,616.68	3,234.32	33.33
<b>007 - MAINTENANCE</b>	<b>2,300.00</b>	<b>400.00</b>	<b>0.00</b>	<b>400.00</b>	<b>1,900.00</b>	<b>17.39</b>
04 - GROUNDS/LAND	2,300.00	400.00	0.00	400.00	1,900.00	17.39
<b>009 - UNCLASSIFIED</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>600.00</b>	<b>0.00</b>
17 - RIVERVIEW AS	600.00	0.00	0.00	0.00	600.00	0.00
21 - ELECTIONS	11,391.00	519.50	0.00	519.50	10,871.50	4.56
<b>001 - PAYROLL</b>	<b>4,091.00</b>	<b>483.50</b>	<b>0.00</b>	<b>483.50</b>	<b>3,607.50</b>	<b>11.82</b>
03 - OVERTIME	1,399.00	257.78	0.00	257.78	1,141.22	18.43
06 - BALLOT CLERK	2,400.00	206.00	0.00	206.00	2,194.00	8.58
25 - SOC SECURITY	236.00	15.98	0.00	15.98	220.02	6.77
26 - MEDICARE	56.00	3.74	0.00	3.74	52.26	6.68
<b>002 - OPERATING EX</b>	<b>7,300.00</b>	<b>36.00</b>	<b>0.00</b>	<b>36.00</b>	<b>7,264.00</b>	<b>0.49</b>
40 - BALLOTS	3,300.00	0.00	0.00	0.00	3,300.00	0.00
43 - TOWN REPORT	2,800.00	0.00	0.00	0.00	2,800.00	0.00
60 - ELECTIONS	1,200.00	36.00	0.00	36.00	1,164.00	3.00
22 - INTER-GOV'T	1,506,823.00	260,661.17	0.00	372,536.74	1,134,286.26	24.72
<b>099 - INTER- GOV'T</b>	<b>1,506,823.00</b>	<b>260,661.17</b>	<b>0.00</b>	<b>372,536.74</b>	<b>1,134,286.26</b>	<b>24.72</b>
01 - COUNTY TAX	148,786.00	148,785.64	0.00	148,785.64	0.36	100.00
02 - SAD 49	1,342,507.00	111,875.53	0.00	223,751.10	1,118,755.90	16.67
09 - FIRST PARK	15,530.00	0.00	0.00	0.00	15,530.00	0.00
24 - COMMITTEES	400.00	0.00	0.00	0.00	400.00	0.00
<b>016 - COMMITTEES</b>	<b>400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400.00</b>	<b>0.00</b>
03 - BUDGET	400.00	0.00	0.00	0.00	400.00	0.00
26 - ROAD PAVING	190,000.00	0.00	0.00	0.00	190,000.00	0.00
<b>020 - CAPITAL EXP</b>	<b>190,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>190,000.00</b>	<b>0.00</b>
20 - PAVING	190,000.00	0.00	0.00	0.00	190,000.00	0.00
27 - STR LIGHTS	17,756.00	1,306.99	0.00	2,510.89	15,245.11	14.14
<b>005 - HEALTH/SAFTY</b>	<b>17,756.00</b>	<b>1,306.99</b>	<b>0.00</b>	<b>2,510.89</b>	<b>15,245.11</b>	<b>14.14</b>
04 - STREET LIGHT	17,756.00	1,306.99	0.00	2,510.89	15,245.11	14.14
99 - MISCELLANE	100,000.00	0.00	0.00	42.85	99,957.15	0.04
<b>014 - OVERLAY</b>	<b>60,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42.85</b>	<b>59,957.15</b>	<b>0.07</b>
01 - ABATEMENTS	60,000.00	0.00	0.00	42.85	59,957.15	0.07
<b>017 - TAX INC FIN</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.00</b>
01 - COOPER	40,000.00	0.00	0.00	0.00	40,000.00	0.00
<b>Final Totals</b>	<b>3,585,666.00</b>	<b>362,080.61</b>	<b>654.39</b>	<b>644,869.39</b>	<b>2,940,796.61</b>	<b>17.98</b>

# AGENDA

## ITEM

7.b.

# Revenue Summary Report

Department(s): ALL

August

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
01 - ADMINISTRATION	1,138,050.00	2,148,214.15	-1,010,164.15	188.76
299 - PROPERTY TAXES	0.00	1,969,795.97	-1,969,795.97	----
301 - INTEREST ON PROPERTY TAXES	8,000.00	3,283.63	4,716.37	41.05
302 - BANK INTEREST	8,000.00	199.66	7,800.34	2.50
303 - INTEREST ON CERTIF OF DEPOSIT	10,000.00	0.00	10,000.00	0.00
309 - BOAT EXCISE TAX	2,000.00	383.40	1,616.60	19.17
310 - MOTOR VEHICLE EXCISE TAX	417,000.00	88,407.06	328,592.94	21.20
311 - HUNTING & FISHING FEE	1,000.00	148.00	852.00	14.80
312 - RECREATIONAL VEHICLE FEES	600.00	124.00	476.00	20.67
313 - SNOWMOBILE REG. REIMBURSEMENT	1,200.00	0.00	1,200.00	0.00
314 - DOG FEES	400.00	4.00	396.00	1.00
315 - MOTOR VEHICLE AGENT FEES	10,000.00	2,491.00	7,509.00	24.91
316 - PROPERTY TAX LIEN COSTS & FEES	7,000.00	3,384.48	3,615.52	48.35
317 - CABLE TELEVISION FEES	10,000.00	3,937.41	6,062.59	39.37
319 - PLUMBING INSPECTIONS	2,300.00	556.50	1,743.50	24.20
320 - LAND USE/BUILDING PERMITS	200.00	95.00	105.00	47.50
321 - COPIER FEES	600.00	196.50	403.50	32.75
322 - FAX MACHINE FEES	300.00	76.50	223.50	25.50
323 - VITAL RECORD FEES	2,000.00	405.00	1,595.00	20.25
324 - RENTAL OF BANQUET HALL	2,000.00	380.00	1,620.00	19.00
330 - TREE GROWTH REIMBURSEMENT	5,400.00	0.00	5,400.00	0.00
331 - VETERAN REIMBURSEMENT	1,200.00	1,896.00	-696.00	158.00
333 - GENERAL ASSISTANCE REIMBURSE	8,000.00	70.47	7,929.53	0.88
334 - STATE REVENUE SHARING	290,000.00	48,771.16	241,228.84	16.82
335 - HOMESTEAD EXEMPTION REVENUE	80,000.00	0.00	80,000.00	0.00
336 - CONCEALED WEAPONS PERMIT FEES	150.00	40.00	110.00	26.67
337 - ROAD ASSISTANCE	62,000.00	14,241.00	47,759.00	22.97
341 - ANIMAL CONTROL OFFICER FEES	0.00	4.00	-4.00	----
348 - BOUNCED CHECK FEES	0.00	40.00	-40.00	----
350 - FIRST PARK INCOME DISTRIBUTION	6,700.00	5,801.21	898.79	86.59
351 - SURPLUS TRANSFER TO G FUND	200,000.00	0.00	200,000.00	0.00
999 - MISCELLANEOUS REVENUES	2,000.00	3,482.20	-1,482.20	174.11

Clinton  
8:38 AM

## Revenue Summary Report

09/01/2009

Department(s): ALL

Page 2

August

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
04 - FIRE DEPARTMENT CONT'D				
04 - FIRE DEPARTMENT	70,000.00	10,315.92	59,684.08	14.74
001 - AMBULANCE FEES	70,000.00	10,315.92	59,684.08	14.74

Clinton  
8:38 AM

# Revenue Summary Report

09/01/2009

Department(s): ALL

Page 3

August

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
06 - POLICE DEPARTMENT CONT'D				
06 - POLICE DEPARTMENT	0.00	15.00	-15.00	----
999 - MISCELLANEOUS REVENUES	0.00	15.00	-15.00	----

Clinton  
8:38 AM

# Revenue Summary Report

09/01/2009

Department(s): ALL

Page 4

August

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
10 - LIBRARY CONT'D				
10 - LIBRARY	500.00	159.46	340.54	31.89
003 - COPIER & FAX FEES	250.00	90.46	159.54	36.18
004 - DONATIONS	0.00	0.40	-0.40	----
006 - FINES	250.00	65.60	184.40	26.24
009 - REPLACEMENT CARDS	0.00	3.00	-3.00	----

# Revenue Summary Report

Department(s): ALL

August

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
11 - TRANSFER STATION/RECYCLING CONT'D				
11 - TRANSFER STATION/RECYCLING	245,000.00	57,655.72	187,344.28	23.53
001 - TRANSFER STATION FEES	1,000.00	510.51	489.49	51.05
002 - RECYCLING INCOME	30,600.00	1,844.41	28,755.59	6.03
003 - PENOBSCOT ENERGY RECOV CREDIT	51,000.00	16,882.65	34,117.35	33.10
004 - BENTON ADMINISTRATIVE FEE	5,400.00	1,200.00	4,200.00	22.22
005 - BENTON TRANSFER STATION COSTS	84,000.00	27,673.74	56,326.26	32.94
006 - BOLSTERS	31,200.00	2,146.21	29,053.79	6.88
007 - DEMOLITION DEBRIS FEES	28,500.00	5,352.75	23,147.25	18.78
009 - METAL RECYCLING	11,800.00	1,561.84	10,238.16	13.24
010 - FEES FOR USE OF SCALES	0.00	34.20	-34.20	----
011 - BRUSH	1,000.00	408.56	591.44	40.86
999 - MISCELLANEOUS REVENUES	500.00	40.85	459.15	8.17

# Revenue Summary Report

Department(s): ALL

August

Account	Budget Net	YTD Net	Uncollected Balance	Percent Collected
20 - CEMETERY MAINTENANCE CONT'D				
20 - CEMETERY MAINTENANCE	1,500.00	1,447.60	52.40	96.51
001 - CEMETERY FEES	1,000.00	1,325.00	-325.00	132.50
002 - INVESTMENT INCOME	500.00	122.60	377.40	24.52
Final Totals	1,455,050.00	2,217,807.85	-762,757.85	152.42

# AGENDA

## ITEM

12.



*Town of Clinton*

*27 Baker Street*

*426-8511 phone*

*Clinton, ME 04927*

*426-8323 fax*

## **TOWN MANAGER** **Town of Clinton, Maine**

The Town of Clinton, Maine is currently accepting resumes for the position of Town Manager. Clinton, located in Central Maine in northern Kennebec County, has a population of 3,340.

The Town Charter provides for a 5-member Board of Selectmen / Town Meeting by Secret Ballot / Town Manager form of government. The Town Manager is the chief executive and administrative officer of the Town responsible for the planning, management, direction and coordination of municipal services consisting of 14 full time employees, 4 part time employees and 25 on-call firefighters. The municipal budget is \$1.97 million excluding schools and county. The Town Manager also serves as the Town Treasurer / Bookkeeper, Road Commissioner, and Town Web Site Administrator.

An applicant must have executive and administrative qualifications, including education / training in public administration and / or 5-years work experience in municipal government. A qualified applicant will be skilled in the areas of municipal budgeting and financial management with knowledge of the TRIO financial / budgeting software system, personnel management experience, ability in the use of computers, strong communication skills and grant writing experience. A copy of the job description is available on the Town's web site at [www.clinton-me.us](http://www.clinton-me.us).

Your letter of interest with salary requirements, three references, and resume should be sent to: Board of Selectmen, ATTN: Town Manager Search, 27 Baker Street, Clinton, ME 04927. Resumes must be received by Tuesday, October 20, 2009. The Town of Clinton is an Equal Opportunity Employer.

# Town of Clinton, Maine

## Position Description

Position Description: **Town Manager**

Department: Administrative

Reports To: Board of Selectmen

Pay Classification: Exempt

---

### NATURE OF WORK

This is a responsible and varied professional work as the chief executive and administrative officer of the Town of Clinton and shall be responsible to the Board of Selectmen for the effective administration of all Town affairs placed in the Town Manager's charge, by laws of the State of Maine, Town Charter, adopted ordinance, and Board Resolutions.

Employee of this class is responsible for the achievement of tangible results through people. Work involves a certain degree of urgency to produce and will require firm dealing with people to achieve results. Work involves planning, proposed budget development, administration of the approved budget, problem solving and organizing with the authority to make decisions as well as delegate to others. The work environment is relatively unpredictable and requires the ability to manage many projects at once. Although governed by policies, the Town Manager must frequently act without precedent.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Direct and supervise the administration of all departments, offices and agencies of the town except as provided in the Town Charter, adopted ordinance, or directive of the Board of Selectmen.

Attends all meetings of the Board of Selectmen unless excused by the Board of Selectmen.

Prepares Board of Selectmen meeting agendas and provides supporting documents and information pertinent to agenda items.

See that all laws of the State of Maine where applicable, provisions of the Town Charter, town ordinances, and resolutions of the Board of Selectmen, subject to the Town Manager's direction and supervision, are faithfully executed.

Serves a Town Treasurer / Bookkeeper and oversees the accounting of all monies of the Town.

Prepares the payroll warrant and checks.

Prepares the accounts payable warrant and checks.

Makes monthly reports to the Board of Selectmen pertaining to the financial status of the Town.

Annually prepares a municipal operating budget and capital improvement plan.

Administers the municipal operating budget following Town approval of the budget.

As the Personnel Director for the Town, is directly involved in the hiring, evaluating, promoting, and disciplining of employees.

Appoints, with confirmation of the Board of Selectmen, the Fire Chief, Police Chief, Highway Department Head, Director Solid Waste Transfer Station / Recycling Center and the Code Enforcement Officer.

Appoints Town Clerk, Registrar of Voters, Building Inspector, Plumbing Inspector, Electrical Inspector, Health Officer, Animal Control Officer, E-911 Municipal Coordinator, Civil Emergency Preparedness Director.

Serves as the Town's Purchasing Agent.

Attends meetings and conventions on behalf of the Town.

Responsible for implementing all Board of Selectmen policy decisions and providing staff in all departments with clear and efficient operating procedures necessary to carry the Board's policy mandates.

Prepares federal and state grant requests and administers grant programs received.

Coordinates departmental activities, and sets attainable goals for municipal departments.

Prepares the Annual Report for presentation to the Board of Selectmen and citizens of Clinton.

Serves as the Town Web Site manager and updates the Web Site daily.

Serves as the Road Commissioner.

Makes daily deposits to the bank.

Identifies service and policy needs of Clinton and brings to the attention of the Board of Selectmen with recommendations for action.

Maintains a sound public relations posture between the Town and the press, federal, state, and local government agencies.

Remove for cause, and in accordance with Town Personnel Policy, all persons whom the manager is authorize to appoint, and report all removals to the Board of Selectmen.

Maintains the administrative organization of the Town to ensure efficiency of operation.

Performs related work as required.

### REQUIREMENTS OF WORK

Thorough knowledge of municipal management, municipal government programs, community problems, and decision-making processes.

Thorough knowledge of the TRIO municipal financial management and accounting procedures, budgeting and investments.

Thorough knowledge of state and federal programs.

Thorough knowledge of the principles of personnel administration.

Working knowledge of purchasing principles and practices including the bid process.

Ability to communicate effectively orally and in writing.

Ability to listen to others.

Possess conflict resolution skills.

Ability to maintain positive internal relations and to direct, supervise and motivate staff.

Ability to organize and use time effectively.

Ability to give and accept constructive criticism.

Knowledge of road maintenance.

Ability to act independently and without precedent in the face of problems.

Ability to react quickly to changing situations which may be physically taxing.

Ability to get things done.

### WORKING HOURS / CONDITIONS / DEMANDS

Salaried Employee. Work hours are 7:45 AM to 4:45 PM Monday through Friday. Works additional hours as required.

Interior office environment subject to extensive use of computers.

Exterior environment, as required, subject to extremes in temperature, noise, odors, etc.

Must possess and maintain valid Class C driver's license.

### TRAINING AND EXPERIENCE REQUIRED

Graduation from an accredited four-year college or university program in public administration or a related field. A Masters Degree preferred. At least five (5) years experience in municipal government. A strong background in financial management and accounting, budget preparation, administrative/organizational development, strong human relations skills

---

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

---

External and internal applicants, as well as incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

---

DATE: November 1, 2008