

AGENDA

ITEM

5.

PUBLIC
HEARING

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
COVER SHEET AND CERTIFICATIONS**

Community Enterprise Grant Program

A. Applicant Identification

Applicant:	Town of Clinton		
Address:	27 Baker Street		
Town/City/County:	Clinton, Maine, Kennebec County		
Zip Code:	04927		
Chief Executive Officer:	James W. Rhodes, Town Manager		
Phone Number:	426-8511	E-mail:	clintontm@roadrunner.com
Contact Person:	James W. Rhodes		
Phone Number: 426-8511		E-mail:	clintontm@roadrunner.com
Census Tract(s) Where Proposed CE Activities will occur: 1000			

B. The Applicant Certifies That:

1. State Certifications

- a. To the best of my knowledge and belief, the information in this Application is true and correct;
- b. the governing body of the applicant has duly endorsed the document;
- c. the proposed project has been reviewed and it complies with the Community's comprehensive plan and/or applicable state and local land use requirements;
- d. it will work with the Office of Community Development to develop a detailed project if it receives a conditional award; and
- e. it will comply with all applicable State laws and regulations.

2. Federal Certifications

- a. it will take actions to affirmatively further fair housing and implement CDBG activities in compliance with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968;
- b. it will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned and occupied by persons of low and moderate income, including any fee, charge or assessment made as a condition of obtaining access to such public improvements, unless:

(i) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or

(ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and the applicant certifies that it lacks sufficient CDBG funds to comply with the requirements of clause (i) above.

c. prior to expenditure of CDBG funds, it will establish a local community development plan that identifies the Community's housing and community development needs, including the needs of low and moderate income, and the activities to be undertaken to meet them;

d. it will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the Maine CDBG Program and the proposed local CDBG project/program. Indicate in public notices and at public hearings that the State program is competitive, the maximum grant amount that can be requested, and the general type of activities contained in the proposed local program. Also announce in public notices the availability of the local program plan/application, describe the Community's previous CDBG performance (if any), and how the Community will collect, consider and maintain all oral and written comments received on the proposal;

e. it will adopt and follow a residential anti-displacement and relocation assistance plan which complies with Section 104 (d) of the Housing and Community Development Act of 1974, as amended, that at a minimum provides for the replacement of all low/moderate income dwelling units that are demolished or converted to a non-LMI housing use as a direct result of CDBG assistance, and a relocation assistance component;

f. it is not listed on U. S. Dept of Labor's Debarred and Suspended Contractor's List and will not employ contractors or subcontractors on this list;

g. it will comply with the requirements of Section 319 of Public Law 101-121 regarding government-wide restrictions on lobbying; and

h. with the exception of administrative or personnel costs, it will verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or subrecipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities.

	Town of Clinton, Maine	
Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year

COMMUNITY ENTERPRISE GRANT PROGRAM ACTIVITY DESIGNATION SHEET

1. Activity Declaration

a. List the activities you will be doing in your proposed project: Construction of a 6 foot wide, 400 foot long Waterfront Trail with lookout platform and Gazebo, installation and wiring of underground electrical conduits for electrical service to the entire mill site, repair and resurface of the 22,000 square foot L-shape concrete pad and purchase / installation of planters and benches for the mill site.

2. CE Grant Funds Requested

Micro-Enterprise Grant/Loan

Amount Requested: _____

Business Façade Grants & Streetscapes

Amount Requested: _____

Streetscapes

Amount Requested: \$150,000

Total CE Requested: \$150,000

2. Multi-Jurisdictional Declaration

a. Is this a multi-jurisdictional project? __ Yes X No

b. If yes, which local government has been designated as the lead applicant?

c. If yes, list all participating or benefiting local governments. _____

NOTE: Remember all participating or benefiting local governments must sign the Cover Sheet Certification Form.

Clinton Community Enterprise Fund – Streetscapes Application

The Town of Clinton is seeking Community Enterprise Funds - Streetscapes in the amount of \$150,000 to continue the ongoing efforts to revitalize Clinton's downtown.

In 2002, members of the Clinton Economic Development Committee, Parks & Recreation Board, Senior Housing Committee, and the Planning Board formed the Clinton Community Development Committee (CCDC). The CCDC provided an organized forum to help focus the efforts of each committee and board under a common goal of revitalizing the downtown area; promoting, developing and improving the Clinton community.

Impact

On June 13, 2006, The Town voted, 246 Yes to 134 No, to authorize the Board of Selectmen to sign a Declaration of Slum and Blight for the Village Area of Clinton. The Board of Selectmen, on June 11, 2007 vote unanimously to sign the Declaration of Slum and Blight following a public hearing. On June 27, 2007, Declaration of Slum and Blight was submitted to the Director, Office of Community Development for approval. On January 2, 2008 the Director, Office of Community Development approved the CDBG Declaration of Slum and Blight.

At the present time, Clinton's downtown is a very busy thorough way with service based businesses for citizens. Some of the local businesses have undertaken outside improvements, however there remain several blighted buildings, several vacant town-owned parcels of land; various code violations of residential owners, crumbling sidewalks and no public parking.

However, an asset is the Sebasticook River that runs through the downtown area with a vacant town-owned lot (1.26 acres) known as the Mill Site abutting this scenic waterway.

The Mill Site could serve as the downtown common and would foster related improvements in the remaining downtown.

The existing situation at the Mill Site is blighted and detracts from the overall character of the downtown. The existing situation offers a Town owned parcel of land that if developed could serve as a community gathering place for events and ultimately serve as an anchor to further revitalize the downtown area of Clinton.

Community Enterprise Funds are necessary for the Mill Site project because LD-1 has constrained funding opportunities at the municipal level of government. The Town of Clinton has lowered taxes for the previous years prior to LD-1 implementation and is penalized now by LD-1 because the municipal commitment is lower and the property tax levy limit is now lower. LD-1 forces Clinton to carefully consider property tax relief during the budget process or propose increasing the tax levy limit at the annual town meeting for specific purposes.

Development Strategy

In 2003, the Clinton Community Development Committee applied for and was granted the seed funds needed to develop a Downtown Improvement Plan. The Community Development Committee worked with Kent Associates to study the downtown area. The Downtown Improvement Plan brings together the key components of community development - recreation and green space, business development, housing, pedestrian and traffic safety - in an effort to help make Downtown Clinton a place that will better support existing and new businesses and increase community pride.

The Community Development Committee and Kent Associates held public workshops to gain feedback and support. After the workshops were completed with the public, the consensus was to make the Mill Site one of the five strategies to revitalize the downtown area.

The main scope is to give a facelift to the Mill Site by constructing a waterfront trail with gazebo, installing planters, benches, underground electrical, and concrete pad.

Past efforts have included:

- Hiring of John M. Ackerman, Landscape Architect to develop conceptual drawings for the Mill Site Town Common.
- Town Meeting approving the Concept of Riverside Park, a .35 acre parcel that abuts the Mill Site.
- In May of 2004, completion of a Downtown Improvement Plan by Kent Associates.

- July of 2004, the Placement of Downtown Gateway Signs.
- In Fall of 2005, the Parks & Recreation Board developed a Trail Implementation Program with related costs working in conjunction with Maine Department of Conservation.
- In June of 2006, Clinton Town Meeting adopted a concept for the Mill Site into a Town Common that has the following approved uses; Farmer's Market, Veteran's Memorial, Gazebo for Cultural Events, Open Plaza for Community Events, and River Front Trail.
- In 2006 and 2006 aggressive enforcement of various Code Violations by the Code Enforcement Officer in the village area.
- In June of 2006, Clinton Town Meeting voted to approve the Slum and Blight Declaration for the downtown area.

Proposed Improvements will be:

- 1.) Concrete Pad: \$60,000 is requested to repair and resurface this 22,000 square foot L-Shaped pad. This pad will be the anchor that will serve future community events such as a Farmer's Market, Gazebo, and other Community Functions.
- 2.) Waterfront Trail: \$50,000 is requested to build Phase I of the downtown trail system. In the Downtown Improvement Plan, a downtown trail system was one of the five recommended strategies approved by the Community Development Committee after numerous input from the public. This 400 foot-trail will include a lookout platform that will allow walkers to enjoy the spectacular views of the Sebasticook River.
- 3.) Purchase and Installation of a Gazebo: \$20,000 is requested for the purchase and installation of a Gazebo that will serve as focal point of the revitalized Mill Site. This item will serve as Spring/Summer/Fall focal point.
- 4.) Electrical Conduits: \$10,000 is requested to install underground electrical service to the entire Mill Site that will allow events such as; Winter Holiday Tree Lighting ceremony, Farmer's Market, and Summer Concerts to take place.

5.) Planters & Benches: \$10,000 to purchase several landscaping planters to further beautify the Mill Site and several benches so people can relax and enjoy the site in the warm months.

The Clinton Town Manager, Jim Rhodes, will administer and manage the grant project. Jim Rhodes has 6-years Economic Development experience with the Kennebec Valley Council of Governments and the City of Waterville. Jim has administered grant projects for the City of Hallowell and the City of Waterville.

Citizen Participation

Over the last four years, the Community Development Committee held ten meetings, two public workshops plus a public hearing to solicit input on the Downtown Improvement Plan. Five central downtown initiatives have been developed using Committee and public participation input. Each is critical to the successful revitalization of Clinton's Downtown.

Two initiatives (Mill Site Development and Downtown Trail) are being proposed in this application.

Over the last two years, the work of Downtown Revitalization has been a goal of the Board of Selectmen with work to be carried out by the Clinton Community Development Committee and the Town Manager.

This past December, the Board of Selectmen hired a new Town Manager, and in the job advertisement the Board of Selectmen was looking for a professional with downtown revitalization experience.

A public hearing was held on Thursday, February 1, 2007 for the public to comment on the first grant application.

A public hearing was held on January 22, 2008 for the public to comment on this second grant application.

The Parks and Recreation Board, composed of three citizens of Clinton, will assist and advise in the implementation of the grant, since they have oversight responsibility for the Mill Site.

The Town of Clinton has expended \$1,820 to install an electrical pole on the Mill Site.

**Community Development Block Grant
Community Enterprise Grant Program**

Budget Summary (Include Cash & In-Kind)

Cost Category	Column 1 CDBG	Column 2 Local	Column 3 State	Column 4 Utility	Column 5 Non- CDBG Federal	Column 6 Other	Column 7 Cost Category Total
Grants/Loans							
Legal Expenses							
Appraisals							
Relocation							
Demolition							
Site Work							
Architectural							
Engineering							
Administration							
Construction							
Materials							
Streetscapes	\$150,000						\$150,000
Façade Grants							
Inspection							
Other (List)							
1.							
2.							
3.							
TOTAL COSTS							\$150,000

Directions for Completing Budget Summary

1. For each applicable cost (cash and in-kind) in the Cost Category column, list the projected dollar amount for all applicable funding sources in columns 1-6.
2. List the total dollar amount for each cost category in column 7, Cost Category Total
3. Enter the total of all Cost Category amounts in column 7 in the TOTAL COSTS box directly under column 7.
4. **Submit a copy of this Budget Summary with the original and all six copies of the application.**

Thursday, January 10, 2008 **D1**

100 Legals

Legal Advertisement

Public Hearing Notice
CDBG Grant Application-
Town of Clinton

The Town of Clinton will hold a Public Hearing on January 22, 2008 at 6:30 PM in the Selectmen's Meeting Room, Clinton Town Office to discuss a CDBG Grant Application being submitted to the State of Maine CDBG program for a Community Enterprise Grant - Street-scapes Application. The purpose of the grant application is to continue the ongoing efforts to revitalize Clinton's downtown by construction of a Waterfront Trail with lookout platform and Gazebo, installation and wiring of underground conduits for service to the Mill Site, repair and resurface of the 22,000 square foot Mill Site concrete pad, and purchase / installation of planters and benches for the Mill Site. Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the application process are invited to attend this Public Hearing. Comments may be submitted in writing to: James Rhodes, Town Manager, Town of Clinton, 27 Baker Street, Clinton, Maine 04027 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town's programs or services, please call James Rhodes, Town Manager at 426-8511 so that accommodations can be made.



TOWN of CLINTON, MAINE
BOARD of SELECTMEN

PUBLIC HEARING
On the Community Enterprise Grant Application

January 22, 2008
6:30 PM

Sign In Roster

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

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24.

25.

Public

Hearing

Minutes

COST ESTIMATES AND PROJECTED PROJECT TIMELINE

COSTS ESTIMATE

24 ft. 12 sided Classic Gazebo Homeplace Structures New Holland, PA Contracted in Plant: \$14,600 Delivery: \$1,492 Assembly on site: \$3,908	\$20,000
Repair and Resurface of Concrete Pad Site work, concrete, labor Dragon Concrete.	\$60,000
Waterfront Trail 6 foot wide x 400 foot trail with overlook and railings. Estimate from Maine Conservation Corps	\$50,000
Electrical Conduits Conduit, trench work, electrical service to the mill site for community events Estimate from CMP.	\$10,000
Planters and Benches Purchase of landscaping planters and benches for the mil site. Material and labor. Estimate from Home Depot.	\$10,000

TIMELINE

The project would start 7/1/08 and be complete 6/1/09

AGENDA

ITEM

6. a.

**CLINTON BOARD OF SELECTMEN
TUESDAY, JANUARY 8, 2008
6:30 P.M.
SELECTMEN'S ROOM, TOWN OFFICE**

MINUTES

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

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

SELECTMEN PRESENT / QUORUM: Chairman Jeff Towne, Vice Chair Steve Hatch, Randy Clark, Chester Nutting, and Joe Massey. Also present Town Manager James Rhodes and Town Clerk Pamela Violette.

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.

ACTION ITEMS.

Approval of Selectmen's Minutes – December 26, 2007.

Selectman Nutting moved the Board approve the minutes of the December 26, 2007 meeting, second by Selectman Hatch. Vote 4 in favor, 1 abstained (Selectman Clark).

Resolution 08-01: Town Manager's submission of the FY 2008/2009 proposed Municipal Budget.

Selectman Clark moved Board adopt Resolution 08-01, second by Selectman Massey.
Vote 5 - 0

DISCUSSION ITEMS

Content of Board of Selectmen letter to the Water District Board of Trustees.

Board listed meeting minutes, hours of operation and the general financial state of the Water and Sewer District as content of the letter to the Water District Board of Trustees.

Proposal for Mapping Services from James W. Sewall Company, Old Town, Maine

Town Manager Rhodes described two options presented by James W. Sewall Company for mapping services. Board asked this item be placed on the next agenda.

Municipal Review Committee, Inc (MRC) letter regarding contract between PERC and Pittsfield.

Informational, no action taken.

SUPPLEMENTS AND ABATEMENTS: None

TOWN MANAGER'S REPORT:

Expense/Revenue Report: Town Manager Rhodes said the Town is half way through the budget year and has spent 51.78% of the budget. Several large payments were paid in the beginning of the fiscal year.

Letter from State of Maine Department of Economic and Community Development regarding approval of CDBG Declaration of Slum and Blight Area.

Town Manager Rhodes said Clinton received the necessary letter from the State of Maine Department of Economic and Community Development and the application for the Community Development Block Grant was submitted January 3, 2008.

OLD/NEW BUSINESS: Town Manager Rhodes read the following memo explaining the proposed 2008-2009 Municipal Budget.

In Accordance with Town Charter, Article V, Section 5.03, paragraph (f), the following proposed FY 08 / 09 municipal budget is submitted to the Board of Selectmen and Budget Committee for review and consideration.

- \$2,033,351
- Increase of \$252,733 (+14.19%) from the current FY 07 / 08 Budget of \$1,780,618.
- 75.18% (\$190,000) of the increase is because Road Reconstruction and Paving has been added to the annual operating budget this year. If the \$190,000 for Road Reconstruction and Paving were not in the annual operating budget, then the increase would be 3.52% (+\$62,733).
- The \$190,000 increase for Road Reconstruction and Paving will require the Town Meeting to vote to increase the tax cap limit by \$190,000 to fund this addition to the Municipal Annual Budget. If either one does not pass, then \$190,000 is removed from the budget.

Revenue Projections for FY 08 / 09 are \$1,482,132.

BUDGET SUMMARY
Balance of Expenses v. Revenues

<u>Expenditures</u>		<u>Revenues</u>
\$2,033,351	Municipal Non Property Tax	\$991,932
	State Funds	\$490,200
	Tax Cap Increase	\$190,000
	Tax Commitment	<u>\$361,219</u>
	Total	\$2,033,351

The proposed FY 08 / 09 Municipal Budget is in balance.

CHANGES IN BUDGET DEPARTMENTS or CATEGORIES

The following budget departments are proposed for elimination with budget lines moved to other departments:

- General Government Protection:

Social Security moved to each department with personnel and separated into Social Security Match and Medicare Match.

Fire Hydrants moved to the Fire Department.

Street Lights moved to its own budget department.

- Code Enforcement Officer:

Moved to Administrative Department.

The following budget departments have been created:

- Elections
- Street Lights
- Road Reconstruction and Paving

The following budget category has been eliminated in each department:

- Benefits 10

The following new categories have been created in place of benefits:

- Simple IRA Match 27

- Disability 28
- Health Insurance 29

POSITION ELIMINATION

This budget proposal recommends the elimination of the part time (20-hour) Office Clerk position in the Administrative Department.

SUMMARY

The proposed FY 08 / 09 Municipal Budget reflects an opportunity to invest in the road infrastructure of the Town and begin the implementation of the 18 Year paving plan to pave all streets and roads over the next 18 years.

The budget also reflects the increased cost of fuel oil, gas, diesel as this commodity relates to Town wide operations, as well as, increasing the amount of road salt and liquid calcium chloride to effectively fight winter snow and ice storms. Increasing the amount of salt will move the Town from a de-icing approach (mostly sand, higher operational costs, snow packs) to an anti-icing approach (mostly salt, more technical approach, and bare pavement sooner after storms).

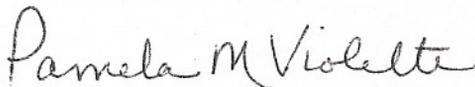
Chairman Towne complimented Town Manager Rhodes on the well-prepared presentation and budget book.

WARRANT: Selectman Clark moved to approve warrant 45 in the amount of \$194,190.14, second by Selectman Nutting. All in favor.

NEXT AGENDA ITEMS: 1. Sewall mapping proposal and Resolution to transfer funds. 2. Public hearing for Community Development Block Grant. 3. Update from Police Chief Runnels concerning plans for increased use of reserve officers. 4. Discussion with Water District Trustees.

ADJOURN: Selectman Nutting moved to adjourn at 7:20 p.m., second by Selectman Clark. All in favor.

Respectfully submitted,



Pamela M. Violette
Town Clerk

AGENDA

ITEM

6. b.



Town of Clinton

27 Baker Street

426-8511 phone

Clinton, ME 04927

426-8323 fax

RESOLUTION 08-2

AUTHORIZATION FOR JAMES W. SEWALL COMPANY, OLD TOWN, MAINE TO ADD ZONE LINES AND WELLHEAD PROTECTION DISTRICT LINES TO THE MYLAR OVERLAYS OF THE TOWN OF CLINTON TAX MAPS AT A COST OF \$2,675

WHEREAS, the current land use zoning map is difficult to read several of the boundary lines due to the colors covering and distorting the lines; and

WHEREAS, interpretation problems have occurred as a result of some zone lines being distorted or covered; and

WHEREAS, James W. Sewall Company, the Town's Tax Map maker, has proposed to add lines to the mylar overlays of the Town of Clinton Tax Maps at a cost of \$2,675.

NOW, BE IT RESOLVED BY THE BOARD OF SELECTMEN OF THE TOWN OF CLINTON, that authorization is approved by the Board of Selectmen to hire James W. Sewall Company at a cost of \$2,675 and pay from account 01-004-01 Administration Department Budget number is exceeded the bottom line Administration Department Budget number is exceeded the fiscal year in June, 2008, then the Board of Selectmen will adjust the bottom line number in accordance with Charter Section 5.06 (d) Transfer of

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SELECTMEN OF THE TOWN OF CLINTON, that authorization is approved by the Board of Selectmen to hire James W. Sewall Company at a cost of \$2,675 and pay from account 01-004-01 Administration Department Budget number is exceeded the bottom line Administration Department Budget number is exceeded the fiscal year in June, 2008, then the Board of Selectmen will adjust the bottom line number in accordance with Charter Section 5.06 (d) Transfer of

Seal of the Town of Clinton on this twenty-second day of January in the year Two Thousand and Eight.

Sealed with the Seal of the Town of Clinton on this twenty-second day of January in the year Two Thousand and Eight.

Chester Nutting

Jeffrey Towne

Joseph Massey

Stephen Hatch



Randy Clark



Geographic Information Management, Mapping & Forestry Consulting

JAMES W. SEWALL COMPANY

ESTABLISHED 1880

Offices in Maine, New York, Kentucky, North Carolina, and South Carolina

December 20, 2007

James W. Rhodes
Town Manager
27 Baker Street
Clinton, ME 04927

Re: Revised Proposal for Mapping Services

Dear Mr. Rhodes:

James W. Sewall Company is pleased to provide information regarding the Town of Clinton's request to add zoning and well head protection lines to mylar overlays, identify the minimum costs to have the tax maps digitized, and have zone/wellhead protection lines added digitally. At this time, Sewall performs manual tax map updates to the Town's mylar tax maps giving us a very good understanding of the effort required to either add the lines to mylar overlays, or to digitize them. Future needs of the Town and the cost to create the desired maps through traditional manual drafting methods may greatly determine the direction in which the Town should proceed with regards to creating a GIS (Geographic Information System) for use within all departments, or to continue using the current paper maps. We offer the following:

Option A - Add Zone Lines and Wellhead Protection Districts to Mylar Overlays

It is Sewall's understanding that the Town would like to have mylar overlays created showing the zone lines and wellhead protection districts. Two sets of these mylar overlays will be created, one full-size and one reduced size that will overlay the Town's existing hard copy tax maps. With the process being used however, there does exist the possibility that the new reduced size mylar overlays showing the zone/well head district lines will not be the exact same scale as the reduced size paper tax maps. In order to minimize the chance for any slight scaling differences, Sewall will also deliver a new set of reduced size paper tax maps.

Each zone line shown on the existing zone map will be drawn on the overlay mylar as a heavy (bold) solid black line. This line will follow or be offset from parcel lines, road lines, ROW's and water, as shown on the existing zone map. Resource and stream protection areas will be offset 250' and 75' respectively from the waters edge, as shown on the existing zone map. Other offsets will be determined by scaling the distance of the offset as currently drawn on the existing hard copy zone map. Within every zone boundary shown on each of the overlays, Sewall will label the zone identifier as indicated on the legend of the existing hard copy zone map.



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December 20, 2007
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Wellhead protection districts will also be shown on each of the overlays if applicable. Sewall will use existing mapping provided by the Town to determine the boundary of the Wellhead Protection Districts. Each district will be shown using dashed lines drafted on the overlay mylars and labels will be placed within each polygon identifying the protection district.

Sewall will add the zone and wellhead protection district lines to the mylar overlays and delivery one full-size and one reduced size sets of mylar overlays along with a new set of reduced size paper tax maps.

Option B - Digitize Tax Maps and Add Zoning/Wellhead Protection District Polygons

Another option to adding the zone and wellhead protection district lines on mylar overlays matching the manually drafted tax maps, would be to have Sewall do this work digitally. This would establish the foundation of a Town-wide GIS and utilize technology to create zoning/wellhead protection district layers. The foundation would consist of a Town-wide digital parcel layer to which other layers such as the zoning/wellhead protection district layers could be built upon. Establishing this parcel layer to be spatially accurate and complete will allow the Town to incorporate this data with the many other GIS datasets available through the State Office of GIS. Once in place, the tools and data available will enable Town staff to perform tasks much more efficiently and with better accuracy than in the past.

In order to make this option more affordable for the Town, Sewall is proposing a multiple step process to be phased in over time. Initially, Sewall will digitize the parcel boundaries providing a digital base map to add the zoning and well head protection lines to. Then as a second step, Sewall will add parcel identification numbers and other annotation shown on the existing tax maps. Adding in the this information will allow for linking of the parcel data to the Town's Trio Assessor's database and enable production of tax maps from the digital parcel file. Once the second step is complete the Town will no longer need to maintain the manually drafted tax maps and will begin to recognize the features and functions that GIS can offer to the municipality.

Phase One Tax Mapping (Digitize Parcel Lines)

The parcel layer will be created by digitizing parcels from the existing mylar tax maps to fit orthophotography available from the State Office of GIS. All lines shown on the existing maps will be captured as polygons in ESRI personal geodatabase format meeting the State of Maine spatial requirements for digital parcel data.



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Digitize Zoning and Well Head Protection Districts

Once the Town-wide digital parcel file is created, Sewall will digitize as polygons in the geodatabase, the zoning and well head protection districts as drawn on the existing hard copy maps. The zone polygons will follow or be offset from parcel lines, road lines, ROW's and water, as shown on the existing zone map. Resource and stream protection areas will be offset 250' and 75' respectively from the waters edge, as shown on the existing zone map. Other offsets will be determined by scaling the distance of the offset as currently drawn on the existing hard copy zone map. Well head protection districts will be captured by georeferencing the existing map supplied by the Town to align with parcels common between the hard copy map and newly digitized parcel file. Once georeferenced, the well head protection districts will be heads up digitized. Each zoning/well head protection district polygon will be attributed with its type and can be symbolized or shaded based on these unique values.

Once the polygons are compiled, Sewall will create a new zone map for the Town showing each zone and well head protection district uniquely symbolized and the current parcel lines. Each year when parcel lines are updated, Sewall can replot a copy of the zone map showing the new parcels if the Town desires. Deliverables for this service will include one color 36" x 48" zone map checkplot; one final color 36" x 48" Town wide zone map plot, a .pdf file of the zone map, and the data in geodatabase format.

Until phase two of the parcel mapping is completed (addition of parcel ID's, annotation, and creation of tax map plots) Sewall will not be able to produce individual tax maps identifying the zone lines on each sheet. We can however, if desired, make several plots depicting various areas in Town at an enlarged scale showing greater parcel/zone detail if desired. The Town may also be able to do this yourself using the .pdf file Sewall will deliver as part of the zone map/well head protection district deliverables.

Phase Two Tax Mapping (Add parcel ID's, Annotation and Create Tax Maps)

Depending on when the Town decides to complete phase two of the mapping project, and how many additional mapping changes have taken place in the meantime, will greatly effect the cost for completion. This second phase, if necessary, could also be broken up into multiple steps. However, the Town should be aware that each time the project is segmented, there is a loss in efficiency with doing the work and therefore will cost slightly more over the duration of the project.



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At this time, Sewall estimates a cost to complete of \$14,650 utilizing the same set of tax maps used to create the digital line work. If the Town were to proceed with both tax mapping phases at this time, however, the cost would be \$26,800, saving the Town \$1,350 by not splitting the work up into two distinct phases with time elapsing between them.

Cost Summary (please indicate service to be performed by placing an "x" in the spaces provided)

Option A

Add Zone Lines and Wellhead Protection Districts to Mylar Overlays	\$ 2,675	___
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Option B

Digitize Tax Maps and Add Zoning/Wellhead Protection District Polygons		
Phase One Tax Mapping (Digitize Parcel Lines)	\$ 13,500*	___
Digitize Zoning and Well Head Protection Districts	\$ 2,050	___
Phase Two Tax Mapping (Add Parcel ID's, Annotation and Create Tax Maps)	\$ 14,650*	___
Provide Phase One and Phase Two Tax mapping services at the same time	\$ 26,800*	___

* **Note:** Sewall's estimate is based on digitizing or annotating 1,800 parcels. If the actual number of parcels differs from this estimate, Sewall will adjust the price accordingly.

Once services for the selected option begin, the Town will be billed monthly for the percentage of work complete to date. Payment is due within 30 days after the date of invoice and balances outstanding beyond these terms will accrue interest at the rate of 18% per annum, or the legally permitted maximum if that rate is lower. The prices listed above are valid for 90 days. If the Town decides to proceed with the project after 90 days from the date of this proposal, Sewall reserves the right to review the cost estimate and schedule, and to make changes as needed.



JAMES W. SEWALL COMPANY
ESTABLISHED 1880

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December 20, 2007
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Your notice to proceed can be a letter or purchase order that makes reference to this proposal, or a copy of this letter with an authorizing signature in the space provided below.

If you have questions regarding this proposal, or require further information, please do not hesitate to call Aaron Weston at 1-800-648-4204 Ext 394, or e-mail him at aweston@jws.com. We look forward to hearing from you.

Sincerely,
JAMES W. SEWALL COMPANY

Aaron Weston, Project Manager
GIS Mapping

James H. Page, Ph.D.
President, CEO

(071024)
mappinginfo/revisedproposal/letter/ClintonME

AGENDA

ITEM

7.a.



Town of Clinton

27 Baker Street

Clinton, ME 04927

426-8511 phone

426-8323 fax

January 10, 2008

Clinton Water District
Board of Trustees
ATTN: George Clark
PO Box 358
Clinton, ME 04927

RE: Request for meeting with Board of Selectmen

Dear Mr. Clark:

The Board of Selectmen requests the Water District Trustees attend the next Board of Selectmen Meeting on January 22, 2008 at 6:30 PM.

The Board of Selectmen desire to discuss the following items:

- General financial update of the Water District.
- Has office hours changed?
- The affect of recent cut in office hours, if changed, on the Water District budget.
- Copies of Water District meeting minutes for the last 12 months.
- Discussion of the feasibility of doing a Time / Study on the duties of office personnel.

Please call Jeff Towne, Chair, Board of Selectmen, 872-6204, if you have any questions.

Sincerely,

James W. Rhodes
Town Manager

Copy: Each Board of Selectman

AGENDA

ITEM

9.a.



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0016

JOHN ELIAS BALDACCI
GOVERNOR

DAVID A. COLE
COMMISSIONER

January 14, 2008

Dear Town Official:

This year will be the fourth year that the Maine Department of Transportation will be offering Maine communities the opportunity to be loaned (free of charge) it's Radar Speed Trailers. Because of the popular interest seen the last three years, we have decided to continue with a lottery selection process to determine which towns will be loaned the trailer.

The 2008 lottery will be open to only Maine communities located within the boundaries of MaineDOT'S Western Region 3 and MidCoast Region 2.

The Radar Speed Trailer got used by 17 communities last year, each for a two week loan period, beginning in early April and ending in late November. This year, there will be a total of 17 communities that will be selected from only those communities that choose to participate in the lottery. MaineDOT's Radar Speed Trailer Loan Program is being targeted to a limited geographical region of the State so as to minimize travel time costs associated with moving the trailer between loaner communities.

If your community is interested in being put into the Radar Speed Trailer Loan Program into Western Region 3's Lottery or in MidCoast Region 2's Lottery, please respond back to me by letter, indicating which Region your town is in, via US mail with the envelope post marked no later than February 15, 2008. Mailing address: Radar Speed Trailer Loan Program, Traffic Engineering, Maine DOT, State House Station 16, Augusta, ME 04333.

The lottery will occur the following week and all communities who had submitted a letter of interest will be notified about which towns made the list. Sometime in March a schedule will be put together to indicate when each community will be loaned the Radar Speed Trailer.



PRINTED ON RECYCLED PAPER

A letter will then go out to each community indicating when they will be loaned the trailer, with a note indicating that each town will be expected to make arrangements with the community before it, to pick up the Radar Speed Trailer.

Attached to this letter is a picture that shows what the Radar Speed Trailer looks like.

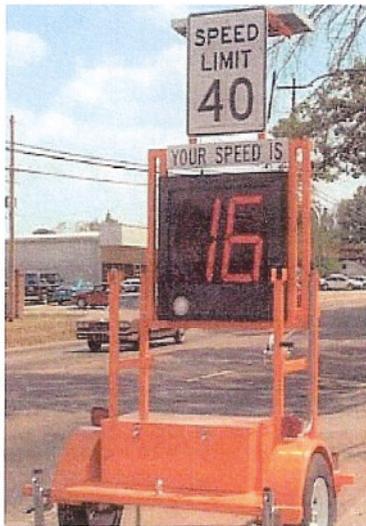
If you have any questions, please feel free to contact me.

Good Luck!

Sincerely,

A handwritten signature in black ink that reads "Roland P. Roy". The signature is written in a cursive style with a large, looping 'R' and 'y'.

Roland P. Roy PE
Traffic Engineer
Traffic Engineering
MDOT- Maintenance & Operations
(207) 624-3613
(207) 624-3101 (fax)



K & K System Model 20000R18



MPH Industries Speed Monitor Trailer