

# AGENDA

## ITEM

4.

# OATH OF MUNICIPAL OFFICIAL

(Except Moderator or Clerk)

Municipality of Clinton, Maine

I, Geraldine Dixon, do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec. 1.)

I, Geraldine Dixon, do swear that I will faithfully discharge to the best of my ability the duties incumbent on me as Selectman (three-year term) for the Town of Clinton, according to the Constitution and the laws of the State. So help me God.

Dated: July 1, 2009

---

Signature

Clinton, Maine

Subscribed and sworn to before me,

Date: July 1, 2009

---

Town Clerk

# OATH OF MUNICIPAL OFFICIAL

(Except Moderator or Clerk)

Municipality of Clinton, Maine

I, Justin Cote, do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec. 1.)

I, Justin Cote, do swear, tat I will faithfully discharge to the best of my ability the duties incumbent on me as Selectman (two-year term) for the Town of Clinton, according to the Constitution and the laws of the State. So help me God.

Dated: July 1, 2009

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Signature

Clinton, Maine

Subscribed and sworn to before me,

Date:

---

Town Clerk

# AGENDA

## ITEM

5.

# OATH OF MUNICIPAL OFFICIAL

(Except Moderator or Clerk)

Municipality of Clinton, Maine

I, Geraldine Dixon, do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec. 1.)

I, Geraldine Dixon, do swear that I will faithfully discharge to the best of my ability the duties incumbent on me as Assessor (three-year term) for the Town of Clinton, according to the Constitution and the laws of the State. So help me God.

Dated: July 1, 2009

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Signature

Clinton, Maine

Subscribed and sworn to before me,

Date: July 1, 2009

---

Town Clerk

# OATH OF MUNICIPAL OFFICIAL

(Except Moderator or Clerk)

Municipality of Clinton, Maine

I, Justin Cote, do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec. 1.)

I, Justin Cote, do swear, that I will faithfully discharge to the best of my ability the duties incumbent on me as Assessor (two-year term) for the Town of Clinton, according to the Constitution and the laws of the State. So help me God.

Dated: July 1, 2009

---

Signature

Clinton, Maine

Subscribed and sworn to before me,

Date:

---

Town Clerk

# AGENDA

## ITEM

6.

# OATH OF MUNICIPAL OFFICIAL

(Except Moderator or Clerk)

Municipality of Clinton, Maine

I, Geraldine Dixon, do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec. 1.)

I, Geraldine Dixon, do swear that I will faithfully discharge to the best of my ability the duties incumbent on me as Overseer of the Poor (three-year term) for the Town of Clinton, according to the Constitution and the laws of the State. So help me God.

Dated: July 1, 2009.

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Signature

Clinton, Maine

Subscribed and sworn to before me,

Date: July 1, 2009

---

Town Clerk

# OATH OF MUNICIPAL OFFICIAL

(Except Moderator or Clerk)

Municipality of Clinton, Maine

I, Justin Cote, do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. (Constitution of Maine, Art. IX, Sec. 1.)

I, Justin Cote, do swear, tat I will faithfully discharge to the best of my ability the duties incumbent on me as Overseer of the Poor (two-year term) for the Town of Clinton, according to the Constitution and the laws of the State. So help me God.

Dated: July 1, 2009

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Signature

Clinton, Maine

Subscribed and sworn to before me,

Date:

---

Town Clerk

# AGENDA

## ITEM

8.



Town of Clinton

27 Baker Street

Clinton, ME 04927

426-8511 phone

426-8323 fax

## BOARD of SELECTMEN Rules of Procedure

### Meeting Format

1. An orderly meeting requires Selectmen to share the floor, listen to other Selectmen, not interrupt another who is speaking, be respectful to others when speaking, and remain focused on the topic being discussed. The Chair may require all participants to be recognized by the Chair before speaking on the record about an item on the Board's agenda. When a motion is made and seconded, it is preferable to begin the discussion by recognition of the Selectman making the motion. The Chair should participate in the discussion after the other members have had an initial opportunity for discussion.
2. The board is allowed to discuss an Agenda item without the necessity of a formal motion being made by a member.
3. The Chair will recognize the Town Manager to explain an Agenda item if there is uncertainty about the meaning of the agenda item. The Chair will recognize the Town Manager for comment and input with respect to each matter on the Board's agenda before a final vote or other action by the Board. At any time during the discussions or deliberations by the Board, after being recognized by the Chair, a Selectman may directly ask a question to, or request information or comment from, the Town Manager. The Town Manager may refer such a question or request to a Town Department head or municipal official in attendance at the meeting.

### Rules of Procedure

The Chair will be generally guided by the Tenth Edition of Robert's Rules of Order Newly Revised for the conduct of the Board's meetings.

### Public Comment

1. A reasonable opportunity for public comment will be given before the Board's vote on a matter of municipal policy, as opposed to a procedural, ministerial, or executive matter. The Chair will direct when public comment will be accepted on a matter before the Board. The chair may set reasonable limits on public comment heard or received at the meeting. After the Chair recognizes a member of the public, the person will approach the Board and sit at the Public Comment / Questions Table. The purpose of speaking from this table is to insure the comments are recorded and Board members can clearly hear the comments or questions. Written comments signed by the author(s), which are submitted to the Board before the meeting by filing or mailing to the Town Office, will be



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considered by the Board as public comment. Any written questions from the public must be received by the Town Manager's office before 10:00 AM, on the Wednesday preceding the meeting. After public comment is heard or received, the Board will further consider the matter before a vote or other action is taken by the Board.

2. Any questions from the public, during a public comment period, addressed to a Selectman, the Town Manager, or a Town employee or official, will go through the Chair. The Chair has the discretion whether to recognize the question or rule the question is out of order or otherwise not proper.

3. An agenda item titled "Comments / Questions from the Public Concerning Matters Not Related to Items on the Agenda" is limited to fifteen (15) minutes. The Chair will ask for a show of hands for those wishing to speak. The fifteen (15) minutes will be divided between the number wishing to speak. The speakers will be directed to sit at the public comment / questions table. The Chair has the discretion whether to recognize the comment / question or rule the comment / question out of order or otherwise not proper.

4. A member of the public who becomes unruly or interrupts the orderly conduct of the Selectman's meeting will be asked to leave.

#### Meeting Agenda / Public Notice

1. The Board will not conduct a vote on any matter that is not on the agenda of the Board's meeting, unless of an "emergency" nature. The Board may, under the category of "Other Business Emergency Matter", act upon any emergency matters that could have a serious or adverse effect on the community, public health, or well-being of the Town in the event Board action is delayed. Any matter that is not on the agenda may be discussed, if determined appropriate by the Chair, but no answer will be expected and no vote taken until a later Board meeting.

2. The second to last agenda item will be planning the Agenda for the next scheduled Board meeting. The Board may vote to require a specific matter to be placed on the agenda for the next meeting.

3. All items to be considered on an agenda for a regular or special meeting must be received by the Town Manager or Chairman of the Board of Selectmen by 10:00 AM on the Wednesday preceding the meeting. The Town Manager and the Chair, Board of Selectmen will meet via E-mail, phone or in person to prepare the Agenda not later than 12 Noon on the Thursday prior to the meeting. The agenda will be posted at the Town Office and on the Town's Web Site by 3:00 PM on the Friday prior to the meeting. The agenda and materials necessary for the Selectmen's review will be delivered to each Board of Selectmen, by the Police Department, not later than 8:00 PM on the Friday prior to the meeting.



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4. It is sufficient to post, as public notice, the Resolution specifying Selectmen meeting dates, time and place on the Town Office bulletin board. A public notice must be posted in at least five conspicuous places around Town for any special or emergency meeting of the Board. The Morning Sentinel must be notified in the event of an emergency or special meeting of the Board.

Legal Counsel

1. The Town Manager will promptly inform the Board of Selectmen Chair as to the Town's receipt of service of a Complaint or other pleading filed against the Town in Federal, State, or other judicial or administrative forum and will promptly notify the Town's liability insurer as to the receipt of a complaint or other pleadings which may potentially be covered under the Town's insurance policy. Within fourteen (14) days after the Town's receipt of service, the Board will meet to determine whether legal counsel needs to be retained, and decide what legal counsel will be retained to represent the Town's interest in defense of such legal action.

2. A notice of Tort Claim served upon the Town will promptly be delivered to the Town's Liability Insurer and a copy will be provided to each Selectman before the next Board meeting.

3. No legal action will be filed or otherwise prosecuted by the Town without prior authorization by the Board of Selectmen.

4. The authorization to retain legal service for a specific matter will be approved by the Board of Selectmen.

5. Any request for legal advice directed to the Maine Municipal Association (MMA) Legal Department will follow Resolution 07-03: Restrictions on MMA Legal Inquiries dated and signed by the Board of Selectmen on April 24, 2007.

**RULES OF PROCEDURES ADOPTED BY THE BOARD OF SELECTMEN ON JULY 1, 2009 BY:**

\_\_\_\_\_  
Jeffrey Towne

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

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

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

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

**AGENDA**

**ITEM**

**9.**



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## RESOLUTION 09-08

### BOARD OF SELECTMEN MEETING DATES / TIME / PLACE FOR FISCAL YEAR 2009 / 2010

WHEREAS, Town Charter Section 2.03 (c) requires the Board of Selectmen to establish by resolution the date, time and place for regular Board of Selectmen meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SELECTMEN OF THE TOWN OF CLINTON, that in Fiscal Year 2009 / 2010 the Board of Selectmen will meet at 6:30 PM in the Selectmen's meeting room of the Town Office on the following dates:

- July 14, 2009 & July 28, 2009
- August 11, 2009 & August 25, 2009
- September 8, 2009 & September 22, 2009
- October 13, 2009 & October 27, 2009
- November 10, 2009 & November 24, 2009
- December 8, 2009 & December 22, 2009
- January 12, 2010 & January 26, 2010
- February 9, 2010 & February 23, 2010
- March 9, 2010 & March 23, 2010
- April 13, 2010 & April 27, 2010
- May 11, 2010 & May 25, 2010
- June 7, 2010 & June 22, 2010

Sealed with the Seal of the Town of Clinton on this first day of July in the year Two Thousand nine.

\_\_\_\_\_  
Jeffrey Towne

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

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

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

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

# AGENDA

## ITEM

10.a.

SPECIAL  
TOWN MEETING WARRANT  
TOWN OF CLINTON  
Tuesday, August 18, 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 18th day of August, 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 1st day of July, 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**

**10.b.**

**Disbursement/Payroll Warrant Policy**

Pursuant to the Clinton Town Charter Section 5.07 – Administration of Budget, subsection (b) Disbursements the Clinton Board of Selectmen hereby adopts the following policy:

**Warrant Disbursement:** The warrant must be affirmatively voted and approved by at least three (3) members of the Board of Selectmen at a scheduled public meeting. After such approval, the Town Treasurer is delegated the responsibility of signing and mailing all checks in such warrant disbursement.

**Payroll Warrant:** The Payroll warrant must be signed by at least one (1) designated member of the Board of Selectmen. After such approval, the Town Treasurer is delegated the responsibility of signing all checks in such payroll disbursement.

The Board of Selectmen designate Selectman Geraldine Dixon to sign the payroll warrant.

\*In the event the Town Treasurer is unavailable to sign Warrant and/or Payroll Checks the Town Clerk is hereby delegated such responsibility.

Adopted: July 1, 2009

By The Clinton Board of Selectmen

\_\_\_\_\_  
Jeffrey P. Towne, Chairman

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

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

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

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