

**CLINTON BOARD OF SELECTMEN
TUESDAY, AUGUST 11, 2015, 6:30 P.M.
SELECTMEN'S ROOM, TOWN OFFICE**

MEETING MINUTES

1. CALL TO ORDER: Chairman Towne called the meeting to order at 6:39 p.m.

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

3. SELECTMEN PRESENT/QUORUM: Chairman Jeffrey Towne, Vice Chairman Ronnie Irving, Selectman Ed Blanchard, Selectman Geraldine Dixon and Selectman Stephen Hatch. Also present Town Manager Pamela Violette and Deputy Town Clerk Earla Haggerty.

4. ACTION ITEMS:

a. **Approval of Selectmen's Minutes** – Selectman Dixon moved the Board approve the minutes of the July 28, 2015 meeting. Selectman Irving seconded the motion. Vote: 5 – 0.

b. **Appointment Parks & Recreation & Budget Committee:**

Parks & Recreation – Selectman Irving moved to appoint Ruth Mattson as an alternate member of the Parks & Recreation Committee for a term to expire June 30, 2016. Selectman Hatch seconded the motion. Vote: 4-1 (Dixon opposed).

Budget Committee - Selectman Irving moved to appoint Tracy Weymouth as a member of the Budget Committee for a term of one year. Selectman Dixon seconded the motion. Vote: 5-0.

c. **Safety Committee Mission Statement:** Fire Chief Gary Petley presented for review and adoption a Mission Statement developed by the Clinton Safety Committee which outlines goals for community and workplace safety initiatives for town employees and citizens. Chief Petley advised the ad hoc committee was made up of three employees – Cynthia Lowell, Library Assistant Director, Sgt. Stanley Bell, Clinton PD and himself with oversight by Town Manager Pam Violette. Chief Petley explained the committee was still organizational and was soliciting professional consultation from Mary Matthews of the Maine Bureau of Labor & Safety Standards as well as John Waterbury of the Maine Municipal Association Risk Management Division.

Chief Petley stated that the efforts of the Safety Committee and the Mission Statement sends a positive message to town employees and the public regarding the development of a “safety first” culture by the governing officials of the Town. Selectman Irving asked if the Department Heads would be adequately trained per the Committee’s guidelines to which Chief Petley replied in the affirmative and stated that each Department Head would be responsible to train employees in their respective departments. Chairman Towne stated that a town wide safety program was invaluable and he was in full support of the program.

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Selectman Dixon moved to adopt the Safety Committee's Mission Statement as presented. Selectman Hatch seconded the motion. Vote: 5-0.

- d. **Police Department - BYRNE Grant:** Town Manager Violette advised the Selectmen the Clinton Police Department had been awarded \$2,100 from the BYRNE Grant for the purpose of purchasing needed improvements and equipment. Chief Johnson provided the Selectmen with a memo outlining the proposed purchases as an HP Laser Jet Printer (\$850), Electronic Door Release with Remotes (\$750) and a CMI Alco Breath Alcohol Screen (\$500).

Selectman Hatch moved to accept the Byrne Grant funds in the amount of \$2,100 for the purposes submitted by the Police Department. Selectman Irving seconded the motion. Vote: 5-0.

- e. **Tax Commitment – Draft Review:** Chairman Towne remarked that he had issues with the accuracy of the Tax Rate Calculation Form in that it did not tie out properly to the LD1 Form. After discussion of the discrepancy Town Manager Violette said she would review the matter with the assessor's agent and have the document for the next meeting on August 25th.
- f. **Request from Planning Board – Update Comprehensive Plan:** The Chairman of the Planning Board, Michael Hachey, was present to discuss the need for review and updating of the town's Comprehensive Plan. There was confusion as to when the Comprehensive Plan had last been updated and obvious confusion as to what the Land Use Ordinance governed as opposed to what the Comprehensive Plan proposed. Town Manager Violette offered that a professional update of the Comprehensive Plan from a Council of Governments would take as long as two years and cost \$20,000.

Chairman Towne remarked that the need for a healthy Land Use Ordinance was quite separate from the need to update the Comprehensive Plan. Chairman Towne stated given the recent commercial activity and development in Clinton he was supportive of the Planning Board reviewing and updating both documents. Further, it was his opinion the Planning Board should be capable of reviewing the Comprehensive Plan and "tinkering" with it where needed but he did not believe the town was prepared to spend \$20,000. Chairman Hachey asked Town Manager Violette to provide him a copy of the Comprehensive Plan and stated the Planning Board would start a review process.

5. ROAD REVIEW: There was a lengthy discussion between Town Manager Violette and the Selectmen regarding issues with paving, culverts and driveways on the Battle Ridge Road, Goodrich Road, Rogers Road, McNally Road, Johnson Flat Road and Mutton Lane. Town Manager Violette advised that Clayton Pierce was addressing issues on a priority basis as time would permit one individual to accomplish with the funds available.

6. SUPPLEMENTS AND ABATEMENTS: NONE

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7. TOWN MANAGER'S REPORT

1. **Morrison Avenue Paving – Clinton Water District** – Town Manager Violette presented Selectmen with a proposal from McGee Construction for unanticipated road maintenance on Morrison Avenue that was beyond the Sewer System Improvements contract with the Clinton Water District. Selectman Irving remarked that the scope of work for \$6,576 was a very generous offer. Selectman Irving suggested the town should accept the McGee Construction proposal but add another inch of surface material to protect the projects longevity. Chairman Towne suggested the Town Manager be authorized to approve the cost of the additional surface so it wouldn't have to come to the Selectmen again for approval. Town Manager Violette advised she was authorized to approve purchase orders up to \$2,000. It was the consensus of the Board that the Town Manager should proceed to protect the project and make the payment out of the pavement budget.

Selectman Hatch moved to approve the McGee Construction contract in the amount of \$6,576. Selectman Irving seconded he motion. Vote: 5-0.

2. **Municipal Agent Change – Form to Sign** – Town Manager Violette explained that she was reassigning duties to the municipal office staff so she could dedicate more of her time to the Town Manager position. She stated that Melody Fitzpatrick was well qualified to be the municipal agent for Motor Vehicle and asked the Selectmen to approve Melody's appointment.

Selectman Irving moved to appoint Melody Fitzpatrick as the Maine Motor Vehicle's municipal agent effective immediately. Selectman Dixon seconded the motion. Vote: 5-0.

8. UNFINISHED/NEW BUSINESS – None

9. TREASURER'S WARRANT

Selectman Blanchard moved to approve Treasurer's Warrant #10 in the amount of \$ 220,534.43. Selectman Dixon seconded the motion. Vote: 5-0. Warrant approved. Chairman Towne stated for the record that Clinton was making a generous contribution to MSAD # 49 in the amount of \$175,901.79.

10. ITEMS FOR NEXT AGENDA – August 25, 2015

1. 2015 Tax Commitment and Warrant

11. 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 time limit. There were no questions or comments from the public. - None

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12. EXECUTIVE SESSION – Poverty Abatement:

8:05 p.m. Selectman Irving moved to go into Executive Session. Selectman Hatch seconded the motion. Vote: 5-0.

8:24 p.m. Selectman Irving moved to exit Executive Session. Selectman Hatch seconded the motion. Vote: 5-0.

Executive Action:

Selectman Irving moved to table the Poverty Abatement until the August 25, 2015 Selectmen's Meeting. Selectman Hatch seconded the motion. Vote: 5-0.

13. ADJOURN: 8:44 p.m. Selectman Irving moved to adjourn. Selectman Dixon seconded the motion. Vote 5-0

Respectfully submitted,

Earla J. Haggerty
Deputy Town Clerk