

**CLINTON BOARD OF SELECTMEN  
TUESDAY, SEPTEMBER 8, 2015, 6:30 P.M.  
SELECTMEN'S ROOM, TOWN OFFICE**

**MEETING MINUTES**

**1. CALL TO ORDER:** Chairman Towne called the meeting to order at 6:36 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 Geraldine Dixon and Selectman Stephen Hatch. Also present Town Manager Pamela Violette and Deputy Town Clerk Earla Haggerty. (Selectmen Edward Blanchard arrived at 7:11 p.m.)

Chairman Towne stated that a motion was needed to open the public hearing for two articles being proposed for a Special Town Meeting to be held November 3, 2015.

**6:41 p.m.** Selectman Irving moved to open the Public Hearing for November 3, 2015 Special Town Meeting Articles. Selectman Hatch seconded the motion. Vote: 4-0.

Chairman Towne stated a draft of the first article had been made available for the Selectmen's consideration which involved changing the Land Use Ordinance to allow a Day Care facility in a commercial zone.

Regarding the second article Chairman Towne stated handouts would be available to the public which would explain the funds transfer for the Sidewalk Project. He explained that the capital reserve account known as Street Scape had a balance of \$56,966, which would be wiped out with the current sidewalk project expense. Chairman Towne explained it would be unfortunate to wipe out the Street Scape account when there were other funds that could be utilized from the inactive Economic Development account. He further explained the balance of the Economic Development account, in the amount of \$79,603, had been made available with the creation of a TIF and therefore had use restrictions. However, the sidewalk project is an acceptable use given the account only restricts the town from using the funds for road improvements or water/sewer projects.

Selectman Irving voiced concern about the November 3<sup>rd</sup> town meeting being too late in the year to complete the sidewalk project. Selectmen discussed having the project done before the November 3<sup>rd</sup> meeting with expenses going against the Street Scape account and depending upon a favorable vote of the people the funds would be transferred from the Economic Development account to the Street Scape Account.

After further discussion Chairman Towne asked for another Public Hearing on the matter be scheduled for the next Selectmen's meeting – September 22<sup>nd</sup>.

**Tuesday, September 8, 2015**  
**Selectmen's Meeting**

**6:55 p.m.** Chairman Towne requested a motion to close the public hearing. Selectman Irving moved to close the public hearing on articles for the November 3, 2015 Special Town Meeting. Selectman Hatch seconded the motion. Vote: 4-0.

**4. ACTION ITEMS:**

- a. **Approval of Selectmen's Minutes** – Selectman Dixon moved the Board approve the minutes of the August 25, 2015 meeting as presented. Selectman Irving seconded the motion. Vote: 4 – 0.
- b. **Sign Special Town Meeting Warrant for November 3, 2015:** The item was tabled until September 22<sup>nd</sup>.
- c. **Appointments:** Selectman Dixon moved to appoint Myron Whittaker as a member of the Budget Committee – term to expire June 30, 2016. Selectman Irving seconded the motion. Vote: 4-0.

Town Manager Violette stated it was necessary for a Selectman to be appointed as Clinton's representative at Kennebec Valley Council of Governments (KVCog). It was decided that Steve Hatch would represent Clinton and Town Manager Violette would be the alternate.

- d. **Municipal Valuation Return for 2015 – Approve & Sign:** Chairman Towne asked for a motion to approve the 2015 Municipal Valuation Return. Selectman Irving moved to approve and sign the return as presented. Selectman Hatch seconded the motion. Before the vote was called Chairman Towne asked for an explanation regarding a significant increase in the Personal Property Tax between the return and the draft reviewed at an earlier date. Town Manager Violette said she would have Assessor's Agent Carroll Weeks review the return for accuracy and have it on the agenda for September 22<sup>nd</sup>.

Chairman Towne asked the Selectmen to withdraw the previous motion and the second, which they did.

7:11 p.m. Selectman Edward Blanchard arrived.

- e. **Road Review-Bid Opening: Hot Patch & Sidewalks:**

**Hot Patch Bids:** Town Manager Violette opened two bids for the Hot Patch and read the results aloud:

McKenzie	\$ 10,195
Littlefield	\$ 12,700

Selectmen discussed the scope of each bid – Selectman Irving stated the basics were the same but wanted to know if driveways on Mutton Lane and sidewalks were included in the bid. Town Manager Violette said the driveway work was a separate bid.

Chairman Towne asked for a motion to award the bid. Selectman Irving moved to award the bid to the lowest bidder, McKenzie for \$10,195. Selectman Hatch seconded the motion. Vote: 5-0.

**Tuesday, September 8, 2015**  
**Selectmen's Meeting**

**Sidewalk Project Bid:** Town Manager Violette opened the single bid for the sidewalk project and read the results aloud:

McKenzie                      \$48,929

Selectman Irving stated that the project called for 1,025 linear feet of sidewalk which would require 1,016 square yards of material. He raised concern that removing 12" of material under the pavement was overkill on Railroad Street given that a utility company had just rebuilt the sidewalks a few years ago. He stated that Main Street would need the removal of 12" but from the post office to the library did not. Selectman Irving suggested that contractor might be able to go further instead of deeper in that particular location. Chairman Towne asked Town Manager Violette to review the bid with McKenzie to see what the adjustment would mean. Town Manager Violette said it would be on the agenda for September 22<sup>nd</sup>.

**5. DISCUSSION ITEMS: Highway Department Study:** There was a lengthy discussion as to the various operating scenarios and the resulting cost benefit ratio of each scenario. The material provided for review and/or comparison was a study from the Town of Durham. Selectman Blanchard noted that Durham was considerably larger than Clinton. Selectman Irving stated it would be important to know how many road miles in Clinton to enable a comprehensive comparison to Durham's report. Town Manager Violette said she would make that information available at the next meeting. Chairman Towne said perhaps it would be best to develop a seasonal plan - Winter and Summer. Each projecting cost for seasonal maintenance activities and contracts appropriate to each season, i.e., grading, tree/brush removal, snow plowing, etc.

There was conversation as to whether or not the plan should include a town employee – either full time or part time. Resident, Mike Walton, reminded the Selectmen that per the town charter they were the appointing authority for a Road Commissioner and perhaps that should be a consideration instead of a Highway Foreman, which would help the town to maintain control in an environment of several seasonal contractors. The consensus of the Selectmen was to avoid personnel costs as much as possible. Selectman Irving said a plan could be developed for contracting costs per the state's DOT rate for equipment only or man and equipment. Chairman Towne asked Town Manager Violette if she could provide information regarding state DOT rates for various highway maintenance activities – with equipment only and man & equipment.

The issue of the extensive cost of purchasing equipment for highway maintenance was a major concern and Selectman Dixon also mentioned the expense of the never ending and often unanticipated maintenance and repair cost for the old equipment Clinton currently owns.

**6. SUPPLEMENTS AND ABATEMENTS:** NONE

**7. TOWN MANAGER'S REPORT**

1. **Town Clerk Appointment** – Town Manager Violette advised that Melody Fitzpatrick had been appointed Town Clerk effective September 1<sup>st</sup>.
2. **Community Newsletter** – Town Manager Violette advised that Administration was exploring methods to better communicate and inform citizens of developments in

**Tuesday, September 8, 2015**

**Selectmen's Meeting**

town government and one of those methods would be publication of a community newsletter beginning in September.

3. **Culvert Replacements** – Town Manager Violette advised the Selectmen she had received a proposal in the amount of \$2,750 from McGee for replacement of culverts on Pearl Street.
4. **Annual Audit** – Town Manager Violette advised the annual audit with Hollingsworth was scheduled for Tuesday, September 15<sup>th</sup>.

**8. UNFINISHED/NEW BUSINESS** – None

**9. TREASURER'S WARRANT**

Selectman Blanchard moved to approve Treasurer's Warrant #16 in the amount of \$ 21,401.40. Selectman Dixon seconded the motion. Vote: 5-0. Warrant approved.

**10. ITEMS FOR NEXT AGENDA – September 22, 2015**

1. November 3, 2015 Town Meeting Warrant
2. Highway Plan Discussion
3. Municipal Valuation Return
4. Sidewalk Bid Discussion
5. Public Hearing on Day Care Facility

**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.

There were no questions or comments from the public.

**12. ADJOURN: 8:29 p.m.** Selectman Irving moved to adjourn. Selectman Dixon seconded the motion. Vote 5-0

Respectfully submitted,

Earla J. Haggerty  
Deputy Town Clerk