

**CLINTON BOARD OF SELECTMEN
TUESDAY, JULY 28, 2015, 6:30 P.M.
SELECTMEN'S ROOM, TOWN OFFICE**

MEETING MINUTES

1. CALL TO ORDER: Chairman Towne called the meeting to order at 6:34 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 Interim Town Manager Pamela Violette and Deputy Town Clerk Earla Haggerty.

4. ACTION ITEMS:

- a. **Approval of Selectmen's Minutes** – Selectman Dixon requested a name correction for Crystal McFarland, for Planning Board & Budget Committee and Greg Brown, FirstPark Representative. Selectman Irving moved the Board approve the minutes of the July 14, 2015 meeting as amended. Selectman Hatch seconded the motion. Vote: 4 – 0
- b. **MDOT Local Road Assistance Certification – Approve & Sign:** – Chairman Towne asked if Selectmen wanted to know how the \$55,000 was spent and read from the back of the form that \$54,252 was spent on the Battle Ridge Road. Chairman Towne asked for a motion to approve the MDOT Local Road Assistance Certification. Selectman Irving moved to approve the certification and Selectman Dixon seconded the motion. Vote: 5-0
- c. **Hollingsworth & Associates Engagement Letter – Approve & Sign:** Chairman Towne asked if Selectmen had questions regarding the engagement letter from Hollingsworth & Associates for the annual audit. Selectman Irving asked ITM Pam Violette if there had been an increase over last year. ITM Pam Violette said it had increased \$100. Selectman Irving moved to engage Hollingsworth & Associates for the annual audit for the flat amount of \$4,900. Selectman Dixon seconded the motion. Vote: 5-0.
- d. **Road Advisory Committee Appointment:** Chairman Towne asked the Selectmen if there was a motion to appoint Brian Bickford to the Road Advisory Committee. Selectman Hatch moved to appoint Brian Bickford to the Road Advisory Committee for a term of three years. Selectman Dixon seconded the motion. Vote: 5-0

ITM Pam Violette stated that three members of the Parks & Recreation Committee had expressed their approval for Ruth Mattson's appointment to the committee and would the Selectmen want to make that appointment at this meeting. Chairman Towne instructed ITM Pam Violette to put in on the August 11th agenda.

- e. **Game of Chance Application – Approve & Sign:** Chairman Towne asked if there was a motion to approve a game of chance application for "Crazy Ball". Selectman Irving moved to approve the application for the game of chance "Crazy Ball". Selectman Hatch seconded the motion. Vote: 5-0

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5. SUPPLEMENTS AND ABATEMENTS: ITM Pam Violette explained that the abatement request was for a piece of property the Town of Clinton sold by bid to Scott Thibodeau in March, 2014 but the deed was not recorded at the Registry of Deeds until April 5th, which means the Town of Clinton was the Owner of Record on April 1st – Not Scott Thibodeau. Therefore she was recommending the Assessors grant the correcting abatement in the amount of \$814.11.

Selectman Irving moved to approve a correcting abatement the amount of \$814.11 for Scott Thibodeau (#31-2014). Selectman Hatch seconded the motion. Vote: 5-0.

6. TOWN MANAGER'S REPORT

1. **Heat Pump** – ITM Pam Violette stated the heat pump and installation estimate for the Town Office Lobby area came in at \$2,900 and asked if the Selectman wanted to approve the use of Capital Improvement Funds for that project. Selectman Irving moved to appropriate \$2,900 from Capital Improvement fund for the purpose of purchasing and installing a heat pump in the Town Office Lobby. Selectman Dixon seconded the motion. Vote: 5-0
2. **Volunteer Recruitment Flyer** - ITM Pam Violette presented the Selectmen with a flyer promoting volunteerism. She stated the flyer might be an acceptable method for communicating to taxpayers the town's urgent need to fill vacancies. She asked the Selectmen if they wanted to change the flyer in any way - if not, it was her intention to include the flyer with the tax bills which would be mailed in late August. The Selectmen did not change the flyer.
3. **Winslow PD** – ITM Pam Violette advised the Selectmen of the receipt of \$18,000 from the Town of Winslow for Officer Theobald's buy-out. Mike Walton asked if the \$18,000 from Winslow would be returned to the Police Department Budget. Chairman Towne said that it would be placed in the general fund. Mike Walton remarked that the Police Department budget would show inflated expenses if the money wasn't returned to the budget from which it was expensed. Chairman Towne said that was the way municipal budgets work.
4. **Sidewalks** – ITM Pam Violette stated MDOT needed to review Clinton's Sidewalk plan once the project measurements are developed and it is put out to bid. Chairman Towne asked if the State would provide written approval of the sidewalk plan to which ITM Pam Violette responded in the affirmative.
5. **Code Enforcement Hours** – ITM Pam Violette advised that for the short term the CEO's office hours would be limited to Wednesdays, Noon to 3 p.m., and assessing needs would be by appointment only on Tuesdays and Thursdays. This change in hours would allow the assessing work to be done in time for tax commitment.

7. UNFINISHED/NEW BUSINESS – None

8. TREASURER'S WARRANT

Selectman Blanchard moved to approve Treasurer's Warrant #7 in the amount of \$ 102,329.25. Selectman Irving seconded the motion. Vote 4-0. Warrant approved.

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9. ITEMS FOR NEXT AGENDA – August 11, 2015

1. Parks & Recreation Committee Appointment
2. Safety Committee Presentation

10. 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

11. EXECUTIVE SESSION pursuant to Title 1 M.R.S. (2) Section 405(6)(A) relating to consideration of applications for the Town Manager position.

7:14 p.m. Selectman Irving moved to go into Executive Session pursuant to Title 1 M.R.S. (2) Section 405(6)(A) relating to consideration of applications for the Town Manager position. Selectman Dixon seconded the motion. Vote: 5-0.

7:36 p.m. Selectman Irving moved and seconded by Selectman Dixon to close Executive Session. Vote: 5-0.

Executive Action: Selectman Hatch moved to appoint Pamela Violette as Town Manager according to the terms of the employment contract. Selectman Dixon seconded the motion. Vote: 5-0.

12. ADJOURN: **7:42 p.m.** Selectman Irving moved to adjourn and Selectman Hatch seconded the motion. Vote 5-0

Respectfully submitted,

Earla J. Haggerty
Deputy Town Clerk