

**CLINTON BOARD OF SELECTMEN
TUESDAY, MARCH 8, 2016, 6:30 P.M.
SELECTMEN'S MEETING ROOM
TOWN OFFICE BUILDING**

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 Edward 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 to approve the minutes of the February 23, 2016 meeting as presented. Selectman Hatch seconded the motion. Vote: 5-0.
 - b. **Quit Claim Deed – 46 Morrison Avenue – Approve & Sign** – After verifying the bid price of \$6,210 had been paid in full Selectman Irving moved to approve and sign the Quit Claim Deed to Ellis J. Appleton, Sr. for property located at 46 Morrison Avenue (Map 017, Lot 060). Selectman Blanchard seconded the motion. Vote: 3-1-1. Selectman Hatch was the opposing vote and Selectman Dixon abstained from the vote because of a family relationship to the previous owner.
 - c. **Brown Memorial Library Request - \$5,812.98 for Window Blinds** – The Board reviewed the quote from The Curtain Shop as submitted by the library. Selectman Hatch moved to approve the Curtain Shop expenditure in the amount of \$5,812.98 for window blinds for Brown Memorial Library. Selectman Dixon seconded the motion. Vote: 5-0.
 - d. **Bryne/Jag Grant Program** – The police department requested the Board to authorize the department to make application for Bryne/Jag grant funds in the amount of \$1,110 to be used to purchase an HP LaserJet Color printer (\$689.98) and a remote door access system (420.02) into the police department. Selectman Irving moved to approve the Bryne/Jag grant application and to accept grant funds in the amount of \$1,110 for the purchase of a color printer and a remote door access system. Selectman Hatch seconded the motion. Vote: 5-0.
- 5. BUDGET COMMITTEE REPORT TO BOARD OF SELECTMEN** - Judy Irving, Chairman of the Budget Committee presented the committee's recommendations for the 2016/2017 municipal budget.

Chairman Irving thanked the members of the Budget Committee for volunteering their time and talents to the municipal budget process noting that they had performed a difficult task brilliantly. Chairman Irving stated the committee was very pleased and appreciated that the department heads honored the committee's request to reduce their 2016/2017 budget from the previous year's budget. As a result the committee was able to approve departmental expenditures as presented with only a few exceptions – the Highway Department, the Library and Parks and Recreation.

Tuesday, March 8, 2016
Selectmen's Meeting Minutes

Highway Department – The Budget Committee unanimously recommended the Highway Budget submitted as \$153,237 be used toward the Highway Maintenance contract approved by the Selectmen on February 23rd and not to be used to maintain a Highway Department. This recommendation has a projected savings of \$25,982.

Brown Memorial Library – Chairman Irving stated that the library request for \$64,798 was approved at \$63,998 with the recommendation the library seek book donations and develop methods to decrease cost and/or increase fees.

Parks & Recreation – Chairman Irving stated that a budget of \$16,654 was submitted without documentation of plans for accomplishments in the new fiscal year. Therefore, the Budget Committee approved the budget at \$13,454.

Capital Improvements - The Budget Committee reviewed Capital Improvement requests from various departments and recommend the following:

- Approved - Fire Department – Ambulance remount - \$45,000
- Approved - Fire Department – Hose - \$2,500
- Approved - Municipal Bldg. – Flooring - \$3,000 per year for 3 years
- Approved - Highway Dept. – Culverts - \$15,000
- Denied – Highway Dept. – Truck – \$25,000
- Denied – Police Department – Cruiser - \$9,012 per year for 3 years

6. DISCUSSION ITEMS:

1. **Highway Department Discussion** – Board members returned to the discussion of ditching, culverts, driveways, bush cutting and tree removal and the cost per hour and the hours required for those expense groups. Again, there was no conclusion and the item was continued to the March 22nd agenda.

2. **2016/2017 Municipal Budget** – Chairman Towne stated that the Budget Review by Selectmen would require a Workshop session and set the date as Tuesday, March 15th at 6:30 p.m. Town Manager Violette advised that the Parks & Recreation Committee had requested an audience with the Selectmen and would they be on the Workshop Agenda. Chairman Towne stated that Parks & Rec could either be heard at the Workshop or the next meeting, March 22nd.

3. **Annual Audit** – Town Manager Violette stated that she had reviewed the audit draft carefully and was working with the auditor to develop a final draft for the March 22nd meeting.

4. **Solid Waste Disposal Discussion** – After a brief discussion of the Waste Management contract Chairman Towne stated there was more information to be gathered and moved the item to the March 22nd agenda for final decision.

7. SUPPLEMENTS AND ABATEMENTS:

Town Manager Violette explained that Account 1603 needed a correcting abatement for three tax years because the account was duplicated in the 2013 tax commitment – the error inadvertently carried forward into two subsequent years.

- 1. Abatement – Deutsche Bank National Trust – (Map 009, Lot 24-001) – 2013 - \$430.10
- 2. Abatement – Deutsche Bank National Trust – (Map 009, Lot 24-001) – 2014 - \$447.81
- 3. Abatement – Deutsche Bank National Trust – (Map 009, Lot 24-001) – 2015 - \$463.17

Tuesday, March 8, 2016
Selectmen's Meeting Minutes

Selectman Irving moved to approve a correcting abatement for Account 1603 – owner of record being Deutsche Bank National Trust, for tax years 2013, 2014 and 2015 in the amount of \$1,341.08 - \$430.10, \$447.81 and \$463.17 respectively. Selectman Hatch seconded the motion. Vote: 5-0.

Town Manager Violette requested an abatement for Account 1245, owner of record being Susanne M. Cyr, Map 014, Lot 005-H, in the amount of \$173.32 for the 2015 tax commitment. The mobile home assessed to the site had actually been replaced by a mobile home of lesser value, however, the property change was not made in the town's property tax system.

Selectman Hatch moved to approve the abatement on Account 1245 owned by Susanne M. Cyr – Map 014, Lot 005-H in the amount \$173.32 for tax year 2015. Selectman Dixon seconded the motion. Vote: 5-0.

8. TOWN MANAGER'S REPORT

1. Town Manager Violette advised the Selectmen it was her intention to have a departmental assessment performed which would cost \$2,000 but would provide a professional standard by which to measure each department's performance and to provide third party recommendations for changes and efficiencies. The Board was in complete support of the assessment.

9. UNFINISHED/NEW BUSINESS - None

10. ITEMS FOR NEXT AGENDA – March 22, 2016

1. Annual Audit
2. Highway Maintenance Contract
3. 2016/2017 Municipal Budget
4. Town Meeting Warrant – Draft
5. Discussion of Special Articles for Warrant
6. Waste Management Contract

11. TREASURER'S WARRANT: Selectman Blanchard moved to approve Treasurer's Warrant # 56 in the amount of \$229,212.64. Selectman Dixon seconded the motion. Vote: 5-0. Warrant approved. Chairman Towne noted for the record that once again a generous contribution in excess of \$176,000 had been made to the school district.

12. 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.

Judy Irving, Budget Committee Chairman asked Chairman Towne if the Parks & Recreation Committee was going to be allowed to discuss their budget with the Selectmen at the Budget Workshop on March 15th or at the March 22nd Selectmen's Meeting given that the Budget Committee had already rejected their request for an increase without documenting what the increase was to be used for.

Tuesday, March 8, 2016
Selectmen's Meeting Minutes

Chairman Towne stated that any and all departments had the right to address the Selectmen at any regularly scheduled meeting. Chairman Towne stated that the Budget Committee's review of a departmental budget should not preclude that department of an audience with Selectmen.

13. EXECUTIVE SESSION: Discussion of Confidential records pursuant 1 M.R.S.A. Sec. 405(6)(f).

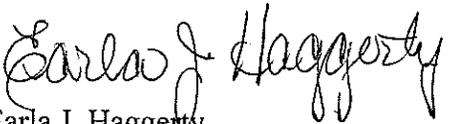
7:56 p.m. - Selectman Irving moved to go into executive session with the town's health officer to discuss confidential records pursuant 1 M.R.S.A. Sec. 405(6)(f). Selectman Hatch seconded the motion. Vote: 5-0.

9:25 p.m. - Selectman Hatch moved to exit Executive Session. Selectman Dixon seconded the motion. Vote: 5-0.

No action taken as a result of the Executive Session.

14. ADJOURN: 9:26 p.m. Selectman Irving moved to adjourn. Selectman Hatch seconded the motion. Vote 5-0

Respectfully submitted,


Earla J. Haggerty
Deputy Town Clerk