CLINTON BOARD OF SELECTMEN
TUESDAY, APRIL 12, 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.

Discussion Item: Chairman Towne advised that Garnett Robinson, the new Assessor's Agent was present to provide the Board of Assessors with an evaluation of the state of affairs with assessing. Garnett advised the Selectmen they should immediately begin planning for a revaluation because the system integrity had been compromised because of a lack of due diligence in the past several years. Garnett emphasized that a revaluation would be necessary in the next two or three years and perhaps the Selectmen could use overlay to begin raising money for the project. Town Manager Violette offered that the last revaluation had been in 2004.

4. ACTION ITEMS:

a. **Approval of Selectmen's Minutes** – Selectman Dixon moved to approve the minutes of the March 22, 2016 meeting as presented. Selectman Hatch seconded the motion. Vote: 5-0.
b. **Review Public Comments from April 11, 2016 Public Hearing** - Chairman Towne made reference to comments made regarding Article 27 being a "blank check" and asked if the Selectmen had any desire to put a limit on the article in any way. Chairman Towne further commented the he found it hard to make a decision in April for an August tax commitment.
c. **Town Meeting Warrant Review** - After review, Article 27 to read: To see if the Town will vote to increase the property tax levy limit for fiscal year 2016/2017 established for the Town of Clinton by State law in the event the municipal budget approved under the proceeding articles will result in a tax commitment that is greater than the property tax limit, not to exceed $250,000.
d. **Appointment of Ballot Clerks** - Selectman Hatch moved to appoint Judith Irving, Crystal Stewart, Sandra Bucknam, Susan Caverly, Sally Caverly, Joyce Lee, Coleen Bean, Debbie Bickford, Vickie Winsor, Mary Hayward, Ramona Irving, Katina Hubbard and Earla Haggerty as Election Clerks for 2016. Selectman Dixon seconded the motion. Vote: 4-0-1. Selectman Irving abstained because of relationship to individuals appointed.
e. **AAA Portable Toilet Contract** – Approve & Sign – Selectman Irving asked why the Parks and Recreation Committee chose AAA over another vendor that had less expensive rates. Town Manager Violette offered that the committee had past experience with AAA and the savings was minimal. Selectman Irving moved to approve the contract for AAA Portable Toilets as presented by the Parks & Recreation Committee. Selectman Dixon seconded the motion. Vote: 5-0.

f. **PSAP Call Handling Agreement – Approve & Sign** – Chairman Towne stated it was a two year contract with Somerset County Communications Center at the rate of $1.31 per capita for 2016 and $1.38 per capita for 2017. Selectman Hatch moved to approve the two year PSAP Call Handling Agreement with Somerset County Communications Center as presented. Selectman Irving seconded the motion. Vote: 5-0.

g. **Annual Report Dedication and Cover** - Selectman Irving stated that perhaps the report could be dedicated to Tradewinds because of the positive impact on economic development for the town during the last year. After a short discussion it was decided the report cover should in some way honor dairy farming. Town Manager Violette said she would prepare a cover for approval.

h. **Annual Audit** – Representation Letter – Authorize and Sign – Selectman Hatch moved to approve and accept the audit for fiscal year 2014/2015 from Hollingsworth & Associates, CPA, PA. Selectman Dixon seconded the motion. Vote: 5-0.

5. DISCUSSION ITEMS:

1. **Policy on Computer Use and E-Mail/Internet Access – Review** – Town Manager Violette stated the policy was the same policy that the Maine Municipal Association uses for their organization. She stated it was extremely important for the town to adopt the policy because it qualifies the town for cyber security insurance. Town Manager Violette assured the Selectmen that she had circulated the policy to all department heads who, with the exception of one, agreed the policy was necessary. Selectman Hatch moved to adopt the Computer Use and E-Mail/Internet Access Policy effective immediately. Selectman Irving seconded the motion. Vote: 5-0.

2. **Snowplow Contract Bid Request – Review** - Selectmen discussed the need for amendment for the fuel adjustment and town reimbursement amounts. The Selectmen amended the contract by consensus. Town Manager Violette said the contract would be amended as instructed and sent to the list of contractors provided by Selectmen with the return date of June 27th for the Selectmen's June 28th meeting.

6. SUPPLEMENTS AND ABATEMENTS: NONE

7. TOWN MANAGER'S REPORT

1. **Economic Development Committee** – Town Manager Violette advised the Selectmen that three individuals had expressed interest in bringing back the Economic Development Committee. She advised that should the Selectmen agree the committee should be resurrected then they would need to appoint seven members with a term beginning July 1, 2016. There was no action taken by the Board.
2. **Heavy Equipment Permit** – Town Manager Violette explained the State was asking for permission to move oversized loads over the roads for the I-95 project on the southbound lane repair project; there would be no consequence to the town if the permit wasn't signed.
3. Town Manager Violette advised the Board that she had attended MDOT's Pre-construction meeting for Cain Bridge and it was very informative.

8. UNFINISHED/NEW BUSINESS - None

9. ITEMS FOR NEXT AGENDA – April 26, 2016

1. Town Meeting Warrant
2. Annual Report Dedication and Cover
3. Bid Proposals for annual Audit
4. Parks & Recreation – Basket Ball Court
5. Parks & Recreation – Hours of Use for Mill Park

10. TREASURER'S WARRANT: Selectman Blanchard moved to approve Treasurer's Warrant # 63 in the amount of $283,804.28. 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 $175,000 had been made to the school district.

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.

12. ADJOURN: 8:15 p.m. Selectman Irving moved to adjourn. Selectman Hatch seconded the motion. Vote 5-0

Respectfully submitted,

Earla J. Haggerty
Deputy Town Clerk