



**TOWN OF CLINTON
SELECTMEN'S MEETING AGENDA
JULY 16, 2020 – 6:30 p.m.**

**This meeting was held in the Selectmen's Meeting Room
27 Baker Street**

ANNUAL ORGANIZATIONAL MEETING

1. **CALL TO ORDER: 6:35 PM** - Chairman Towne called the meeting to order.
2. **PLEDGE OF ALLEGIANCE:** Chairman Towne lead the meeting in the Pledge of Allegiance to the United States of America
3. **SELECTMEN PRESENT/QUORUM:** Jeffrey Towne, Chairman, Stephen Hatch, Vice Chairman, Ronnie Irving. Chairman Towne declared a quorum with three Selectmen present. Brian Bickford and Geraldine Dixon were in attendance as Selectmen Elect to take their oath of office.
4. **ORGANIZATIONAL ACTION ITEMS:**
 - a. **Oath of Office by Town Clerk Yania Quirion for newly elected Selectmen** – Brian Bickford stated his oath of Office for a 2-year term as Selectman, Assessor and Overseer of the Poor. Geraldine Dixon stated her Oath of Office for a 3-year term as Selectman, Assessor and Overseer of the Poor.
 - a-1. **Secret Ballot – Selectmen's Vote for Chairman:** Town Clerk Yania Quirion provided Selectmen paper ballots for secret vote for Chairman of the Board of Selectmen. Chairman Towne asked for nominations for Chairman. Selectman Irving nominated Jeffrey Towne. There were no other nominations, so Chairman Towne called for a vote. Town Clerk Quirion collected and counted the votes and declared Jeffrey Towne had been elected to be Chairman of the Board of Selectmen.
 - a-2. **Secret Ballot-Selectmen Vote for Vice Chairman:** Town Clerk Yania Quirion provided Selectmen paper ballots for secret vote for Vice Chairman of the Board of Selectmen. Chairman Towne asked for nominations for Vice Chairman. Selectman Irving nominated Stephen Hatch. Selectman Dixon nominated Brian Bickford. Chairman Towne called for a vote. Town Clerk Quirion collected and counted the votes and declared Stephen Hatch had been elected to be Vice Chairman of the Board of Selectmen.
 - b. **Resolution 2020-201 for Selectmen Meeting Dates for FY 2020-2021** - Selectman Irving moved to approve Resolution 2020-201 establishing Selectmen's Meeting Dates for FY 2020-2021 as presented. Selectman Hatch seconded the motion. Vote:5-0. Motion Carries.
 - c. **Resolution 2020-202 to adopt Selectmen's Rules of Procedure for FY 2020-202:** Selectman Irving moved to adopt Resolution 2020-202 as the Selectmen's Rules of Procedure for FY 2020-2021. Selectman Hatch seconded the motion. Vote: 5-0. Motion Carries.

d. **Resolution 2020-203 to approve Disbursement of Bi-weekly Payroll Warrant:** Selectman Irving motioned to Designate Selectman Hatch to authorize by signature the bi-weekly payroll. Selectman Bickford seconded the motion. Vote: 5-0. Motion Carries.

Selectman Irving motioned to designate Selectman Bickford as the alternate to authorize by signature the bi-weekly payroll. Selectman Hatch seconded the motion. Vote: 5-0. Motion Carries.

e. **Resolution 2020-204 Selectmen's Annual Appointment for Town Officials:** The resolution appointed **Earla Haggerty** as Town Manager, Treasurer, Tax Collector, Road Commissioner, First Park Delegate, and KVCOG Delegate. The resolution also appointed **Katina Cassidy** as General Assistance Director, **Garnett Robinson** as Assessor, **Frederick Lunt** as Cemetery Sexton, and **James Turcotte** as Webmaster. Chairman Towne called for a vote to approve Resolution 2020-204.

Selectman Dixon asked why the Board would appoint a town manager to the positions if she was retiring in August. Chairman Towne advised her the Board had approved a one-year employment agreement with Earla Haggerty. Based on that information Selectman Dixon said she would refuse to sign Resolution 2020-204 for appointing town officials.

Selectman Irving moved to approve Resolution 2020-204 for the Selectmen's Annual Appointment of Town Officials as presented. Selectman Hatch seconded the motion. Vote: 4-1. Selectman Dixon being the negative vote. Motion Carries.

f. **Resolution 2020-205 Selectmen's Confirmation of Town Manager Appointments:** TM Haggerty appointments for FY 2020-2021 were Travis Leary as Fire & Rescue Chief; Stanley "Rusty" Bell as Police Chief; David Woods as Director of the Clinton Solid Waste & Recycling Center; and Frank Gioffre as Code Enforcement Officer.

Selectman Irving moved to approve Resolution 2020-205 for Confirmation of Town Manager Appointments as presented. Selectman Bickford seconded the motion. Vote: 5-0. Motion Carries.

g. **Resolution 2020-206 MMA Restriction for Legal Department Services:** The resolution allows the Selectmen, Town Manager, Town Clerk, and Code Enforcement to contact MMA's Legal Department.

Selectman Irving moved to approve Resolution 2020-206 for MMA restriction for Legal Department Services as presented. Selectman Hatch seconded the motion. Vote: 5-0. Motion Carries.

h. **Resolution 2020-207 Selectmen's Annual Committee Appointments** – The committee appointments included in Resolution 2020-207 are as follows:

- **Planning Board** Victoria Windsor (Alternate)
- **Budget Committee** Judith Irving, Terry Gerow, Naomi Wiswell
Arthur Glickman, Terry Knowles, Paul Heath

- Elizabeth Irving, and Alyssa Connell

• **Comprehensive Planning** Terry Knowles, Marjorie Williams, Marydee Mock, and Dale Hanscom

It was discovered that David Record should also be appointed to this committee. TMH stated his appointment papers for Board signatures would be on the July 28th agenda.
- **Parks & Recreation Committee** Elizabeth Irving
- **Road Committee** Arthur Glickman, Terry Knowles, Paul Heath
- **Flag Committee** Judy Irving and Dale Hanscom
- **Cemetery Committee** Frederick Lunt
- **Veterans Memorial Committee** Frederick Lunt, Arnold “Dale” Hanscom

Selectman Bickford moved to accept Resolution 2020-207 as presented for Selectmen’s Annual Committee appointments with the addition of David Record as a member of the Comprehensive Planning Committee. Selectman Hatch seconded the motion. Vote: 4-0-1. Selectmen Irving abstained because Elizabeth Irving is a family member.

i. **Selectmen’s Executive Order for Tax Collector to Collect & Apply Tax payments per MSRA Title-36 for FY 2020-2021:** Selectman Dixon asked if the order was for one year. Chairman Towne answered in the affirmative. Selectman Dixon said she would not sign the Executive Order to the Tax Collector if it was for one year.

Selectman Irving moved to authorize Executive Order to the Tax Collector for the proper application of tax payments for FY 2020-2021 per MSRA Title 36. Selectman Bickford seconded the motion. Vote: 4-1 Selectman Dixon being the negative vote. Motion Carries.

5. BUSINESS ACTION ITEMS

- a. **Approval of Selectmen’s Meeting Minutes – June 23, 2020**
Selectman Irving moved to approve the Selectmen’s Meeting Minutes for June 23, 2020 as presented. Selectman Hatch seconded the motion. Vote: 4-0-1 Selectman Dixon abstained Motion Carries.
- b. **Approval of Informational Public Hearing Minutes on the FY 2020-2021 Budget held on June 30, 2020** - Selectman Irving moved to approve the June 30th minutes for the Informational Public Hearing. Selectman Bickford seconded the motion. Vote: 4-0-1 Selectman Dixon abstained. Motion Carries.
- c. **City of Waterville Dispatch Services Agreement (Term 2020-2022)** TM Haggerty advised that Waterville City Manager, Mike Roy had put her name on the Service Agreement rather than the Selectmen’s names so the motion should authorize her to sign on behalf of the Board.

Selectman Dixon took exception to the town manager’s signature being on the service agreement and stated that contracts should be signed by the Chairman of the Board.

Selectman Irving moved to authorize the town manager to sign the Waterville Dispatch Services Agreement with a term of two years on behalf of the Board of Selectmen. Selectman Hatch

seconded the motion. Vote: 4-1 Selectman Dixon being the negative vote. Motion Carries.

Affinity LED Conversion Contract (July Start Date) TM Haggerty advised the Board the business with Central Maine Power (CMP) for Net Book Value of the poles had to be completed before Affinity and Wiswell Electric could begin the LED conversion.

- She advised she had just received a Bill of Sale for the Net Book Value of the poles in the amount of \$6,446 and the inventory for 107 poles. She advised that CMP had placed her name on the Bill of Sale as the authorizing signature, so she asked that the Board's motion authorize her to sign on the Board's behalf.

Selectman Irving moved to authorize the town manager to sign Central Maine Power's Customer Owned Street Lighting Agreement/Bill of Sale from Central Maine Power (CMP) for the Net Book Value in the amount of \$6,446 on behalf of the Board so LED streetlight conversion could begin. Selectman Bickford seconded the vote. Vote: 5-0. Motion Carries.

- TM Haggerty stated the Affinity LED Light, LLC contract needed Chairman Towne's signature so Affinity and Wiswell Electric could begin coordinating and planning the project. TMH refreshed the public record with the amount of the Affinity LED Light, LLC contract being in the amount of \$39,136. Selectman Irving asked if the \$6,446 had been included in the Reserve Transfer of \$50,000 to which TMH said yes it had been included. There was a question about the December 31st completion date to which she answered the installation would start as soon as CMP authorizes the Bill of Sale so the "start date" is uncertain and that is the reason for the completion date of December 31.

Selectman Bickford moved to authorize Chairman Towne to authorize by signature the Affinity LED Light contract in the amount of \$39,136 for the LED Streetlight Conversion project. Selectman Irving seconded the motion. Vote: 5-0. Motion Carries.

- d. **Acceptance – Masonic Seabasticook Lodge Grant - \$4,500.** TM Haggerty advised the Masonic Seabasticook Lodge had provided a check for \$4,500 as a benevolent grant for the purpose of alleviating problems for Clinton residents caused by Covid-19. TMH stated she would administer the grant in the same manner and with the same criteria the VFW Grant is currently being administered.

Selectman Irving moved to accept the \$4,500 grant from the Masonic Seabasticook Lodge. Selectman Hatch seconded the motion. Vote: 5-0. Motion Carries. The Board signed a Thank You Letter to the Seabasticook Lodge.

6. DISCUSSION ITEMS:

- a. Fire Department Roof Repair Update – Chief Leary provided the Board a contract for repair from G & E Roofing from Augusta in the amount of \$4,131 for replacing the metal roof fasteners for the entire fire department building's roof. Chief Leary urged the Board to sign the contract so the town would get on G & E's September schedule otherwise the project might get pushed back to bad weather in October or November.

TM Haggerty reminded the Board that the Fire Department Roof repair would also require a new stack estimated at \$600 and insulation of another \$1,200 all of which had to be completed before winter months.

Selectman Irving moved to authorize Chairman Towne to authorize by signature the G & E Roofing Contract in the amount of \$4,131 for repair of the fire Department's roof. Selectman Hatch seconded the motion. Vote: 5-0. Motion Carries.

Selectmen asked Chief Leary for an update on Engine 4 which is being repaired for engine problems. Chief Leary explained the low mileage (30K) engine should not need the kind of head gasket repair it was getting but mechanics had told him that it happened randomly, and Clinton just happened to get a bad one. Chief Leary expects the truck to be returned to service within the next month.

7. **UNFINISHED BUSINESS: None**

8. **TOWN MANAGER'S REPORT**

- **FEMA File Closed - Cindy Blodgett Drive**-TMH advised that pictures of the completed project and Army Corps of Engineer documents had been sent the Naomi Petley at the MEMA office who was assisting in closing the FEMA file.
- **PAL Shed Donation** – TMH advised the Board would need to formally accept the \$3,100 shed donated to the town by the PAL Program which was set at the ballfield by PAL. TMH asked for the motion so the shed could be insured through MMA's property & casualty insurance.

Selectman Irving moved to accept the PAL donation of a \$3,100 shed located at the ballfield. Selectman Bickford seconded the motion. Vote: 5-0. Motion Carries.

- **Backhoe Purchase** – Selectman Irving advised he had found a 2000, very low hours (2,460) backhoe for \$38,000 at Nortrax that would be a good purchase for the Transfer Station. He stated that he knew the history of the low use unit and that it had been kept undercover by the owner. He stated that he would start the process of purchasing the unit if the Board had no objections. Selectman Irving asked TM Haggerty if the town had received a response form the Benton Select Board regarding the capital purchase. TMH answered no but stated she would reach out again before the July 28th meeting. She stated the Backhoe Purchase would be an agenda item on July 28th

TMH stated she would pull the information together for selling the old backhoe and the money from the sale would be put back into the Transfer Station Reserve account because the unit was acquired from the old public works department and was not a shared purchase with Benton.

- **Mission Statement – Comprehensive Planning Committee – Tuesday, July 21st - 6:30 p.m.** TMH reminded the Board they had a joint meeting with the Comprehensive Planning Committee for the purpose of developing a Mission Statement.

9. SUPPLEMENTS AND ABATEMENTS - None

9. NEXT AGENDA ITEMS – Tuesday, July 28, 2020

- Town Owned Property – Hill Road
- FY 2020-2021 Property Tax Commitment – Garnett Robinson, Assessor
- Approval of revised Assessor’s Contract for Revaluation Services
- Transfer Station Backhoe Purchase
- Horseback Road Guardrail Project Update
- Committee Appointment

10. TREASURER’S WARRANTS:

FY 2019-2020 Treasurer’s Warrant #27 – Selectman Hatch moved to accept Treasurer’s Warrant # 27 in the amount of \$4,481.75. Selectman Irving seconded the motion. Vote: 4-0-1 Selectman Dixon abstained. Motion Carries.

FY 2019-2020 Treasurer’s Warrant # 28 - Selectman Hatch moved to accept Treasurer’s Warrant # 28 in the amount of \$47,673.45. Selectman Irving seconded the motion. Vote: 4-0-1 Selectman Dixon abstained. Motion Carries.

FY 2020-2021 Treasurer’s Warrant # 1 - Selectman Hatch moved to accept Treasurer’s Warrant # 1 in the amount of \$273,287.63. Selectman Irving seconded the motion. Vote: 4-0-1 Selectman Dixon stated she would not sign the warrant because she had not seen it. Motion Carries.

11. COMMENTS / QUESTIONS FROM THE PUBLIC CONCERNING MATTERS NOT RELATED TO ITEMS ON THE AGENDA. (Rules of Procedure – 15 Minute limit)

- A resident was confused about the town purchasing CMP poles for the LED Streetlight Conversion project. Selectman Irving explained the use of the word “pole” was not intended to mean the wooden pole on which the light hangs but rather the metal pole or arm that is attached to the wooden pole. The wooden pole remains the property of CMP. The town is purchasing the metal pole for Wiswell Electric to attach Affinity LED fixtures.

12. ADJOURN – 8:45 pm – Selectman Irving moved to adjourn. Selectman Hatch seconded the motion. Vote:5-0. Motion Carries.

Respectfully submitted,



Earla J. Haggerty
Town Manager/Deputy Treasurer