



TOWN OF CLINTON
Selectmen's Meeting Minutes
January 23, 2024

1. **Call to Order:** Chairman Town called the meeting to order at 6:30 p.m.
2. **Pledge of Allegiance:** Chairman Towne opened the meeting with Pledge of Allegiance to the United States of America
3. **Selectmen Present/Quorum:** Chairman Jeffrey Towne, Vice Chairman Stephen Hatch, Brian Bickford, Ronnie Irving, Michael Hachey
4. **Action Items:**
 1. **Approval of the Selectmen's Meeting Minutes – January 29, 2024**

Motioned to approve by Selectmen Hachey
Seconded by Selectmen Hatch
Carried 5-0
 2. **Fire Department Grant from Stephen and Tabitha King**

Chief Leary explained that Travis Cousins and Dakota Bartlett-Hall worked on the grant. Received a \$25,000 grant that will be used to purchase a battery-operated extrication tool and extrication gear. The gear will be used to save on the wear and tear and the turnout of the structural gear, which is costing \$4,000 on the gear and \$1,000-\$1,500 on the tool. Getting the tool and gear will prolong the life of these tools.

To date, the Fire Department has received \$85,000 from the Stephen and Tabitha King foundation.

Chief Leary asked for approval and clarification for where the money is going (accepted into General Fund?). Town Manager Daniel says to put into the account to be able to track it that way.

Chairman Towne asked if this would be designated to the purpose of the grant, Chief Leary says yes.

Motion to accept the grant
Moved by Selectmen Irving
Seconded by Selectmen Bickford
Carried 5-0
 3. **Interlocal Agreement with Pittsfield – Johnson Flat Road**

TM Swain – Pittsfield updated the footage, but not the price based on that footage. TM Swain called Jacob Grant (Town Manager – Pittsfield) three times to get clarification but has not heard back from TM Grant. Selectmen Irving says Pittsfield rebuilt 1,500 feet of the road, and only Clinton has 1,300

feet; feels Clinton should not be responsible for the paying half of Pittsfield's 200 feet.

Selectmen Iriving asked Terry Knowles about seeing the agreement, it not saying anything about grating of the road. Knowles says no – the Road Committee agenda for January 24, 2024 has: (1) the pricing, (2) a separate agreement in regards to grating.

Knowles says he would like to provide options for the Selectboard on paving that was scheduled, because paving is not going to happen the way the Road Committee and Selectboard would like.

Selectmen Iriving's concern – Highway Contract with Tim Gerow – Gerow is supposed to grate the roads twice a year, if Pittsfield is going to maintain it, does Clinton tell them it needs to be grated twice a year or do we leave it up to them? Knowles says it could be in the agreement on how Clinton does it.

Selectmen Bickford asks if Pittsfield is looking for monetary assistance, since the Town of Clinton has taken care of Pittsfield's half for the last six-eight years.

Chairman Towne says the consensus is this discussion will be tabled at this point.

Discussion follows about the different measurements of footage.

4. Acceptance of FY21 Audit Report

Chairman Towne - draft and presentation, we are told that some changes were made, Towne comments that he doesn't know what these changes are. TM Swain clarifies – weren't many changes, couple of fund balances that were changed after we got proof of money received. Most people look at the "Undesignated Fund Balance," it had a decrease of \$49,000 in the fund balance, leaving it slightly over one million dollars as of June 30, 2022.

Chairman Towne asked if there is any action needed by the selectboard; and if RHR Smith needs a formal acceptance - TM Swain says the selectboard votes on it and TM signs the paper.

TM says we have signed for RHR Smith to do the 2023 audit and he is working gathering the material for them.

Chairman Towne points out on page 35 – "General Obligations, Bonds Due in Annual" that should be "Monthly." Clinton has \$15,481, another four more years on the road bond until paid off.

Chairman Towne notes that there were some departments that overspent their budget; pursuant to the charter – find surplus or inter account transfers in other accounts to cover those deficits, but we don't really need that, for the record.

Total expenditures in the operating budget were less than the total appropriations, resulting in no problem there.

Chairman Towne quotes: "General fund actual revenues exceeded budgeted amounts by \$287,935." Chairman Towne asks about page 61 on "special

revenue funds,” never heard of this, ask the TM to look into that and provide a memo on what that is – TM says he will do so.

Discussion follows on speculating what the titles/ grants are. Chairman Towne points out a deficit of \$3,000 in the Jag Grant, why is that and what it is; therefore, it is an issue to look at.

TM says in the two weeks he has been here, he is understanding that he is going to have to take a more active role in making sure things are coded correctly and going into the right account.

Motion to approve to accept the audit report

Moved by Selectmen Irving

Seconded by Selectmen Hachey

Carried 5-0

Motion to give the Chair to sign the acceptance letter to RHR Smith

Moved by Selectmen Hatch

Seconded by Selectmen Irving

Carried 5-0

5. Discussion items:

1. Police Department Renovation

Garrett Lower, Code Enforcement Officer, explains that the discussion with the Police Chief and Police Officers was:

- (1) to expand the evidence room with a bulkhead instead of chicken wire.
- (2) take the public’s men’s bathroom and transform that into a hallway for the officers to have access to their own bathroom. In doing so, this will prevent the officers from hanging up their gear on the door, essentially in reach of another person in the restroom.
- (3) The women’s bathroom is to be changed into a one family bathroom/ handicap accessible.
- (4) Half the kitchen will be given to the PD to create a more secure lobby area. CEO Lower provides an example: if a person were to come in to have a conversation with an officer, becomes aggressive, this would put the officer into a tight corner. The renovation will provide the officer with alternative escape routes.
- (5) Selectmen Irving ask if there has to be a bathroom for women and one for men – TM says there has to be one accessible bathroom for both, do not have to have one of each.
- (6) TM says that the renovation’s cost has reached about \$1,000 for the whole thing, since Garrett is good at reusing materials.

- (7) Selectmen Irving asks about plumbing and electrical – a former PD officer (Jeff Connell) is a licensed electrician offered to come in and do the work. The plumbing would be a different route.
- (8) Chairman Towne asked if the project would come under the limit of the purchasing policy, TM says “correct.”

2. Bureau of Labor Standards Survey Update

TM – August 2023 – State came to do a voluntary inspection of the facilities. TM had a department head meeting – each department has a few things left to complete before the deadline of February 7, 2024.

State Bureau enforces the OSHA laws.

Fire Chief Leary has helped the departments significantly in completing these tasks for the State.

3. December and January Storm Damage

TM had a department head meeting – requested all the department heads give him a list of what has happened in their department. TM submitted that list to the insurance.

TM was made aware that some of the staff were concerned about doing the work, because they were told that it was a liability for them to do the work; for example, some screws on the roof of the Swap Shop (Transfer Station) need to be fixed. James Gerow, Director of Transfer Station, can fix it himself; TM corrected the information explaining that because Gerow is a town employee, he is covered.

The Sand shed (Transfer Station) will be discussed; and the roof cap of the Town Office should be fixed.

6. Unfinished Business

7. Town Manager’s Report

TM asked if a written report was needed for “Unfinished Business,” Chairman Towne says in the past there is a written report provided to the selectboard (i.e. things the board should know about, what the TM has done those two weeks).

TM provided an oral summary: been here for two weeks, learning everyone’s name; went on a ride along with Roger Smith, was shown the “hot spots” in town; shown the town buildings; department head meeting; says the staff here are very good at their jobs: “if I look good, it is because of what they are doing.,” still learning how to do everything, he knows how to be a Town Manager, just needs to learn more about Clinton.

8. Supplements and Abatements:

Foreclosures – January 9, 2024 – had two properties. Since the 9th, both owners have paid off all three years.

How TM has done it in the past, is if property owners have paid on all the back taxes, he will write up a quitclaim deed and if the Selectboard agree, they can have their property back.

Chairman Towne mentions the updated laws about the 90-Day grace period and that the town has an updated Foreclosure Policy. TM says he just found out about the Town's policy.

Selectmen Irving says his personal opinion is he does not have an issue with it, because typically the former property owner retains the property after paying all the back taxes and fees; also the town does not profit on holding the property.

Chairman Towne clarifies that the 90-Day is the right for the sale of the property by the town.

1. Quitclaim Deed Map/Lot 004-031-E

Motion to execute a municipal quitclaim deed releasing interest of the town to Johnathan Thrasher
Moved by Bickford
Seconded by Irving
Carried 5-0

2. Quitclaim Deed Map/ Lot 008-053

Motion to execute a municipal quitclaim deed releasing interest of the town to Roger McAllister SR, April McAllister (PR)
Moved by Hachey
Seconded by Hatch
Carried 5-0

Signing the RETTD (Real Estate Transfer Tax Declaration) – Town is exempt from paying. It is an old form, however the office just switched to a new system to be using after this.

9. Next Meeting Agenda Items – Tuesday, February 13, 2024

Chairman Towne says the only item carried over from this meeting to the next meeting is the Interlocal agreement with Pittsfield – Johnson Flat Road.

Chairman Towne asks about budget preparation; have not received any information on the budget – TM says the budget committee has meet three times; TM had to make some updates to the spreadsheet, numbers that need to be fixed.

TM will make up a summary sheet of the Budget Committee and Town Manager's recommendations as requested by Chairman Towne.

10. Treasurer's Warrant #20 \$148,147.41

Motion to approve Treasurer's Warrant #20
Moved by Bickford
Seconded by Irving
Carried 5-0

11. Questions & Comments:

N/A

12. Public Meeting Adjourn for Executive Session at 7:35 PM – Personnel Update

Motion to adjourn by Chairman Towne

13. Executive Session ended at ?

Adjourned at 7:35 PM

Respectfully submitted,

Courtney Koller
Deputy Town Clerk