

# SELECTBOARD MEETING MINUTES JUNE 11, 2020

**\*FINAL COPY\***



Flag Salute 5:00PM

**CALLED TO ORDER:** Nancy Hatch called the meeting to order at 5:01PM

**ROLL CALL:** Board Members - Nancy Hatch, Bill Rand, Lee Bryant, Gerald Folster - Present  
Administrative Assistant- Deborah Hodgins – Present

**MINUTES:** Approve the February 19<sup>th</sup>, 2020 Select Board minutes -  
Lee/Bill 3/1 Approved, Gerald Abstains

**GUEST:**

Frank Arisimeek – Questioned why Josh Greer gets all the road work? Frank asked the board members why Josh Greer gets all the road work in town. Lee Bryant answered that Lakeside Lawn care was hired in December of 2017 all board members voted to hire. Frank wanted the board to vote to change that. Lee reminded Frank that we cannot and will not entertain that request, if the town did something of that nature the town would most likely be sued by the contractor, Josh Greer.

Susan Smith, Superintendent of SAD # 63 – Mrs. Smith presented to the board members a draft copy of the proposed budget. Mrs. Smith stated that the Town of Clifton share has been decreased.

**EXECUTIVES SESSION:** None

**PLANNING BOARD MINUTES:** Informational

Bruce Jellison was present to ask the Select board permission to purchase an account for ZOOM meetings and to also purchase Mic & camera. Bruce mentioned that a month to month purchase would be \$14.99 and to split the cost between Planning board and Select board, however was best.

Bill/Gerald 4/0 Approved

**CEO REPORT:** See report

**ACO REPORT:** The town receives these quarterly

**EDDINGTON FIRE:** Informational

## ROADS:

Contract Extensions – Tabled from the January Select board meeting. This was added to the Annual Warrant for vote.

Update on roads – Scott Point Road is all complete. Bobcat road will be completed in a few days. Stagecoach Rd – the board asked for a detailed list of work needed.

## TREASURES REPORT:

1. Annual meeting discussion – Draft Warrant was presented to the board members
2. Debbie's vacation request from June 30<sup>th</sup>-July 3<sup>rd</sup> Bill/Lee 4/0 Approved
3. Closure of main office on Election Day, 7-14-2020 Bill/Lee 4/0 Approved

## CLERKS REPORT:

Election information

OLD BUSINESS: None

NEW BUSINESS:

1. Ask SAD #63 for the use of the Gym for our the towns annual meeting Bill/Gerald 4/0

## PUBLIC COMMENTS:

Cindy Grant - Cindy began with asking if I (Debbie) got prices from Harris Computer regarding credit cards. I answered no, not as of yet. Mrs. Grant replied to the board if you're working on your warrant now is the time to change the budget to allow this. Mrs. Grant then proceeded to hand out papers to the board members. Mrs. Grant then stated once you see this you will then see that my concerns are valid in thinking that this office is "inefficient" and has been. Mrs. Grant passed out a copied letter from the auditors for the Year ending audit January 31, 2018. This letter is the Independent Auditors Report that is in every audit. Mrs. Grant had a highlighted paragraph (**SEE ATTACHED LETTER**) Mrs. Grant was convinced that because of this and the boards' lack of concern for the inefficiencies of this office Mrs. Grant told the board members there isn't enough employees to complete efficient work and that she was going to raise up the warrant appropriations for town meeting for another full time employee, Mrs. Grant recommends \$40,000. Mrs. Grant furthered her discussion by showing a draft ballot that was for the candidates for board members. Mrs. Grant stated that a few names weren't the candidates' legal names and that these ballots needed to be changed. Mrs. Grant stated that because of the inefficiencies of this office, this will at some point cost the town lots of money for errors. Mrs. Grant handed out sample ballots. (**SEE ATTACHED**)

**SEE ATTACHED: Fact findings to Mrs. Grants claims**

**\*See attached\***

**ADJOURNED: 7:50PM Bill/Lee 4/0**

**Approved at the July 22<sup>nd</sup>, 2020 Selectboard meeting 5/0**

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that budgetary comparison information on page 13 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The Town of Clifton, Maine has not presented a management's discussion and analysis that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of the basic financial statements.

### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The other supplemental schedules as listed in the table of contents on pages 14-18 are presented for the purpose of additional analysis and are not a required part of the basic financial statements of the Town of Clifton, Maine. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material aspects in relation to the basic financial statements taken as a whole.

*Foster + Company LLP*

Certified Public Accountants

March 9, 2018

M Gmail

★ Response from Auditor

Town of Clifton &lt;townclifton@gmail.com&gt;

**Re:**

1 message

fostercpas@aol.com &lt;fostercpas@aol.com&gt;

Wed, Jun 24, 2020 at 11:57 AM

Reply-To: fostercpas@aol.com

To: "townclifton@gmail.com" &lt;townclifton@gmail.com&gt;

Debbie

Management's Discussion and Analysis (MD&A) is a required supplementary information (RSI) to the basic financial statement package. This requirement is from the Governmental Accounting Standards Board (GASB) Statement 34. The intention of the MD&A is to provide a narrative section where the government can present summary information that would be easier for a broader audience to understand. Five years after the GASB implemented this rule they interviewed 250 users of large governmental financial statements and discovered that MD&A's written by highly trained city managers with significant internal accounting department were often well written and made the jobs of bonding agencies and other users easier because their questions were answered outside of the main financial statements. By the same token boiler plate MD&A's that were not specifically tailored to the specific government were not useful. The quality of the governments MD&A appeared to be an indicator of the capability of that governments accounting and management's resources. It was understood that smaller governments would more than likely not have the resources to produce a quality MD&A and therefore although the MD&A is "required" supplementary information, governments can strangely enough exclude it from the financial statements.

The decision to include or exclude the MD&A section should be based on whether your town;s management would feel confident that they could produce in narrative form, information that would be at least as useful as the basic financial statements without creating a more confusing or conflicting statement.

Many smaller governments do not feel confident at this and as the GASB has already found that a boiler plate statement is not useful, it has often times been the position that excluding this section is of greater benefit than having this section.

We are required to place an other - matters section in our opinion to highlight this commission but other than that it does not adversely affect your opinion on your audit.

Tom

If you have received this email in error, please notify us by email. This document may contain confidential information which is intended solely for the person it pertains to; if it has been delivered to you by mistake please delete it after you have notified us.

Thank you,  
Foster & Company, LLC

SECRET BALLOT  
STATE OF MAINE  
MUNICIPAL ELECTION  
FOR  
TOWN OF CLIFTON

Offices to be filled in the Municipal Election to be held on March 21, 2020

Official Ballot of the Town of Clifton

Make a cross (x) or a check (✓) in the ( ) at the left of the name of the candidate for whom you wish to vote. Follow directions as to the number of candidates to be voted on for each office. You may vote for a person, whose name does not appear on the ballot, by writing in his/her name, in the proper blank space, marking a cross (x) or a check (✓) in the proper ( ) writing in, also, the municipality of residence of the person you choose. Do not erase.

For Selectmen

3-year term  
Vote for 2

( )

Bryant, Lee

Keedy

Clifton Resident

( )

Rand, Bill

William

Clifton Resident

Write in

Write in

Residence

Residence

For Selectmen  
1-year term  
Vote for 1

( )

Astbury, David

Clifton Resident

( )

Johnson, Geoff

Geoffrey

Clifton Resident

Write in

Residence

Cindy Grants complaints:

#### Town Ballots

I called MMA to ask questions concerning the Town ballots and what Cindy had said concerning using Legal names.

What they told me is, if the ballots were already printed it would be fine, but since I was printing new ballots for the July 14<sup>th</sup> Election , they said to put the legal names.

#### Absentee Ballots

I called Elections in Augusta concerning Cindy's claim that we had not done her absentee request correctly. She said the form should have been in with the ballots sent for them to sign.

She came into the Town Office and asked Deb for an absentee ballot for herself and Gary. Deb explained that we had just received the ballots that afternoon and we would have everything ready for absentee ballots to be given out the next day. Deb said when she left she said "just mail them to me".

The next day I was in and completed what needed to be done for receiving the ballots and I started to work on mailing out all the absentees that had been requested.

These requests can be made in person (usually filling out the request), by phone or electronically. When we receive a request by phone I fill it out and put by phone. We fill out one of these for every ballot that leaves to be voted on and also if they vote absentee here in the office. This is how we keep track of who has a ballot still out. We record when it was requested, when the ballot was sent and the date we received it back.

I sent Cindy her ballots with the return stamped envelope, which she needed to sign and seal when the ballots were done and put into the envelope to be sent back.

When I called elections and told them what she had said, they told me we had done everything right and no request form should be sent with the ballots. They said if she had any questions to have her call them.

I have attached a copy of the email she sent.

Cathy Jordan