

**Selectmen**

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**CLIFTON SELECTMEN'S MEETING****WEDNESDAY, SEPTEMBER 16, 2026****6:00 PM****AGENDA****CALL TO ORDER & FLAG SALUTE****ROLL CALL****ADJUSTMENTS TO AGENDA****PUBLIC HEARING**

None

**GUEST SPEAKER**

1. Shelia Caldwell, Superintendent of RSU 63, to speak regarding the local referendum question on the November 3rd ballot:

“Do you favor authorizing the School Board of Regional School Unit No. 63 to close Eddington Elementary School?”

The additional cost of keeping the school open has been estimated by the School Board of Regional School No. 63 to be \$669,950.02.”

- a. RSU 63 will have a Public Hearing regarding the referendum question on September 28th, 2026.

**APPROVAL OF MINUTES**

1. August 12, 2026, Selectmen's Meeting Minutes
2. September 2, 2026, Selectmen's Meeting Minutes
3. September 9, 2026, Selectmen's Meeting Minutes

**BOARD OF APPEALS**

None

## **ADMINISTRATIVE ASSISTANT REPORT**

1. Delivering letter dated June 18, 2026, from Auditor regarding final documents of the audit for the town of Clifton, as assistant is unsure if it has reached their hands.
2. Letter from Penobscot County regarding upcoming election to Penobscot County Budget Committee.
3. Letter from MMA regarding Annual Business Meeting.
4. Letter from Municipal WasteHub regarding election to Board of Directors.
5. Administrative Assistant has compiled quotes for an interconnected Fire and CO2 monitoring alarm system, with Wi-Fi access to alert designated officials and staff when the office is closed. He also compiled quotes from contractors for installation. He has submitted these as part of a grant application to MMA Risk Reduction Grant Program which he will bring before the Selectmen for approval and disbursement if awarded.

## **MONTHLY REPORTS**

1. Monthly Revenue Report
2. Monthly Expense Report
3. Monthly Delinquent Tax Listing
4. Monthly General Ledger Reconciliation and Bank Statement
5. Code Enforcement - Plumbing & Building
  - a. No report. The CEO has issued 1 building permit and 4 plumbing permits since the September 2nd, 2026, meeting.
6. Fire Protection Report
  - a. Eddington Fire Department Activity Report August 2026.  
Four Clifton calls logged. The report in detail has been given to the Selectmen.
7. Sheriff's Department Report
  - a. None

## **OTHER REPORTS**

1. Animal Control
  - a. None
2. Cemetery Committee
  - a. None
3. Planning Board
  - a. None
4. School Board
  - a. None

## **TOWN CLERK**

1. The Clerk has appointed Jody Dyer as Deputy Clerk, Deputy Treasurer, Deputy Tax Collector and Deputy Registrar pursuant to 30-A M.R.S. §2603 and 21-A M.R.S. §102.
2. The Clerk has updated Secretary of State's office and the CVR (Central Voter Registry) to reflect role changes and has been in regular contact with the Secretary of State's office regarding elections, delivery and tabulation preparation for the new DS300 and Express Vote tabulating machines.
3. The Clerk appointed Cindy Grant to serve as election clerk for November election, pursuant to 21-A M.R.S. §503, to balance election clerks' party affiliations.
4. The Clerk and Deputy Clerk met with Bangor Savings to finalize payroll processing requirements.
5. The Clerk worked with Machias Savings bank regarding new bank signer authorization policy from September 2nd, 2026, Selectmen's meeting.
6. The Clerk met with the Town's snow removal contractor to finalize plans for winter salt storage.
7. The Clerk has set a tentative meeting in November with NorthStar Protection for determination of proper fire alarm and fire suppression systems.
8. The Clerk has reviewed and updated all HR files for Selectmen and Planning Boards, administrative personnel and election clerks.
9. The Clerk posted election notices at the Town Office.
10. The Clerk and Deputy Clerk registered for MMA trainings on September 23rd and 24th and wish to remind residents that the office will be closed.
11. All bad accounts validated, journal entries are current, as of Friday, September 11<sup>th</sup>, and cash receipting audits are being completed daily. All fund balances, revenues, expenses and general ledger accounts are being investigated.
12. The Clerk would like to remind board members to complete FOAA training and hand him a certificate of completion at their earliest convenience.

## **WARRANTS**

Accounts Payable Warrant #53 - TBD (by end of day Tuesday 9/15/2026).

## **NEW BUSINESS**

1. Request from Planning Board to attend workshop on October 27th in Augusta. Member fee is \$70 per person. Planning Board chair: "all newly appointed members should attend and would encourage all members and alternates to go."
2. Request from Selectmen to attend Snow & Ice and Drainage training classes with Maine Local Roads Center. \$50 per class.

## **UNFINISHED BUSINESS**

1. New Bank Accounts:
  - Building Maintenance Reserve Fund - \$10,000
  - Road Improvement Fund - \$97,425
  - State Revenue Sharing - \$48,078
    - a. The Clerk has reached out to the bank about creating the new accounts; waiting for confirmation.
2. Move Money:
  - a. The Clerk has moved \$10,000 to the Decommissioning Fund.
3. If funds are available to Pay following:
  - a. Eddington Fire Department- \$200,000.00
    - i. \$140,000.00 Town checking
    - ii. \$60,000.00 from Silver Maple Wind Tax TIF account.
    - iii. Clerk has moved funds from Silver Maple Wind Tax TIF account to Town checking and submitted disbursement of funds to the Eddington Fire Department in Accounts Payable Warrant #53.
  - b. County Tax: \$159,745
    - i. Clerk has contacted Penobscot County to get Finance Department contact information and invoice.
4. Tax Delinquents/Foreclosed Property Listing
5. Cemetery repairs
  - a. Coordination with Sexton Russell Smith and the Cemetery Committee to finalize the budgeted cemetery repairs, approximately \$13,000 to \$14,000.
6. Local Health Officer Position
7. ADA Compliant Website
  - a. Clerk would like to note that the ADA.gov website states:  
“State or local governments with a population of 0 to 49,999 persons: Compliance deadline: April 26, 2028.”
  - b. Possible presentation at the next Town Meeting.
8. Cash Issue
  - a. See policies below, moved to Internal Cash Controls Policy
9. Policies and Policy Workshop
  - a. No Policy Workshop update
  - b. Policies:
    - i. Bank Account Signer Authorization Policy - Adopted 9/2/2026
    - ii. Payroll Warrant Policy - Adopted 9/9/2026
    - iii. State Fees Warrant Policy

- 1. Request for vote
- iv. Storm Policy
  - 1. Request for vote
- v. Internal Cash Controls Policy
  - 1. Clerk to reach out to Orrington, contact MMA and incorporate draft Internal Control Policy Document circulated during September 2, 2026, meeting.
- vi. Registration Policy - No update
- vii. Tax Payment Policy - No update
- viii. Undesignated Fund Balance Policy - No update
- ix. Procurement Policy - No update
- x. Personnel Policy - No update
- xi. Meeting Rules of Procedure for All Board - No update
- xii. Policy Governing Access to Public Records Under FOAA - No update
- xiii. Ethics Policy - No update
- xiv. Animal Control Policy - No update
- xv. TIF Committee Policy & Procedures - No update

#### 10. IRS Bill

- a. No progress as of Friday, 9/11/2026.

#### 11. Absentee Ballot Process

- a. Local Elections & Referendums
  - i. The Clerk reached out to Eddington and Holden to compare and confirm the process for local referendum question. He was able to speak with Holden's Registrar.
  - ii. The Clerk requested supplies from RSU 63 to print referendum questions in-house. These ballots will be secured in a separate ballot box, counted by hand after the polls close, as has been done in the past and is in line with what the town of Holden has done in the past.
- b. State and National
  - i. Absentee ballots are to be mailed from the State on October 4, 2026.

#### 12. TIF Funds

- a. MRS 30-A §5706. Deposit or Investment of Funds
  - i. Clerk understands we are following the laws regarding FDIC; deposited amounts above 25% of the bank's capital and surplus by using ICS (Insured Cash Sweep) accounts. The Clerk understands nothing in this statute bars us from bearing interest on our accounts.
- b. MRS 30-A, §5227. Tax Increment Financing

- i. Development Sinking Fund, first, in order of funding and only if the Town issued debt to finance the TIF district's development plans. The Clerk has not reviewed each of the three development program agreements to say if we issued debt in creating the plans but assumes we did not.
- ii. Project Cost Account, second, in order of funding. The Clerk understands that under MRS Title 30-A, §5227 the TIF Accounts can bear interest, and that interest becomes part of the TIF Account funds, not treated as or added to the Town's General Fund and usable only for that TIF District's approved project costs, unless the Board of Selectmen vote to transfer any excess to the Town's General Funds, per §5227(3)(D). The same section defines "excess" as funds remaining beyond what's estimated necessary to cover that District's approved project costs under its development program.

13. SharePoint Project – SJ Rollins

14. FOAA Requests

- a. Two known requests are being processed.

15. Resident complaints

## **ROADS**

1. Road work update

- a. Chick Hill Paving
  - i. Contract and W9 received. Awaiting the project's start date.

2. Capital Road Projects Plan

- a. 10 Year Capital Road Paving Plan
- b. 10 Year Capital Road Improvement Plan

## **WORKSHOPS**

None

## **VACATION TIME/ PLANNED OFFICE CLOSURE**

- 1. On September 23rd and September 24th, the office will be closed for training.
- 2. Labor Day floating holiday is still to be decided.

## **SELECTMEN REMARKS & FUTURE AGENDA ITEMS**

## **UP COMING EVENTS**

- 1. Special Open Town Meeting to be held October 6th, 2026.
  - a. Overspending on Fiscal Year 2026 and 2027 Warrant Articles.
    - i. Warrant Article #5 Town Expenses, approved amount \$79,094.
    - ii. Warrant Article #6 Professional Services, approved amount \$32,600.

- iii. The Clerk notes for the Selectmen's attention Warrant Article #20, which authorizes the Board to expend up to \$10,000 from the Unappropriated Surplus Account for unexpected expenses that may occur during the fiscal year 2026-2027.
- b. Forensic Audit Discussion
  - i. Costs
- c. Food Sovereignty Ordinance

### **PUBLIC COMMENTS**

### **ADJOURNMENT**