

Selectmen

Lee Bryant, Chair
Patricia Eldridge, Vice
John Williams II
Greg Newell
Steve Armenia

**Town of Clifton**

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SELECTMEN'S MEETING

WEDNESDAY, OCTOBER 21, 2026 - 6:00 PM

AGENDA

CALL TO ORDER & FLAG SALUTE**ROLL CALL****ADJUSTMENTS TO AGENDA****REPORTS**

1. Code Enforcement Officer's Report
 - a. Alexandria Treworgy
 - b. Political Signage – MDOT Representative
 - c. Clerk request: Discussion of how CEO reports are delivered to the Selectmen. Do the Selectmen feel a written report should be included or have suggestions for updating or changing the monthly report?
 - i. Discussion
2. Activities Committee Report
 - a. Linda Graban- discussion of upcoming events.
3. Fire Protection Report
 - a. Eddington Fire Department Activity Report for September
 - b. 7 calls for Clifton
4. Sheriff's Department Report
 - a. September report
5. Animal Control
 - a. 2nd Quarter Report

APPROVAL OF MINUTES

1. Selectmen's Meeting Minutes 9/16/26
2. Selectmen's Meeting Minutes 9/23/26
3. Selectmen's Meeting Minutes 9/30/26

ADMINISTRATIVE ASSISTANT

- 1. Letters delivered to Selectmen. (In order)**
 - a.** Letter from Maine Revenue Service, annual notice for proposed State Valuation.
 - i.** These valuations represent the full equalized value of all taxable property as of April 1, 2025, while incorporating sales data primarily from 2024 and 2025 and less the \$65 million value of the TIF District.
 - ii.** From Linda Wyman at MRS: “In short state valuation is based on taxable value not exempt value. The portion of homestead and BETE value that is reimbursed is added to the taxable value then adjusted to 100% to get the state valuation number. To clarify if the town is assessing at 80% of market value then we add 20% to that taxable value to get 100%. This is done to all municipalities to create equity throughout the state for education subsidy and revenue sharing purposes.”
 - iii.** Clifton’s 2027 proposed valuation is \$156,100,000, up from \$111,250,000 for 2026, which is based on April 1, 2024 valuation, before the 2025 revaluation.
 - iv.** The increase most likely reflects the 2025 revaluation, which moved Clifton from about 60% to 100% of market value, plus market growth.
 - v.** Written notice of appeal due by November 15, 2026.
 - b.** Penquis letter requesting \$100.00 from Clifton for providing various services.
 - c.** Maine Municipal Employee Health Trust updated Late Payment Policy.
 - d.** Record of Notice of Election from Town Registrar.
 - e.** Email letter regarding Municipal Officials Appreciation Month from Spirit of America Foundation.
- 2. Board of Appeals**
 - a.** The admin assistant has created a webpage for the appeals board, including a section for meeting agendas and minutes
 - b.** He has also created an online web application for Appeals Board member candidates:
<https://cliftonme.com/government/town-boards/board-of-appeals/>
 - c.** Applications received for Board of Appeals Membership (provided in packet):
 - i.** Bruce Jellison
 - ii.** Cindy Grant
- 3.** Admin talked with snow removal contractor, confirmed 210 tons of salt minimum order and 231-ton limit at \$75 per ton. Contractor will order 6-7 loads, 30-35 tons each, from New England Salt. Josh to start putting up salt/sand on November 9th.
- 4.** Admin met with representative from Maine Municipal Employee Health Trust (MMEHT).
 - a.** Admin Assistant has emailed MMEHT rep and Selectmen Chair to request to be included for important notices sent by the MMEHT board, including updated rate schedule to be announced after the board meeting.
- 5.** Financial reports moved to Town Clerk, Treasurer Report 5.
- 6.** Delinquent Tax Reports moved to Town Clerk, Tax Collector Report 4.

TOWN CLERK

1. Information Access Officer's Report:

- a.** Three new FOAA requests
 - i.** One completed after consulting MMA legal.
 - ii.** Two replied to, working on estimates.
- b.** Ongoing FOAAs
 - i.** One ongoing FOAA request
 - ii.** Two closed FOAA requests
- c.** The Clerk would like to again remind board members to complete FOAA training and hand him a certificate of completion at their earliest convenience.

2. IT Report

- a.** SharePoint Project – SJ Rollins
 - i.** The Clerk has emailed Select Board and Planning Board with their new email and SharePoint account names and temporary passwords. Outlook and SharePoint guidance documents also provided.
- b.** ADA Compliant Website
 - i.** No update since \$12,000 dollar quote received.
- c.** During the 9/16/26 meeting we received notice from a resident that she had submitted a complaint through the complaint form on the website and received no response. The Town Clerk has discovered that the form was not operating correctly and fixed the contact us and complaint forms on the website.
- d.** Some confusion was noted about the Tax Maps on the website. It has been clarified that the maps were completed in 1992. New Tax Maps need to be scanned and uploaded.
- e.** The Clerk is updating and making changes to the website as time permits. He has received admin authority on the website as of last week.

3. Registrar's Report

- a.** November 3rd General Election
 - i.** Election notice, including sample ballots and verified write in candidates, posted by State deadline, 10/13/2026. Record of Election Notice provided to Selectmen in packets, (*letters, d*).
 - ii.** Absentee ballots receive on 10/1/2026.
 - iii.** General ballots received on 10/14/2026.
 - iv.** DS300 and EX accessibility tabulating machine testing completed on 10/16/2026.
 - v.** Closed registration period started 10/14/2026. New voter registration must be completed in person.
 - vi.** Election Clerks training, per State law, to be held next week before the election.
- b.** November 3rd Local Election & Referendum(s)
 - i.** Ballots printed; hand count to be conducted at Noticed times and after the polls close.

4. Tax Collector's Report

a. Liens Process

- i. 2026 Tax Year Liens: The 30 day notice of lien must be sent to the taxpayer within 12 months of commitment date. 2026 taxes committed on 8/5/2026, 30-day lien notices to start on 4/5/2027, and liens to be recorded 10 days following the expiration of the 30 day notice of lien. 8/5/2027 is the last day a 30-day lien notice can be sent to a tax payer.
- ii. 2025 Tax Year Liens: Taxes committed 7/16/2025, the last day a 30-day lien notice could be sent was 7/16/2026. The period for placing an automatic foreclosing lien on properties for 2025 has passed. This doesn't necessarily mean the lien is gone, but the automatic-foreclosure route through the recorded certificate is now closed. There are other, more expensive and time-consuming, ways to collect unpaid balances. They include:

(1) **"Title 36 §906 Application of payments to unpaid taxes:** The municipal officers of a municipality may, upon request of the municipal treasurer or the tax collector, require that any tax payment received from an individual as payment for any property tax be applied against outstanding or delinquent taxes due on that property in chronological order beginning with the oldest unpaid tax bill."

A. This should serve as our primary course of action. Next year's lien process will be completed in a timely manner, and it forces delinquent account holders to pay the oldest balance on the account first. Therefore, to remove a lien all prior year's taxes would need to be paid first.

B. The Tax Payment Policy, dated August 19th, 2021, while on the list of policies to be updated, remains in force and states: "pursuant to 36 M.R.S.A §906, that any tax payment received from an individual as payment shall be applied against outstanding or delinquent taxes due on that property in chronological order beginning with the oldest unpaid tax bill... This shall remain in effect until rescinded by the Municipal Officers(.)"

(2) Title 36 §1031; suit by the tax collector in his own name, no deadline and would require filing civil suite in district court. Only results in judgement against owner, not a foreclosure path.

(3) Small claims court, similar to above, for smaller balances.

b. Foreclosure Process

- i. Clerk not prepared to address this meeting.
- ii. Selectmen discussion

c. Monthly Delinquent Tax Listing

- i. All Accounts, all years, summary, sorted by year, provided (*Tax Collector's Report*).

Summary of outstanding Real Estate Taxes by year.

	#of Acc	Non-Interest Due	Balance Due
2011-1	1	\$ 26.00	\$ 26.00
2018-1	1	\$ 145.14	\$ 159.57
2019-1	2	\$ 659.20	\$ 805.96
2020-1	3	\$ 2,093.37	\$ 2,306.20
2021-1	3	\$ 2,165.44	\$ 2,501.87
2022-1	7	\$ 5,363.39	\$ 5,735.32
2023-1	13	\$ 10,327.94	\$ 10,808.23
2024-1	30	\$ 35,246.49	\$ 38,134.13
2025-1	63	\$ 70,974.21	\$ 76,015.65
2026-1	149	\$ 215,017.73	\$ 215,809.66
Total	272	\$ 342,018.91	\$ 352,302.59

5. Treasurer's Report

- a. Monthly Revenue Report (*in Treasurer's report documents*)
 - i. September Revenue Report
 - (1) Credits totaling \$39,328.68
 - ii. October 1 through 16
 - (1) Credits totaling \$ 33,008.76
- b. 2026 Real Estate Tax Collection update. (*in Treasurer's report documents*)
 - i. 2026 taxes committed: \$2,192,959.68; 2026 taxes collected: \$1,970,008.38.
- c. Monthly Expense Report (*in Treasurer's report documents*)
 - i. September Expense Summary Report; Net \$777,864.78.
 - ii. October Expense Summary Report; Net \$6,364.35, Pending \$143,341.61.
- d. All but three accounts have incorrect starting year fund balances. The Treasure is going through accounts as he can and anticipates more progress after the election.
- e. State Revenue Sharing as Requested (*in Treasurer's report documents*)
 - i. 2026 YTD \$98,034.54
 - ii. 2025 total \$113,477.36
- f. Monthly General Ledger Reconciliation and Bank Statement (*in Treasurer's report documents*)
 - i. Bank Statement 9/30/26 provided.
 - ii. Accounts Total provided.
 - iii. No reconciliation.
- g. Warrant 65 (below) TIF Reimbursements to company on Silver Maple 1-5-1-A, 85% totaling \$291,154.78, Silver Maple Substation 1-5-1B 80% totaling \$55,439.67.
 - i. The Clerk will reach out to WEB renewable energy this week to confirm two payments of \$45,000 due to the Town as Community Development Fees.
- h. Capital Road Improvement on Chick Hill Road, totaling \$118,826.59, transfers from Pisgah TIF of \$10,000 and Silver Maple TIF of \$50,000.

- i. Treasurer requesting bank transfer of \$58,826.59 from Road Improvement Fund.
- i. IRS Issues/Collections. Clerk called IRS 3 out of 4 days last week. Unable to even get callback option.
 - i. Clerk has gone through lengthy verification process to add himself as a Designated Official to the IRS Tax web portal, for access to Town of Clifton IRS information, letters and reports. Awaiting pin to be delivered by mail by early next week.
 - ii. Clerk received updated bill amount, dated first week of October, and processed it in Accounts Payable warrant 65. He created an new expense account noting the IRS expenses are for prior years. He will continue to monitor.
 - iii. Submission of form 941, quarterly wage reports due by end of October.
- j. Submission of form 941ME to MRS due by end of October.
 - i. The Treasurer has contacted Maine Revenue Service (MRS) to question payment amounts received for Renewable Energy Equipment Reimbursement for tax year 2025. More discussion below in Unfinished Business, 13.
 - ii. The Treasurer has been in regular communication with MRS regarding the Town of Clifton's Tax Account and online portal. During correspondence it was discovered that the Town had setup the wrong account type and is currently being migrated to a Government account with MRS.
- k. Submission of PFML wage reports to MDOL due by end of October.
- l. Submission of UC-1 wage reports to MDOL due by end of October.
- m. Submission of Local Road Assistant Program (LRAP) verification form (*in Treasurer's report documents*) due November 1, 2026 and submitted 10/20/2026. Treasurer listed funds received as spent on actual work done, for the work on McCutcheon Road last year in August/September. Treasurer communicating with MDOT in an effort to update our maintained road mileage to ensure we are getting the maximum amount back for Local Road Assistance.
 - i. Significant changes were made to LRAP in early 2025, passed as PL Chapter 66.
 - (1) Total budget allocation increased by about \$5.4M to about \$30M/year.
 - (2) Use of funds changed to include both maintenance and capital improvement costs.
 - (3) All rural state aid miles are now included in the calculation, and
 - (4) All urban compact local roads are now included in the calculation
- n. Workers' Compensation Fund Renewal form and 2027 estimated wages (*in Treasurer's report documents*) due 10/19/2026, submitted 10/16/2026 to MMA Risk Management. Form and estimated wages provided to selectmen.
- o. The Clerk submitted the Town's Tree Growth Tax Program roster update report to Maine Forest Service.
- p. Submission of Unclaimed property holder report (Jul 1, 2025 to Jun 30, 2026) to State Treasurer due by end of October. Information Access Officer has a related FOAA request. Treasurer is very doubtful he will be able to complete this report in time.

WARRANTS

1. Accounts payable warrants
 - a. Warrant #65 in the amount of \$489,936.06. *Preview sent Friday 10/16/26.*
 - (1) Requesting a vote and signatures.
 - ii. AP Warrants: 61, 10/7/26, \$1,384.75 to the BMV;
62, 10/8/26, \$210.00 to the IFW;
64, 10/15/26, \$1,112.00 to the BMV, all available for review.
2. Payroll Warrants
 - a. Payroll Warrants: 60, 10/6/26, \$3,163.99 and
63, 10/14/26, \$3,113.53 available for review.

UNFINISHED BUSINESS

1. Tax Delinquents/Foreclosed Property Listing - (moved above, Tax Collector's report)
2. SharePoint Project, SJ Rollins - (moved above, IT report)
3. ADA Compliant Website – (moved above, IT Report)
4. FOAA Requests - (moved above, Information Access Officer's Report)
5. Absentee Ballot Process – (moved above - Registrar's Report)
6. IRS Bill – (moved above, Treasurers Report)
7. New bank account business completed:
 - Building Maintenance Reserve Fund - \$10,000
 - Road Improvement Fund - \$97,425
 - State Revenue Sharing - \$48,078
8. TIF Funds business settled.
9. Abatement for Account 217 business settled; Tax collector produced supplemental tax bills, mailed, and one already collected.
10. Special Town Meeting 10/7/2026
 - a. Dennis Harvey was elected moderator; voters approved Article 2 as written.
 - b. Questions from the 9/30/26 meeting, the agreement and cost for the new Assessor are resolved. For this year, 7/1/2026 to 1/31/27, costs equal to \$8,750; \$1,250 per month.
 - c. Minutes to be posted online.
11. Policies and Policy Workshop
 - a. No Policy Workshop update
 - b. Policies: No updates.
12. Cemetery repairs
 - a. Coordination with Sexton Russell Smith and the Cemetery Committee to finalize the budgeted cemetery repairs, approximately \$13,000 to \$14,000.

- b. 9.16.26 Cemetery Roads. Greg presented measurements of the roadways in Maplewood Cemetery, about 1,625 feet, and Mount Pleasant Cemetery, about 320 feet, both 8 to 10 feet wide. He recommended that the ground be ripped or power raked and graded before new material is placed and asked for the Board's guidance on material. A Board member noted that weeds grow through reclaimed asphalt. The Board recommended a request for proposals with pricing for several options, including crushed stone, crusher dust, gravel, and granite aggregate. Greg will prepare a proposal for the Board's review at a future meeting.
 - i. Resident recommending 2 inch minus gravel, and noting that reclaimed material costs about double

13. Solar Reimbursement – 2026 Municipal Valuation Return (MVR) Discussion

- a. SOLAR (Renewable Energy Equipment) REIMBURSEMENT
 - i. The state reimburses 50% of the property tax lost on exempt solar equipment (36 M.R.S. §661). Clifton has a total of \$5,041,100 exempt.
 - ii. Clifton received two checks totaling \$24,404. Clerk has added new Revenue account and deposited them.
 - iii. Next year's payment is approximately \$26,000 based on 10.65 mill rate. The Clerk is working with our Assessor and MRS to ensure that the Tax account issues are corrected and that we can give the Assessor third party access to the account.
- b. TREE GROWTH REIMBURSEMENT
 - i. The state reimburses "90% of the tax lost" to Tree Growth, but only if the MVR is filed on time and our certified assessment ratio is at least 70%. For each point below 70%, the town loses 10% of the payment. *(Reimbursement rate based on statutory formula. The certified assessment ratio is the relationship between our current valuation and market value.)*
 - ii. The 2025 MVR was certified at 100% after the April 1, 2025 revaluation, so we expect a full payment from MRS. MRS says they are still calculating the amount, check expected in the next few weeks.
- c. It is very important that we keep a close eye on the MVR and complete revaluations on a regular schedule.

14. Local Health Officer Position

- a. No update

15. Resident complaints

- a. 10/14/2026 from Mr. Smith, Getchell Road. Mr. Smith says a load of trash was dumped on the side of road, the lower half of the Getchell Road.
- b. 10/16/2026 from Mrs. Jordan, Springy Pond Road. Issues with a compound on Route 180, 2 cabins occupied, pallet buildings, animals and pigs on property.
- c. Complaint from Dumonds regarding permitting and process for access road on Quarry and Access Road, Map 4 Lot 3 and Map 7 Lot 6-1.
 - i. Administrative Appeal submitted 9.26.2026 to the Board of Appeals. Town Clerk thinks discussion of this matter would be improper as it is an active appeal in front of the Board of Appeals.

- ii. Dumond's also requested "CEO Permitting Logs, Record Keeping, and Board Disclosure Compliance for Permits #02-2021, #02-2025O, and #05-2025B" be placed on the agenda. Clerk considers it related to above complaint.
- iii. Other complaints regarding current and past CEOs. Clerk thinks discussion of how CEO delivers monthly reports to Selectmen could be addressed, added above to CEO report.

ROADS

- 1. Road work update
 - a. Chick Hill Paving project complete; final bill \$118,826.59, bid amount \$120,404.
 - b. Capital Road Projects Plan
 - i. 10 Year Capital Road Paving Plan
 - ii. 10 Year Capital Road Improvement Plan
 - iii. Work on Capital plans to begin soon.
- 2. Road Complaints Tracking:
 - a. The Clerk would like to put together a tracking list of road complaints. For now, he has included those complaints known to him to discuss and keep on agenda until the process can be better administered and formalized.
 - i. 9/16/2026 Mr. Harris, Getchell Rd. The Getchell Road needs two stop signs at the end of every side road, especially Pleasant Lane and the trailer park. Almost in accidents.
 - ii. 8/27/26. Mrs. Logan. 207 Bobcat Rd. Pot hole located approximately 9/10 a mile down the Bobcat Road and beyond that on the corner. Also, no sign. (Dead end road sign)
 - iii. 8/17/26. Mr. Reed. 30 Pleasant Lane. Tar at the end near mailbox has been torn up for 4 years and is getting worse every year. Has requested issue to be addressed for 4 years.
 - (1) Greg responded 8/27/2026. Has been to location and photographed. May have other solutions.
 - iv. 8/10/2026. Address unknown. Getchell Road needs work.
 - v. Date unknown. Address unknown. Bobcat Road resident regarding road – Steve to update us.
 - vi. Date unknown. Address unknown. Bobcat road needs repairs on last half of road, multiple large potholes and wash outs on corner.

NEW BUSINESS

- 1. Warden Appointment
 - a. The Warden is the presiding officer at a voting place. They must be a registered voter of the municipality, except when the Warden is a nonresident clerk. In a town the Clerk appoints the warden, with the approval of the municipal officers.

- b. Duties of the Warden include attending the polls, remaining at the voting place while the polls are open and during the counting of ballots, the entire time, unless a Deputy Warden is present. The Warden, or Deputy Warden, is also tasked with maintaining order, overseeing the voting place and the area within 250 feet of the voting place entrance, and removal of persons causing disturbance or otherwise violating the law. The Warden enforces election laws and supervises the election officials, Election Clerks and Deputy Warden. The Deputy Warden can replace and perform the duties of the Warden.
 - c. The Registrar, and/or Deputy Registrar, is the appointed municipal official who has exclusive power to determine voter eligibility and maintain the CVR. The registrar must be available on election day to register new voters.
 - d. At the State Elections training, Julie Flynn, Deputy Secretary of State, noted that the Registrar can't be the Warden. Clifton's Clerk clarified with her that this restriction is not a legal prohibition but a practical one, the Registrar needs to be outside the voting guardrails to complete registrations while the Warden needs to be inside the guardrails to supervise election activities.
 - e. Currently Shaw is the Registrar and Jody is the Deputy Registrar. Shaw would like to appoint himself as Warden, with Selectmen approval, and appoint Jody as Deputy Warden. During the election one of us will perform the duties of Registrar and the other will perform the duties of Warden. We will be able to switch off as necessary.
 - f. Title 21-A §501(2):
 "In a town, with the approval of the municipal officers, the clerk of the municipality shall appoint a warden and may appoint one or more deputy wardens... It does not constitute an incompatibility of office for the clerk to serve as warden or deputy warden."
 - g. Asking for approval of appointing Shaw Weeks as Warden and Jody Dyer for Deputy Warden for the November 3, 2026 election.
2. Municipal Emergency Medical Services Transport Plan Resolution
- a. Title 30-A, Chapter 154, § 3172: Adoption of plan. The municipal officers of a municipality shall adopt a plan stipulating the method by which transporting emergency medical services will be delivered within the municipality. A municipality is not required under this subsection to directly or indirectly provide or fund the delivery of transporting emergency medical services within the municipality.
 - b. The MOA between Eddington and Clifton authorizes Eddington FD to: "Respond to and handle all fire and emergency medical emergency incidents in the Town of Clifton in the same manner as they are handled in the Town of Eddington."
 - c. The Clerk talked with the Fire Chief on 10/16/26 and they agreed that the EMS plan should be implemented and filed with the state. If in the future a contract with Northern Light Medical Transport arises, we can amend the plan.
 - d. Requesting vote and signature of plan.
3. Schedule specific date/week of month for 2nd selectmen's meeting during the month

- a. Clerk thinks the first Wednesday of the month would be best, or one meeting every other week, but it conflicts with Planning Board Workshop meeting date and CEO is not available.
 - b. Discussion
- 4. Dirigo Strategic Advisor - Phase 0 engagement (included in packets)
 - a. The Town is working with Bob and Jason are with Dirigo Strategic Advisors, awaiting standard engagement letter.
 - b. A Zoom meeting has been proposed for the following times:
 - i. Monday and Tuesday after 1:30pm
 - ii. Wednesday 10:30 to 3pm
 - iii. Thursday after 10am
 - iv. Friday after 10am
 - v. Saturday and Sunday mornings before noon
 - c. Discussion
- 5. Selectman would like to address the issuance of keys to the office.
- 6. Selectman would like to address town citizens to being allowed to hunt on town land.
- 7. Jody to ask board about food for election clerks.

WORKSHOPS

VACATION TIME/ PLANNED OFFICE CLOSURE

- 1. Labor Day floating holiday taken 10/9/26.
- 2. Colombus/Indigenous people day floating holiday 10/12/26 to be decided.

SELECTMEN REMARKS & FUTURE AGENDA ITEMS

UP COMING EVENTS

PUBLIC COMMENTS

ADJOURNMENT