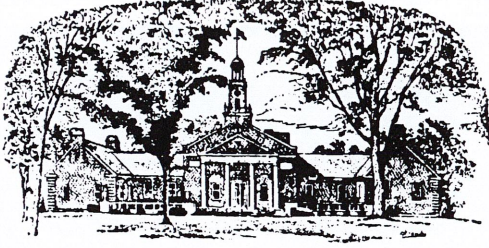


**Town Council Regular Meeting Amended Agenda**  
**Wednesday, June 03, 2026, at 8:00 AM**  
**Town Hall Green Room**

1. Pledge
2. Morgan Scholarship Awards
3. Visitors
4. Approval of Minutes – May 20, 2026
5. Appointments/Reappointments  
Reappointments  
Wesley Kavanagh (U) Shellfish Commission for a term 6/30/28  
Antonella Vertucci (U) Economic Development Commission for a term until 6/30/30  
Katherine McCollum, Thomas Vicino & Phil Sengle (D) Board of Ethics term 6/30/31  
Peter Mezzetti (D) Cable TV Advisory for a term until 6/30/28  
Mary Jo Phelps (D) Conservation Commission for a term until 6/30/28  
Jaime Saturno (D) Design Review Board alternate seat for a term until 6/30/29  
Nancy Adams (D) Economic Development Commission for a term until 6/30/30  
Ian Coyne David David (D) Human Services Advisory Board for a term until 6/30/29  
Mike Corcoran (D) Shellfish Commission for a term until 6/30/28  
Matthew Kennedy (D) Water Pollution Control Commission for a term until 6/30/29  
David Adams, Douglas Elliot & Todd Hiffins (U) Harbor Management Commission for a term until 6/30/30  
Paula Tunney (U) Design Review Board for a term until 6/30/29  
Sustainability Committee - Brett Martin & Matthew Grandfield – term until 6/30/28  
Beautification Committee - Shari Collins, Bruce Lighty, Marc Palmieri, Angela Paradis, Dave Smith, Sherry Smith –for a term until 6/30/28
6. Parks and Recreation Department Update
7. Historic Documents Preservation Program Grant Application
8. Planning & Zoning Projects Update
9. Discussion and Possible Action re: Request to Access Board of Education Non-Lapsing Account
10. Human Services Clinician Position Appointment
11. Set Mill Rate for FY2026-2027
12. Line-Item Transfer Request (Police & DPW)
13. Town Manager's Report
14. Chairman's Report
15. Council Discussion
16. Town Council Committee Liaison Reports
17. Adjourn



William Stanton Andrews Memorial Town Hall

**TOWN OF CLINTON**  
54 East Main Street  
Clinton, Connecticut 06413  
(860) 669-9101

*Lisa Balter, CCTC*  
*Town Clerk*

May 14, 2026

Michelle Benivegna  
Town Manager  
54 East Main Street  
Clinton, CT 06413

Michelle,

Please find attached an application for the Connecticut State Library Historic Documents Preservation Program Targeted Grant for Phase 2 of FY 2027.

This application is to complete the work started with the 2026 Grant Project. With the previous grant, we were able to utilize the \$5,000.00 grant to scan Volumes 1-34 & Indexes from 1663-1953 onto a USB Drive after evaluation for quality and completeness was performed. The \$4,000.00 grant for 2027 will allow for the uploading of these records to the online land record portal for access to all.

This project not only allows for more accessibility of our land records to all and will preserve our oldest land records forever electronically.

The Application for 2027 allows for \$4,000.00 based on the Clinton population size, and the estimate from COTT Systems to complete this phase is the same.

Please review the attached application with supporting documents and if you agree, please sign where indicated.

Respectfully,

Lisa Balter, CCTC  
Town Clerk

**APPLICATION**  
**TARGETED GRANT FY 2027**  
 Historic Documents Preservation Program  
 Connecticut Municipalities  
 GP-001 (rev. 1/2026)



STATE OF CONNECTICUT  
 Connecticut State Library  
 PUBLIC RECORDS ADMINISTRATOR  
 231 Capitol Ave., Hartford, CT 06106

*This form may be completed and printed for submission at <https://portal.ct.gov/csl/departments/public-records/municipal-program/hdpp>*

**Name of Municipality:** Town of Clinton  
*Use full municipality name, ie 'Town of \_\_\_\_\_' or 'City of \_\_\_\_\_'*

**Name of Municipal CEO:** Michelle Benivegna **Title:** Town Manager

**Phone with Area Code:** 860 669 9333

**Email:** mbenivegna@clintonct.gov

**Name of Town Clerk:** Lisa Balter, CCTC **Title:** Town Clerk

**Phone with Area Code:** 860 669 9101

**Email:** LBalter@clintonct.gov

**Check if Designated Applicant:**

**TC Mailing Address:** 54 East Main Street, Clinton, CT 06413

**MCEO Address if Different:**

**Grant Application Deadline:**  Cycle 1: April 30, 2026  Cycle 2: September 30, 2026

**Grant Contract Period:** The contract period begins after July 1, 2026 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2027.

**Maximum Grant Allowed:**

\$4,000	Small Municipality	Population less than 20,000
\$6,000	Medium Municipality	Population between 20,000 and 69,999
\$9,000	Large Municipality	Population of 70,000 or greater

**Amount Requested:** \$ 4,000.00

**Grant Category(ies):**

<input type="checkbox"/> Inventory and Planning	<input checked="" type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input type="checkbox"/> Storage and Facilities
<input type="checkbox"/> Preservation/Conservation	

*See Page 6 of the Guidelines for Category descriptions.*

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
<b>1. Consultants/Vendors</b> (Total cost for all consultants and vendors)	\$ 4,000.00	\$	\$ 4,000.00
<b>2. Equipment</b> (Total cost for eligible items, i.e. shelving)	\$	\$	\$
<b>3. Supplies</b> (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
<b>4. Town Personnel Costs</b> (Total cost for all town personnel)	<sup>1</sup> \$	<sup>2</sup> \$	\$
<b>5. Other</b> (Please specify on a separate sheet; rarely used)	\$	\$	\$
<b>6. TOTAL</b>	\$ 4,000.00	\$	\$ 4,000.00

<sup>1</sup> Base pay only for personnel hired directly by the municipality for the grant project. Consultant vendor costs should be listed on Line 1.  
<sup>2</sup> Personnel taxes, benefits and any overtime must be paid by the municipality.

## Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. **Describe the project.** State **what** will be done and **why**. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines for instructions under Preservation/Conservation on **Page 9**. For **scanning and vital records projects**, also address and acknowledge requirements – see Guidelines for instructions under Digital Imaging (Scanning) Projects and Vital Records Projects on **Page 9**.
2. **Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines for instructions under Town Personnel Costs on **Page 12**.
3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
4. **Provide a detailed budget.** If applying for only **one** project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).
5. **Attach supporting documents.** For **vendors**: provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

## Designation of Town Clerk as Applicant

This section to be completed **only** if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, Lisa Balter, the Town Clerk, as the agent for making the above application.

\_\_\_\_\_  
Signature of MCEO

Michelle Benivegna, Town Manager

\_\_\_\_\_  
Name and Title of MCEO

\_\_\_\_\_  
Date

## Certification of the Application

This section **must** be signed by the **applicant**.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2027 Targeted Grant Guidelines* have been met.

\_\_\_\_\_  
Signature of Applicant (MCEO or Town Clerk if Designated)

Lisa Balter, CCTC, Town Clerk

\_\_\_\_\_  
Name and Title of Applicant

\_\_\_\_\_  
Date (*must be same as or later than above date*)

*For State Library Use Only*

Grant Disposition:     Approved         Denied

Grant Award:        \$ \_\_\_\_\_

Grant Number:     \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Signature of Public Records Administrator

\_\_\_\_\_  
Date

**Completed applications should be submitted by email to [CSL.HDPP@ct.gov](mailto:CSL.HDPP@ct.gov).**

## Narrative Page & Supporting Documents

1. **Describe the project.** State what will be done and why. In addition, for records projects, identify the specific records, including date ranges. For conservation projects, also address microfilming – see Guidelines for instructions under Preservation/Conservation on Page 9. For scanning and vital records projects, also address and acknowledge requirements – see Guidelines for instructions under Digital Imaging (Scanning) Projects and Vital Records Projects on Page 9.
  - a. This application will allow for the completion of uploading land records electronically. We started this project with the 2026 Grant Cycle 2 awarded with a scanning project for volumes 1-34 of our land records and Index records from 1663-1948. These scanned images were then evaluated for quality and completeness and transferred to a USB drive. This 2027 Grant would allow for these images to now be loaded into our online electronic system for public access and preservation.
  
2. **Provide vendor/personnel info & timeframe.** For vendors, identify the company and the timeframe for completing the work within the grant period. For town personnel – see Guidelines for instructions under Town Personnel Costs on Page 12.
  - a. Clinton would continue working with Cott Systems, our current land record systems provider for the upload of images scanned utilizing the 2026 HDP Grant funds awarded to the Clinton Town Clerk’s Office. Commencement of this project would begin after funding of project.
  
3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
  - a. This grant would allow for the completion of uploading Clinton’s oldest land records electronically and provide preservation of access to these records forever.



**To:** Lisa Barbour, Clinton, Connecticut, Town Clerk  
**From:** Marc Ioli, Account Executive  
**Date:** March 5, 2026  
**Subject:** Image Load to Online Index Books (OIB) Project - Grant Money

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Thank you for presenting Cott the opportunity to provide budgetary pricing that will enable you to make some of your historical records available electronically. This is a great step, as you are not only making your records more accessible to your constituents, you are also preserving the hard copy records forever. Cott is pleased to be a part of this major milestone. As you apply for grant money to help fund this effort, this memo will provide the necessary support to assist you in the application process.

***PLEASE NOTE: An agreement with Cott Systems needs to be signed and returned by 8/31/2026.***

#### Project Scope

Image Load to OIB Project

- Land Records.
- Record Books. (34) Volumes. 1 - 34.
- Indexes. (Date Range). 1663 - 1948.
- Total Estimated Images. 24,788.
- Source. Scanned images from OIB Grant Project.
- Project Price is **\$4,000**.

#### Project Deliverables

- Cott evaluates images for quality and completeness.
- Cott formats the images for import into Customer's existing Online Index Books system.
- Cott develops import utility to load the indexes and images.
- Cott trains staff and supports issues related to the project.

#### Project Requirements and Assumptions

- Commencement of project will be contingent on timing of when other towns commit to this effort.

This proposal is intended for use as an estimate. The town specific project deliverables and scope will be defined more firmly upon customer's request and an executable agreement between Cott and Customer will be provided. Thank you for your interest in this service.

**PLEASE NOTE: The pricing in this offer is valid through 8/31/2026. After this date, this offer will be priced at the current rate.**

**TOWN OF CLINTON  
TRANSFER OF FUNDS REQUEST FORM**

<b>DATE OF REQUEST:</b>	April 13 <sup>th</sup> , 2026
<b>DEPARTMENT OF REQUEST:</b>	DPW
<b>FISCAL YEAR OF REQUEST:</b>	2026
<b>REASON FOR REQUEST:</b>	Cover Overages in Accounts Clothing Allowance- Contract increases Winter Salt- Deliveries owed after first transfer

INCREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014301-52910	Clothing Allowance	1007.36
014301-54103	Snowplowing/Sanding	2457.10

DECREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014301-54300	Repair and Maintenance	3464.46

1) Department Head Signature\*: *Todd Hayle* Date: 4/13/2026

Comments:

*\*when completed forward to Director of Finance for review*

2) Director of Finance: Funds are available: Yes  No   
 Date Approved: 4/13/26 Denied: \_\_\_\_\_

*M. Burr*  
 3) Town Manager: Date Approved: 5/28/26 Denied: \_\_\_\_\_

4) Town Council: Date Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

5) Finance Dept: Date Transfer made: \_\_\_\_\_

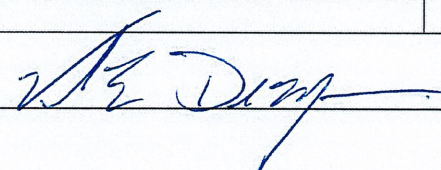
*R. T. J.*

**TOWN OF CLINTON  
TRANSFER OF FUNDS REQUEST FORM**

<b>DATE OF REQUEST:</b>	<b>04/13/2026</b>
<b>DEPARTMENT OF REQUEST:</b>	<b>POLICE</b>
<b>FISCAL YEAR OF REQUEST:</b>	<b>FY26</b>
<b>REASON FOR REQUEST:</b>	

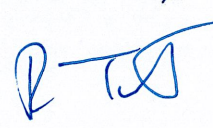
DECREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014201 - 51333	POLICE LONGEVITY	2,200

INCREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014201 - 58900	POLICE – OTHER ITEMS	400
014201 - 58914	POLICE – MARINE SUPPORT	1,400
014215 - 53200	ANIMAL CONTROL – PROF SVS	400

1) Department Head Signature\*:  Date: 04/20/2026

Comments:

*\*When completed forward to Director of Finance for review*

2) Director of Finance: Funds are available: Yes  No  Date Approved: 4/20/26  Denied: \_\_\_\_\_

3) Town Manager:  Date Approved: 5/28/26 Denied: \_\_\_\_\_

4) Town Council: Date Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

5) Finance Dept: Date Transfer made: \_\_\_\_\_