

**Selectmen Meeting  
Minute  
January 5, 2022**

Chairman Kerrigan, Selectman Devault, Selectman Boisoeneau and Selectman Perusse were in attendance. Attendees were Town Administrator Ward and Town Solicitor Gibbons. Selectman Kobus was absent. Chairman Kerrigan opened the meeting at 7:00PM.

**Public Comment**

There was none.

**Review of Minutes**

The board received minutes from December 1, 2021 Selectmen's meeting for review and approval. Selectman Boisoeneau made a motion to approve minutes as presented. Selectman Devault seconded the motion. The vote was unanimous.

**Board of Health COVID -19 Update**

Chairman Kerrigan explained the Board of Health had to reschedule. He is aware there is a new variant affecting a lot of people, even those vaccinated. He had a discussion with the Chairman of the Board of Health who indicated they will be collaborating with Administrator Ward to get access to rapid testing kits for first responders and town employees. Administrator Ward agreed explaining he has a conference call tomorrow with announcement where the state has negotiated for municipalities to get test kits. He will get the information on how to order and how many will be allocated per community. It is his understanding there is a need to get kits for the essential workers, FEMA also has a program with them as well. He will update the board at the next meeting. Chairman Kerrigan asked all who are eligible for the booster to get it. We are all in this together.

**Naked Nature LLC Cannabis Cultivation for 2022**

Chairman Kerrigan invited the representative of Naked Nature LLC forward. Attorney Blake Messing of 1865 Washington Street Holliston and Elle Dummit out of Marlboro, would like to open business here in Clinton at 75 Green Street. He would like to open with a micro business license with a 5000 canopy 10,000 sq. ft. footprint. He intends to grow a quality cannabis in a small footprint, he found the location and thinks it will be a great experience. The location meets the needs of the business. The license he is seeking will be limited and small. Chairman Kerrigan asked about the location on Green Street other businesses have been approved for this location. Mr. Dummit agreed, he is filling in space in the same location, his foot print would be about 10,000 square feet with

the canopy of about 5000. Selectman Boisoneau made a motion to approve the Town Solicitor and Town Administrator enter into negotiations with the host of Naked Nature LLC. Selectman Devault seconded the motion. The vote was unanimous.

## **Administrative Business**

### *Late Night Closing Request*

Chairman Kerrigan reviewed the board has received a request from Tee's Liberty Tavern for approval of late night closings for the calendar year 2022. Selectman Boisoneau made a motion to approve the request as presented by Tee's Liberty Tavern for late night closings. Selectman Devault seconded the motion. The vote was unanimous.

## **Old & New Business**

### Downtown Renovation Project and Holiday Decorations

Selectman Devault explained he is aware a lot of people are happy with the outcome of the downtown project, he thinks it looks great. The downtown has never looked so good. The Christmas decorations are the cherry on top, it looks great. At a future meeting he would like to recognize those who participated. Administrator Ward explained he will get a list together of those involved to make a formal recognition. A lot of hard work went into the project. Selectman Devault agreed that is a good idea to get a list of names, and let the people know they are to be recognized for their hard work they put into the project. Administrator Ward agreed explaining there are former board members who participated in working on the project.

### Assistant Town Administrator Draft Job Description

Chairman Kerrigan explained a draft job description was created and e-mailed out to the board. He received feedback from Selectman Kobus and incorporated it into the document showing it as red lined. Selectman Devault explained he is fine with the updates he read them. Chairman Kerrigan explained Selectman Kobus expressed concern regarding the purpose of this position is a leadership management role not a support role. Chairman Kerrigan explained this is not a duplication of positions the office has. He stated "this is not another mouth for Michael to feed, this person will have initiative and drive and bring value, someone with experience that will take the load off other people and make life easier here. This person will not be another mouth to feed." The draft has been sent to Solicitor Gibbons and is under review at the firm, for a review from a legal standpoint. Selectman Devault explained he is ok to vote, he knows it is not official, it still needs Personnel Board approval, we can incorporate the feedback from Town Counsel. Chairman Kerrigan explained he has less concern with the bullet points, not focusing on specifics, more on the tone and how the job will fit in. It is a work in progress and is a change for many people, we want it to fit into the operations we currently have that is working well. He is happy to discuss the tone, the position is not a support

position. So the next pass is the Personnel Board. Selectman Devault explained he is open to feedback from Town Counsel, but does not want feedback on the job description procedure, this currently matches the job description the town has. He does not want to revamp the whole process, he has concerns things they do differently not turn into an indictment or how we do the process. Just review the job description in general. Solicitor Gibbons explained the firm has completed every job description for the town, the individual reviewing has a lot of experience and he isn't going to give them any restraints. Selectman Perusse explained it should be reviewed to ensure everything is in compliance, are we meeting all the requirements, review should be done before it is passed on to the Personnel Board so it doesn't ruminate there. Is this the format we use? Selectman Devault explained he is supportive of continuous improvement with this task, does this job description match the format the town has been using, not a whole revamp of the job description. Solicitor Gibbons stated one comment he might come back and say there is too much information with the job description, this is not his area of expertise. But there may be too much information. Selectman Devault explained first there wasn't enough now there may be too much, eventually they will land there. Solicitor Gibbons agreed. Chairman Kerrigan noted one thing Selectman Kobus noted was the hope is to make sure this is treated as a more senior position that the three years' experience be raised to 5 to 7 years. Now it is three years and Selectman Kobus has noted the more common is 5 to 7 years. Selectman Devault stated he doesn't mind the 3 years, it would just depend on the pay scale. You may end up with somebody, who is starting their career in town administration. So I guess I didn't want to limit the applicant pool by saying 5 to 7 years. It maybe somebody young enough to only have 3 years in. He explained he has no objections and is fine in changing, it doesn't matter to him. Selectman Perusse agreed with the 3 year, when resumes are reviewed they can be prioritized with the level of experience, she doesn't see a need to raise. Chairman Kerrigan explained Selectman Devault was the last to attend the Personnel Board meeting, would this effect the pay grade, would it be taken into account. Selectman Devault explained he doesn't know. He is fine with it changed to 5 right now, years of experience isn't a go or no go. If an applicant checks a lot of boxes, they won't be overlooked is they only have 4 years and it advertised for 5. Selectman Perusse asked is that desired qualification or minimum. Solicitor Gibbons explained this may be part of the advertisement versus the job description. Selectman Devault explained it is up to the board to decide he agrees with both. Chairman Kerrigan explained he will keep it flagged, and prioritize people with experience. We will look at feedback from Mirick O'Connell. He asked Administrator Ward when the next Personnel Board meeting is to be held. Administrator Ward explained they meet the second Monday of the every month. Selectman Devault stated it should be posted tomorrow, right. Administrator Ward agreed. Chairman Kerrigan asked if the board wanted to make a motion to adopt the job description. Selectman Devault stated yes, he made a motion to adopt the current job description all members

had in their hands that had been discussed which incorporated the changes put forth by Selectman Kobus, to be forward to the Personnel Board for further review and discussion. Selectman Boisoeneau seconded the motion. The vote was unanimous.

#### State Armory Building Update

Chairman Kerrigan explained the state is going haxies on the decision regarding the Armory Building and will extend the date until June 15<sup>th</sup> for the town's decision on the property. So this leaves room to work.

#### **Committee Meetings**

##### *Cable Commission*

Chairman Kerrigan explained there are two seats one to be filled by a School Committee member and the other by someone from the public with interest. Selectman Devault asked if there is any interest from a School Committee member. He would like to invite a member to collaborate with the school on programming and game content. He would like to recognize the positive efforts made by the students and school department on the coverage of the games. He would like to see this recognition scheduled for a meeting.

Selectman Boisoeneau made a motion to adjourn the meeting at 7:41PM. Selectman Devault seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero

Executive Assistant to the Clinton Board of Selectmen/Town Administrator