

**Selectmen Meeting
Minute
February 16, 2022**

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

Public Comment

There was none.

Review of Minutes

The board received minutes from January 19, 2022 Selectmen's meeting for review and approval. Selectman Devault made a motion to approve minutes as presented. Selectman Kobus seconded the motion. The vote was unanimous.

Public Hearing for Liquor License Change of Category to All Alcohol-1183 Main Street Super Sumit, Inc. d/b/a Next Door Market with Saurabh Patel as Manager of Record

Vice Chairman Boisoneau opened the hearing, he reviewed this is a change in category to an existing license to allow all alcohol sales from the beer & wine category. Administrator Ward agree explaining this was approved through Special Legislation passed to allow the conversion. The owner filed the paperwork and didn't realize he was going to be out of town this evening. He recommended the board open the hearing and continue it until the next meeting. Selectman Kobus made a motion to continue this hearing until the next meeting. Selectman Devault seconded the motion. The vote was unanimous.

Landfill Recapping Project/Order of Taking- 35 South Meadow Road

Vice Chairman Boisoneau explained the board had been notified by Town Solicitor Gibbons to proceed with the next steps on the land taking process for the landfill project access on 35 South Meadow Road. Selectman Kobus made a motion to proceed with the recommendation of Solicitor Gibbons to approve the next steps in the land taking order for 35 South Meadow Road. Selectman Devault seconded the motion. The vote was unanimous.

CEMA Permanent Director Discussion

Administrator Ward explained Chairman Kerrigan has been the interim Director since the resignation of Dino Zapantis. The position defaults to the Chairman of the board of Selectmen. He reviewed Chairman Kerrigan wants to open discussions on how to proceed in the future with the position. The MEMA representative reviewed models that are used in others communities. The Police or Fire Chiefs are in the role, some communities have a volunteer in the role. It would be for the board to decide how to proceed. Selectman Kobus asked if the MEMA representative made a recommendation on how to proceed, which model to use. Administrator Ward explained there are a lot of different models some communities have the Board of Health Chair or Health Agent as the Director. Most have the Police or Fire Chief. Selectman Perusse asked if within the volunteer group someone would want to step up to the Director position. Administrator Ward explained there are a number of volunteers that help out at incidents depending the need, they are dedicated volunteers that are available at all hours. The Director heads up the agency doing all the paperwork with the state and preparing grant applications. He can gage interest of the Police or Fire Chief. Selectman Perusse agreed stating it is a natural extension of the public safety. Selectman Devault made a motion to approve Town Administrator Ward engage the Police and Fire Chief on their interest in serving as the CEMA Director, or their suggestion on co-managing or recommendation for a management model for CEMA. Selectman Kobus seconded the motion. The vote was unanimous.

Administrative Business

Water/Sewer/Trash Abatements

Vice Chairman Boisoneau reviewed Superintendent McGown submitted a list of Water/Sewer/Trash abatements in the amount of \$8752.62 from the last billing cycle for the boards review and approval. Selectman Kobus made a motion to approve the Water/Sewer/Trash abatements in the amount of \$8752.62 as presented. Selectman Devault seconded the motion. The vote was unanimous.

Old & New Business

Diligentia Express LLC Cannabis Delivery Host Community Agreement

Vice Chairman Boisoneau reviewed a draft agreement has been included in the packet with 3 amendment requests from Diligentia. Administrator Ward explained a representative from the business is available for discussion. Town Solicitor Gibbons highlighted the requested changes to the HCA, the first is the name of the entity to Dilligentia Investment Group LLC, and the second is the payment process of the impact fee be staggered fee structure with a sliding scale of 1% or \$100,000 then 2% to 3% over the first three years, the third request is that the processing payment due to the town within 7 days be extended to thirty days, allowing more flexibility in capital expenditures.

He reviewed they are a social equity applicant with the CCC which creates access to certain individuals in the industry. He reviewed there is a 3% sales tax that applies and the town will benefit from. Selectman Devault reviewed the main rationale of the social equity applicant is they find difficulty in raising capital and are in a social equity program. Selectman Kobus made a motion to approve the HCA based on Solicitor Gibbons and Administrator Wards recommendations. Selectman Devault seconded the motion. The vote was unanimous.

Fiscal Year 2023 Budget Presentation

Selectman Kobus stated he wanted to review the budget process procedure. Administrator Ward explained he had started the conversation with the Finance Committee regarding a joint meeting for budget hearings. A meeting can be scheduled jointly the week of March 9, he asked if the board is available on the 8, 9 or 10th. The board agreed to Wednesday March 9th as the best date to hold the joint meeting. He explained a proposed joint meeting schedule, meeting with Police, Fire , DPW and facilities for budget requests, then a second meeting with the Schools, Library, Senior and Parks & Recreations Departments, then a meeting with the Treasurer to discuss the health insurance rates and budget review. The intent is to have all town departments that have a medium to large departmental budget. The boards can gather information from the budget requests and then work as a subcommittee to wrap up the final budget for Annual Town Meeting. There are new members of the Finance Committee and the Board this year, so this will be a good exercise to allow a full sense of the departmental spending and requests. Selectman Devault asked if the intention of the proposed joint meetings to have all of the board members present, the five Selectmen and the five Finance Committee members. Selectman Kobus stated yes that is the suggestion for a joint meeting collaborative. Selectman Kobus asked if the budget requests have gone out to the departments yet. Administrator Ward reviewed with in the last two weeks the state budget numbers are out, last week the house budget numbers were released. The scenario is to request a level service/level funded. At this time he isn't sure about a reduction until all the numbers are out, it appears a level service will work. There are some departments who have submitted, and he has met with the larger departments to discuss. He should have more information next week and will create a spreadsheet with the information for the March meeting.

Chairman Kerrigan arrived at 7:20PM.

Assistant Town Administrator Update

Selectman Devault explained he met with the Personnel Board on Monday. At this meeting the board approved the most recent draft of the job description that had circulated. Selectman Devault made a motion to approve the same version of the job

description that had been approved Monday by the Personnel Board and to post the position and begin advertising. Chairman Kerrigan seconded the motion. Under Discussion: Selectman Kobus thanked Ms. Lisa Prophet for the thorough job, he commended the job she did in completing the job description. He asked about the performance evaluations, there isn't anything included on them. Is this something that will fall under the HR element of the job, it is left open ended. Will there only be a contribution to them if directed by Mr. Ward? Selectman Devault explained the Assistant Town Administrator will assist the Town Administrator with the evaluations at any point. The position will be allowed to conduct evaluations on their own but nothing specific has been stated, so they will assist until Mr. Ward assigns it. Selectman Kobus asked because this was struck from the original job description that had received the board's approval. Selectman Devault explained there is nothing that prevents this, it is up to Mr. Ward's comfort level with the position and overall the last round of updates were minor and kept the spirit of the 2 last drafts, he is okay with it. The vote was unanimous.

Committee Reports

CEMA Director

Chairman Kerrigan asked if the discussion had been addressed on how to proceed with the position. Administrator Ward explained he planned to address with the Police & Fire Chiefs to gage their interest and the volunteers who serve to see if there is interest. He plans to report back to the board.

Cable Committee Vacancies

Chairman Kerrigan explained the vacancies have been advertised and two letters of interest have been received. Mr. Tom Flanagan and Mr. Matthew Verakis have expressed interest in serving. He plans to appoint them to fill the vacancies and will send out e-mail to notify the new members.

Chairman Kerrigan reviewed the next meeting is scheduled for March 2, 2022. He explained the board will enter into Executive Sessions and not return to an open meeting. Executive Session under Article 3 Collective Bargaining Prep. Roll Call Vote: Selectman Boisoneau "aye", Selectman Devault "aye", Selectman Perusse "aye", Selectman Kobus "aye", Chairman Kerrigan "aye".

Executive Session Article 3 Collective Bargaining Prep 7:30PM-8:30PM

Chairman Kerrigan announced the Board of Health will be distributing COVID 19 antigen test kits, on Sunday, February 20, 2022 from noon to 2:00PM at the Clinton Middle School through a Drive through distribution. There are only 2000 kits available for distribution so there is a limit of 2 per households and only available while supplies last.

Administrator Ward agreed announcing the town purchased 2000 kits to be distributed on Sunday while supplies last. There are 2 kits per package so 4 tests total per house hold will be distributed.

Selectman Kobus made a motion to adjourn the meeting at 8:31PM. Selectman Boisoineau seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero

Executive Assistant to the Clinton Board of Selectmen/Town Administrator