

**Selectmen Meeting
Minutes
April 6, 2022**

Joint meeting with the Finance Committee, Selectman Kobus, Selectman Devault and Selectman Perusse and Chairman Kerrigan were in attendance. Selectman Boisoneau was absent. Finance Committee members in attendance were Mr. Robert Latini, Mr. William McGrail, Mr. Michael Dziokonski, Ms. Erin Powell, Mr. Paul Cherubini, and Mr. Bernard Hastings. Attendees were Town Accountant Ms. Diane Magliozzi and Town Administrator Mr. Michael Ward. Finance Chairman Latini opened the meeting at 6:02PM.

FY23 Budget Hearings

Mr. Latini invited Park & Recreation Director Mackenzie Maloof along with Chairman of the Park & Recreation Commission Ed Verrier and member Patty Kerrigan forward for review of the FY23 budget submission for the department.

FY23 Park & Recreation Budget Review

Park & Recreation Director Mackenzie Maloof explained this is her first time preparing the budget. She made a change in adding the new equipment line item. Mr. McGrail asked about the activities. Ms. Maloof explained there are new programs she has added including a basketball clinic, a tea party event, and a scavenger hunt around town over the last few weeks. She explained department serves the community and all ages. The summer playground program has about 100 children per week which is based on a rotation. There are adult recreation programs offered and she hopes to offer more to enhance the program. Mr. McGrail asked if the programs are offered as bilingual. Ms. Maloof explained not at this time but she can add that. Mr. Dziokonski asked about the addition of the equipment line item, what type of equipment is needed. Ms. Maloof explained the summer program is in need of more equipment. They plan to purchase new basket balls, soccer balls and nets to be used for programming. Chairman Kerrigan asked about the projects, including the \$25,000 for the water main valve at Fuller Field. He explained they heard from the Facilities Director this quote is out of date and he planned on getting an updated one. Ms. Maloof agreed, he is pursuing more quotes. She explained the other projects include the restoration of the Field House at Fuller Field, she would like to pursue an assessment. There is also a request to install security system and complete updates to the Park & Recreation Building. Ms. Maloof explained she will reach out to the Facility Director to get quotes. Administrator Ward explained it can be funded with a warrant article as well. Ms. Maloof explained she will work with Mr.

Farragher to get the ball rolling. The board thanked her for the review, and wished her well with new position. Ms. Maloof thanked the boards.

Administrator Ward indicated he will update a spreadsheet with the revenue numbers and expenses. He will include the warrant articles to see how they will fit into the whole picture and have the information for the next meeting. He will have draft document prepared. Discussion continued on the next meeting to be scheduled with all of the boards, this date is to be determined. There were discussions of the subcommittee meeting to work out some discussion. Mr. McGrail discussed the request made by the Fire Chief to fund a second Deputy position. Chairman Kerrigan explained he hasn't had an opportunity to discuss with the board, this is the first time hearing of it. Selectman Devault explained he will speak with the board about it and get back to the Finance Committee. Chairman Kerrigan asked about these services being contracted. Mr. McGrail asked the same question, he planned to contact the Chief to discuss. Discussion continued regarding the ALS request, it was discussed there is definitely a need and support to implement but unsure of enough information is available for this year and budget. Selectman Kobus indicated he will work with the Subcommittee to address the questions and explore what the needs are, it may be too late for this budget, and he will come back with a recommendation. Mr. Dziokonski made the suggestion to revamp the subcommittee and include some representation from the hospital to get an understanding of the need.

The board took a 5 minute recess. Chairman Kerrigan reopened the meeting at 6:52PM.

Public Comment

There was none.

Review of Minutes

The board received minutes from March 2, 2022 including Executive Sessions Collective Bargaining Prep. & School Non-Union Negotiations and March 10, 2022 joint budget Finance Committee & 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.

Common Victuallers License- 282 High Street

Chairman Kerrigan invited the applicants of 282 High Street before the board. Mr. Ronald DaSilva and Vanessa DaSilva of 282 High Street were before the board. Chairman Kerrigan asked for a description of their business plan. Ms. DaSilva explained they are planning to open a delicious bakery, currently they operate a meat market and want to expand the offerings with this new location to a bakery and restaurant. They want to offer a variety of food and diversity in Clinton. Chairman Kerrigan opened the meeting for Public Comment. He asked for comment in favor, Ms. Jodi Breidel explained she is in full

support of this business, she is an existing business neighbor and is looking forward to the offerings to come. Public Comment, in opposition, there was none. Selectman Devault made a motion to approve the Common Victuallers License as requested by Ronald DaSilva d/b/a Café de Minas to operate at 282 High Street. Selectman Kobus seconded the motion. The vote was unanimous.

Cannabis Delivery Business Presentation - 75 Green Street

Chairman Kerrigan invited applicant forward for discussion and review of the request. Mr. Rueben Seyde of Delivered, Inc. of 75 Green Street was before the board. Mr. Seyde issued a power point presentation to the board to review. He began his review explaining they are a cannabis home delivery company. He is before the board to request a HCA. He is from Fitchburg and has worked in the area over the last 11 years, he recently created the company with Jackson Mejia. Both share a passion for business and cannabis. They are a new licensed wholesaler, they will not have a storefront. The business is delivery only, to consumers 21 and over. A photo ID for age verification will be required for delivery. They plan to have state of the art security and no consumers on site. The business vehicles will be stored on site, they will have unmarked vehicles and be a discreet curbside delivery. The impact to Clinton will only be positive, this will expand the tax revenue, create 10 to 20 jobs for local residents, and will support the community with the host community fee. They will be a good neighbor. Chairman Kerrigan opened discussion to the board. Selectman Devault asked if the process to verify a license will be secure. Mr. Seyde explained yes the license will be uploaded and stored for 90 days. Mr. Seyde reviewed they currently have a location in Holyoke, they have a program to educate cannabis entrepreneurs. He explained they want to have a great relationship with community and host volunteer days and make financial donations to community. Selectman Devault made a motion to enter to negotiations for a Host Community Agreement. Selectman Kobus seconded the motion. The vote was unanimous.

Jodi Breidel - WHEAT Transitional Housing Proposal

Chairman Kerrigan invited Ms. Breidel forward to discuss with the board a proposal for transitional housing on 224-230 High Street. Ms. Breidel was before the board with Mitch Ruscitti of the United Way, she began by thanking the board for having them. She explained they are working on a project which has been in discussion or a long time, finding WHEAT a forever home. In 2007 the land on High Street was purchased with the project use of making a forever home, this never came to fruition. Now in 2022, there is a possibility of getting the project started. Back in August of 2021 she began meeting with representatives from the regional consortium of Central Mass for affordable housing. It has been identified there isn't any emergency housing available in the area, the Motor Inn used to be available but that has since closed. She reviewed discussions have continued regarding the empty lot on High Street as an optimal location. She has been

working with architects to draw up some conceptual designs and has received quotes from a civil engineer consultant. She has had some discussion with Chairman Kerrigan and Town Administrator Ward, along with Senator Cronin's office and Representative Kilcoyne on trying to get support and possible funding for the project. The design of the proposed building is a four floor building with access in the back to the basement level, where the café and food pantry will be, the Hidden Treasures store will be on the next level with access from High Street, the second floor offices and the third floor transitional housing. She is scheduled for the Planning Boards May 3, 2022 meeting, for review of the civil engineers plans. She has plans to ask the ways & means committee for \$2.4 million of housing funding in support of the project. The housing will be used like the Motor Inn was as a transitional place until the person succeeds to permanent housing. Selectman Devault asked how many housing units will be available. Mr. Ruscitti explained about 8 micro efficiencies which will each be self-contained. Ms. Breidel asked the board for a letter of support from the board to include the request for funding support of the project to Representative Trahan's office. Mr. Ruscitti explained they will keep everyone involved as up to date with things as they move along. Chairman Kerrigan explained that would be great, there is a stigma that shouldn't exist. When people need help there has to be a place to come to get help. He is thrilled to support this plan and explained he will help in any way he can. Selectman Devault made a motion to approve a letter be written in support of the proposed project and the request for funding. Selectman Kobus seconded the motion. The vote was unanimous. Chairman Kerrigan thanked them for attending stating it is great news and he looks forward to working with them.

Olde Home Day Discussion

Chairman Kerrigan reviewed the committee is seeking volunteers to help with the planning and securing of vendors and entertainment for the event. Volunteers are needed to help run this event. Selectman Perusse explained she has been speaking with Mr. Duffy regarding a volunteer group. She is aware the board had been made aware the co Chairman were retiring and there wasn't any status on the other members of the committee. Administrator Ward explained he had an opportunity to speak with Ms. Nicole Martin, who is a standing member of the committee and has taken over with planning the event. She explained things are moving forward, vendors and entertainment have been reserving space. She ensured the prior members are available for support when needed and to provide guidance. There is a need for more volunteers, all are welcome to participate. It is a 2 day event with a lot of work and planning required. Mr. Duffy has indicated the consultant hired for the Downtown coordinator position will be able to help out and support this event. Which will be a welcomed help once the person is hired. Selectman Devault asked if the board should consider offering a monetary stipend to those who will volunteer. A lot of time is put into these events and they benefit the

community. The board should considered offering some compensation to those who participate in helping the town organize and host this successful event. Administrator Ward explained he does not recall this taking place in the past. Selectman Devault asked if an event planner position would be a help, they could receive a monthly stipend or annual rate. Administrator Ward explained he will do some research and return to the board, he was thinking this may be something the new consulting position can work on. Chairman Kerrigan agreed this person would coordinate all big events for the community, he would much rather hire a consultant than throw money at a volunteer.

Memorial Day Parade

Chairman Kerrigan explained the untimely circumstances have reduced the participants that help plan the parade. There hasn't been one over the last two years with COVID. This is a great event and tradition of the community. He would like to see more volunteers get involved especially Veterans from town. Administrator Ward agreed explaining former Selectman Dziokonski and Veteran Agent Mr. Bailey help a brief kick off meeting to prepare. A lot of great people who participated over the years have passed away. It would be great to get some participation from liaisons from the Veterans organizations in town. There is a need for help with getting the event organized and participants lined up. Please reach out if you are interested and able to help out. Selectman Devault suggested adding funding to the budget to have funding set aside to help plan events. He had spoken with the Veterans Agent who is planning to reach out the High School and get participation from the students. He receives assistance with the flag distribution at the cemetery from students, some use it toward community service hours. He would like to see more discussion on a formalized process to compensate those who volunteer.

Administrative Business

There was none.

Old & New Business

Clinton Middle School Feasibility Study Agreement

Chairman Kerrigan invited Superintendent Dr. Meyers before the board for discussion. Dr. Meyers was before the board to discuss the board's approval to conduct the feasibility study and to enter into an agreement with the MSBA. He explained he had issued a draft to the board regarding the study and agreement. The board serves as the local authority to approve the study which will allow for 80% reimbursement of the proposed project. These guidelines are to be followed and the language non-negotiable. It is a procedural vote requested to approve you are aware of the agreement entered into. Selectman Devault made a motion to approve the town enter into the agreement with MSBA approving the feasibility study to be completed as part of the proposed project. Selectman Kobus seconded the motion. The vote was unanimous.

Contract Award for Pond Dredge/Landfill Closure Project

Chairman Kerrigan explained the bid process was recently completed for the RFP for the South Meadow Pond dredging project. Brown and Caldwell engineers are recommending the award to David G. Roach & Sons out of South Barre MA in the amount of \$6,363,691.90 to conduct the dredging. Selectman Devault made a motion to award the contract to David G. Roach & Sons out of South Barre MA in the amount of \$6,363,691.90 to conduct the dredging of South Meadow Pond and final closure of the landfill project. Selectman Kobus seconded the motion. The vote was unanimous. Administrator Ward explained this project should begin ASAP, no materials can be brought after the October 31st deadline. This time next year this should be closed out, but monitoring will continue over the next 30 years. Selectman Perusse asked where the town trash will go when the landfill is covered. Administrator Ward explained the landfill hasn't received trash for many years, the trash is brought to the E. L. Harvey transfer station.

VFW Poppy Drive Fundraiser

Chairman Kerrigan explained a request has been received from the Clinton VFW Post #523 requesting permission to sell Buddy Poppies on Saturday, May 29, 2022 between 9AM to 2PM to raise funds for veteran causes. Selectman Devault made a motion to approve the request as presented. Selectman Kobus seconded the motion. The vote was unanimous.

Clinton Public Schools Scholarship Fund Donation Request

Chairman Kerrigan reviewed the board has received a donation request from Clinton Public Schools Scholarship Foundation. He explained in the past the town made a donation of \$250.00. Selectman Devault made a motion to make a \$300.00 donation to the CPS Scholarship foundation, there was an increase made to the Civic Fund. Selectman Kobus seconded the motion. The vote was unanimous.

Assistant Town Administrator Search Consultant

Chairman Kerrigan reviewed two proposals have been received from search consultants. Administrator Ward explained one was just received this afternoon, so it did get to the board late. He isn't sure if the board wants to take action on this tonight where the second submission wasn't received until today. Selectman Perusse asked where the position currently stands with the Personnel Board. Selectman Devault explained the salary will be part of a recent study and they are going to review at tomorrow's meeting. Administrator Ward agreed they are scheduled to meet tomorrow, the ATA position was not on the original list for the study, but they have asked for feedback and review of the position by the Collins Center Consultant performing the study to be reviewed tomorrow. Selectman Perusse pointed out the salary has been part of the last four Personnel Board

agendas, this should be wrapped up by now. Chairman Kerrigan explained the board has been working on it waiting on the study results. Selectman Perusse explained she has seen it on the agendas and is aware of timeframe. Selectman Devault agreed, he explained it is taking a super long time, he doesn't understand how it has taken so long to do the study, pay this position \$75,000 to \$80,000. Instead of dragging on and on with a long extended study. Things like this should be done with staff, an HR person could have completed this within an hour. As Selectman Perusse mentioned this has been part of the last four agendas. Chairman Kerrigan explained the Personnel Board, sets the non-union pay grades, and this should be completed every three years. This was an add on to an existing study. The exercise is to keep up with the market and trends, so the studies are to be maintained every three years. The study is two years late, we are at the mercy of that, he isn't speaking for the Personnel board, this is just one thing on the agenda when they have a bigger project in the works. Selectman Kobus explained there have been a lot of coincidences in this process. There does not appear to be any urgency from the start. Selectman Devault agreed the work started on job description in November, now it is March. Chairman Kerrigan explained this is not a stand-alone request, there has been a consultant hired by the prior staff person, this may be part of the delay. The Collins Center are professionals and are working on it. Selectman Perusse explained she is aware of the theory and is seems to be very open ended. Chairman Kerrigan explained he isn't speaking for the Personnel Board, he understands they are looking out for the non-union employees. Selectman Kobus asked if the board is planning on selecting a consultant. Chairman Kerrigan asked for confirmation that the board would like the help of one, he thought the present idea was defeated last time discussed. Selectman Devault explained he is not against a consultant, he is fine with it, he still wants to remain part of the search, and he doesn't want the board removed from the process. Selectman Perusse asked if a search committee is used for all new hires. Chairman Kerrigan explained on the Department Head level, the HR position will have one working with the Town Administrator and School Superintendent. With the ATA it is the Town Administrators hire. The consultant will help the process along, they have described the advertisement and recruitment process, and they collect resumes and bring information to the committee. A similar process was followed with the hiring of the Superintendent of Schools. This will be a help to advise the search committee, it is a good thing. Selectman Kobus explained he doesn't have a preference one consultant over the other. Administrator Ward stated he doesn't have a preference either. He is aware Community Paradigm is made up of former Town Managers and the town has worked with the Collins Center in the past and currently with Personnel Study. Included in the proposals are lists of neighboring communities who have used each firm. Selectman Devault asked if the consultant is used will the process move forward normally how they do things with search consultant. He wouldn't want to see a delay in the process getting starting waiting on availability of consultant until June. Administrator Ward

explained he will call the search consultant but believes there is someone to utilize no problem. He doesn't see a delay happening. He is aware they have conducted many neighboring searches and they have moved quickly. Selectman Devault stated it is a good idea. Chairman Kerrigan asked next steps. Selectman Kobus made a motion to hire Community Paradigm as a consultant to conduct the Assistant Town Administrator search process. Selectman Devault seconded the motion. The vote was unanimous. Chairman Kerrigan asked about the funding source to be used to cover the cost. Selectman Devault asked if it was fair to say by the next Selectmen's meeting the search committee will be formed, and the recruitment can start. Administrator Ward stated he will talk with the Chair and try to get representation across the whole organization. Selectman Kobus stated he looked at the timeline within the packet and he wanted to know about amending and reducing the timeline to keep this moving forward. Selectman Devault asked if by the next meeting they can have a timetable with a week by week plan, this process has been slow. He would like to know the number of days it will take from advertising to the end of search committee finalizing process. Selectman Perusse agreed the timeline estimates 12 weeks. Selectman Kobus explained that will need to be reduced. Administrator Ward explained he will talk with the consultant and try to put together an exact date.

Human Resources Manager Search Update

Administrator Ward explained the Personnel board have notified him of their representative and he hopes to host a kick off meeting on Thursday next week, depending on availability. Then the interviews will be scheduled.

329 High Street Property Update

Chairman Kerrigan reviewed the Director of Community & Economic Development Director Mr. Duffy will update the board on the disposition of the property at 329 High Street. Mr. Duffy updated the board, he has been working with a consultant from Mass Development over the last three weeks and soil samples have been taken to help create a soils plan to mitigate the soil on the lot. The plan is to work through the month of June and remove the soil under the cement slab and hopefully get the site cleared as soon as possible. Selectman Devault thanked Mr. Duffy for the update, he asked if there is grant funding available to remediate the land to make it easier to sell to someone. Mr. Duffy explained the EPA may help with the cost to remove the building. Selectman Kobus asked if a Green Communities Funding award can be used towards the property improvements. Mr. Duffy reviewed it is his understanding those awards are designated for certain projects. Administrator Ward agreed explaining there are required energy credits tied to energy savings with the Green Communities program. Selectman Kobus asked about the Ash Street drainage, was a grant awarded for this project. Mr. Duffy

explained about 1 month ago it was awarded. He has had a preconstruction meeting regarding Ash Street and the remediation to the drainage.

American Rescue Act Funds Discussion

Chairman Kerrigan explained there is criteria around spending ARPA funding, he wanted to begin discussions on how the board wants to move forward with planning for the funding. Administrator Ward explained he prepared a slide presentation for the board to look over with an explanation of the amount the town is getting and the criteria to be met for spending. Selectman Devault asked what the town will be doing. He would like to form a subcommittee or a task force to look into making recommendation for spending. This task force could be made up of staff and some board members, he would ask for proposals to be given to this board. We would like to find someone on the staff so we can start to look at a subcommittee or task force to provide guidance on how the funds can be distributed. Administrator Ward agreed that is certainly a good idea, internally there are key staff members that can provide guidance. The board oversees the funds, but having some understanding of the focus areas for projects that will be beneficial would be helpful. There is a two year timeline to spend the funds and there should be a focus on areas of concern or importance. Chairman Kerrigan explained the amount of funding is about 4 million and can be used towards water & sewer improvements, he understands the board can work on how the funding is spent. He has been hesitant to break the seal on spending once it gets started it will go quickly. He really wants to think about the balance needed or sexier things the funding can be used towards, the down town has been opened for 2 years. He can appreciate the suggestions and key department input. Selectman Devault explained he has a concern on the request and spend, it will take time to spend, and the deadline is to spend by 2024. Administrator Ward explained the funding can be spent through 2026. Selectman Perusse stated a strategic plan with a broader approach should be worked on. Selectman Devault stated he is not an expert in the field, he would like to get guidance from the staff and consider feedback and how to develop that in a way to spend. Administrator Ward agreed and explained he has attended some educational webinars and the funding mainly should be used in response to prepare for something like COVID. It should be spent where it will make the best impact on the community for generations. He highlighted the town was one of the first communities in Massachusetts to offer business assistance during COVID, with the Local Rapid Recovery program. This program helped provide support to businesses along with the preservation of jobs in town. Another community has approached Mr. Duffy for input on the model used and how to replicate for their community. He expressed he is proud of what the town was able to provide for the businesses through Mr. Duffy and his swift actions to create programs with existing funds. This is something that wasn't done yet and our community has continued to provide support for businesses right away. He

thanked Mr. Duffy for all the hard work and commitment to the businesses in town. He continues to endorse business and provide a response to the needs.

Customer Service Discussion & Professional Development Budget

Chairman Kerrigan explained Selectman Devault wanted to discuss these initiatives.

Selectman Devault stated in anticipation to the ATA coming on board, he reached out to Superintendent Dr. Meyers to ask about the professional development budget used at the school. He wanted to gather some input on the financial need to provide training and development. Dr. Meyers explained he budgets between \$200.00 and \$250.00 per employee annually, to provide the needed development and training for certifications for employees. He explained he would like to see a budget created for the ATA to support this initiative to enhance the customer service offered, by providing training and development to employees. Chairman Kerrigan explained this would be encompassed under the HR Manager. Administrator Ward agreed explaining he had conversations with the prior HR Manager regarding training initiative, due to COVID they were not launched but this is covered under the HR department budget. He explained there is a focus placed on this with Department Heads, training and best practices can be reviewed. He agreed this is a helpful initiative, based on the current staff he feels they do a good job. There may be some added value with additional guidance and feedback for improvements.

Part-Time Resources for Planning/Zoning Conservation Commission

Chairman Kerrigan explained this discussion was requested by Selectman Devault. Selectman Devault explained his first take away is to stop relying on volunteer boards to do the day to day work, there is no leveraging the work. There is already work conducted by volunteers. He is aware of complaints that may only be viewed or heard once a month by a board, therefor they have gone unresolved, until the board meets, nothing happens. He knows at one time there was a Conservation agent in town that covered the day to day need. Similar to the HR department being dependent on the Personnel Board which meets once a month, there is no way to really provide service to someone trying to get town business done. He asked if the town should look at hiring a Conservation Agent to work with the Planning and Zoning boards as well. This would be a long term vision for the town to hire a permanent position. He feels there is a need for a part time person for coverage to be provided in between the 30 days between meetings. A person in the field to work with applicants. This may be done by a consultant to the committee to review the need and peaks and valleys for use, but he understands a once a month meeting doesn't cover all the needs. He understands there is office staff who would be able to help identify the high volume times or need for assistance. He'd like to ask a representative of the boards if this role would be beneficial to strengthen the need. We could take the feedback and move to work towards hiring a day to day person for coverage, someone on staff to report to the boards. Someone with more experience in the field rather than

administrative experience, that the new hire to the department has provided. This person could provide feedback and put together and interpret plans. Chairman Kerrigan asked what next steps would you like to see on this. Selectman Devault asked for feedback to be solicited from the current boards on the creation of the position, what do they think will work best. Instead of an employee maybe a consultant firm can help out. Administrator Ward explained he will reach out and try to get feedback in writing from the boards.

Committee Reports

Cable Committee

Chairman Kerrigan explained the committee will be meeting by zoom tomorrow at 7:00PM.

Personnel Evaluation Subcommittee

Selectman Kobus reviewed the Personnel Evaluation subcommittee held a meeting recently to establish the timelines for reviews. It was decided, the Town Administrators review will be conducted May 15th with goal setting to be completed by August 15th. The Department Heads evaluations will be conducted by September 15th and the employee evaluations by October 15th, as outlined in the current by-laws. Selectman Devault explained this is the first year for a full cycle for the Town Administrator.

Public Service Announcement

Chairman Kerrigan announced the Rotary Club will be sponsoring a Clean-up day in town on May 21st, from 9AM to 12 noon, with a focus on the Memorial Day Parade route. They are interested in volunteers to help out. If interested please contact Terry Ingano.

Review of Meeting Schedule

Board members discussed conflict with vacation plans for the next scheduled board meeting, it was decided to host the meeting the following week, on April 27, 2022, with a back to back meeting on May 4, 2022.

Chairman Kerrigan reviewed the next meeting is scheduled for April 27, 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 Perusse "aye", Selectman Kobus" aye", Selectman Devault "aye" and Chairman Kerrigan "aye".

Executive Session Article 3 Collective Bargaining Prep 8:50PM-9:20PM

Selectman Devault made a motion to adjourn the meeting at 9:21PM. Selectman Kobus seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero
Executive Assistant to the Clinton Board of Selectmen/Town Administrator