

**Selectmen Meeting  
Minute  
June 29, 2022**

Chairman Kobus, Selectman Dickhaut, Selectman Devault, Selectman Perusse, and Selectman Kerrigan were in attendance. Attendee was Town Administrator Ward. Chairman Kobus opened the meeting at 7:00PM.

**Public Comment**

Mr. Jim Leblanc of 44 Pond View Drive, Chair Council on Aging, was before the board to clarify an email regarding the Senior Center summer hours. Recently it had been approved to change the hours of the center to accommodate seniors that are still working. The staff identified the need to be open in the evening to assist those who couldn't reach the center during the day. The new hours offer later hours on Thursdays, the center is open until 7:00PM closing on Fridays at 3:30PM. This allows to assist seniors with their needs who cannot make the day time hours. All the events and new hours are part of the new letter that the center publishes and also available on the website. Thank you.

**Review of Minutes**

Chairman Kobus reviewed the board has received minutes from the May 18, 2022 Selectmen meeting. Selectman Devault made a motion to accept the minutes as presented. Selectman Kerrigan seconded the motion. Under Discussion: Selectman Kerrigan stated the minutes include the Executive Sessions for Fire Union Grievance, Tax Taking Closure, and Public Safety Dispatch Negotiations. The vote was 4/0/1 Abstention Selectman Dickhaut.

**Liquor License Transfer and Change of Location Hearing-77 High Street  
Wrong Way Café, Inc. at 610 Main Street to Bailey S & L LLC d/b/a Proof at 77 High  
Street with Shawn Bailey as Manager on Record**

Chairman Kobus opened the hearing asking for a motion to continue it until the next meeting when the applicant can attend. Selectman Kerrigan made a motion to continue the hearing until the July meeting. Selectman Devault seconded the motion. The vote was unanimous.

**Class II License Hearing – 60 Water Street**

Chairman Kobus opened the hearing and invited the applicant forward. Mr. Catalino Mateo were before the board. Chairman Kobus asked for a review of the request. Mr. Mateo explained he will sell vehicles and conduct an auto body repair business. Chairman Kobus opened the hearing for public comment in favor, there was none, in

opposition, there was none. Chairman Kobus asked if the board had any questions. Selectman Dickhaut asked how many cars are being requested to sell. Mr. Mateo explained 3 cars. Administrator Ward reviewed the applicant had a site plan review with the Planning Board for the Auto Body business, he will return for a site plan review, at this time the plan includes up to 14 cars outside and 4 cars inside the location. He will have to return to the Planning Board with the request for the 3 additional cars. Selectman Devault made a motion to approve the Class II license to Catalino Mateo d/b/a FM Auto Body Collision at 60 Water Street. Selectman Kerrigan seconded the motion. Under Discussion: Administrator Ward explained the applicant will have to return to the Planning Board regarding the additional request for three cars for sale, the approval received was for vehicles as part of auto body business, they may reduce that approval to accommodate the three requested for sale. Selectman Kerrigan made a motion to amend the motion for approval of 3 cars for sale. Selectman Devault seconded the amendment. The vote was unanimous. Selectman Dickhaut made a motion to approve the amended motion to approve the Class II license to Catalino Mateo d/b/a FM Auto body Collision at 60 Water Street, amended to 3 car limit as requested. Selectman Devault seconded the motion, stating it stands amended contingent on Planning Board approval. The vote was unanimous. Chairman Kobus asked for the applicant to provide the information from the Planning Board meeting once he has completed the site plan review.

### **Veterans Tax Rebate Program & Senior Tax Rebate Program**

Veterans Agent Mr. Brendan Bailey and Assistant Senior Director Sherri Brown were before the board to discuss the tax rebate programs. Chairman Kobus explained the request has been made for approval of an increase to benefits for the existing Senior Rebate Program and the establishment of the Veterans Tax Rebate program for approval to incorporate the amendment in the amount offered from \$750.00 to \$1500.00. Mr. Bailey explained the Veterans Program was established by the state last year and accepted at Annual Town Meeting. Provisions and guidelines for the program are to be established. Ms. Brown shared at this time the senior program requires a participant work the 106 hours for the \$750.00 rebate, amounting to \$14.75 per hour. It has become difficult to find placement for applicants. She has reached out to surrounding communities some offer \$1000.00 and others \$1500.00. The maximum amount is \$1500.00. Selectman Devault asked if the only request at this time is to raise the program amount from \$750.00 to \$1500.00. Mr. Bailey explained yes, that is the maximum amount that can be offered. Selectman Devault made a motion to approve the increase in the amount offered as part of the Senior and Veterans Tax Rebate programs from \$750.00 to \$1500.00. Selectman Kerrigan seconded the motion. Under Discussion: Selectman Perusse explained the Senior Tax Rebate program is run through the Senior Center. Ms. Brown explained yes, it has always been run through the center, the new part will be the Veterans program. Selectman Perusse asked if there isn't enough work for the senior

program, do you have a plan for the Veterans to complete the program. How can they contribute to the program can you narrow the offerings to include veterans of all ages and skill level. Ms. Brown explained the veterans program is offered to the veteran or their spouse, the senior program is limited to the senior. She typically doesn't receive a big response when she solicits the program to town departments. Mr. Bailey explained he has spoken with some younger veterans and would like to see participation in the program. Selectman Perusse explained her husband is a veteran and has a background in data analytics, there are a wide variety of skill sets that the town can benefit with. Selectman Dickhaut asked when the deadline to sign up for the program is. Ms. Brown explained it has passed for this year, applicants apply in the spring, are placed in June and start to work as of July 1st, and their hours must be completed by November 1st. She has researched and some communities start the program as of January 1st and run it through November 15th. This allows more time to get the hours completed. Discussion continued around the offerings of the program and time lines for participation. There are also income parameters for participants to meet. Administrator Ward addressed these are two separate programs, the amendment can be made to the senior program but there has to be the establishment of Veterans program. They are two separate program, two separate statutes the board should vote to adopt the Veterans Tax Rebate program. Mr. Bailey can work with the Senior Center and the same criteria and manage the programming together but they are two separate programs. There are different criteria and limitations to each program. The income guide is different, those who receive service are different. Chairman Kobus agreed explaining step one is to establish the guidelines for the program. Mr. Bailey explained the board has approved the amount increase to \$1500.00 now he will work on the guidelines to be used in the program. Chairman Kobus agreed explaining he can return to the July 20<sup>th</sup> meeting to present them to the board. He asked for a vote on the amendment to the amount for program participants in the Senior and Veterans Tax Rebate program increased from \$750.00 to \$1500.00. The vote was unanimous.

### **Additional Names to the Town Hall Veterans Memorial**

Veterans Agent Brendan Bailey was before the board to review additional names to be added to the Veterans Memorial. Mr. Bailey explained to the board over the last several years he has been contacted by families to add loved ones names to the memorial, at least 5 times. Over the next year he plans to work on compiling a list of the needed additions and budgeting funding next year to complete the additions. Chairman Kobus noted when working on the snow removal for sidewalks the committee added a letter to the water bills, perhaps you can do the same to provide notice to residents. Mr. Bailey agreed and would like to keep discussing it at the meetings to make residents aware. Selectman Kerrigan stated he will add something to the towns Facebook page.

## **Clinton Armory Facility Assessment Report Discussion**

Chairman Kobus explained the town has the first right of refusal for the armory facility, the town received a report included in the packet from a recent assessment of the building. Selectman Dickhaut stated she had an opportunity to read the report on Sunday and the amount of funding needed to restore it for use is too much. She stated she feels the town will be better served to pursue the St. Johns Gym building and develop that into a complex for use for youth activities and sports. The report proposes funding millions and millions of renovations, it is a money pit. She explained the St. John's Gym property was supported by the Clinton people, she would love to see the focus and energy be on making changes with that building. Chairman Kobus stated the proposed cost is upwards of \$11 million for rehabilitation of the Armory building so he agrees it is a lot. Selectman Devault explained the Armory is more attractive if the town can get the St. John's property. It would be appealing to rehab the Armory if you had the property abutting it. He asked what the number would be to acquire the gym versus the number to rehab the Armory. Would it be cheaper to even build a new building, it may be a fraction of the cost. Selectman Dickhaut explained the gym had some recent upgrades with windows and siding recently, there has been work put into it. She explained the price tag would be cheaper than \$12 million. Selectman Perusse explained the rehab cost are very expensive as presented, there is more land available with the St. John's property and the numbers to maintain a building like the Armory may be a concern. She would love to rehab an old building but unsure with this one. Selectman Perusse and Dickhaut both agreed there is no parking available for use with the building which may be a problem. Selectman Kerrigan explained he will consider reviewing a request with the CMS building committee to discuss the addition of a youth center be added to the proposed plans. It would be a good fit considering it is a location where students are. He isn't opposed to the St. John's Gym but agrees the town should look at another option rather the Armory with an \$11.5 million dollar cost. Discussion continued regarding what the state will do with the building now, if it were to be auctioned would the town have a say as to what the use would be. Administrator Ward stated he will contact the state and get some direction and feedback on how they intend to proceed. Selectman Dickhaut made a motion to drop any future consideration regarding the Clinton Armory. Selectman Kerrigan seconded the motion. The vote was unanimous.

## **Old & New Business**

### *FY22 Year-End Transfers*

Chairman Kobus reviewed the board has received a list prepared by the Town Accountant with budget line transfers to close the year. Administrator Ward explained this is an annual process, towns are allowed to transfer funds in late May/June with support of the Finance Committee. This allows for interdepartmental transfers, most of the transfers are within a department. The Accountant did use some reserve funding for the Police

Overtime and Insurance expenses. Selectman Kerrigan made a motion to approve the FY22 year-end transfers and reserve fund transfers as presented by the Town Accountant. Selectman Dickhaut seconded the motion. Under Discussion: Selectman Devault reviewed there is overtime costs for the Fire Department, \$300,000, he wants to keep an eye on this. He asked if there is enough OT being used to justify another person in the department. Administrator Ward explained the Chief recently informed him he was at full staff, and has seen a dramatic decrease in the overtime of 60 to 70%. He predicts it will get better in FY23. Selectman Kerrigan reviewed the Police Department had an overtime amount of \$120,000. Chairman Kobus agreed stating that was in addition to the budgeted amount. Administrator Ward explained that is the amount needed to close out at the end of the year. The vote was unanimous.

#### *Donation Request for the 2021 Olde Home Day & Holiday Pops Concert*

Administrator Ward explained the Town Accountant has requested the board revote the civic fund donations for the 2021 events. He explained the Town Accountant explained the civic fund donations should be approved for the year after the event was held, last year the board voted to fund the event to be held in the next fiscal year. Selectman Kerrigan asked do they have to spend the funding and not leave in account as balance, the account is specific to be used towards that event. Administrator Ward explained this approval will cover the donation that was held prior. Selectman Dickhaut asked about the balance in the Olde Home Day account, at one time it had a balance of over \$50,000, and does it need a civic fund donation each year. Administrator Ward reviewed the cost of the event runs between \$25,000 to \$30,000 each year, the board felt they wanted to support the event and programing each year. Selectman Kerrigan stated let's be clear there is still a balance in the account each year. Selectman Dickhaut asked for a balance of the Civic Fund. Administrator Ward stated around \$18,500.00. Selectman Kerrigan reviewed there were donations approved for \$6000.00 to the Fire Union for the Fireworks event and \$5000.00 to the Olde Home Day, there was a balance left in case something came up. Selectman Kerrigan made a motion to approve a revote of donations made for the FY22 Olde Home FY21 event and Holiday Pops concert, even though it wasn't held. Selectman Devault seconded the motion. The vote was unanimous.

#### *Superintendent of Public Works Landfill Salary*

Chairman Kobus explained an agreement was established between the Select Board and Superintendent of Public Works to include a stipend of \$25,000.00 for oversight and administration of the Landfill Capping Project, another provision was the amendment made last year for a bonus to be paid of 1.67% of the surplus funds transferred from the landfill enterprise fund to the general fund. Selectman Devault asked about the amended agreement. Administrator Ward reviewed as part of the amendment the Accountant requires the board to authorize the payout with a vote. Selectman Devault asked why

this is revisited each year for authorization. Administrator Ward explained the agreement was made and the approval of the expenditure is required each year. Selectman Dickhaut made a motion to approve the Superintendent of Public Works landfill salary and bonus as part of the agreement made with the board. Selectman Devault seconded the motion the vote was unanimous.

#### *Annual Appointments of Board & Commissions*

Chairman Kobus reviewed there are terms expiring he asked for the Town Administrator to reach out to see if the individuals want to return to the boards or commissions, he asked for the dates to be verified. Selectman Dickhaut explained some terms have dates of 2021. Chairman Kerrigan explained he has an updated list. Administrator Ward explained the individuals to see if they have interest in reappointment and will advertise the vacancies. Chairman Kobus explained this will be addressed at the July 20<sup>th</sup> meeting.

#### *Paid time Off Approval Process & Tracking*

Selectman Devault stated he eventually would like to have an electronic time system in place to track the paid time off. He'd like an audit to see how this is being done now. He has received complaints, antidotal complaints employees are not here on days they should be. At this time the tracking is done via Department Head. He'd like to see an electronic system and the existing paper system go away. He would like to prepare for the transition to a new system. The new Human Resource Director can have this as part of their job. He asked if the board agreed on implementing another way to track time off, he has received complaints and wants to take a closer look to see if there is truth to the complaints, he wants to have a mechanism to audit. Selectman Perusse asked about the MUNIS system. Selectman Devault understands there is a component to the MUNIS system that can be reviewed. Administrator Ward explained that has not been purchased as part of the MUNIS software set up. Selectman Dickhaut asked if the new Human Resource Manager would be able to review and set the direction on this. Discussions continued regarding the use of vacation leave and the reporting of it by Department Heads to Administrator Ward. Chairman Kobus explained any Department Head reporting to Administrator Ward should communicate the vacation leave and receive approval for time off. Selectman Devault asked how this is reporting now and audited. Administrator Ward reviewed the vacation leave is communicated to him, but not submitted for approval. An employee would ask the Department Manager for the time off and that is approved. Selectman Devault asked if Department Heads notify you when they are or department employees are out. Administrator Ward explained not always they just sign and approve through the time sheets reporting system. Chairman Kobus explained the expectation for planning, hours of operation are still filled and the offices are open. There should be a plan in place to have office open with coverage. Administrator Ward stated each department tries to provide coverage for the hours they are open, if there are two people

in the office the two do not use the same time together. There are circumstances where it may be impossible if the office has one person or a two person office has an unforeseen issue come up. Selectman Dickhaut agreed the departments are small, all have appropriate staffing but sometimes cannot always be there. They plan coverage according to the circumstances. Selectman Devault stated he will work more with HR on this.

### *Senior Center Summer Hours*

Selectman Devault stated he was looking for some clarity on the hours at the senior center. Every department should provide service from Monday through Friday 8AM to 4PM, minimal. Ms. Goodsell the Senior Director sent an e-mail pointing out other days and times for the center, the hours are Thursday evening's later and shortened hours on Friday, the staff is staggered to cover these hours. Ms. Debra Goodsell Executive Director of the Senior Center was before the board, she explained she has been the Director at the center for the past 8 years. She reviewed the Center has a great staff who cover all the hours at the center and offer many programs and services during those times. Typically the programming at the center is stopped at 2PM along with the van service. After much consideration and discussion with the council, staff and seniors it had been identified the hours weren't affording services to all seniors. So the decision was made to extend hours on Thursdays and shorten them on Friday. The staff agreed and changed their hours to accommodate the new times, each staff member is paid for 35 hours per week. Selectman Devault asked about the time the center is open on Fridays, the activities stop at 2PM. Ms. Goodsell explained yes 95% of the seniors do attend the programs, the building is open and staffed until 3:30PM to assist people. Selectman Devault asked about the proposed 2PM closing when was this enacted? Staff is there after and are vans running? Ms. Goodsell explained the programs and van service cut off is 2PM the staff and center remain open until 3:30PM, seniors are able to walk in for services. Selectman Devault asked why activities stop at 2PM, what if a senior wanted to stop in at 3:00PM on a Friday. Ms. Goodsell explained they are welcome to stop, there would not be any active programming but they can stop in, it is an active center. Selectman Devault explained he heard the center was closing early on Fridays and has concerns, all departments run 8AM to 4PM. Ms. Goodsell explained the Library is a department that closes on Monday and has varied hours to accommodate users. Selectman Devault asked the number of staff at the center. Ms. Goodsell explained there are 6 staff. Selectman Devault asked to accomplish coverage for the new hours you stagger the staff. Ms. Goodsell explained yes to accommodate the seniors with the extended hours our staff have agreed to change their scheduling which has impacted their family life as well, it is a huge change all around and was discussed and considered for some time. Selectman Dickhaut asked why this is before the board, the Senior Center falls under the jurisdiction of the Council on Aging. The Council had input on the change,

what they are doing with the personnel and hours doesn't fall under this board. How did this become an issue or discussion for our board? She has answered all the questions, this change was to accommodate seniors. She has a wonderful staff who supported the change, which the town is fortunate to have, why are here tonight. Three of the Council on Aging members are here we heard from one member at the start of the meeting. Chair Kobus explained the hours of operations was a question from a board member regarding the center. The Director was asked to explain, the way this is being painted is unnecessary. This is a contentious relationship, Selectman Devault had concerns and Ms. Goodsell responded. No one is questioning the Council on Aging's authority, the board is not pushing their jurisdiction, this isn't necessary. Selectman Dickhaut explained no one had invited Ms. Goodsell she is attending the meeting on her own. Chairman Kobus stated correct because there was an agenda item pertaining to her operations. Selectman Dickhaut explained the agenda doesn't go out to her. Chairman Kobus agreed and stated but she was aware of it. Ms. Goodsell explained she was aware of it when Administrator Ward called her regarding the timing of the summer hours. She explained she doesn't have summer hours, and provided more information regarding the changed hours, and noted implying summer hours are shortened hours which is not the case, they are working more. She explained Mr. Devault could have called her, instead Mr. Devault called the Chairman, who then called the Administrator who called Deb for more information. She noted she has heard from Mr. Devault in the past, she doesn't understand why the discussion is before the board she provided each board member with an e-mail providing more information on the hours at the center. Selectman Devault stated he doesn't want to take this into a contentious area but he did not find satisfaction with those answers, like he said you have a staff. If you want to stay open on a certain night you stagger your staff and the following day you remain open until 4PM. Ms. Goodsell directed her response to Selectman Devault, so what would you like me to do, Ed return to 8AM to 4PM. Chairman Kobus stated, Mrs. Goodsell, Mrs. Goodsell, please. Selectman Devault asked if the Senior Director reports to the Town Administrator. Ms. Goodsell answered no, she reports to the Council on Aging. Selectman Devault asked if she was appointed by Administrator Ward. Ms. Goodsell explained no it is the Council that appoints the Director. Selectman Devault asked if there was any connection between the Town Administrator. Administrator Ward explained there is no direct connection, the Senior Director and he have a working relationship. Selectman Devault asked if the Director reports to him. Administrator Ward explained no. Selectman Devault asked about an organizational chart, if formulated would the Senior Director report to the Town Administrator. Administrator Ward responded no. Selectman Devault stated he would not be doing his job if he has heard the hours were cut at the center and he did not investigate and question what he has heard. He explained there is enough staff at the center to cover the hours. Ms. Goodsell explained she has a staff and they are present, she is in charge of the day to day operations. The priority is to attend to the needs of the

seniors and accommodate those needs. The adjusted hours are to do so. Selectman Devault expressed in his opinion if you stay open late one night, you do not have to cut hours another day there is enough staff to cover all hours. Ms. Goodsell explained yes he is correct she has enough staff, each have specific duties, the jobs are specific and cannot be done by just anybody, the outreach worker assists with certain needs that the meal site worker would not be able to do. Each position has specific needs. Selectman Devault asked if the center will be open on Fridays until 3:30PM. Selectman Kerrigan stated the board is conscientious of general Customer Service, they have talked a lot about it. The Senior Director has identified a need beyond the 8AM to 4PM, and she has accommodated this need with the late hours on Thursdays. He feels this is being looked at in a different way, the customer has a need that is being satisfied with the change in hours, and she is trying to make it easier for the customer. The department is trying this with no fault to anyone to see if it works. The notice was included in the newsletter which is published monthly and on the website. The department is just trying to do the right thing and they are receiving complaints. Ms. Goodsell explained she is part of a Senior Directors Group which meets monthly and she is aware of the different hours offered at the different centers in surrounding communities. Selectman Kerrigan explained we can learn from new things, it is worth exploring them. Chairman Kobus asked if the Council on Aging members are appointed by the board. Administrator Ward explained yes some are and some by the Chair of the Council. Chairman Kobus asked when the Council meetings are held. Ms. Goodsell explained the Council is scheduled to meet tomorrow at noon. Chairman Kobus expressed a noon time meeting is not always accessible for all to attend. Ms. Goodsell explained the Council always meets at noon. Selectman Devault stated in general a public meeting is to engage the community, a noon time meeting doesn't allow those with a job to attend. Ms. Goodsell explained a 7PM meeting doesn't work for seniors. Selectman Devault explained he is annoyed with that argument for a noon time meeting. Chairman Kobus stated if you have a concern for the Council then express the concern to the Council, this is not the venue. He expressed appreciation of the services provided by the department, sharing a family member recently received assistance and were very satisfied with the help.

#### *Official Town Organizational Chart*

Chairman Kobus indicated he would like to establish an organizational chart as he has seen in neighboring communities. He recently viewed the town of Lancaster's and is able to follow the day to day operations through this flow chart. He would like to meet and put one together, it would have been helpful when Mr. Devault's question was posed. It is a simplistic change and there would be the inclusion of the Facilities Department. Administrator Ward indicated there are recent changes to the organizational structure that can be incorporated and he will work on a draft.

### *Assistant Town Administrator*

Chairman Kobus notified the board the consultant from Community Paradigm has reached out to the board for a representative to serve on the search committee, they are ready to begin the interviewing phase. Selectman Devault asked if it just one representative. Administrator Ward stated yes the request is for one. Chairman Kobus stated it is Town Administrator Ward's appointment. Selectman Dickhaut asked who will serve on the search committee. Administrator Ward explained it will be made up of five members. A representative of the Select Board, Personnel Board, a Department Head, a Town Administrator from another community with an Assistant Town Administrators position and a citizen. Selectman Dickhaut asked if Administrator Ward will be serving on it. Administrator Ward responded no, he is not on it, the committee will work with the consultant and analyze the candidates and provide a short list. Selectman Dickhaut asked if the Administrator from another community will be one similar to Clinton. Administrator Ward indicated it will be the consultant's choice, he was reaching out to communities with the Assistant Town Administrator position. Selectman Devault asked how the board member will be picked. Administrator Ward explained he will pick the member. Chairman Kobus and Selectman Perusse expressed interest in serving.

### *Mass Trails Grant Award for the Rail Trail*

Chairman Kobus reviewed the town was awarded a grant from the Department of Conservation and Recreation to assist with the engineering and assessment to create the Rail Trail in town. The grant award is in the amount of \$396,000. Selectman Kerrigan made a motion to accept the Grant award from the DCR in the amount of \$396,000 to be used towards the rail trail project in town. Selectman Devault seconded the motion. The vote was unanimous.

### *Human Resource Search*

Selectman Devault asked about the status of the position and the salary. Administrator Ward explained the search committee is scheduled to meet for more discussion on how to proceed.

### *St John's Gym and Rectory*

Selectman Devault explained he had a meeting with Father Jim Mazzone and Planning Board member Dale DiMeco on discussion for use of the property, it may be good to reengage and continue discussion. Selectman Dickhaut agreed explaining the it may be good to invite a member of the Finance Committee to participate if the town has interest. Chairman Kobus explained he has heard from Father Jim and will follow up for discussion.

Selectman Kerrigan made a motion to adjourn the meeting at 9:27PM. Selectman Devault seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero

Executive Assistant to the Clinton Board of Selectmen/Town Administrator