

**Selectmen Meeting  
Minutes  
October 9, 2013**

Selectman Dziokonski, Selectman Sargent, Selectman LeBlanc, Selectman Dickhaut and Chairman Connolly were in attendance. Attendees were Town Administrator Ward and Town Solicitor Gibbons. Chairman Dziokonski opened the meeting at 7:00PM. Chairman Connolly asked for a moment of silence for retired Fire Captain Lawrence Lutes.

**Public Comment**

There was none.

**Review of Minutes**

The board received minutes from September 4, 2013 Selectmen's Meeting, for review and approval. Selectman Sargent made a motion to approve minutes as presented. Selectman LeBlanc seconded the motion. The vote was unanimous.

**Montachusett Public Health Network**

Chairman Connolly welcomed members from the Clinton Board of Health before the board to discuss approval by the board of a mutual aid agreement to join the Montachusett Public Health Network. Chairman of the Clinton Board of Health Steve Lipka and Health Agent Thomas Bonci were before the board. Mr. Lipka informed the board that they would like to officially join the network it will save the town money and allow additional services to the town. Mr. Lipka explained joining the network will allow for the town to participate in grant applications, medication disposal programs, and sharps disposal programs. Selectman Sargent made a motion to approve the Board of Health joining the Montachusett Public Health Network. Selectman Iacobucci seconded the motion. The vote was unanimous.

*Motel Hotel Licensing*

Chairman Connolly asked for information regarding the licensing for hotel/motels. Mr. Lipka explained the Board of Health conducts an inspection of living conditions, what they do from there is up to the business not the Board of Health. Chairman Connolly asked for the Board of Health to develop thoughts and objectives which will be beneficial to the town. Mr. Lipka explained this doesn't fall under the Board of Health jurisdiction. Chairman Connolly asked for recommendations to create by laws to be enforceable.

## **Goals & Objectives**

Chairman Connolly provided the board members with a list of all of the goals & objectives recently discussed with updates on the completion.

### *Non Union Compensation Study*

Chairman Connolly asked for a timeline on completion. Solicitor Gibbons explained the first phase of compiling the job descriptions is completed by mid November, by mid January the survey of salary analysis should be completed to begin the FY15 budget discussions.

### *Facility Department*

Chairman Connolly reviewed he had been working with the Government Reorganization Subcommittee which is scheduled to meet again on October 23, 2013. He will update the board at the next meeting.

### *Emergency Communication System*

Selectman Sargent reviewed the committee has met and scheduled the next meeting at the communication tower for a review of the area.

### *Annual Employee Review & Evaluation System*

Administrator Ward explained he included the evaluation form approved by the Personnel Board in the board's packet. Selectman LeBlanc also shared a standard review form from his employer for the board to review. The board agreed to review all documents and discuss a the next meeting.

### *Water Bill Abatements*

Superintendent McGown reviewed with the installation of new meters an abatement policy may not be needed at all. The new meters are capable of detecting leaks in the system to prevent overages. He would recommend keeping the abatement policy as is until the new meters are installed and running. Selectman Iacobucci asked if the meter project would be completed by June/July 2014. Selectman LeBlanc made a motion to leave the current Water Abatement Policy in place until the new water meters are installed. Selectman Iacobucci seconded the motion. Under Discussion: The board agreed to review revisions if Superintendent McGown were to recommend any. The vote was unanimous.

### *Building Waiver Fee*

Administrator Ward reviewed the Building Commissioner has recommended leaving it as is, he has involvement with other commissioners in different communities from around the state and he is unaware of another community with this type of policy. He

recommended leaving it as a case by case request, to be used as needed. Selectman Iacobucci made a motion to support the recommendation made by the Building Commissioner to leave as is to be determined as a case by case request. Selectman Sargent seconded the motion. The vote was unanimous.

### *Economic Development*

Chairman Connolly explained the board invited Economic & Development Director Phil Duffy to discuss the improvement of the image and character of town. Mr. Duffy explained he will do everything he can to support the efforts and goals of improving the town's image and character. At this time he has begun by working on completed the streets survey and has begun pursuing a cultural district designation for the downtown. He sees these as building blocks to receiving grant monies for improvement and development in town. Chairman Connolly explained one area the board had discussed was the vacant property located on Sterling Street. Mr. Duffy explained this property is privately owned and he will reach out to the owner to pursue what his intention is with the property. He is aware there are funds available from

Mass Development for certain development schemes. The board asked Mr. Duffy to return in a month with some updates.

### *Electronic Signatures*

Solicitor Gibbons reviewed at this time there is no mechanism to allow electronic signatures to be used. They are not an acceptable mechanism of approval. Chairman Connolly thanked Solicitor Gibbons for the update.

### *Assistant Town Administrator*

Town Administrator Ward reported at this time he is reviewing the structures in other communities and will continue to compile information.

## **Administrative Business**

### Department of Public Works Monthly Report

Superintendent McGown submitted a monthly report relative to the operations of his department for the month of August 2013 for the Selectmen's review and approval. Selectman Sargent made a motion to accept the report as presented. Selectman LeBlanc seconded the motion. The vote was unanimous.

### Water & Sewer Abatements

Chairman Dziokonski reviewed Superintendent of Public Works McGown submitted a list of water/sewer abatements in the amount of \$3475.29 from the last billing cycle for action by the board. Selectman Dziokonski made a motion to approve the abatements as submitted. Selectman LeBlanc seconded the motion. Under Discussion: Selectman

Connolly asked for an explanation of high usage. Administrator Ward stated he is not sure; it may be onetime leak abatement. The vote was unanimous.

### Town Hall Use Events

Chairman Dziokonski reviewed board has received an application for rental of the Fallon Memorial Auditorium:

12/14/13 Holiday Pops Concert Clinton Park & Recreation Holiday Pops Committee  
Selectman Iacobucci made a motion to approve use of the Fallon Auditorium of the town hall on Saturday, December 14, 2013 Holiday Pops Concert. Selectman LeBlanc seconded the motion. The vote was unanimous.

### **Old & New Business**

#### Commercial Garage/Repair License Process

Chairman Connolly reviewed a draft policy has been written. Solicitor Gibbons reviewed he has the version of the draft policy and plans to meet with the committee to review and finalize the draft. Chairman Connolly asked if the committee will be meeting with the existing vendors once the policy has been finalized. Selectman Iacobucci reviewed yes all vendors will be invited to the next committee meeting.

#### Posting of Town Owned Land

Selectman LeBlanc asked the board for consideration of posting on the town owned land, there has been an increase of ATV and dirt bike use in the area. He explained this activity should not be taking place on the town property but the Police are challenged because it is not posted. It is his recommendation to post so the department will be able to enforce. The board discussed and stated at this time they do not want to post on town property. Solicitor Gibbons explained he will review the statute. Chairman Connolly asked for Chief Laverdure to be invited to the next meeting to discuss. Selectman Dziokonski made a motion to invite Chief Laverdure to the next meeting for review and discussion of the laws governing the use of ATVs. Selectman Iacobucci seconded the motion. The vote was unanimous.

#### Hotel/Motel Lodging License

Selectman Iacobucci explained currently the town has no licensing in place for hotel/motel lodging, at this time he would like the board to explore setting some policy in place to be enforced. Chairman Connolly asked Solicitor Gibbons how the board would proceed. Solicitor Gibbons explained the board will have to determine which department has the licensing authority. He is aware the Board of Health performs the inspections of the motels/hotels. Solicitor Gibbons explained he will follow up with the Board of Health and determine the requirements needed. Chairman Connolly

requested the Solicitor put together a draft proposal for licensing the hotel/motels. The board agreed. Solicitor Gibbons explained he will work on this as a goal & objective.

### **Committee Reports**

#### *Christmas Lighting Committee*

Selectman Dziokonski reviewed the tree lighting event is scheduled for Saturday November 30, 2013 at 6:00PM in Central Park. This is also Shop Local day so the downtown merchants have a lot of events planned for the day.

#### *Comcast Cable Committee*

Selectman Iacobucci explained the committee has met and determined the priorities to work on are purchasing some new equipment and hiring a consultant to review possible locations for a studio. Chairman Connolly agreed that is objective, keep the school included.

#### *Building Committee*

Chairman Connolly explained Town Moderator Mr. Hogan is soliciting input on the appointments to the permanent building committee that had been approved at town meeting. Solicitor Gibbons explained the Attorney General's Office has 90 days from the date the information was submitted to review and approve.

#### *Local Events*

Selectman Iacobucci announced Ciccone Family Fitness Center will be hosting some fundraising events this month to support Breast Cancer Awareness and Prevention. CFFC has team up with the local organization Breast Intentions and will help with a road race and also a cycle-thon and all proceeds from jewelry sales will go towards the charity. Please be sure to participate. Chairman Connolly agreed stating Ciccones does a lot for community and he wanted to thank them for all the supportive efforts all year. Chairman Connolly announced Wednesday October 23, 2013 is the Taste of Wachusett hosted by the Perkins School at the Host Hotel in Boxborough.

Selectman Iacobucci made a motion at 8:00PM to adjourn. Selectman Sargent seconded the motion. The vote was unanimous.

Meeting adjourned.

Respectfully submitted,

Joyce Corbosiero  
Administrative Assistant to the  
Clinton Board of Selectmen