

**Selectmen Meeting
Minutes
September 25, 2013**

Chairman Connolly, Selectman Sargent, Selectman LeBlanc, Selectman Dziokonski and Selectman Iacobucci were in attendance. Attendees were Town Administrator Ward and Town Solicitor Gibbons.

Chairman Connolly opened the meeting at 7:00PM.

Review of the Minutes

The board received minutes from August 21, 2013 Selectmen's Meeting for review and approval. Selectman Sargent made a motion to approve minutes as presented. Selectman LeBlanc seconded the motion. Under Discussion: Selectman Dziokonski noted an error with the Chairman's name to be corrected. The vote was unanimous.

Public Comment

Ms. Aleksandra Campbell of 68 Wilson Street & Ms. Lynne Johns of 7 Clamshell Road were before the board to ask for help regarding a dangerous crosswalk on Berlin Street. Ms. Campbell explained there are 25 little children residing in the Clamshell & Wilson Street neighborhood and they use this crosswalk which is very dangerous. She asked for caution children signs to be installed on Wilson Street along with signage around the crosswalk area on Berlin Street. She also asked for speed limit signs to be installed as well. She explained the street light is out at the corner near the crosswalk and the park so it is very dark in the area. She asked for the boards help in making this a safe area. Chairman Connolly explained these requests and concerns will be forwarded to the traffic committee for review. Selectman LeBlanc made a motion to forward these concerns and request on to the traffic committee. Selectman Sargent seconded the motion. Under Discussion: Selectman Dziokonski reviewed the nature of requests are to have signage installed regarding speeding and caution children, repair the street light that is out, he asked if either knew the pole number on the street light. Ms. Campbell & Ms. Johns were unsure but explained they could get that information to the board. They also requested additional Police patrol of this area to monitor the traffic speed and repairs be made to a hole that fills with water on Wilson Street close to the corner of Clamshell Road. The vote was unanimous. Ms. Johns and Campbell asked for the review to include the exploration of the installation of a caution yellow blinking light to be installed by the park denoting the crosswalk.

Selectman Sargent announced an upcoming Pumpkin Carving Event hosted by the Park & Recreation Department on October 22, 2013, please contact the Director Jessica Brodie to register.

Purple Heart Town Designation – Commander Leo Agnew

State Commander Mr. Leo Agnew was before the board to present the board with a plaque acknowledging Clinton as the first Purple Heart Community in Central Massachusetts. He presented Chairman Connolly with the plaque and made acknowledgment of former Clinton resident Mr. Owen McNamara, Moran Dzialek, representing Chris Dzialek and Bill Campbell as members of the National Combat Wounded Veterans Military Order of the Purple Heart. He invited State Senators Flanagan and Chandler to attend the Ceremony. Senators Chandler and Flanagan presented the board with a proclamation from the State Senate in acknowledgment of the designation. Representative Naughton was before the board to acknowledge the designation. The board took a brief recess as an opportunity to capture photos of the event.

Goals & Objectives

Chairman Connolly provided the board members with a list of all of the goals & objectives recently discussed. He reviewed at each meeting the board will review the list and the status of the goal or objective until completion.

Non Union Compensation Study

Administrator Ward reviewed this is being managed by the Solicitors office and the labor department. At this time they are compiling all if the information submitted and will move forward by scheduling meeting with Department Heads for review. Solicitor Gibbons explained the meetings with Department Heads will include a review of the actual job descriptions with the department's heads to make sure no modifications are needed. The timeframe to complete this is within the next 30 days, by the end of October. Chairman Connolly asked at that time the board will follow up on a completion time frame.

Facility Department

Chairman Connolly reviewed he had been working with the Government Reorganization Subcommittee on finalizing a plan to hire a consultant on the creation of this department. Administrator Ward explained representatives from the committee met with other communities' to gather information on establishing the department. There should be a draft report prepared by the end of October.

Emergency Communication System

Chairman Connolly explained he would like to review having one dispatch center for the town. He would like to establish a subcommittee to review and work on a proposal for the board. He nominated Selectmen Sargent & Dziokonski to serve on the committee. Other committee members should include Administrator Ward, Fire Chief, Police Chief, DPW Superintendent, Union representatives from the Police & Fire Unions. He explained Emergency Management Director Dino Zapantis will serve as Chairman. The board agreed. Selectman LeBlanc made a motion to approve the establishment of the communications subcommittee, to include the members outlined by Chairman Connolly. Selectman Iacobucci seconded the motion. The vote was unanimous.

Annual Employee Review & Evaluation System

Administrator Ward explained he included the evaluation form approved by the Personnel Board in the board's packet. Selectman Iacobucci asked who would conduct the evaluations. Administrator Ward explained the Department Manager will conduct the evaluation. Solicitor Gibbons reviewed there is a need for Personnel Board members, at this time there is only one member operating on the board. Administrator Ward agreed explaining the labor department is working on the review of current job descriptions and pay grid; there is some information on file from the Personnel board which is helpful to establish a baseline. Chairman Connolly explained a Personnel Board would be essential in working with the labor department to complete the evaluation being done. He asked for any good qualified candidates with interest to send a letter to volunteer. The board agreed to advertise the vacancies and have Administrator Ward report back in a month on the status of volunteers for the board.

Water Bill Abatements

Chairman Connolly explained the board requested Superintendent McGown send a report to advise on what to do regarding the water abatement policy. Administrator Ward reviewed Superintendent McGown explained the town is undergoing the process to purchase new meters, the new meter are going to detect and identify when there is a leak. This should eliminate the large bills and may prevent from the need for so many abatements. Chairman Connolly explained the board will wait until the new meters have been installed and review again in 6 months.

Building Waiver Fee

Administrator Ward reviewed the Building Commissioner will put together a report and get it to the board for the next meeting.

Public Works

Chairman Connolly reviewed the board discussed the condition of the sidewalks and the vacant lot on Sterling Street. Selectman Sargent asked for the lot to be cleaned up and have the Director of Economic Development pursue resources to help with clean up. Chairman Connolly agreed, there should be grant funding available to clean up vacant properties. The board agreed to have the Director of Economic Development attend the next meeting to discuss.

Electronic Signatures

Chairman Connolly reviewed the board would like to review the warrant schedule be made into a PDF file and sent out electronically to be approved by the board. Would this be allowed as acceptable approval. Solicitor Gibbons explained he will review this request to see if this would be allowed.

Assistant Town Administrator

Chairman Connolly reviewed the board would like to review additional support to the Administrators office. Selectman Dziokonski reviewed this would be related to the non union compensation study. Administrator Ward could assist in developing a job description of duties. Selectman Iacobucci reviewed on model support by the MMA is to hire a professional with a human resource background. Selectman LeBlanc agreed explaining there are only so many duties the Town Administrator can effectively do. The board agreed to have the Town Administrator develop a draft job description and submit to the board for review when completed to be used as part of the compensation study.

Administrative Business

Late Night Closings

Town Administrator Ward reviewed the following establishments are requesting late night closings for Saturdays in the month of October 2013: Clem's Liberty Tavern, Clinton Turn Verein, Crystal Café, Old Timer, Ringside Café, Spruce Street Tavern & The Simple Man Saloon. Selectman LeBlanc made a motion to approve the requests as presented with any additional requests approved sent for Police Chiefs review and approval. Selectman Sargent seconded the motion. The vote was unanimous.

Public Works Monthly Report

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

Town Hall Use Events

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

10/25/13 Casa Verde d/b/a Spring House Fundraiser Event'

Selectman Iacobucci made a motion to approve use of the Fallon Auditorium of the town hall on October 25, 2013 for the fundraising event. Selectman Sargent seconded the motion. Under Discussion: Selectman Dzikonski asked if this organization had used the hall in the past. Administrator Ward stated he didn't recall this organization using the hall in the past. The motion is to grant use of the hall with the review of public safety departments to determine if details are required. The vote was unanimous.

One Day Liquor License Application

Chairman Connolly reviewed Casa Verde d/b/a Spring House has applied of a one day liquor license in conjunction with the fundraiser event for October 25, 2013 to be held at the Fallon Auditorium. Selectman Iacobucci made a motion to approve the One Day Liquor License application as presented by Casa Verde d/b/a Spring House. Selectman Sargent seconded the motion. The vote was unanimous.

Old & New Business

Town Hall Usage Fee Waiver

The board received a request from Casa Verde d/b/a Spring House to waive the rental fee associated with their upcoming event. Selectman Dziokonski made a motion to approve the request as presented and waive the usage fee, he reviewed the organization is a relatively small local nonprofit. Selectman Iacobucci seconded the motion. Under Discussion: Chairman Connolly reviewed the custodian fee and the cost for details will be charged. The vote was unanimous.

Holiday Pops Concert Donation Request

Chairman Connolly reviewed the board received a letter requesting a donation from the Civic Fund. Selectman Dziokonski made a motion to donate the same amount that was donated last year. Selectman LeBlanc seconded the motion. Under Discussion: The board reviewed \$200.00 was the amount donated last year. The vote was unanimous.

Birch Street Water Main Replacement Bid Results

Administrator Ward reviewed Superintendent of Public Works presented the board with the bid results for the replacement of water main on Birch Street. Superintendent McGown recommended the award of the contact go to Ricciardi Brothers, Inc, for the amount of \$215,920.97. Selectman Sargent made a motion to award the contract to Ricciardi Brothers, Inc, for the amount of \$215,920.97. Selectman Dziokonski seconded the motion. Under Discussion: Administrator Ward explained the job will be

completed this fall with rough pavement and in the spring with the Chapter 90 funding. The vote was unanimous.

Retirement Actuarial Valuation

Administrator Ward reviewed the Retirement Board received two funding options that were completed by the Massachusetts Public retirement Administration Commission to review. The Retirement Board has asked for input from the board on which option to choose. Chairman Connolly explained he would support option number two, it is a sounder economic option. The board agreed. Selectman LeBlanc made a motion to recommend using payment option two. Selectman Iacobucci seconded the motion. The vote was unanimous.

Smart 911 Alerting Proposal

Administrator Ward reviewed he has information on an Emergency Alerting System that would alert all residents and get information out. The system would cost about \$10,000.00 per year. Chairman Connolly reviewed this would be something for the newly established communications committee to evaluate.

The Clinton Home Surplus Property

Administrator Ward reviewed there is surplus furniture in the home that will not be utilized when it becomes the center, the Council on Aging is asking for permission to dispose of the surplus property. Chairman Connolly explained this does fall under the Chapter 30B surplus and unwanted equipment. Selectman Sargent made a motion to support the direction of the Council on Aging on how they choose to handle the cleanup of the surplus or unwanted equipment, in the most effective way. Selectman Iacobucci seconded the motion. The vote was unanimous.

Police Firearms Training

Chairman Connolly reviewed the board has received notice from the Police Chief seeking permission to use the property off of South Meadow Road as a location to conduct firearms training for employees of the Police Department. Selectman Sargent made a motion to grant permission to the Police Department to use the property off South Meadow Road for training as requested. Selectman Iacobucci seconded the motion. Under Discussion: Selectman LeBlanc requested a schedule for the training dates and use of the property. The vote was unanimous.

Old Fire Station Cable Studio Proposal

Chairman Connolly reviewed Selectman Dziokonski serves on a subcommittee regarding this issue, so he asked him to update the board. Selectman Dziokonski explained he was approached by School Committee member Robert Ebstein and asked

to serve on a committee to review future use of the old fire station. He attended a meeting and the discussion was to turn the building into a school department coop for a cable studio and media center. They would like to create a committee consisting of the School Superintendent, Town Administrator, select and school board members. The proposal is for this committee to review suggestions of a cable committee and talk about the options to expand the studio to include the school department. Selectman Dziokonski explained this would be a great opportunity for the school committee and the selectmen to work together. Selectman Sargent stated he has been a member of the cable committee and has never been approached, the committee asked about use of the fire station building and the school department at that time said no. The board explained the request should be made to the cable committee and then report back to the board what the proposal or discussion has been agreed on. Selectman Iacobucci explained he is currently on the cable committee and would appreciate the time to meet with the school committee and get an understanding of what they would like to do. At this time the committee will be meeting within the next week to organize and get together a priority list on the purchase of new equipment for the town hall. He would also like to discuss new locations like perhaps the carriage house of the senior center and forming a relationship with the senior center. Chairman Connolly agreed with the board opinion to collaborate with a municipal and school studio creating an educational program, it is a vital component in the development of a new studio. The main mission is to create a studio. He explained we have a cable committee and the cable committee should make the decision regarding establishing a new committee, he would encourage the concept brought forward and be presented to the cable committee. Selectman Iacobucci made a motion to invite the school department cable committee to meet with the town cable committee, to present the concept to put forward collaborative studio. Selectman Sargent seconded the motion. Under Discussion: Selectman Dziokonski is pleased he agrees with the motion, he didn't realize there may be an access issue to the studio; this is a valid issue. The school is not interested in taking over but putting together a collaborative effort to create an updated studio. Selectman Iacobucci raised concern if the studio were located at the old fire station building and during school hours would there be access for use by everyone or just the school. The first priority of the studio should be use by everyone. Selectman Dziokonski explained there would be established guidelines and a schedule of use agreed on. Selectman Sargent explained he would have concerns regarding parking and access to the building for handicapped use. The board agreed regarding the parking issues. The vote was unanimous.

Committee Reports

Chairman Connolly reviewed there was an Executive Session scheduled for the discussion regarding the Wekepeke property in Sterling, at this time it will be discussed in open session.

Wekepeke Property

Chairman Connolly explained recently he and Administrator Ward had a meeting with town of Sterling Town Administrator Terri Achkerman and Selectman Brian Patacchiola to discuss the Wekepeke property. He reviewed the meeting was to explore the town of Sterlings request to have legislatures restrict the town of Clintons use of the property and the response the town had asking legislatures not to restrict use of the property. Discussed at the meeting was the town of Sterling received the request to have legislatures restrict use as a citizens petition article, this identified other issues regarding the property. One being the ongoing PILOT payment, it was discussed no document is sent to bill the town in lieu of taxes, the town of Clinton receives nothing in writing. He addressed the town of Sterling is seeking to restrict use on property which has a restriction of passive recreation. It was determined the town should not make payments until a new agreement is reached. Another issue concerning the property is the safety of the dams, it was agreed there is room to collaborate on support of the dams. The town of Sterling has interest in acquiring water from the Wekepeke. They haven't shared any specifics but need water and are considering pursuing asking. Chairman Connolly reviewed the he asked the town of Sterling representatives for more specifics regarding the request. They agreed to return to their board and discuss and will return back to the board. The board agreed they would like more information regarding the use of the water by the town of Sterling. Chairman Connolly agreed explained he asked for the town of Sterling to return with a request and a specific proposal.

Christmas Lighting Committee

Selectman Dziokonski reviewed the committee has met and the fundraising campaign has kicked off, letter have been solicited and the committee is planning.

Garage License Committee

Selectman Iacobucci the draft proposal is being reviewed by town Solicitor and there will be a meeting with Garage owners for final review.

Selectman LeBlanc made a motion at 8:50PM 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

