

**Select Board Meeting  
Minutes  
February 1, 2023**

Select Board Chair Mr. Kobus, Select Board member Ms. Dickhaut, Select Board member Ms. Perusse, Select Board member Mr. Kerrigan, and Select Board member Mr. Devault were in attendance. Attendees were Town Administrator Ward, Assistant Town Administrator Snell. Chair Mr. Kobus opened the meeting at 7:00PM.

**Public Comment**

There was none.

**Review of Minutes**

Chair Mr. Kobus reviewed the board had minutes from the November 30,2022 Select Board meeting including Executive Sessions for Oxford Court & Union Collective Bargaining Strategy, December 14, 2022 Select Board, January 4, 2023 Select Board meeting, and January 11, 2023 Select Board meeting for review and approval. Mr. Kerrigan made a motion to approve November 30,2023 Select Board meeting including Executive Sessions for Oxford Court & Union Collective Bargaining Strategy, December 14, 2022 Select Board meeting, January 4, 2023 Select Board, and January 11, 2023 Select Board minutes. Mr. Devault seconded the motion. The vote was unanimous.

**Gloria Parkinson, Rauscher Farm Management Committee**

**Community Foundation of North Central Mass Climate Resilience Grant**

Ms. Gloria Parkinson of Rauscher Farm Management Committee was before the board to inform them she intended to apply for a grant from the Community Foundation of North Central Mass Climate Resilience. She distributed a packed of information to the board regarding the grant and the application process. She explained the application will be for a grant in the amount of \$10,000. The town will be the fiscal sponsor on the grant application and the Rauscher Farm Management committee will complete the process. The application deadline is within the next two weeks. Chair Mr. Kobus asked what action is required by the board. Administrator Ward explained the board should authorize the Rauscher Farm Subcommittee as part of the town move forward with the grant application process as presented. Mr. Kerrigan a made a motion to support and authorize the town be the fiscal sponsor of the grant application for the Community Foundation of North Central Mass Climate Resilience. Mr. Devault seconded the motion. Under Discussion: Mr. Devault asked what does being fiscal sponsor entail. Ms. Parkinson explained they are a nonprofit entity, which is what is required to apply. She explained she will have to get the certification from the Town Accountant. The vote was unanimous. Ms. Parkinson announced the grant application deadline is April 10<sup>th</sup>.

## **Community & Economic Development Director Phil Duffy**

### *FEMA Hazard Mitigation Plan Update – Local Acceptance*

Community & Economic Development Director Phil Duffy was before the board explaining the 2022 Hazardous Mitigation Plan for FEMA to identify assets, liability to natural hazardous areas. He explained consultants have worked with MEMA and approved and FEMA has approved the plan as well. He explained the town has to accept the plan. He asked for the board to make a motion to approve the plan as presented, it will be good for 5 years until 2027. Mr. Kerrigan made a motion to approve the Hazardous Mitigation Plan as updated and accepted by MEMA and FEMA. Mr. Devault seconded the motion. Under Discussion: The board thanked all those who participated in completing the plan. The vote was unanimous.

## **2023 Community Development Block Grant**

Mr. Duffy reviewed with the board he is preparing the CDBG application, he asked for the board to identify projects to be submitted as part of the application. He reviewed projects funded by prior grants, one being infrastructure projects to assist with pedestrian improvements, curbing replacement to School, Prospect, Union & Mechanic Streets including segments of Walnut Street. His preliminary guess would be about \$400,000 to \$500,000 to be used. The second would be relocating the May Barton Community Garden to the senior center, this would be about \$50,000 to \$60,000 in funding. The third project would be funding to the WHEAT building project, it would have restricted use. He explained in the past the funding has been used for construction, planning and housing rehab, he isn't contemplating using funding this year for that. Chair Mr. Kobus asked about curbing for Chestnut Street, is this on the radar for projects. Mr. Duffy explained that area is not within the designated target area and would be ineligible. The target area can be amended.

## **ARPA Task Force Departmental Presentations**

### *Board of Health*

Chair of the Board of Health Mr. Steve Lipka and Health Agent Tom Bonci were before the board. Mr. Lipka identified the requests made by the Board of Health are for funding to build a carport to protect the trailer used for emergencies. At this time it is parked behind the Water Filtration building stored outdoor exposed to all the elements. This trailer contains expensive equipment needed for emergencies and there is nowhere to store where it would be protected from elements. Chair Mr. Kobus asked if this can be housed at the CEMA building. Fire Chief Lutes stated no there is no space. Mr. Lipka explained it is a 12 foot construction trailer. Chair Mr. Kobus asked if there is space to build the carport at the CEMA location. Chief Lutes explained there is no space. Mr. Lipka explained the second request is for funding to purchase a vehicle with the capacity

to tow the trailer. At this time we have been using our personnel vehicles when the trailer needs to be used to set up shelter site. It would be a lot easier with a department vehicle, the vehicle could also be used for onsite inspections needed by the department. The staff uses their own vehicles and there can be as many as 4 trips a week all over town. He stated the vehicle could be parked at the town hall and shared with other departments that need it. Ms. Dickhaut stated she supports the vehicle request noting most departments have vehicles like the Building, Fire and Facilities. Chair Mr. Kobus asked for a list of departments with vehicles explaining the vehicle could be coordinated for use by the Plumbing, Gas, and Electrical Inspectors. He asked if CEMA would have the ability to help tow the trailer, which would open up use for the vehicle to be used by all the inspectional departments. Mr. Devault stated he is open to the idea of a town side vehicle but would like a plan on how it would work. Chair Mr. Kobus stated there is support of it, but there needs to be a mitigation plan.

#### *Fire Department/ CEMA*

##### *CEMA*

Fire Chief Lutes was before the board with review of requests for ARPA funding, he explained he will begin with requests for CEMA. He prepared a list of needed equipment, one is a new truck, the department is made up of four older vehicles, and he would recommend condensing the fleet to 2 and purchasing a new truck. He has a quote of \$65,000 for new truck. He explained there are a lot of building issues, the building is used for storage of all the equipment the water pumps and the generators which all run on gas. The radios need maintenance and upgrades, he is requesting two new radios to have communication with the other departments. He explained he would like to transition the CEMA location to the Old Fire Station along with the paramedics. There are still a lot of questions, he has added a request of about \$200,000. Chair Mr. Kobus asked if the request for radios would piggy back off of the Police Department. Chief Lutes explained yes. Ms. Dickhaut asked if the Chief considered moving the CEMA operations into the basement of the town hall, at one time it was discussed to close the building that is still being used due to its condition many years ago. She recalls there is not even adequate plumbing in the building, it would cost so much money to bring the building back up to where it should be. Chief Lutes stated the building should be taken down and a metal building for storage and a garage put up. Chair Mr. Kobus stated a space to store all town equipment is needed, the Facilities Department doesn't have enough room, he sees equipment left outside all day, the Board of Health explained they are in need of a place for trailer. There is a need to find an alternate space for all departments to use under one roof. Administrator Ward explained CEMA can always have the meetings here at the town hall.

### *Fire Department/EMS*

Chief Lutes reviewed he had spoken with the Fire Chief in Sterling regarding a paramedic fly car. The vehicle will come equipped with needed equipment and lighting the cost is approximately \$112,000 to \$115,000. He stated at the station there are roof top units in need of replacement, he spoke with the Facilities Director explaining two out of the three have been replaced. This cost is about \$10,000. Premium Pay he reviewed the surrounding communities and found Rutland which has a population 2/3 the size of Clinton, they gave a stipend of \$4000. Per Fire Fighter, they also gave an amount to the Police and Dispatch. He explained he has requested \$50,000 for a feasibility study of the Old Fire Station building. He is aware the school recently completed a study for the creation of a STEM center, he will reach out to Dr. Meyer to get study. He proposes use of the building for Paramedics, CEMA, Prevention staff and the Chief's Office. He has also included a request to get EMS coats for each member, this would be a onetime expense at \$500 each, and it would be a second set of turn out gear for each member. He has also requested replacement windows for the department, years ago a warrant article was approved for this expense but they were never completed. Mr. Devault stated he is in favor of ALS and the renovation of the Old Fire Station. He is happy to hear the proposed use for the building. Ms. Dickhaut stated she would recommend a long range plan of the town purchasing a parcel of property, like the town of Berlin did and combine all public safety services in one facility. It makes more sense to keep all of the departments together. Chief Lutes stated he agrees, the perfect plan is to purchase the priest grounds and build all of the public safety department's buildings there. The board thanked the Chief for information.

### *Premium Pay*

Assistant Town Administrator Snell reviewed she has presented the board with a spreadsheet compiled by the MMA which does not include the town of Rutland or Sterling, showing the ARPA funds used for premium pay. The overview includes what is allowed, the pay would be used for Police, Fire, DPW, Custodian and Public Works staff from the time period of March 2020 to June 2021. Those eligible are those who worked through the time frame and were considered essential workers, she included a list of employees who qualify. The ARPA Task Force requests are separate but she included a place holder of \$250,000. She reviewed examples of Premium Pay are Ashby at \$2500.00, Boylston at \$1400.00, Franklin and Northbridge at \$3000.00. The average response on the MMA data is \$2000.00 per person. She asked if this is something the board would want to do, what details they are looking for her to survey. The amounts are presented in lump sums, not hourly, and there are specific dates worked qualifying when an employee gets it. Mr. Kerrigan asked is there any way to tell the average covered, if one category was covered more then another like Lunch service versus Fire service. Assistant Administrator Snell

explained it was mostly Police and Fire, some communities paid everybody. Mr. Devault explained the Police & Fire should receive something, the others had an ability to stay sheltered, and he'd like to hear the case why others are entitled, the cafeteria workers included. He explained he'd like to hear more on the justification of the exposure to COVID on the job. Assistant Administrator Snell stated the DPW had to collect trash through unknown exposure, this would qualify as justification or do you need more information. Ms. Dickhaut stated the town hall was open the entire time, they still had drop off or by appointment service. There was no interruption to needed services. Administrator Ward agreed stating there was a brief closing of 6 months, where the building was closed to the public but the employees continued to work, allowing by appointment service or drop box accessibility to the public. All employees worked in the building. Chair Mr. Kobus explained he'd like to get the rationale behind the justification. Ms. Perusse asked if it is 125 employees. Assistant Administrator Snell explained the Police/Fire/Facilities/School Lunch and DPW employees. Mr. Devault stated the facilities really deserve extra compensation, they were really exposed. Chair Mr. Kobus explained some departments had modified schedules, some departments worked one week on one off, the cafeteria workers worked outside providing pick up locations. Ms. Perusse stated the board will have to figure out how to slice the pie. Administrator Ward stated they can research more in depth information on the duties that were completed during this time, they will collect more information from other communities and get more details. Chair Mr. Kobus stated he'd like to review what is provided for the small percentage paid out. Mr. Devault thanked Assistant Administrator Snell, this is a great place to start and make decisions. Thank you a lot, for the research, we will continue to discuss at a later time. Assistant Administrator explained in the next meeting the Library, Council on Aging and Facilities departments will attend to share their requests. Chair Mr. Kobus stated if municipal employees will include Park & Recreation and the Library. Assistant Administrator Snell stated if they were doing essential work. Chair Mr. Kobus stated the library was closed. Administrator Ward agreed, yes through a lot of it. Administrator Ward recapped the goal was to provide more feedback from the board, they will continue to explore and look into what to consider. Ms. Dickhaut stated she is in favor, Chair Mr. Kobus stated he is in favor and Ms. Perusse stated she is in favor.

### **Administrative Business**

There was none.

### **Old & New Business**

#### Winter Parking Band

Chair Mr. Kobus explained there were emails regarding the policy in place, this can be reviewed by the Snow Removal Sub Committee. He has reached out to Mr. Kerrigan and talked about the 4 month policy from November to April that had been used, can it be 2

months January and February including any storms beyond that, the policy is not where it needs to be yet. Mr. Devault asked about the old parking ban, is this period of time the part of year to cover. Chair Mr. Kobus explained not November through April, it should be a shorter period of time. The Police Department enforce and along with an education campaign. This isn't a one shot deal. The plan is to talk with the subcommittee and bring back a recommendation to the board.

## **Committee Reports**

### *Government Affairs Committee*

Mr. Devault stated there is a need to schedule a Government Affairs Committee, to establish a Town wide Donation Policy.

### *Town Hall Assessment Committee*

Ms. Dickhaut stated a meeting date has to be set for the town hall assessment. Chair Mr. Kobus agreed.

### *Cable Commission Committee*

Mr. Kerrigan explained the committee met and have some encouraging plans for the school, he will prepare a complete report for the board.

## **Community Announcements**

### *2023 Census*

A reminder the 2023 Census was sent out to the households in Clinton, please fill out and return to the Town Clerks office within 10 days. If you have any questions please contact the Town Clerk.

### *Emergency Shelter*

Mr. Devault announced there will be assistance if needed on the upcoming weekend with frigid temperatures anticipated. Chief Lutes agreed announcing all calls can be made to the non-emergency line at dispatch, 978-365-4111, they will be dispatched to CEMA or the department to provide assistance. The Clinton Park & Recreation building is the designated Emergency Shelter location if needed. Information will also be available on the town website and social media outlets.

Chairman Kobus reviewed the board will be going into Executive Session under MGL 30A Section 21a6 under Article 3 Fire Union Negotiations and will not return to an open meeting. The next meeting is scheduled for February 5, 2023.

Roll Call Vote was made at 8:45PM to enter into Executive Sessions under Article 3 Fire Union Negotiations. Roll Call Vote: Mr. Devault “aye”, Mr. Kerrigan “aye”, Ms. Perusse “aye”, Ms. Dickhaut “aye” Chairman Mr. Kobus “aye”.

**Executive Session Article 3 Fire Union Negotiations 8:45PM – 9:19PM**

Mr. Kerrigan made a motion to adjourn the meeting at 9:20PM. Ms. Perusse seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero  
Executive Assistant Town Administrator/Select Board