

**Selectmen Meeting  
Minutes  
February 5, 2020**

Chairman Connolly, Selectman Boisoneau, Selectman Devault, Selectman Dziokonski, and Selectman Kerrigan were in attendance. Attendees were Solicitor Gibbons and Town Administrator Ward. Chairman Connolly opened the meeting at 7:00PM with a moment of silence for Mr. Phil Bailey, he was a member of many town committees and a mentor to many in town government.

**Public Comment**

There was none.

**Review of Minutes**

The board received minutes from January 22, 2020 Selectmen's meeting for review and approval. Selectman Kerrigan made a motion to approve minutes as presented. Selectman Boisoneau seconded the motion. The vote was unanimous.

**Our of Agenda Order – One Day License Request: St. John's Church 03/14/20**

Selectman Dziokonski asked to continue out of agenda order with the request for the One Day License. He welcomed Farther Mazzone, explaining it is a routine request. The board agreed.

**One Day Liquor License Request- St. Johns Church 03/14/20**

Father Mazzone was before the board with a request to host a One Day All Alcohol License in conjunction with the upcoming St. Patrick's Dinner to be held at St. Johns gym on Saturday March 14, 2020. Selectman Dziokonski made a motion to grant the One Day Liquor License to St. John's Church as requested to be used at the St. Patrick's dinner on March 14, 2020. Selectman Kerrigan seconded the motion. The vote was unanimous.

**Marie Letarte- Bigelow Library Director**

Chairman Connolly invite the Library Director forward for discussion with the board. Library Director Marie Letarte was before the board, she reviewed she has four things to review with the board.

*Library Filming Request*

Ms. Letarte reviewed she has been approached to allow filming of the outside of the library on Friday, there will not be any equipment trucks the plan is to use an iPhone for filming.

She explained she was unaware of the new Filming Policy the board put in place when she received this request. Chairman Connolly explained this request doesn't seem to fall under the policy. There isn't going to be an impact on the community or public way, it is fine with the Trustees approval.

#### *Spring Legislative Breakfast*

Ms. Letarte reviewed an invitation extended to the board members for the upcoming Spring Legislative breakfast to be held on March 6<sup>th</sup>, she asked for members to RSVP.

#### *Bigelow Library Feasibility Study Committee*

Ms. Letarte explained the RFP has been sent out to conduct the feasibility study, the site visit is scheduled for Tuesday. The next step in the process is to choose a company once the proposal received. Selectman Kerrigan asked what the study entails. Ms. Letarte reviewed it will be a proposal for the review of use of space in the building. She asked for a board member to join the review committee. Selectman Kerrigan stated he would be happy to serve. Selectman Dziokonski explained the Facility Director should be invited to serve as well. Chairman Connolly explained the discussion should include the Facility Director, and the project will be under the direction of the permanent building committee.

#### *FY21 Budget Request*

Ms. Letarte reviewed the budget has a one-time change to cover a maternity leave for 8 weeks. She explained she also is in the process of recruiting for the Adult Services Head Librarian, she is scheduled before the Personnel Board to request the position be higher at a step 4 rather than 1. The candidate has a lot of experience and should be recruited at the higher step. She reviewed the other areas are standard, including materials expense and consortium membership. She thanked the board for their continued support to the Library.

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

Chairman Connolly invited Director of Community & Economic Development forward for discussion. Mr. Duffy explained to the board he wanted to review a new program the town can participate in offered through the state regarding vacant store fronts. He explained the state offers a program through the Economic Assistance Coordinating Council to allow for a tax credit to businesses with vacant storefronts. He reviewed the credit can be up to \$10,000. A municipal match is required. The process for the municipality to certify into the program, is to declare a downtown district with an inventory of vacant storefronts, and commit to the matching funds. The guidelines only allow for one award per business and two per community. He shared the map of the downtown business area and an inventory of the store fronts within the district and proposed to use funds from the CDBG or UDAG grants previously awarded to the town. Chairman Connolly asked for the clarification on the tax credit. Mr. Duffy explained that is done on the state level not on the local tax. There would be no effect on the local revenue. The application deadline is February 18, 2020, he asked for the board's approval to move

forward and to be authorized the agent for the town. Selectman Kerrigan made a motion to authorize Mr. Duffy to apply to the MASS EDIP to participate in the vacant store front declaring the downtown district as presented. Selectman Dziokonski seconded the motion. The vote was unanimous.

### **Fuller Field Commission - Appointments & Facility Maintenance**

Chairman Connolly reviewed the Fuller Field requested by e-mail a review of the appointments to the Commission and a maintenance plan for the field. In response he scheduled it for discussion but the Commission Chairman was unavailable for tonight's meeting but plans to attend the next meeting.

### **FY 21 Budget Hearings**

#### Department of Public Works

Superintendent McGown was before the board to review the FY21 budget requests for the Public Works department. He explained there are 4 departments to the review including three enterprise funds, Water & Sewer Enterprise, Landfill Enterprise and Rubbish Enterprise funds. He explained there is a retro payment due to the Union for the FY20 pay adjustment and an increase for FY21, which both are included in the budget. He reviewed he prepared a level funded budget and a level service budget, the difference in the tow, are the miscellaneous costs for the storm water regulations in the amount of \$40,000, or \$50,000. The amount to comply varies from year to year. He reviewed the enterprise funds beginning with the Water & Sewer, he explained the revenue in 2018 was lower than normal, the water rates were increased 3% over 3 years there will be no increase for this year. The last payment on the Water Filtration Plant is due this year of over \$500,000, there are new sewer I & I requirements with estimated costs of \$500,000. He explained he has a few warrant articles for improvements. The Rubbish Enterprise Fund the rates are fine and work now but this may only be for the next year. He reviewed the costs for the recycle and trash are locked in for the year but may increase. The market shows a large increase in recycle expenses. He suggested an increase of rates, a dollar for trash fees will equate to \$32,000 and a two dollars increase will equate to \$64,000. He also recommended an increase to the stickers of 50 cents will equate to \$50,000 in revenue. Selectman Kerrigan explained he is a member of the solid waste committee which can review, he asked also about offering composting to reduce trash. Mr. McGown explained he hasn't really looked into it. The Recycle program is a huge success and more facets of the program should be explored. There is a problem in the market where China is not accepting recycled product anymore. The Landfill Enterprise account is very similar to last year, the operating expenses are offset by the tipping fees. Selectman Devault asked about the increase to salaries in the landfill department, they go from \$230,000 to \$275,000, has an additional employee been added. Mr. McGown explained

no employee has been added, he would have to check the numbers. The board thanked Mr. McGown.

### Parks & Recreation Department

Director of the Park & Recreation Department, Ms. Rosa Kairit was before the board. Ms. Kairit reviewed the budget is standard request for the department, the increases to the salaries are increased a step on the grid. The change requested is to shift \$3800 in funding to Recreation Expense from Park Miscellaneous Expense for seasonal staff wage increases and extra counselors in order to expand our largest program Summer Playground and to expand this program to service during school vacations and town meeting and elections dates. Selectman Dziokonski asked about the Capitol Projects, and the finishing of the Savage Field Parking lot expense of \$177,000. Ms. Kairit explained the funding is remaining from the project approved at town meeting, it is not an addition request for funding. The Commission needs to make a decision if the funding will be used for the parking lot which is earmarked for or turn over funding to the town. Chairman Connolly explained the original article included the funds for the parking lot to be completed. The board thanked Ms. Kairit.

### **Administrative Business**

#### Town Hall Use Events

Chairman Connolly reviewed an application has been submitted for use of the Fallon Memorial Auditorium:

Leprechaun Society      Annual Leprechaun Convention      March 14, 2020

Selectman Dziokonski made a motion to approve the event as requested. Selectman Kerrigan seconded the motion. The vote was unanimous.

### **Old & New Business**

#### *High Street Parking Enforcement*

Selectman Devault explained he is requested feedback from the Traffic Commission or the Downtown Steering Commission to review the parking enforcement in the downtown area. Chairman Connolly explained this should be reviewed by the Downtown Steering Committee. Selectman Dziokonski agreed he explained he serves on the committee and this will be reviewed at the next meeting. The committee held a recent meeting and reviewed the trees to be added to the project. He plans to discuss with Committee recommending discussion with the Police Department as well.

#### *Request for School Committee to Surplus Old Fire Station Building*

Chairman Connolly reviewed the Surplus Property Committee has requested the board approach the School Committee to request the Old Fire Station Property be declared no longer needed for educational purposes so the board can add to the surplus property and

the committee can review. Selectman Devault made a motion to contact the School Committee with the request to release the Old Fire Station to open inventory for the Surplus Property Committee to review. Selectman Boisoneau seconded the motion. The vote was unanimous.

#### *Discussion to Rename the Board of Selectmen to Select Board*

Selectman Kerrigan explained at the recent MMA Annual Meeting the Massachusetts Selectman Association voted to make a name change to Select Board Association. He explained 90 communities in the state have made the change. Communities like West Boylston, Harvard, Grafton, Princeton and Westboro are a few. This small change can long along way, the trend is more woman are getting involved in local government. Selectmen is a gender heavy name. He explained this will require a town meeting vote to change the by-laws to reflect a change. The process is not a heavy lift and will represent fairness, equality and inclusion. Selectman Kerrigan made a motion to support a language change to be determined to rename the board by approving an article for the upcoming town meeting warrant. Selectman Devault seconded the motion. Under Discussion: Selectman Kerrigan explained there is no downside to the change. Selectman Devault remarked he isn't opposed or supportive of the change, as reviewed it is an easy lift to vote for the board to support a town meeting article, there is no harm. Chairman Connolly expressed he is opposed to the motion, he does not see it as a barrier many woman have served in the past on prior boards without any problem, he stated he is resistant to change. Selectman Dziokonski explained he has mixed feelings about the, he agrees with Mr. Connolly that it is not a deterrent to "woman" and is the way of the future. The vote was 3/2 opposed Chairman Connolly and Selectman Boisoneau.

#### *ALS Paramedic Study Update*

Town Administrator Ward reviewed he is waiting on the completed report to come back to review the cost analysis. He expects the report in a week or two which will provide more information for the next fiscal year budget.

#### *MMA Annual Conference Reports*

Chairman Connolly reviewed the MMA Annual Conference was just held members of the board and staff attended. He asked for each to present their experience on what workshops attended. Selectman Kerrigan explained he was able to attend a few workshops some involving recent discussion topics of the board. One on Employee Evaluations, and another presented by the ABCC, he was able to gather great information to use. Chairman Connolly agreed he attended and was able to get a lot of valuable information. Discussion can continue at the next meeting.

## **Committee Reports**

### *Cable Committee*

Selectman Kerrigan reviewed the Cable Committee held a recent meeting working on the contract more to come for review.

### *Surplus Property Committee*

Selectman Devault explained the committee has reviewed the list of land and building.

### *HR Director Search Committee*

Selectman Devault asked for a review of the members on the search committee. Town Administrator Ward reviewed some of the members are a representative of the Personnel Board, Town Treasurer, Superintendent of Public Works, 2 School Committee members and himself, along with the 2 Selectmen. He explained he is trying to find a time all are available to meet, there are approximately 160 resumes for review. Chairman Connolly asked the process be aggressive so the candidates remain available.

### *Downtown Steering Committee*

Selectman Dziokonski explained he recently met with the committee a lot of the discussion was on the trees, the type that will be planted and the locations. Another discussion was regarding the materials to be used on the ground. It was decided cobble stones will be used in some areas and a commemorative plaque will be made with the names that appear on the existing bricks. New streetlights poles will be used that can display banners and have a plug available for additional decorative lighting to be used. Still under review is the watering feature if it is too costly there will not be areas for flowers. Mr. Duffy explained the project is on track to go to bid by the end of February, he explained the engineers will attend the first meeting March for review of the final plan.

Chairman Connolly explained will enter into Executive Session under Article 3 for Fire Union Negotiation Discussion and will not return to open meeting. Roll Call Vote: Selectman Boisoneau "aye", Selectman Devault "aye", Selectman Dziokonski "aye", Selectman Kerrigan" aye", Chairman Connolly "aye".

### **Executive Session Article 3 Fire Union Negotiations 8:05PM -8:25PM**

Selectman Kerrigan made a motion to adjourn the meeting at 8:25PM. Selectman Boisoneau seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero

Executive Assistant Clinton Board of Selectmen & Town Administrator