

**Select Board Meeting
Minutes
April 5, 2023**

Select Board Chair Mr. Kobus, Select Board member Ms. Dickhaut, Select Board member Ms. Perusse, Select Board member Mr. Kerrigan, Select Board member Mr. Devault were in attendance. Attendees were Town Administrator Ward and Assistant Town Administrator Snell. Joint meeting with Finance Committee members, Chair Erin Powell, Bob Latini, Bill McGrail, Mike Dziokonski, Barney Hastings, and Paul Cherubini. Chair Mr. Kobus opened the meeting at 6:01PM.

Public Comment

There was none.

Review of Minutes

The board received minutes from March 1, 2023, February 1, 2023, and January 18, 2023 Executive Sessions and Select Board meeting for review and approval. Mr. Kerrigan made a motion to approve minutes from Select Board meeting minutes for March 1, 2023, February 1, 2023 Executive Session and tabled approval for the January 18, 2023 Executive Session. Mr. Devault seconded the motion. The vote was unanimous.

Class II License Hearing – 60 Water Street

Chair Mr. Kobus opened the hearing and invited the applicant forward. Mr. Catolino Mateo was before the board explaining he would like to change the name on the Class II license. He would like to update the name to FM Auto Body Collision d/b/a Lino Auto Sales. Chair Mr. Kobus asked for a review of the request by board members, are there any questions. There were none. Chair Mr. Kobus opened the hearing for public comment in favor, there was none, in opposition, there was none. Mr. Kerrigan made a motion to approve the name change for the Class II license to as requested to Lino Auto Sales operating at 60 Water Street. Mr. Devault seconded the motion. The vote was unanimous.

Class II License Hearing – 291 Berlin Street

Chair Mr. Kobus opened the hearing and invited the applicant forward. Mr. Mustafa Majeed was before the board explaining he would like to open a used car dealership with a Class II license at 291 Berlin Street. He explained for the last two years he ran a dealership in Worcester but this will be a better location for the business. Chair Mr. Kobus asked for a review of the request by board members, are there any questions. There were none. Chair Mr. Kobus opened the hearing for public comment in favor, there was none, in opposition, there was none. Mr. Kerrigan made a motion to approve the Class II

license as requested to Right Price Auto Sales operating at 291 Berlin Street. Mr. Devault seconded the motion. The vote was unanimous.

Commercial Garage License Hearing – 291 Berlin Street

Chair Mr. Kobus opened the hearing. Mr. Mustafa Majeed was before the board. Mr. Mustafa Majeed explained he has requested this license to do quick repairs like oil changes, getting the customer in and out quickly. The garage business will do mechanics and small auto repairs. Chair Mr. Kobus opened the hearing for questions from board members, there were none. He opened the hearing for Public Comment in favor, there was none. In opposition, there was none. Mr. Kerrigan made a motion to approve the license as requested for a Commercial Garage license at 291 Berlin Street. Mr. Devault seconded the motion. The vote was unanimous. Ms. Perusse welcomed Mr. Majeed and his business to Clinton.

Joint Meeting Finance Committee FY24 Budget Review

Council on Aging FY24 Budget Request

Council on Aging Director Debra Goodsell and Council on Aging Chair James LeBlanc were before the board with a review of the FY24 budget request. Ms. Goodsell began review explaining the first part are the 8 salaries for the staff, she did not include the COLA. The next area is maintenance of the vans used to operate the transportation program in collaboration with the WRTA. The new request is for funding for the Meals/Activities Program Line item, this will cover special meals at the center. The utilities line item will remain the same. She has requested a small increase to the miscellaneous, to support the increase in supply costs. She also has an increase in the tech support line item. Overall, there is a request for a \$26,000.00 increase to the operating budget. Ms. Powell asked about the addition of the meals programs line item, are you planning to provide more meals. Ms. Goodsell explained it is for the food programming costs, she hires consultants to come in and instruct programs and this cost will be covered by that line item. She will increase the number of programs offered by adding an additional night to be open offering services, probably Tuesdays. The board thanked Ms. Goodsell for the review.

Park & Recreation FY24 Budget Request

Park & Recreation Director Mackenzie Maloof and Recreation Manager Laura Taylor along with Commissioner Member Patricia Kerrigan were before the board with a review of the FY24 budget request. Ms. Maloof began the review explaining there is an increase to the Summer Staff Playground wages, the program will be extended three weeks. This expense comes out of the revolving fund and there is no need to raise the tuition for the programs. The salaries have a 4% COLA increase added to them, as advised by the Park & Recreation Chair. There is an increase to the Recreation Miscellaneous expenses

due to an increase in membership dues. There have also been increases to the Heat, Light and Power expenses and the addition of Porta Potties. The new equipment and supplies comes out of the revolving fund. Prior to COVID the office had a part time Admin, she will add this back to a full time position in the summer and keep it part time the rest of the year. Ms. Powell asked about the Capitol Projects, she sees the field house bathrooms requested. Chair Mr. Kobus explained this was also part of the Facilities Budget capitol project request. He recommended working together with Facilities Director Farragher. Ms. Dickhaut asked about improvements to the park fountain, it appears to be in need of some updating and improvement. Chair Mr. Kobus stated he spoke to Mr. Farragher on Tuesday regarding the fountain, there is funding remaining from prior warrant articles to cover costs for improvements to the fountain, and he intended to review. Finance Committee members asked for more information regarding the increase to the summer staff salaries, there will be an additional 3 staff added per week for the three weeks of programming. Mr. Kerrigan asked about the Administrative position. Ms. Maloof explained there was one prior to COVID now she has added it back for an additional \$23,500. Chair Mr. Kobus asked about the Fuller Field Budget. Ms. Maloof stated Assistant Administrator Snell informed her today the commission was absolved; they will be holding just one more meeting of the commission. The board thanked the Park & Recreation representatives for the review.

Police Department FY 24 Budget Request

Police Chief Coyne was before the board to review the departmental budget submitted for FY24. He reviewed there is a proposed difference of a \$47,000 increase from FY 23. He explained this amount covers the cost of Police education and the benefits for the new officers. The longevity pay is up to \$1500.00, there are more eligible, the Holiday pay has increased to \$18,000 which is contractual there has been an added holiday. The overtime has a \$10,000 increase and he has asked for \$3500 increase in the general expenses. The radio maintenance cost is about \$3000 and \$500 is to be used for professional dues. He also added to the costs of Heat, Light and Power, to cover the increase to energy costs. Expenses have increased for new equipment, last year he was able to purchase a new software system. He also has included the cost of a new cruiser for \$50,000. The department is fully staffed with 28 now with one more going to the academy, this is part of education expense of \$9000.00. Chair Mr. Kobus opened up discussion for questions. Ms. Powell explained she appreciates all the details to the budget. Chair Mr. Kobus asked about warrant articles, is there a request for a cloud-based software. Chief Coyne reviewed he has seen some demos and is looking at systems. He would like to find a product out there to fit the needs of the department. After review, nothing has wowed him yet; he will continue to explore to find what they need. The board thanked the Police Chief Coyne for the review.

First Right of Refusal St. John's Rectory Property

Mr. Kerrigan made a motion to authorize Town Administrator Ward to reach out to the Worcester Diocese to discuss and negotiate the first of refusal for the St John's Rectory property. Mr. Devault seconded the motion. Under Discussion: Ms. Dickhaut stated she had moved to have a letter sent prior and Administrator Ward had sent it. Chair Mr. Kobus explained now it is legal. Ms. Perusse explained the letter will express the town's interest and will make it legal. Ms. Dickhaut stated at a prior meeting she had moved to have letter sent to diocese. The vote was unanimous. Chief Coyne stated this has been talked about a lot; he is supportive of a combined station also including the CEMA department. It would be perfect to have all under one roof.

Fire Department FY24 Budget Request

Chief Lutes began his review by distributing a photo to the boards explaining he will get to an explanation of it later in his budget. He started by explaining four Fire Fighters salaries come from the Ambulance Enterprise fund. Ms. Powell asked if 3% had been added to the union salaries to be included for the FY23 & FY24 numbers. Chief Lutes explained there is an increase in the miscellaneous expense to cover the supply cost increases. There is an increase in the overtime cost; there has been increased use of the ambulance and need for EMTs. Chief Lutes explained there is an increase in the repair and maintenance expenses and included a capitol project outlay. He reviewed he has plans to add in the percentage increase for the paramedic compensation, it will be on the higher end, the ARPA funding will be used to purchase the fly car and supplies this is not part of the budget. He stated the ambulance enterprise expenses are the same, at this time there is no change to salaries and he is watching the overtime closely. There is an increase to holiday pay with the addition of a holiday and there will be one retirement buy back cost the has been budgeted for. The uniform costs has an increase with a 5% increase in the cost of gear. He has included \$1000.00 to purchase respiratory equipment and the Fire Equipment for the technical team has an increase of \$16,000.00, which is \$500.00 per employee. He has included salaries of two Fire Safety Officers; he read a statement declaring the importance of the fire prevention safety inspections and the need for the positions. He explained he takes the prevention seriously and at this time, he is only able to keep up with 10% of the need. The photo he distributed is of the 16-year-old Mack Truck in the department used as a pump truck for brush fires. He has a quote off the bid list for replacement. Finance Committee member Mr. Cherubini asked if the Chief had any idea on the amount of revenue for the fees collected by the department. Chief Lutes explained he does not have any idea, he is not aware of the amount because the officers performing the inspections collect the fees. Chief Lutes explained it is hard to retain staff at this time he has lost three staff members and has four out on Injured on Duty. There is a need to use overtime funds to cover the department. Ms. Powell asked

if the department were out of Civil Service would it make the hiring process an easier endeavor. Chief Lutes explained it would help to have paramedics staffed. Mr. Dziokonski asked if there town were out of Civil Service, the hiring process would not exist. Chief Lutes agreed it would not exist and he could just hire by posting the jobs, it would definitely change the hiring process. The board thanked the Chief Lutes for the review.

Old & New Business

High Street Banner Request

Chair Mr. Kobus stated the town has received a request from the Tribute Road Race organizers to hang a banner at 329 High Street to advertise the upcoming event on May 12, 2023. Community & Economic Development Director Mr. Duffy was before the board explaining the CHS Athletic Boosters Association has sent the request for approval of the banner on the town property at 329 High Street and to mount a banner at the intersection of Union and High Street in front of Nypro. Mr. Kerrigan made a motion to approve the banner request as presented for the 329 High Street location and the other end of High Street location at the intersection of Union Street to advertise the upcoming event on May 12, 2023. Mr. Devault seconded the motion. Under Discussion: Mr. Kerrigan congratulated the Tribute race honorees Mr. Morrison, Mr. Goodale and Mr. Gage. All do a great job and are generous with their time to support the community and the many causes. The vote was unanimous.

Reserve Fund Transfer Requests

CEMA Department \$2,000.00

Mr. Kerrigan made a motion to approve the reserve fund transfer request for the CEMA department to support their departmental operational cost through the end of the year. Mr. Devault seconded the motion. The vote was unanimous.

Environmental Services \$2,628.52

A request for a reserve fund transfer to cover the cost of environmental services provided by Parker Environmental for cleanup of firefighting foam that had been released during a fire training exercise held by the Fire department. Mr. Kerrigan made a motion to approve the request as presented to cover the invoice for Parker Environmental for \$2628.52. Mr. Devault has seconded the motion. The vote was unanimous.

Property Insurance Expense \$44,525.00

A request for a reserve fund transfer to cover the cost of property & liability insurance for the property recently taken by tax title at 525 Water Street. Mr. Kerrigan made a motion to approve the request as presented to cover cost of property & liability insurance for the property recently taken by tax title at 525 Water Street. Mr. Devault seconded the motion. Under Discussion: Administrator Ward explained this property was taken last year and

the cost for the insurance has changed from prior year because coverage is being provided by a different company. At this time, Solicitor Gibbons is working on trying to resolve the outstanding issues; he is currently working with the property owners to form an association. He has been working on this but it has taken some time. The vote was unanimous.

High Street Sidewalk Discussion

Chair Mr. Kobus stated Administrator Ward prepared a draft RFP; it was included in the board's packet for review. Administrator Ward reviewed he has received 3 requests from companies who are part of the trade association to pass on the RFQ. Mr. Kerrigan made a motion to approve the RFQ be sent out as requested. Mr. Devault seconded the motion. The vote was unanimous.

Town Administrator Goals Review

Chair Mr. Kobus explained he asked Mr. Ward to spotlight on what's going on with the goals. Administrator Ward stated he has made notes on each of the objectives for the boards review. He has received support from Community & Economic Development Director Duffy on the business aspects. Mr. Devaut asked if this information could be distributed to the board through an email so he can digest it and prepare questions. Administrator Ward stated the feedback will be helpful, he would answer questions or receive feedback on areas the of improvements. Chair Mr. Kobus stated overall things are going good with the goals. Administrator Ward explained things are going good, he has taken the proposals and received a lot of cooperation from Community & Economic Development Director on the business services. Assistant Administrator Snell has worked on the website providing updates and information to the public; she has had a lot of collaboration with department heads. The training has been scheduled for the Department Heads and employees on customer service. Chair Mr. Kobus explained the department heads have been siloed with their operations and the goals have them working overall in the same direction. Administrator Ward agreed this has expanded how services are provided. Ms. Snell has provided invaluable information on the website so the public can find what they are looking for. Mr. Devault explained he would like to review one goal per meeting, take about 15 minutes for updates to the board.

Community Economic Development Business Outreach

Mr. Devault stated he has an update for the board regarding the business outreach he has been working with Community & Economic Development office on this. He has meet three times and decided they are going to take the tiered approach. Mr. Duffy will be before the board shortly to review the timeline. He hopes to have a plan completed in about a month for the May 17th Select Board meeting. The timeline would be to accept applications by June 23, review the requests by July 1st and review the demand and vet

applications. At that point, it will be decided to adjust the \$150,000 in funding, add to it within reason to compensate the demand. The funding should be distributed by September 1.

Annual Town Meeting Warrant Article Schedule

Administrator Ward reviewed the Annual Town Meeting is scheduled for the first Monday in June, the protocol is to set the warrant schedule. Administrator Ward explained typically it is opened for about one month, he explained if opened today it can be closed by the end of April on the 26th. Administrator Ward explained Department Heads have included articles with budget submittals. Mr. Kerrigan made a motion to open the Town Meeting Warrant accepting article requests with a deadline of April 26, 2023. Mr. Devault seconded the motion. The vote was unanimous.

Annual Town Report

Chair Mr. Kobus asked for an update on the Annual Town Report. Administrator Ward explained the reports should be completed by the end of April and available in both hard and soft copy.

Committee Reports

Olde Home Day Committee

Chair Mr. Kobus stated he saw an Olde Home Day Committee meeting posted. Ms. Dickhaut stated yes, there was a recent meeting, things are going good. There has been a terrific response to the event planning and it will be bigger and better then ever.

Community Announcements

Clinton Night Out at Polar Park

Chair Mr. Kobus in conjunction with Clinton Park & Recreation there will be a Polar Park Clinton Night Out hosted on May 16, 2023.

Memorial Day Parade

Mr. Devault stated the Veterans Agent Mr. Bailey has asked to be scheduled for a future meeting to review assistance with the planning of the Memorial Day Parade, past volunteers are not available and he would like to possibly get assistance from the Park & Recreation Department. He would like to discuss with the board.

Executive Session Article 3 Collective Bargaining Update Tabled

The next Select Board meeting is scheduled for April 19 at 7:00PM.

Mr. Kerrigan made a motion to adjourn at 8:15PM. Mr. Devault seconded the motion.
The vote was unanimous

Meeting Adjourned.

Respectfully Submitted,

Joyce Corbosiero
Executive Assistant Board of Selectmen/Town Administrator