

**Select Board Meeting  
Minutes  
May 10, 2023**

Select Board Chair Mr. Kobus, Select Board member Ms. Dickhaut, Select Board member Mr. Kerrigan, Select Board member Mr. Devault and Select Board member Ms. Perusse attended. Attendees were Town Administrator Ward and Assistant Town Administrator Snell and Town Solicitor Gibbons.

Meeting opened at 7:03 PM.

**Public Comment**

There was none.

**Review of Minutes**

The board received minutes from April 5, 2023, and April 19, 2023, for review and approval. Mr. Kerrigan made a motion to approve minutes from Select Board meeting on April 5, 2023 and April 19, 2023. Mr. Devault seconded the motion. The vote was unanimous.

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

*Call for Artists*

Mr. Duffy explained the Downtown Consultant has put forth the proposal of a “Call for Artists” as a downtown beautification initiative. Ms. Lee Abdella was before the board to explain she has seen this online and in other towns where the utility boxes are painted. It is an easy lift and promotes public art; she thinks this would be great to bring to the downtown. She distributed a packet of information to the board identifying five utility boxes to be used in this project. She confirmed with the DPW all are town owned, all are prominent spots. The call for artists will ask artists to submit design by location. This is a small community and once she received the go signal, she will advertise for submissions by the end of the month. Chair Mr. Kobus asked if the artist would be from Clinton. Ms. Abdella explained she would accept proposal from anybody wanting to cast a wider net, but if there is a Clinton connection that will work. She has a public art policy to run by the legal department. Mr. Kerrigan asked about clarification on a \$500.00 micro grant. Ms. Abdella said that will be part of the program and shared with advertisement. Chair Mr. Kobus asked if Ms. Abdella had approached Aubuchons Hardware for a donation of paint and supplies to support this initiative. Ms. Abdella stated “a ha”, good one, she stated she will bark up that tree and ask. Mr. Kerrigan made a motion to approve the Downtown Consultant proposed program, “Call for Artists”, downtown Clinton’s Utility Box Mural

Program as presented. Mr. Devault seconded the motion. Under Discussion Mr. Kerrigan explained this is a great idea and he thanked Ms. Arbella for her service to the community.

#### *Downtown Consultant Service Contract extension*

Mr. Duffy reviewed with the board he had put forth a request for the use of ARPA funding in the amount of \$350,000 to support this position over the next four years. The consultant salary is \$55,000 and the cost of expenses for the position is \$25,000 totaling \$80,000 for one year. The 9-month contract has run out and he is requesting an extension of one year at \$82,000. He would like to see the continuity for the position and extend the opportunity for projects to be completed. He had included a 3.5% increase, so it would be \$56,000 in salary and \$25,875 in expenses. Ms. Dickhaut asked about the set hours for the position. Mr. Duffy explained it is a consultant that works independently, so the hours vary. Ms. Dickhaut asked what is the hourly wage. Mr. Duffy explained \$70.00 per hour. Ms. Dickhaut asked if there is a job description available. Mr. Duffy explained he has a scope of work for the position as advertised. Ms. Dickhaut asked for a copy of it. Mr. Kerrigan made a motion to approve the use of ARPA funding for the Downtown coordinator contract in the amount of \$82,000. Mr. Devault seconded the motion. The vote was unanimous. Ms. Dickhaut confirmed this would only be a 1 year contract. The board agreed.

#### **2023 Draft Annual Town Meeting Warrant & FY 2024 Budget Review**

Chair Mr. Kobus asked if the board had any questions on the warrant. Mr. Kerrigan stated he is generally in favor, he asked about the citizens petitions and the language used. Administrator Ward stated the warrant has been sent to Town Counsel for review. There is a meeting next week to approve borrowing for the Treasurer for the board's final review. If there are no issues on the borrowing articles the Finance Committee will review, he asked the board to review and determine if they want to take something off. He explained he would be removing Article 35, the flood plan approval; he has not received the finalized flood plan maps from the Federal Government. He received notice they are not ready yet so this will have to wait for a subsequent meeting. He reviewed Articles 1 to 8 are all standard articles, Article 9 & 10 are regarding funding to the OPEB Trust fund and the Stabilization fund. Chair Mr. Kobus asked about Article 7 and the spending limits for Fuller Field. Administrator Ward explained this reflects the way the statute was changed. The Commission is its own entity and this will be amended to include membership. The Facility Department will take over maintenance of the field. Review continued with Article 9, the Health Insurance Trust. Mr. Kerrigan asked about articles 9 & 10, regarding contributions of \$500,000 to the Health Insurance Trust and Stabilization Fund. Administrator Ward explained the standard is to have about 5% of the operating budget in the Stabilization Fund and there is about 3% currently. Article 11 is the retained earnings from the Landfill Enterprise. Article 12 is to rescind the authorization of

\$110,400.00 for the 2020 ATM purchase of open space. Articles 13 & 14 are unpaid bills from Cable Access Fund, PEG in the amount of \$25,000 and the Treasurer Collector in the amount of \$21,200.00. Expense from the abandoned properties auction. Articles 15 & 16 are unpaid bills for the Permitting Department in the amount of \$1237.50 and the Facility Department in the amount of \$28, 876.73. Article 17 is approval \$100,000 for holiday lighting and decorations for the downtown, this would be under the Facilities and DPW departments. Administrator Ward explained this had been approved in the past, he will speak with Mr. Duffy to clarify if the amount covers two seasons. Ms. Dickhaut asked if there is any article requesting funding for repairs to the town hall, there are clay tiles falling from the roof. She reviewed there are needed updates to the building and she anticipated an article to address issues. Chair Mr. Kobus explained the board can review the funding article next week. , he has spoken with the Facilities Director regarding the concerns with the roof; Mr. Farragher has set aside some funding to revisit the repairs. Administrator Ward explained he will speak with Mr. Farragher and try to get some numbers. He shared there was an incident last week with the clay tile; he will also speak with him to add things to the capital improvements plan. Article 18 is a request for funding for a new mower for the Facilities Department; Article 19 is approval for funding for a steel storage structure at the Athletic Complex. Article 20 is the approval of \$20,000 to be used for repairs to the school parking lots; Article 21 is the approval of \$70,000 for the purchase of a new truck for the ground & facility department. Article 22 is the approval of \$40,000 for repairs to the restrooms at the Fuller Field; Article 23 is the approval of \$45,000 for an assessment of Carlise Park to review extended use and possible playground installation. Article 24 is approval of \$150,000 to be used for the library for the plan & design needed to be eligible to participate in the state funded construction program. Article 25 is the approval of a transfer of retained earnings from the Water & Sewer Enterprise fund of \$200,000 to be used for water & sewer improvements. Article 26 is the approval of \$166,842.00 in funding to be expended by the Fire Chief for the purchase of a new forestry vehicle. Article 27, 28, 29, 30 & 31 are the approval of the funds to support the contracts negotiated with the public service unions, Police, Fire, DPW, Facilities and Dispatch. Article 32 is the approval of the Select Board to enter into the Load Aggregation Program to initiate the town's power purchase. Article 33 is the approval to remove the tree warden duties from the DPW Superintendent to the Facility Director. Article 34 is the approval of Personnel By-Law amendments submitted by HR Manager, this will clean up the language and clarify things. Article 35 is the approval of the flood plan district in compliance with the new Federal Emergency Management Agency flood maps. Administrator Ward explained these maps have not been completed so this will be removed. Articles 36 & 37 are citizen petitions; Article 36 is the establishment of an Agricultural Commission and 37 is a proposal to move the date of the town election. Mr. Kerrigan asked about the town meeting date. Chair Mr. Kobus explained logistically this would elect officials prior to the budget being finalized for Annual Town Meeting. Solicitor

Gibbons asked why change now, the election is held after Annual Town Meeting. Discussion continued regarding the petitioner will have to speak to this at town meeting. It was reviewed the town election was always prior to town meeting until this was changed in 2009, to wait for the state budget numbers to finalize the proposed budget for town meeting.

Mr. Kerrigan made a motion to approve the warrant articles as presented, not the budget because it is not finalized. Administrator Ward explained it is a tentative warrant it is subject to review by Town Counsel. It can be approved in concept subject to any article may be removed. Mr. Kerrigan stated the flood plan article will be removed. Chair Mr. Kobus explained he will accept a motion to approve articles subject to the Solicitors review, with the recommendation to add an article for the Town hall roof repairs. Administrator Ward explained he had spoken to the Facility Director regarding the roof and there may be funding from an article several years ago or it can be considered as a capitol item. He explained the warrant has to be completed and advertised three weeks prior to the town meeting. Mr. Kerrigan made a motion to approve the Annual Town Meeting Warrant pending final review by Town Counsel and the edits made by the board tonight including consideration of other additional articles may be added next week. Mr. Devault seconded the motion. The vote was unanimous.

### **FY24 Draft Budget**

Chair Mr. Kobus reviewed the joint budget committee has met and went through the requested budgets as presented, the Finance Committee has presented their budget recommendations which appears in a separate column. He reviewed there were a few changes the Treasurer/Collector Department has the addition of an interim salary of \$15,000 to allow the on boarding of the new hire. Ms. Dickhaut asked about the HR Department budget there is a 26% increase. Chair Mr. Kobus stated the miscellaneous expense has an increase of \$13,000 to \$28,000. Administrator Ward explained this is to cover two items the cost of a consultant to hire the Town Treasurer was budgeted at \$9750.00 and \$3150.00 for employee ID cards for employees the HR Manager has identified the need for them. Ms. Dickhaut asked if a consultant is used as part of the hiring process for the Treasurer/Collector they are just making a recommendation and the appointment is made by Administrator Ward. Administrator Ward explained the consultant would be used to assist with the process but he will make the appointment. Mr. Kerrigan asked about the non union employee COLA. Administrator Ward explained the Finance Committee approved 3%. Chair Mr. Kobus stated additional changes were the increase to the CEMA stipends, of \$10,000. In addition, changes were made to the recreation wages the Park & Recreation budget to reflect the Federal standards. Ms. Perusse asked about the Administrative position request, a full time staff for office coverage for the summer. Administrator Ward explained he would speak with the Accountant on the expenses from the revolving funds and the general fund. Discussion

continued regarding the funding for the implementation of the ALS/ Paramedics program. Chair Mr. Kobus stated the Finance Committee has recommended for a consultant to provide more detail on costs and support to the program by completing an implementation study. It was reviewed in 2019 the feasibility study was completed and provided information to support the addition of paramedics, that study cost between nine or ten thousand. Administrator Ward explained if the board is supportive of the implementation study they have to determine if they want to request a transfer to cover the cost of the study or wait and budget this cost in the FY24 budget. He reviewed this is scheduled for discussion later on Select Board Agenda for review.

### **2023 Taxi Livery License Renewals**

Chair Mr. Kobus reviewed the board has received renewal requests from Jacqueline Baldassarre d/b/a The Taxi Livery Ride for 423 Water Street  
Gordon Salisbury d/b/a Clinton Livery 637 High Street

Mr. Kerrigan made a motion to renew the 2023 Livery Licenses as requested by Gordon Salibury d/b/a Clinton Livery for 637 High Street. Ms. Dickhaut seconded the motion. The vote was unanimous.

Mr. Kerrigan made a motion to renew the 2023 Livery Licenses as requested by Jacqueline Baldassarre d/b/a The Taxi Livery Ride for 423 Water Street. Ms. Dickhaut seconded the motion. The vote was unanimous.

### **Administrative Business**

#### One-Day License Request

Chair Mr. Kobus reviewed the board has received a request for a One Day License to be used in conjunction with Parish Dance for Adults event on May 20, 2023, from 6:00pm to 11:00pm hosted by St. John the Guardian of Our Lady Parish, to be held at the St John Gym location. Mr. Kerrigan made a motion to approve the request for a One Day License made by St. John the Guardian of Our Lady Parish to be used in conjunction with Parish Dance for Adults event on May 20, 2023, from 6:00pm to 11:00pm to be held at the St John Gym location. Mr. Devault seconded the motion. The vote was unanimous.

#### Town hall Use Events

Chair Mr. Kobus explained the board has received an application for use of the Fallon Memorial Auditorium from the Clinton High School Class of 2023 to be used for a rain location for the upcoming Graduation Ceremony on June 3, 2023 with practice on Friday, June 2, 2023. Mr. Kerrigan made a motion to approve the request as presented. Mr. Devault seconded the motion. The vote was unanimous.

## **Old & New Business**

### *VFW Poppy Drive Fundraiser*

Chair Mr. Kobus reviewed the board has received a request from the Clinton Veterans of Foreign Wars Post #523 requesting permission for the Semi-Annual Buddy Poppy Drive to take place at the intersection of High & Church Street on Saturday, May 27, 2023. Mr. Kerrigan made a motion to grant permission to the Clinton Veterans of Foreign Wars Post #523 for the Semi-Annual Buddy Poppy Drive to take place at the intersection of High & Church Street on Saturday, May 27, 2023. Mr. Devault seconded the motion. The vote was unanimous.

### *Reserve Fund Transfer – Insurance Premium*

Chair Mr. Kobus explained a reserve fund transfer request in the amount of \$11,000.00 is needed for insurance premium to provide liability coverage for 525 Water Street which was taken for tax title purposes. Mr. Kerrigan made a motion to approve the reserve fund transfer request in the amount of \$11,000.00 as needed for insurance premium to provide liability coverage for 525 Water Street. Mr. Devault seconded the motion. The vote was unanimous.

### *Reserve Fund Transfer – Building Department*

Chair Mr. Kobus explained a reserve fund transfer request in the amount of \$2,000.00 is needed for unforeseen departmental expenses. Mr. Kerrigan made a motion to approve the reserve fund transfer request in the amount of \$2,000.00 as needed for unforeseen departmental expenses. Mr. Devault seconded the motion. The vote was unanimous.

### *Chess Boards in Central Park*

Chair Mr. Kobus reviewed the Park & Recreation Commission has sent notice that concrete chess tables will be installed in Central Park that were funded by a grant from the North County Community Foundation, they will be complete by the end of May.

### *MVP & Lawn & Landscapes Priorities Matrix*

Chair Mr. Kobus asked if the board had any comments on the draft regulatory recommendations made by Linnean Solutions final report. There were none.

### *Surplus Savage Field Lighting*

Chair Mr. Kobus explained the Facilities Department is looking to dispose of old lights from the softball field at Savage Field. He reviewed a notice was advertised soliciting bids to sell the fixtures, but no proposals were received. Leominster Babe Ruth organization has approached the town asking if the lights can be donated to their organization to be used for parts. Mr. Devault made a motion to approve the donation

request made by the Leominster Babe Ruth organization for the old lights from Savage Field. Ms. Perusse seconded the motion. The vote was unanimous.

#### *High Street Sidewalk Analysis Update*

Chair Mr. Kobus explained 11 companies requested the bid package but no proposals were received. Administrator Ward agreed explaining he advertised in the Central Registry and Commbuys, companies did request documents but no responses were received. Mr. Devault stated no feedback. Chair Mr. Kobus asked if there is an expense associated with advertising. Administrator Ward explained there is a local advertisement cost of about \$30.00 and the state does not have a fee. Mr. Devault made a motion for the ad to be reposted and a deadline set for three to four weeks to see if we receive any responses. Mr. Kerrigan seconded the motion. The vote was unanimous.

#### *ALS/Paramedic Service Discussion*

Chair Mr. Kobus explained this was covered under the budget review.

#### *Town Administrator Goals Review*

Administrator Ward reviewed Goal 2, delivery of services. He provided the board with a matrix for their review and discussion. He explained the next goal for review will be the Economic Development. He reviewed the primary focus on Goal 2 is the sustainability of the level of service in FY24. He explained the revenue is in line with the level of service, the Enterprise funds are operating with the current user fee rates, all generate a surplus. The Accountant is in agreement with the indirect costs from the accounts, the question is are the fees at an appropriate level to sustain the costs to these funds. The Assistant Town Administrator has drafted a communication plan that will be brought to the board for adoption. It outlines the communication to provide direction to departments, assisting with how information is shared throughout the organization and the community. Mr. Devault asked about the website redevelopment. Administrator Ward stated that falls under Goal 4. Chair Mr. Kobus stated this is phenomenal, and greatly appreciated it is good to get updates. Mr. Devault stated he overheard there has been a professional development activity held recently for the Department Heads. Administrator Ward agreed explaining Mary Acardi of the Collins Center who conducted the recent salary study was hired by the HR Manager to conduct this activity.

#### *Annual Town Report for FY22*

Administrator Ward explained it is at the printer this week.

### **Committee Reports**

There were none.

## Community Announcements

### *Earth Day Clean Up*

Chair Mr. Kobus thanked all those who participated in the Clinton Greenway Conservation Committee Cleanup day held on Saturday, April 22, Earth Day, from 9AM to Noon.

### *Rotary Club Upcoming Clean-up Day*

Chair Mr. Kobus stated the Clinton Rotary on their upcoming Cleanup day event planned for Saturday, May 20, clean-up will focus on the Memorial Day Parade route.

### *CoA News*

Chair Mr. Kobus stated CoA will be open a second evening, adding Mondays to the schedule for late hours, open until 7PM, to host game nights.

### *Wachusett Dam Day on Saturday May 13th*

Chair Mr. Kobus stated the DCR will be open the top of Wachusett dam for public access on Saturday May 13, from 2PM to 5PM.

### *Register to Vote Deadline: May 26th*

Chair Mr. Kobus stated the last day to register to vote is Monday May 26<sup>th</sup>.

### *WooSox Clinton Takeover Day: May 16th*

Chair Mr. Kobus stated the WooSox Clinton Takeover day was held Tuesday May 16<sup>th</sup>, was a great success.

The next Select Board meeting is scheduled for May 17<sup>th</sup> at 7:00PM.

Roll Call Vote at 8:55PM to enter into Executive Sessions under Article 3 Union Negotiations Updates. Roll Call Vote: Mr. Devault "aye", Mr. Kerrigan "aye", Ms. Perusse "aye", Ms. Dickhaut "aye" Chairman Mr. Kobus "aye".

### **Executive Session Article 3 Union Negotiations Updates 8:55PM – 9:56PM**

Mr. Kerrigan made a motion to adjourn at 9:56PM. Mr. Devault seconded the motion. The vote was unanimous

Meeting Adjourned.

Respectfully Submitted,

Joyce Corbosiero

Executive Assistant Board of Selectmen/Town Administrator