

**Selectmen Meeting
Minutes
March 2, 2016**

Selectman Dziokonski, Selectman Connolly, Selectman Sargent, Selectman Iacobucci and Chairman LeBlanc were in attendance. Attendee was Town Administrator Ward. Chairman LeBlanc opened the meeting at 7:00PM.

Review of Minutes

The board received minutes from February 3, 2016 Selectmen's Meeting for review and approval. Selectman Sargent made a motion to approve minutes as presented. Selectman Connolly seconded the motion. The vote was unanimous.

Chairman LeBlanc asked for a moment of silence for Mark Driscoll he served the town of Clinton as a member of the Housing Authority for two terms.

Public Comment

There was none.

Class II License Hearing 395-397 High Street

Chairman LeBlanc opened the hearing inviting the applicant forward. Mr. Michael Ziman of 20 Grove Street, Ayer and Attorney William O'Neil were before the board. Chairman LeBlanc asked for more information regarding the application. Mr. Ziman explained he is purchasing the building and will continue and auto body and auto repair business to serve the community. Attorney O'Neil explained Mr. Ziman has worked at the business with the current business owner for the past 6 years. At this time he has a signed agreement to purchase the property. He has been working on cleaning up the area and he will continue to clean it after the purchase. Chairman LeBlanc opened the hearing for Public Comment in favor, there was none, in opposition, there was none. Selectman Sargent made a motion to approve the Class II license to Mr. Michael Ziman d/b/a MZC Auto Repair & Sales, LLC as presented. Selectman Connolly seconded the motion. Under Discussion: Selectman Dziokonski asked if presently cars are sold at this location. Attorney O'Neil stated yes, Mr. Meleen currently sells cars on the lot. He also explained Mr. Ziman is in the process of applying to become an LLC and is working with the Secretary of State's office. The vote was unanimous. The board wished Mr. Ziman good luck.

Class II License Hearing -1015 Main Street

Administrator Ward reviewed he wasn't able to reach the applicant to inform him of the hearing, he asked for the board to table the hearing until the next meeting. Selectman Sargent made a motion to table the Class II hearing for 1015 Main Street until the March 16, meeting. Selectman Dziokonski seconded the motion. The vote was unanimous.

Downtown Parking Study – Phil Duffy

Community & Economic Development Director Phil Duffy was before the board regarding the parking study he spoke about last year. He explained Oxford Court Management company, Claremont Development Corporation, as part of agreement with the town has made a donation of \$50,000 to be used towards the study. At this time the board should establish a donation account for this funding to complete the study. Selectman Connolly made a motion to establish a donation account to cover the cost of the upcoming traffic study of the downtown area. Selectman Sargent seconded the motion. The vote was unanimous. Mr. Duffy reviewed the RFP process has concluded and he interviewed 2 firms, at this time he would recommend Desmond Design Associates be used to complete the study for \$39,990.00 with the contract to expire on October 2016. Selectman Dziokonski asked why the scope of work section in the contract is blank. Mr. Duffy explained the scope of work was outlined in the RFP. He reviewed the scope would include review of the prior parking studies, identification of the parking needs with the consideration of housing and retail use, sidewalk and pedestrian signage, develop plan for the recommendations to be implemented and submit a final parking management plan. Discussion continued regarding the areas of the study to be used including the public parking areas along with the church owned parking areas. Mr. Duffy explained he has also applied for a grant program regarding the complete streets. Selectman Dziokonski made a motion to approve the downtown parking management plan study as submitted by Community & Economic Development Director Duffy. Selectman Iacobucci seconded the motion. The vote was unanimous.

Fiscal Year 2017 Budget Hearings

Community & Economic Development

Mr. Duffy explained he has requested a level funded budget, the request remain the same for the salary and the miscellaneous.

Parks & Recreation Department

Park & Recreation Director Emily Easterling, Park Commissioner Chairman Ed Verrier and Park Commissioner Yoanna Osborne were before the board to explain the FY17 budget request. Ms. Easterling explained she prepared a level service budget, including the override funding. She explained this funding can be used for the seasonal

workers in the recreation and parks department. There is a requested increase in the recreation budget to cover the recreational wage line, the recreational manager is pregnant and will be out on maternity leave from April to July. She reviewed she is also pregnant and will be using maternity leave in September, so she has budget an extra \$100.00 per week to cover the salary increase for the recreational manager to cover the duties. She reviewed the Recreation Miscellaneous Line item cover a new copier lease, a seasonal catalogue expense and an increase in recreational program supplies. The Parks Miscellaneous line item includes the purchase of 4 new tires for the 2 trucks, repairs needed at the splash pad. The Capitol Improvements for the department include new signage for Savage Field and new trash receptacles. There are 2 warrant articles being prepared. The first article is the request for funding to support phase one of the renovations to Savage Field project, for \$544,000.00. This would break down to an additional \$10 per taxpayer over 15 years approximately \$136.00. She will also explore some grants to offset the costs. The second article request is funding to repair the Foster Fountain pump, the estimated cost is \$15,000.00 for the needed repairs and upgrades. The board thanked Ms. Easterling for a well prepared budget and the review.

Council on Aging

Executive Director Debra Goodsell was before the board to present he FY17 budget request. Ms. Goodsell explained the budget is basically the same; the miscellaneous expense line item is down. The heat and light expenses are estimated because she hasn't had a full year there yet. She informed the board things are going very well, she is pleased with the new building and the seniors are enjoying it. She has requested the addition to the staffing; she would like to establish the position of program coordinator. Selectman Connolly asked for more information regarding this position. Ms. Goodsell explained the position would be to coordinate all of the volunteers along with providing training to each. She had tried working with a volunteer as the program/volunteer coordinator but the person got too busy and wasn't available to cover the need. Selectman Connolly asked if the Outreach Worker could help the Director in covering the need. Ms. Goodsell explained the Outreach Worker is very busy and could not cover the need, she is busy with elder abuse cases and support groups and individual appointments all day, she has a lot going on. Chairman LeBlanc thanked the Ms. Goodsell for the budget review.

Police Department

Chief Laverdure and Lt. Coyne were before the board to present the FY17 budget request. Chief Laverdure explained to the board he prepared a level service and level funded budget. He reviewed the level service has the increase to cover the consolidated dispatch expenses and the cost to hire the additional dispatchers needed. He also has a change in the salaries due to the two upcoming retirements; the new

hires are scheduled to begin the academy on March 14th. He explained the building maintenance expense increase is to cover the replacement of the HVAC system one has recently been replaced and the second is also in need of replacement, he also included funding for driveway repairs and a new server it hasn't been replaced in 7 years. He explained he also needs to replace the administrative sedan it hasn't been replaced since 2002, and a cruiser. Chairman LeBlanc reviewed overall it is the same as last year. Chief Laverdure agreed, explaining Lt. Coyne and Sergeant Nelson have been working on the dispatch consolidation with Chief McLaughlin and Fire Fighter Chamberlain. At this time they are reviewing other police departments and the unions he is also reviewing all the required mandates. Administrator Ward asked for an update on where the process stands. Lt. Coyne explained he has been working with Sergeant Nelson on integrating the computer systems for the Police and Fire departments. They are reviewing the type of work stations that will work out, the existing ones need to be replaced. He explained EMD training is needed to get up to standards and the plan is to hire additional dispatchers for the first of fiscal year. The new fire department radios are in use and at the Police station as well. Chief Laverdure reviewed once the consolidation is complete there will be a need for professional dispatchers. Lt. Coyne agreed the community will be safer with the consistency of dispatchers. Selectman Iacobucci asked if the new dispatchers have a job description for both Police/Fire. Lt. Coyne agreed explaining they will be trained for both calls. The board thanked Chief Laverdure and Lt. Coyne.

Administrative Business

Town Hall Use Event

Chairman LeBlanc explained the board has received a completed application for use from Ms. Valerie Hilaire to host a Gospel Concert in the Fallon auditorium on Saturday, May 28, 2016 from 7:00PM to 12:00AM. The town hall use committee has reviewed and recommended approval of this event. Selectman Iacobucci made a motion to approve the use as requested by Valerie Hilaire for the Gospel Concert on May 28, 2016. Selectman Connolly seconded the motion. The vote was unanimous.

Old & New Business

Montachusett Opportunity Council Appointment

Chairman LeBlanc explained at the last meeting the board had discussed the appointment to the Montachusett Opportunity Council, at this time Selectman Sargent has volunteered to serve. Selectman Dziokonski made a motion to appoint Selectman Sargent as the town's representative to the Montachusett Opportunity Council. Selectman Connolly seconded the motion. The vote was unanimous.

Administrative Business

Late Night Closings

Town Administrator Ward reviewed the following establishments are requesting late night closings for Saturdays in the month of March 2016: Clinton Turn Verein, Crystal Café, Old Timer, Liberty Tavern, Ringside Café, Polish American Veterans & The Simple Man Saloon. Selectman Sargent made a motion to approve the requests as presented with any additional requests approved sent for Police Chiefs review and approval. Selectman Connolly seconded the motion. The vote was unanimous.

Old & New Business Continued

DPW Surplus Bids Award

Administrator Ward explained Superintendent McGown prepared the spreadsheet with the highest bids for the surplus equipment from the Department of Public Works to be awarded. Selectman Iacobucci made a motion to approve the list as submitted by Superintendent McGown and award the bids. Selectman Connolly seconded the motion. The vote was 4/0/1 Abstention by Selectman Sargent.

Music Licensing Agreement

Administrator Ward explained he wanted to update the board regarding the Music License and their questions. He explained he contacted the company regarding a list of artists covered under their licensing agreement and was told to review the artist catalogue on the company website. The company provided a list of communities in Massachusetts they work with totaling about 2 dozen. Selectman Sargent asked for the company to be invited to a meeting for discussion. Discussion continued and the board agreed they would like more information regarding the music/songs covered.

Clinton High School Friends Scholarship Fund Donation Request

Chairman LeBlanc reviewed the board has received a request from the Clinton High School Scholarship & Enrichment Fund for support to the 2016 scholarship program. Selectman Sargent made a motion to approve a \$250.00 donation the same that has been donated in prior years. Selectman Dziokonski seconded the motion. The vote was unanimous.

Parks & Recreation Summer Concert Donation Request

Chairman LeBlanc reviewed the Parks & Recreation Department is requesting donations for support of the 2016 Summer Concert Series in Central Park. Selectman Connolly reviewed this is a new request and each year the board votes to support donation requests. The funding is taxpayers' money in most cases these requests are made by programs that already receive funding and support by the tax payers; the Park & Recreation Department receives funding to support this programming, along with

support from local organizations. At this time he would like the board to review and discuss the Civic Fund and what is used for. Chairman LeBlanc asked Administrator Ward to provide the board with a breakdown of where donations have been made. Administrator Ward reviewed he will prepare a breakdown of the past five years. Selectman Connolly made a motion not to add a new item to the list of donations, he explained this is a great new program for the community but it has funding mechanisms to support. Selectman Sargent seconded the motion. Under Discussion: Selectman Dziokonski explained the Civic Fund is appropriated for the board of Selectmen to appropriate as donation requests are received. He would like to make a review as well. The Summer Concert Series is a great new program that he would like to support. The vote was 4/1 opposition Selectman Dziokonski

Executive Session Minutes Review

Administrator Ward reviewed the board has received a packet prepared by Solicitor Gibbons with all of the Executive Sessions requested on a spread sheet. He has asked for the board to review the information presented and the recommendation indicated on the release of the session minutes requested and vote at the next meeting on the release of the sessions. The board agreed to review and will approve the release of minutes at the meeting in open session.

Upcoming Irish Program at the High School

Selectman Dziokonski reviewed there is a program coming up on Saturday at the High School auditorium highlighting the connection of the Irish population to Clinton, the program starts at 7:00PM and will be presented by William McNally.

Goals & Objections

Duffy Park Vegetation Clean Up

Selectman Connolly reviewed the Park & Recreation Department have completed the scope of work at the Duffy Park shore line. He reviewed there is a budget line item to cover the cost of maintenance to the property; he would recommend removing the line item. Selectman Connolly made a motion to remove the Duffy Park Maintenance line item from the Park & Recreation budget. Selectman Sargent seconded the motion. The vote was unanimous. Selectman Dziokonski thanked all those involved in completing the maintenance.

Committee Reports

Solid Waste Committee

Selectman Iacobucci explained the subcommittee has set a meeting for March 16, at 6:00PM.

Business Development Committee

Selectman Iacobucci explained the next scheduled meeting will be held on March 16 at 5:30PM.

Clinton Public Schools Community Reading Day

Selectman Iacobucci announced he participated in the Community Reading Day hosted by the Clinton Public School Department in observation of Dr Seuss' birthday. He explained he was happy to participate in Mrs. Zentgraf's Fifth Grade class. He enjoyed meeting all of the students and thanked them for allowing him to participate in the program, it was a great event.

Selectman Sargent made a motion to adjourn the meeting at 8:30PM. Selectman Connolly seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero
Administrative Assistant
Clinton Board of Selectmen