

**Selectmen Meeting  
Minutes  
April 11, 2012**

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

**Review of Minutes**

The board received minutes from the March 28, 2012 Selectmen's Meeting. Selectman LeBlanc made a motion to approve minutes as presented. Selectman Sargent seconded the motion. The vote was unanimous.

**Sidewalk Outdoors Seating Public Hearing – 50 High Street  
The Polus Center d/b/a The World Gift Espresso Café**

Chairman Dickhaut opened the hearing and invited the applicant to come forward. Ms. Teresa Kane of 2 Goss Street Clinton was before the board representing the application for the outdoor seating at The World Gift Espresso Café. Chairman Dickhaut asked for brief summary of the plan presented. Ms. Kane explained the seating plan is to have 3 outdoor tables with 3 to 4 chairs each. They will be set up in front the café approximately 5 feet on the sidewalk. She reviewed there is approximately 12 feet of sidewalk in front of the store, leaving a portion of the sidewalk open. She explained all of the tables will be brought in at closing. The hours will remain the same, with only one late night open Thursday nights until 9:00PM. Chairman Dickhaut asked if the board members had any questions. There were none. She opened the hearing for Public Comment in favor, there was none; comment in objection, there was none. Selectman Sargent made a motion to approve the outdoor seating for The Worlds Gifts Espresso Café located at 50 High Street as presented, subject to the review and approval of the Police Chief and Superintendent of Public Works. Selectman Leblanc seconded the motion. The vote was unanimous.

**2012 Walk for Hunger Event**

Ms. Teresa Kane, Sister Shelia Flannagan representing the Item Appeal, Louise Janda and Pat James representing St. Paul de Vincent. Ms. Kane explained she works with WHEAT and has been a part of the Walk for Hunger Event in the past. She explained in the past the board has been very generous and donated to the event. This event does help a lot of local people through the work of all the organizations which participate. She reviewed in the past there has been a banner hanging over High Street

advertising the event, but has heard the cable is in need of repair. Administrator Ward reviewed recently he has spoken with the contractor and a new bracket has been designed to repair the cable. Ms. Kane reviewed there has been a change in the date of the event, it will be held on April 28, 2012 instead of Memorial Day weekend. Sister Shelia explained the route has been changed and in addition there will be a 3 mile walk or a 1 mile walk around Central Park. The event will start from Central Park. Registration begins at 9AM, walk begins at 10AM. This year there are many prizes being awarded, the committee is working very hard on making it a great event. Chairman Dickhaut reviewed if the bracket is repaired the board approves the banner request. The committee explained the need is greater this year and the event supports a lot of local families. Selectman Sargent made a motion to donate \$500.00 to the Walk for Hunger Event. Selectman LeBlanc seconded the motion. Under Discussion: Selectman Connolly asked the amount donated in the past. Ms. Kane explained it has ranged from \$1200 to \$500. Chairman Dickhaut reviewed after the donation the balance would be \$100.00. The vote was unanimous. Chairman Dickhaut wished the committee the best with the event. Selectman Dziokonski reminded the viewers the Walk is on April 28, 2012 registration in Central Park @ 9AM and the walk begins at 10AM. The committee announced the local newspaper will have upcoming article on the walk, be sure to watch for it. They thanked the board for the time.

### **Route 110 Tree Removal Request- CEMA Director**

Clinton Emergency Management Director Dino Zapantis was before the board to discuss the need for tree removal along route 110. He explained he has been working with Superintendent of Public Works as the tree warden for the town he has indicated the trees do need to be removed; he will review further if they are on town or state property. Mr. Zapantis reviewed he is worried about the trees falling in the road and potentially hindering the need for mutual aid. He explained Mr. McGown will report further to the board on this issue.

### **Fiscal Year 2013 Budget**

#### *CEMA Director*

Clinton Emergency Management Director Dino Zapantis was before the board to discuss the FY 13 budget for the Emergency Management Department. He reviewed with the board his average budget is \$2000.00, he proposes an increase of another \$2000.00 to provide the CEMA building with heat. He reviewed he has spoken to Barry Whitney about purchasing oil for a donated heating system; the average cost to keep the building at a temperature above freezing would be \$2000.00. This will keep the equipment stored in the building secure and ready to operate. Over the last year he has been able to secure the building with donations. He was able to have the windows boarded and some painting completed. The building also received a new roof. Moran

Plumbing has committed to donating a bathroom. He added a line of a \$500.00 expense to move the Emergency Command Center from the Water Filtration Plant to the Police Department. The funding will cover moving the radio equipment. The board reviewed the request as presented and agreed it would be good to have heat in the building. Chairman Dickhaut explained it is the first pass at budgets and there will be more discussion as the process continues, she thanked Mr. Zapantis for attending the meeting.

#### *Board of Health*

Mr. Stephen Lipka Chairman of the Board of Health was before the board to discuss the budget requests for FY13. Mr. Lipka reviewed the priorities in the budget for the department. He explained the board decided to join a regional network. The start up fee is \$300.00. This will assist with doctor and nurse care along with all the infectious disease cases being managed. The department will also participate in programming involving obesity and hording. The network name is Montachusett Health Network which is made up of Leominster, Fitchburg, Gardner, Athol, Orange and Clinton. Each community has 2 votes; programming should kick off within a year. The payroll is straight forward. The miscellaneous expense includes the cost for a new computer. The computer in the department is 10 years old. Chairman Dickhaut explained it is the first pass at budgets and there will be more discussion as the process continues, she thanked Mr. Lipka for attending the meeting.

#### *Town Treasurer*

Town Treasurer Mr. Patrick McIntyre was before the board to discuss the budget requests for FY13. He explained the Health Insurance is the biggest change in the budget, there is a 7% decrease from last year, the debt principle and interest has decreased. He is aware there will be some warrant articles that will require new borrowing. The board asked Mr. McIntyre to produce a debt schedule, showing what has been paid off and what is outstanding. Mr. McIntyre indicated he will have the information to Administrator Ward in the morning. Chairman Dickhaut explained it is the first pass at budgets and there will be more discussion as the process continues, she thanked Mr. McIntyre for attending the meeting.

#### *Council on Aging*

Council on Aging Chairman William Grady, Council on Aging Vice Chiarmen Austin Philbin, and Senior Center Director Kathi Bailey were before the board to discuss the department budget request. Mr. Grady explained the Council on Aging unanimously endorses the FY13 budget as presented to the board. Ms. Kathi Bailey presented the board with a narrative on the operations of the Department. She reviewed the extensive

traveling she has done and research she is working on regarding care for the aging population. She explained there is a need for a full time outreach worker. Ms. Bailey explained the Council on Aging budget is one of the smallest in the whole budget. It equates to .45% of the overall town budget. The department will continue to offer level funded programs with a reduction in the formula grant, a reduction to food services and transportation, the funding is very limiting. Selectman Sargent reviewed last year the budget request included funding for a full time outreach worker. This position is needed. Selectman Sargent made a motion to approve a full time outreach worker for the Council on Aging Department. Chairman Dickhaut explained she is not opposed but this exercise is the first review. Selectman Sargent explained there is a 100% need in the department for the full time outreach worker. Chairman Dickhaut explained she does not disagree but it is early in the process. Selectman Connolly seconded the motion. Under Discussion: The board concluded the motion is premature and the request will be considered with all other requests when the board meets for further review. Selectman Dziokonski made a motion to table the approval for a full time outreach worker. Selectman LeBlanc seconded the request. The vote was unanimous. Chairman Dickhaut reviewed this doesn't mean the board is opposed to this, there will be thought and consideration given to this request as the process continues. Selectman Connolly asked Ms. Bailey how much of the increase is to upgrade the position to full time and how much of the increase is a raise to the competitive wage. Ms. Bailey explained she does not know. The number used is a reflection of a competitive wage for 35 hours. Selectman LeBlanc reviewed \$37,000.00 would be the full time salary without an increase. Discussion continued with a review of the expenses to the department. Ms. Bailey explained every year the expenses increase and there is a gap to be filled. The department either goes without or gets additional funding through other means like grants. Selectman Dziokonski explained he would like to comment on the percentage of the budget Ms. Bailey stated reflects what is designated to the COA. He explained the statement is a misleading one. He explained the school department makes up 50% of the budget; therefore the town side is 50% and the COA would be a percentage of that 50% which would equate to more than .45%. He reviewed the other monies are used for the Fire Department, Police Department and town government. The board does not divert money from the COA to frivolously spend it. Chairman Dickhaut explained it is the first pass at budgets and there will be more discussion as the process continues, she thanked Ms. Bailey for attending the meeting.

#### *Town Collector*

Town Collector Kathleen O'Malley was before the board to discuss the budget requests for FY13. Ms. O'Malley reviewed the budget is self explanatory. Chairman Dickhaut explained there is an increase to the miscellaneous expense and postage. Ms. O'Malley reviewed the increase to miscellaneous is to cover changes in the grouping of

printing of the invoices and to the postage to cover the changes as well. Selectman LeBlanc asked about the online payments and the fees. Ms. O'Malley explained there is an additional processing fee charged directly to the tax payer paid out to the company that manages the payments. She reviewed there is a need for an additional computer for the department to allow for taxpayers to come in and pay bills online at the counter. The board had no further questions. Chairman Dickhaut explained it is the first pass at budgets and there will be more discussion as the process continues, she thanked Ms. O'Malley for attending the meeting.

#### *Board of Assessors*

Chairman of the Board of Assessors David Baird was before the board to discuss the budget requests for FY13. Mr. Baird reviewed the budget as submitted. Selectman LeBlanc asked about the equipment in the department. Mr. Baird explained a few pieces he struggles to keep going. He reviewed the computers at the front windows are 8 years old and it is challenging to work with, the software is outdated. The plotter is 12 years old; the printer used to make field cards is 11 years old. The technology increases but the department has been unable to keep up. Chairman Dickhaut explained there have been a lot of lean years for the town over the last few budgets. Mr. Baird explained he understands all departments are in similar circumstance. Chairman Dickhaut explained it is the first pass at budgets and there will be more discussion as the process continues, she thanked Mr. Baird for attending the meeting.

#### *Town Accountant*

Town Accountant Ms. Diane Magliozzi was before the board to discuss the budget requests for FY13. Ms. Magliozzi reviewed she has over the last two years had to work with a yearend transfer to get through the miscellaneous expenses for the department. She explained in FY10 & FY 11 she required a transfer to cover expenses. She has requested an increase to cover expenses. She would like to be able to bring the Assistant to the training she attends annually of increasing the cost to \$1200.00. Chairman Dickhaut agreed more knowledge is always good for an employee. Chairman Dickhaut explained it is the first pass at budgets and there will be more discussion as the process continues, she thanked Ms. Magliozzi for attending the meeting.

#### *Building Department*

Building Commissioner Tony Zahariadis was before the board to discuss the budget requests for FY13. Mr. Zahariadis reviewed the department is doing well, the permits for the Lancaster Mills Development has brought in well over \$300,000.00. He reviewed 130 units are completed and 88 occupied. The facility looks great. Chairman Dickhaut asked who covers the department when he is out. Mr. Zahariadis explained the department is covered by the retired Building Commissioner in Worcester or the

Building Inspector in Berlin. He reviewed the budget is straight forward. He asked the board for some direction on the mileage reimbursement received from the town of Boylston. At this time the town receives a reimbursement check and it is deposited into the general fund. He explained this money could be used to maintain the vehicle in the department; it could be used to offset repair costs. Chairman Dickhaut explained the board will have to review further. Mr. Zahariadis asked for the board to approve developing a revolving account for this funding. Chairman Dickhaut explained it is the first pass at budgets and there will be more discussion as the process continues, she thanked Mr. Zahariadis for attending the meeting.

### **Administrative Business**

There were no items pending for the boards review.

### **Old & New Business**

#### Traffic Committee Report of Recommendations Continued

Chairman Dickhaut reviewed the board received the report of recommendations from the Traffic Committee and the request fro the installation of a streetlight on South Meadow Road had been tabled for further review. She asked if the board members had an opportunity to review and were ready to take action on this request. The board agreed. The request is to install a streetlight on South Meadow Road near the boat ramp. The Traffic Committee recommendation is to install a streetlight near the boat ramp on South Meadow Road which will offer safety to both boaters and residents. Selectman Connolly made a motion to approve he installation of a streetlight on South Meadow Road near the boat ramp as recommended by the Traffic Committee. Selectman Sargent seconded the motion. The vote was unanimous.

#### Town Hall Building Manager Appointment

Administrator Ward reviewed with the board he is required to notify the board of appointments made. He will continue to move forward with the appointment of the Building Manager if the board has no objections. He explained he is in the process of notifying all of the candidates that interviewed for the position.

### **Committee Reports**

#### *Government Reorganization Committee*

Administrator Ward reviewed the Government Reorganization subcommittee has completed some research and are making the recommendation to consolidate some departments. One recommendation is to create a finance department making the elected position of Treasurer, Collector and Assessors appointed. This will require approval from town meeting and on the election ballot. The 2013 terms will be filled and in 2013 the appointments will be made. The committee is finalizing an article for the

warrant. Selectman Sargent asked who will be making the appointments. Chairman Dickhaut explained Town Administrator Ward will. Selectman Sargent reviewed he is not in support of the proposed change, the seats are the people's seats and should not be changed from an elected position. Chairman Dickhaut reviewed she appreciates Selectman Sargent's opinion. She explained all of the financial offices work hard for the town, these jobs are an important end of the town and the politics should be removed. Clinton has a 40 million dollar budget and is way behind other communities in making these positions elected. Selectman Sargent disagreed stating a lot of communities remain with elected positions. Selectman Connolly reviewed combining the financial departments will allow the system to operate better. Chairman Dickhaut explained the committee will have warrant articles ready for Tuesday or Wednesday of next week.

#### *World War I Monument Committee*

Selectman Dziokonski explained the discussion is ongoing with the J R Kirby Post regarding the WWI Monument recently he had spoken with the commander and the post is in support of the placement of the monument. Selectman Dziokonski made a motion to accept the WWI monument from the JR Kirby Memorial post. Selectman LeBlanc seconded the motion. Under Discussion: Chairman Dickhaut asked if the monument will be installed for Memorial Day. Selectman Dziokonski reviewed that is what is planned, Ms. McFee the Commander of the post has called Bates Construction Company. The vote is unanimous. The board thanked Selectman Dziokonski for all of the hard work on this issue.

#### **Public Comment**

There was none.

Selectman LeBlanc made a motion at 8:20PM to adjourn. Selectman Sargent seconded the motion. The vote was unanimous.

Meeting adjourned.

Respectfully submitted,

Joyce Corbosiero  
Administrative Assistant to the  
Clinton Board of Selectmen