

**Selectmen Meeting
Minutes
April 22, 2015**

Selectman Connolly, Selectman LeBlanc, Selectman Dziokonski and Chairman Sargent were in attendance. Selectman Iacobucci arrived at 6:12PM. Attendee was Town Administrator Ward.

Chairman Sargent opened the meeting at 6:05PM.

Request for High Street Photo Shoot

Chairman Sargent reviewed the Town Administrator received a request from Coolidge Studio working with Vista Print to hold a photo shoot on High Street on Friday, April 24, 2015 from 8:30 AM – 12:30PM. The company has indicated they would like to make a donation to the town for the approval of use. Selectman Connolly made a motion to approve the request for Collidge Studio to hold a photo shoot in the High Street area requested, with the acceptance of the donation, which will be used for the Senior Center Building Project. Selectman LeBlanc seconded the motion. The vote was unanimous.

Acceptance of the New Vote Tabulators

Administrator Ward explained to the board Town Clerk Phil Boyce was notified by the elections division of the state the new vote tabulators need approval for use by the board of Selectmen. Selectman LeBlanc made a motion to approve the 4 new voting tabulators to be used in the 4 voting precincts in the town of Clinton. Selectman Connolly seconded the motion. The vote was unanimous

Fiscal Year 2016 Budget Discussion

Chairman Sargent explained he will review the budget line by line, he will review by department and asked for any questions, comments or concerns from board members. He began the review with the Town Moderator, Board of Selectmen, Finance Committee, Accountant, Assessors, Town Treasurer, and Tax Collector .Selectman Dziokonski asked about the salary of the Assistant Tax Collector. Administrator Ward reviewed the first column, the level funded the amount is 2% and the collector put in 4% in the second column, which is the level service. Selectmen Dziokonski asked if the board at the end will be voting on the level service or level funded amount. Administrator Ward explained the board will have to review at the end and decide, there is a \$500,000 negative balance for the level service. Selectman Iacobucci arrived. Selectman Dziokonski asked if the school budget has been submitted. Chairman Sargent asked if the Personnel Board raises have been included. Selectman Dziokonski asked if the school department budget includes a \$600,000 increase.

Chairman Sargent explained the board will have to review and discuss. Administrator Ward agreed that would be the amount based on level funded amounts. Departmental reviews continued with Park Fines, Solicitor, Town Clerk, Conservation Commission, Zoning Board, Planning Board and Montachusett Planning Commission, there was no discussion. The review continued with Economic Development, Selectman Dziokonski asked about the salary line, he thought this was funded with grants. Administrator Ward reviewed the Director is requesting the full salary be funded. Selectman Iacobucci explained it would be an increase of 104%, last year half the salary was budgeted. Administrator Ward agreed. Selectman Iacobucci asked if a grant is awarded will this money be put back into the budget. Administrator Ward agreed if the grant application is awarded the money will be reimbursed. Review continued with the Town Hall Custodian, Insurance and Miscellaneous and Police Department. Review of Fire Department, Chairman Sargent asked about the selection of the new Fire Chief. Administrator Ward explained they have completed the process and are waiting for the final rankings from the state. Discussion continued with the Building Department review, the Gas & Plumbing Inspector review, Sealer of Weights & Measures, the Electrical Inspector, Emergency Management, Animal Control Officer. Selectman LeBlanc asked for the \$2000.00 from the Board of Health budget to be transferred to the Animal Control Officer. Administrator Ward reviewed it was not in there now, he did speak with the Animal Control Officer and he is willing to accept the duty, he will add it in. Review continued with the School Department, Selectman Dziokonski stated the board just received the budget and the request is for \$19,000,000.00 in the level funded request. Selectman Iacobucci asked when the school was going to present budget. Administrator Ward explained he had not been contacted, he is aware the budget was reviewed with the School Committee at the last meeting. Selectman Iacobucci requested all State Senators and State Representative be contacted regarding the Special Needs unfunded mandates. Chairman Sargent asked for the elected officials to attend the budget presentation, he also asked for it to be scheduled on an evening that doesn't include a school committee meeting. Selectman Iacobucci agreed he would like to request elected officials attend. Discussion continued with review of the DPW, Cemetery, Board of Health, and Council on Aging. Chairman Sargent asked when the Senior Center will be moving. Selectman LeBlanc explained they are waiting on the contractor which is working out 2 things with the subcontractors. Chairman Sargent mentioned a concern is a metal drum barrel on the front lawn close to the road. Discussion continued with the Veterans Services Department, and Bigelow Public Library. Selectman Dziokonski explained there was an increase in a line item to support the certification needed by the state. Selectman Iacobucci asked if the Administrator had received an article requesting funding for roof repairs. Administrator Ward explained he is still waiting on the article but the deadline to submit is next Wednesday. Selectman LeBlanc noted there is an increase to the book & periodicals line item to

support the amount needed for compliance with the state. Selectman Dziokonski made a motion to support the increase of \$6000.00 for books & periodicals. Selectman LeBlanc seconded the motion. Under Discussion: Selectman Iacobucci asked about the CWMARS membership; is the increase to support eligibly for it. Selectman LeBlanc explained no this is a MGL, to stay within compliance a percentage of the total budget should be spent on materials. The vote was unanimous. The board continued Park & Recreation Department review, Chairman Sargent asked for more information regarding the request for a waterproof generator. Administrator Ward reviewed a few weeks ago there was a need to house some residents in a shelter, at that time in the emergency the Building Inspector used the town hall, since this incident the CEMA Director requested a meeting of all department heads to review a location for a small Emergency Shelter. The Director of the Parks & Recreation agreed to be the location but will need some accommodations to the building for it to be used. The funding requested will be to wire the building for a portable generator provided by CEMA to be operated for the buildings use. Selectman Dziokonski asked why this location has been chosen versus the town hall. Administrator Ward explained the discussion was it would be disruptive to town hall business if used during a work day. Selectman Dziokonski expressed it would be the same at the Park & Recreation Department. Administrator Ward explained this was the chosen location due to the size, he asked if it should be written as a separate article or part of the budget. Selectman LeBlanc noted it should be part of the budget. Selectman Connolly expressed concern the amount includes an extra \$1000.00 to purchase a generator but there would be one available through the CEMA department. Administrator Ward reviewed the generator would be available for an incident through CEMA but the department wouldn't have one if needed to support the building if not in use for shelter. Selectman Iacobucci made a motion to support the \$1400.00 request for the wiring to be installed in the Park & Recreation Building to allow use for a back-up generator. Selectman LeBlanc seconded the motion. Under Discussion: The board clarified the amount is \$1400.00 for the wiring only. The vote was unanimous. Review of the FY 16 Budget continued with Fuller Field Commission, the Pensions and Facility Department. Selectman Connolly made a motion to increase the facility study/miscellaneous line item from \$20,000 to \$40,000 total; this will provide the Director some money to work with to set up an office and purchase the needed supplies like software. Selectman LeBlanc seconded the motion. Under Discussion: Selectman Iacobucci verified this will fall under miscellaneous costs. The board confirmed it would. The vote was unanimous. Discussion and review continued with the Disability Commission, Cable Advisory, Permanent Building Committee, Historical Commission, Personnel Board Miscellaneous and Reserve Fund, Weeks Fund Treasurer Salary, Memorial/Veterans Day, Recycling Expense, Retirement Board Appropriation, Debt Retirement Principal, Debt Retirement Interest, Short Term Borrowing, Medicare Tax, Unemployment Compensation, Group Health Insurance, Workers Compensation and

Street Lights. Chairman Sargent asked if there are street light bulbs in stock, he asked for Administrator Ward to stock up on them. Administrator Ward reviewed he will check the inventory at the Fire Department. Selectman Dziokonski asked about the Ambulance Enterprise Fund and the unpaid bills. He asked if the department has been able to collect on any of the bills, do insurance companies pay some of it. Administrator Ward explained there is a large outstanding amount uncollected, which the auditor has addressed. He reviewed the insurance company pays only a portion, it has been discussed to abate the amounts and try to collect or waive what cannot be paid. Selectman Iacobucci asked about the number of ambulance calls versus fire calls. Chairman Sargent stated that information is in all of the monthly reports. Selectman LeBlanc stated he thought it was a ratio of 20 to 1, ambulance versus fire. Review continued with the Water & Sewer Enterprise Fund, Rubbish Enterprise Fund, Selectman Dziokonski explained this fund is contingent on the new program and if it doesn't pass through. Review continued with the Landfill Enterprise Fund, Selectman Dziokonski asked if there is a review of the transactions of the daily operations. Administrator Ward explained the auditor is putting together a proposal to be ready in May, to review the past years operations. Selectman Dziokonski asked if the review will be of the entire operations including paperwork. Administrator Ward stated yes, this will be a separate more in depth review where financial procedures will be developed. Discussion continued with a review of Revenue and continued with a discussion regarding the final amount. Selectman LeBlanc noted there will be \$61,800 added to the level funded amount due to the changes made in tonight's discussions. Selectman Connolly stated it has been 10 years since the boards of Selectmen and the Finance Committee have raised the levy limit to increase funds available needed by the town. He explained the time has come to propose a Proposition 2 1/2 over ride, the School Department is one of the largest departments and takes the biggest hit, and he would like to leave it to the voters to decide. Services will be cut if not voted; he feels the board owes it to the community to make the decision. He is in favor of an article on the warrant to balance the budget. Selectman Dziokonski agreed explaining all the town departments have identified worth while needs. Selectman Connolly stated the Parks & Recreation, Library and the Senior Center provided realistic budget presentations on the needs to run the departments, it is the tax payer's responsibility to support. Selectman LeBlanc asked what the amount would be. Selectman Connolly reviewed he isn't prepared with an amount at this time but explained there would be no justice to the school department without it. Selectman LeBlanc explained the budget subcommittee should work with the Finance subcommittee to calculate the amount. The board members agreed. Selectman Connolly made a motion to support a warrant article to authorize a Proposition 2 1/2 override with the specifics to be worked out by the subcommittee to work out the amount. Selectman LeBlanc seconded the motion. Under Discussion: Chairman Sargent explained the schools have been hurting for

years. Selectman Iacobucci stated it is not just the schools. Selectman Connolly agreed explaining the board needs to define the school needs and the needs of all the departments in town, in order for the town to provide services to it needs to define whether to expand or decrease where needed. Selectman Iacobucci agreed explained it is not only the schools but Public Safety Departments need support along with infrastructure needs; the support is needed across the board. The vote was unanimous.

Oxford Court Discussion

Parking

Administrator Ward reviewed Oxford Court put up signs in parking area but there is concern with a 4 hour limit. The parking restriction request was to prevent residents from parking for extended period of time. Selectman Dziokonski agreed the discussion was for no parking by Oxford Court resident for 3 to 4 days. There should be no overnight parking for cars without a sticker issued by Oxford Court. Selectman Connolly asked about the 4 hour limit, how the time would be monitored or identified. The concern is for the businesses downtown, people parking in lot to utilize downtown businesses. Selectman Dziokonski agreed explaining there is no overnight parking without the sticker. Administrator Ward reviewed it is public parking from 7AM through 9PM, this provides the window for business parking during the day. Administrator Ward explained he has been speaking with the representatives of Oxford Court who explained there are so many provisions to the agreement regarding parking they will not fit on the sign. Selectman Dziokonski explained the sign should indicate no overnight parking without a sticker. Selectman Connolly agreed explaining residents are not allowed to park during the day it is for use of business customers. Administrator Ward explained the sticker program is not in place yet. The board agreed it should be in place, it is part of agreement.

Compactor

Administrator Ward explained he received a call from the Oxford Court representatives regarding the compactor, they have run into an issue with the bins used at the end of the compactor. He explained an order was placed for custom made bins to be used and when completed they were not the correct size and unable to be used. This was a \$9000.00 cost, they are trying to work with a new vendor to have correct bins made but are having difficulty finding one. He is aware of the concerns with the location of the dumpsters; they can be moved to the back of the property. At this time that is the only alternative. Chairman Sargent explained the compactor needs to be fixed. Administrator Ward agreed explaining Oxford Court has no problem with that but the issues is how to get bins to use to remove compacted trash from the building.

Request for the Worcester County Sheriff's Department

Selectman Iacobucci explained there continues to be a lot of illegal dumping on Worcester Street. Selectman Iacobucci made a motion to authorize a request letter be sent out to the Worcester County Sheriff's Department requesting a work crew to be used for clean up on Worcester Street. Selectman Connolly seconded the motion. The vote was unanimous.

Selectman LeBlanc made a motion to adjourn at 7:10PM. Selectman Iacobucci seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero
Administrative Assistant
Clinton Board of Selectmen