

**Selectmen Meeting  
Minutes  
April 25, 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.

**FY13 Budget Review**

*Parks & Recreation Department*

Chairman of Park & Recreation Ed Verier, and board members Esteban Mendoza and Yoanna Osbourne along with Parks Director Daria Janda were before the board to review the Park & Recreation Departmental budget requests for FY13. Ms. Janda reviewed the salary has decreased because people are leaving the department. There is an increase to the Park Manager's salary because he is underpaid. The sick time for the employees retiring had to be included in the budget. She explained there had to be a line added for Building Maintenance the building is now 4 years old and needs updating with painting and maintenance. Chairman Dickhaut asked about the wages for the summer programs. Ms. Janda explained the \$12,500.00 covers the additional staff used to maintain the parks and programming offered in the summer, they are employees through the first snowfall. Discussion continued with the Heat Light & Power line item, the line was left blank and the board pointed out the building will need to be heated. Ms. Janda explained the building needs to be maintained so she put funding in that line item, explaining there was no funding available to use. The board explained the exercise was to submit a level service budget; it doesn't make sense to have it blank. The board recommended she redo her budget submission. They asked for her to submit amounts for items left blank. Discussion continued with the repairs needed to the Foster Fountain. Ms. Janda reviewed she did not submit the information because there is no funding available to cover it. Chairman Dickhaut explained a warrant article could be used to help with a onetime repair expense like this. Ms. Janda explained she received an estimate of \$4080.00 to repair one of the ladies at the fountain; she would like to try to get it done by Memorial Day to see how it will last. The board agreed this should be maintained and would agree a transfer is a good option to get funding now. Discussion continued with the department submitting a new budget it was advised the sick time expense be added to the budget. Administrator Ward explained generally in other departments the position isn't filled until the expense is covered. This expense should be included in the director salary line item. The board agreed to resubmit a more accurate budget. Selectman Dziokonski made a motion to approve a transfer request from the Park & Recreation Department in the amount of \$4080.00 to cover repair costs to the Foster Fountain. Selectman LeBlanc seconded the motion. The vote

was unanimous. Chairman Dickhaut thanked Ms. Janda and the Park & Recreational Board members for attending the meeting.

#### *Town Clerk*

Administrator Ward explained Town Clerk just dropped off budget at the end of the day and explained he isn't feeling well and would be unable to make the meeting. He can check in with him and see if he would be available for another meeting. The board reviewed the information submitted by the clerk. They have a few questions regarding some of the line items submitted and would like to meet with the Clerk.

#### *Conservation Commission*

Chairman of the Conservation Commission John Moran was before the board to review the budget request for FY 13 for the Conservation Commission. Chairman Dickhaut opened the discussion explaining the board would like more information regarding the request made to add a Conservation Agent. Mr. Moran explained the request is to add an agent part time for 5 hours per week 20 hours a month at the cost of \$4800.00 per year. It is not a lot of money and there is a need for someone qualified to perform inspections. Chairman Dickhaut explained the board had talked about having a per diem agent to start to see how much time is needed. Discussion continued with sharing an agent with another community. Mr. Moran explained he has spoken with surrounding communities and could recommend that with other communities. The board suggested using the filing fees collected in the department. The recommendation was to budget the money into the budget and then the amount needed could be evaluated. The board suggested trying this as a PILOT program for the year and reporting back to the board and letting them know how it went. Mr. Moran explained he has no problem using the monies collected it is his understanding that is what the program is based on and money used for. The board asked him to work with the commission and come back to them with a proposed amount to be used to fund the program. Mr. Moran agreed. The board thanked Mr. Moran for attending the meeting.

#### *Fuller Field Commission*

Administrator Ward reviewed he met with the Commission on Friday, they submitted a hand written list of problems. The priority on the repair list is to repair the large base ball field; it is dangerous to play on the field due to the needed repairs. The board submitted a quote for the work. Chairman Dickhaut reviewed more than one quote is needed. He explained the other repairs would be on the sprinkler valve pit, the power to the concessions stand, the bathrooms are unusable and the facing and roof of the field house are in need of replacement. The board asked for an estimated amount needed for repairs, explaining this is the first time they have become aware of the needed repairs. Selectman Connolly stated there is a need for a facilities maintenance

department, if there was one in place they could help with these types of repairs. Chairman Dickhaut agreed explaining the Government Reorganization Committee has a proposed article on the warrant to establish a Facilities Maintenance Department. The board thanked Administrator Ward for bringing this information forward.

### **Review of Minutes**

The board received minutes from the March 22, 2012 and April 11, 2012 Selectmen's Meeting for review and approval. Selectman Connolly made a motion to approve minutes as presented. Selectman Sargent seconded the motion. The vote was unanimous. Selectman Connolly made a motion to approve Executive Session under Article 3 Health Insurance Negotiations on March 22, 2012. Selectman Sargent seconded the motion. The vote was unanimous. Selectman Connolly asked about the policy and procedure for releasing Executive Session minutes. Administrator Ward explained generally the Executive Session minutes are released when the subject matter has been resolved with legal counsel approval. He indicated he will check with the Solicitor.

### **Lancaster Mills Affordable Housing Plan**

Chairman Dickhaut invited the representative to come forward regarding the Lancaster Mills Affordable Housing. Ms. Maureen O'Hagan of MCO Housing Services was before the board. Community & Economic Development Director Phil Duffy was before the board as well. Mr. Duffy explained in the town by – laws accepted in 1990 it is required to have 10% of a housing development set aside for low to moderate income. Chairman Dickhaut stated she has some concerns, she explained Oxford Court did not work out how she envisioned. Ms. O'Hagan reviewed the income limits are set by HUD and the Department of Housing. She explained there are 2 screening mechanisms and the units are awarded through a lottery system if criteria is met. There will be 14 units total available, 1 one bedroom and 13 two bedrooms. They are distributed throughout the complex. The income maximum for the one bedroom is \$33,000.00 and the two bedrooms is \$36,000.00. The board thanked Ms. O'Hagan for the information.

### **2012 Livery Licenses- The Taxi/ Livery Ride**

Chairman Dickhaut reviewed the board has received renewal application from Jacqueline Baldassarre d/b/a The Taxi / Livery Ride of 423 Water Street. Selectman Sargent made a motion to approve renewal of the Livery License for Jacqueline Baldassarre d/b/a The Taxi/Livery Ride as requested. Selectman LeBlanc seconded the motion. The vote was unanimous.

## **Administrative Business**

### *Late Night Closings May 2012*

Town Administrator Ward reviewed the following establishments are requesting late night closings for Saturdays in the month of May 2012: Clem's Liberty Tavern, Clinton Turn Verein, Crystal Café, Old Timer, Ringside Café, The Simple Man Saloon, Sevi's & Spruce Street Tavern. Selectman LeBlanc made a motion to approve the requests as presented with the Police Chiefs review and approval. Selectman Sargent seconded the motion. The vote was unanimous

### *Police Department Monthly Report*

Administrator Ward reviewed Police Chief Laverdure submitted a monthly report relative to the operations of his department for the month of March 2012 for the Selectmen's review and approval. Selectman LeBlanc made a motion to accept the monthly report for March 2012 as presented. Selectman Sargent seconded the motion. The vote was unanimous.

### *Public Works Monthly Report*

Administrator Ward reviewed Superintendent of Public Works submitted a monthly report relative to the operations of his department for the month of March 2012 for the Selectmen's review and approval. Selectman LeBlanc made a motion to accept the report as presented. Selectman Sargent seconded the motion. The vote was unanimous.

### *One Day Liquor License Permit*

Town Administrator Ward reviewed the Clinton Turn Verein is requesting a one-day liquor license in conjunction with an upcoming event.

05/06/12 First Communion Celebration – Outdoor Pavilion

Selectman Connolly made a motion to approve the request as presented. Selectman LeBlanc seconded the motion. The vote is unanimous.

## **Old & New Business**

### **2012 Chapter 90 Paving Program**

Chairman Dickhaut reviewed Superintendent of Public Works McGown submitted a list of proposed streets for paving list for the boards review and approval. She asked for the board to review and be prepared to discuss and approve at next week's meeting.

### **John Philip Sousa Commemorative Plaque**

Selectman Dziokonski showed the board the plaque received by the town at the most recent band concert. It was a great event Clinton students participated in the band concert last Saturday at Bromfield School in Harvard, it was an outstanding performance. He explained Town Administrator Ward, Community & Economic Development Director Duffy, Superintendent Ingano, School Committee Member Ginny

West and Band Director Robin Quist were in attendance it was a great afternoon. Chairman Dickhaut thanked all those who attended.

#### Town Clerk Recommendation for Election Registrars & Wardens

Chairman Dickhaut explained the board received a recommendation on needed replacements of Election Registrars and Wardens; she asked if the board is prepared to review for approval. Selectman Sargent made a motion to approve the recommendations made by the Town Clerk for the Registrars and Warden Positions. Selectman LeBlanc seconded the motion. The vote was unanimous.

#### **Recess**

Selectman LeBlanc made a motion for a 5 minute recess. Selectman Sargent seconded the motion. The vote was unanimous.

#### **2012 Annual Town Meeting Draft Warrant Review**

Administrator Ward reviewed the articles proposed for the 2012 Annual Town Meeting Warrant. He began explaining Article 1 is a standard article, Article 2 is a standard article concerning salaries, and Article 3 is the budget, Article 4 standard article concerning the Treasurer and Collectors offices, Article 5 standard article for funding made to social services, Article 6 is the funding provided to WHEAT, Article 7 standard article approving funding to the stabilization fund, Article 8 is approval of \$40,000.00 to replace the underground gasoline tank at the Public Works garage, Article 9 approval of \$300,000.00 to be used for the landfill monitoring, Article 10 approval of \$140,000.00 for the DPW to get a new sanding truck, Article 11 is to approve \$110,000.00 for a new roof at the Fire Station, the board discussed getting more information regarding the needed repairs and an actual cost of replacement, Article 12 is to approve \$850,000.00 for funding for a new ladder truck, the board discussed forming a committee to review the specs for a new truck to determine an actual cost. Article 13 is to approve \$50,000.00 to be spent on Town Hall Repairs; Article 14 is a place holder regarding the conversion of the heating system in the town hall from oil to gas. Article 15 is to approve the \$15,000.00 to be expended by the Personnel Board on the compensation and classification study of all non-union positions. Article 16 is to approve \$17,000.00 to be used by the Bigelow Public Library to become members of the CW/MARS Regional System. Article 17 is to approve funding for the Inspectional Services Department to purchase a vehicle, Administrator Ward explained the amount needed is being researched by the Building Commissioner; it would be between \$15,000.00 to \$19,000.00. Article 18 is to approve funding to purchase financial software for all of the finance departments to have the ability to operate uniformly. Article 19 is approval of the land easements for the Water Street project, the article was submitted by the DPW Superintendent. Article 20 approvals of a Facilities and Maintenance Department, this

is a recommendation of the Government Reorganization Committee and would be beneficial to have one department oversee the maintenance of the town buildings. Selectman Connolly explained he agrees with the development of this department explaining it is the best direction for the town. Article 21 is to change the Assessors Elected Positions to appointed pursuant to Chapter 41, §1B, subject to the acceptance by the voters of the Town at the June 2013 Annual Election. Article 22 is to change the Treasurers Elected Position to appointed pursuant to Chapter 41, §1B, subject to the acceptance by the voters of the Town at the June 2013 Annual Election. Article 23 is to amend Article V Section 1 of the Administrative By-Laws of the Town by inserting at the beginning of the first paragraph: "The Treasurer shall be appointed by the Board of Selectmen pursuant to MGL Chapter 41, §1B. This article is subject to the acceptance by the voters of the Town at the June 2013 annual town election. Article 24 is to change the Collectors Elected Position to appointed pursuant to Chapter 41, §1B, subject to the acceptance by the voters of the Town at the June 2013 Annual Election. Article 25 is to amend Article V1 Section 1 of the Administrative By-Laws of the Town by deleting "Beginning with the election of 1936 a Collector of Taxes shall be elected by official ballot and inserting "The Collector shall be appointed by the Board of Selectmen pursuant to MGL Chapter 41, §1B. This article is subject to acceptance by the voters of the Town at the June 2013 annual town election. Article 26 to approve the relocation of the public way known as Broadway Street, or act in any manner relating thereto. Articles 27 is to approve the Town Clerk establish a revolving fund. Article 28 is an article submitted by the Building Commissioner to create a commercial Garage licensing for all garage business. Selectman Sargent asked what the fee would be. Administrator Ward reviewed the proposed fee is \$100.00. Article 29 is the establishment of by – laws for rules in Central Park. Article 30 is sponsored by the Clinton Police Department to amend the Administrative By –Law as authorized by Chapter 256 of the Acts of 2010 and incorporated into MGL as Chapter 6, section 172 B 1/2 to create a by-law enabling the Clinton Police Department to conduct state and federal fingerprint based criminal history checks for individuals applying for certain licenses. Article 31 was submitted by a resident to amend the Administrative By-Law to enforce no smoking in public areas on town property, the article proposes a fee schedule. The board discussed and agreed this article should be reviewed by the Solicitor. Article 32 was submitted by a resident to amend Administrative By-Laws to create a by-law that no person shall cause debris on a public road, highway or sidewalk; the article proposes a fee schedule. Article 33 is a ZBA by - law change allowing a wireless overlay district. Article 34 is to approve mixed use overlay district on two large parcels of land previously church properties, this requires a planning board review along with a report to be presented at town meeting. Article 35 is submitted by the Retirement Board the approval would allow the increase to the COLA base pursuant to Section 18 of Chapter 188 of the Acts of 2010. Articles 36 – 39 are citizen petitions.

The board concluded the review and agreed to continue further review of the warrant and finalizing the budget will be next week.

Selectman LeBlanc made a motion at 8:30PM 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