

**Selectmen Meeting  
Minutes  
April 5, 2017**

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

**Review of Minutes**

The board received minutes from March 15, 2017 Selectmen's meeting for review and approval. Selectman Sargent made a motion to approve minutes as presented. Selectman Dziokonski seconded the motion. The vote was unanimous.

**Public Comment**

There was none.

**Commercial Garage License Public Hearing- 184 Stone Street**

Chairman Iacobucci invited the applicant forward asking him to state his name and address. Mr. Rafeal Encarnacion of 9 Orient Street Worcester, MA. Chairman Iacobucci asked him to explain his business plan. Mr. Encarnacion explained he plans to operate an auto body repair business, along with mechanical repairs. He explained he has also applied for an auto dealers license. Chairman Iacobucci asked of the hours of operation. Mr. Encarnacion stated he will be open Monday through Friday 8AM to 5PM. Selectman Connolly asked which building he will be in on Stone Street. Mr. Encarnacion explained he will be in the large green one. Chairman Iacobucci opened the hearing for Public Comment in favor of the business, there was none. In opposition, there was none. Selectman Connolly made a motion to grant the Garage License to Rafeal Encarnacion d/b/a Wrecks 2 Repair Collision Center at 184 Stone Street, subject to any regulations made by the Planning Board and Zoning Board. Selectman Dziokonski seconded the motion. The vote was unanimous.

**Class II Motor Vehicle License Public Hearing- 184 Stone Street**

Chairman Iacobucci invited the applicant forward asking him to state his name and address. Mr. Rafeal Encarnacion of 9 Orient Street Worcester, MA. Chairman Iacobucci asked how many vehicles will you be looking for approval of. Mr. Encarnacion reviewed he do not need any vehicles on the lot, he is going to purchase at the auction and then ship cars to Africa and the Dominican Republic. The license is required to attend auction. Chairman Iacobucci explained a limit should be set, would one vehicle be sufficient. Mr. Encarnacion explained yes one vehicle will be fine. Chairman Iacobucci opened the

hearing for Public Comment in favor of the business, there was none. In opposition, there was none. Selectman Connolly made a motion to grant the Class II License to Rafeal Encarnacion d/b/a Wrecks 2 Repair Collision Center at 184 Stone Street, subject to any regulations made by the Planning Board and Zoning Board. Selectman Dziokonski seconded the motion. The vote was unanimous.

### **Livery License Public Hearing- 37 Lane Avenue**

Chairman Iacobucci invited the applicant forward asking him to state his name and address. Mr. Constantino Zapantis of 37 Lane Street. Chairman Iacobucci asked him to explain his business plan. Mr. Zapantis explained he plans to operate a livery business, on a limited scope providing rides to the airports or the Seaport area and sporting events. Mr. Zapantis stated he will not be doing mill runs at this time. Chairman Iacobucci opened the hearing for questions from the board, there were none. Chairman Iacobucci opened the hearing for Public Comment in favor of the business, there was none. In opposition, there was none. Selectman Sargent made a motion to grant the Livery License to Constantino Zapantis d/b/a A+ Livery at 37 Lane Street, subject to any regulations made by the Planning Board and Zoning Board. Selectman Connolly seconded the motion. The vote was unanimous.

### **FY18 Year Budget Hearings**

#### *Clinton Emergency Management*

CEMA Director Mr. Zapantis was before the board for budget review. He explained the budget has steadily grown over the years and he has made some upgrades to the building. He requested for growth this year he would like \$10,500.00 to be used towards stipends for the department. One thousand dollars for the Director, seven hundred and fifty dollars for each of the two Deputy Directors and five hundred for each member. He introduced this to the Finance Committee when he spoke with them, they explained it would be a policy change requiring Selectmen approval. Chairman Iacobucci asked how many members are part of the department. Mr. Zapantis explained 7 or 8. Chairman Iacobucci asked if they all live locally. Mr. Zapantis explained yes, some in Clinton, Leominster and two in Lancaster. Selectman Connolly explained the board will take the request under advisement. Mr. Zapantis thanked the board.

#### *Veterans Agent*

Veterans Agent Mr. Brendan Bailey was before the board for budget review. Mr. Bailey explained he would like to leave the budget the same keeping Veterans Benefits at \$400,000. This year he has used about 28% to date but historically more funding has been used so he explained leaving this amount one more year is what he recommends. The Memorial Day fund remains at \$4982.00, which covers the costs parade and of the band that participates every other year. He has requested an increase of \$130.00 to

cover the cost of certification which is mandated by the state. Selectman Connolly explained typically there has been rising costs in the department, it is a change to see the costs now. Mr. Bailey attributed this to the young veterans taking advantage of the GI bill. Mr. Bailey thanked the board.

#### *Bigelow Library Trustees*

Library Trustees Chairman Gloria Parkinson, Trustee Karen Nugent and Library Director Marie Mueller were before the board to review the budget. Ms. Mueller distributed to the board handouts on upcoming programming at the library. She explained she has collaborated with the Senior Center and the Parks & Recreation on some upcoming programming. She submitted a conservative level funded budget. At this time, the library is open 44 hours a week, if the population changes to 15,000 the library will have to increase the hours to 50 per week. She reviewed she made no changes to the current salaries due to the anticipated outcome of the salary study. Ms. Parkinson explained the trustees have done some research on applying for grants to upgrade and complete some needed repairs to the building. Ms. Mueller explained the library is a true asset to the community, she reviewed with the reporting of use it shows the library is valued at providing \$810,000 of service or a use cost. She thanked the board for the continued support to the library. The board agreed the library is a true value to the community.

#### *Council on Aging*

Executive Director Ms. Deborah Goodsell was before the board to review the budget. Ms. Goodsell explained she has been working with the Town Accountant and made a change to the line items creating a Fuel & Utility line item instead of just having a miscellaneous line item. This is helpful she can monitor the spending and expenses better. She explained the program coordinator position has been requested to be changed to 25 hours a week instead of 19. This should be a benefitted position. Eventually she will add weekend hours at the center. Selectman Dziokonski reviewed in the budget there is no detail on the number served at the center. Chairman Iacobucci asked about the coverage of the proposed weekend hours. Ms. Goodsell explained she will rotate current employees schedule to cover the additional days, allowing a day off during the week to cover the hours worked on a weekend.

#### *Community & Economic Development*

Community & Economic Development Director Phil Duffy explained the budget is level funded, it is a few line items including his salary. He has had great success with this budget. Selectman Dziokonski asked if it will remain as it has in years past, Mr. Duffy explained yes, it works.

## **Old & New Business**

### VFW Buddy Poppy Drive

Chairman Iacobucci reviewed the board has received a request for approval for the VFW Post #523 to sell buddies poppies at the intersection of High & Church Streets on May 27, 2017 to raise funds for veterans causes. Selectman Sargent made a motion to approve the request as presented by the VFW Post # 523. Selectman Connolly seconded the motion. The vote was unanimous.

### Police Law Enforcement Fund Transfer

Chairman Iacobucci reviewed Police Chief Laverdure has requested to transfer \$27,170.00 from the Federal Law Enforcement Fund to the State Law Enforcement Fund to use for body armor, defibrillators and evidence. Selectman Sargent made a motion to approve the transfer as presented. Selectman Connolly seconded the motion. The vote was unanimous.

### Bond Anticipation Notes Award

Chairman Iacobucci reviewed Town Treasurer Mr. Kittredge is recommending approval to award the bid to Eastern Bank at an interest rate of 1.85% for a rollover of a bond anticipation notes due in April, permanent bonding for the projects will be completed in July. Selectmen Connolly made a motion to approve the BAN as presented and recommended by Town Treasurer Kittredge. Selectman Sargent seconded the motion. The vote was unanimous.

### Determination of Equipment Useful Life

Administrator Ward explained the Treasurer has requested the board make a determination on the useful life of the equipment that will be bonded on this summer to set the borrowing length for each. Selectman Dziokonski made a motion to approve the determination of equipment useful life as presented by the Treasurer, the Ladder Truck will be 15 years, the Fire Department radios is 15 years, and the sand truck is 10 years. Selectman LeBlanc seconded the motion. The vote was unanimous.

### School Department End of the Year Cost Allocation Agreement

Chairman Iacobucci explained at the end of each year there are a number of school costs included in the end of the year costs to the Department of Education, that will determine the minimum school spending requirements. The state has requested the calculations contained in the agreement between the School Committee and the Board of Selectmen. A draft agreement has been submitted by the Town Accountant and School Business Manager for the board's approval. Administrator Ward explained the School Committee will review and approve at the next meeting. Selectmen Connolly asked about the post retirement trust fund what percentage of funding is allocated for school costs.

Administrator Ward explained that is a good question, some things are exempt, he will research this. Selectman Dziokonski made a motion to table the School Department End of the Year Cost Allocation Agreement until the next meeting. Selectman Sargent seconded the motion. The vote was unanimous.

#### Municipal Licensing Agreement for Utility Pole Attachments

Town Administrator Ward reviewed Verizon has created a licensing agreement for all attachments on utility poles in Massachusetts, a draft agreement has been sent for the boards review to cover the municipal fire alarm wires that are attached to the poles in town. The Solicitor has received a copy of the document, he is reviewing and will have a recommendation for the boards next meeting regarding approval. Selectman Connolly asked if the fire alarm wiring to the boxes on poles has been decommissioned. Administrator Ward explained he is aware this has been in process but unsure if some remain, the agreement would cover the remaining until removed.

Administrator Ward explained he has three additional items that came up after the agenda was posted, for the boards consideration and review.

#### *Downtown Business District Lighting*

Selectmen Dziokonski reviewed the lighting in the downtown business district has been repaired, many street lights were out and reported to the board and have now been replaced. Administrator Ward provided an update from discussion he had with the National Grid representative. He explained the aluminum poles on High Street are owned by National Grid, they have repaired the underground wiring issues over the last few weeks, all the street light has been restored. Repairs have also been made to the lighting at Depot Square, but seem to be vandalized as soon as repaired. Chairman Iacobucci asked for the Police to be made aware of the vandalism. Administrator Ward explained he planned to do so, this is the first it has been brought to his attention.

#### *Annual Town Meeting Warrant Schedule*

Administrator Ward reviewed the board should establish a timeframe for acceptance of warrant articles for Annual Town Meeting. Chairman Iacobucci agreed asking the board to approve the timeframe. Administrator Ward explained it is good to open it and give the public notice. Selectman Sargent asked what the timeline is for the approval of funding articles to be approved by a ballot vote at the annual election as well. Administrator Ward explained the approval would be needed about the end of April. Selectman LeBlanc explained the warrant should be open 4 or 5 weeks. Administrator Ward agreed explaining typically it has been about 4 weeks, so if the board approved opening it and then closing it at the end of the month that would be 4 weeks. This timeframe would allow a draft to be prepared for the first meeting in May. Selectman LeBlanc made a motion to

open the upcoming town meeting warrant on April 5<sup>th</sup> and close it on April 28<sup>th</sup>. Selectman Dziokonski seconded the motion. Under Discussion: Administrator Ward explained a ballot question vote would need to be approved 30 days prior to the election, this timeline will allow for this to be reviewed if needed the first meeting in May. The vote was unanimous.

#### *CDBG Environmental Testing Service Contract Award*

Chairman Iacobucci explained Community & Economic Development Director Phil Duffy is recommending approval of Caulfield Environmental for Lead Testing Services in conjunction with the Housing Improvement Program for the CDBG award. Mr. Duffy explained this service is needed for lead inspections on properties which fall under the requirements for testing. Selectman Dziokonski made a motion to approve the recommendation made by Community & Economic Director Duffy and authorize Chairman Iacobucci sign the contract for the lead test paint consultant, Caulfield Environmental. Selectmen LeBlanc seconded the motion. The vote was unanimous.

#### *Ciesluk Property Conservation Restriction*

Community & Economic Development Director Phil Duffy was before the board with Ashley Davies of the Sudbury Valley Land Trustees Inc. with an update on the status of the conservation restriction for the Ciesluk property. Ms. Davies explained the draft agreement has been sent to the state for review and there is a recommendation of one change she wanted to make the board aware of. She reviewed in section 2D of the draft the recommendation is for the town and the trust to work in conjunction in the creation of trails on the property. Selectman Dziokonski asked for clarification on the recommendation, explaining the original draft had the SVT creating trails and presenting them to the town for approval, the state has said the process should be the SVT and the town working together on the creation of trails. Ms. Davies confirmed yes that is the recommendation, she reviewed the draft will go back to the state and hopefully be back by the April 19, Selectmen meeting for final review and approval by the town.

### **Committee Reports**

#### Lighting Committee

Selectman Dziokonski reviewed the committee held an organizational meeting and reviewed the information received by the consultant's initial review of the lighting. There is a follow up meeting scheduled with the consultant on April 10 at 10am to review the final report to be presented at the next Selectmen's meeting. On the town owned decorative lighting a section will be retro fitted with LED lighting as a test area.

## **Goals & Objectives**

### *Oxford Court Improvements*

Selectman Connolly reviewed the board is still waiting for a report from the property management company on the parking lot management plan. The last time the Management representative attended a meeting the board requested an update on the enforceable parking plan to be used at the Oxford Court lot. The same rejected plan keeps being sent to the town. Selectman Connolly made a motion for Town Administrator Ward to send a letter to the management company of Oxford Court with notice the matter is being referred to Town Counsel for default on the lease. Selectman Sargent seconded the motion. Under Discussion: Selectman Connolly reviewed the company has failed to provide a satisfactory parking plan to the board which is part of the lease agreement. He has been reviewing the parking lot over the winter months after storms and vehicles haven't moved in 48 hours preventing clearing from certain areas, he has seen vehicles parked there for a month without moving. This matter is to be referred to the Solicitor for default on the lease agreement. The vote was unanimous.

### *Personnel Board Salary Study Update*

Selectman Connolly asked for Town Administrator Ward to provide an update on the status of the consultant's report that was to be presented to the Personnel board months ago. He would like to review the consultant's summary and results of the study. He requested the Personnel Board confirm the status and the implementation costs of the study.

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

Meeting Adjourned,

Joyce A. Corbosiero  
Administrative Assistant  
Clinton Board of Selectmen