

**Selectmen Meeting
Minutes
April 6, 2016**

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

Review of Minutes

The board received minutes from March 2, 2016 Selectmen's Meeting for review and approval. Selectman Dziokonski made a motion to approve minutes as presented. Selectman Sargent seconded the motion. The vote was unanimous.

Public Comment

Selectmen Sargent reviewed the Clinton Police Department will be hosting a Community Substance Abuse Awareness Program in conjunction with Representative Naughton and the ITEM on May 10, 2016 from 5:30PM to 8:00PM at the Clinton High School Auditorium.

Common Victuallers License Hearing -50 High Street

Chairman LeBlanc invited the applicant forward. Ms. Rhonda Messer of 24 Lakeside Avenue, Hudson was before the board. Chairman LeBlanc asked Ms. Messer to explain her business plan for the store. Ms. Messer explained she intends to continue the efforts of the Polus Center and keep selling the fair trade goods. She explained she will continue the coffee service. Selectman Iacobucci wished her the best of luck with the business. 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 Common Victuallers License to Rhonda Messer d/b/a Gaucho Coffeelands. Selectman Connolly seconded the motion. The vote was unanimous.

Clinton Transportation Needs Survey

Community & Economic Development Director reviewed Nick Burnham of Central Mass Regional Planning Commission will be working with the town conducting a public transportation needs study. He reviewed this survey will be available online, at the Library and Community & Economic Development office. He encourages the public to participate and complete a survey. Mr. Burnham explained he is working together with the WRTA and area communities to determine the demand for the restoration of transit service. This survey will help identify the area communities with a high demand. Selectman Iacobucci asked what type of transportation would be available a bus or a van service. Mr. Burnham explained it would vary by the need, so it is important to

receive the public's input to determine the appropriate fit there are numerous factors to consider. Selectman Iacobucci asked for the timeline for the length of time the study will be conducted. Mr. Burnham explained the survey will be available for about 5 to 6 weeks. The board thanked Mr. Burnham and explaining they hope for a successful survey.

Open Space Preservation- Ashley Davis Sudbury Valley Trustees

Ms. Ashley Davies of the Sudbury Valley Trustees was before the board to discuss a warrant article for the upcoming town meeting having Clinton take the lead on the purchase of open space off of Chace Street. Ms. Davies reviewed there are 60 acres of conservation property half of the land in Clinton and half in Berlin. This property is used by wildlife and would be a perfect fit to be used for a land grant to fund the purchase. She explained she has presented this to the Conservation Commission and the Sudbury Valley Trust will be available to assist with the application. The town would be assigned the purchase and sale with approximately 60% of the funding obtained through a grant. The land would be owned by the town with Sudbury Valley Trust trail signage. The board agreed this is a good fit for the town and are supportive of the proposal and confirmed there will be no cost to the town. Ms. Davies agreed there will be no cost to the town. Selectman Iacobucci made a motion to approve the draft article for the warrant as proposed. Selectman Connolly seconded the motion. Under Discussion: The board asked for Ms. Davies to work with Solicitor Gibbons on the language. The vote was unanimous.

Complete Streets Program- C&ED Director Phil Duffy & DPW Chris McGown

Mr. Duffy and Mr. McGown were before the board to discuss the draft complete streets policy. Mr. McGown reviewed the draft plan has been edited; it has the design of the public ways for all forms of transportation. The right of way in the Boston area is 60 feet, in town the area is approximately 40 feet, he explained this will modify how much use in each neighborhood there are waivers that may apply, and this would be a consideration as to how much use each neighborhood may have. He explained the town will have to think about the design of the roads giving a lot of thought to the policy, what modes of transportation will be used and can be accommodated. This will enhance what is done now to the streets. A lot of cities and towns are in the early stages of rolling out the grant. There is no deadline; the maximum amount is \$400,000 per community, a lot of projects qualify. Selectman Iacobucci explained this is a good idea for the community, all communities differ so he understands why it isn't a one size fits all. Selectman Dziokonski asked about the entire cross outs and edits in the policy the board had for review. Mr. Duffy explained he had submitted the wrong information to the board; those were cross outs made by the consultant. He has the updated information for the board and will submit to the board to have approval at the next

meeting. Selectman Connolly explained the board can endorse as presented and get the final draft with amendments to review. Mr. McGown agreed explaining the board can amend as they see fit. Selectman Iacobucci made a motion to approve the Complete Streets Policy as presented. Selectman Connolly seconded the motion. Under Discussion: Mr. Duffy reviewed with the board he will get the correct draft policy to them for immediate review. The vote was unanimous.

Fuller Filed Commission: Bleachers & FY2017 Budget Review

Mr. John Merriman of 124 John Street was before the board as a Fuller Field Commission Member. Mr. Merriman explained he serves on the commission but was unaware of the most recent activities with the bleachers. He recently began receiving phone calls regarding what was going on with the removal of the bleachers. He explained he informed the members he is unable to meet on Saturday mornings and that is when all the meetings have been scheduled. He has no information on the recent activities. Administrator Ward explained he asked the Chairman of the Fuller Field Commission to attend the meeting and review the FY 17 budget request and provide more information on the bleachers project. He is aware the Fuller Field Commission had determined the bleachers are unsafe, but to take them down will impact the community. He asked the commission to speak with the board and inform them so they are aware of the project; at this time the Chairman explained he had a commitment and would be unable to attend tonight's meeting. Chairman LeBlanc explained Mr. Merriman as a commission member was unaware of what is going on, there are many residents with concerns, there is also a process to follow with town property and it isn't being followed. He explained an engineering firm should be hired to conduct a structural review of the bleachers to make the determination if they are unsafe. Selectman Connolly reviewed with the absence of the Fuller Field Commission, he made a motion for no further action to be taken regarding the bleachers until the commission meets with the board. Selectman Dziokonski seconded the motion. Under Discussion: Selectman Sargent explained the board received a letter last year from the commission explaining the bleachers were unsafe. Chairman LeBlanc agreed explaining there was no follow up; this was the commissions point of view. Selectman Connolly agreed explaining he recalls the letter but it did not contain any type of certified report by an engineer or construction professional, there also was no request to the board for funding to repair or remove. Chairman LeBlanc agreed there was no notice to the board they planned to remove. Discussion continued board members agreed there was no formal notification to the board regarding the bleachers; there are laws and procedures to be followed with town property. Solicitor Gibbons agreed explaining there is legislation to follow regarding public bid statues, he will review. The vote was unanimous.

Board of Health- Abandoned Property & FY17 Budget

Chairman of the Board of Health Steve Lipka was before the board to review the FY17 Budget and an update on abandoned properties in town. He reviewed 49 homes have been identified as vacant and banked owned, at this time 15/16 remain outstanding and are to become part of the receivership process. Mr. Bonci has done an outstanding job with this program working together with the Attorney General's Office. Selectman Iacobucci asked if the properties have been added back on to the tax rolls. Mr. Lipka explained yes, most have been sold and are back on the market. Selectman Connolly complimented the Board of Health on the program; it has taken a lot of initiative and patients with this program. Selectman Dziokonski seconded the compliments explaining it is a long process. The board agreed. Mr. Lipka reviewed the FY 17 budget request for the department. He explained it is straight forward with a decrease in the miscellaneous expense line item of \$900.00. There is funding requested to introduce a new program, the Clean & Lien Program. This program will allow funding to be used to clean up vacant properties and then allow a lien to be placed on the property for the expense needed. Selectman Connolly reviewed the request is for \$10,000.00 in revolving fund, so when the property is sold the funding returns to the line item. Mr. Lipka stated yes the request is the initial set up cost, and will be refunded back to the account when property sold. The board agreed this will be a grant program for the town.

Veterans Services- Regional Veterans District & FY17 Budget

Veteran Agent Brendan Bailey was before the board to review the Regional Veterans District and the FY17 budget review. He reviewed he had a meeting about a year ago with Sterling and Lancaster regarding discussion of forming a region. He has been working for the communities since covering the Veterans needs of these communities. He explained the proposal of forming a district would cover the cost of hiring an assistant for the department. He reviewed this proposal with the communities and they have determined they are going to remain on their own and not formulate a district at this time. Chairman LeBlanc explained he would like the door to be left open for future discussion if needed. Mr. Bailey agreed explaining he will remain servicing the Veterans of Lancaster and Sterling through the end of June. Mr. Bailey reviewed the FY 17 budget, he explained most of the budget remains the same; the only increase requested is in the miscellaneous line to support the purchase of a scanner for the office. At this time the expenses remain the same for the Memorial Day Fund at \$4982.00. There is a decrease in the Chapter 115 benefits line item but he would like to keep the amount the same for the year. The change is due to some Veterans receiving Social Security benefits and some finding work. Selectman Dziokonski explained he was happy to hear the good news for the Veterans. Mr. Bailey agreed explaining the

number of recipients can change in a year without notice this is why he would like to continue with the same amount. The board agreed and thanked Mr. Bailey.

Town Treasurer – Tax Title Update & FY 17 Budget

Town Treasurer Mr. John Kittredge was before the board to provide an update on the tax title properties and the FY17 budget requests. He reviewed he established a committee to work with including an Assessor, the Building Inspector, Selectman Sargent, Solicitor Gibbons and Town Administrator Ward. The committee met and reviewed the list of tax title properties; he reviewed the list with the board explaining 50 to 60 % of them are moving forward into foreclosure, some have environmental issues. Most of the properties are commercial, some are residential. The foreclosure process takes about one year from beginning to end and the goal is to allow people the opportunity to get back the property certainly not to displace them and take the property. He reviewed the list totals tax debt including interest and fees of \$827,000. The board reviewed the process of tax title takings, Mr. Kittredge explained he had inherited a lot of the cases and is happy to work with the people on redemption. The board discussed it is a lengthy process to the takings and the town is willing to work with all to prevent a taking. Selectman Dziokonski made a motion to continue out of agenda order with Bond anticipation approval. Selectman Sargent seconded the motion. The vote was unanimous. Mr. Kittredge explained to the board he is looking for approval for bond anticipation notes in the amount of \$1,109,645.00 to cover approved town meeting article spending. The interest rate is .79%. Administrator Ward stated this is a good interest rate that will carry the borrowing through the next fiscal year before the permanent borrowing. Selectman Sargent made a motion to approve the BAN as presented. Selectman Connolly seconded the motion. The vote was unanimous. Mr. Kittredge reviewed FY17 budget requests for the department, he explained there is not a lot of discretion most are set costs. There are a few changes he has implemented from the auditor's report and pointed out the interest for borrowing should fall under miscellaneous, it should have a dedicated line as short term interest, he has made this change and the line item is \$9000.00. He has also reviewed he had researched some new financial software to be utilized to update the system and make it cohesive for the financial offices. The Collector works with the Vadar software, he reached out to them and received a proposal for an annual fee of \$8500.00 for a 6 year program; the storage is done on a cloud or local server. At this time the Collector manually has to send information to the Treasurer and Accountant. He explained it is time of a change. If decided the cost for the cloud storage would change to \$15,000 or \$10,000 for the local server version. The proposal includes training and he feels this would work best for departments. The board expressed support for the change explaining it would be a continuation of a product used. Mr. Kittredge agreed. He reviewed the short term interest adjustments will make the interest amount range between \$28,000 and \$43,000

so he has budgeted \$50,000. The health insurance companies have notified the town there will be an 8.3% increase from Tufts and Harvard Pilgrim with a 0% change with Fallon. Selectman Connolly asked for a health insurance cost for the school departments new hire positions. Mr. Kittredge explained he hadn't considered the additional positions. Selectman Connolly asked for a cost comparison of the health insurance cost for the municipal side versus the school department. Mr. Kittredge stated he will review. The board thanked Mr. Kittredge for the FY 17 budget review and discussion.

Motion to Continue Out of Agenda Order

Selectman Dziokonski made a motion to continue out of agenda order with the Adams Road Solar Project Notice of Assignment. Selectmen Sargent seconded the motion. The vote was unanimous.

Adams Road Solar Project Notice of Assignment

Dave Thomas of SeaBoard Solar was before the board, he explained Seaboard is selling the projects to True Green Capital, LLC to finance the projects. He had been before the board previously for the notice of assignment and approval of a \$1000.00 fee for each permit needed. There is an additional permit needed, the request is to pay the same administrative fee of \$1000.00. Administrator Ward reviewed with the board the project is being sold so the action needed by the board is for the notice of assignment that will make True Green Capital, LLC responsible for the provisions of the net metering agreement. Solicitor Gibbons explained the board approved documents on the August 15 meeting to approve the PILOT program; the documents have been modified to show the owner of the property. The only change is SeaBoard Solar selling to the new entity, there is a letter of acknowledgment. Administrator Ward reviewed the tax payments, PILOT agreement, and net metering agreement figures remain in place, the new entity will honor. Mr. Thomas agreed. Mr. Thomas requested the approval for the additional permit to be approved at the \$1000.00 administrative fee as the other permits. Selectman Dziokonski made a motion to approve the reauthorization of the Administrative Fee of \$1000.00 for the additional permit. Selectman Connolly seconded the motion. The vote was unanimous. Selectman Dziokonski made a motion to approve the notice of assignment to True Green Capital, LLC as presented. Selectman Connolly seconded the motion. The vote was unanimous. Selectman Sargent made a motion to have the Chairman sign the PIOLT agreement as modified, to execute the affirmation of the party. Selectman Connolly seconded the motion. The vote was unanimous.

Motion 5 Minute Recess

Selectman Sargent made a motion at 8:30PM to take a 5 minute recess. Selectman Dziokonski seconded the motion. The vote is unanimous.

Meeting resumed at 8:35PM.

Building Inspector- Solar Project Permit Fees & FY 17 Budget

Chairman LeBlanc explained the board had taken action on the permit discussion so he invited the Building Inspector for budget review. Mr. Tony Zahariadis was before the board for budget review discussion, he began by explaining the budget was the same as the prior year with the average increases to the salaries. Selectman Iacobucci asked if the building permits are around the same as in years past. Mr. Zahariadis reviewed the permits are consistent with a few outstanding projects that will be resolved soon. The board thanked Mr. Zahariadis asking him to keep up the good work.

Administrative Business

Fire Chief Monthly Report

Fire Chief McLaughlin submitted a monthly report relative to the operations of the department for the month of February & March 2016 for the Selectmen's review and approval. Selectman Sargent made a motion to approve the report as presented. Selectman Dziokonski seconded the motion. The vote is unanimous.

Raffle Permit

Chairman LeBlanc reviewed the board had received a raffle permit application from Cameron's Crusaders, Inc. to host a fundraising event for the organization. Selectman Iacobucci made a motion to approve the application from Cameron's Crusaders as presented. Selectman Connolly seconded the motion. The vote was unanimous.

Old & New Business

Run4Cole Charity Annual 5K Road Race

Administrator Ward explained this request has been made in the past; it is to approve the Annual Run4Cole 5k Road Race to be held on Saturday, June 25, 2016. Selectman Iacobucci made a motion to approve the Run4Cole 5k road race on Saturday, June 25, 2016. Selectman Dziokonski seconded the motion. The vote was unanimous.

Bicycles Battling Cancer Annual Ride

Administrator Ward explained the board has received a request from the American Cancer Society requesting permission to allow a one mile stretch of Lancaster Road in Clinton to be used as part of the route for the annual Bicycles Battling Cancer Ride to be held on Saturday, June 12, 2016. Selectman Iacobucci made a motion to approve

the request as presented. Selectman Dziokonski seconded the motion. The vote was unanimous.

Central Mass Mosquito Control FY17 Budget Review

Administrator Ward explained the board received notice from Central Mass Mosquito Control with the FY 17 assessment to be charged to the town, the amount is \$19,390.00 which is a \$354.00 increase over last year's assessment. Selectman Iacobucci made a motion to approve the amount as presented. Selectman Connolly seconded the motion. The vote was unanimous.

Letter of Support for Nashua River Beach

Chairman LeBlanc reviewed Representative Naughton is requesting local support for the release of state environmental bond money to fund the Nashua River Restoration Project. This project will recreate the town beach. Selectman Sargent explained he would like to hear from Representative Naughton regarding the parking on Nashua Street and Route 70 if the beach were to reopen. Selectman Iacobucci agreed explained he would like to discuss concerns regarding maintenance and the responsibility of the area. Selectman Connolly reviewed the request letter is to support the entire project which is restoration of the banks along the Nashua River from Clinton to Lancaster. Selectman Connolly made the motion to support the request and provide the letter as requested; he would like to hear from Representative Naughton regarding the financial obligation or liability to the town. Selectman Dziokonski seconded the motion. Selectman Sargent explained he is not supporting the request until Representative Naughton appears before the board for discussion. Chairman LeBlanc explained he agrees the board should schedule a discussion with Representative Naughton. Selectman Dziokonski agreed explaining the letter is in support of the entire project to prevent flooding, and the town beach. He is in support of the town beach but has many questions before he would approve the beach; he agreed on having discussion with Representative Naughton, a lot of information is needed regarding the beach. The board voted 4/1 opposition Selectman Sargent.

Council on Aging Chairman Appointment

Chairman LeBlanc explained the board has received one letter of interest for the vacancy of Chairman of the Council on Aging. Mr. Austin Philbin, currently the Vice Chairman has sent a letter of interest to serve as Chairman. Selectman Sargent made a motion to appoint Mr. Austin Philbin as the Chairman to the Council on Aging. Selectman Connolly seconded the motion. The vote was unanimous.

Motion to Continue Out of Agenda Order

Selectman Sargent made a motion to continue out of agenda order with the Goals & Objectives review. Selectmen Connolly seconded the motion. The vote was unanimous.

Goals & Objectives

There were no updates or discussion.

Committee Reports

Town hall Capitol Improvements Committee

Selectman Dziokonski reviewed the committee had met prior to the Selectmen's meeting to review the results of the RFP for the Design and Administration of the Town hall New Generator project. The firm will supervise the installation of the generator as well. The results of the lowest bidder are BLW Engineering of Littleton, MA. The town has worked with this firm on other projects. The committee recommends the firm for the project. Selectman Dziokonski made a motion to award the bid to BLW Engineering. Selectman Connolly seconded the motion. The vote was unanimous.

Old & New Business Continued

Massachusetts Community Compact Cabinet

Administrator Ward explained this is an initiative by Governor Baker to encourage communities to use best practices as outlined by the state, the incentive allows extra points to be awarded on grants. Administrator Ward reviewed these practices would apply to the educational, financial and open space practices in the community. Initiatives include communities having a Capitol Budgeting program and a Complete Streets Policy. He explained it will be easy for the town to comply and work together with the other municipal agencies and departments. Selectman Sargent made a motion to endorse the Massachusetts Community Compact Cabinet as recommended by Town Administrator Ward. Selectman Connolly seconded the motion. The vote was unanimous.

Board of Selectmen Tablets

Administrator Ward reviewed with the board having a discussion about purchasing tablets for the board members to allow better correspondence electronically. He expressed information can be streamlined to the board along with the meeting packet agenda on information. The board agreed and asked for this to be added to the next meeting agenda for review and discussion. Administrator Ward explained there is funding available in the office budget. The board agreed this would be more efficient for the office.

Council on Aging Vacancy

Selectman Connolly asked about the vacancy created by Mr. Philbin becoming Chairman on the Council of Aging is this member appointment made by the Selectmen or the Council Chairman. Administrator Ward reviewed this vacancy is the Selectmen's appointment, he will advertise the vacancy to fill the position.

Chairman LeBlanc explained the board will enter into Executive Session under Article 3, Town Accountant Negotiations at 9:02PM and will not return to an open meeting. Roll Call Vote: Selectman Dziokonski "aye", Selectman Sargent "aye", Selectman Connolly "aye" Selectman Iacobucci "aye" and Chairman LeBlanc "aye".

Executive Session Article 3 Town Accountant Contract Negotiations 9:02PM-9:20PM
Executive Session Article 3 Town Administrator Contract Negotiations 9:20PM-9:30PM

Selectman Sargent made a motion to adjourn the meeting at 9:31PM. Selectman Iacobucci seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero
Administrative Assistant
Clinton Board of Selectmen