

**Selectman Meeting
Minutes
July 15, 2013**

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

Review of Minutes

The board received minutes from May 21, 2013 Selectmen's Meeting and Executive Session DPW Union Negotiations, June 5, 2013 Selectmen Meeting Minutes and Executive Session Fire Union Negotiations & Town Administrators Contract, June 19, 2013 Selectmen Meeting minutes for review and approval. Selectman Sargent made a motion to approve minutes as presented. Selectman Dzikonski seconded the motion. The vote was unanimous.

Public Comment

Selectman Sargent stated he had been approached by residents of Long Edge Road regarding a new Street Sign needed on Highland and Broadway Street. He asked Superintendent McGown to put out signage as requested.

FY 2013 End of the Year Budget Transfers

Administrator Ward explained he also has a transfer request for approval by the board, to be forwarded on to the Finance Committee for approval. The Finance Committee is holding a meeting now as well and intends to review year end transfer and transfer request after the boards review. He explained the majority of the transfers are from one line item in a department to cover another line item. He explained the Fire Department was able to keep within the department budget which was helpful. He thanked the town Accountant for all of her help on preparing the transfers. Selectman Dzikonski made a motion to approve the FY13 year end transfers as presented. Selectman Sargent seconded the motion. Under Discussion: Chairman Connolly commended Fire Chief Hart for his excellent management skills by living within the departmental budget. Selectman Dzikonski explained the board should review the budget line items and work on collapsing the salary line items for departments, he recommended working with the Finance Committee on this change. Chairman Connolly and the board agreed to implement that going forward. The vote was unanimous.

Reserve Fund Transfer

Administrator Ward requested the board's approval of a Reserve Fund transfer in the amount of \$30,000 for payment of the FY14 accidental police/ fire insurance policy. He reviewed high claims over the last two years has prompted this action. He explained he didn't receive notice of the increase until after town meeting or it would have been budgeted for. There is an option to increase the deductible from \$1000 to \$5000

To lower the premium payment but through review with the Police and Fire Chiefs it is recommended not to change deductible. Selectman Dziokonski made a motion to transfer as requested in the amount of \$30,000 to cover the liability insurance. Selectman Iacobucci seconded the motion. The vote was unanimous.

Utility Pole Installations Public Hearings- National Grid

The representative from National Grid was not at the meeting so the board moved ahead.

Water Bill Abatement Hearings

5 Pine Street Extension

Administrator Ward reviewed the board has received abatement requests from Mr. Anthony Panzarella of 5 Pine Street Ext regarding a high water bill to a leaking toilet which was not reported by the tenant. Superintendent McGown explained the issue is a standard abatement had been granted 2 years ago to the tenant of the property. There was a leaking toilet that has been repaired. He recommended the board conduct a policy review; it has been in place for 7 or 8 years. The board agreed. Selectman Dziokonski made a motion to approve water bill abatement for 5 Pine Street Ext as recommended by the Superintendent of DPW. Selectman LeBlanc seconded the motion. The vote was unanimous.

9 Ash Street

Superintendent McGown reviewed this is a 4 family home and exempt from receiving an abatement. He explained the department is working with the home owner and unable to find and issue, no leaks or broken pipes were found. At this time the usage has returned to normal, the homeowner has upgraded to low flow water conserving fixtures. Selectman Dziokonski made a motion to grant the abatement as requested for 9 Ash Street as presented for the multi family home as an exception to the standard practice. Selectman LeBlanc seconded the motion. The vote was unanimous.

Selectman Dziokonski made a motion to review the water Abatement Policy with Superintendent McGown. Selectman LeBlanc seconded the motion. Under Discussion: Chairman Connolly asked for Superintendent McGown to submit recommendations on how to improve the abatement policy. The vote was unanimous.

Fire Union Safety Committee- Radio Communications Discussion

Fire Union Safety Committee members Jeff Sivert; Dustin Whitaker and Mike Cislauk were before the board to discuss radio communications. Mr. Sivert explained the committee wanted an update on the progress of the tower. Chairman Connolly explained it had been decided to move forward with plans for the tower as is, the intent is to hire a consultant and develop an RFP. Mr. Sivert asked when the consultant will be hired. Chairman Connolly explained the avenues for funding are being explored. Mr. Sivert asked if an article could be presented at town meeting for funding, he explained if this were the case it will take another year before anything is done in the department. Administrator Ward offered an update regarding the request to have MEMA or the National Guard take over the radio communications. It was explained that MEMA typically covers a planned event or disaster. The Director offered to come out and review the system and offer some input to help out. Chief Hart reviewed the radio system works for the departments needs. There is some interference in using the radios sometimes and the frequency coordinator has made recommendations to relocate the antenna. He explained the relocation may help with some of the interference resolving itself, he cannot see putting more money into this issue. He explained the report he has from WoRad is the same as what was reported by the hired consultant. Selectman Sargent asked about other communities using the 400 band. Chief Hart explained this band will not cover as far, it would require getting more receivers and communicators throughout the community. Mr. Sivert explained each band or system has its pros and cons, the committee wants a system that will work on a consistent basis. Chairman Connolly explained he read the consultant's report and it does not indicate what is wrong, at this time the board would like to pursue what is wrong; the plan is to replace the antenna and hire a professional consultant to analyze how to fix the problem. Discussion continued and the safety committee reviewed some recommendations would be to standardize the equipment in the department and have it implemented by the Chief. They also recommend fixing the system correctly by starting with 100% new system and change to the 400 band. Chairman Connolly explained the board has had much discussion with the safety committee and all of the board members are in favor of fixing whatever it takes but not spending money when the problem remains unknown. The repairs could be made without the identification of the problem and the problem may persist. The board will not approve random spending. A year ago the safety committee requested a consultant be hired and it was, the study presented provided no answers. At this time the board voted to proceed with hiring a consultant to analyze the system and move forward with the tower. Selectman Dziokonski made a motion to continue with the plan of a new tower, antenna and building. Selectman LeBlanc seconded the motion. The vote was unanimous. Fire Chief Hart reviewed with the board due to the oppressive weather he has been working with the Senior Center Director Ms. Bailey to provide a cooling center and wellness checks on the elderly. It

has been discussed to leave the center open longer and extend the van service. He has asked that notification be advertised on the local cable station alerting people of the cooling center and reminding families to check on their elder relatives. He explained it will probably be about a \$1500.00 expense. Chairman Connolly asked Town Administrator Ward if the board would have to declare a state of emergency to be able to cover the costs. Administrator Ward explained the departmental budget should be able to absorb the cost, if not at the end of the year the board can make end of the year transfers to cover the costs. He reviewed this is a public service emergency therefore the department should spend what it has to get through the emergency. The expense could also be covered by a reserve fund transfer if needed. Discussion continued with Administrator Ward explaining a letter can be written to the Department of Revenue requesting permission of deficit spending. The departmental budget should be able to fund this deficit. Selectman Iacobucci asked if a limit should be set on the amount. Administrator Ward explained yes the DoR would like to know an amount. Chairman Connolly explained the board should delegate this decision and oversight to Administrator Ward. Selectman Iacobucci made a motion to delegate Town Administrator Ward to authorize the emergency spending for the Elderly Cooling Center. Selectman LeBlanc seconded the motion. Under Discussion: The board applauded Chief Hart's proactive efforts on this issue. The vote was unanimous.

Utility Pole Installation Public Hearings-National Grid

Ms. Iris Price of National Grid was before the board to review the pole installation requests. She explained the requests are to relocate 3 poles. One is on Belmont Street; this request has been made to allow a resident to widen their driveway. Chairman Connolly asked if the residents affected have been notified. Ms. Price explained the house closet to the property line is for sale. The second request has been made for Washington Street the town is removing a tree, the tree is used to hold a guide wire for the pole. She explained there are no objections to this change. The third request is for Bourne Street, this request has been made because a new home is being built and a pole is needed. Chairman Connolly asked for public comment in favor, there was none, he asked for comment opposed, there was none. Selectman Dziokonski made a motion to close the public hearing. Selectman Sargent seconded the motion. The vote was unanimous. Selectman Sargent made a motion to approve the requests as presented. Selectman Iacobucci seconded the motion. Under Discussion: Selectman Dziokonski asked if all of the abutters had been notified of the changes. Administrator Ward reviewed there is no legal notice requirement these hearings are similar to the Class II Auto Dealer License Hearings. The board can establish a policy of advertising if they choose. The vote was unanimous.

Goals & Objectives Discussion

Chairman Connolly explained he would like input from all board members on establishing a goals and objection list to focus on over the next year. Selectman Dziokonski agreed he stated he is in favor of this and endorses the concept. Chairman Connolly reviewed the board is basically working on a lot of the issues now listing the Resolving Radio Communications Issues for the Fire Department, completing the nonunion salary grid and implement changes, establish a facilities department, purchase property to be used for the landfill project, regionalize the 911 dispatch, and permit a training facility for the Police Department. Selectman Sargent agreed adding a few issues implementing an annual review for all town department heads and employees, improvements to the sidewalks throughout town, development of the Sterling Street lot, and enhancement of Police Department monitoring of Central Park. Selectman Iacobucci explained recently he sat down and met with Community & Economic Development Director Phil Duffy. He highlighted the importance of the High Street area being developed as the main business area in the community by developing a good tax rate to attract more businesses, and improving the street signage in town. Selectman Dzikonski explained he would like to see an employee's evaluation system implemented, everyone should receive an evaluation. Chairman Connolly asked if board members have additional suggestions please email them to continue development of the boards focus over the next year.

Administrative Business

Late Night Closings

Town Administrator Ward reviewed the following establishments are requesting late night closings for Saturdays in the month of August 2013: Clem's Liberty Tavern, Clinton Turn Verein, Crystal Café, Old Timer, Ringside Café, Spruce Street Tavern & The Simple Man Saloon. Selectman LeBlanc made a motion to approve the requests as presented with any additional requests approved sent for Police Chiefs review and approval. Selectman Sargent seconded the motion. The vote was unanimous.

Public Works Monthly Report

Superintendent of Public Works submitted a monthly report relative to the operations of his department for the month of May 2013 for the Selectmen's review and approval. Selectman Sargent made a motion to accept the report as presented. Selectman LeBlanc seconded the motion. The vote was 4/0/1 Abstention Selectman Iacobucci.

Old & New Business

Senior Center Director Stipend Grant Request

Chairman Connolly explained the board was awaiting a review from Solicitor Gibbons regarding this request; he was unable to attend this meeting so he will entertain tabling this discussion until the next meeting. Selectman Sargent made a motion to table the

discussion until the next meeting. Selectman Dziokonski seconded the motion. Under Discussion: Selectman Dziokonski stated he had a brief discussion with the Town Administrator who indicated this is more of a policy issue rather than a legal one. Administrator Ward reviewed he had a brief discussion with the Solicitor who indicated this is policy rather than a legal issue. There are many questioned that could be posed the Council on Aging, the Director did submit minutes from the last council meeting where the council was informed of the request. Selectman Dziokonski stated he is against tabling the vote. Selectman Sargent explained he would like to wait for legal opinion, Selectman Iacobucci stated he is ready to vote regarding this as a policy issue. Selectman Dziokonski made a motion to deny the request for the \$2500.00 grant stipend made by the Senior Center Director for administration of the State Formula Grant. Selectman Iacobucci seconded the motion. Under Discussion: Selectman Iacobucci stated it would not be a good policy to set to allow Directors/ Department Heads to fund their salaries from grants awarded to be used for programming. Chairman Connolly explained he wouldn't support the request for the same reason stating it should have been legitimately submitted up front in the grant application. Selectman Dziokonski explained he agreed with the reasons stated and explained it is an annual grant which has never supported such a request. Chairman Connolly reviewed the invoice was submitted after the work had been completed. The vote was 4 /1 Selectman LeBlanc opposed.

Water Meter Bid Results

Superintendent of Public Works reviewed with the board the results of the new water meter bid. He explained his recommendation is to throw the low bid out and award the contract for new meters to EJ Prescott Inc in the amount of \$688,400.00. Selectman Iacobucci asked if this vendor has been used in the past. Mr. McGown explained this is the current supplier which he uses all of the time. Selectman Iacobucci made a motion to accept the recommendation made by the Superintendent of Public Works to award the contract for new water meters to EJ Prescott Inc. Selectman LeBlanc seconded the motion. The vote was unanimous.

Worcester County Selectmen's Association

Administrator Ward reviewed the board has received a letter inviting the community to join membership of the Worcester County Selectmen's Association; the membership fee is \$50.00. Selectman Iacobucci made a motion to join the Association. Selectman Sargent seconded the motion. The vote was unanimous.

Clinton Spanish Seventh Day Adventist Road Race

Administrator Ward reviewed the board received a request from Clinton Spanish Seventh Day Adventist for permission to conduct a 5K Road Race on Sunday, October 5, 2013. Selectman Iacobucci made a motion to approve the request as presented subject to the review and approval of the Police and Fire Departments. Selectman Dzikonski seconded the motion. Under Discussion: Selectman Sargent asked if details are needed. Administrator Ward explained that would be determined by the Police and Fire Departments. The vote was unanimous.

Superintendent of Public Works Stipend

Chairman Connolly explained an annual approval is required each year in the contract agreement between the town and Superintendent McGown to manage the Landfill Project. Selectman Sargent made a motion to approve the stipend to Superintendent McGown for management of the Landfill Project as agreed to in the contract. Selectman LeBlanc seconded the motion. The vote was unanimous.

Building Permit Waiver Policy

Chairman Connolly explained the board has received a request from WHEAT Community Services for a waiver on the building permits for their upcoming building project. He reviewed in the past typically the building fees have been waived for town agencies, like on a school project and also it has been done for nonprofit agency by request. He asked for input from the board regarding setting guidelines for waiving fees for a town agency or a nonprofit agency. Selectman Dzikonski explained he has dealt with a lot of private nonprofit agencies in the past and some have directors who have salaries of half a million dollars. Selectman Sargent explained he is in favor of granting the request for WHEAT they do a lot for the town. Chairman Connolly reviewed the town pays an annual assessment to WHEAT. He suggested making the policy, each request is granted on a case by case. Selectman Iacobucci explained he is willing to approve this one time request for WHEAT, they do a lot of good for the town. Administrator Ward explained the project is still in the design and permit application process, no vote is needed tonight, it can be reviewed at the next meeting. Selectman Sargent stated he would like to see the design. Selectman Sargent made a motion to table the request from WHEAT. Selectman Iacobucci seconded the motion. Under Discussion: The board agreed to schedule this discussion for the next meeting agenda and invite WHEAT before the board to present the request. Chairman Connolly reviewed the discussion would be regarding building fees only not all the fees. The vote was unanimous.

Action Item List

Administrator Ward reviewed this is a list of old issues the board had discussed; a lot of the issues have been resolved. The board discussed and reviewed each item. Beginning with the fourth item on the list the South Meadow Road/Pond Improvements, this went to special town meeting and the article didn't pass. Review continued with the Worcester Regional Alerting System, the board discussed taking no action at this time and removing from the list, Fire Safety Act Hearing Officer Fee the board reviewed there are no guidelines, they Administrator will research other communities for information. Chairman Connolly explained the board should work with the Fire Chief on a proposal to go forward. The last item for review is Public Record Fee Policy, Administrator Ward explained a fee has never been charged for a public records request. Chairman Connolly explained legislation spells out what you may charge, the board can review and set policy at the next meeting.

Committee Reports

Chairman Connolly reviewed he would like to review the subcommittees to assign board members to each committee.

Budget Committee: Selectman Sargent and Chairman Connolly

Government Reorganization Committee: Selectman Dziokonski and Chairman Connolly

Cable Committee: Selectmen Iacobucci and LeBlanc

Traffic Committee: Selectmen Iacobucci

Garage Committee: Selectmen Iacobucci and Sargent

Christmas Lighting Committee: Selectmen Dziokonski, Sargent, and LeBlanc

Chairman Connolly asked for a motion to support the new assignments to board members. Selectman LeBlanc made a motion to approve the new committee assignments as announced. Selectman Sargent seconded the motion. The vote was unanimous.

Old & New Business Continued

Town Administrator Ward announced Superintendent McGown was contacted to get approval of a project at the Weke Peke property and he wanted to get some feedback from the board. The Rushing Rivers Institute has another project they will fund, at this time they are working to get the Conservation Commissions approval in the town of Sterling. They would like to have the board's approval to move forward with the request to the town of Sterling Conservation Commission. The presentation is for a program called Trout UZ unlimited, they have a grant to remove any obstacles or obstructions in the river. There is a small section of the brook located in Clinton where the water level is low and if the water flow is dammed up it will alleviate the low water level. At this time there are two applications one for town of Clinton as owner and one for the Trout Unlimited application. Superintendent McGown explained the proposal is to put some

structures in to dam up the water and stop the water from going into the water pipe which will allow more water in the reservoir. He explained this pipe is of no use to Clinton and it isn't a bad project to support. It does need Selectmen's approval to go forward. Administrator Ward reviewed he will schedule this vote on the next board meeting agenda. So the application can be filed for the request of a hearing with the town of Sterling. Chairman Connolly clarified the approval would be for the town to be named as the property owner on the application to the Conservation Commission for project approval. Superintendent McGown explained yes it would be for the town to be listed property owner on application. Chairman Connolly explained there are no objections of the board, the application process should move forward and the board can vote at the next meeting.

Selectman LeBlanc made a motion at 8:15PM 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