

**Selectmen Meeting  
Minutes  
July 16, 2014**

Selectman Iacobucci, Selectman Connolly, Selectman LeBlanc, Selectman Dziokonski and Chairman Sargent were in attendance. Attendees were Town Administrator Ward and Town Solicitor Gibbons.

Chairman Sargent opened the meeting at 7:00PM.

**Review of Minutes**

The board received minutes from the May 7, 2014 Selectmen's Meeting Executive Session for review and approval. Selectman LeBlanc made a motion to approve minutes as presented. Selectman Dziokonski seconded the motion. The vote was unanimous.

**Public Comment**

There was none.

**Common Victuallers Hearing: 292 Green Street**

Chairman Sargent invited the applicant forward and asked them to state their name and business plan to the board. Ms. Allison Jean Carlsen was before the board, she explained she is a Chocolatier. She was a former owner of the 1885 House of Chocolates in Lancaster. The business has been resolved, her business partner has moved on and she would like to continue on her own at the Green Street location. She plans to sell to vendors only, she will not have a retail area just a kitchen on Green Street. She will work with local retailers like the Orchards and Farm Area stores. Chairman Sargent asked for Public Comment in favor of the business, there was none. He opened the hearing for Public Comment in opposition. There was none. Selectman Iacobucci asked for the hours of operation for the business. Ms. Carlsen explained in the cooler weather she intends to open between 9:00AM and 5:00PM during the week no weekends. Selectman Iacobucci made a motion to grant the license as requested. Selectman Connolly seconded the motion. The vote was unanimous. The board wished Ms. Carlsen good luck.

**Administrative Business**

Late Night Closings

Chairman Connolly reviewed the following establishments are requesting late night closings for Saturdays in the month of July 2014: Clinton Turn Verein, Crystal Café, Liberty Tavern, Old Timer, Polish American Veterans, Ringside Café, & 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 Iacobucci seconded the motion. The vote was unanimous.

#### Fire Chief Monthly Report

Acting Fire Chief McLaughlin submitted a monthly report of the operations of the department for the month of June 2014. Selectman LeBlanc made a motion to accept the report as resented. Selectman Iacobucci seconded the motion. Under Discussion: Selectman Dziokonski stated the report was well written and a good report, the board agreed. The vote was unanimous.

#### Veterans Agent Monthly Report

Veterans Agent Gerald Coppentrath submitted a monthly report of the operations of the department for the month of June 2014. Chairman Sargent stated the report submitted is not professionally done. He explained the report doesn't include what department it represents, or the name of the department head, there are gaps throughout the report. Selectman Iacobucci agreed stating the board asked for the report to be submitted as typed not hand written, but it has been submitted as hand written. Selectman Connolly agreed stating the report being submitted as hand written and not typed is an act of insubordination. Selectman Connolly made a motion to reject the report as submitted, for the reasons stated. Selectman Iacobucci seconded the motion. The vote was unanimous.

#### **Clinton Olde Home Days Logistics**

Administrator Ward explained the Olde Home Day Committee is requesting permission for the following items in conjunction with their annual Olde Home Day on Friday, September 5, 2014 – Saturday, September 6, 2014:

- Use of the Town Hall restrooms for both days of their event.
- Use of the Town Hall Auditorium for an Appraisal Faire on Friday, September 5, 2014 from 6:00 P.M. – 11:00 P.M.
- Use of the Town Hall Auditorium to host the event on Saturday, September 6, 2014 in case of inclement weather and the event cannot be held outside.
- Permission to close off Walnut Street, Church Street & Union Street for both days of event.
- Permission to make Walnut Street One Way from Church to Prospect Street, to allow for shuttle to run
- Permission to close off Walnut Street parking lot for amusement
- Permission to hang notices in front of parking spaces on Walnut Street, Church Street & Union Street beginning Thursday, September 4, 2014 to notify car owners of the scheduled street closings.
- Permission to hang a banner over High Street to advertise the upcoming event.

Selectman LeBlanc made a motion to approve the Olde Home Day Committee requests. Selectman Iacobucci seconded the motion. Under Discussion: Selectman Iacobucci asked if a custodian is around for the events, to help with the restrooms and building maintenance, it was explained yes..The vote was unanimous.

## **Old & New Business**

### Zoning Board of Appeals Resignation

Chairman Sargent explained the board received a resignation letter from Mr. James Mayou, resigning from his position on the Zoning Board of Appeals effective immediately. The boards thanked Mr. Mayou for his years of dedicated service and accept the resignation as presented.

### Class II Dealer License Application Process

Chairman Sargent explained the Class II License Application Committee has submitted a draft revision of the used car application process to the Town Solicitor for review. At this time the Solicitor has requested to table this discussion, he would like to meet with Building Commissioner for review.

### Town Constable Update

Solicitor Gibbons reviewed he has researched the by- laws and at one time the by- law approved 2 constables with up to three year term, an amendment was made, changing it to 2 constables for 1 year terms to be appointed each March. Selectman Connolly asked if the appointment is to be made by the board or the Town Administrator. Solicitor Gibbons explained it is a Selectman appointment by statute. The board decided to schedule the appointment on the next agenda.

## **Goals & Objectives Discussion**

### *Duffy Park Maintenance*

Chairman Sargent explained there has been some vegetation growth at the park preventing the view of the water. He asked for the Park & recreation to review.

### *Conversion of Treasurer & Collectors Positions*

Chairman Connolly explained it is the burden of the board to request an Act of Legislature to complete this change. Chairman Sargent explained this can be added to the list.

### *Annual Employee Review & Evaluation System*

Selectman Connolly asked for an update on where the salary adjustment process stands. Selectman Dziokonski asked if the study has been completed. Administrator Ward reviewed it was being conducted by the Personnel Board and he will have an update for the board's next meeting.

### *Performance Management Review*

Administrator Ward explained he would like to implement a Performance Management review for departments to make a monthly report for department benchmarking certain criteria and then the data can be compared to other communities. This would provide information to the board on how the departments are performing and decision can be made based on data. It will be helpful to make data driven decisions. Selectman Dziokonski asked about the nonunion employee review. Administrator Ward explained this is a measure of performance department, benchmarking with other communities.

### *Business Development Committee*

Selectman Iacobucci indicated he has been approached by individuals with interest in serving.

### **Old & New Business Continued**

#### PTA Fundraising Event Proposal

Chairman Sargent explained the board has received a request letter from the Clinton PTA; he invited representatives of the PTA to come forward before the board. Ms. Jen Scalise explained she is an attorney, and Vice President of the PTA Mr. Albert Mugado who were before the board with the request. Ms. Scalise explained the request is for approval to use the approval to host a fundraiser race on October 25, 2014 using the football field as the home base. They have spoken to the Police Chief regarding details for the event and the time to host so the event will be the least disruptive to the town. At this time she is working on securing a method of registration, she would like to use an online system. She describes the event as having a Halloween theme, and event people will enjoy with sponsorships from large companies who may host a table at the field. Key things for the event are the requirements for permits and or licenses, what is the process required for the permits. She was hoping to get a local beer vendor, would this be eligible to have at event. Selectman Connolly explained no alcohol is allowed on school grounds it is prohibited. Ms. Scalise explained a committee member spoke with the School Committee last evening. Selectman Connolly reviewed there is no use of alcohol on any school property. Mr. Mugado explained the event was proposed to the school committee at their meeting we were not in attendance and will have to verify with the PTA representative who attended. Selectman Iacobucci recommended the PTA work with a local restaurant on a place to go after the race. Mr. Mugado explained the PTA is in dire need of funding and was hoping to raise a lot through the event. The board agreed they support the activity and wish the PTA the best of luck. They explained as the race gets closer and the plans finalized including the route to be used, they should return for approval from the board.

### Fire Chief Exam

Selectman Connolly asked for an update on the timeline for the process of the Fire Chief Exams results and hiring. Administrator Ward explained the process will include partial assessment center process. The process compiles the percentages of the civil service exam, an oral interview along with education and experience, to rank candidates. At this time there are two from the department who have taken the test. The town has not received any notification on the candidates' results, civil service will send out notification how candidates ranked with test scores.

### **Committee Reports**

#### *Recycle Planning Committee*

Selectman Iacobucci explained the Recycle Planning Committee will be meeting within the next few weeks as well as the Cable Advisory Committee. Selectman Connolly shared the Government Reorganization Committee is scheduled to meet on July 25<sup>th</sup> for a review of the development of the Facility Department report by the consultant.

Chairman Sargent stated the board will be entering into two Executive Sessions under articles 1 & 3 for Non-Union Personnel Matter and Police Union Negotiations discussion at 7:35PM, and will not return to open session. Roll Call Vote to enter in Executive Session: Selectman Iacobucci "aye", Selectman LeBlanc "aye", Selectman Connolly "aye", Selectman Dziokonski "aye" and Chairman Sargent "aye."

Selectman Connolly made a motion at 8:56PM to adjourn. Selectman Iacobucci seconded the motion. The vote was unanimous.

Meeting adjourned.

Respectfully submitted,

Joyce Corbosiero  
Administrative Assistant to the  
Clinton Board of Selectmen