

**Selectmen Meeting
Minutes
January 6, 2021**

Chairman Kerrigan, Selectman Boisoineau, Selectman Devault, Selectman Connolly, and Selectman Kobus were in attendance. Attendees were Town Administrator Ward and Town Solicitor Gibbons. Chairman Kerrigan opened the meeting at 7:00PM.

Public Comment

Mr. Jeffrey Swann of 132 Franklin Street was before the board. Mr. Swann read from a prepared statement. He reviewed his feelings regarding the day's events of the storming of the Capitol building in Washington DC.

Review of Minute

The board received minutes from December 16, 2020 Selectmen's meeting for review and approval. Selectman Connolly made a motion to approve minutes as presented. Selectman Boisoineau seconded the motion. The vote was unanimous.

Board of Health COVID 19 update

Chairman Kerrigan invited the Board of Health representatives before the board. Chairman of the Board of Health Steve Lipka and Health Agent Tom Bonci were before the board. Mr. Lipka explained they wanted to provide an update to the board regarding the COVID pandemic. Mr Bonci reviewed the number of cases being reported in the community, to date 141 active cases, with 809 out of quarantine. The department has hired a part time nurse to assist the full time nurse with tracing and monitoring. Mr. Lipka reviewed last week there were 107 new cases with a positive percentage testing rate of 12.8%. He had a meeting with the Superintendent of Schools and the Chairman of the School Committee on Monday and they all agree the kids cannot return to school until the rate gets down to 10%. The plan is to review again on February 1. He explained the good news is the vaccine is on its way, they are part of the Montachusett Public Health Network and the region should have vaccines to administer to Police & Fire next week. Mr. Bonci explained the sites administering the vaccine will be in Leominster, Fitchburg and Clinton. The Clinic should be set up by the end of next week. The departments will receive notice of available vaccine and will ask the employee to register on line for an appointment. The vaccine will only be distributed by appointment, between 9AM and 1PM. Selectman Kobus asked about cluster information, are there target areas where households are affected. Mr. Lipka explained the number of cases changes daily, residents of households test positive at different times. All the towns are experiencing an uptake in

cases, this would be an added task to track. The resources are busy doing contact tracing on the increased numbers daily and now they are focusing on setting up the clinics for vaccinations. Selectman Kobus explained if there is anymore the board can do to elevate the work please let us know. Mr. Lipka explained they were able to hire a retired nurse to help out part time and many volunteers have stepped up and want to assist with the clinics. As vaccines become available the retired nurses will help at clinics and more in the community will be able to get vaccine. Chairman Kerrigan asked everyone to be safe explaining everyday he looks at the numbers which are higher than they were in the Spring provisions still need to be taken. Selectman Devault asked the Board of Health if there will be somewhat of a downturn now that the holidays are over. Mr. Lipka explained he hoped so, if not the Governor will make some changes with restrictions.

Administrative Business

There was none.

Old & New Business

Town Credit Card Use Policy

Administrator Ward explained to the board the financial departments have been working with the DoR on creating a set of financial policies, prior to COVID a package was completed and was under review. A copy of the credit card policy has been included in the board's packet for review and approval. He explained department heads have expressed the need for a credit card to make purchases with vendors who cannot extend credit and require payment upon purchase. The Town Accountant has reviewed this with the Town Auditor, who explained many towns have put a credit card in place using restrictions and policies approved by the DoR. The policy approval will allow the Treasurer to apply for the credit card, if granted the Accountant and Treasurer will have possession of the card, the purchases will require prior authorization and the account will be managed by the Town Accountant and Treasurer. Selectman Devault asked if one card will be issued or will there be multiple cards issued to Department Heads. Administrator Ward reviewed there will be one card and it will require prior authorization for use by completing the requisition form. He explained the departments have other credit accounts with Lowe's and Home Depot for purchases this would be used for primarily online renewals for licensing or certifications. Selectman Boisoneau asked if the Accountant will keep track of the purchases. Administrator Ward explained yes. Selectman Devault asked about the \$3000.00 limit, only purchases under that can be made with the account. Administrator Ward reviewed that is the amount recommended by the DoR but the board can change that as they see fit. Selectman Kobus asked if \$3000.00 would be a sufficient amount that could be monitored and amended if more is needed. Administrator Ward reviewed the board can do that or approve a \$5000.00 limit,

the card will be used by many departments. It can be monitored and assessed if the limit is always being reached it can be expanded. Selectman Kobus asked if this will be the end of personal reimbursements. Administrator Ward agreed, the hope is no one will be using their personal cards. Selectman Connolly reviewed \$3000.00 is a low limit for a credit card, one that would be considered for a small business, he would propose a limit of \$5000.00. Selectman Connolly made a motion to approve the town credit card use policy as presented, with a credit limit of \$5000.00. Selectman Boisoneau seconded the motion. The vote was unanimous.

Police Chief Appointment

Administrator Ward reviewed he wanted to give the board an overview of what to expect. Police Chief Laverdure has announced his retirement but has agreed to stay on as interim Chief. There is no Civil Service test offered for Chief, the process for hiring will go through an assessment center. This is the process approved by Civil Service, they will generate a list based on the process. An assessment company will be hired and begin the process. Administrator Ward stated due to his personal situation he will ask for the process to be returned to the board. He has provided a list of companies, the next step is to solicit proposals and then the board will decide which company to work with. From there the company does everything. The town asks Civil Service for a declaration agreement from there the board reviews the proposals and costs presented. Chairman Kerrigan asked as a point of clarification, on the list generated by Civil Service is there an obligation to the first on the list. Administrator Ward stated exactly if there is a bypass of the number one candidate, the candidate has a right to appeal the appointment and there would be a hearing held. The town would then have to prepare in writing the rational as to why they chose to bypass candidate. Solicitor Gibbons reviewed the town isn't obligated to pick the number one but has to provide the rational if they chose not to. Chairman Kerrigan agreed the town should proceed with the promotional appointment process and have the proposals for the next meeting.

Facilities Director Search

Chairman Kerrigan reviewed the interviews will be held this week. The Human Resource Director completed the phone screening and scheduled the short list for interviews. He reviewed Selectman Kobus serve on the committee as well. Both agreed the committee selected 7 or 8 candidates and after the phone screening 3 or 4 are scheduled for interviews.

Update on the Home Rule Petitions

Selectman Connolly asked for an update on the home rule petitions before the legislatures. Administrator Ward explained the Conservation Commission request is on

the Governor's desk for review, he was notified by Senator Chandler's office. He reviewed the others will have to be refiled, he will follow up on them.

West Ledge Lighting

Selectman Devault asked for an update on the street light installation project at West Ledge Estates. Administrator Ward explained he will reach out to National Grid for a status, he is aware the vendor has delivered the lights.

New Accounting Software

Selectman Devault asked for a status on the new accounting software purchase. Administrator Ward reviewed there was a kickoff meeting held with the Financial Department heads, the target date is for July 1st. The concern is to make that timeframe, moving forward the contract will be in place and the implementation of the software in process.

Reserve Fund Transfer

Administrator Ward reviewed he found out today the Finance Committee will be meeting next week to review the reserve fund request. The request is for a transfer of \$9848.00 to cover a shortfall in the Insurance line item of the budget. The company has requested payment. Once reviewed and if approved by the board it is required to be reviewed and approved by the Finance Committee. Selectman Connolly made a motion to approve the Reserve Fund transfer in the amount of \$9848.00 to cover the Police, Fire Insurance. Selectman Boissoneau seconded the motion. The vote was unanimous. Administrator Ward asked for board members to sign the request prior to leaving this evening.

Committee Reports

Personnel Evaluation Sub Committee

Selectman Devault explained he missed the e-mail from the HR Director regarding the evaluation form formatting. He understands the board voted to approve form, he asked if the members can have the form completed and returned to the HR Director in one week, by next Wednesday, or will two weeks work out better. The board agreed to complete in one week.

Surplus Property Committee

Selectman Devault reviewed the committee met and are brainstorming ideas for properties, one is to create a Community Center at the Armory building. He also explained the plan is to reengage the School Committee on the Old Fire Station building, to repurpose use of the building.

Cable Committee

Chairman Kerrigan explained the finalist for the Executive Director Position will be invited for a tour next week to review the towns set up and meet committee.

CEMA Director Resignation

Chairman Kerrigan thanked Dino Zapantis for his service to the town as the CEMA Director, he has submitted his intention to retire from the position. Chairman Kerrigan congratulated him on his retirement.

Moment of Silence

Chairman Kerrigan asked for a moment of silence in memory of former Town Solicitor James Gibbons. He served the community in many volunteer positions on the Olde Home Day Committee, 150th Parade Committee and as a long standing member on the Council on Aging. He was one of the sweetest guys he knew.

Chairman Kerrigan explained the board will enter into Executive Sessions and not return to an open meeting. Executive Session under Article 2 for Modification to the Landfill Administration Agreement at 7:45PM. Roll Call Vote: Selectman Boisoneau "aye", Selectman Devault "aye", Selectman Connolly "aye", Selectman Kobus" aye", Chairman Kerrigan "aye".

Executive Session Article2 Modification to the Administration of the Landfill Agreement 7:45PM -9:05 PM

Selectman Connolly made a motion to adjourn the meeting at 9:05PM. Selectman Devault seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero

Executive Assistant to the Clinton Board of Selectmen/Town Administrator