

**Select Board Meeting
Minutes
January 18, 2023**

Select Board Chair Mr. Kobus, Select Board member Ms. Dickhaut, Select Board member Ms. Perusse, Select Board member Mr. Kerrigan, Select Board member Mr. Devault were in attendance. Attendees were Town Administrator Ward, Assistant Town Administrator Snell and Solicitor Gibbons. Chair Mr. Kobus opened the meeting at 7:00PM.

Public Comment

William Kerrigan of 160 Pine Street was before the board.

Mr. Kerrigan stated the new “No Thru Trucks” and other signage has been added to the Woodlawn, Pine and Harbor Streets area. He is aware when signage like this is posted regarding commercial vehicles it is necessary to provide a data sheet to the Mass DoT. He checked and nothing has been filed, the signage is not enforceable unless filed with Mass DoT. He asked if the board will be filing the necessary paperwork. Chair Mr. Kobus thanked Mr. Kerrigan for the information. Mr. Kerrigan asked will he receive a response at some point to the question. Chair Mr. Kobus stated not at this time.

Review of Minutes

The board received minutes from November 16, 2022 Selectmen’s meeting including Executive Session for Oxford Court Parking Lot Lease for review and approval. Mr. Devault made a motion to approve minutes as presented. Mr. Kerrigan seconded the motion. The vote was unanimous.

ADMINISTRATIVE BUSINESS

There was none.

OLD & NEW BUSINESS

Select Board Start Time

Chair Mr. Kobus explained this had come up last week in scheduling the meeting. Is there any interest to start the meeting 6 or 6:30PM going forward? Mr. Devault explained he would like to meet earlier, he asked Mr. Ward how long the meetings have been scheduled with a 7PM start time. Town Administrator Ward explained for about 100 years. Mr. Devault stated people will not accept the change, they will still show up at 7PM. It really would be a herculean task to make the shift, and change to 6 or 6:30PM. Mr. Kerrigan stated he does not disagree but we are mid-way through the year, perhaps you can schedule the Executive Sessions for 6 or 6:30PM and get them over with before not to impact the public. Ms. Perusse agreed, we should experiment with the Executive Session time. Chair Mr. Kobus stated the other side of this it may be more accessible

earlier in the evening rather than 7PM, in the winter time it may be easier. Ms. Dickhaut stated the meetings have been set at 7PM for a long time, with the mind set people work all day and have children to tend to and get stuff done by 7PM. She stated it is a more suitable time to allow people to get things done prior. Chair Mr. Kobus stated some schedules don't wind down until 8:30PM or 9:00PM at night.

Town hall Workspace Assessment

Chair Mr. Kobus stated this has been mentioned previously at a meeting. He would like to have the Facility Director and the Administrators conduct an assessment and create space to make the building use more efficient. Ms. Dickhaut explained she had made this suggestion, she was part of the renovations committee when the most recent refresh was completed of the building. At that time they ran out of funding to complete the back area of the basement. There isn't even an adequate conference room available. She shared she was downstairs last week and stopped in the Cable Directors office it was filled with equipment the space is small for the needed use. The Custodian has a desk in the boiler room. Mr. Devault explained the Cable Committee is working with Mark to identify spaces for a studio. One area that has been selected is to put in a work area behind the stage, this would be a temporary area until a long term area is selected. He stated potentially there may be more room and open up more space to have the studio outside of the town hall. Mr. Kerrigan made a motion to authorized Town Administrator Ward to begin the assessment of the town hall work space working with Department Heads to determine resources needed. Mr. Devault seconded the motion. Chair Mr. Kobus asked if board members wanted to participate in the assessment, Ms. Dickhaut expressed interest, noting she had been on previous committee. Chair Mr. Kobus agreed stating he will also join the committee. The vote was unanimous.

Televising the Select Board Appointed Meetings

Mr. Devault explained this has been spoke about at prior meetings, it is meant to film all municipal meetings. These meetings are the foundation of content to the channel. The only reason we are not recording is they just don't want to do it, also all meetings should be held in this room, for the purpose of filming and space. They are public meetings and nothing can stop us from filming. We must insist all boards appointed by the Select Board be filmed. Mr. Kerrigan asked which boards the Personnel Board and the Council on Aging. Mr. Ward stated yes also the ZBA, Conservation, Historical and Disability Commission. Chair Mr. Kobus asked for the process of communication to these existing boards begin. Ms. Perusse agreed notice should be sent to the boards with the request to film. All boards should receive communications that we want to move forward with our desire to film. Mr. Devault explained he is ready to make a motion to move forward that all appointed boards be filmed, we can chose how to approach but this needs to be done quickly to solidify and avoid any confusion, for all meetings held by appointed Select

Board committees. Administrator Ward explained some meetings take place virtual or downstairs. Mr. Devault explained in the formal communication it should be encouraged to meet in the Chamber room, which allows an environment which is more inviting to the public to attend than other venues. Chair Mr. Kobus explained the Park & Recreation hold their meeting in the recreation room on site at their building, we can ask for use of that area if there are committees that need a meeting space. He stated he would also like an extension of an invite to discuss this request if they want to discuss further. Mr. Devault explained we can review the meeting space on a case by case basis. Park & Recreation have an adequate space for the public to attend. Mr. Devault made a motion to authorize Public Access Director to film all municipal meetings of the Select Board appointed committees. Mr. Kerrigan seconded the motion. The vote was 4/1 opposition Ms. Dickhaut.

Town wide Gift & Donation Policy

Mr. Devault stated he had the Town Administrator provide information on how each department approaches how to handle donations. He would like to set a minimum standard to avoid confusion for groups accepting donations. The expectation is if they are taking donations, they need to list the spending, some do not track the spending. He asked why leave an opportunity to chance? If a group has collected \$20,000 in donations what would they spend this on? How is it documented, how has the group spent the donation? This makes sense for a subcommittee to handle this review, it should be reviewed by the Government Affairs Committee. This committee is the best suited to look into this and review the state laws and each step required, and the expectation of the minimum required of people receiving donations and the documentation and reporting they need to do. There should be a department wide policy created as long as it doesn't violate town policy. Administrator Ward explained it is in the system dollar for dollar, what is purchased is documented. The Accountant keeps a list of donations turned over and expenses taken from the account, there is a tracking of what comes in and what is paid out. Mr. Devault stated a town wide policy is needed to reiterate that. The committee can set the clear expectation and ability to reject donations. There should be a tracking system on what expenses donations are used on. Ms. Perusse asked what donations are we speaking of, the ones we make on behalf of the town. Mr. Devault said yes both the ones made by the town and collected by groups on behalf of the town. Ms. Dickhaut asked are you meaning any fundraising done on behalf of a group. For example if the CHS baseball team fundraised \$25,000 and the intent is to support the baseball program, by providing for the team. The invoices should be put into an account and a record kept of all activity. This is the way the system works now. Administrator Ward agreed any funding is turned over, recorded and any expenses are tracked as well. Ms. Dickhaut stated is a committee needed to establish a Gifts and Donation Policy. Mr. Devault explained there isn't a need for the creation of a subcommittee, this can be worked on

with an existing subcommittee like the Government Affairs subcommittee. Mr. Kerrigan agreed this can fall under the Government Affairs subcommittee. We can report back to the board, this is a standing committee. Mr. Devault stated no motion needed, then Mr. Devault made a motion to authorize the Government Affairs subcommittee to draft a town wide Gift & Donation Policy. Mr. Kerrigan seconded the motion. The vote was unanimous.

Downtown Sidewalks

Mr. Devault stated he toured the downtown and took 62 photos of the cracks in the sidewalks. He shared he provided pictures for the board and categorized them with a rating of severity. He sent over about 20 photos that have some bad cracks. He also took the liberty to speak with a Civil Engineer he knows and shared the information. He was told you can only tell so much from a picture but there are 4 causes of the cracks. They are a result of workmanship, design, heavy equipment exposure and a combination of all. He would like to hire a consultant, he explained a civil engineer review is needed to identify the problem areas and report back to the board how to handle this. He received an estimation of approximately \$5000.00 for a report to be generated by a consultant. Ms. Dickhaut asked if anyone has spoken with the DPW Superintendent regarding these issues. He is a Civil Engineer. Mr. Devault explained he thought he would be here tonight for discussion. Administrator Ward explained he has not discussed this internally yet. Ms. Dickhaut stated it is important to get DPW Superintendent involved and retain his feedback before you hire an outside consultant. Chair Mr. Kobus agreed we should speak with the Superintendent before getting an outside consultant involved.

Committee Reports

Cable Committee

Mr. Kerrigan explained he is trying to get a meeting together, if you are on the Cable Committee please answer e-mail regarding scheduling a meeting.

Community Announcements

Chair Mr. Kobus acknowledged Clinton Massachusetts was part of the Jeopardy show the previous evening.

Ms. Perusse reminded Chair Mr. Kobus of the Christmas Tree Pick Up.

Christmas Tree Pick -up

Chair Mr. Kobus announced the DPW will be conducting the pick-up of Christmas Trees throughout the month of January, please leave by the curb for pick up.

Chairman Kobus reviewed the board will be going into Executive Session under MGL 30A Section 21a6 under Article 3 Potential Litigation: Mary Rose Dickhaut Personnel Board

membership and will not return to an open meeting. The next meeting is scheduled for February 1, 2023. He asked if board member wanted to meet next week regarding ARPA funding review or schedule for next meeting. The board agreed to approve funding on a rolling basis and will discuss at the February 1st meeting.

Roll Call Vote was made at 7:54PM to enter into Executive Sessions under Article 3 Potential Litigation: Mary Rose Dickhaut. Roll Call Vote: Selectman Devault “aye”, Selectman Kerrigan “aye”, Selectman Perusse” aye” Chairman Kobus “aye”.

Ms. Dickhaut recused herself and exited the meeting.

Executive Session Article 3 Potential Litigation: Mary Rose Dickhaut Personnel Board membership 7:54PM – 8:29PM

Mr. Kerrigan made a motion to adjourn the meeting at 8:30PM. Ms. Perusse seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero
Executive Assistant Town Administrator/Select Board