

**Selectmen Meeting
Minutes
February 3, 2021**

Chairman Kerrigan, Selectman Boisoneau, Selectman Devault, Selectman Connolly were present. Selectman Kobus was absent. Town Administrator Ward was attendee. Chairman Kerrigan opened the meeting at 7:00PM.

Public Comment

There was none.

Review of Minutes

The board received minutes from January 21, 2021 Selectmen's meeting for review and approval. Selectman Connolly made a motion to approve minutes as presented. Selectman Boisoneau seconded the motion. The vote was unanimous. 4/0

Deb Goodsell Sr. Center Executive Director – Covid 19 Vaccine Update

Chairman Kerrigan invited Senior Center Executive Director before the board for discussion on Covid 19 Vaccinations. Ms. Goodsell thanked the board, she explained the center has received a lot of phone calls regarding Covid 19 vaccinations. The roll out is being determined from the state's plan, the first phase was for first responders, the second phase part one includes seniors over the age of 75 years old. There are 3700 seniors in Clinton, 1200 are 75 years old or older. She reviewed a meeting she participated in on Friday with the state which explained the roll out program will be a sprint not a marathon, the vaccine will be coming to the area but we have to be patient. UMASS will open a clinic in Worcester on Monday, February 8, 2021. She also received notice from Senator Cronin's office that the vaccine will be distributed to the retail pharmacies starting on February 11. She isn't sure which pharmacies are going to be selected and unsure of any are in Clinton. She is aware in the surrounding area Leominster Hannaford's and CVS Hudson along with Walmart are locations in the surrounding area. She explained she is in constant contact with the agencies and will do an all call with information as she receives it. Please be patient. Chairman Kerrigan thanked Ms. Goodsell for the information.

Introduction of Housing Authority Executive Director Danielle Fahey

Chairman Kerrigan invited Housing Authority representatives forward. Chairman of the Housing Authority Mr. Fred Johnson was before the board. Housing Authority member William McGrail was present also. Mr. Johnson reviewed a search committee was formed to fill the Executive Director position and had been working over the last few months in the hiring process. He introduced Ms. Danielle Fahey as the new Executive Director. He stated Ms. Fahey brings a lot of experience to the Housing Authority. Ms. Fahey agreed she explained she has worked with the Worcester Housing Authority for

12 years and then moved on to the private sector to learn more about affordable housing. She is up for the challenge, she explained Clinton is a great town and she has been welcomed by all. She finds everyone very friendly and approachable. Selectman Boisoeneau wished her the best of luck and explained if she needs anything from the board please call. Chairman Kerrigan agreed explaining he is happy to have her in the position for the town. Selectman Connolly explained please do not hesitate to ask for assistance. Ms. Fahey thanked the board.

Selectman Kobus joined meeting at 7:15PM.

Introduction of State Representative Meghan Kilcoyne

Chairman Kerrigan invited State Representative Meghan Kilcoyne forward for discussion with the board. State Representative Ms. Kilcoyne was before the board she thanked the board for having her, she explained she was sworn into office on January 6, so just about a month ago. She is happy to be before the board, it is good timing because the new legislative session has started and she would like to hear about the towns priorities. She is aware most of the bills from last year will have to be refilled other than the Conservation Commission request, which was signed by the Governor on January 6. She explained she anticipates a traditional cycle and the normal schedule for the budget cycle. She is glad to be before the board to hear the priorities of the board. Selectman Connolly welcomed Representative Kilcoyne on behalf of the town of Clinton, he congratulated her on making history as the first woman to represent Clinton. He explained it is difficult for the board not knowing the local aid numbers when budgeting understanding they are based on state revenue. The town relies heavily on local aid, not knowing even if it is bad news or will have a negative impact, the information is needed. Representative Kilcoyne explained she is always an advocate for Clinton, and knows the importance of information needed for budgeting. The sewer/water funding she realizes is extremely important to town. She knows the state recognizes its importance and it is a priority she shares with the board. She is aware of the bills needed to be filed and will work together with Senator Cronin to coordinate any issues. Chairman Kerrigan thanked Representative Kilcoyne for attending the meeting. Representative Kilcoyne thanked the board for the opportunity.

Phil Duffy – Community & Economic Development Director

Mass DoT Winter Spaces and Shared Streets Grant Program

Community & Economic Development Director Mr. Duffy was before the board to request permission to apply for grants, one is the winter spaces and shared streets grant program. He explained 10 million dollars was put into this program by Mass DoT to assist communities in broadening the roads for mobility for citizens. The funds can be used for apparatus and equipment to create space for public use, like in the downtown area. Over the spring he spent about \$9000.00 to purchase barriers to assist with the outdoor seating areas for restaurants. There is a beautiful downtown area and he would like to enhance with funds from this program to purchase permanent planters and canopies for shade, along with assistants for the lighting and parking areas. He

would be applying for \$60,000.00 and the application is due by February 26. Selectman Connolly made a motion to authorize Community & Economic Development Director Mr. Duffy to complete an application as explained for the Mass DoT winter spaces and shared spaces street grant program, to assist with facilitating additional outdoor dining space for the town. Selectman Boisoneau seconded the motion. The vote was unanimous.

Mass Office of Business Development Regional Pilot Grant Program

Community & Economic Development Director Mr. Duffy explained to the board this is a new program with an application deadline of February 10. It is a regional approach to assisting with the impact to the business community from COVID. He has spoken with fellow Directors in other communities regarding making a regional application. The consensus is to apply for assistance to ensure social distancing measures are followed and also to enhance parking spaces to the downtowns to allow accessibility. This will be a regional application and is due prior to the boards' next meeting. He also explained there is a Travel/Tourism Grant program with a deadline of March 12. This grant program will offer funding to assist with funding for businesses. Selectman Devault asked if these grants would assist with programs like the Matchstick Market, it would be nice to have this return to a space within the downtown. Mr. Duffy reviewed he has reached out to the organizers of the Matchstick Market but has been unable to receive a response. Selectman Devault explained he would like to see a pop up shop area in the downtown near the Aubuchon hardware building where space has opened up. Mr. Duffy agreed that is a nice area to host a market place, he has reached out to the property owner for discussion and will follow up. Selectman Connolly made a motion to authorize Community & Economic Development Director Mr. Duffy to apply for the regional pilot grant program being offered through the Mass Office of Business Development and the Travel and Tourism recovery grant program as explained. Selectman Boisoneau seconded the motion. The vote was unanimous. Chairman Kerrigan acknowledged the town was awarded funding as part of the Rapid Recovery Grant Program to assist with technical assistance with mass downtown initiatives, to allow residents to feel comfortable to return to their downtowns. Mr. Duffy explained yes all who applied were granted funding and he planned to hire a consultant to assist with ways to assure residents are comfortable to return to using the downtown. He thanked the board.

Administrative Business

There was none.

Old & New Business

Police Chief Appointment

Administrator Ward reviewed he has received four proposals from consultant companies to run the assessment center. He included the information in the board's packet. He explained one company has worked with the town in the past. Chairman Kerrigan asked for the board's review. Selectman Connolly asked for a

recommendation from Town Administrator Ward. Administrator Ward explained in the past the board has worked with Public Safety Consultant. All of the companies are spoke highly of, and are respected in the industry. Selectman Connolly made a motion to move forward with the recommendation made by Administrator Ward and move forward with Public Safety Consultant. Selectman Boisoneau seconded the motion. The vote was unanimous.

Cable Director & Facility Director Search

Chairman Kerrigan explained he attended the Personnel Board meeting today with a request for a review of the salary. The negotiations have begun with the top candidate for both the Facility Directors position and the Cable Directors position. Based on the action of the Personnel board the offers will be made to the candidates by the Human Resource Director. Selectman Devault explained he would like to see more efficiency in the process, regarding the salary for open positions. He reviewed the range of the salary may present confusion. It is challenging to have to wait for approval on an adjustment on the range from a board that meets once a month. It seems to create a delay in the hiring process. He would like to see the process streamlined, the Town Administrator should determine where the candidate should ultimately fall in the range based upon the candidate's education and experience. He would recommend pursuing a by-law change to allow an easier hiring process. Chairman Kerrigan stated the Human Resource Director expressed some concerns as well, the position should be posted with a salary not the range. Her recommendation is to change the way a job salary is posted. Administrator Ward reviewed a by-law amendment would be the better way of making a change. Selectman Connolly explained he supports Selectman Devault's position on the salary, it should be up to the hiring authority to place the employee on the range where he deems appropriate. The Superintendent of Schools hires and places the employees as necessary. The Town Administrator is the hiring authority and if a by-law amendment is needed to change so be it, he explained he is supportive of change.

CEMA Director

Chairman Kerrigan reviewed there is an opening in this position due to the recent retirement of Mr. Zapantis. Administrator Ward explained he wanted to review other options with the board. With the current vacancy he wants to explore a Public Safety department head taking on the roll as CEMA Director. He explained he would like to discuss it with the Fire and Police Chiefs to see if they are willing to take over the position. He is aware the Police or Fire Chief is the CEMA Director in other communities. Over the last few years there has been an increase in the amount of paperwork required for state grants, a lot more bureaucracy for the position. He explained a full time department head typically goes to the meetings and is familiar with the FEMA requirements. Both worked closely with FEMA during the beginning of pandemic getting PPE for departments. He would like the board to take a look at a different approach for the agency. He explained he is supportive of keeping volunteers

but adding the duties of the Director to the public safety departments. Selectman Connolly explained his thoughts, he has concerns changing the agency, and it has always been run and supported by the make-up of volunteers. He would not want to discourage volunteer participation, he would hate to see the agency absorbed into a department. He proposed the creation of a new position perhaps a manager in the middle between the Town Administrator and the agency, this person can report to the Police and Fire Chiefs and oversee the group of volunteers. Selectman Devault asked if any of the volunteer have expressed interest in the Directors position. Administrator Ward explained yes one person has expressed interest. Chairman Kerrigan explained he would not want to discourage volunteers but would not want the town to miss out on any funding because the position is only volunteer, it is complicated. Selectman Devault is supportive of the volunteer position but it may be better if the Police or Fire Chief, there are more resources to work on added bureaucracy. He asked if there would be a violation to adding the responsibilities to a paid position when it is supposed to be a volunteer position. Chairman Kerrigan explained no one would be forced to take on the responsibilities, it would be reviewed to see if the personnel has time for the responsibilities. Administrator Ward agreed explaining there is always a need for volunteers, they provide extra help in the occurrence of an event. He explained a stipend can be offered to a current department head, there is no prohibition for changing it from a volunteer position to a current employee. Selectman Connolly explained more exploration needs to be completed on the creation of an Executive Director position and the reorganization of the agency. It would be good to clarify the CEMA Director position.

Consolidated Financial Software

Chairman Kerrigan explained the Town Administrator has an update for the board. Administrator Ward reviewed he requested a timeline from the company and they provided a schedule which was provided in the boards packet. The proposed completion should be next July. The portal should be opened next week and the chart of accounts created by consultant working with the Town Accountant. The next step would be training and implementation.

Savage Field Project

Selectman Kobus asked about the addendum to the bid for the Savage Field Project. Administrator Ward explained the responses are due back on Monday February 15, the award will be immediate and the completion date for the project is April 15, to ensure the job gets done. He explained he has been working with communities who have recently completed similar projects, it is recommended to commit to a deadline. He stated he appreciated Selectman Kobus' patience with this project. Selectman Kobus acknowledged Administrator Wards perseverance with the project, he asked if contact has been made with Tennessee Gas to work with National Grid on the project. Administrator Ward explained he is aware this is under review, the lines run close to the lights but he is unsure exactly where. He remembers from a Park & Recreation project

completed a few years ago sometimes someone is required to be on site when the digging is being done. As explained he is unsure of exactly the zone which requires that.

Committee Reports

Surplus Property Committee

Selectman Devault reviewed the committee met and discussed him attending a School Committee meeting to review discussion on relocating the Central office. He was hoping to get to the next meeting but understands they are busy so he plans to work with them to get on the agenda when it is a good time for discussion. The committee reviewed options for the RFP for Gene's Auto property, they plan to review ideas at the next meeting and create a path to move forward with all the properties. They will meet again on February 17th.

Selectman Connolly made a motion to adjourn the meeting at 8:10PM. Selectman Boissoneau seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero

Executive Assistant to the Clinton Board of Selectmen/Town Administrator