

**Selectmen Meeting
Minute
March 3, 2021**

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

Public Comment

There was none.

Review of Minutes

The board received minutes from February 18, 2021 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. 5/0

Board of Health COVID 19 update

Chairman Kerrigan explained the Board of Health representatives had a scheduling conflict. He explained he had spoken with the Chairman of the Board of Health Steve Lipka. Mr. Lipka notified him the Board of Health took action at the recent meeting to open all town buildings for public access. Chairman Kerrigan explained he has spoken with Town Administrator Ward and the building will be open on Monday March 8 in order to provide notice for all the town offices to prepare for reopening. The schools are working with a phased system on returning students to the classrooms, all students shall be back for in class learning by April. He asked everyone to be safe explaining we are half way through this and precautions still need to be taken.

Utility Pole Installation Hearing Catherine Street

Chairman Kerrigan invited the representative of National Grid forward. There was no representative in attendance. Town Administrator Ward explained there was an Engineer from National Grid scheduled to attend. Chairman Kerrigan explained the board will continue Out of Agenda Order and return to hearing later.

Common Victuallers License – 180 Church Street Thai Time

Chairman Kerrigan opened the hearing inviting the representative of Mannion Inc.d/b/a Thai Time Restaurant forward. Mr. Sompoj Aramphong was before the board representing Mannion Inc. He explained the restaurant has run the last nine years under his sister's leadership but she passed away in January. The business will continue the same as it always has with him as the manager. Chairman Kerrigan extended his

condolences on the loss of his sister. He opened the hearing for Public Comment, in favor of the license. There was none. In opposition of the license. Selectman Connolly made a motion to approve the license for Mannion Inc. d/b/a Thai Time. Selectman Boisoneau seconded the motion. The vote was unanimous.

The meeting continued Out of Agenda Order.

Lynne McCarren Crabgrass LLC & 7 Leaves LLC 830 Main Street Marijuana Cultivation and Production Host Community Agreement

Chairman Kerrigan invited representatives of Crabgrass LLC and 7 Leaves LLC forward for discussion. Ms. Lynne McCarren of Swampscott was before the board. Chairman Kerrigan asked her to explain the preliminary plan submitted. Ms. McCarren reviewed she switched locations to 830 – 894 Main Street, she was able to negotiate the purchase of the building and had part of the building demolished to create parking. She will be applying to the planning board for site plan review to change the use from a warehouse to a cultivation factory. The purchase and sale agreement is for \$1.7 million with a phased approach to use of the building. The first phase is use of 30,000 square feet of use for mostly cultivation. Chairman Kerrigan asked about new plans to be submitted, the request you are presenting is more than just an address change to the current agreement. Ms. McCarren explained it is the same use intention, with a majority of use for cultivation and an area for solvent extraction. She explained she will e-mail plans to the board. Chairman Kerrigan explained this is more than an address change. Selectman Connolly asked if the board had already negotiated a host agreement for a previous location, is this a proposal to change the agreement. Ms. McCarren stated no, she is making an amendment to the agreement with the change of location. She had done an addendum when the change was made on Sterling Street. This is another location change with a purchase option. The terms remain with the 3% for the town but based on a larger scale, which would be approximately 4 million over the next 3 years. Selectman Connolly made a motion to approve the proposed addendum as presented with the review and approval of Town Counsel that there was no change and approve the transfer the agreement as presented with the Planning and ZBA approvals. Selectman Devault seconded the motion. The vote was unanimous.

Gloria Parkinson Rauscher Farm ADA Trail Proposal Rauscher Farm Subcommittee & Clinton Conservation Agreement

Chairman Kerrigan invited Ms. Parkinson forward for discussion. Ms. Gloria Parkinson and Mr. David Cowell Chairman of the Conservation Commission were before the board. Ms. Parkinson explained she was in attendance of the Finance Committee meeting and was held up. She began by explaining it is a pleasure to speak with the board and share

the proposal for Rauscher Farm project to allow ADA accessibility to Clamshell Pond and parking area. She explained it would allow those with limited access to the property to gain better access. Over the last 12 months the area has become very popular, and a lot of programs are available on the property. There is a warrant article supported by the Conservation Commission for the town meeting warrant to be put forward at the June Town meeting. The project cost estimation is \$90,500.00. This amount could change once the numbers are determined, she has been discussing with Town Administrator Ward the use of volunteer labor and if the work would be covered by the town insurer. Mr. Cowell explained Ms. Parkinson works on the subcommittee and she provides tireless efforts with the stewardship over the property. He explained the Conservation have taken a vote to support the proposal and understand the numbers may change but feel they are fairly realistic. This proposal will provide access for persons with a disability, providing access for the general public. There will be a public net benefit of the project. Chairman Kerrigan asked if there is anything that is needed from the board tonight. Ms. Parkinson explained she will continue to watch the numbers. Chairman Kerrigan thanked her for the efforts of making the open space truly open. She explained there are a lot of happenings in collaboration with town departments to provide programming, she is working with the Board of Health as to when the programs can be reintroduced.

Utility Pole Installation Hearing Catherine Street

Chairman Kerrigan opened the hearing for the utility pole installation at Catherine Street. He asked for a representative of National Grid the petitioner, no one was in attendance. He opened the portion of the meeting for Public Comment. He asked for comments in opposition.

Ms. Lori Donnini of 1 Catherine Street was before the board. Ms. Donnini explained to the board she opposes moving the utility pole, it will create an obstruction. The road is very narrow and it is hard for an oil truck to make a left turn. In the winter it is very difficult with the snow removal and it narrows the road even more. There will be no benefit to the current home owners.

Ms. Denise Camacho of 128 Greely Street was before the board. Ms. Camacho explained the road is narrow and difficult to turn around, there is also a hydrant close to the area. The snow removal process creates issues making the road narrow. She asked who applied for the change, there is no building permit on file and 128 Greely Street isn't the accurate address. She is the owner of 128 Greely Street and hasn't requested the removal of the pole.

Ms. Barabara Deantonis of 2 Catherine Street was before the board. Ms. Deantonis explained to the board the pole has been in its present location for decades, it is out of the way of traffic. The building owner only owns 2 feet behind the building, the pole is on town property. To move the pole across the Street, which is narrow, it would be detrimental to the neighborhood, for turning around or into driveways.

Selectman Connolly made a motion to keep the public comment portion open. Selectman Boisoneau seconded the motion. Selectman Kobus made a motion to deny the relocation of the pole due to the request to relocate was made on January 5, 2021, prior to the ZBA decision. The applicant of property applied to the ZBA for approval of a building, January 14, 2021 the building permit was denied. Selectman Boisoneau asked why they were at the ZBA. Selectman Kobus explained the request was made to the utilities in conjunction with the building project. Selectman Boisoneau explained the applicant to request pole relocation is National Grid & Verizon. Chairman Kerrigan explained the board will leave the hearing open and reschedule the National Grid representative for the 17th.

Community & Economic Development Director – Phil Duffy

Chairman Kerrigan invited the Director forward for discussion. Community & Economic Director Phil Duffy explained he was before the board with an update on Massachusetts One Stop for Growth Program and Shared Streets and Winter Spaces Grant.

Shared Streets and Winter Spaces Grant

Mr. Duffy reviewed the way finding program implementation was part of this grant along with orienting signage and a branded graphic which is approximately \$21,000.00. The lighting to enhance the alley between Aubuchons and First Concern, called Doggit Way is approximately \$20,000.00. The outdoor dining component is over budget, this was to help establish a dining area for businesses to adhere to the social distance guideline and help offset costs for tables, and planters, shade devices and barriers. He plans to dial back on this portion, is was as high as \$70,000.00. The grant application would be about \$75,000.00 to \$90,000.00. He has been working with downtown restaurants to establish outdoor areas and is trying to be creative. He has a meeting tomorrow with the Clintons Bar & Grille. The plan last year took over 12 spaces he is proposing to dial that back and create area without such an impact on parking. Chairman Kerrigan wanted the Bar & Grille to understand they are to be creative and abide by the guidelines, there were some problems last year. The board is in favor of supporting the outdoor use but the favor needs to be returned by ensuring the correct practices are in place to keep all patrons and employees healthy. Selectman Devault asked if there is an opportunity for initiatives to support pop up shops. Mr. Duffy explained not under this grant. Selectman Devault asked about lighting in the alley near Oxford Court. Mr. Duffy explained that is not the correct alley that is privately owned. Mr. Duffy explained he planned to refine budget and submit application by Friday.

Massachusetts One Stop Growth Program

Mr. Duffy reviewed there is another month to submit this application he asked if the board had an opportunity to review the information he gave them at the last meeting. He explained he will return to the next meeting for continued review and discussion. He thanked the board.

FY 22 Budget Hearings

Bigelow Free Public Library

Ms. Letarte submitted the board a chart formula review which tells you the value the town receives from its library, it shows the town receives a million dollar value from the library. She reviewed the budget has no big change. She reviewed the salary steps are included in the salaries and the other areas are standard, including materials expense and consortium membership. She mentioned there was an area of the roof leaking which wasn't addressed by the previous Facility Director. The oversight of the project was completed by the Permanent Building Committee and there is funding remaining in the project funds. Selectman Kobus explained this can create deteriorating of the structure, it needs to be addressed. Selectman Connolly asked about the state aid funding received annually, could this be used for building repairs. Ms. Letarte explained she gets \$19,000 annually in state aid but the funding is being used for a consultant. Selectman Connolly asked the amount in the state aid after consultant paid. Ms. Letarte explained \$30,000.00. She thanked the board for their continued support to the Library.

Treasurer/Collector

Town Treasurer/Collector Mr. John Kittredge was before the board. He reviewed he has no operational changes, the department consists of 4 employees including himself. He reviewed the miscellaneous remains the same as last years. There is a \$70,000 contract expense for payroll. He reviewed the debt schedule submitted which shows the principal and interest. He reviewed there are increases in the Health Insurance rates, Tufts has increase of 1.5%, Havard Pilgrim has a 1% increase and a 5.5% increase for Fallon. The debt service consists of projects approved for \$4.36 million. The bond rate is under 2% for 20 years, the rates are great. There is a lot of the debt absorbed by the Water/Sewer Department, \$2.1 million is due in June. The board thanked him for the budget review.

Council on Aging

Executive Director of the Senior Center Deborah Goodsell was before the board. Ms. Goodsell reviewed there are not a lot of changes to the budget just the step increase for the salaries. She explained the town has over 300 seniors and the budget for the department is .6% of the overall town budget. She has included an increase with the Outreach Coordinator, this position is very busy and they have worked a lot this past year with assisting seniors with paperwork. She has received two grants which she is excited about. One is Farm Fresh Friday which will provide fresh vegetables for seniors to pick up at the center. The other is not for public announcement yet but is huge for seniors. Selectman Connolly asked about the outreach workers salary being covered with the current formula grant funding. She explained this may go down from \$12 per senior to \$9 per senior. Selectman Connolly asked if the town doesn't approve the budget request can you utilize the grant to cover the Outreach salary. Ms. Goodsell explained she would

have to cut from somewhere else to cover the expense. The board thanked Ms. Goodsell for the presentation.

Police Department

Police Chief Mark Laverdure was before the board to review the departmental budget. He began by explaining the department is in transition. There are a lot of new employees so the budget has gone down. He has added a second Lieutenant instead of a patrol man, the difference is about \$31,000. The role is needed with the duties of the Police Reform law that will require additional administrative work. There will be an increase for the department to get all officers accredited, this position would develop the policy, train and supervise the officers. This is a priority in the budget. He reviewed there is an increase in the academy training expense and uniform costs for the new recruits. The new equipment covers equipment replaced every 8 months. There is 2 new cruisers included in the budget, the rotation is one every other year. He explained the names he included in the new positions were just him pushing the senior leaders up to create the numbers needed to budget. The board thanked Chief Laverdure for review.

Department of Public Works

Superintendent McGown was before the board to review the FY22 budget requests for the Public Works department. He explained there are 4 departments to the review including three enterprise funds, Water & Sewer Enterprise, Landfill Enterprise and Rubbish Enterprise funds. He reviewed he prepared a level funded budget and a level service budget, the difference in the two, are the miscellaneous costs for the storm water regulations for a ten year permit the town is in the third year. He received quote after he prepared the budget, the cost is approximately \$100,000 next year. He will speak with the consultant regarding future years. Instead of raising the budget he will prepare a warrant article to use free cash, which he will submit once he speaks with consultant. The road resurfacing is basic maintenance. He reviewed the enterprise funds beginning with the Water & Sewer, is based on revenue of \$220,000, with a \$150,000 increase that he will confirm with the Accountant. The Rubbish Enterprise Fund is similar to last year, there is a 20% increase in disposal, this is sustainable, and there is money to cover the cost. The board thanked Mr. McGown for budget review.

Greely Hill Reconstruction Project

He continued with project updates on the Greely Street water main, he has completed the bid package and has some remaining funding from the warrant article for road resurfacing. He will also use some of the Chapter 90 allotment. He explained he will submit a list of streets after town meeting.

Cameron Hill Retaining Wall

The Cameron Hill retaining wall failure needs to be repaired. He is working on plans that require an engineered stamp. The design is about 95% complete. The repair cost is \$50,000.00.

WekePeke Property Forestry Management

Mr. McGown explained this is the land in Sterling, the first phase went well. The environmental representatives from the state noted it looks spectacular there is a noticeable difference in the area. The next phase is about 70 acres. The Fitch basin and the Lower Lindy basin are ready to go out to bid for dam maintenance. There was a small amount made on the forestry timber but it will be used for the cost of dam maintenance. Discussion is to contact the Sterling Administrator and Conservation board to notify of the project. The board thanked Mr. McGown.

Administrative Business

There was none.

Old & New Business

Prescott Mills Vaccine Clinic at Town Hall Auditorium

Administrator Ward explained the manager of Prescott Mills has contacted the office for approval of use of the town hall auditorium to host a vaccine clinic for the residents of Prescott Mills. It would be on a Thursday for 2 hours. Selectman Connolly made a motion to authorize use of the town hall auditorium for Prescott Mills to host a vaccine clinic when needed. Selectman Boisoneau seconded the motion. The vote was unanimous.

Town-wide Composting Program

Chairman Kerrigan explained he would like to explore starting a program in town. He explained Superintendent McGown informed the board there is an increase in cost because of the disposal increase of 20% this last year. There are many ways to institute a program, there are some pilot program options. He wanted to begin exploration if the board is willing to support. Selectman Connolly made a motion to approve the request to develop a town-wide composting program. Selectman Boisoneau seconded the motion. The vote is unanimous.

Registrar of Voters Appointment

Administrator Ward explained the Town Clerk indicated a Democratic member of the Registrar of Voters has resigned and the Democratic Town Committee has provided a recommendation. Ms. Michelle Hutcheon of 7 Martin Street is the recommendation made to fill the vacancy. Selectman Connolly made the motion to appoint Ms. Michelle Hutcheon of 7 Martin Street as a Democratic member of the Registrar of Voters.

Selectman Boisoneau seconded the motion. Under Discussion: Selectman Connolly asked if the process for appointing the Registrars is a town by law. Administrator Ward explained he would have to research if it is a state law or town bylaw. The vote was unanimous.

Clinton Public Schools Scholarship Fund Donation Request

Administrator Ward reviewed the board has received a donation request from Clinton Public Schools Scholarship Foundation. He explained last year the town made a donation of \$250.00. Selectman Connolly made a motion to make a \$500.00 donation to the CPS Scholarship foundation, there was an increase made to the Civic Fund. Selectman Boisoneau seconded the motion. The vote was unanimous.

Bylaw Review Committee

Selectman Kobus asked for this discussion to be tabled, the board agreed.

Town Administrator Evaluation

Chairman Kerrigan reviewed the board conducted an evaluation of Town Administrator Ward. The evaluation was conducted by each board member and results compiled by Human Resource Manager. The results showed Administrator Ward meets or exceeds expectation on communication to the Selectman, knowledge of the law and history of community, availability and management of community relations. Areas needing improvement are goals delegation, accountability and organization. He explained the Personnel Evaluation subcommittee is working on the needed Personnel Infrastructure to propose a fix for these issues. The review results show the Town Administrator is the correct leadership for the future of town. They are preparing proposals of solutions also goals for July of 2021 will be set at the next meeting. Selectman Devault explained the subcommittee met with the Administrator and the proposals will be presented at the next meeting.

West Ledge Streetlights

Administrator Ward explained the lights should be energized within the near future, he is working on executing the service agreement. National Grid refused the Insurance form sent over and this is required for them to be energized. Selectman Devault stated so it is on National Grid, they have refused the insurance coverage provided. Administrator Ward explained yes the town will own the poles and in order to get service for them the insurance is required.

Savage Field Lighting Upgrade Project

Administrator Ward explained to the board the Permanent Building Committee met last evening to review bid results. The Committee recommends the award go to the low bidder

Systems Electric Chelsea MA in the amount of \$78,050.00. The committee recommends going forward with this company. The town purchased the lights from Lasko Lighting and they have worked with this company as well. The new Director will begin on March 15 and take over the project, there is a completion date of April 15. Selectman Kobus explained he is elated to have this moving forward, based on the timeline for the project. He know post mortem the board had taken a vote back in late August early September to make this project a priority. He feels there board should review the process and see if there are any efficiencies that can be improved. The new Director will begin on March 15 and take over the project, there is a completion date of April 15.

Cable Director Appointment

Chairman Kerrigan explained he feels like there should be some smoke with this one, the new Director has been named. Mr. Mark McGinn is the new Cable Director, he thanked the search committee. Chairman Kerrigan explained he is enthusiastic to see the department develop where it can go from here. The board has the authority for a 15 day veto of the appointment. Selectman Connolly made a motion to approve the appointment of Mr. Mark McGinn as the Cable Director and waive the 15 day veto of appointment, making it effective immediately. Selectman Boisoneau seconded the motion. The vote was unanimous.

Annual Town Meeting

Selectman Connolly reviewed the Annual Town Meeting is scheduled for June, he wanted to clarify the date. Chairman Kerrigan explained it is scheduled for June 7th and the election June 14th. Administrator Ward agreed explaining the bylaw set the dates. Selectman Connolly explained at the next meeting he would like to set the dates and develop calendar for warrant article submission and have a draft budget to review.

Chairman Kerrigan reviewed the board is going to close open session and enter into 3 Executive Session and will not return to open session. Next Meeting is March 17, 2021.

Executive Session Article6 Landfill Property Access Negotiations 8:15PM –8:35PM
Executive Session Article2 Landfill Administration Negotiations 8:35PM – 8:40PM
Executive Session Article3 Fire Union Grievance 8:40PM – 10:06PM

Selectman Connolly made a motion to adjourn the meeting at 10:07PM. Selectman Devault seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero
Executive Assistant to the Clinton Board of Selectmen/Town Administrator