

**Selectmen Meeting  
Minute  
April 7, 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**

There was none.

**Review of Minutes**

The board received minutes from March 17, 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 Update- COVID 19**

Chairman of the Board of Health Steve Lipka and Health Agent Tom Bonci were before the board. Mr. Lipka explained Mr. Bonci would begin the update with information on the number of cases in the community. Mr. Bonci explained there are 1475 cases to date with 19 active under quarantine, 1456 are out of quarantine. The trend seems to be heading down over the last two weeks. Mr. Lipka explained the hope is to have less than 10 cases per week. There were 8 new cases reported this week. Mr. Bonci reviewed the Senior Center Director remains working with UMASS to provide vaccination clinics for the community. To date three successful clinics have been held. The state is reviewing opening more Mass Vaccination sites and possibly one in Central Mass at the former K-Mart location. Clinton residents will be eligible to participate. Mr. Lipka agreed explaining more availability should open tomorrow for centers, log on to the website to look for appointment. Mr. Lipka explained the board had met on Monday to review upcoming events in the town. They have decided they would like more direction from the boards, they would like to form a committee with Selectmen and School Committee members to review best practices to ensure safety for the upcoming events. He is aware the town meeting, election, graduations, Olde Home Day and a request from the Lankton family to hold a Memorial Service in town to honor Gordon Lankton. Chairman Kerrigan agreed stating that would be a good idea. He asked if Mr. Lipka had any indication as to where the state phases are going. Mr. Lipka explained the Board of Health has approved some requests for Youth Soccer and activities requested by the Park & Recreation but he realizes there are a lot of upcoming community events. He doesn't have all the answers and would appreciate input from the board in decision making. The board agreed and

the representatives of the Selectmen will be Chairman Kerrigan and Selectman Devault who will bring any decisions to be made back to the board for approval.

### **Livery Licenses Boundless Limousine LLC with Kyle Casey, Manager**

Chairman Kerrigan opened the hearing and invited the applicant forward. Mr. Kyle Casey of 166 Grove Street was before the board. Chairman Kerrigan asked Mr. Casey to explain his business plan. Mr. Casey stated he will primarily be conducting airport runs, transport from A to B, some interstate if needed. Chairman Kerrigan opened the hearing up to board members with questions. There were none. He opened the hearing for Public Comment in favor of the business, there was none. In opposition, there was none. Selectman Connolly made a motion to grant the Livery License for Boundless Limousine with Kyle Casey as manager. Selectman Boisioneau seconded the motion. The vote was unanimous.

### **Community & Economic Development Director Phil Duffy**

#### *Downtown Improvement Project Update*

Mr. Duffy was before the board with an update on the reconstruction of the downtown. He shared the contractor is flying through the project, currently the sidewalks are being removed beginning at Union Street continuing down High Street including Church Street to Water Street. Then they will continue on the opposite side of the street. They have removed sidewalks and will begin to set the curbing now. They will be setting the irrigation system and the lighting and in about 2 weeks the next phase will include pouring the concrete. He is pleased with the contractor who have stated will have the job completed ahead of schedule in July. There may be a few wildcards or change orders to come, there typically is a change order at the end of a project to balance it. He explained Monday he heard news the town has been awarded a grant award in the amount of \$102,000 for the shared streets project. This will help provide funding for wayfinding outside the project, support for lighting to the alley behind High Street leading to the parking area. It will also help with amenities to restaurants to provide outdoor dining safely. Selectman Kobus expressed concern regarding the traffic on High Street passing in the middle of the road because the angled parked cars are restricting the passing traffic. He asked if it would be possible to set the sidewalks back the 18 inches to allow for the passing traffic. Mr. Duffy explained that would not be feasible. The expense and great difficulty would be disturbing to the drainage structures in place. The downtown has been reviewed and the benefit is not worth the cost to make a change like this. The width of the road allows the travel lane to be 11 or 12 feet, if it were to be widened you would only invite traffic to speed. Chairman Kerrigan agreed explaining this was reviewed by the downtown steering committee who explained the area isn't designed for cars it is for people and foot traffic. It is a downtown district design for people to get out of their cars and walk. He explained he is thrilled with the work being completed and is able to follow the progress

through the communication consultant's e-mails and posts supplying up to date information on the project schedule. He encourages residents to follow progress online and sign up for updates.

### **Veterans Agent Brendan Bailey- Memorial Day Celebration**

Mr. Bailey was before the board to discuss upcoming plans for a Memorial Day Celebration. He reviewed he met with former Selectmen Dziokonski and he has agreed to continue as Master of Ceremonies. The discussion is to continue the ceremony in Central Park allowing participants to spread out, with smaller groups to follow to the Hamilton Square and Cemeteries. There is no longer a firing detail, the program will be scaled down, but continuing to include participation from the CHS Valedictorian and students. He asked for input from the board. Chairman Kerrigan asked for Mr. Bailey to contact the board and let them know what they can do to help.

Mr. Bailey asked if he could review his department budget. Chairman Kerrigan explained he will allow it if there is no opposition from the board. The board agreed to review budget.

### **FY 21 Veterans Department Budget Request**

Mr. Bailey reviewed the only change is to his salary he included the step increase as outlined on the grid. The budget is level funded, he kept the veterans benefits at \$200,000. When he started 6 years ago they were as high as \$400,000, but over the last five years he is under \$200,000.00. He will have about \$80,000 to return in June but would like to keep the amount the same. As a result of the past year he isn't sure if younger veterans will need to take advantage of unemployment benefits, it is also a benefit for the elderly and the funding can be used towards funeral expenses if needed. He explained someone receiving benefits could move into town and the town then becomes responsible for provided benefit. Selectman Connolly asked if the money is primarily reimbursable if spent. Mr. Bailey agreed, he explained the state refunds 75% back to the town. He thanked the board for the continued support to him over the last 6 years and the Veterans of Clinton.

### **Honoring Gordon B. Lankton**

Chairman Kerrigan reviewed this is a continuation of the discussion from the prior meeting to honor Mr. Lankton for all his contributions to town. He proposed declaring April 24, 2021 Gordon B. Lankton Day in the town of Clinton. He would like a proclamation prepared for the boards review on April 21, meeting. He also would like to propose the dedication of the corner at High & Union Street be named Lankton Corner, as permanent recognition to Mr. Lankton and his contributions to the town. Selectman Connolly reviewed there is recognition of that corner already to a Veteran on the side of the street in front of former barbershop. This should be reviewed. Chairman Kerrigan explained it will be reviewed and verify no conflict before it is finalized. Selectmen Connolly made a motion to approve April 24, 2021 as Gordon B. Lankton Day in Clinton and to name the

corner of High and Union Streets. Selectman Boisoneau seconded the motion. The vote was unanimous.

### **Special Town Meeting Warrant Review & Date**

Chairman Kerrigan explained the final warrant has been prepared for Special Town Meeting, two additional articles have been added. The meeting date is proposed for Monday, April 26, 2021 to allow enough time for advertisement. Town Administrator Ward agreed explaining there are 3 articles total, one is the approval of the ATM article from last June has to be reapproved. The article approved funding to be used for the downtown project at the amount of \$4.2 million but that has to be rescinded and the approval changed to \$3.1 million as presented by the DPW Superintendent. The issue was brought up last week that the amount approved isn't valid. Therefore there is the addition of 2 articles. He asked for the board to approve the warrant as presented for the Monday, April 26, 2021 Special Town Meeting so the notice can be sent to the newspaper for advertisement on Friday. Selectman Connolly made a motion to approve the Special Town Meeting warrant as presented. Selectman Devault seconded the motion. The vote was unanimous. Administrator Ward thanked the Town Solicitor for preparing the warrant.

### **FY22 Budget Hearings Continued**

#### *Board of Health*

Chairman Kerrigan explained it looks like the Board of Health members have left. The budget was submitted if the board has any questions he will contact the Board of Health with them please let him know.

#### *Veterans Services*

The board reviewed prior.

#### *Parks & Recreation Department*

Park & Recreation Director Ms. Rosa Kairit was before the board with Chairman Commission Mr. John Baird. Ms. Karirt shared the budget she prepared is level funded the same services are being provided. She hoped to be back to the normal summer camp programming this year. She had a few increases with the addition of the Fuller Field oversight. She added \$2000.00 for the power for the field and \$4000.00 for the miscellaneous to cover expenses. She is uncertain of the \$25,000.00 needed to repair the broken water main for the field should be presented as a warrant article or as part of the Facilities Budget. Selectman Connolly reviewed that would fall under the Facilities Department that would be their responsibility, but is this the correct amount. Selectman Kobus explained he had received a quote 2 years ago that amount wouldn't still be valid.

Ms. Kairit asked if the board had any questions. There were none. She shared she is also working with the Lankton Family regarding the Memorial request.

#### *Fire Department*

Administrator Ward reviewed the Chief isn't at the meeting he will reach out tomorrow to reschedule for the next meeting.

#### **Administrative Business**

Chairman Kerrigan explained there was none.

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

##### **Milkmen Cultivation Draft Host Community Agreement**

Chairman Kerrigan reviewed Solicitor Gibbons has presented a draft host agreement for Milkmen Cultivators LLC, it is the template that has been used for other HCA in the past. Solicitor Gibbons agreed explaining one difference is the representatives of Milkmen Cultivators LLC has asked that they pay the \$5000.00 fee due upon signing once they are up and running. Chairman Kerrigan asked if they do not have the \$5000.00. Solicitor Gibbons reviewed he is unsure if all the entities the town has current agreements with have paid the fee. He recommended changing the agreements to reflect this fee be due at the same time as the annual payment. Selectman Connolly explained he hopes this doesn't jeopardize the payments made, he is in favor of supporting this request. This has been a comprehensive process and he is confused as to the number of agreements made, it is a volatile situation. Solicitor Gibbons reviewed the agreements made are standing agreements which will not be impacted. Selectman Connolly made a motion to approve the agreements as presented, with the amendment to hold off on payment until up and running as requested. Selectman Devault seconded the motion. The vote was unanimous. Selectman Connolly asked for an update on the number of applicant's outstanding and current proposed locations and a status on each. Chairman Kerrigan agreed this will be part of the next agenda.

##### **Municipal Caucus Cancellation**

Chairman Kerrigan reviewed the Town Caucus is scheduled for May with the election to be held in June. The caucus can be cancelled if it is determined threat to public health. Solicitor Gibbons explained the board can vote to cancel the caucus if it will constitute a threat to the public health. He reviewed last year the board reviewed and cancelled. Chairman Kerrigan asked for confirmation on the number of attendees needed, is it 25. Administrator Ward explained yes and the auditorium could accommodate the number and allow for social distancing, legislation was recently amended to allow cancelling this year. Selectman Connolly explained personally he has used the caucus, it was valuable at that time but now is outdated and non-essential. Selectman Connolly made a motion

to cancel the caucus as a public safety concern and pursue a warrant article to get rid of it. Selectman Devault seconded the motion. The vote was unanimous.

#### Continuation of Early In-Person Voting

Town Administrator Ward explained the board would request early voting and the Town Clerk would review if necessary. In the past it has been used for state and federal elections but this year there is only a municipal election. Residents are eligible to vote by mail in ballot. The Town Clerk explained there were 407 mail in ballots at the last election, this would cover the early voting. At this time the Town Clerk hasn't made the request to the board for early voting approval, it does require the board's authorization. Selectman Kobus explained voting is civic engagement, it is a valuable resource, he feels early voting is a few additional hours leading up to the election and should be considered. Selectman Connolly explained he would prefer to wait and hear from the Town Clerk.

#### Health Insurance Consultant Agreement

Administrator Ward reviewed NFP Corporate Services LLC have worked with the town in the past in conjunction with Mirrick O'Connell. They will evaluate if the town should keep the current offerings including the changes in the consortium or review other options. They will evaluate the current plan and offerings and determine the better deal. At this time Fallon is only going to service the Medicare market and Tufts and Harvard Pilgrim are planning to merge together. Any change would have to be workout using Labor Counsel to work with Unions to make changes. This will provide information on the options and recommendations, and over the summer the board can review. Selectman Devault made a motion to approve \$5000.00 to be used to hire a Health Insurance Consultant. Selectman Connolly seconded the motion. The vote was unanimous.

#### Federal Grants Internal Controls Policy

Administrator Ward explained the Department of Justice has issued internal control policy steps to be followed. "What to do", a draft of internal control policy has been issued. It is recommended to keep this on file and the board to adopt at the next meeting. This policy should be distributed to the department that get grants once they are approved. Departments that work with Federal Agencies and programs like HUD, DHCD, and DOJ federal grants.

#### Landfill Administration Agreement

Town Administrator Ward explained the board had negotiated an agreement for Administration of the landfill project, this agreement has requires an approval by the board for acceptance. Selectman Connolly made a motion to approve the previously negotiated Landfill Administration Agreement as presented. Selectman Boisonneau seconded the motion. The vote is 4/1 Selectman Kobus in opposition.

### CEMA Acting Director Appointment

Chairman Kerrigan explained himself and Administrator Ward had a recent meeting with the Regional Representative of MEMA. It was explained with the absence of a Permanent CEMA Director the role falls to the Chairman of the Selectmen. After discussion it was reviewed once the Police Chief position is filled it would be a better time to determine the best option for the position. At this time, he explained he will need to be officially appointed to the role. Selectman Connolly made a motion to appoint Chairman Kerrigan as the acting CEMA Director to cover the needs of the department and authorize to delegate the responses to various employees to help get plans into place to update the community needs. Selectman Boisoneau seconded the motion. Under Discussion: Administrator Ward stated it was a good meeting and different models were demonstrated, all are under review to determine the best to go forward for the town. The vote was unanimous.

### Municipal Opt Out for Mosquito Spraying

Administrator Ward explained recent legislation has created new regulations now allowing communities to opt out of aerial spraying. If the board chooses to opt out a plan needs to be submitted by May 15, 2021 to address mosquito control concerns without the prevention of spraying. The plan will have to address the prevention to satisfy public health needs. Chairman Kerrigan explained its best to keep as is.

### Town Stationary Proposal

Chairman Kerrigan explained Selectman Kobus has brought this concept forward for discussion. Selectman Kobus stated a standard letterhead design should be used throughout town departments. This is the practice of the school department, the uniform stationary should be based on the boards stationary. He explained it should be used for all town postings, there should be consistency between departments. Chairman Kerrigan asked how to handle this from department to department. Administrator Ward reviewed the board can make a directive for a standard stationary but keep in mind there are elected boards that support departments that have branded the department and use it on stationary. He explained it is a good idea for all departments, but the Public Safety Departments have branded the departments with stationary. Selectman Kobus explained he isn't proposing eliminating the preexisting stationary, he is proposing for postings on the website to create a uniform posting for all departments. Selectman Devault explained perhaps departments will use it, he suggested asking departments to volunteer using and see how many departments participate. Selectman Devault made a motion to formalize formatting the letterhead for departments upon request only. Selectman Kobus seconded the motion. Under Discussion: Selectman Connolly explained he has concerns there are independent boards that Selectmen have no

authority to make request of, the School department, Library and Park & Recreation. The request can only be made of the departments that are direct reports to the board. He reviewed perhaps feedback should be solicited from public safety departments who have existing stationary. Selectman Kobus explained he is not requesting it to be used only by departments, there should be a consistent stationary used to publish messages on the webpage. Selectmen Connolly stated the information on the webpage is found under the department it pertains to and it is on the town site. Selectman Devault explained the motion is just to request departments use moving forward. Chairman Kerrigan explained he recently attended the School Marketing subcommittee, part of the discussion was branding and visual identity with colors. The question is what are you trying to accomplish with the visual identity, he works in marketing professionally and this can be an expensive venture, you can spend a lot of money. He explained he is happy to support, the problem needs to be identified in order to take steps to correct. He suggested taking an inventory to see what the town has now. The vote was unanimous.

#### Recommendations from Personnel Evaluation Subcommittee

Selectman Devault reviewed he has presented the board with a list of goals which overlaps with the recommendations from the Town Administrators Evaluations. He reviewed the recommendations are:

1. Creation of Assistant Town Administrator
2. Town wide Electronic Time Clock
3. Creation of Master list for Action Items
4. Town Resource Guide for Citizens
5. Internal Survey of the IT Services

Selectmen Devault reviewed these had been e-mailed to the board members to prepare for discussion. He asked for feedback from review. There was none. Selectman Devault made a motion to approve the proposed goals as presented and to continue them as a living list to be amended by the board at any time, listing priorities. Overall these are the recommendations that came out of the recent evaluation of Town Administrator. Selectman Connolly stated he supports what has been presented but has concerns regarding the employee time accountability. The recommendation to maintain a better way to collect data for employee attendance, explaining there is deficiency in that area but is a clock management system the best solution. Selectman Devault explained this would apply to any hourly employee, there are special cases where it will not apply for example in the inspectional services departments, those schedules are fluid day to day. He explained other departments should have electronic swipe cards or login. Selectman Connolly asked who the hourly employees are. Administrator Ward reviewed Department Heads would be exempt, the Field Staff and Administrative Assistants and department Clerks would be where it would be used. Hourly employees are eligible for overtime. Chairman Kerrigan asked how many are there. Selectman Devault explained this could

be help off of approval and more research completed to gather additional information. Chairman Kerrigan asked what problem you are trying to solve. Selectman Devault explained he has had to field complaints regarding offices not open when citizens have attempted to conduct business. He reviewed Town Administrator Ward explained it is appropriate to create a centralized electronic system. Selectman Kobus explained the HR manager informed the committee some departments are out of compliance with paid time off, at this time there is a paper trail. Better accountability and advancement in technology is needed, simply have an employee log in from desk top. Selectman Devault agreed explaining detail of system to be determined, more information will be submitted to the board for guidance. Chairman Kerrigan asked if the HR manager is in support of this. Selectman Devault explained they will double check. Selectman Kobus explained she has vetted out the software and programs including the MUNIS. Selectman Devault agreed explaining the software will be compatible with MUNIS. Selectman Connolly reviewed the needs to be studied and more detail flushed out, who participants and how the time is recorded, he explained he isn't comfortable with this as a goal set by the board. Selectman Devault explained he understands and will amend. Selectman Devault made a motion to approve the recommendations made from the Personnel Evaluation subcommittee, amending the Town Wide Electronic Time Clock System to be amended to information gathering with more information to be gathered and system TBD by the committee and brought back to the board. Selectman Kobus seconded the motion. The vote was unanimous.

#### Presentation of Goals for Town Administrator

Selectman Devault explained there is a lot of overlap with the information that was reviewed as part of the Personnel Evaluations Subcommittee. These goals are specific to the Town Administrator, they do not require any approval tonight. He explained he wanted to present to the board for review. There is a lot of overlap with the two.

1. Work Time Clock which will be changed to information gathering
2. Roll out of MUNIS software
3. Organization
4. Active Item Spreadsheet
5. Direct Report Evaluation System, working with HR Manager
6. Internal IT Survey summary results- Improvements to IT services

Selectman Devault reviewed there is a lot of overlap, the intent was to present to the board tonight. Chairman Kerrigan explained the board can review and be prepared to discuss at the next meeting.

### West Ledge Street Lights

Administrator Ward updated the board on the status of the Street Light project for West Ledge Estates. He has been working with National Grid and the lights will be energized ASAP. He explained he had to pursue three revisions of the insurance policy for National Grid. At this time, they have everything needed and will schedule the crew to energize street lights.

### **FY22 Budget Hearings Continued**

#### *Fire Department*

Chief Michael Lutes was before the board to review the budget request for FY22 for the Fire Department as presented, he distributed the most updated copies to the board. He began review with the Ambulance Enterprise Fund. He explained the estimate for a Paramedic start up is \$600,000. This is an estimate because the salary is unknown until it is bargained with the union. He was able to get some information from surrounding communities to provide an estimate to the board. He used the base pay of \$48,290 to the top pay of \$73, 292.17, there would be about a 12% increase for a paramedic. He tried to use these numbers to estimate costs including the overtime, tuition and clinic expenses. The process to implement a program will take up to 3 years. He explained the ambulance miscellaneous is up \$9000.00 due to COVID the expenses for supplies has increased. Pricing for gloves and protective gear has skyrocketed. Inspections of the two Ambulances show cracks in the body of them, one was reported to be out of service unable to use due to the damage. Once he spoke to Inspector explaining the need and that a replacement is on order, it is able to be used one an appraisal for repairs had been completed. The overtime cost request is \$200,000, but is about \$375,000. Yes he is hiring off the Civil Service list but it takes a while. The apparatus and repair costs is about \$50,000, the 2013 ladder truck was in need of \$14,000 of repairs with a 50% cost to the town and the 2015 specialty vehicle had same issue but is out of warranty so the repairs are about \$14,000. He included \$5000.00 for new Fire hoses there is a need for replacement. There is FY21 retro pay of \$50,000 included and the cost of a new cruiser at \$55,000. He reviewed no big changes except overtime because it will be awhile before he is fully staffed. Discussion continued with staffing. Chief Lutes explained he is in the process to hire 4 new employees. Selectman Connolly asked if any Fire Fighters on staff would pursue becoming a paramedic. Chief Lutes explained he wasn't sure he is aware the timeline takes about 18 months nonstop. Selectman Connolly explained for the 4 new hires can they be trained already on being a paramedic. Chief Lutes explained that is considered a different list from Civil Service, it is his understanding paramedics are in high demand. Selectman Connolly asked if once the new hires are completed if that would reduce the overtime. Selectman Kobus asked if the Chief had an estimated cost for the use of paramedics to transport patients. Chief Lutes explained he is unsure he is aware he

pays about \$300.00 per use, and it is estimated be about \$3300.00 every two weeks. Selectman Kobus stated he had contacted the Town Accountant and over the last three years the town has paid out about \$99,000.00. Chief Lutes explained they are used a lot and it will go up when the state changes the regulations. Administrator Ward reviewed as part of the last union negotiations, the union agreed to sit down and discuss paramedics and overtime. Selectman Connolly explained he would like to participate in the meeting with the union. Chairman Kerrigan asked how that would work. Administrator Ward explained the committee would have to be set up and then they would work with labor counsel, to set up some informal discussion with the unions. Selectmen Connolly and Kobus expressed interest in serving on the committee.

Chairman Kerrigan explained the board will enter into Executive Sessions and not return to an open meeting, next meeting scheduled for April 21, 2021. Executive Session under Article 3 Town Accountant Contract. Roll Call Vote: Selectman Boisoneau "aye", Selectman Devault "aye", Selectman Connolly "aye", Selectman Kobus" aye", Chairman Kerrigan "aye".

**Executive Session Article3 Town Accountant Contract 8:57PM-9:04 PM**

**Executive Session Article3 Police Union Negotiations 9:05PM -9:47 PM**

**Executive Session Article3 Fire Union Grievance 9:47 PM -9:54PM**

Selectman Connolly made a motion to adjourn the meeting at 9:55PM. Selectman Devault seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero

Executive Assistant to the Clinton Board of Selectmen/Town Administrator