

**Select Board Meeting
Minutes
April 19, 2023**

Select Board Chair Mr. Kobus, Select Board member Ms. Dickhaut, Select Board member Mr. Kerrigan, Select Board member Mr. Devault attended. Select Board member Ms. Perusse was absent. Attendees were Town Administrator Ward and Assistant Town Administrator Snell.

Meeting opened at 7:01 PM.

Chair Mr. Kobus asked for a moment of silence for Mr. Walter P. "Miz" O'Malley who passed away on April 11, 2023. Mr. O'Malley was a Marine veteran with a Purple Heart medal and served as an Assessor to the town.

Public Comment

There was none.

Review of Minutes

The board received minutes from March 15, 2023, and March 30, 2023, including Executive Session for Union Contract Negotiations update for review and approval. Mr. Kerrigan made a motion to approve minutes from Select Board meeting on March 15, 2023 and March 30, 2023 including Executive Session. Mr. Devault seconded the motion. The vote was unanimous.

National Grid Pole Installation Hearing- 476 Main Street

Mr. Javier Morales of National Grid was before the board to represent the pole installation request for Main Street. Mr. Morales explained to the board, the pole would be 50 feet away from the intersection of Union and Main Streets, at 476 Main and will be used to feed the building. Chair Mr. Kobus opened the hearing for Public Comment, in support of the request, there was none, in opposition of the request, there was none. He opened questions to board members. Mr. Kerrigan asked if this would be taking the place of an existing pole. Mr. Morales explained no it would be placed between two existing poles. Mr. Kerrigan made a motion to approve the installation of the new utility pole as requested at 476 Main Street, with correct clearance from National Grid. Mr. Devault seconded the motion. The vote was unanimous.

Common Victuallers License- 165 High Street

Chair Mr. Kobus invited the applicants of 165 High Street before the board. Attorney Moreira representing Ernani DeAssis and his daughter who will plans to represent her father whose main language is Portuguese were before the board. Chair Mr. Kobus

asked for a description of their business plan. Attorney Moreira explained they are planning to open a pizza restaurant. He reviewed they have received the food permit from the Board of Health and are waiting on the final approval for occupancy from the Building Inspector. He had visited the location once and informed them of some needed changes which have been completed. Chair Mr. Kobus opened the hearing for Public Comment, in support there was none, in opposition, there was none. Mr. Kerrigan made a motion to approve the Common Victuallers License as requested by Nanni's Pizza Inc. d/b/a Brother's Pizza to operate at 165 High Street, contingent on the final approval by the Building Inspector. Mr. Devault seconded the motion. The vote was unanimous.

Kari Radford – Choose Wellness Health Fair on 09/17/23

Road Closure for Church Street from Walnut Street to Chestnut

Kari Radford was before the board with a request for a street closure in conjunction with the upcoming Choose Wellness Fair to be held on September 17, 2023 in Central Park. Ms. Radford explained she is the event coordinator; this is the fifth fair to be hosted but the first to be held outdoors, at Central Park. The plan is to have food trucks parked on Church Street and use of the Spanish Church for some programming in addition to the offerings in Central Park. She explained there was a prior event planned for 2020 but it was cancelled due to the pandemic. Mr. Kerrigan asked about the hours for the street closure. Ms. Radford explained the event is planned from 10AM to 3PM. Mr. Kerrigan asked what time are you requesting for the road closure. Chair Mr. Kobus suggested closing the road from 9AM to 4PM, for set up and break down of event. Ms. Radford stated that's fine she has also contacted the Police Department. Mr. Kerrigan made a motion to support the request as presented for the Choose Wellness Fair, approving the street closure for Church Street on September 17, 2023 from 9AM to 4PM, contingent on the approval of the public safety departments. Mr. Devault seconded the motion. Under Discussion: Ms. Radford stated she has spoken with the Police Department. The vote was unanimous.

Dweller LLC-Clinton Film Permit Request

Administrator Ward sated this request has been tabled. A representative of the Dweller LLC Company contacted Community & Economic Development Director Mr. Duffy, to begin filming in town in early May. A meeting was scheduled for earlier today for Department heads to review, but the request was withdrawn and postponed at this time. Chair Mr. Kobus explained this discussion will be tabled.

Traffic Committee Report of Recommendations

Chair Mr. Kobus reviewed the Traffic Committee held a meeting on April 18. He reviewed the board had received a report of the recommendations made by the Traffic Committee.

Proposed Locations for New Radar Speed Signs

The recommendation of Traffic Committee is to install the eight new signs at the current locations with the addition of two locations:

- Berlin Street 1 sign
- Chace Street 1 sign
- Water Street 2 signs
- North end of High Street 1 sign
- North end of Main Street 1 sign
- Greely Street 1 sign
- Sterling Street 1 sign

Two of the existing signs will be repurposed at the School Zone area on West Boylston Street. Mr. Kerrigan made a motion to accept the Traffic Committees recommendation regarding the locations for the installation of new radar signage for safety as requested. Mr. Devault seconded the motion. The vote was unanimous.

No Parking on Roma Street

Chair Mr. Kobus reviewed a complaint from a property owner on Roma Street that a vehicle sale and repair company on the street is parking vehicles on both sides of the street is making it difficult for traffic to pass. After review by the Traffic Committee the committee's recommendation is to have "No Parking", signage installed prohibiting parking on the Southside of the street including the end of the Northside closet to the intersection on Main Street. Chair Mr. Kobus stated the Police Chief, DPW Superintendent the Building Inspector check have observed the area, there is a lot of congestion, and the company needs to figure something out to have it be passable. Mr. Kerrigan asked if there has been any communication with the business owner to let him know this is going to happen. Mr. Kerrigan made a motion to approve the decision on the "No Parking" request made for Roma Street. Mr. Devault seconded the motion. The vote was unanimous.

No Parking on Summit Street

Chair Mr. Kobus reviewed a complaint from a property owner on Summit Street that a "No Parking" sign be installed on a grassy strip along the sidewalk easement that is being used as a place to house a neighbor's vehicles. After review by the Traffic Committee, the committee's recommendation is for the Police Department to monitor this area, no action at this time.

Wayfinding Signs for the Hospital

Chair Mr. Kobus explained the Select Board's office received a complaint from an out of town patron trying to get to the hospital and missed the turn onto Greely Street. The request is for the installation of more wayfinding signs. The Traffic Committee

recommendation is to have DPW review the wayfinding signage to determine if additional signage is needed. No action at this time.

Administrative Business

There was none.

Old & New Business

Tribute Road Race Donation Request

The Gaels Booster Club has sent a request for donation to support the upcoming Annual Tribute Road Race event to be held on May 12, 2023. Mr. Kerrigan made a motion to approve a \$300.00 donation from the civic fund. Mr. Devault seconded the motion. The vote was unanimous.

Bylaw Review

Chair Mr. Kobus tabled this discussion to a later meeting.

Home Rule Petition for the Tree Warden

Chair Mr. Kobus stated currently the budget for the trees falls under the Facility Department and the Tree Warden is the Superintendent of Public Works. He would like to make it official and have it all under one department. The recommendation is to pursue a Home Rule Petition to change the duties of the Superintendent and declare the Tree Warden the Facility Director. Administrator Ward explained the Special Acts of 1963 assigned the duties and responsibilities of the Public Works department; the tree warden was included, declaring the Superintendent of Public Works the tree warden. If the recommendation is to have the duties and title removed, Town Counsel will have to prepare an amendment to the statute. Mr. Kerrigan made a motion to approve Town Counsel and Town Administrator draft a Home Rule Petition to remove the Tree Warden title and duties from the Superintendent of Public Works and assign them to the Facilities Director. Mr. Devault seconded the motion. The vote was unanimous.

Town Administrator Goals Review

Administrator Ward distributed a matrix he created with an update on the first goal set. The matrix indicates the goal-objective, the key actions and timeline for completion. He began by asking the board for feedback was this an acceptable format for review of goals and to provide updates. The board expressed acceptance of the matrix. Administrator Ward began review with Goal #1: *The town of Clinton will develop a strategic plan to better address current and future town expenditure and revenue needs while continuing to provide high quality municipal service.*

Administrator Ward explained over the last few years the town has been able to operate with a surplus, providing funding to the OPEB and stabilization accounts. This year more

work has been completed and he is comfortable with the revenue numbers to continue to fund these accounts. The stabilization should be at least 5% of the operating budget. This is important to maintain a good credit rating. He stated the level of services offered from departments and accounts have stabilized, the town is able to plan to have reserves and not over extend itself. He continues to forecast for future, there have been many peaks and valleys with the economy throughout his career but he has been able to work hard and stabilize the level of services offered through the town. His budget strategy is to support sustainability. He has developed a robust financial plan for the town. Assistant Administrator Snell is working with the Finance Department heads to develop a set of policies as approved as part of our community compact agreement for best practices a few years ago. Once developed the Select Board would approve. Mr. Devault asked if Administrator Ward when reviewing revenue sources and the municipal services offered sees any high priorities based on his oversight. What are you seeing as trends in the town departments and services? With the forecasting and trending, you are following. Administrator Ward explained at this time he currently does not see any growth in operations. He is aware the board is reviewing the addition of paramedics to the Fire Department, which will provide additional services. As the board is aware, recent additions were made with Human Resource management position and the Assistant Town Administrator position. Mr. Devault asked for a timeline to be presented at the next meeting for the establishment of the financial policies.

Old & New Business Cont'd

MUNIS software update

Chair Mr. Kobus explained Mr. Devault was looking for an update on the MUNIS software, what is the status of implementation. Mr. Devault explained he is curious on how the imitative is going. He stated he could wait until this is the goal to be reviewed.

MVP Report

Mr. Kerrigan asked if this should have been part of the agenda review. Administrator Ward explained Assistant Administrator Snell was working on this and provided the board with the matrix from the report for review and comment. There are some proposed bylaws, the Planning Board will review the report, and they will make recommendations for the bylaw incorporation for best practices. Ms. Snell stated she would resend the information out to the board to review.

Community Announcements

Tribute Race Registration

Mr. Kerrigan stated the Tribute Race Registration is still open.

Earth Day Clean Up

Ms. Snell reviewed she has been working with the Clinton Greenway Conservation Committee on their upcoming Cleanup day event planned for Saturday, April 22, Earth Day, from 9AM to Noon. Please sign up online and stop by town hall Saturday morning from 8:30 to 9:30 to pick up supplies.

Street Sweeping Schedule

Chair Mr. Kobus stated the street sweeping scheduled has been published online and updated. Ms. Snell agreed explaining they are working ahead of schedule.

The next Select Board meeting is scheduled for May 3rd at 7:00PM.

Chair Mr. Kobus asked when the last day was to register to vote. Ms. Snell explained it is on the town webpage under the Town Clerk Department.

Mr. Kerrigan made a motion to adjourn at 8:15PM. Mr. Devault seconded the motion. The vote was unanimous

Meeting Adjourned.

Respectfully Submitted,

Joyce Corbosiero

Executive Assistant Board of Selectmen/Town Administrator