

**Selectmen Meeting  
Minute  
April 21, 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**

Attorney Bill O'Neil and Vincent Giordano of Liberty Compassion d/b/a Affinity were before the board. Attorney O'Neil reviewed they wanted to address the board regarding the recent odor issue. He reviewed they have been working towards a solution. Mr. Vincent Giordano of 179 Brook Street, representing Affinity explained a few months ago they had some developments in the business and have expanded up to 7 employees. They are working on the odor mitigation. They have completed all the items that were recommended to them, including having sealed trash bins and compactors. They have installed more industrial strength drawing system, along with a photocatalytic filtration system has been installed, similar to one used in hospitals. They have been working with neighbors, they have received no complaints. The work on the system should be completed soon, 375 carbon filters are part pf the air filtration system. They have a modular system to filter the air in the building to make it a safe environment. The investors plan to attend the next meeting. Chairman Kerrigan thanked Mr. Gordano.

**Review of Minutes**

The board received minutes from April 7, 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.

**Change of License Manager for VFW Clinton Post #523-10 Allen Street  
Carla Baird, Proposed Manager of Record**

Chairman Kerrigan opened the hearing inviting the applicants forward. Ms. Carla Baird and Quarter Master of the VFW Mr. Richard Racca were before the board. Mr. Racca explained the request is a change in Bar Manager. Chairman Kerrigan and Selectman Boisoineau explained they are happy to see the business reopen. Mr. Racca explained they plan to open on May 1, 2021. Selectman Connolly made a motion to approve the change of manager request for the VFW Post #523 to Ms. Carla Baird as presented. Selectman Boisoineau seconded the motion. The vote was unanimous.

## **Revising Quorum Limits for Special Town Meeting on April 26, 2021**

Chairman Kerrigan invited Town Moderator Terry Ingano forward for discussion and review of the quorum. Mr. Ingano thanked the board for the review, he explained he is in favor of lowering the quorum to follow COVID guidelines for Monday meetings. He is aware the quorum for Special Town Meeting is 150 and the guidelines allow for 10% so that would be 15. It can be difficult to get citizens to attend the auditorium can allow for that amount while observing social distancing. Chairman Kerrigan asked for verification of the 10% from Solicitor Gibbons. Solicitor Gibbons agreed yes the quorum can be lowered to 10% of the requirement for Special Town Meeting with a vote of the Board of Selectmen. Chairman Connolly reviewed this was done at the last Annual Town Meeting and worked out well, there was enough participation to complete the meeting. This is important to get the issue completed in a timely manner and make sure the meeting can be held. Selectman Connolly made a motion to approve the Special Town Meeting quorum be lowered to 15 which is within the COVID restrictions. Selectman Boisoneau seconded the motion. The vote was unanimous. Chairman Kerrigan thanked Town Moderator Mr. Ingano, he hopes to see him Monday evening.

## **FY22 Budget Hearings**

### *Facilities Department*

Administrator Ward explained Facilities Director Mr. Farragher had a previous commitment and he is unable to attend but he will review the departmental budget. Administrator Ward explained the budget was included in the board's packet. Mr. Farragher prepared a level funded budget, he based it on the current department's budget understanding the needs of the department he feels this will get him through the fiscal year. He hopes to get a better handle on the operations for budgeting the next year. The two differences from the current year are the addition of an Administrative Assistant and 2 temporary employees for the school department. The Administrative Assistant had been budgeted but not hired previously and the custodians have been hired temporarily with COVID funding. They are needed as permanent positions at the schools. The tree removal funding has been behind, the request is for \$50,000 to try to make up for the needed tree maintenance. Smaller amounts have been budgeted but that has put the maintenance behind. Chairman Kerrigan asked if this expense should be part of the budget or an article on the warrant. Administrator Ward explained the increase in the budget line item as presented or an article either would work. Selectman Connolly explained the amount should be included in the budget. He reviewed there are a number of capital improvements, including the Fuller Field water main repair. These are things that can be reviewed with the Finance Committee to decide if they should be built into the budget or approved as articles. Selectman Kobus asked if the DPW has transferred the tree department to the Facilities Department, including the equipment. Administrator Ward explained the tree department was considered under the cemetery department and

all the equipment or anything that was part of that department has been transferred to facilities. Selectman Devault asked if the temporary COVID positions are extra coverage due to the COVID requirements. Administrator Ward stated the positions were hired to assist with coverage of summer vacations and special projects but were kept on through the fall. There is more work under the COVID guidelines and some staffing issues so going forward the school will not return to the old routine prior to COVID. The standards are higher and the employees needed.

## **Administrative Business**

### Water/Sewer/Trash Abatements

Chairman Kerrigan reviewed Superintendent McGown submitted a list of abatements in the amount of \$11,266.87 from the last billing cycle for the boards review and approval. Selectman Connolly made a motion to approve the Water/Sewer/Trash abatements in the amount of \$11,266.87 as presented. Selectman Boissoneau seconded the motion. The vote was unanimous.

### WHEAT Feed-A Family Banner Request

Chairman Kerrigan reviewed Jodi Breidel from WHEAT Community Connections is requesting permission to hang their Feed-A-Family banner on town-owned property at the corner of High Street & Water Street to promote their Turning Hunger into Hope Campaign from now unto May 07, 2021. Selectman Connolly made a motion to approve the banner be hung to advertise the Feed-A-Family program, with the stipulation the banner be removed on or shortly after May 7, 2021. Selectman Boissoneau seconded the motion. The vote was unanimous.

## **Out of Agenda Order**

Selectman Devault asked for the board to continue out of agenda order, with the Letter of Support for House Bill 700-School Robotics Grant Program. The board agreed.

## **Old & New Business**

### *Letter of Support for House Bill 700-School Robotics Grant Program*

Chairman Kerrigan invited the representatives forward for discussion. Mr. George Martinez and Mr. Owen Coyne CHS Senior and future engineering student at University of Hartford. Mr. Martinez explained they are before the board seeking a letter of support for House Bill 700 which establishes grant funding toward robotics and STEM programming in schools. This program has become an educational cornerstone of schools STEM and technology programming. Mr. Coyne explained last year students went to the statehouse in February of 2020 to get support of the grant funding program, the establishment of the bill is the result. Selectman Devault explained they will get any related information to the board. Chairman Kerrigan asked about the timeline when is the

letter needed. Mr. Martinez explained within the next few weeks. Selectman Devault explained no action is needed tonight, he plans to work with the representatives over the next few weeks and draft a letter. Selectman Connolly made a motion to authorize the Chairman to sign the appropriate letter of support once completed. Selectman Devault seconded the motion. Under Discussion: Chairman Kerrigan shared one of his first jobs when working for the local newspaper years ago was covering the FIRST program, he is happy to support the program and realizes the benefits of it. Selectman Connolly agreed, explaining he was a member of the School Committee when the program began. The vote was unanimous. Mr. Coyne and Mr. Matinez thanked the board.

Chairman Kerrigan explained he will continue Out of Agenda Order with the Town wide Clean-up Day event on May 1, 2021.

*Town wide Clean-up Day event on May 1, 2021.*

Chairman Kerrigan invited representatives forward for discussion. CHS students Juan and Juliette members of the Excel Club were before the board. They explained they are participating in the Step up to Excellence program and plan to host a Town wide Clean-up Day on Saturday May 1, 2021 with a rain date of Saturday May 15, 2021. They are planning to coordinate in Central Park at 8:00AM to distribute needed supplies for groups to clean up. They asked for groups to sign up online and receive the QR code to be entered into the groups participating in Clean up and assigned an area along with being entered in to raffles. Chairman Kerrigan thanked the students for being involved in their community, he explained he has supplies to share and will be unable to commit to helping the day of but will do what he can to assist. He will get it out on the town webpage and Facebook. Selectman Connolly thanked the students explaining he applauds their interest in making Clinton a better place to live. The board thanked the students.

*Contract for Greely Street Improvement Project*

Chairman Kerrigan reviewed bids were received for the Greely Street Improvements Project Superintendent of Public Works is recommending the award go to EH Perkins Construction Inc. of Hudson MA, in the amount of \$1,019,042.50. Administrator Ward reviewed a number of bids were received. Mr. McGown is familiar with the company and excited to get the project moving, the improvements are needed on Greely Street. Selectman Connolly made a motion to award the Greely Street Improvements project contract to EH Perkins in the amount of \$1,019,042.50. Selectman Boisoneau seconded the motion. Under Discussion: Chairman Kerrigan explained the town have invested a lot of funding on street improvement projects and are committed to continue to keep Clinton safer. The vote was unanimous.

### *Determination of Equipment Useful Life*

Administrator Ward explained the Treasurer has requested the board make a determination on the useful life of the equipment that will be bonded on this summer to set the borrowing length for each. Selectman Kobus made a motion to approve the determination of equipment useful life of the Fire Truck will be 15 years. Selectman Boisoneau seconded the motion. The vote was unanimous.

### *Green Communities Designation*

Chairman Kerrigan explained when elected back in 2017 this was one of the things he wanted to see for the town. Now officially on Friday the town will be designated a Green Community. The criteria has been met and a grant award of close to \$170,000.00, will come along with the designation with opportunity for future grant funding. There will be a ceremony on Friday, April 23, 2021 at 11AM in Central Park. This became possible with efforts across many town departments and he is grateful to see it completed. Please join in the celebration on Friday in Central Park.

### *Federal Grants Internal Controls Policy*

Chairman Kerrigan explained the board had received a draft at the last meeting of a Federal Grant Internal Control Policy. Administrator Ward agreed explaining the board had received the draft and hoped they had a chance to review to accept so the town will be in compliance with Federal Grant Management. He explained the policy fairly represents what the town does currently, the practices are things already being done. The boards support is requested of the policy. Selectman Devault asked if in the future can the board make amendments to the policy. Administrator Ward explained yes, this is a basic policy which can be enhanced in the future. Selectman Devault made a motion to approve the Federal Grant Internal Control Policy as presented. Selectman Connolly seconded the motion. The vote was unanimous.

### *Marijuana Licensing Update*

Administrator Ward explained he updated the matrix he had provided the board a few weeks ago regarding the cannabis licenses. At this time, he reviewed there are 10 approved licenses in the community. They are slow to operate. Liberty Compassion began selling product in October of 2020, so the town will see a payment early next year in February or March. He explained he is unaware of the sales to date but is aware they are reported to the state. The annual payment is based on the sales of the prior year. He explained it may be difficult to try to pin down an amount for a revenue estimate. He would be conservative on this, there is only one company in operation at this time. Selectman Connolly thanked Administrator Ward for the update, he was asking but realizes it may be premature. The expectation for the future budgets is still unknown, the revenue will help subsidize future budgets. Chairman Kerrigan reviewed he has worked

on the board the past four years and the Cannabis Control Commission is slow. He explained he is aware payments for the community impact are a percentage of the sales tax collected. Solicitor Gibbons explained that would apply to retailers only. Administrator Ward explained there are 10 cultivation locations approved in town but some may not even come to fruition. Selectman Boisoneau asked to confirm there are only 2 retailers. Administrator Ward confirmed yes only 2 retailers.

#### *Home Rule Petitions*

Administrator Ward explained he received an update from Representative Kilcoyne regarding the Home Rule Petitions filed on behalf of the town. Some were able to carry over, and all have been refiled and sent to committee, they are awaiting action. Selectman Connolly asked if they would require being refiled at the Annual Town Meeting. Administrator Ward stated no that isn't needed those that received authorization are still in play, they were only done at the last town meeting. Selectman Connolly asked if the article that received approval for the named entity to receive an All Alcohol Package Store License will impact the request made by the town article to increase the number of licenses in town. Administrator Ward reviewed that was a citizen's petition. Selectman Connolly thanked Representative Kilcoyne explaining she notified him the MWRA funding has been included in the budget, he thanked Representative Kilcoyne for ensuring the funding. Chairman Kerrigan agreed he also is thrilled to have received notice of funding.

#### *Registrar of Voters Appointment Criteria*

Administrator Ward reviewed this is done following the state statute MGL Chapter 51. There is to be an equal number as possible 2 from each major political party and no more than 2, the Town Clerk is an automatic registrar which in town she is unenrolled. At this current time the Registrar for Clinton are two Republicans and 1 Democrat and 1 unenrolled.

#### *Photos of State Official at the Town hall*

Administrator Ward reviewed he has a box of the photos of State Representatives. He explained they have to be reviewed and may need some updates like new frames, most are in good shape. He explained he will work with the Facilities Department to put them up. Selectman Connolly made a motion to authorize the Facility Director and Town Administrator to reframe pictures available and acquire similar photos of recent State Representatives and in an organized historic manner display them in town hall. Selectman Kobus seconded the motion. The vote was unanimous.

#### *Workplace E-mail Platform Update*

Selectman Kobus explained he has been reviewing with Administrator Ward, the google platform and the Microsoft platform. He explained Administrator Ward conducted a

survey with Department Heads on what they currently use. Selectman Devault explained he would like to include this on the upcoming IT survey on what the employees are looking for and using. Selectman Kobus explained they will have to balance the cost and efficiency. Selectman Devault explained he is working on the draft of the IT survey. He would like to include a few questions specific on the e-mail platform. He will continue working on the draft with Selectman Kobus.

### *Improving Transparency for Meeting Minutes*

Selectman Kobus reviewed currently the process for posting meeting minutes after approved isn't being followed by some boards. The minutes should be completed and approved within 30 days of the meeting and posted within 60 days. He would like to encourage boards to consider audio recordings of meeting to be posted or uploaded in a short period of time, before the meeting minutes are posted. Administrator Ward explained currently the CCTV recordings are adequate for citizen's review and are available on the town website. Chairman Kerrigan stated he doesn't want to medal in other boards business. He reminded his colleagues of the open meeting law requirements. This is a low standard to adhere to. He urged boards to review the law and comply. If there is anything the board can do to help out please ask. He encourages the boards to get the minutes out. Selectman Kobus explained to make meetings available, the audio recordings could be uploaded to town website. Chairman Kerrigan explained he isn't sure the website has the capacity to host the audio, but he is open to exploring it. He has concerns regarding this will not replace the need to post minutes. Selectman Devault reviewed CCTV will start filming all the meetings under the direction of the new Director. At this time, the Director is updating the cameras in the meeting rooms and there would be no hesitation to record meeting. Chairman Kerrigan explained to be clear minutes are the law, they are the required for public meetings. Audio and video recording will not replace the minutes being recorded. It is the law and the lowest bar to reach. Solicitor Gibbons agreed there is no substitute for meeting minutes, a video or audio recording. This is the open meeting law, minutes have to be published. Selectman Kobus explained there are two prongs; compliance and civic engagement, the audio/ video would allow the public to view. Addressing the compliance, is it possible to send a notice to the boards with encouragement to utilize the Chamber room for the meetings to be recorded and reminder of compliance to the open meeting law. Administrator Ward explained the Selectmen Minutes are up to date on the website and Joyce is available to assist any department with compliance. Chairman Kerrigan explained this can be addressed at the next Cable Committee meeting to review if realistic to broadcast all meetings.

### *Local Business Go Fund Me Initiative*

Selectman Devault explained he is aware the Office of Community & Economic Development along with Discover Clinton have offered grant and loan programming for businesses during this past year to assist for those effected by COVID. He knows he hasn't spent the money he typically would have at local businesses over the last year, he has not been able to go out like he had done in the past. Discover Clinton is going to establish a Go Fund Me account to assist businesses. The funds would be collected and distributed by Discover Clinton. He wanted to open this opportunity to the board to participate in the process. He asked Solicitor Gibbons for a legal review to verify if this the board can participate. He explained he intends to move forward and assist himself but isn't sure if the board can legally support. He wanted to make the board aware of what he and Discover Clinton are working on. Chairman Kerrigan thanked him for the update. Selectman Kobus stated this is a good idea.

### *Gordon Lankton Day Update*

Chairman Kerrigan reviewed this coming Saturday April 24, 2021 would have been Mr. Lanktons 90<sup>th</sup> Birthday. A proclamation has been prepared and sent to the Lankton family. Once the downtown project has been completed the designation of the corner will be made. There is also an event planned for later in the summer by the family.

### **Committee Reports**

There were none.

### Draft Warrant Review

Selectman Connolly explained he is aware the draft warrant will be prepared and he had a few ideas to be included. He would like an article added to eliminate the town caucus. Administrator Ward explained he will include. Selectman Connolly asked for an article to be added eliminate or reduce the quorum. Administrator Ward explained the submittal for articles deadline was yesterday and the board can add what they choose. Selectman Connolly explained he was approached to add an article to add funding for Holiday Lighting funding for the downtown. He would suggest this as an article for the warrant. Chairman Kerrigan reviewed the draft will be part of the next meeting agenda.

Chairman Kerrigan explained the board will enter into Executive Sessions and not return to an open meeting, next meeting scheduled for May 5, 2021. Executive Session under Article 3 Police Union Negotiations. Roll Call Vote: Selectman Boisoneau "aye", Selectman Devault "aye", Selectman Connolly "aye", Selectman Kobus" aye", Chairman Kerrigan "aye".

### **Executive Session Article3 Police Union Negotiations 8:10PM -8:33 PM**



Selectman Boisoneau made a motion to adjourn the meeting at 8:34PM. Selectman Kobus seconded the motion. The vote was unanimous.

Meeting Adjourned,

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