

**Select Board Meeting
Minutes
June 21, 2023**

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

Meeting opened at 7:02 PM.

Reorganization of the Board

Chair

Chair Mr. Kobus opened nominations for Chairman. Mr. Kerrigan nominated Mr. Kobus as Chair. Mr. Devault seconded the motion. There were no other nominations, nominations closed. The vote was unanimous.

Vice Chairman

Chair Mr. Kobus opened nominations for Vice Chair, Ms. Perusse nominated Mr. Kerrigan as Vice Chair. Mr. Devault seconded the motion. There were no other nominations, nominations closed. The vote was unanimous.

Clerk

Chair Mr. Kobus opened nominations for Clerk. Mr. Kerrigan nominated Mr. Devault. Ms. Perusse seconded the motion. The vote was unanimous.

Public Comment

Mr. Dan Mieli of 701 Main Street Clinton was before the board.

He was before the board to express concerns regarding the Scooby's Bar & Grille. He is aware about a year ago; it was before the Planning Board with interest of new ownership. He has been optimistic for new owner, it has been talked about as a new minute clinic and a new fence had been put in. There has been no progress since and the property has a lot of overgrown vegetation and he is concerned about animal infestation, a lot of the overgrowth is over the fence onto the neighboring properties. He can forward pictures. He takes pride in his property and would like to see this area kept clean. It devalues the property and appears to be an abandoned piece of property. The property is a mess and a health hazard; there is a hole in the roof of the property with trees growing through it. He is hoping the town can intervene and get this taken care of. He is aware there is a new owner; he would like to see the area kept clean. He asked for the board to take a walk around the property to review the area. He is an abutter to the back of the

property. Chair Mr. Kobus thanked him for the concerns; he empathizes with him regarding the state of the neighbor's property, if concerns are regarding infestations direct those to the Board of Health. Mr. Meili explained he has called the Board of Health and was told to see the Select Board, he said it sounds like kicking the can down the road, he asked for the town to reach out to the new owner the developer, it is bad. Administrator Ward explained the Board of Health are an elected board; the Select Board doesn't have oversight over that department or board. He is aware this property is under new ownership and a Management Company has oversight. The Building Inspector is aware of the concerns and complaints; there is limited access to the private property without permission, but The Building Inspector had taken action to contact the Management Company. Ms. Perusse asked for a timeline. Administrator Ward reviewed once it is determined who has ownership we will contact them as we had done with previous owner. Ms. Perusse asked if in the Building Inspectors hands currently. Administrator Ward agreed the Building Inspector is trying to gather more information and permission to take action; he has tried reaching out to new owners and ask that they do something. He hoped to track them down, if unable to the next step will have to be determined. Mr. Devault explained the Select Board will address it and please send photos to the Selectboard@clitnonma.gov. Mr. Mieli thanked the board.

Review of Minutes

Chair Mr. Kobus reviewed the board had minutes from the May 10, 2023 Select Board meeting for review and approval. Mr. Devault made a motion to approve May 10, 2023 Select Board minutes. Mr. Perusse seconded the motion. The vote was unanimous.

Common Victuallers License – Mobile Food Vendor

Chair Mr. Kobus invited the mobile food truck vendor applicant forward. Mr. Tim Hoaglund was before the board. Chair Mr. Kobus asked him to describe his business plan. Mr. Hoaglund explained he has a mobile food truck and he would like to serve the community of Clinton. Chair Mr. Kobus opened the hearing for Public Comment in favor, there was none. In opposition, there was none. Chair Mr. Kobus open discussion for questions from the board. He asked for clarification on the location of the vendor, it will be at the corner of Church Street at first entrance of Central Park. Administrator Ward reviewed the Building Inspector has approved the use of the first parking space closet to the park entrance of Church Street. Chair Mr. Kobus asked for explanation of the vendor set up, to the left of the entrance, not inside the park or on the sidewalk, with hours from 11AM to 7PM. Mr. Hoaglund agreed on locations and hours unless there are events, like the movie nights or the Block Party nights hosted by the Police Department, his father used to run a mobile vending location at the Block Party events years ago. Mr. Devault asked about the approval it is for the one location. Chair Mr. Kobus stated yes, additional locations will require approval. Mr. Devault made a motion to approve the application for

Tim Hoaglund d/b/a Hangry Hotdogz & More, located at the 242 Church Street entrance to the Central Park closet to the Town hall. Ms. Perusse seconded the motion. The vote was unanimous.

John Hayeck, FAKES Production LLC – Clinton Film Permit Request

Chair Mr. Kobus invited Mr. Hayeck before the board for discussion. Mr. John Hayeck was before the board to discuss a request to film an independent film on parts of High Street. Mr. Kerrigan asked for a description of the setting of the film. Mr. Hayeck explained it as a small town with a comforting feel in the east. Mr. Devault asked if he was aware of the filming policy & procedures for the town. Mr. Hayeck explained he met the prior day with town officials and it was a great meeting. The filming request would include a street closure request to film from 10:30PM to 2:30AM for Union, High and Church Streets on Monday. Mr. Devault made a motion to approve the request for street closures Union, High & Church Streets for July 10 to the 31st from 10PM to 2:30AM. Mr. Hayeck explained there would be no closure on July 10th but the closure would be on July 31st. Mr. Kerrigan seconded the motion. The vote was unanimous.

Summer Downtown Banner Program- Lee Abdella

Downtown Coordinator Ms. Abdella was before the board to seek approval for a summer banner program for High Street and part of Church Street, also area close to intersections of Main & Water Streets as the gateway to the downtown. She explained she hoped to expand to the Union Street area as well there are seven poles this will expand the visuals. She shared the banner design, which includes “welcome” in different language. At this time she is finalizing pricing and they should be up soon. Mr. Devault asked who designed the banner. Ms. Abdella stated Chris Ebstein designed them. She explained they will be put up for summer and remain up through the fall. Mr. Devault expressed he really likes it. Ms. Perusse stated they look fantastic. Mr. Devault made a motion to approve the Summer Banner program as presented. Mr. Kerrigan seconded the motion. Under Discussion: Ms. Abdella stated with the installation the cost will be approximately \$15,000. Mr. Duffy explained he has an approved budget that can cover the cost, ARPA funding or the Town Meeting approved Article funding for the downtown. The cost will not exceed \$500,000. Chair Mr. Kobus asked if there is a cost to replace the poles on Mechanic Street with the current poles. Mr. Duffy explained this had been reviewed but was it decided to go forward with the Walnut Street project instead. Administrator Ward explained they are still owned by National Grid, we can review a buyout from National Grid. They can be removed and replaced or the fixtures can be changed out. Mr. Devault stated the cost for banner is not to exceed \$15,000 or the Community & Economic Director will return to the board with cost estimates. He asked if there is funding available in the Community & Economic Development budget to cover the costs. Mr. Duffy stated there are Community & Economic funds available or he has funding remaining in the

warrant articles approved for downtown or \$100,000 in ARPA funding approved to be used downtown for furnishings. Administrator Ward stated the funding source should be identified. Mr. Devault made a motion to amend the first motion to approve the amount of \$15,000 to be used for Summer Banner Program with the funding source of the Community and Economic Development Fund. Mr. Kerrigan seconded the motion. The vote was unanimous.

Community & Economic Development Director Phil Duffy

EV Charging Stations at Walnut & Church Street Parking Lots

Mr. Duffy explained to the board he has received an award letter for four charging stations to be installed with the board's authorization. In the Walnut Street lot it would use up 12% of the available 34 spaces, in the Church Street lot 125 spaces are available and the spaces would be restricted for Electric Vehicles only. Ms. Perusse asked for clarification it is eight spaces total two units per lot. Mr. Duffy explained yes, the Oxford Court lot would have the spaces designated in the rear near the dumpsters. Chair Mr. Kobus asked what the cost would be to purchase the charging stations; he would like to see more installed in town at the school and possibly the Park & Recreation Department. This may incentivize people to want to travel this way. Mr. Kerrigan made a motion to authorize the Community & Economic Development Director to enter into an agreement to accept the grant funding for four charging stations for the Walnut & Church street parking lots. Mr. Devault seconded the motion. Under Discussion: Chair Mr. Kobus asked if the numbers of hours restricted to park will allow for enough time to charge the vehicles, will 12 hours be adequate time for charge. The vote was unanimous.

Business Assistance Program Update

Mr. Duffy explained to the board he has been working with Dave Sullivan from the Worcester Chamber, he is finalizing the application. He plans to advertise over the next few weeks. Mr. Duffy asked for a tentative roll out date. Mr. Duffy explained the second half of July to accept applications and the funding awards to follow in September.

Strand ARPA Subcommittee Recommendations Update

Mr. Duffy explained there should be an outline established for guidelines for the responsibilities of the committee. It is proposed to be 7 members, 2 Select Board members, 2 members appointed by Select Board, 1 member with lending experience, 2 with similar business experience, outside the town of Clinton, like members from the restaurant, bar, service industry. He would be a member of the staff who would work with committee. The guidelines should include working to collaborate with the owner of the building, tasks to be completed, and use of funding. Mr. Devault made a motion to approve the make-up of the Strand ARPA subcommittee as presented. Mr. Kerrigan seconded the motion. The vote was unanimous.

Joint Meeting with Finance Committee to Discuss ALS Consultant

Administrator Ward reviewed there was not a quorum for Finance Committee to meet tonight. Chair Mr. Kobus invited Fire Chief Lutes before the board for discussion. Chief Lutes was before the board, he congratulated Chair Mr. Kobus and Mr. Kerrigan on their reelection. He explained he had reached out to surrounding communities and none have completed an implementation study for ALS services. He spoke with a handful of communities, Gloucester, Medway, Fairhaven and Holden. He explained these communities just received the Select Board authorizations, this cannot detour procedures. The finance end of it is only estimates at this time because there is no union contract. The set rates are not out. Chief Lutes explained no one does an implementation study. Assistant Administrator Ms. Snell reviewed information with the Massachusetts Municipal Association, there was one response considering options for ALS, no one used consultants. Chief Lutes stated at this time Sterling provides 95% of the mutual aid, as of July the rates are increasing from \$300 to \$350. West Boylston has changed rates in January and Bolton is at \$325. The money for this cost is going up in the budget there is a 17% increase. He understands this is a financial thing, but would like the board to reconsider the study; we will get help from other communities. This is a waste of funding. He has asked for the board to put the trust back into the department, he has 37 years on the job. Mr. Devault stated he sympathizes with Chief Lutes, he asked the Chief not to take this as a slight. This is new to the town, the Finance Committee wants more than a plan, estimates on cost will be provided in the consultant's report. They are in search of more information on what are the estimates on expenses. He explained he hoped this is not dragged out; he hopes the consultant can turn it around quickly. Discussion continued all agreed this will provide better service to the community, but there are many factors to implantation, the biggest being budgetary factors. There are many factors to be determined, Chair Mr. Kobus explained one question is should ALS be created as independent department. Chief Lutes stated it should remain one department not independent. Administrator Ward reviewed many models will be reviewed as part of the study. Discussion concluded with Chair Mr. Kobus recommending the RFP be created with input from the Fire Chief. Mr. Devault made a motion to approve the scope of work for the implantation study, removing bullet point 2. Finance Committee member Mr. Cheribini explained the study is to be complete to accommodate everyone. Administrator Ward explained the proposal should go forward as presented. Mr. Devault agreed explaining he is ultimately in favor. Mr. Kerrigan seconded the motion. The vote was unanimous. Chair Mr. Kobus asked for coordination with the Finance Committee, to present to the Chief and team, all working on the RFP moving it forward.

Fire Safety Inspectors

Chief Lutes spoke about the positions in the department; there is a need for assistance with the inspections. Mr. Devault asked what happened to these positions he knows they were included in the budget request. He explained this would have to be revisited and

approved at Special Town Meeting, with the ALS approval. That will be a good opportunity to revisit the funding for Safety Inspectors.

John Bonavist, Honeywell - Clinton Energy Performance Project

Mr. John Bonavist of Honeywell was before the board. He explained over the last year he has been working with the town and schools on an energy performance project in Clinton pursuant to MGL Chapter 25A, Section 11I. He has worked with other towns on ways to save money and make the most of the resources. The next step is to issue an RFP to hire a company that will put together an energy use plan based on audit of current use. The audit will benchmark use and gather information on potential savings. Administrator Ward explained if the town chooses to participate in the program the costs are rolled into plan or if the choice is not to participate, the town will pay for the time to audit energy use. Chair Mr. Kobus asked if the town moves forward with the initial part of the project and then things wind down, and we choose to break free or are we obligated to move forward with the next steps, who makes the determination. Mr. Bonavist explained this is a tried and true modeled program, following the state statute. Mr. Devault made a motion to approve the Energy Performance Project next steps as presented and then have the numbers to determine if interested in the next steps of implementing cost saving or break free from program. Mr. Kerrigan seconded the motion. The vote was unanimous.

Water/Sewer Abatement Request for 2- 20 Alexander Avenue

Chair Mr. Kobus explained the property owner at 2-20 Alexander Avenue in Clinton is requesting an abatement of their water/sewer bill due to a broken water pipe at that location which caused a high water bill for the most recent billing cycle. The Department of Public Works can only authorize abatements for residential properties up to three family. Abatement requests beyond that size need to be approved by the Select Board. Mr. Kerrigan asked if the water Superintendent is ok with this. Administrator Ward reviewed he has spoken to him and he is aware of issue it was a legitimate break. The abatement will be determined by the past three bills average. Mr. Kerrigan made a motion to approve the DPW move forward with the Water & Sewer abatement request for 2- 20 Alexander Avenue as presented. Mr. Devault seconded the motion. The vote was unanimous.

Administrative Business

There was none.

Old & New Business

Reserve Fund Transfer Electrical Inspector

Chair Mr. Kobus reviewed the Electrical Inspector is requesting transfer from the Reserve Funding in the amount of \$1,000 to cover bills for the remainder of the fiscal year due to purchase of new code books, professional development and mileage expenses. Mr. Kerrigan made a motion to approve the reserve fund request as presented by the Electrical Inspector, in the amount of \$1000.00. Mr. Devault seconded the motion. The vote was unanimous.

Reserve Fund Transfer Building Commissioner Consultant

Chair Mr. Kobus reviewed the Building Inspector is requesting transfer from the Reserve Funding in the amount of \$24,000 to cover the cost of consulting services for the Building Commissioner while the Building Inspector is in the process of pursuing his state certification requirements. Mr. Kerrigan made a motion to approve the reserve fund request as presented by the Building Inspector, in the amount of \$24,000.00. Mr. Devault seconded the motion. Under Discussion: Mr. Kerrigan asked if the certification would require an upgrade to the Building Inspector position. Administrator Ward explained it is a state requirement for the community to employ a Commissioner, the current Inspector has been pursuing this certification since being hired but COVID has caused delay. Mr. Kerrigan commended Mr. Salmon for pursuing certification; this will be valuable to the town. The vote was unanimous.

Superintendent of Public Works Landfill Salary

Chair Mr. Kobus explained an agreement was established between the Select Board and Superintendent of Public Works to include a stipend of \$25,000.00 for oversight and administration of the Landfill Capping Project, another provision was the amendment made last year for a bonus to be paid of 1.67% of the surplus funds transferred from the landfill enterprise fund to the general fund. Administrator Ward explained this is the last payment made under the agreement, the Accountant asks the board to endorse the payment. Mr. Kerrigan made a motion to approve the Superintendent of Public Works landfill salary and bonus as part of the agreement made with the board. Mr. Devault seconded the motion. Under Discussion: Chair Mr. Kobus explained this is the payment for FY23. Administrator Ward explained yes, this is the last payment of agreement, ends June 30. The vote was unanimous.

Fire Safety Inspector Discussion

Chair Mr. Kobus explained this will be tabled until the next joint meeting.

WRTA Transportation Contract

Chair Mr. Kobus explained the WRTA has sent the annual agreement for the town to provide a senior van service through the Council on Aging. The WRTA provides the vans and the payment of \$81,118.00. The town provides drivers and the insurance for the fiscal year. An agreement has been provided for the Chair to sign. Mr. Kerrigan made a motion to approve the annual WRTA Transportation Contract as presented. Mr. Devault seconded the motion. The vote was unanimous.

Open Space Plan Committee Select Board Representative

Chair Mr. Kobus explained the suggested make-up of the Open Space Committee is to have a Select Board member. Ms. Perusse stated she is interested in serving. The board agreed.

Open Space Plan Consultant Contract Approval

Chair Mr. Kobus stated the Assistant Administrator has recommended awarding the consultant contract to BSC Group in the amount of \$49,700.00 to assist with updating the Open Space Plan. Mr. Kerrigan made a motion to approve the recommendation of the Assistant Administrator and award the consultant contract for the open space plan to BSC Group in the amount of \$49,700.00. Mr., Devault seconded the motion. The vote was unanimous.

Downtown Sidewalk Analysis Update

Administrator Ward explained the Recommendations for Proposals has been sent out to some new firms. He hopes to have responses at the next meeting.

Town Administrator Goals Review

Chair Mr. Kobus stated there should be a full board here for discussion of Goal # 3 &4. Administrator Ward explained the initiative was regarding customer service. Human Resources had hosted some professional development sessions. Mr. Devault asked if additional sessions will be held. Administrator Ward explained the plan is to have the consultant present policy & protocol. Human Resources is developing Professional development offerings like online certifications. He explained initiatives for communication are underway; the Assistant Town Administrator working with the board members has launched a new webpage. Ms. Snell stated Civic Plus will be offering a training session. Chair Mr. Kobus stated there is one more goal to be reviewed and then he plans to reach out to HR to complete evaluation.

Select Board Summer Schedule

Chair Mr. Kobus there are some time sensitive items that require approval. Administrator Ward agreed explaining the year-end transfers are to be approved by July 15. Discussion continued on hosting meeting on July 5, or 12th. Mr. Devault asked for a joint meeting with the Finance Committee, he would like to meet prior to July 12 if available. Chair Mr. Kobus agreed stating the board will reach out for a Joint Meeting to be held on June 28, with additional meetings to be held on July 12, August 9 and September 6.

Community Announcements

Chair Mr. Kobus announced upcoming events in the community including,
Website Redesign Launch Tuesday, June 13, 2023

Nashua River Project, Land Management Celebration June 29, 2023 Central Park 6PM to 8PM

Boards & Committees seek Volunteers please consider joining a Committee deadline for interest June 30, 2023. Assistant Administrator Ms. Snell announced there is a page dedicated to the vacancies and availability on the town webpage, with a description of the volunteer service for each.

Textile Box available at Recycle Center- clothes recycle

Mr. Kerrigan made a motion to adjourn at 9:40PM. Mr. Devault seconded the motion. The vote was unanimous

Meeting Adjourned.

Respectfully Submitted,

Joyce Corbosiero

Executive Assistant Board of Selectmen/Town Administrator