

**Selectmen Meeting  
Minute  
September 8, 2021**

Chairman Kerrigan, Selectman Boisoneau, Selectman Kobus, Selectman Devault and Selectman Perusse were in attendance. Attendees were Town Administrator Ward and Town Solicitor Gibbons. Chairman Kerrigan opened the meeting at 7:01PM.

**Public Comment**

There was none.

**Review of Minutes**

The board received minutes from August 11, 2021 Selectmen's meeting for review and approval. Selectman Boisoneau made a motion to approve minutes as presented. Selectman Kobus seconded the motion. The vote was unanimous.

**BOH Update COVID -19 & West Nile Virus**

*Covid -19 Update*

Health Agent Mr. Thomas Bonci was before the board with an update on Covid-19. He explained currently there are 19 cases under quarantine in the community, making a total of 1689 to date with 1670 out of quarantine. The Board of Health took a vote at the last meeting to follow the Governor's recommendation to have mask mandates in the school buildings through October 1<sup>st</sup>. They also voted to approve a mask mandate for all town public buildings including the town hall through October 1<sup>st</sup>, until they see what the numbers are at that time. Chairman Kerrigan asked if the town employees are aware of the mandate for public buildings. Mr. Bonci explained it is best for the employees to stay safe, there are a few people in each office. Chairman Kerrigan asked for the message to be communicated better, please work with Town Administrator Ward and Joyce on this. Mr. Bonci explained he will. Chairman Kerrigan asked about the positive vaccination rate and the community rating, are we still in the green category. Mr. Bonci explained the community is in the yellow and doing well compared to the surrounding communities.

*West Nile Virus Update*

Mr. Bonci explained it has been reported the state had one case to report of an infected mosquito found in the JFK area. There have been no cases reported in any residents. They will continue to monitor the areas.

*Chairman Kerrigan explained he has received a request to continue out of Agenda order with the Liquor License Change in Manager Public Hearing for the PAV.*

### **Liquor License Change of Manager Application: Clinton PAV Club**

Chairman Kerrigan opened the meeting inviting the applicants forward. Ms. Naomi Venturi of 20 Main Street Leominster, MA was before the board. Mr. Kevin Farragher of 24 Winter Street was also before the board. Chairman Kerrigan for an explanation of the change request. Ms. Venturi explained she is the new Bar Manger and would like to have the Liquor License updated to reflect the change. Chairman Kerrigan opened the hearing for Public Comment. He asked for comment in favor there was none. He asked for comment in opposition. There was none. He opened up discussion for questions form the board, there were none. Selectman Boisoneau made a motion to approve the request of Change of Manager for the PAV license. Selectman Devault seconded the motion. The vote was unanimous.

### **Superintendent of the School Dr. Steven Meyer – School Department**

#### *School Opening Update*

Chairman Kerrigan welcomed Dr. Meyer before the board with an update on the school department, he explained the board is emphasizing communication and clarification of information of departments and will begin to hear from department heads. Dr. Meyers thanked the board for inviting him. He wanted to share school returned to session, the teachers reported on August 30, and the students grades 1 to 12 started on September 1 and Pre-K and Kindergarten returned on September 7. It was a good opening, things are going good so far. The enrollment has dropped for Pre-K, last year this program was cancelled due to Covid. The enrollment is 1882 which is below the 1922 of previous year, it is down about 40 students. The Elementary school has extended the day by 20 minutes in an effort to address the learning loss of last year. The Middle and High school have added academic enrichment programming. This is outlined in the handouts he provided the board. He reviewed the ESSER (Elementary and Secondary School Emergency Relief funding) is detailed in the handouts as well. There are three rounds of funding and the use has been explained in the handout.

#### *MSBA Status Update*

The Middle School has made the eligibility period, then it is on to the feasibility phase. All the deliverables have been made by August 30, he reviewed they will continue to work with MSBA and meet the deadline requirements for end of November and April. Facility Director Mr. Farragher has been helpful preparing needed information.

#### *Request Letter for Use of Fallon Auditorium*

Dr. Meyer explained he has submitted a request letter to Mr. Ward for use of the Fallon auditorium for Cheerleading practice. He explained the school can no longer has access to use the St. Johns Gym for basketball practice. He is aware the Cheerleaders need an area to practice with high ceilings and open space. He is exploring the use of the town hall auditorium for practice of the High School and Youth Cheerleaders to practice. They would only practice after business hours of the town hall and would stop by 7:00PM. They

are will to work around any schedule events for the auditorium and would store the mats here. There doesn't have to be a decision today, this activity is scheduled for the winter season beginning in November. Selectman Devault explained he serves on the town hall use subcommittee and would like an opportunity to discuss the use with the town hall custodian, to verify he doesn't have any concerns regarding use. This can be approved at the next meeting. He explained the Town Administrator would have final say in working around the schedule for use. Chairman Kerrigan explained this can be tabled until the next meeting. Dr. Meyer explained the Athletic Director and the coaches along with himself are happy to meet and discuss further details. He thanked the board.

### **Frannie Hodge/CGCT – Rail Trail Update**

Chairman Kerrigan invited Ms. Hodge of the Clinton Greenway Conservation Trust forward for discussion on the Rail Trail. Ms. Hodge was before the board with an update on the Rail Trail, she explained the gates have been installed at the tunnel on June 23, they were in need of repairs on June 26, they had been knocked off and then on July 15<sup>th</sup> they were bent so more were repairs needed. The Fire Department and Police have been supportive. On July 31<sup>st</sup> the Fire Department installed the fire call box has been installed and they assisted with repairs as well. But within a week they were broken again. She was asking the board for some input on how to prevent the vandalism of the fencing. She isn't sure if the gate is the right solution or if there is a different type of gate to be used or perhaps a different strategy. She explained she has contacted the Police and doesn't want to become a nuisance for the department. She understands the gates are needed due to the repairs needed and the potential danger. Is it possible to get a small committee to take a look at it? She suggested having a representative from the Police and Fire on the committee. She has been unable to continue work on grant applications because of the gate repairs have taken a lot of time. They have the next meeting scheduled for September 14<sup>th</sup> via zoom and a trail clean up scheduled for October 2<sup>nd</sup>. Chairman Kerrigan asked if there is a liability for signage stating the area is unsafe. Ms. Hodge explained the signage does have notice that says it is not safe, there has been a lot of funding spent on the gate repairs. The goal is to move forward and keep the area safe. Administrator Ward reviewed the town has to be responsible for reasonable measures taken, there is a capped liability. Solicitor Gibbons agreed there should be reasonable measures taken. Chairman Kerrigan agreed like the gate. Selectman Kobus asked if the brush can be cleared to open visibility to the area, so you can see the area from the street. Ms. Hodge explained that is something that can be worked on at the cleanup day. Chairman Kerrigan explained he will serve on the ad hawk committee to help work on a solution. Selectman Kobus suggested contacting the DCR to request they clear the area of brush on their side. Ms. Hodge agreed that is an excellent point to clear near the watershed, she is happy to reach out and contact DCR. Chairman Kerrigan reviewed the

discussion can continue offline and as part of the committee and he will report back to the board.

### **FY 2021 Community Development Block Grant Application**

Chairman Kerrigan invited Director of Community & Economic Phil Duffy to review the Block Grant application for FY2021. Mr. Duffy explained he is before the board to share the details regarding the application for the FY2021 Block Grant. The Ash Street project is the concentration of the application. The application will reflect funding to repair the deficient conditions in the amount of \$359,380. This amount will reconstruct the drainage from Main Street to behind the Elementary School. Replacing the needed infrastructure and dramatically improve the drainage capacity. This will be full depth reconstruction of the area, rebuilding the street and granite curbing and fencing will be installed. There is not finding to install sidewalks or lighting in the application and he isn't sure the area could accommodate them. Selectman Kobus asked for the amount of the grant application. Mr. Duffy explained it will be \$359,380 with \$5000 used for indirect expenses and the project will use the remaining \$354,000 in funding. Chairman Kerrigan asked if there would be a disruption to the playground. Mr. Duffy explained no, he hoped to coordinate the construction when school is closed. Mr. McGown has recommended that as well for the project for less impact to the area. Chairman Kerrigan asked what action is needed by the board. Mr. Duffy explained approval of an Environmental Certification Officer, which would be him and approval of authorization for the Chairman to sign the grant application. Selectman Devault made a motion approving Mr. Duffy as the Environmental Certification Officer. Selectman Kobus seconded the motion. The vote was unanimous. Selectman Boissoneau made a motion to authorize Chairman Kerrigan to sign the FY2021 Grant application as presented. Selectman Kobus seconded the motion. The vote was unanimous.

*Selectman Devault asked for attendees to remain wearing their mask even when presenting before the board. Please do not remove your mask.*

### **Entertainment License Public Hearing Continued- 89 Parker Street**

Chairman Kerrigan invited the applicant forward explaining this is the first request of this kind before the board. The Cannabis Control Commission has stringent Marketing and Entertainment guidelines for businesses. Mr. Dereck Armstrong of New England Harvest was before the board. Solicitor Gibbons reviewed the Entertainment License request was not part of approved use of the special permit issued for this location. A special permit is granted for specific uses and any events outside of the approved use should be part of an amendment to the permit uses. The Planning Board issues the special permit for use, this is a different use then when the permit was granted. It will require a review by the Planning Board. This application isn't for a one-time event it is for continued use, which

is a change to the use approved in the permit. Mr. Armstrong reviewed the request is for live entertainment and events like car shows to be hosted. Solicitor Gibbons explained the use is outside of the special permit for marijuana related use. The permit approved the parking area to be used for parking for the retail business. He recommended Mr. Armstrong go back to the Planning Board for a request for an amendment to the permit granted to allow use. Selectman Devault asked if the request was for a one time use can it be reviewed and approved by the board. Solicitor Gibbons explained this use is not permitted as part of the special permit. All activities and use are to be part of the permit, the proposed use of the site has been approved, and these events were not part of the proposed use. An amendment request can be made to the Planning Board. Mr. Armstrong explained they will submit a schedule to events to the board to be approved. Chairman Kerrigan explained the request is outside the scope of the permit in place. Solicitor Gibbons agreed, a car show was not contemplated as use under the Planning Boards approval. Selectman Kobus asked if the event would fall under the special permit and then the business can make a request to pursue amendment to permit for additional events. Solicitor Gibbons reviewed this is outside of the special permit and the state regulates any different functions that take place at retail locations. The request has to return to the Planning Board. Selectman Boioneau explained this should return to the Planning Board. Selectman Perusse stated this type of event is outside the uses of the special permit, what type of event is allowed under the special permit. Solicitor Gibbons reviewed the special permit allows use for retail sales of marijuana, it doesn't allow use for car shows or movie nights. The parking lot has been approved for use as parking for retail business. Mr. Armstrong explained the area is used for 2 employee parking spaces and the rest for retail customers. Solicitor Gibbons continued to explain the use is not permitted under the approved use in special permit. Chairman Kerrigan reviewed this request should return back to the Planning Board, he closed the hearing.

### **Church Street Closure Request for Movie Filming**

Chairman Kerrigan explained the board has received a request from a production company for filming the movie "Salem's Lot" to have road closures in the upper Church Street neighborhood on Wednesday September 29th and Thursday September 30th. There was a Department Head meeting held last week for review and discussion of this request. Ms. Genevieve Leaf and Keith Adams of Brooklyn, New York were before the board. Mr. Adams began by thanking the board for allowing them to attend the meeting with the request. He is before the board to speak on behalf of the production department for Salem's Lot, which is being produced by New Line Cinema & Warner Brothers. The request is to film on Church Street, using 2 addresses in the production, 333 & 353 Church Street. The filming would take place on September 29 & 30 and the prep work would be completed leading up to those dates. The plan is for the large equipment to be stored at the Athletic Complex and they are working with the Superintendent of Schools. They are

also planning to use the St. John's parking lot/gym and Prescott Street to park small trailers and trucks. The shooting will take place at night after the town hall closes. The request is for road closure for Church Street to High Street. They are working with Mr. McNally at the McNally Funeral Home and will go door to door to notify all the neighbors. Any one affected will receive an impact fee, Genevieve is working on that. They are working with Police Chief Coyne on details for traffic safety and Chief Lutes for paramedic detail. They are working with Mr. McNally regarding permitting for portable bathrooms as well. Selectman Devault asked if there has been one point of contact they have been working with at the town hall. Administrator Ward explained he has handled the request and coordinated the Department Head meeting. Selectman Devault reviewed the policy was newly created, and the intent is for the Director of Community & Economic Development to be the town point of contact, unless a different employee has been appointed by the Town Administrator. Mr. Adams explained he has been working with Mr. Duffy as well. They attended the meeting at the town hall and addressed concerns with the Department Heads. Chairman Kerrigan agreed. Selectman Perusse explained she would like to see good communication with the event and contact made to all the neighbors regarding the impact and notification. Mr. Adams explained a letter with specifics will be delivered and the contact information for the filming will be there for any concerns. The letter will be sent proactively and impact fees addressed as well, this is part of the community outreach. Selectman Boisonneau made a motion to grant the request for Church Street Closures on Wednesday September 29 and Thursday September 30 as presented. Selectman Kobus seconded the motion. The vote was unanimous.

### **FY2022 Goals & Objectives**

Chairman Kerrigan explained he added this as a point of clarification for the board. He is aware the board completed the evaluation process for the Town Administrator and at that time created town wide goals and Town Administrator goals. There is some overlap of the two groups. He would like to have a discussion and review of town wide goals for an update to the status of them and to include Selectman Perusse's review. He would like to allow her input and creation of additional goals if necessary. Administrator Ward explained he is working on the goals for this fiscal year and understands there is a new board member who can participate in exploring the goals and creation of new ones. Chairman Kerrigan agreed and asked for this to be addressed in the next packet with a list of the goals with a schedule to be included. He asked for additional initiatives from Julie to be sent to Town Administrator.

### **Administrative Business**

There was none.

## **Public Comment**

Chairman Kerrigan reopened Public Comment portion of the meeting to address the audience.

Ms. Jillian O'Malley of 245 Greely Street was before the board. Ms. O'Malley explained she was before the board to make a formal request for sidewalks from 227 to 293 Greely Street. She has a signed letter from neighbors in support of the request. Chairman Kerrigan explained the board will accept the statement but Public Comment isn't used for discussion of a subject with the board. Please contact Town Administrator Ward to be scheduled on the next board meeting agenda. At that time the request can be addressed with DPW Superintendent for input. Ms. O'Malley explained she had spoken with Selectman Perusse and planned to attend the September 1 meeting, this request is to get a safer street. Selectman Devault explained the request should be made as part of the agenda, so the DPW can have opportunity to participate in the discussion. Chairman Kerrigan agreed explaining this can be scheduled for the September 22 meeting agenda.

## **Old & New Business**

### Update on Rodgers Field Way Fire Gate

Chairman Kerrigan reviewed this was included for review by Selectman Kobus. Selectman Kobus explained he was looking for an update to the project request. The request was approved on May 28, and updates were given at the July 19 and August 11 Selectmen's meeting. Town Administrator Ward explained he spoke to Superintendent McGown who is overseeing the project. He has the equipment needed to install. He is waiting on Massachusetts Electric to receive the lock needed from them. The project cannot be completed without the lock. This area cannot be closed off without all of the public safety departments having access as well. Selectman Kobus explained after the gate and lock are in place he would like to plan a clean-up of the area. This can be a volunteer day with assistance from the DPW would be excellent.

### Speed Radar Signs

Chairman Kerrigan reviewed the Selectman Kobus requested this as part of the agenda to review the exploration of funding for the purchase of speed radar signs that collect traffic data. Selectman Kobus reviewed he has spoken with Chief Coyne and the Chief feels the data collected from the speed radar signs is of value. The Police can have access to data of the speed and time and date stamps from updated equipment which will allow modification of the speed monitoring in certain areas. This will enable them to identify times for speeding in certain neighborhoods when complaints are received. He would like to locate funding to cover the expense to make purchase. Administrator Ward reviewed he will research if there is any money left over from the warrant articles for funds to be used. He will research for the next meeting, typically it is a direct funding appropriation to make purchase. Selectman Kobus explained it is under \$2000.00 in the

remaining warrant article, he remembers from reviewing for the audit he had completed. Chief Coyne explained he will repurpose the current speed signs to the school zones to bring more awareness there. Chairman Kerrigan explained the town meeting has appropriated funds to cover certain expenses, this funding cannot be spent without approval. Selectman Perusse asked if there would be funding as part of the Police Department budget, or will this have to wait for Special or Annual Town meeting for funding. Administrator Ward reviewed sometimes there maybe funding available under the roads department funding. Selectman Kobus explained he is aware of grant funding available under the Department of Transportation.

#### MUNIS Implementation Update

Administrator Ward explained the software should be in place for a July 1 start. It is preferable to begin use at the new fiscal year. The training will begin for internal staff in the Spring. Selectman Kobus asked if this will be in place for FY23. Selectman Perusse asked if this is new software. Administrator Ward explained yes it is a new program all of the current information needs to be transferred. Selectman Persusse asked if it was for the financial departments only. Administrator Ward explained there is also a Human Resource part as well.

#### Proposed Town Decoration Committee

Chairman Kerrigan explained this is a great idea and Selectman Kobus has volunteered to oversee the committee. This committee will be the oversight for the decorations of the downtown and other properties. Chairman Kerrigan suggested perhaps we can reassign the Holiday Lighting Committee to participate and expand their role to all year. Selectman Kobus agreed that is a good idea. Administrator Ward explained former Selectman Dziokonski has expressed interest in participating. He explained he will reach out to former committee members to get an idea for the next meeting who is interested in participating. Selectman Boisoneau stated Dale DiMeco is interested in volunteering.

#### WRTA Advisory Board Disabled Commuter Population Member

Chairman Kerrigan reviewed the board has received notice seeking volunteers to serve as a member for the disabled population which will rotate through the member communities each year. Town Administrator Ward explained the board can submit a name at any time. The Clinton Senior Director has indicated some interest in serving, she also received notice due to her relationship with the WRTA regarding van service. He suggested the board put the notice out to the whole community. He will put notice on the website regarding the volunteer opportunity at the WRTA.



## Committee Reports

### *Government Affairs Committee*

Chairman Kerrigan explained the Government Affairs committee will be meeting to create the job description for the Assistant Town Administrator. Once created it will be sent to the Personnel Board for it to be evaluated for salary grid. Selectman Kobus asked if the board can ask for a Personnel Board meeting to seek approval once it has been completed. Chairman Kerrigan explained the Government Affairs Committee will create job description and it will take more than one meeting.

### *Cable Commission*

Chairman Kerrigan reviewed the committee recently had a meeting. There was an update provided on the new equipment purchased to provide a better picture and sound. There was also discussion regarding collaboration with the schools. Selectman Devault explained the commission also reviewed the organization of new studio space and a location.

### *By-Law Committee*

Selectman Kobus explained the committee has a meeting scheduled for next week.

Chairman Kerrigan announced the next meeting is scheduled for September 22. The Olde Home Day events are scheduled for this weekend, he hopes all come out to enjoy the outdoor activities.

Selectman Boisoneau made a motion to adjourn the meeting at 8:33PM. Selectman Devault seconded the motion. The vote was unanimous.

Meeting Adjourned,

Joyce A. Corbosiero

Executive Assistant to the Clinton Board of Selectmen/Town Administrator