

TOWN OF LAKEVILLE
Board of Selectmen
Meeting Minutes
March 5, 2020 – 6:30 PM
Lakeville Public Library – 4 Precinct Street

On March 5, 2020, the Board of Selectmen held a meeting at 6:30 PM at the Lakeville Public Library. The meeting was called to order at 6:30 PM by Chairman Fabian. Selectmen present were: Chairman Fabian and Selectman LaCamera. Also present were Maureen Candito, Town Administrator, Tracie Craig-McGee, Executive Assistant and Lorraine Carboni, Town Coordinator. LakeCAM was recording the meeting for broadcast.

Meet with Department Heads to review their FY21 Budget and Capital Needs:

George Vlahopoulos, Chairman, Darren Beals and Brian Day from the Finance Committee were present for the discussions. Chairman Vlahopoulos called the meeting to order at 6:30 PM.

Town Clerk

Lillian Drane, Town Clerk, was present for the discussion. Ms. Drane said the Secretary of State is looking at early voting for local elections. She had to increase her election budget, and she purchased new voting machines and increased maintenance for the machines by \$600. She reviewed the increase expense for poll voters due to early voting. Selectman LaCamera said we are going to tell the Park Commission that the Loon Pond Lodge needs to be used for early voting since we can't tie up the Police Station Community Room. Ms. Drane said we will need early voting in 2022, 2024 and 2026. She has increased her registrations line item and postage. Chairman Fabian asked if there is money from the State to offset early voting costs. Ms. Drane said we have to present our expenses to the State. We received \$1,200 in 2018.

Human Resources

Clorinda Dunphy, Human Resources Director, was present for the discussion. Ms. Dunphy said this is the first budget for Human Resources. The assessment for the pension gets paid once a year and that saves money. Health insurance is increasing 3.9%, which is an improvement from last year. Wellness programs are being offered to employees. Selectman LaCamera said pension costs increased over last year, almost 10%. We had a lot of retirees last year and some of those employees were higher salaries.

Town Administrator

Maureen Candito, Town Administrator, presented the budget for the Board of Selectmen. Ms. Candito said the Town Administrator's salary went down slightly as last year there was a one year overlap with her and Ms. Garbitt. We removed three (3) salaries from the Selectmen's budget that went to Human Resources. Auditing and actuarial services we are now on every year basis. We changed engineering services into contracted services. Training and education stayed the same. Postage and advertising has increased.

The Finance Committee's budget was decreased. Mr. Vlahopoulos asked what are dues and subscriptions for. Ms. Candito said for the Beacon subscription. \$50,000 was moved from the Reserve Fund into Snow and Ice Emergency Line. Mr. Beal asked what if we had a snowy winter and needed more money. Selectman LaCamera said it would come from the Reserve Fund. Mr. Day asked about postage and printing; does Human Resources use the Selectmen's printer. Ms. Craig-McGee said that they use the Selectmen's Office Supply account

Ms. Candito said the Town Accountant's budget is the same. Mr. Beal asked what is financial services. Ms. Candito said the Town Accountant is a contracted service. He works 1.5 days per week and takes care of our accounting needs. Under Legal Services, the Labor Attorney has been moved into this budget. Selectman LaCamera said Police and Fire's legal budgets were reduced. Ms. Candito said the General Other tab is the Town Report. The Cable Television Advisory budget increased significantly because they are working on contract negotiations. Under Contracted Services Secretarial, we have hired two (2) recording secretaries that are able to take minutes for meetings. These are stipend positions and will be done remotely.

Under Town Office/Fire Station, Ms. Candito said electricity and water service has increased. We changed repair and maintenance for building and grounds. We had significant projects last year and repair and maintenance has been reduced to \$5,000 with the remainder moved to facilities. Rubbish removal has increased. Copier supplies were increased to reflect actual costs for the last two (2) years. Chairman Fabian asked if telephone are the land lines. Ms. Candito said this is the land lines and cell phones. Chairman Fabian asked for General Contracted Services that there be notes for what this is. Ms. Candito said she could do a print out of the bills that came out of it.

Inspectional Services:

Nathan Darling, Building Commissioner, was present for the discussion. Mr. Darling said there is an increase in overtime. Since we have taken over Planning Board and Zoning Board of Appeals with night meetings, he is looking for an additional \$2,000. There is \$500 additional for the Sealer of Weights and Measure for additional inspections for marijuana businesses. Chairman Fabian asked if this is a regional position. Mr. Darling said Mr. Enos is the Sealer for Taunton, Lakeville and Raynham. Mr. Day asked if this may be able to be funded by marijuana money. Selectman LaCamera said that is a service we have to provide. Mr. Darling said we may have to change the fees to cover the cost. Discussion occurred on the marijuana facilities and how they would affect the Sealer. Selectman LaCamera said we are trying to have a maintenance worker do additional work to alleviate some of Mr. Darling's duties as he works seven (7) days a week at times. We will be looking at that maintenance position for an increase.

Conservation

Mr. Darling said there is no increase in this budget.

Board of Health

Mr. Darling said there is additional funding on the Board of Health Visiting Nurse. He is already over the budget from last year. He would like to increase that line to \$6,000.

Facilities

Mr. Darling said Ted Dellarocco is taking on more responsibilities, such as scheduling contractors and getting work estimates. He would like that position to be increased. Selectman LaCamera said Mr. Darling wants to look at each Town building and develop a list of things that need to be fixed. Mr. Day asked if we needed a Superintendent of Facilities. Mr. Darling said we need to identify needs for the future so we can budget for them. Department Heads help with work needed for their buildings. We are utilizing three (3) part time custodians who share 40 hours a week. He would like to see those wages go to 50-60 hours per week. Mr. Dellarocco does a lot of driving in his vehicle. He would like a vehicle allowance of \$3,500 for that. Chairman Fabian asked if he puts in for mileage. Mr. Darling said no. Another part time custodian uses his own truck a lot, so we may want a small pickup truck in the future for maintenance staff. He has \$70,000 in the General Facilities Budget. It is not an increase, but transfers from other Department Budgets.

Information Technology

Timothy Grabarz, Information Technology Director, was present for the discussion. Ms. Candito said we have been interviewing for a new IT Director. Since we are transitioning to a different structure, the salary and job structure will change. Mr. Grabarz spoke of some of the changes proposed. There is not much more to buy. Selectman LaCamera asked about the Police Station. Mr. Grabarz said they will be completed by the end of March. Most everything will be hosted there. He explained the situation with the Senior Center. A discussion occurred regarding cyber security. Mr. Grabarz said machines are replaced on as needed basis. The new server system should last five (5) to seven (7) years. A discussion was had regarding the email system. Ms. Candito said the \$150,000 represents various Department software packages.

Superintendent of Streets

Franklin Moniz, Superintendent of Streets, was present for the discussion. Selectman LaCamera asked about the change in the staff hours charged to the Park. Mr. Moniz said he would absorb the time that was being paid by the Park Department, which they did not budget for this year. He is in need of staffing and there is an increase in part time laborers. He puts on additional help in the winter and created a new position for George Frates, who performs all the body work on the vehicles and equipment. He moved Don Adams off of the road crew into an assistant mechanic. They are doing more work on Fire trucks, plus service Police and all the Highway equipment. He needs to evaluate Don Adams job description.

Selectman LaCamera said there has been discussion with the Park Commission proposing that the Highway Department take responsibility for outside maintenance of the Ted William Camp. Having Highway take over the maintenance is the right thing to do. We are waiting on them to make a decision.

Mr. Moniz said electricity and heating fuel were the same. Water service increased to match last year. Vehicles repair and maintenance were increased. Equipment repair and maintenance is a low number in case we need it. Contracted services were separated out. He kept \$10,000 for tree work, that he cannot do. He reviewed the line items in contracted services. He increased training and education to send the mechanic to classes. Groundskeeping supplies increased for the Highway yard. Public works material went to \$35,000 and snow and ice increased.

Transfer Station:

Mr. Moniz reviewed the salaries, which may go down. There is a step increase for the administrative assistant. Repair and maintenance was increased to \$1,000 as the truck is over 11 years old. Bulky waste has gone up to \$135 per ton. Chairman Fabian said the fees were raised in the fall of 2019. Mr. Moniz said the rate increases were in line with Towns around us. We are up on stickers from last year. We are getting paid for metal; sometimes for newspaper, but now the rest we either pay for or break even. Ms. Candito said we are planning at supplementing the budget at 30%, but we will be going up to 50% due to the loss of the recycling markets. Trash is going to become a big problem. Chairman Fabian said this became an enterprise fund because we were making good money on recyclables. Mr. Beal asked what percentage of the Town has landfill stickers. Mr. Moniz said they sold 1,800 stickers.

Discuss FY21 Budget Summary

Selectman LaCamera said after the School Committee meets, we will figure out more. We need to get a handle on Capital Items in April. We are trying to have the budget finalized two (2) weeks before the Annual Town Meeting.

Review quote for Highway Department Bucket Truck and Salt Shed and vote to award and sign contracts

Franklin Moniz, Superintendent of Streets, was present for the discussion. Chairman Fabian said this is capital money from last year. Mr. Moniz said a list of available trucks was reviewed, and this 2013 truck was the one chosen. This replaces a 1994 truck that we got second hand.

Upon a motion made by Selectman LaCamera and seconded by Chairman Fabian, it was:

VOTED: To approve and award the bid for a 2013 Altec Bucket Truck in the amount of \$59,900 to Altec and vote to sign the contract.
Unanimous in favor.

Chairman Fabian said we are looking to purchase a fabric salt shed. This was a capital item for FY20. Mr. Moniz said he was going to purchase two (2) aluminum buildings, but the company was not bidding. The tarp has a 15-year warranty with a life span of 15-20 years. It is galvanized stainless steel and will be installed. It meets wind and snow standard and there will be 800 to 1,000-ton storage.

Upon a motion made by Chairman Fabian and seconded by Selectman LaCamera, it was:

VOTED: To approve and award the bid to Iron Horse Structures, Inc. of \$74,393.98 for the fabric salt shed.
Unanimous in favor.

Selectman LaCamera said the current salt shed will be used to store vehicles inside, which improves the life of the vehicles.

Selectman LaCamera said the Town appropriated \$180,000 for a modular office space for the Highway Department. The quotes were too high and we are looking at putting up a stick building which would be better for the long term with a basement. We will be looking at a preliminary design and it will cost more, but will figure this into the capital plan. We will have to revote the previous article as it was only for a modular building.

Review and vote on revised Election Warrant – April 6, 2020

Chairman Fabian said the question was added to the election warrant for the Route 79 project and needs to be revoted.

Upon a motion made by Selectman LaCamera and seconded by Chairman Fabian, it was:

VOTED: To approve the revised Warrant for the April 6, 2020 election.
Unanimous in favor.

Request from Town Clerk to send letters to Town Political Committees regarding Election Workers

Chairman Fabian said the Town Clerk has requested that the Selectmen vote to send out the letters to the Town's Political Committees regarding Election Workers.

Upon a motion made by Chairman Fabian and seconded by Selectman LaCamera, it was:

VOTED: To send the letters to the Town Political Party Committees regarding the appointment of Election Workers.
Unanimous in favor.

Request from Planning Board to review Pauline's Path Subdivision

Chairman Fabian said the Planning Board will be speaking about this on March 12th. The Board asked that a memo be sent to the Planning Board that the plans were not signed by the land surveyor.

New Business

Ms. Candito said she sent out information on Facebook and to Department heads regarding the Coronavirus. We have been holding discussions with the Chiefs and the Board of Health to come up with internal practices. Chairman Fabian said the State has reinforced that HIPPA still applies.

Old Business

Ms. Carboni said on Wednesday, March 11th at 7:00 PM at Apponequet High School there will be a public forum with the Board of Selectmen and the engineers for the Route 79 project. Abutters along the route will receive a post card invitation. Ms. Candito said there will be updated maps showing how people's properties will be affected.

Any other business that may properly come before the meeting

There was no other business.

Adjournment

Upon a motion made by Selectman LaCamera and seconded by Chairman Fabian, it was:

VOTED: To adjourn the Board of Selectmen's Meeting at 8:39 PM.
Unanimous in favor.

Upon a motion made by Mr. Vlahopoulos and seconded by Mr. Beal, it was:

VOTED: To adjourn the Finance Committee Meeting at 8:39 PM.
Unanimous in favor.

List of documents provided at the Board of Selectmen Meeting of March 5, 2020

1. FY21 Budget
2. Agenda page
3. Proposals from Altec NUECO and Iron Horse Structures, Inc. and proposed contracts
4. Draft Election Warrant of April 6, 2020
5. Memo from Town Clerk; draft letters to Town Political Committee Chairmen
6. Form C Definitive Subdivision Plan – Pauline's Path