

TOWN OF LAKEVILLE
Board of Selectmen
Meeting Minutes
January 25, 2019 – 3:00 PM
Police Station – 296 Bedford Street

On January 25, 2019, the Board of Selectmen held a meeting at 3:00 PM at the Lakeville Senior Center. The meeting was called to order by Chairman Burke at 3:00 PM. Selectmen present were: Selectman Burke, Selectman Hollenbeck and Selectman Powderly. Also present were Rita Garbitt, Town Administrator and Lorraine Carboni, Town Coordinator. LakeCAM was recording the meeting for broadcast.

Meet with Bernie Lynch from Community Paradigm Associates, LLC to review the proposed Town Profile for the Town Administrator Search and vote on amended Job Description for the Town Administrator

Bernard Lynch and Sharon Flaherty from Community Paradigm were present for the discussion. Selectman Hollenbeck spoke about changes to the Town Profile under Capital Needs. Under Economic Development, she wanted the information to be more generic. Under Housing, you might want to note that we are a Smart Growth Community and add in 30 Call Firefighters under the Fire Department. She noted there was no mention of Union Contracts. Ms. Garbitt said there is an Elected Treasurer/Tax Collector. Selectman Hollenbeck said under Ideal Candidate, she doesn't want to limit the pool to just people with municipal experience, and the Board agreed with that. Selectman Hollenbeck asked if having municipal experience was a general sentiment from the Department Heads. Ms. Flaherty said they thought it is very helpful to have municipal managerial experience with someone who knows the laws and regulations. Selectman Hollenbeck asked to add in the last paragraph under Ideal Candidate, "should be competent or have extensive knowledge regarding". The time period to be certified in Procurement needs be extended to 12 months. Regarding Educational Requirements, she wanted to expand it from municipal management. Also, under experience, she would like to expand it to discuss leadership in either public or private organizations. Selectman Hollenbeck said she would like the candidate to be able to lead cultural change in regards to Human Resources. Selectman Powderly said most people are technically qualified, but personality traits are important. We can find who is a good fit for the Town by asking questions. He spoke of the salary survey that was prepared. Selectman Hollenbeck asked Mr. Lynch if he is seeing Deferred Compensation and Car Allowances. Mr. Lynch said yes. Discussion occurred on the salary. It was agreed to use the figure of \$135,000 +/- for the salary only.

Upon a motion made by Selectman Hollenbeck and seconded by Chairman Burke, it was:

VOTED: To approve the proposed Town Profile and the amended Job Description for the Town Administrator, pending Selectman Hollenbeck's and Ms. Dunphy's approval.
Unanimous in favor.

Meet with Fire Chief Michael O'Brien to discuss the amended Job Description for Deputy Fire Chief

Michael O'Brien, Fire Chief, was present for the discussion. Chairman Burke said Chief O'Brien had supplied the current and proposed Job Descriptions for the Deputy Fire Chief.

Upon a motion made by Chairman Burke and seconded by Selectman Powderly, it was:

VOTED: To approve the Job Description as drafted for Deputy Fire Chief.
Unanimous in favor.

Meet with Fire Chief Michael O'Brien to discuss the amended Job Description for Firefighter/Paramedic

Chairman Burke said that Chief O'Brien had supplied the current and proposed Job Descriptions for the Firefighter/Paramedic. Chief O'Brien noted that Attorney Mason and the Union have both approved the new Job Description. Selectman Powderly said he wants Attorney Mason to tell us whether we should give notice. Ms. Garbitt said we don't have a Union response in writing. Chairman Burke said we want the Union's response back in writing. Selectman Powderly said he would like it in writing from Attorney Mason also.

Upon a motion made by Chairman Burke and seconded by Selectman Hollenbeck, it was:

VOTED: To approve the proposed Job Description for the Firefighter/Paramedic, pending written notice from the Union and Attorney Burt Mason relative to the position.
Unanimous in favor.

At 3:59 PM, upon a motion made by Chairman Burke and seconded by Selectman Hollenbeck, it was:

VOTED: To enter into Executive Session pursuant to M.G.L. c.30A, §21a (3) to discuss strategy with respect to collective bargaining, specifically the Fire Union and the Police Union, if an open meeting may have a detrimental effect on the bargaining position of the Board, and the Chair so declared; and pursuant to M.G.L. c.30A, §21a (7) to comply with the Open Meeting Law, M.G.L. c.30A, §22(f): approval of Executive Session Minutes for November 19, 2018 and December 20, 2018; and not return to open session.
Polled vote: Selectman Hollenbeck – aye; Selectman Burke – aye; and Selectman Powderly – aye.

List of documents provided at the Board of Selectmen Meeting of January 25, 2019

1. Salary survey; proposed amended Job Description for Town Administrator and proposed Town Profile from Community Paradigm
2. Memo from Chief O'Brien regarding amended Job Description for Deputy Fire Chief and amended Job Description for Deputy Fire Chief
3. Memo from Chief O'Brien regarding amended Job Description for Firefighter/Paramedic and amended Job Description for Firefighter/Paramedic