

**TOWN OF LAKEVILLE**  
**Joint Budget Meeting**  
**Board of Selectmen & Finance Committee**  
**March 5, 2012 - 7:00 PM**

On March 5, 2012, the Board of Selectmen held a meeting at 6:30 PM at the Town Office Building in Lakeville. The meeting was called to order by Chairman Olivier at 6:31 PM. Selectmen present were: Selectman Olivier, Selectman Maksy and Selectman Belliveau. Also present were: Rita Garbitt, Town Administrator, Cindy McRae, Town Accountant, Tracie Craig, Executive Assistant and Christine Weston, Recording Secretary. There was no one recording the meeting.

**New Business**

Chairman Olivier reviewed the Board's and Ms. Garbitt's Priority List. Selectman Maksy stated that he would prefer the form to be in a high, middle, and low priority. He also would like a value put on the priorities in order to know how pressing they are. Ms. Garbitt stated that the Assessors and the Town Accountant have not done betterments before, so there will need to be some coordination. Chairman Olivier suggested delegating the responsibility of painting the Town Office Building, perhaps to Ted Dellarocco and he can recruit volunteers. The question about the presence of lead paint was raised. Selectman Maksy stated that the windows are not efficient and should be replaced a few at a time. We are losing a lot of heat from them. Selectman Maksy suggested that the Building Commissioner get estimates regarding the window replacement. Chairman Olivier asked Ms. Craig to write a charge for the Technology Committee. He noted that Storm water Management is handled by the Superintendent of Streets. He would like the Treasurer to get estimates on payroll companies. Selectman Maksy has been working on the water supply issue for the sprinkler system at the Library. Ms. Garbitt mentioned that they will need a pump to increase the water pressure, due to the distance from the Park well to the Library. Another pump might be needed to maintain the water pressure at the Park. Selectman Maksy stated that there is a pump/irrigation company that can assess that. He will bring the plan to him for his input. Chairman Olivier suggested that Mr. Iafrate get estimates for the irrigation.

Ms. Garbitt stated that she has not received any comments back regarding the proposed charge for the Economic Development Committee. The proposed charge was forwarded to the Planning Board, Richard Scott and Gary Mansfield. Discussion took place on what takes the Town Administrator out of the office and what can be delegated. Ms. Garbitt said that she has to prepare for a lot of the meetings during the week. The SRPEDD meeting is once a month at night. She mentioned that she attended a SEMASS meeting last week with Mr. Peck. One of the mandates coming out of the State is that municipalities will have to have a Recycling Enforcement Coordinator. Chairman Olivier questioned why Ms. Garbitt went with Mr. Peck to the meeting. He should be going alone. Selectman Maksy stated that Ms. Garbitt could meet with the Department Heads that attend various meetings to be updated, instead of attending the meetings. Chairman Olivier stated that there is more to add to the list since it is cyclical, and there are other meetings that Ms. Garbitt attends. The Board needs a full, year round comprehensive list. Ms. Garbitt mentioned the solar and wind projects. Selectman Maksy stated that Mr. Iafrate should follow up on that. Selectman Maksy asked who takes care of all the

Town vehicles. There should be one (1) person who keeps track of everything about the vehicles. Ms. Garbitt stated that each Department is responsible for their routine maintenance. Chairman Olivier stated that there should be a specific person for Fire (David Goodfellow), Police (Tony Amaral) and Chris Peck should be responsible for the rest. Ms. Garbitt noted that the Town's Vehicle Policy needs to be updated. This topic was tabled for discussion at a future meeting.

### **Meet with Department Heads to review their FY13 Budgets**

The Finance Committee entered the room at 7:02 PM. Chairman Petruzzo called the Finance Committee to order. Members present included: Melissa Hopkins, Edward Bunn, and Michael Petruzzo.

### **7:00 PM COA Director/Veterans Agent – Marilyn Mansfield**

*Marilyn Mansfield was present for the discussion.* Minor information was provided by Ms. Garbitt regarding the difference in hourly wages since it varies depending on what day July 1<sup>st</sup> falls on. It was noted that Ms. Mansfield is down to two (2) van drivers; one of the van drivers is at a lower rate. Ms. Mansfield stated that one (1) of the van drivers is eligible for a step increase in FY13. Ms. Garbitt noted that Florence Arcouette has a clerical position for three (3) hours a week. However, when Ms. Mansfield or Ms. Souza is on vacation, Ms. Arcouette fills in so that there is not just one (1) person there alone. Selectman Maksy asked about longevity for new hires. Ms. Garbitt stated that the Wage & Personnel Board has voted that longevity will no longer be offered for new hires. Selectman Belliveau asked about the rubbish expense. Ms. Mansfield stated that half is paid by the Council on Aging and the Library pays half, approximately \$48.00 each. Selectman Belliveau asked why staff from the Transfer Station cannot come and pick up the rubbish. Ms. Garbitt stated that the Town had looked into buying dumpsters for the Transfer Station approximately four (4) and five (5) years ago, and it was decided not to. That option can be looked into again.

Chairman Olivier asked about repairs and maintenance for the grounds and building. Ms. Mansfield responded that the faucets and toilets had to be repaired. There were quite a few things that needed fixing or replacing this year. The doors where the dumpsters are did not work well and kept blowing open. Almost all of the restrooms over the years have had issues, since they are automatic off and on fixtures, and needed their batteries replaced. Two (2) years ago the electric doors needed work. Mr. Bunn asked about the heating fuels. Was there a saving? Ms. Mansfield responded that it may have been a warmer winter; however, the price of fuel went up. The gas for the van is 100% reimbursed to the Town; it is a rotating budget. It was recommended to switch the heating and electricity accounts from \$3,000 to \$5,000 and \$5,000 to \$3,000 since the percentages are now known.

Ms. Mansfield stated that she is taking the cost of printing the Senior Center Newsletter out of the formula grant since they lost the printing company that donated their services. Ms. Craig asked if the newsletter could be put on the Town's website. Ms. Mansfield responded that they are in the process of putting it onto the Council of Aging website. However, there are a lot of seniors who prefer to have the paper version of the newsletter.

## Veterans Department

Ms. Mansfield stated that she will more than likely be over budget for the Veterans, especially in the medical and fuel accounts. She has spent 242% of the Fuel Account budget and 61% of the Medical Account Budget. If the same clientele continues with the same monthly payments of \$2,098, there is only \$1,015 left. She will then be \$7,377 over budget. Ms. Garbitt suggested increasing the \$10,000 that had been in there since many veterans are now returning home. Ms. Mansfield mentioned that they could also pick up five (5) more veterans. Ms. McRae said that that the Town has statutory approval to run that account in deficit.

## 7:15 PM Treasurer – Debra Kenney, Treasurer & Tax Collector

*Debra Kenney, Treasurer/Tax Collector, was present for the discussion.* Ms. Kenney said that she is trying to get more aggressive with tax title collections. Usually a letter from an attorney is enough for people to send in what they owe. However, residents are having financial troubles, and her office is trying to work out payment plans with many residents. She will request more funds in this line item, but she hopes that she will not need it. She is looking for another attorney that will do the tax title for less money than Town Counsel. She will also check with other Treasurer/Tax Collectors and see who they use to get comparative legal prices. She will need to hire an auctioneer to auction off the foreclosed properties. Ms. Kenney has usually asked abutters if they were interested in the properties. Chairman Olivier suggested reaching out to the abutters regarding their interest in the properties. Otherwise, they should be auctioned in the spring. Ms. Kenney stated that the budget for computer services decreased since payroll expenses decreased, but postage expenses increased. Every time there is an increase in postage, the machine needs a new \$150 chip to put in to change the numbers. Chairman Olivier spoke about getting quotes on payroll companies. Ms. Kenney stated that the Town does not use ADP since they were so expensive. The company the Town presently uses has saved the Town thousands of dollars. They are offering online W-2's and paychecks for free. Ms. Kenney will check on a tax title attorney and other payroll companies.

## 7:30 PM Conservation Commission – Linda Grubb, Emery Orrall

*Conservation Commission members Emery Orrall and Linda Grubb were present for the discussion.* Mr. Orrall spoke about the important role the Conservation Commission plays in the Town. However, they are only open on a part time basis. The Commission feels that the office should be staffed full time, and their goal is to have a full time agent. They have been operating on a very small budget. They have used up almost all of their funds that they had accumulated for payroll. It is hoped to increase the Conservation Agent's hours. They are requesting \$26,300 for funding. The Conservation Commission does receive 50% of the State mandated fees. Ms. Grubb stated that their account is down to about \$5,000 and it is not known where the money originally came from. Ms. McRae explained that it came from prior year fees, when Conservation services were provided by volunteers. Some of the fees go into the General Fund to offset their budget and some go to the Agency Account. Ms. Grubb stated that there are administrative fees that go directly into the General Fund. The State has mandated some fees, and there are requirements on how they are spent. That money goes into an account that can

only be used for administering or enforcing the Wetlands Protection Act. There was \$6,600 in 2008, \$5,700 in 2009, \$4,600 in 2010, and \$5,000 in 2011. The new fees that the Conservation Commission asked the Board of Selectmen to approve are going into Estimated Receipts.

Selectman Belliveau asked if they had funds for postage or travel expenses. Ms. Grubb stated that they had those expenses, but the funds came out of the Agency Account. Ms. Garbitt mentioned that part of the secretary's salary can be taken from the secretarial pool, but not all of it. They are bringing in approximately \$5,000 from additional fees, over and above, the State mandated fees. Selectman Maksy stated that if the Selectmen fund them at \$26,300, will they still be able to do what they need. Mr. Orrall responded that the secretary cannot work any more hours since she also works for the Fire Department. Selectman Maksy stated that he did not have a problem with the request and felt that it was very reasonable. However, the Selectmen have to find that money somewhere.

#### 8:00 PM Library Trustees – Nancy LaFave

*Nancy LaFave and Betsy Walters, Library Trustees, and Olivia Melo, Library Director, were present for the discussion.* Ms. Melo said that the budget has been submitted and is the same as last year. However, the utilities have been underfunded. Chairman Olivier asked if the Library will be receiving money from the Public Access Corporation now that the cable studio will be located there. It was responded that any monies would go to Estimated Receipts. They will not be paying rent, but there will be an increase in utilities. Chairman Olivier suggested allocating some of the utilities to the Public Access Corporation.

Chairman Olivier spoke about the sprinkler system water supply. Selectman Maksy stated that Darryl Bernier from the Park Commission is working on this issue. Ms. LaFave said in order to make the budget work last year, cuts were made in personnel hours from the Children's Librarian. Ms. Melo has requested that the hours that were cut be reinstated into the budget. That would be an additional \$4,283. Hours for clerks were also cut, so the Library lost another 16 hours a week in coverage. With Ms. Melo being involved in a lot of State Boards and Committees, she is out of the Library often and needs more staff in the building. Ms. Melo said that the Library requires three (3) staff members at a time. An increase of \$6,650 is needed so that a waiver does not need to be applied for. That is for the total budget; it does not matter what line. Ms. Melo said the repair and maintenance budget for this year has already been spent. When the air conditioning goes on, it will increase the electricity costs right away. Part of the issue is the humidity in the building and protecting the book collection. Discussion then took place on the \$5,000 that was transferred to the Library last year that they needed. Chairman Olivier noted that if the Town is constantly transferring funds to the Library budget, then they should just include it into their budget. Ms. Melo said that the Library must file their budget in February with the State. The full State award is \$13,000; last year the Library only received \$6,000. The Library has to use the formula that the State has. There is a separate line in the form that the Library can show additional expenses, but it is not counted against what was appropriated. Ms. LaFave noted that Ms. Melo has had to apply for waivers for the Library for three (3) years in a row.

Chairman Olivier stated that the Town's budget is \$471,000 in deficit, besides additional funds requested this evening. Ms. Melo said that the State comes up with the amount of money that is needed to run the Library. Applying for the waiver for the Library is an extensive process. The State money is a grant, and all grants come with stipulations and expectations. The Friends of the Library contribute to the book fund approximately \$5,000 each year. Ms. McRae suggested that if the Friends gave these funds to the Town, the Town could appropriate the funds in another way. Ms. LaFave stated that the Friends would have to agree to it, and they may not always donate that amount.

#### 8:15 PM Board of Assessors

*Janet Black, Dana Lucas and Paul Meleedy, members of the Board of Assessors, were present.* Discussion took place on the \$4,000 change in the Principal Assessor Salary line. Other than that, the only change is about \$500 more for heating fuel. It was felt that the heating line needed to be increased slightly. Ms. Garbitt stated that the old furnace was removed, so the new furnace should be more efficient. The liner needs to be replaced in the chimney with a stainless steel liner. The cost is approximately \$1,800. That amount will come out of the Town Office Budget, but the roof repairs for the Town Office came in over \$1,500 more than what was budgeted. There was no money left to paint the trim for the Town Office Building. Ms. Garbitt stated that she will be asking for a freeze on spending in all Departments very soon. Chairman Olivier suggested that Ms. Garbitt request that now.

It was noted that the Assessors would like to continue with the training for the new clerk. Chairman Olivier stated that they are over budget now. Discussion then ensued on their office and professional line items. Ms. Garbitt stated that in this year's budget, there will be a surplus in wages, but she will ask to transfer that to health insurance. It was noted that in FY10, hours had to be cut. The Assessors would appreciate the consideration of restoring three (3) hours each week to the Clerk and the Field Clerk that are at 37 hours a week now. Chairman Olivier responded that has been considered in the budget deficit.

#### 8:30 PM Cemetery Commission – Gary Mansfield

*Gary Mansfield, Cemetery Commission Member, was present for the discussion.* Mr. Mansfield stated that there should be an amount of \$5,000 in contracted services, maintenance and grounds, so there is an error there. He said the Cemetery Commission is responsible for 31 cemeteries. The cemeteries have not been maintained at the level of care that they are supposed to be. The Highway Department is maintaining the cemeteries now. The Commission tries to at least have the cemeteries that are visible to the road look half way decent. The Ward Cemetery has a General from the Civil War buried there, and that cemetery is a disgrace. Mr. Peck does the best that he can with the staff that he has. There are several trees there that have to be taken down in the cemeteries, and Mr. Peck cannot take them down. Fencing is needed for one (1) cemetery where the neighbors are parking on the stones, since the boundaries are not defined. Mr. Mansfield said the amount in the budget is nowhere near what the real needs are. There is only about \$6-7,000 in the budget for maintenance. Another matter is the cemetery cards in the basement that are falling apart. That is why they need to computerize them. Mr. Mansfield said

money is needed for general maintenance and supplies. This is a very minimal budget. The Commission is only asking for \$10,000.

Ms. Garbitt noted that for FY10, 11 and 12, the money came out of the Cemetery Commission's expendable interest. The Town gave them \$2,000 in FY12. There is not much interest left for them to spend. They can only spend interest, not the Perpetual Care Funds. Since the interest rate is so low, they are trying to explore other possibilities. Mr. Mansfield said the Cemetery Commission is trying to purchase some granite posts, since cars are turning around near a cemetery and coming too close to the stones. The railings have been purchased from Old Colony. 22 posts are needed at a cost of \$285 a piece and 12 have been found. The Cemetery Commissioners try and visit their allocation of cemeteries at least once every three (3) months. Volunteers are not allowed to come in and help due to liability concerns.

8:45 PM Board of Health – Robert Poillucci

*Robert Poillucci, Chairman of the Board of Health, was present for the discussion.* Mr. Poillucci explained that their Office Supervisor is retiring in 2012. The Board of Health would like to move the present clerk to a forty hour position. Then they would hire a part time Health Inspector and keep \$10,000 in the part time Clerk's line item. Whether they hire a part time clerk would depend on how much they need to pay the part time Health Inspector. They need a person out in the field more than in the office. Selectman Maksy stated that he would prefer to place the \$10,000 in the clerical pool. Then when the Board of Health needs a clerk to work in their office, they can use that account. Mr. Poillucci explained that he would like the part time inspector to be able to go to housing court, and is not sure how much they will have to pay for someone able to do that. He has looked at how other Towns do this, and they have more inspectors than clerks. This would also save in health insurance by having part time employees. Selectman Maksy stated that the Town Administrator needs a part time Clerk, and that Clerk could be sent to the Board of Health when they needed coverage or help. Selectman Maksy stated that he would like to reserve the right to cut the Board of Health budget.

Mr. Poillucci explained that he had designed the budget as he did so that the Town would not have to pay health insurance for the clerk. It is not the question of if we need someone. The question is if we can get the part time Inspector at a rate that will allow us to hire a part time clerk also. The Board of Health cannot function if the Selectmen are going to cut the part time clerk. If the Board of Health keeps the staff as it is, then the clerk would need health insurance. The Selectmen should allow the Board of Health the opportunity to see if this works before cutting the budget. Selectman Maksy stated that the Selectmen want to have a clerk that is cross trained, who could help during the times when a particular department needs that additional help. Mr. Poillucci asked how someone is going to know everything that takes place in every office. Chairman Olivier stated that the person would not need to know all the ins and outs, but enough to give the support that may be needed at times.

### **New Business Continued**

Selectman Maksy then spoke with Mr. Poillucci about the upcoming meeting of the Regional Transitional School Committee. Mr. Poillucci stated that the Administration has unlocked the

restrooms. Multiple meetings have taken place with the Principal and the Superintendent about the locking of the restrooms. Mr. Poillucci was told that the restrooms were locked due to smoking. The Principal's policy is that if a student is in the restroom and someone is smoking, all students will be disciplined if they do not tell who was smoking. Students have not been using the restrooms all day due to this policy. Parents got upset and contacted the Department of Public Health. After that, the restrooms were unlocked. Mr. Poillucci noted that the water problems there have not been resolved. He does not feel they are taking care of any of the public health concerns. This needs to be addressed. Discussion took place on how to possibly monitor the restrooms. It was noted that the meeting will be taped by Comcast. Mr. Poillucci said that the Board of Health meeting will continue their meeting to meet with the School Committee. Discussion then took place about changing the Selectmen's Wednesday night meeting so that they could attend the School Committee meeting. It was decided to change the Selectmen's budget meeting to March 19, 2012, so the Selectmen can also attend the Regional School Committee meeting.

Upon a motion made by Mrs. Hopkins; seconded by Mr. Bunn it was:

VOTED: To adjourn the Finance Committee at 9:58 PM.  
Unanimous in favor.

### **Old Business**

Chairman Olivier said that the Fire Chief and the Board have been unable to come to an agreement on a new contract, so a date has to be set for a hearing. Chief Hopkins' legal counsel will have to be notified. Discussion took place on the matter. It was noted that Chief Hopkins will not sign the contract, but wants to negotiate. The Selectmen will notify Chief Hopkins that the hearing will take place on March 14, 2012 at 7:00 PM.

Upon a motion by Selectman Maksy; seconded by Selectman Belliveau it was:

VOTED: To send the notice out for the hearing to take place with the Fire Chief and his Legal Counsel on March 14, 2012 at 7:00 PM.  
Unanimous in favor.

At 10:09 PM, upon a motion made by Selectman Maksy; seconded by Selectman Belliveau it was:

VOTED: To enter into Executive Session and not return to open session to discuss strategy with respect to potential litigation because an open meeting may have a detrimental effect on the litigating position of the Board, and to discuss strategy with respect to the Collective Bargaining Agreement with the Fire Union because an open meeting may have a detrimental effect on the bargaining position of the Board  
Polled vote: Selectman Maksy – aye, Selectman Belliveau – aye and Selectman Olivier – aye.