

TOWN OF LAKEVILLE
Selectmen's Meeting Minutes
March 16, 2015 – 7:00 PM

On March 16, 2015, the Board of Selectmen held a meeting at 7:00 PM at the Town Office Building in Lakeville. The meeting was called to order by Chairman Powderly at 7:03 PM. Selectmen present were: Selectman Powderly, Selectman Burke and Selectman Hollenbeck. Also present were: Rita Garbitt, Town Administrator, and Christine Weston, Recording Secretary. LakeCAM was recording the meeting

Members of the Finance Committee entered the meeting at 7:37 PM. The Finance Committee Members in attendance were: Michael Petruzzo, Maureen Candito and George Vlahopoulos

Meet with Department Heads to review their FY16 Budget Requests

7:00 PM Library Trustees – Nancy LaFave and Donald Fronzaglia

Olivia Melo, Library Director and Library Trustees Nancy LaFave and Donald Fronzaglia were present for the discussion. Also present was Richard LaCamera. Ms. Garbitt discussed the amounts for the Director's position and asked if the amounts should be different. Ms. LaFave stated that they had to post three (3) times for a Library Director before when they hired Ms. Melo. Rather than coming back and requesting additional money, could there be a range for this position? If Ms. Melo stayed, the salary would have been \$60,311. The posting range is \$55,000-\$59,000. Ms. Garbitt stated that it should be \$60,000, which would fit on the wage scale. Chairman Powderly suggested to leave it as is, and let Ms. LaFave come back when she is ready to hire someone.

Ms. Melo distributed a color coded chart regarding State grant awards and materials expenses and reviewed the Library budget. She had increased the materials line item from \$26,000 to \$28,000. More money is going to salaries due to staff longevity. She said \$1,000 more is needed for Repair and Maintenance for office equipment. There are two (2) copiers which do not have service agreements on them. We will have to contract with someone for that. The new copier has an agreement. Under Contracted Services there is a need to provide provisions for snow removal so that the Library does not run into the situations that we had this year. Otherwise, the budget is basically the same. Ms. Melo pointed out that she was asking for an increase in custodial supplies, since over the past few years she has been subsidizing the supplies herself. Whenever she had purchased paper towels, glass cleaner or tissues, she had bought a large quantity in order to bring some to the Library. Someone new most likely will not be doing that, so that line item needs to be increased. Also, with computer supplies, toner is getting a bit more expensive, and there is an additional printer. The Library is on target with its State spending requirements. The Library got \$35,000 appropriated. \$4,000 was received from the gift fund for a digital subscription to music. The Library has also been utilizing E-books. Additional monies are being used for E-content, since that is where the demand is right now. The Library may have to ask The Friends of the Library for \$1,000 to purchase materials, but everything is pretty much on target.

Ms. Melo explained that she was requesting this year to begin “growing” the Library. The long range plan runs through 2020. By studying the community, it has been noted that it is growing. When the Town reaches a population of 15,000, the Library will need to be open 50 hours a week. Right now it is only open 40 hours a week. She is starting to increment opening two (2) hours more each week this year. That way the Library can get closer to being open for the 50 hours. The Youth Services Librarian would come in more. The Library is supposed to have three (3) people in the building at all times, so the two (2) additional Clerks would also have to come in. There is a raise included in the budget and a longevity increase as well. It may be a cost of approximately \$8,000 to be open the additional two (2) hours.

Selectman Burke asked what numbers this is being based on. Does it consider new construction taking place in Town, the people moving into Lakeville and what they are reading? Ms. Melo stated that there are more people visiting the Massachusetts Libraries than Fenway Park or Gillette Stadium. She could provide to the Selectmen the number of visitors to the Library. Chairman Powderly noted that the Library has endowment funds, one which is significant. Who allocates it? Ms. LaFave responded that no money has been taken from the fund. Chairman Powderly suggested that the Trustees could add it into the budget in order to get credit from the State. Ms. LaFave stated that there are some things that need to be done structurally; the building is now ten (10) years old. Chairman Powderly explained that the endowment is not for repairs and maintenance. It specifically says that it is to be used for other things. Ms. Garbitt noted that the raises are reflected in the budget. On March 25, 2015, there will be a reception for Ms. Melo. Ms. Melo stated that the Library is in a much better place than it was in 2011. The long range plan is in place, which will allow that growth to continue.

7:20 PM Police Chief

Chief Alvilhiera was present for the discussion. The Chief said he has included a letter which is on page 39, dated February 2, 2015. He stated that the biggest difficulty has been billing the outside details. The Clerk gets behind on public requests. She had been a 40 hour position but is now only at 20 hours a week now. Payroll weeks are also very difficult for her with that additional responsibility. Chief Alvilhiera explained that the driveway had been rotted out and had to be repaired. Repairs and Maintenance has been severely underfunded in the past. Ms. Garbitt stated that she would like each Department to keep Repairs and Maintenance in their budgets. In 2010, everyone’s Repair and Maintenance budgets got cut. Also, the TMLP infrastructure is part of this budget. The Police Station stores a lot of records in the other side of the building, along with car seats for the car seat program. The building is under video surveillance, since it contains confidential records. Chief Alvilhiera spoke on the Boston Area Police Emergency Radio Network, which is for when the regular network goes down. He stated that there had been 228 arrests this year, which is pretty typical.

Chief Alvilhiera said compared to 1987, the level of staffing is still not where it had been then. There are many shifts that do not have three (3) officers, which is a problem, since an officer may need backup on domestic matters. Most calls for service are during the day shift, then the 3:00 PM to 11:00 PM shift. The Department also needs to be able to staff during vacations. Comparative size Departments have \$125,000 in overtime, but Lakeville is at bare bones at \$57,000. Typically they don’t fill the shifts that need to be filled, and he moves their

shifts around, which is something that has been done over the years. This is not a common practice in other Towns, but the Department has done it due to lack of manpower and overtime. This year he is looking to add two (2) positions. Selectman Burke stated that the Board is looking at making sure that the budgets do not increase more than 2.5%. This has also been stated to the School Department. If the percentage is more, the Board needs to be sold on why. Chief Alvilhiera stated that out of 365 shifts, he only has three (3) officers on 125 of them. He has been out on a call having a fight with a drunk and no backup was available. If the men go on a domestic disturbance, two (2) officers are required. It is hard when an officer is waiting seven (7) to eight (8) minutes for a backup officer. That is the risk when the Department has only two (2) officers per shift. The cost of adding two (2) patrol officers would be approximately \$108,177 for salary and benefits. For the year 2014, the Lakeville police documented 19,085 incidents, 228 arrests, 200 criminal summonses, 306 motor vehicle accidents, as well as, numerous other calls for service.

Chairman Powderly asked for some additional information for comparison, perhaps on a month by month basis. Chief Alvilhiera explained that there is also the complexity of the crimes to consider now, such as computer crime, which the Department did not have years ago, and the time that it consumes. Selectman Hollenbeck also spoke about the 2.5% increase, knowing that the Chief has the 7% increase due to Repairs and Maintenance and other issues with the building and contractual obligations, which was previously agreed upon. The Board needs to be comfortable with the rest of the numbers before additional personnel are considered. Chairman Powderly noted that the Maintenance and Repair is not in the Chief's control, since it is the Town that controls the spending. Selectman Burke stated that then Repairs and Maintenance should not be part of his budget.

Selectman Hollenbeck asked about mutual aid calls. Chief Alvilhiera stated that he would have to look it up, but basically it is consistent year to year. He would have to also look at what takes place in the sister towns. It is different than with mutual aid for fire assistance. Chairman Powderly spoke on the vehicles, though this is not the capital budget this evening. Chief Alvilhiera explained that he would like to replace the two (2) Crown Victoria's. There are four (4) patrol Interceptors, which the officers put approximately 46,000 miles on them per year. Every three (3) years, that adds up to approximately 130,000 miles and will need to be replaced. You cannot really set a time frame on replacing them. Sometimes the Department has been able to squeeze four (4) years out of them. Selectman Burke suggested that for planning purposes, to consider that every three (3) years a new one is needed. Chief Alvilhiera explained that the test also will be the Interceptor vs. the Crown Victoria. The 2013 has 96,000 miles, and is the one that is starting to show some problems. Chairman Powderly stated that he did not see adding two (2) police officers, unless the Chief can provide more information on the need. Chief Alvilhiera explained that the Clerk fills in as Matron. She is on the desk, and comes in early at 7:00 AM. Her health insurance has remained the same, so nothing needs to be added to it. Ms. Candito asked if the Chief could also provide how long the calls take. Chief Alvilhiera stated that supplies are not going down, that has increased as well. Ms. McRae mentioned that the additional tools that they may need such as, a police car, fire arms, software licensing has an effect that goes beyond the Department. Ms. Garbitt mentioned that the same goes for health insurance. Chief Alvilhiera stated that he will provide any additional information to Ms. Garbitt, and she will distribute it accordingly.

7:40 PM Fire Chief

Fire Chief Dan Hopkins was present for the discussion. He stated that he would like to add an additional Firefighter and a full time Clerk. Chairman Powderly asked that the Chief provide supporting information to convince the Board of his needs. Chief Hopkins stated that he previously had two (2) Clerks, one working at 18 hours and the other at six (6) hours. However, having two (2) different Clerks is difficult. At this time there is only one (1) Clerk working 18 hours a week and it is hoped to increase that to 40 hours. The Chief spoke on the need for additional training. Under Contracted Services, the Affiliate Medical Director was discussed. Before Morton Hospital joined the Steward Group, the paramedics had oversight from the Affiliate Medical Director in order to give a certain drug. However, now that they are part of Steward, they do not do that for free. It will now cost the Fire Department \$4,000 annually for the Affiliate Medical Director. The amount is based on how many runs that are done. On the first page he noted that he had asked for weekend call service coverage. This would be having a third person available during the day, and it would be part of the rotation call list. It would help out the Department tremendously, since when the ambulance goes out, there is a need to have someone back at the station to answer the phones. If no one is there, the Police Department has to take the call. We have capability to tone out the call with our phones, but in an emergency situation we do not have time to do that. We can also call back up personnel, but there is not usually enough time to do that, and there is a process involved. The Department's busiest time is from 7:00 AM to 5:00 PM. Chief Hopkins provided an explanation regarding the rotation of the ambulances. When a new one comes, in the one with the most miles is then used as a backup.

Chairman Powderly spoke on what the ambulance side takes in, which is approximately \$35,000 a month on average. Last year it was approximately \$30,000, so it is up \$5,000 a month. The net commitments and net applied is the problem he has. If you look at the 2014 summary, the net committed was \$495,000 and the Department collected \$367,000. The write-offs seem to be greater than \$100,000, and this should be looked at. Ms. Candito asked about passing on the \$4,000 Medical Director cost that is now being charged. Chief Hopkins responded that you cannot since it is an oversight service. The Department is required to have an Affiliate Medical Director. That is part of their fee, and all communities have to pay, but the amount does vary slightly for some Towns. This is the first year the Town has ever had to pay.

Chief Hopkins said the Department has 30 Call Firefighters. That is the reason for the increase with call drills, etc. The Chief is trying to get back to two (2) drills a month like it used to have. He is looking to hire an additional Firefighter for the 7:00 AM to 5:00 PM shift, which is the Duty Shift. Right now, the 8:00 AM to 4:30 PM Firefighter works that, but that can be moved around. It would also help fill a shift, if someone needs to take time off. It is hard to get older people to join the Call Department, since it is a big commitment. We have a young energetic group right now. There have been 354 calls since January. Chairman Powderly spoke to the Chief about doing a comparison to justify the additional employees, as was also asked of the Police Chief. Chief Hopkins explained that there is some money left over from the purchase of the new ambulance. The price of the ambulance was \$227,000. There is also a need for two (2) new defibrillators. The ambulance article was for the ambulance and equipment. Only what was needed was purchased, so there may be an excess of \$20,000.

8:00 PM Board of Health

Robert Poillucci and Derek Maxim were present for the discussion. Mr. Poillucci explained that the amount is less for vehicle repairs. Since the vehicle was previously repaired, it is now in disrepair again. Mr. Poillucci is again asking for a vehicle that is from this decade and is a bit more dependable. He asked for a line item to be moved regarding tobacco compliance. The Board hires 16 year olds that go out with the Health Agent to try and buy cigarettes. Ms. Garbitt explained that the Town does stings for tobacco and alcohol. Chairman Powderly stated that he did not mind the stings, since he thought that the State paid for it. Ms. Garbitt stated that it may have already been done through the Police Department. She will check with Chief Alvihiera. Mr. Poillucci stated that he was asking for a 5% increase for contracted services for the Animal Inspectors. It has been approximately five (5) years since he has received an increase. This position is shared between Jared Darling and Laurice Hedges. They are sub-contractors and even the increase of 5% will not catch them up. Ms. Garbitt explained that they are not on the wage scale, which is why they did not get raises. Selectman Burke stated that if their total budget is under a 2.5% increase, then he didn't mind if they want to give the increase to the Animal Inspectors.

8:15 PM Conservation Commission

Robert Bouchard, Chairman of the Conservation Commission, was present for the discussion. Mr. Bouchard stated that the clerical part time cost increased. Ms. Garbitt explained that the Clerk is not working any additional hours, it is how she gets paid. It is a part time position through June 30, 2015. Mr. Bouchard explained that the needs have not changed. Selectman Hollenbeck stated that something will need to be done about that, since it was posted as a temporary position. Selectman Burke stated that he would like to know what there is in terms of workload. Mr. Bouchard had met with the Board before and that was the conversation. Ms. Yeatts stated that she could use someone to do additional work. Selectman Burke said he would be happy to come in and talk to you about that so he can understand this Department and what its needs are. Ms. Garbitt mentioned that the Conservation Commission had six (6) hearings recently, while some months they barely have any. Selectman Burke stated that he just wants to mine some data on what the Department needs and what it does, since it seems to be vague. Chairman Powderly agreed, since the Board wants to make sure the needs of the Departments are understood, balanced and substantiated. Mr. Bouchard can work with Ms. Garbitt and Ms. Yeatts, Conservation Agent, to quantify the need. Mr. Bouchard explained that there is a certain baseline that they need to continue with, keeping up with new regulations, etc. What drives most of the work is weather, the economy and development. The amount of hearings do fluctuate. The additional work is driven by new development, and we don't have control over that. Selectman Hollenbeck explained that the Board is trying to look at the needs for all Departments, where they are and if any of those three (3) positions or additional hours being requested can be done by one (1) full time Clerk. Ms. Candito noted that the key is to make sure that the person can access the work from different locations. Ms. Garbitt noted that this is basically the same budget, but it is being used differently by reallocating the costs.

8:30 PM Board of Assessors

John Oliveiri, Jr. and Paul Meleedy were present for the discussion. Mr. Meleedy stated that the electricity stayed the same, and the heating oil expense went down a bit. There is an increase in Contracted Professional Services. They have added another \$5,000, since over the course of the past 18 years they had a strong in-house appraiser, however, Janet Black has decided not to run for re-election. Additional funds were included for help, if needed. This is not in the grand total of the budget. This Department has also increased the in-state travel. Mr. Meleedy stated that Ms. Reed is willing to come in and help out on Fridays. Selectman Hollenbeck asked about the 37 hours a week for the Clerk that is still being budgeted, but she is not working those hours. She stated that there is still a strong desire about being open to the public on Wednesdays. This topic will be discussed again when the full Board meets after the election. Mr. Meleedy noted that during a meeting earlier today they looked at the past few years of postage expenses. There is a need to increase that by \$300, since the Department has not been sending out notices that were supposed to. Ms. Garbitt mentioned that there is a definite need for the \$6,500 in their budget in order to defend them in court if necessary.

Selectman Burke stated that since there will be a lot of changes, discussion needs to take place before the Board starts pulling out certain aspects and voting on them. Chairman Powderly asked if the reporting is being done in a timely fashion. Mr. Meleedy responded that it is. Chairman Powderly stated that the law allows the Town to go out and inspect on June 30th with new construction in progress to help with tax revenue. Mr. Meleedy stated that Ms. Reed set up a very stringent inspection program for this to take place.

Discuss FY16 Budget Summary and FY16 Regional Assessment

A handout was provided by Ms. Garbitt. It was explained that a meeting took place with the Freetown Board of Selectmen and their Finance Committee last week. It was concluded that Lakeville can allocate over and above last year's budget to the schools approximately \$277,000, which is the 2.5% increase. There is a meeting with the Freetown Selectmen again tomorrow night. Selectman Hollenbeck stated that at the Regional Finance Sub Committee meeting last Wednesday, they received the numbers for contract negotiations and inserted them into the budget. It would be a \$750,000 increase, which was an increase of 2.7%. However, the Town did not get any figures for increases. The actual change and assessment for Lakeville and Freetown was calculated. It turns out the Schools lost 96 students, and the State did not come to the table. So, the increase is more than 2.5% to each Town. It is felt that the Town needs to cut \$500,000 out of the School budget after these calculations.

Selectman Hollenbeck has calculated various scenarios. The cover sheet has three (3) scenarios: no change to the current School budget, a \$500,000 reduction to the School budget and a \$750,000 reduction to the School budget. That is before transportation and no change in Debt Service. Selectman Burke asked if the School Committee had discussed the \$500,000 reduction. Selectman Hollenbeck stated that they did, but then there was a motion to adjourn. If we walk away, we give no direction to the School Committee. There was discussion on ways to make reductions, use bond anticipation notes, reduce staffing level capital expenditures, but nothing that got voted on. Selectman Burke stated that it is important that when the Board met

with the Freetown Boards before, he was given the impression that the Town could give a number and how the Schools dealt with it in their budget is up to them. He said the Regional Finance Subcommittee is what we have in place to focus on the budget details. We don't want them to just throw their hands up. He intends on communicating that to them tomorrow night. Since the last meeting, he has spoken with the Superintendent in regards to how the numbers work together, how we would calculate assessments and how the Board comes up with a number that it feels comfortable with. Freetown probably has a completely different perspective. The reduction of \$500,000 is based on the 2.5% increase.

Selectman Burke stated that it's good that Lakeville is meeting with Freetown and discussing strategy. It is hoped that both Towns can come to a middle ground. That Committee will meet again after Wednesday's presentation. The State did not come to the table with the 2.5% as anticipated and that changes the entire dynamic of the 1/3's basically. Transportation is based on a contractual increase. Selectman Hollenbeck stated that this may involve some difficult decisions for the School Committee. Chairman Powderly stated that he is looking at simply a 2.5% increase for the Schools on the operating side, based on last year. Sustainability is a different animal with this budget. When they lose students, we feel that they should layoff a teacher. Chairman Powderly stated that their increase is 3.19 % taking out State Aid. The split is 57%-43% between the Towns. Chairman Powderly suggested using Scenario 2 with a little reduction. Ms. Garbitt added that they also need to include transportation. Selectman Hollenbeck stated that she would be comfortable with Scenario #2. The Finance Committee was in agreement in with Scenario 2. That would be a proposed budget of \$34,601,240 with proposed offsets of \$900,000, bringing the amount down to \$33,701,240. This would mean an additional \$270,603 or 2.44% for Lakeville and an additional \$339,659 or 3.94% for Freetown. After tomorrow night's meeting, we should be able to give some direction to Superintendent Medeiros. Ms. Garbitt stated that they need to make sure that it is a dollar amount increase in the operating budget, not a percentage.

Discuss sending a letter to Superintendent Medeiros to extend contract negotiations until after April 6, 2015

Chairman Powderly said the Board has prepared a letter to Superintendent Medeiros, requesting that contract negotiations be extended until after the annual elections.

Upon a motion made by Selectman Burke; seconded by Selectman Hollenbeck it was:

VOTED: To sign the letter as drafted to Superintendent Medeiros requesting that contract negotiations be extended until after April 6, 2015.
Unanimous in favor.

New Business

A copy of the budget summary was distributed for the Finance Committee. It is the current budget for the Town. Free Cash figures are not included. It was noted that with Stabilization and Debt transfers, there is some room in there. \$2.2 million is Estimated Receipts. There are options, but this is worst case scenario. Minor discussion ensued regarding Old Colony and the

other schools that the Town pays tuition for students to attend. Ms. Garbitt noted that the tuition amount for Bristol Agricultural is set by the state.

Adjournment

Upon a motion made by Selectman Burke; seconded by Selectman Hollenbeck it was:

VOTED: To adjourn the Board of Selectmen at 10:03 PM.
Unanimous in favor.

Upon a motion made by Mr. Petruzzo; seconded by Ms. Candito it was:

VOTED: To adjourn the Finance Committee at 10:03 PM.
Unanimous in favor.

List of documents distributed at meeting

1. Freetown/Lakeville Regional School District Calculation of Preliminary Assessments to each Town prepared by the Lakeville Board of Selectmen 3-16-15.