

TOWN OF LAKEVILLE
Joint Board of Selectmen and Finance Committee Meeting
March 19, 2012 - 7:30 PM

On March 19, 2012, the Board of Selectmen held a meeting at 7:30 PM at the Senior Center in Lakeville. The meeting was called to order by Chairman Olivier at 7:30 PM. Selectmen present were: Selectman Olivier, Selectman Maksy and Selectman Belliveau. Also present were: Rita Garbitt, Town Administrator and Christine Weston, Recording Secretary. No one was recording the meeting.

The Finance Committee was present and Chairman Petruzzo called their meeting to order at 7:32 PM. Members present included: Edward Bunn, Melissa Hopkins, Norman Orrall, Donna Winters and Michael Petruzzo.

Chairman Olivier stated that he met with Fire Chief Daniel Hopkins on Saturday for an hour and had a long heart to heart discussion about events that had transpired. Both he and Chief Hopkins agreed that what had taken place should not have. Chairman Olivier offered a proposal of a 1% salary increase for the remainder of this year, effective March 19, 2012, with the same terms as he was offered previously. The performance objectives are still in the contract. A 2% increase can be negotiated in the contract for three (3) years, once the objectives are met.

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

VOTED: To sign the contract between the Town of Lakeville and Daniel Hopkins, Fire Chief, effective July 1, 2011 to June 30, 2012.
Unanimous in favor.

Meet with Department Heads to review their FY13 Budgets

7:30 PM Superintendent of Streets – Christopher Peck

Mr. Peck explained that due to the lack of snow, the Snow and Ice Budget did well. The budget had exceeded what was budgeted for, but some of it was from doing repairs from last year that were not done due to the deficit in the FY11 budget. The employees have been able to catch up on routine maintenance on the equipment. Truck #11 is not in good shape. The body has to be sandblasted. He hopes to do this in house after July 1, 2012. The gas recovery system has been shut off, and the wires have been removed. Mr. Peck said there is still a good amount left in supplies, but he has to get the mowers ready and buy sweeper brooms. He does expect to have money remaining at the end of the year. Ms. Garbitt stated that Mr. Peck might be able to turn back approximately \$10,000 to help offset the insurance deficit. Mr. Peck said the biggest problem right now is the condition of the roads. Catch basins have to be rebuilt, and his crew will be down two (2) members in another week due to surgeries. Mr. Peck said he would use part time employees from the Transfer Station to help out with the mowing of the cemeteries.

Mr. Peck then reviewed his FY13 budget. He stated that in terms of personnel, the only big change is that the Foreman may retire. If this does take place, Mr. Peck would like to hire a Certified Mechanic to work on all the Town vehicles. The expense would be split between all

Departments with vehicles. If general routine maintenance is done in-house, this will save the Town a lot of money. Chairman Olivier suggested that Mr. Peck send a letter to the Police and Fire Chiefs explaining what he would like to do in terms of hiring a mechanic and his basis for this. He should ask the Chiefs how much they generally spend for this type of work. It would also be beneficial to know the projected salary for the mechanic. Mr. Peck said there is a lot of work being done in-house; however, more could not be taken on without a Certified Mechanic. One of the current employees would then move up as foreman. Mr. Peck noted that only \$850 has been spent to date for out-of-house maintenance and repairs.

Mr. Orrall asked if it was known if there were any outstanding gas keys. Mr. Peck responded that he did not think so. He had kept track of them pretty closely. Selectman Maksy suggested to perhaps make the mechanic part time to see how that goes and what the costs are. Mr. Peck stated that there will be approximately \$57,000 left in his salary budget if the Foreman retires. That amount could create two (2) positions. Mr. Peck said fuel costs had increased \$5,000. Laundry services have increased by \$100 since the contract went up slightly. The laundry contract is a three (3) year contract, which he believed expires in June of 2012. Selectman Maksy pointed out that laundry costs increased \$400 last year and now \$100 this year. Chairman Olivier suggested that Mr. Peck go out to bid for laundry services each time the contract expires. Mr. Peck explained that the cost varies slightly each week with the laundry, depending on what needs to be done. Sometimes the reflective coating needs to be redone or a jacket needs servicing. Laundry services are part of the Highway Department's responsibility. Selectman Maksy expressed his concern that the Town is paying for employees' laundry services, when typically everyone has to pay for their own laundry. He would like Mr. Peck to try and save money any place possible. Mr. Peck explained that having the crew wear uniforms allows them to look more professional since they represent the Town. The Department heats by a wood stove, which saves fuel costs. Selectman Maksy suggested to reduce the gasoline item, which is projected to be \$30,000 this year. Not having the uniforms and laundry service is approximately \$5,408 a year. Selectman Maksy stated that he did not want to leave any money in any of the budget lines for a "just in case" scenario. If more money is needed, then Mr. Peck can return before the Board and ask for it.

Chairman Olivier asked how things were going with the gasoline dispenser. Mr. Peck responded that it is going well. New keys are needed; however the ideal time for that is during the summer when the school buses are not in use. The system has been cleaned up, and the print up only shows the active keys. There does not appear to be any abuse with the system. Mr. Peck said his biggest capital item is the Highway Garage. The septic system needs to be redone as soon as possible. The amount of \$20,000 might be high, but that has been put in as a place holder. It is not known where the septic system can be built, since there are a lot of buildings on the property. The garage is in need of roof repair, since it is leaking. All the windows are in very bad shape. The trim is falling off the sides of the building and is rotted out. The Salt Shed is one hurricane from coming down. Then there is Storm Water Management Mapping for \$22,000. Selectman Maksy stated that was on the Capital Plan. Mr. Peck then spoke about the condition of the roads. They are in very bad condition, and the estimated cost to repair and catch up is approximately \$11 million. \$140,000 will only pave about a mile of road. He has been looking into the cost to repave Bridge Street. He is considering a new process that will grind up the existing pavement, add liquid asphalt to it, and then put it back down, with an inch

of final good pavement on top. If the core samples show that there is not enough existing pavement to do this, then the only thing to do is to overlay the road, which is just throwing out good money after bad. Bridge Street should just be redone completely. Hopefully, more will be known in the spring. If this is on the Traffic Improvement Program funding, then Mr. Peck can start with the design. The hardest part is getting into the program.

Chairman Petruzzo stated that the Capital Expenditure Committee is recommending approving the Storm Water Mapping in the amount of \$22,000, and the septic system in the amount of \$20,000. Mr. Orrall asked if the septic system work could be done in-house. Can this be tied into the Animal Shelter, since their system is also failing? Mr. Peck responded that the Highway Department could do some of the work and perhaps the Animal Shelter could share the system. The biggest question is where will it go, since big trucks will be driving over it. There are a lot of variables and there is much to be looked at. Mr. Peck stated that he wants to map all the catch basins and “connect the dots” for the entire system. Selectman Maksy stated that it is Mr. Peck’s Department to manage, but he needs to keep the Board aware about the roads. The Board does not want to find out that multiple roads have failed all at once. Mr. Peck stated that he was aware of that, and that is why he is letting the Board know now the status of Bridge Street.

Mr. Peck then reviewed the Transfer Station budget. He noted on Page 90, the Foreman position will not be filled. This budget line drops about \$60,000. Use of the Transfer Station was up this year, based on sticker sales. The truck trips to SEMASS have been reduced. Recyclables have increased with all items being sorted at the Transfer Station. Mr. Peck said a survey was done of residents using the Transfer Station regarding hours of operation. The majority of people wanted the Transfer Station open on Sundays. This can be done with the present labor force without any overtime being necessary. The hours would be either 9:00 AM to 1:00 PM or 10:00 AM to 2:00 PM. Bids were accepted on the roll-off container that was declared surplus, and the high bid was \$10,000. Mr. Peck asked the Board to vote to award the bid for \$10,000.

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

VOTED: To accept the bid for \$10,000 for the surplus roll-off truck.
Unanimous in favor.

7:45 PM Town Clerk – Janet Tracy

Ms. Tracy discussed her budget with the Board. She stated that postage has increased as the cost of postage increased in January. This will affect the mailing of absentee ballots. The maintenance contract will be increasing for the voting machines that were received from Freetown. Minor further discussion took place on the Town Clerk’s budget.

8:00 PM Police Chief – Frank Alvilhiera

Chief Alvilhiera discussed his budget beginning on Page 35. The big increase in payroll was due to the promotion of a patrolman to Sergeant in June. A Patrolman was hired, so that is a slight increase. There are the contractual increases with the 1% raise and the steps. Incentive pay goes along with raises. There is also longevity and holiday costs. However, with the Sergeant promotion, overtime is not as high. This is a direct correlation to that promotion. There is no line item for the part-time dispatchers. The Administrative Assistant position has been cut in half to 20 hours a week. The balance of that salary is being used to fund dispatchers, so that puts another officer on the road. The Reserve Officers were appointed this year. Chief Alvilhiera hopes to reduce overtime even further by using the Reserve Officers to supplement patrols. Ms. Garbitt corrected a calculation mistake on the clothing allowance; it should be a \$1,200 increase.

Chief Alvilhiera stated that he did make cuts in the Dispatcher overtime, holiday pay, matron expenses, and vacation buyback. Regarding the Education Incentive, anyone new to the staff will only receive half the amount that had been previously allowed. There may be two (2) retirements in the next fiscal year, and these positions will be replaced with lower salaried officers with no longevity. The sick time budget is \$10,375 and was budgeted for \$8,000. There are two (2) officers that have been out since they were injured on duty. Ms. Garbitt explained that the Police Department does get reimbursed for part of the salary expense, however, that money goes into the Town's General Fund. Selectman Maksy discussed Mr. Peck's suggestion of hiring a Certified Mechanic to work on all Town vehicles. Chief Alvilhiera felt that that would be a good idea, especially since work on the vehicles could be done more cheaply and in a more timely fashion. Ms. Garbitt stated that the actual amount for the Police Department expenses is \$4,100. Some money was moved from maintenance to building and grounds. Also, \$2,500 has been moved into the gasoline account.

The Capital Expenses were then reviewed. Chief Alvilhiera said the cruisers are coming close to 100,000 miles. Two (2) need to be replaced, due to high mileage. Typically the vehicles are traded in; however, it may be better to keep them for spare parts since they only receive approximately \$500 as a trade in. Discussion then took place about the marked and unmarked cruisers and how some money will be saved if not all the painting is done, since it is not absolutely necessary. Discussion then took place about a Resource Officer for the Schools. It was suggested that 1/3 would be paid by each of the Towns and the Region to cover the costs. Health insurance expenses will also need to be taken into consideration. Chief Alvilhiera will look into this further. He felt there is a need for the Resource Officer at the Schools, since the Department has to respond to the Schools frequently.

8:15 PM Town Accountant – Cynthia McRae

Ms. McRae reviewed her budget. Ms. Garbitt stated that the Accounting Clerk's salary needs to be increased by \$2,783 to restore the three (3) additional hours a week to that position. Discussion then took place on that position and other options. Ms. McRae explained that some years there have been special projects and the Bookkeeper line item is used to hire someone to complete work in order to meet the deadlines. One example is the new module for the Water

Department. Someone will be needed to come in and set up the software. There is a learning curve to this, as it is an entirely new aspect for the Town. It should be someone with municipal water billing experience, maybe from another community that currently has water billing. Someone is needed to come in for a few hours and advise us on how to set up the software and the implementation. Chairman Olivier stated that he felt someone is needed that has a high level of skills to free up Ms. McRae, since she does too much and rarely is able to take a vacation. She cannot do both jobs at the same time. Selectman Maksy stated that the Bookkeeper line item sounds like a slush fund. Ms. McRae explained that at the end of the year when the Town Administrator is looking to make transfers, if there is any money left in this line item, it is returned to the Town. Selectman Belliveau stated that you cannot budget for something that they do not have. Ms. McRae explained that there is administration to this and it will take her time and there is a learning curve. Advice will be needed on how the water billing will be integrated. She explained that she is simply trying to bring before the Board a budget to make sure that it will accommodate this when it takes place. Selectman Belliveau stated that the Water Enterprise Fund could pay for this. However, the Town does not even have an Inter-Municipal Agreement signed, and it is not clear just what will be done. Ms. Garbitt stated that there is still a need for a line item to charge it against. Ms. McRae explained that there have been times when someone has been hired, and they are trained to assist her office. Ms. McRae explained that the water aspect is completely new and different with the laws that the Town will be required to comply with. Someone that already has done that before should be hired. Ms. Garbitt stated that only the Treasurer/Collector can commit a bill. An accountant cannot commit a bill. As accountant, Ms. McRae sets up the procedures and standards. Discussion will need to take place with someone in a similar community that has done this. Chairman Olivier stated that a successor is needed. Someone should be taught or brought in from another community to get that person in line for when Ms. McRae retires. Ms. McRae stated that she has no plans to retire. Selectman Belliveau stated that she also needs to start using her vacation time. It was agreed that \$4,750 will remain for the Bookkeeper position as a beginning amount.

Ms. McRae then discussed with the Board the computer network. She stated that she would like to request compensation for being responsible for the network. Basically this is another part time job that she has been doing, which requires many hours. If the Town had to hire someone to do this work, there would be an additional cost. There is a sub-contractor who has been working for the Town for some time and is very responsive to emergencies. However, there is considerably more time that goes into keeping the network viable. A stipend would be something that the Town has done with other positions. Selectman Belliveau asked how much it would cost. The Board needs to know so that they can decide whether to continue having someone work two (2) jobs or to hire someone else. Ms. McRae pointed out that the increase that she had received a few years back was to compensate her since she was not being paid for what her position is worth and for the work that she does. Currently she is still paid less than surrounding area accountants. Chairman Olivier stated that he cannot make a decision without knowing what Ms. McRae does and what that entails. Selectman Maksy stated that he felt that it is time to separate the duties. The Town's computer system is not sophisticated compared to what is out there. Ms. McRae explained that she is the Town Accountant, and the network has been her secondary job. She has put in at least 15 hours a week over and above her Accountant job in order to keep the network viable. The Town's network is very much a viable network, and the subcontractor does the backend of the network, which is approximately 25 hours a month. That

aspect should be increased as well, since the system is being expanded. The Board is welcome to have a tour of the office to see how advanced the network presently is. Right now there are eight (8) servers on the network.

New Business

Ms. Garbitt distributed updated pages of the budget. These included pages for the Fire Department, Council on Aging and Cemetery Commission. She also handed out the budget for Old Colony Vocational School, which went down \$14,000.

Adjournment

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

VOTED: To adjourn the Board of Selectmen's Meeting at 9:38 PM.
Unanimous in favor

The Finance Committee also adjourned their meeting at 9:38 PM.