

TOWN OF LAKEVILLE
Joint Board of Selectmen and Finance Committee Meeting
Meeting Minutes
March 23, 2010
7:30 PM

On March 23, 2010, the Board of Selectmen held a Joint Meeting with the Finance Committee at 7:30 PM at the Town Offices. The Meeting was called to order by Selectman Yeatts at 7:35 PM. Selectman present: Selectman Yeatts and Selectman Evirs. Also present: Town Administrator Rita Garbitt and Town Accountant Cindy McRae.

The Finance Committee's Meeting was called to order by Chairman Mansfield. Members present: Gary Mansfield, Mike Petruzzo, Melissa Hopkins, and Steve Olivier.

Meet with Department Heads to review their FY11 Budget

7:30 PM COA Director/Veterans Agent-Marilyn Mansfield

COA Director/Veterans Agent Marilyn Mansfield was present for the discussion. Mr. Mansfield recused himself from participating in the discussion due to a personal conflict with his wife being the COA Director/Veterans Agent. Ms. Mansfield stated she increased budget for the COA van due to the out of town medical appointment trips and for those that live at Kensington Court located at the train station. That is included in the line item under van drivers and gasoline. Ms. Garbitt stated that she, Ms. Mansfield, and Ms. McRae met with Francis Gay from GATRA to review the costs and reimbursements for the COA van. The costs for the COA van are reimbursed at 100%. The reimbursement is received 1 ½ months later. For the Veterans side, items are reimbursed about a year later. Although it is showing an increase, it will all be reimbursed. This includes the clerical, gasoline, maintenance for the van and the van driver. Ms. Mansfield stated that right now they have a Ford van and there have been a lot of mechanical problems with it. It is hoped to get another van in the near future. It is believed that there is stimulus money available to do that through GATRA.

Ms. Garbitt explained that all of the non-union Department personnel were asked to include step increases, however, in the COA budget it only reflects the two (2) percent wage increase since all employees are at the top step. It may appear that there is a 7.8% increase in the budget, however that \$4,000 is all in reference to the van. Ms. Mansfield's salary is split 90% COA and 10% Veterans. Ms. Mansfield stated that she did make a note on the budget about the formula grant money and what is paid through that.

Ms. Mansfield reviewed the budget for the Veterans. The number of veterans has increased from ten (10) to twelve (12). There is still \$6,715.00 available in FY 10, however, you never know when a veteran will come forward for services. For years we had hardly any veterans, however, we have had more in recent years. The Town is being reimbursed approximately \$94,000 for Veterans.

Ms. Mansfield was asked how she likes the four (4) day work week. She stated that personally she prefers the five (5) day work week, but the COA Clerk likes the four (4) day week. There was a lot of rearranging of schedules to accommodate the programs offered at the COA.

7:45 PM Board of Assessors

Board of Assessors Members Janet Black, Paul Meleedy and Dana Lucas were present for the discussion. Selectman Yeatts stated that the Board of Assessors was the only Department that did not do as requested by the Town Administrator. They restored the hours for the employees instead of maintaining the same number of hours. Mr. Meleedy stated that they are really struggling at the Assessors Office. They are where they were last year with operating expenses. Some lines have changed since this is a re-evaluation year. There is also the website that is available now that was not there last year, and the cost of that is \$3,400. The Vision licenses are also included in the budget. The number of licenses are up to six (6) now. The increases are only in personnel, they tried to "hold the line" with operating expenses. The directive in the letter was not understood. He explained all that has to be done in the Assessors Office such as cyclical inspections and other aspects so that revenue can be coming in for the Town. Ms. Garbitt stated that \$3,400 was transferred into their expense budget in FY 10 so that the citizens could access their field cards.

Selectman Yeatts asked about the mileage on the car. The mileage has come in very low. Ms. Black stated that the car does not leave the town and is very efficient. Mr. Mansfield then talked about how he interprets salaried employees is that someone gets the same amount of money whether they work one (1) hour or forty (40) hours. Mr. Meleedy stated that they decreased the salary by 10% for everyone. The employees did not like the four (4) day work week at first, however they do not mind it now. Selectman Evirs suggested that, if the Assessors do want the additional four (4) hours, they should work ten (10) hour days rather than nine (9) hour days. Mr. Mansfield stated that he did not think it was fair to add the four (4) hours back and the two (2) percent raise. They would then have a higher salary.

Upon a motion made by Mr. Olivier and seconded by Ms. Hopkins, the Finance Committee

VOTED: To recommend to reduce the hours back to the FY 10 level and give the two (2) percent increase to the Assessors. Their budget would then be \$110,141.00, which includes longevity.
Unanimous in favor

Ms. Garbitt was asked to review their original FY 11 Budget worksheet.

8:00 PM Board of Health

Board of Health Supervisor Nancy Tesser and Board of Health Member Terrence Flynn were present for the discussion. It was noted that there is only a two (2) percent increase in the Board of Health budget for raises for non-union personnel. In FY 10, the 40 hour person was reduced to 30 hours and lost the part time Health Inspector. There is an increase with expenses due to training and certifications. These were cut the previous year, but they are necessary so they have been added back in. Discussion then took regarding the position of the part-time Health Inspector. Will the Board of Health need the part time position back since inspections will soon be picking up? Since Kensington Court consists of 100 apartments, the position is needed because anytime an apartment is vacated, before a new occupant can move in, the apartment has to be inspected, the alarms need to be checked, etc.

Ms. Garbitt stated that there is about \$1,000 left in the Visiting Nurse Budget for FY 10. Lakeville has contracted with Middleborough to do infectious disease follow-up. The FY 11 Budget for the Animal Inspector was increased. Selectman Evirs asked about the vehicle that is assigned to the Board of Health. It was noted that there is a vehicle available for the Board of Health, however, the Health Agent does not drive the vehicle because he does not feel safe in the Town vehicle. He is reimbursed at a rate of 48.5 cents per mile. Receipts have only been submitted through December 2009. January and February have not been

received at this time. Ms. Garbitt stated that funds were expended to have their vehicle repaired, and it was understood that it was being used. If the car is not going to be used, then it should be taken off the road, and they should not be budgeting for gas for a Town Vehicle. The Health Agent is reimbursed for his mileage for his in-town inspections and when he attends trainings. It was noted that the Board of Health does not mind the four (4) day work week, however the days are long.

8:15 PM Town Clerk – Janet Tracy

Town Clerk Janet Tracy was present for the discussion. Ms. Tracy reviewed her FY 11 budgets for the Town Clerk's Office. A two (2) percent increase was included for non-union personnel. This Fall the Assistant Town Clerk will have been employed for ten (10) years, so her longevity will increase. The \$6,000 she included in her FY 10 Budget was for the Special Elections held last Fall, and it is anticipated that the Town will be reimbursed from the State. She submitted her worksheet to the State in the amount of \$5,585.00 and should receive the reimbursement by June 30, 2010. The other increase for FY 11 is \$75 for Dog Licenses since there are more dogs in Town so she will have to order more licenses. The Elections and Registration Budgets remained the same. The Town had to purchase three (3) more voting machines at a cost of \$26,000 and that was done through the FY 10 Capital Budget. It is anticipated that the State may pay for one (1) machine for all communities.

Ms. Tracy did not include what it may cost to send out notices to the community in the event the polling place is changed from the Ted Williams Park Function Hall. The Function Hall may be closing May 31, 2010. If in fact it does close, then the COA and the Library will need to be used for polling places instead. The citizens will need to be notified via mail that they have a new location and when the Function Hall re-opens, the citizens will have to be notified that their original location will be available to them the next time that they vote. There is a line item in the Town Clerk's budget, in the amount of \$6,000, and that money could be used for the postage necessary to do the notifications. If the Town does the mailings, it will be more expensive and labor intensive since postcards will be necessary, address labels made and affixed as well as a label and postage. There are about 7,337 registered voters and they will all need to be notified. A company has submitted the cost of \$2,781.00 for 8,000 postcards, and they will do it with the mailing list supplied to them by the Town. This is the best option for the Town.

8:30 PM Treasurer/Collector – Debra Kenney

Treasurer/Collector Debra Kenney was present for the discussion. Ms. Kenney reviewed her FY 11 budget for the Treasurer Collector. The only increase is two (2) percent for non-union personnel. Although some of her expense items had changed, the bottom line remained the same. Her office is now open only four (4) days a week but is open to the public six (6) more hours a week. It is a lot of work, however, they are all managing.

8:45 PM Library Director-Olivia Melo

Library Director Olivia Melo was present for the discussion. Ms. Melo distributed the information that she received from the Library Commissioners regarding the requirement needs of the Library for FY 11 for the Waiver that the Town received in FY 10. In order for the Library to remain certified, it now needs to return to where it should have been prior to the 20% in FY 10. 12.8% of the funds had to be spent on Materials. The Library needed to be open 32 hours a week to remain certified for FY 10. The 20% needs to be put back into the budget. Due to the population in Lakeville, the hours of operation need to be 40 hours a week. Materials now need to be at 16%. The "Friends of the Library" have done a phenomenal amount of fundraising this past year to help the Library. The Library will receive \$12,661 in State Aid for FY 11.

Ms. Melo stated that she has been working with Baystate Cooling to try and straighten out the ongoing problems with the HVAC system at the Library. There is an increase in the Water Services because the Old Town House is included. Last year it was supposed to be split between the Library and the Old Town House, but now it is being included in the Library Budget. Mr. Mansfield expressed his dissatisfaction with the amount of hours and services that the Library has to provide and the Town having to comply with the State formula without having the funds to back it all up. Ms. Melo stated that the Town would lose \$16,000 in State Aid award money if the Library is not kept open to meet their requirements and we would also lose certification. The Library has 13 computers on-line and two (2) more have been purchased through the Gift Fund. The residents can borrow movies from the Library, and they can obtain numerous resources (periodicals, etc.) because we belong to SAILS. If the Library did not belong to SAILS, residents would not be able to have these resources available to them. 60% of the people who utilize the Library do so from their home. The new Library opened in August 2005. The Library Trustees are planning on having a function to celebrate the first five (5) years of the new Library. The Historic Library will be 96 years old.

Other Business

Ms. Garbitt distributed updated FY 11 Budget workbook pages. She also gave an update on the Plymouth County Retirement Assessment for FY 11 and the Old Colony FY 11 Budget.

The next Joint Budget Meeting is scheduled for March 30, 2010 with the Building Commissioner, Highway Superintendent, Fire Chief, Park Commissioners and the Town Accountant.

Adjournment

At 10:10 PM, upon a motion made by Selectman Evirs and with Selectman Yeatts stepping down to second and stepping back up to vote, on a unanimous roll call vote, the Board

VOTED: To enter Executive Session and not to return to Open Session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position. Also, to conduct strategy sessions in preparation for negotiations with non-union personnel; and to actually conduct collective bargaining and contract negotiations with non-union personnel. Specifically, the Board will discuss contract negotiations with non-union personnel.
Polled vote: Selectman Evirs-Aye and Selectman Yeatts-Aye.

At 10:10 PM, upon a motion made by Finance Committee Member Stephen Olivier and seconded by Finance Committee Member Michael Petruzzo, on a unanimous roll call vote, the Finance Committee

VOTED: To enter Executive Session and not to return to Open Session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position. Also, to conduct strategy sessions in preparation for negotiations with non-union personnel; and to actually conduct collective bargaining and contract negotiations with non-union personnel. Specifically, the Finance Committee will discuss contract negotiations with non-union personnel.
Polled vote: Stephen Olivier-Aye, Michael Petruzzo-Aye, Melissa Hopkins-Aye, and Gary Mansfield-Aye.