

TOWN OF LAKEVILLE
Joint Board of Selectmen and Finance Committee Meeting
Meeting Minutes
April 14, 2010
7:00 PM

On April 14, 2010, the Board of Selectmen held a Joint Meeting with the Finance Committee at 7:00 PM at the Town Offices. The Meeting was called to order by Chairman Yeatts at 7:10 PM. Selectman present: Selectman Yeatts and Selectman Olivier and Selectman Maksy. Also present: Town Administrator Rita Garbitt and Town Accountant Cindy McRae.

The Finance Committee's Meeting was called to order at 7:10 PM. Members present: Mike Petruzzo, Melissa Hopkins, Norman Orrall and Ted Bunn.

After a brief discussion, upon a motion made by Ms. Hopkins and seconded by Mr. Orrall, the Finance Committee

VOTED: To nominate Mike Petruzzo as Chairman of the Finance Committee.
Unanimous in favor.

7:00 PM Meet with Department Heads to review their FY11 Budgets

Chairman Yeatts explained to the committee members about who they will be meeting with this evening and the procedures. Then, the members will go over the whole budget which is balanced at this point.

7:00 PM Building Commissioner – Robert Iafrate

Building Commissioner Robert Iafrate was present for the discussion. The Building Department's FY 11 Budget is a level funded budget from last year except for the two (2) percent wage increase for the two (2) employees in his Department. Last year he was pretty busy with the new apartment buildings at Kensington Court. This year started slow but it is picking up due to the storm. There is a lot of construction going on. He is hoping for another busy year. Mr. Iafrate stated that the Town brought in over \$100,000 in permit fees last year with Kensington Court. Ms. Garbitt explained that the Board of Selectmen directed the Department Heads to draft their FY 11 Budgets maintaining the personnel and level services and a two (2) percent wage increase for non-union personnel, but that is all subject to change.

Mr. Iafrate stated that he has been very conservative with his FY 10 Budget and has some money to move around to cover other costs. He is still waiting for the water to recede on Shore Avenue and Churchill Shores. He will check those areas out on Monday and tag those houses. There will be additional expenses, and he will keep track of it and let the Selectmen know what is going on. Selectman Maksy stated that the Board of Selectmen voted to waive the fees to do those inspections, however, the Town should be getting reimbursed 75% by FEMA. Mr. Orrall asked about the income that comes in to cover those expenses? Ms. Garbitt stated the Permit Fees are usually over \$100,000. Selectman Olivier added that the Selectmen also adjusted the rates of the inspections to \$30 per hour rather than \$40. That was with tagging, but when they get their permit fees it will go back to the regular rate. Mr. Iafrate explained that some of the cleaning up will not require a permit fee, but the major construction will require fees. He was under the impression that he would waive the fees for the preliminary inspections, but when the homeowner hires a contractor, then the fees will be charged. Selectman Maksy stated that he did not know if he agreed with that. The Town will get reimbursed. Ms. Garbitt stated that it is not known for certain if the Town will be reimbursed. Mr. Iafrate stated that some of these homes will be put back better than they were before. The fees are based on

individual rooms in a home, then roofing, siding, and decks will be all separate costs. Chairman Yeatts stated that this should be discussed at a future meeting. Selectman Olivier noted that the contractors will be incorporating the fees into their costs, so the Town should still charge the fees.

7:15 PM Fire Chief – Daniel Hopkins

Fire Chief Dan Hopkins was present for the discussion. Ms. Garbitt stated that the FY 11 Fire Department Budget includes the three (3) percent wage increase for FY 10, but zero percent wage increase for FY 11. they are in negotiations right now. Chief Hopkins explained that the big increase in wages is to cover all the shifts since that has been underfunded. With all the cuts to the budget, he is not able to transfer money into his wages from his expense account. He has a line item for call backs for emergencies for those who show up, when they get called. Some years he has had a little left in that account if there were not too many calls and depending on how many employees showed up. He will not be able to bring back any Call Firefighters so they will not be reappointed. Mr. Hopkins explained that with the grant money he was able to bring eight (8) Call Firefighters back for one (1) year. Six (6) came back in November and in January he received more money for the other two (2). He also received 36 hours for overtime for the permanent Firefighters. It was ARRA (America Reinvestment and Recovery Act) funds, so it most likely will not be happening again. Lakeville was one of the 11 communities that were awarded the grant in the first round. The Fire Department is in negative numbers right now due to the storm and the emergencies that have taken place due to the flooding. He had to let 12 Call Firefighters go last year. The \$35,000 grant money is helping, but it is very specific as to how it can be used. Selectman Maksy stated that the two (2) percent raise is out there on the table, but the Town needs to see where it is with that. The Fire Union got three (3) percent, and the non union so far may have 2%. Chief Hopkins stated that he had submitted a \$1,000 Budget for Civil Defense, but because of the recent flooding, \$100,000 is probably needed right now.

7:30 PM Park Commission - Daniel Hopkins

Park Commissioner Daniel Hopkins sf present for the discussion. Chairman Yeatts asked why the budget for Custodial Supplies increased so much. Mr. Hopkins explained that they have new bathrooms at the Park now, so they do not have the outhouses anymore. The port-a-johns came with all their own supplies. After the first year he will have a better idea on the costs for supplies. He stated that the organizations that utilize the fields provide a lot for the fields. No one really knows how much the organizations expend on the Parks. They have paid for fertilizer, etc., in excess of \$10-12,000 for the fields, new roofs on the dugouts. It is all an expense that they are paying for, so it is not coming out of the Park Commission's budget. It is a bare bones budget. Selectman Olivier asked about the Commissary being open. Mr. Hopkins explained that he had numbers in the budget, but the Commissary is closing May 31st. The electricity and heat expense will probably be less, but there will be a few functions taking place there prior to that time. The whole budget could change. As of right now, Clear Pond will not be open since there is no beach, it is under water. We will take a look at that next month. The parking area is also under water. So the whole budget could change if Clear Pond does not open.

Selectman Olivier asked about Retained Earnings. Ms. Garbitt stated their Retained Earnings certified as of July 1, 2009 was \$68,193. They are using \$20,000 in their FY 10 Budget. They used to use Retained Earnings for Capital Improvements, but the last few years they have had to use it as part of their operating budget. Mr. Hopkins stated that the Park Commission is requesting that the Town come up with \$25,000 for their General Subsidy again for FY 11. There is also a rumor that the Haunted House may not take place this year. They donate 50% of their earnings from that function to the Park Department. In the past, having the campers there was a good revenue source for the Park Department (\$12,000 annually), but there were complaints from residents, other Town Boards, and even some of the Park Commissioners so they were not allowed to come back. The Park Commission also lost \$7,500 for the rental house that was demolished. The

Park Commission used to be compensated for the lost revenue with a General Fund Subsidy of \$50,000, however, now the Town is compensating less and less. There is a possibility to have the campers come back.

Chairman Yeatts updated the Finance Committee on the Earth Removal Project for the TW Camp. The Town hired a consultant to work with Natural Heritage and the LDC (Lakeville Development Corporation) is paying for it. We found out that they needed a professional in charge of the work instead of having others help out. The money will be used for the rebuilding of the Commissary and new athletic fields.

Mr. Hopkins stated that the Park Commissioners will be having a meeting soon. They will be asking the groups that utilize the fields what they contribute each year. For the soccer fields they put in over \$8,000. One year they paid for the fence, which was \$7,000. The Soccer Club also paid \$50,000 towards the fields. Mr. Orrall asked if there was a way to open Clear Pond for other activities besides swimming in order to generate revenue. Chairman Yeatts suggested paddle boats. Mr. Hopkins did note that they hold a fishing derby there each year.

7:45 PM Superintendent of Streets – Christopher Peck

Superintendent Christopher Peck was present for the discussion. He distributed a memo regarding the necessary closure of Precinct Street by Celco Construction for the installation of the water line. The contractor would like to close Precinct Street from Barstow Street to Rhode Island Road. They previously closed a section of Precinct Street and that will be open to traffic prior to this closure. The length of time necessary to close the street is about a week. There will be a detour for the traffic. Chairman Yeatts suggested that the time be changed so that the rush hour traffic can get through. Mr. Peck stated that he does not want the cement trucks using Montgomery Street. Chairman Yeatts suggested that the time go from 8:00 AM to 4:00 PM to 8:30 AM to 3:30 PM which is a compromise.

Upon a motion made by Selectman Olivier; and seconded by Selectman Maksy, the Board

VOTED: To allow the Superintendent of Streets to close Precinct Street to Barstow Street from the hours of 8:30 AM - 3:30 PM for approximately a week.
Unanimous in favor.

Mr. Peck stated that his FY 11 budget is exactly the same except for a two (2) percent wage increase for the non-union employees. All of his employees are at the top step, so there are no step increases. He has approximately 45% remaining in his FY 10 budget but they still have to do the catch basin cleaning and buy supplies to get through the spring with the cemetery mowing. His Department distributed 175 yards of sand during the flooding. The FY 10 Snow and Ice deficit is \$102-103,000. Mr. Peck requested an article for Town Meeting so that the funds he received for the Highway surplus equipment that was sold could be used to buy some lawn mowers. Mr. Peck stated that two (2) of the (3) three mowers are being used at the cemeteries, and he is looking to purchase a fourth mower.

8:00 Acting Police Chief – Frank Alvilhiera

Acting Police Chief Frank Alvilhiera was present the discussion. Acting Chief Alvilhiera reviewed the wage increases included in the FY 11 Police Department B. The Police Union agreed to having their two (2) percent wage increase for FY 10 postponed until FY 11. Their contract calls for a three (3) percent wage increase for FY 11. Ms. Garbitt explained the expenses. The amount budgeted for the vests decreased because there was grant money available from FY 10 to purchase them. She is working with the Acting Chief on the software and the IT contract for the Police Department. Their gasoline budget had been cut in FY 10 and they were under budget in FY 11 until the State of Emergency. The Dispatchers are non-union employees. The Police Department lost two (2) Dispatchers in FY 10, but one (1) was brought back with a

grant. Five (5) Police Officers were laid off in FY 10, and two (2) were brought back with a grant for one (1) year.

8:15 PM Town Accountant – Cindy McRae

Town Accountant Cindy McRae was present for the discussion. There are no significant changes in her department staffing. She has included a two (2) percent wage increase for the non-union personnel. The expenses for her FY 10 had been cut back, so she did not have enough for a complete audit. However, since the Town did receive Federal grant funds, the Town needs an extra audit at a significant cost. The other increase is for software that the Town needs and the necessary licensing. Ms. McRae is also the Information Technology (IT) person. Ms. McRae explained that MUNIS, the accounting software company, has gone through some upgrades, and the Town will be required to do the same. It will have to occur in a progression of two (2) to three (3) steps. The Town keeps and maintains all its equipment for about approximately five (5) to six (6) years. Selectman Maksy stated that there may be an additional person to help her out. They could start learning the ropes with her. Chairman Yeatts stated that the consultant for CDM (Camp, Dresser & McKee) will be coming the end of May to discuss buying the software for the Water Enterprise Fund. We want to purchase that software in this fiscal year. Chairman Yeatts noted that if the upgrade is needed for the water bills, the Town can use funds from the Water Enterprise Fund. Selectman Maksy asked if that would be the only additional person that the Town is talking about adding so far. Ms. Garbitt replied yes. There was discussion about who that employee would report to. Chairman Yeatts stated that the Town will have an elected board of Water Commissioners, so that person would report to them. The FY 11 Budget for the Water Enterprise Fund was reviewed.

Review Updated FY 11 Budget Summary

Chairman Yeatts distributed the Budget Summary dated April 14, 2010. She stated the FY 11 Budget for the Town was short \$923,809 before the storm. She then went over her Deficit Reduction Plan that she had prepared.

Discussion then took place regarding the Out-of-District Special Education costs and the Local School Budget.

Upon a motion made by Selectman Maksy and seconded by Selectman Olivier, the Board

VOTED: To move the amount budgeted for Out of District Special Education costs from a separate account into the Local School Budget in the amount of \$726,293.00.
Unanimous in favor.

The Warrant Articles for the vocational high schools were reviewed.

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

VOTED: To recommend approval of wrapping the Out-of District Special Education Budget into the Local School Budget.
Unanimous in favor.

Ms. Garbitt noted that the Police Department Budget was reduced by \$50,000 and the Fire Department Budget was \$12,000. They will check with the Acting Police Chief and the Fire Chief to see if they can absorb those cuts. They will also check with the Superintendent of Streets to see if he can absorb a cut in the Highway Department Budget. Chairman Yeatts explained that the Library Budget was reduced by the amount they were over, which was \$20,346. She did not understand how their budget went from \$229,285

to \$288,695. Mr. Orrall pointed out a correction regarding the calculations for the Library Budget in the amount of \$274,098. A one (1) percent increase is \$268,979 from FY 08 to FY09. \$268,870 would be the average for three (3) years using one (1) percent from FY08. So, with a one (1) percent increase, \$271,626 is what it should be this year. Ms. Garbitt will check with the Library Director and have her come back the same night as the Local School Committee.

The FY 11 Budgets for Debt Service, Unemployment, and Health Insurance were reviewed as well as the FY 10 deficits for Snow and Ice, Out-of District Special Education Costs and Tuitions for Bristol Aggie and Norfolk Aggie Students. Ms. Garbitt distributed updated FY 11 Budget workbook pages. Ms. Garbitt explained the Department of Revenue's process to Deficit Spend for the Flood Emergency. The amount that will be requested for approval will be \$300,000.

New Business

The next Joint Budget Meeting of the Board of Selectmen and the Finance Committee was scheduled for April 20, 2010 at 7:00 PM at the Town Office Building.

Appoint Finance Committee Member

The Board of Selectmen and the Finance Committee met with Don Healy to determine if he would like to join the Finance Committee and he answered in the affirmative.

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

VOTED: To recommend to the Board of Selectmen that Don Healy be appointed to fill the vacancy on the Finance Committee.
Unanimous in favor.

(Ms. Garbitt will check on the exact dates of the appointment)

Upon a motion made by Selectman Olivier and seconded by Selectman Maksy, the Board

VOTED: To appoint Don Healy to the Finance Committee until the next Annual Election.
Unanimous in favor.

Adjournment

Upon a motion made by Mrs. Hopkins and seconded by Mr. Orrall, the Finance Committee

VOTED: To adjourn the Finance Committee meeting at 10:45 PM.
Unanimous in favor.

Upon a motion was made by Selectman Olivier and seconded by Selectman Maksy, the Board

VOTED: To adjourn the Board of Selectman's Meeting at 10:45 PM.
Unanimous in favor.