

**Town of Lakeville**  
**Joint Meeting of Selectmen and Finance Committee**  
**April 28, 2016**  
**6:00 PM – Town Office Building**

On April 28, 2016, the Board of Selectmen held a meeting at 6:00 PM at the Town Office Building. The meeting was called to order by Chairman Hollenbeck at 6:02 PM. Members present: Selectman Hollenbeck, Selectman Powderly, and Selectman Burke. The Lakeville Finance Committee Meeting was called to order by Chairman Petruzzo at 6:03 PM. Members present: Michael Petruzzo, George Vlahopoulos, Joseph Flemming, Daniel Holland and Ryan Trahan. Also present: Rita Garbitt, Town Administrator. No one was recording the meeting.

**Meet with Department Heads to Review their FY17 Budgets**

**Library Trustees and Library Director**

*Library Trustees Richard LaCamera, Ruth Gross, and Nancy LaFave and Library Director Jamie Viveiros were present for the discussion.* The Library Trustees' Meeting was called to order by Chairman LaCamera at 6:03 PM. Ms. Viveiros disseminated State Aid handouts for Public Libraries, and she reviewed the program and its purpose. They must spend 16% of their budget on materials (books, audios, videos and periodical subscriptions) in order to be eligible to receive local aid to be used by the Library (without appropriation) to promote library services. Staff hours for the Clerks and the Custodian were discussed. The Trustees requested a seasonal part-time employee for ten (10) hours a week to maintain the grounds of the Library. The Selectmen will speak with the Superintendent of Streets about their request.

At 6:32 PM, upon a motion made by Ruth Gross and seconded by Richard LaCamera, the Trustees voted to adjourn their meeting.

**Park Commission**

*Park Commissioners, Daniel Hopkins, Scott Holmes and Michael Levrault were present for the discussion.* The Park Commission Meeting was called to order by Chairman Hopkins at 6:34 PM. Chairman Hopkins stated that their Budget includes Ted Williams Camp, John Paun Park and Clear Pond Park. They have added two (2) 18 hour employees to cover functions at the Camp. The hours for the Part-time Secretary have been increased to 12 hours a week. They do not plan on purchasing any equipment in FY17, but the Capital Project they have budgeted for is \$25,000 to re-surface the tennis courts. They obtained a quote to resurface the basket ball court, but that is planned for a future year. \$40,750 from Retained Earnings will be used in their revenue projections. There was a brief discussion regarding the funding of future Capital Projects.

Selectman Powderly asked if they thought they were at the max point of scheduled functions at the Camp. Mr. Hopkins responded that they were not, but they were trying to schedule more functions for October through March. Selectman Burke stated it was a good thing that their revenues were spread out. There was a brief discussion regarding revenues from the concession stands. Selectmen Hollenbeck asked about the Direct and In-Direct costs charged to the Park Enterprise. The Highway Department employee is not being addressed. Ms. Garbitt will update the Park and Highway Budgets to reflect the costs. There was a brief discussion about maintaining the Park

Enterprise Fund. Mr. Hopkins stated that he will have the Commission vote on that at their next meeting.

At 6:55 PM, upon a motion made by Michael Levrault and seconded by Scott Holmes, the Park Commission voted to adjourn their meeting.

### **Fire Chief**

*Fire Chief Daniel Hopkins was present for the discussion.* The wages for the Fire Department personnel were reviewed. Chief Hopkins stated that he has requested additional hours for the Clerk, so that it would be a Full-time position. He would like to increase the Drills from once a month to twice a month. It is a young Call Department, so he would like to have more training. He is proposing a new ten (10) hour shift on Saturdays, Sundays and Holidays for the Call Firefighters. There was a brief discussion regarding incentives for the Call Firefighters. Chief Hopkins will prepare a list of the hours that the Call Firefighters have worked and make it a requirement that a certain number of hours have to be worked in order to be eligible for the incentive.

The expenses for the Fire Department were reviewed. The Repair and Maintenance for Vehicles account has already been spent, but it will be covered by the line item for Motor Vehicle Supplies. The Capital Outlays request increased from \$18,000 to \$30,000. \$9,000 is for three (3) IV Pumps @ \$3,000 each, and \$3,000 for a recorder for Dispatch, which is required by the FCC. The Chief is still working on the purchase of the used 1998 Ladder Truck.

Chief Hopkins left the meeting at 7:30 PM.

### **Police Chief**

*Police Chief Frank Alvilhiera was present for the discussion.* The wages for the Police Department personnel were reviewed. Chief Alvilhiera stated that the major change was the re-structuring of the supervisory personnel. He has requested five (5) hours be restored to his Administrative Assistant's position. She was a forty hour employee, until her hours were cut to twenty hours several years ago. She has been restored to thirty hours, so he is asking to restore her to thirty five hours. She is also trained as a Dispatcher, so she is able to cover Dispatch, when needed. He has requested a new Patrol Officer be hired in January, which would bring his Department to eighteen men. There is a new line for Court Overtime, so that he can track it better. There are two (2) Officers per case with a four (4) hour minimum. The expenses for the Police Department increased \$500. The account for Repairs and Maintenance for Buildings and Grounds could be reduced by \$6,000 to cover the five (5) additional hours for the Administrative Assistant to bring her to forty hours per week.

Chief Alvilhiera left the meeting at 7:47 PM.

### **Council on Aging**

*Council on Aging Director Vicki Souza was present for the discussion.* Ms. Souza stated that there were not many changes to her budget other than Kelly Conway being promoted to Administrative Assistant. There was a brief discussion regarding her request for \$1,200 for food for the Café and additional hours for a Part-time Clerk. Ms. Souza reviewed the grant that was recently approved for an Outreach Worker to be shared with the Town of Berkley. It is a two (2) year grant and will

cover 15 hours a week, which includes six (6) hours for Berkley, and nine (9) hours for Lakeville. She will change her request for a Part-Time Clerk for six (6) hours per week at \$15.00 per hour.

Ms. Souza left the meeting at 8:02 PM.

### **Board of Assessors**

*Assessor John Olivieri, Jr. was present for the discussion.* The overall budget for the Assessors has been reduced by \$67,256 for FY17. The reduction is due to outsourcing their main functions to the Regional Resources Group (RRG). The savings is just the tip of the ice berg. The overall efficiencies have greatly improve. Mr. Olivieri announced that within thirty to sixty days the Assessors Office will be open to the public five (5) days a week. There was a brief discussion regarding selling the Board of Assessors Office and moving them to the Town Office Building. Ms. Garbitt will draft a Warrant Article for the Town Meeting.

Mr. Olivieri left the meeting at 8:10 PM.

### **Schedule next Meeting**

The next two (2) meetings were scheduled for Thursday, May 12, 2016 at 6:00 PM and Thursday, May 19, 2016 at 6:00 PM.

### **Other Business**

Finance Committee Member George Vlahopoulos stated that he would like to see the stipends for the Board of Selectmen be increased. After a brief discussion, it was agreed to increase the stipend for the Chairman to \$4,995 and the stipends for the 2<sup>nd</sup> Member and 3<sup>rd</sup> Member be increased to \$4,500.

### **Adjournment**

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

VOTED: To adjourn the Board of Selectmen Meeting at 8:32 PM.  
Unanimous in favor.

Upon a motion made by Mr. Vlahopoulos; seconded by Mr. Holland it was:

VOTED: To adjourn the Finance Committee Meeting at 8:32 PM.  
Unanimous in favor.