

TOWN OF LAKEVILLE
Joint Board of Selectmen/Finance Committee
Meeting Minutes
May 12, 2016 – 6:00 PM

On May 12, 2016, the Board of Selectmen held a meeting at 6:00 PM at the Town Office Building in Lakeville. The meeting was called to order by Acting Chairman Powderly at 6:05 PM. Selectmen present were: Selectman Powderly and Selectman Burke. Mitzi Hollenbeck was absent. The Finance Committee was also present and Chairman Petruzzo called their meeting to order at 6:05 PM. Members present were: Michael Petruzzo, Joseph Flemming, Ryan Trahan, George Vlahopoulos and Daniel Holland. Also present was Rita Garbitt, Town Administrator. LakeCAM was recording the meeting.

6:00 PM Meet with Department Heads to review their FY17 Budget Requests

Cemetery Commission

The Cemetery Commission's FY17 budget did not increase. They did not attend the meeting.

Superintendent of Streets – Jeremy Peck

Jeremy Peck, Superintendent of Streets, was present for the discussion. Mr. Peck pointed out some of the changes in the budget. Ms. Garbitt explained that the reason the Heavy Equipment Operator's Wages line item went up was due to the fact that the Highway Department is now charging the Landfill/Transfer Station for two (2) days, and those two (2) days are coming back to the Highway Department. Ms. Garbitt has been working on the figures to identify the cost for the Highway Department employee who is also spending time working for the Park Department. From meeting with Dan Hopkins, Chairman Park Commission, they came up with 33 weeks of the year. The Park Commission will have to increase their revenues by \$36,000 to accommodate their true expenses. Mr. Peck's budget will be reduced by \$29,000. Due to a retirement, the longevity in the Highway Budget decreased a bit. Ms. Garbitt explained that this year seasonal employees will work 23 weeks. There has been a lack of response to the ad for seasonal workers, so the Town has also reached out to nearby colleges to see if there might be any interest. The pay rate of the position has been evaluated and next year, the position may have to be increased to Step 3, which would increase the hourly rate.

Ms. Garbitt stated that when she had added the \$8,000 to widen the doors at the Highway Barn, a zero had been left off of the figure. Mr. Peck will be widening the doors a few feet so that equipment can more easily access the building. The opposite door will be repaired and paid by insurance as it was accidentally hit with a plow two (2) winters ago. \$20,000 got left out last year for contracted services in the category where line painting is taken from. The SERSG dues are \$4,100. Line painting can only be paid for out of Chapter 90 funds if the road is being redone. The training budget has been increased and administrative supplies increased by \$700. There is now an additional employee two (2) days a week. The hourly wages in the Snow and Ice Account has been increased by 20% for private contractors as voted on by the Board of Selectmen. Ms. Garbitt noted that there may be a change to the Mechanic's pay rate once the next Selectmen's meeting takes place regarding a differential for certification.

Mr. Trahan asked about the storm water warrant item. Ms. Garbitt explained that a warrant article has been proposed for \$50,000. There is also \$15,000 that has been approved at a prior Town Meeting for the Notice of Intent. The Stormwater Permit should be coming out July 1, 2017, FY18, and the Notice of Intent has to be filed by September 2017. The original amount had been \$150,000 when the budget was being put together in December; it has now been lowered to \$50,000. Any funds not used in FY17 will be available for 2018.

Landfill/Transfer Station Budget

Mr. Peck stated that Heavy Equipment Operator wages have decreased due to the two (2) days Dave Thomas used to work for the Highway Department. Since an employee retired, Dave Thomas has been running the operations at the Transfer Station. Ms. Garbitt explained the changes that have been made in the budget with retirement, longevity, health insurance and Medicare due to the changes with employees. Contracted services has decreased since it was determined that the contract with SEMASS was no longer valid and there is now a contract with ABC. There is an increase in other contracted services from \$9,600 to \$20,000 for grinding stumps and brush at the Transfer Station. True Green will be coming out to spray the swales for weeds. The cost of disposing glass has increased, and that has been factored into the budget. Mr. Trahan asked about selling the mulch from the stump grinding. Mr. Peck explained that the Town doesn't have a way to do the grinding, so everything is stockpiled. Ms. Garbitt explained that there is an assessment for property and liability insurance. Additional insurance will be needed for the roll-off truck since the trash will now be going to a landfill. It is believed that the cost of this insurance is approximately \$8,400. ABC is supposed to be working on their facility in Rochester, which is not a landfill, but the trash now is being brought to Crapo Hill in Taunton. When the catch basin cleanings are done, the collected debris will be brought and disposed of at Crapo Hill. There is a concern about the revenues, since this is an additional expense which will need to be covered. The insurance needs to be in place as per the application. Depending on the test results from the Beneficial Use Determination, some of the material may have to be brought to Crapo Hill. Selectman Powderly asked how many times the truck will get filled with catch basin debris in the course of six (6) months. Mr. Peck responded that approximately 600 yards are produced annually. The new Stormwater Permit will require that the catch basins are cleaned twice a year. Overall it is about 25-35 truckloads that will need to be discarded.

Ms. Garbitt noted that as of April 30th recyclables will have to be changed, since the Town is not receiving the return on them, but the cost for residents to discard brush can be increased. There are some Retained Earnings which should be reserved for monitoring. Through reviewing Capital Items over previous years, the Interim Town Accountant has found that there is still \$8,000 available that was not expended for a roll off truck. Typically, the remaining funds are to be used against another Capital Item. There is \$20,000 being set aside to fix the garage, so these additional funds may be used against it. \$9,000 had been put aside for containers, and there is still \$3,000 remaining. The subsidy from the General Fund was reduced by \$20,000. It was hoped to further reduce that amount, however, ABC was not ready to do hauling until September.

Selectman Powderly asked about the grindings from the Landfill. Mr. Peck responded that a grinder will be brought in, and the material will be ground and hauled out. For this part, it will be done by an outside company, but in the future, will be hauled by the Town. Selectman Powderly asked what would be done with the pile of earth near where the Haunted House is. Ms. Garbitt stated that it may be auctioned off. Selectman Powderly stated that if someone is coming in to clean up at the Transfer Station, the Park area should be done since it seems to be a dumping area as well. It is understood about the road grindings having to be stockpiled. However, other piles have the area looking like a construction site. He added that when the doors are repaired on the Highway Barn he wants the bollards (bumpers on door frames) put in. Mr. Peck responded that he hopes to put them in, the only issue is if there is the necessary space. Mr. Trahan asked how much it costs per mile to crack seal? Mr. Peck responded that about \$25,000-\$30,000 was spent on it last year. Mr. Trahan asked if a ball park figure could be determined. Mr. Peck responded that it may be \$5,000 a mile.

Selectman Powderly suggested that the Towns of Berkley, Freetown and Middleborough be called to find out if they received applications for their seasonal positions that they will not be able to use. Mr. Peck stated that he will look into it.

Building Commissioner – Nate Darling

Nathan Darling, Building Commissioner, was present for the discussion. Mr. Darling explained that his budget is pretty much the same. There have been some mandatory increases in salaries and steps. He had asked for an increase in the Alternate Inspector wages from \$1,000 to \$3,000. This will allow for an increase in inspections, since it is anticipated that there will be 77 houses built as part of the 40B build out with LeBaron. Even if the build-out takes three (3) years, the funds can remain as backup. Inspections need to be done within 48 hours of the request. Selectman Powderly stated that the project has not gone before the ZBA as of yet. Where do the houses come in for the project? Mr. Darling responded that there are nine (9) duplexes substantially underway, and they have asked for a continuance for the 77 houses. Mr. Darling said \$2,000 has been put in for wages overtime to cover vacation time. Also, if an Assistant is brought on board, the funds would be available for training. Dues have been increased from \$300 from \$500. The Gas Inspector and the Plumbing Inspector budgets are right on target. The Electrical Inspector budget will be increased to \$1,000 for an additional 25 inspections. The Town charges \$50 per inspection ; the Inspectors are paid \$40 per inspection and the Town recoups \$10 for administration fees. The Special Health Assistant is in place for other inspections. There is a fee associated and the category is self-funding. The new gas station project has all the necessary Special Permits, however, no construction documents have come in. The Building Commissioner is seeing a lot of “flips”, additions, garages, razing and rebuilds, and renovations coming before him. Permitting is relatively high right now.

Conservation Department

Mr. Darling stated that Conservation is probably more important now than it has ever been. As Lakeville builds out, there are very few “no nonsense lots” left. Every one of them is going through Conservation. Mr. Darling consults with the Conservation Agent, Nancy Yeatts, practically every day. The Commission is composed of a new membership, and they are all

working together very well. The fees went up slightly, the clerical part time has increased, and \$500 has been added for education and training, so that there will be funds available to train new Members. The cost for office supplies has doubled since there are more property inquiries. With the Massachusetts Association of Conservation Commissions subscription there is an improved way for the Commission to access information through their website. That cost is just under \$3,000. Selectman Powderly stated that house sales have increased, since there are not a lot of open lots. Hopefully, the Hospital site will come back online. Mr. Darling stated that there are opportunities; however, it will take some work to figure out the mechanics for them to go forward.

Treasurer/Collector – Debra Kenney

Ms. Garbitt reviewed the Treasurer/Collector budget. Two (2) changes in the Department are that the Assistant Treasurer/Collector retired and the Payroll Processor will be retiring in July. Longevity for both positions will no longer be there when the positions are filled. The Payroll Processor position will be posted and advertised in June. The big increase for the Department is the cost for tax title foreclosures. It is expensive to send the foreclosures through Land Court. It is always hoped that when the properties are auctioned off that the Town can recoup the fees, but it doesn't always happen. With properties in Tax Title, the lien process has to begin right away. The Town is first in line for repayment of any other liens on the property and any mortgages.

Town Clerk – Lillian Drane

Lillian Drane, Town Clerk, was present for the discussion. Ms. Drane stated that the Budget is a bit smaller. Education and training did increase by \$200, so that the Massachusetts Municipal Association Conference could be attended. Office supplies increased \$50, and in-state travel increased by \$50 for the conference. Dues and subscriptions went up for the IINC designation. Regarding Election expenses, the costs went up \$100 for other contracted services to feed the Poll Workers. The line item for election workers has also increased by \$1,000 since there will be early voting for ten (10) days. This is the first year that the State is pushing the early voting. Postage has increased to \$1,800 to allow for people to register and vote early by mail or by absentee ballot. Ms. Drane said a temporary Assistant Town Clerk will be needed for eight (8) weeks beginning September 5, 2016 as the present clerk will be on maternity leave. The previous Town Clerk, Janet Tracy, has indicated that that she would be available to work the 8-12 weeks. It is also being proposed, starting March of next year, to have an Assistant Town Clerk, which is a needed position and has been put off for about two (2) years. With the Presidential Elections there are typically about 40 Poll Workers at the various precincts. Instead of the Poll Workers just working one 14 hour shift, it is changing to two (2) shifts, which worked out very well during the last election. Two (2) shifts will take place during the September 8th and November 8th elections. Additional Poll Workers will be requested to be appointed for those shifts.

Board of Health – Robert Poillucci

Robert Poillucci, Chairman of the Board of Health, and Chris Spratt, Board of Health Member, were present for the discussion. Mr. Poillucci stated that there had been a 1.75%

increase in wages. He had not asked for much else to be added in the budget. He did ask about part-time and permanent part-time employees receiving a vacation, however, it was determined that it would affect too many people in other Town Departments, so it will not be taking place. It is anticipated that the Board of Health will be receiving the Fire Chief's older vehicle, so it is not necessary to request a new vehicle. Ms. Garbitt explained that the Town is flexible with part-time employees. If they miss a Monday or need to take a day off, they are allowed to make it up elsewhere during the week. The Board of Health position is budgeted for 19 hours a week for a 52 week year. Selectman Burke stated that the Selectmen did not speak with Mr. Darling about the combining of the Board of Health and Building Department, however; that does not hinge on the Board of Health budget. Making that change will need to be done through Town Meeting. It can take place at the Special Town Meeting in the fall once the topic has been discussed. With Mr. Darling overseeing the Board of Health, he can provide insight on the best way for this to take place.

Veterans Agent –Wil Corey

Wil Corey, Veterans Agent, was present for the discussion. Ms. Garbitt noted that the Veterans budget has had a huge increase in benefits and medical expenses. The benefits, medical and fuel categories were put in reverse for FY16, but corrected for FY17. Even with the \$110,000, based on this year's activity, there needs to be an increase to the budget by \$50,000, since there is a shortfall. Mr. Corey stated that since December the copays for the medications have increased quite a bit. Ms. Garbitt explained that the Town is reimbursed 75% of the prior year expenses on the Cherry Sheet. The reimbursement for FY16 was \$118,044. The money goes into the State Aid number to the General Fund. State Aid is received quarterly for distribution. Mr. Corey stated that he has been trying to bring in as much as possible for disability compensations, which brings in more for the Town. He looks for any disability benefits that the veteran qualifies for. However, sometimes it lowers the amount that they may receive in other categories or deems them self-sufficient.

Ms. Garbitt stated that she had met with Mr. Corey today about an Assawompset School Teacher who would like to have the students put the flags on graves of Veterans and provide a book to the classrooms for teaching the students about Memorial and Veterans Day. The books have been found for \$11.24 per book, but it was anticipated that the cost would be only \$5.00 per book. Since the Veterans' budget is rather small, the funds for providing a book to each of the elementary classrooms would come from the Selectmen's budget. Mr. Corey will contact the School to find out about bringing the students to do the flags on the grave sites and how many books will be needed.

New Business

Ms. Garbitt mentioned that last year the Cemetery Commission had done a presentation about creating a Veterans' Cemetery. They were working with the same budget as they have had historically, approximately \$12,500. The Historical Commission has had the same budget of \$450 since 2010 when Town Departments were asked to make a 20% reduction to their budgets. The Historical Commission shares the sprinkler system with the Library and maintains the Town

House. The next big project though for the Town House will be the roof, which is estimated to be \$30,000 according to Mr. Darling.

Ms. Garbitt provided other updates to the budget. She stated that the House Budget had come out and the Governor had \$140,000 in it for the 40S money, but the House had none. State Aid decreased by an additional \$12,000. If the Town does not get the transfer completed for the Clean Water Trust, then another payment will need to be made on the Water Tower until it has been conveyed to the City of Taunton. The tuition for Bristol Agricultural School did increase approximately \$1,000 a student. There are ten (10) students who will be attending. The cost is about \$10,000 per student and includes transportation. The Town Clerk's budget has been increased by \$20,000 overall based on having a Temporary Assistant Town Clerk for 8-12 weeks. Ms. Garbitt stated that she had broken out the retiree's and employee group benefits and health insurance figures. There have been a lot of unexpected changes to the budget. Page 5 provides the new cherry sheet numbers and expenses. On pages 67-68 is the Council on Aging budget, which includes the Outreach Worker position. Page 92a is the latest assessment sheet, which has been emailed to each Board. The Regional Schools are asking for \$243,790 more than the Selectmen voted to give them. There is a placeholder amount of \$450,000 based on the House Budget with a small increase in transportation. Page 101 is the contributions to retirement. Since the Town pays the contribution in one (1) payment, there is a savings of almost \$19,000. The Capital Debt for Old Colony is on page 102. This will be changed to have non-excluded debt separated out. The tuition for Bristol Agricultural School is \$13,700 plus \$5,000 for transportation. The total cost to educate a student through that school is just over \$19,000 a student. There will be ten (10) students attending.

The Capital Expenditure Committee voted their recommendations on May 5. The next step is for the Finance Committee and Board of Selectmen to vote their recommendation for the warrant article. At this time the Budget Summary has included what every Department has asked for. Selectman Powderly mentioned that there is a Police Officer that will be coming on midway through the year. Otherwise the Town is really not doing additional hiring. There is money for consultant fees for IT, but it still needs to be determined what will be done in terms of IT overall.

Chairman Petruzzo stated that the two (2) major items for the budget are the Highway Projects and the Fire Pumper Truck. The Pumper truck would be budgeted over five (5) years. Ms. Garbitt provided an update on the debt and the Free Cash figure. Selectman Burke stated that it had been discussed about the Town committing more funds for roadway projects as the State never provides enough to do the work that needs to be done. Determining whether that will be done and how the borrowing would take place will require input from the Finance Committee. Ms. Garbitt stated that \$375,000 a year has been used towards roadway projects from Chapter 90 funds. Selectman Powderly stated that it seems that there is \$5.5 million worth of road work that has been identified through the Pavement Management Plan. Selectman Burke stated that the Pavement Management Plan lays out the present condition of the roads, the levels of repair that are needed or could take place and what it costs. The Town needs to look at what it can maintain; otherwise the repairs are very expensive when having to do the full reclamation of a road. Mr. Trahan stated that he is a member of the Capital Expenditures Committee. The Committee had talked about doubling the amount of funds that are usually spent each year on the

roads. Crack sealing is preservation and very important to be done so that the roads do not get to the reclamation stage. It is agreed upon that additional money needs to be spent on the roads. However, it needs to be agreed on what roads the money will be spent on. Selectman Burke stated that a portion of the Chapter 90 money has been going to the Highway Barn clean up with the gasoline spill in 1999. This has brought the roads into further deterioration as money had to be spent on that rather than the roads.

Old Business

Selectman Powderly stated that it seems that the Selectmen just disagree with the \$375,000 for the roads. Selectman Burke suggested to finance the pumper truck and back hoe and move the Highway projects out. The amount would then be about \$630,000-\$650,000, which is within the budget, except for the roadways. Selectman Powderly asked that Mr. Peck be consulted if \$50,000 more for crack sealing is appropriate. Selectman Burke agreed that the Town should be taking some steps to prevent the roads from further deteriorating besides coming up with a more comprehensive plan. Mr. Trahan stated that the new version of the Pavement Management Plan will take into consideration the volume of traffic on the roads. Selectman Powderly stated that the Town has lists from the Fire and Police Chiefs of the more traveled roads in Town. It should be made sure that crack sealing is done with all of those.

Ms. Garbitt stated that the Selectmen need to vote on the Capital Plan. Selectman Burke stated that everything seems to be a go, assuming that some items will be spread out for payment purposes. Mr. Peck's operating budget can be increased by \$50,000, as a line item solely for crack sealing. Ms. Garbitt mentioned that there are a lot of sunken basins on Heritage Hill and throughout Town. Mr. Peck has been asked to count up the number of basins, prioritize them and determine how many can be done each year. There are also some basins on Route 79 in serious need of repair. Near the Transfer Station the basins are in real bad shape. Mr. Peck will need to develop a plan on doing some basins each year.

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

VOTED: To approve the Capital Plan as presented, less the roadway projects of \$375,000.
Unanimous in favor.

Upon a motion made by Mr. Trahan; seconded by Mr. Flemming it was:

VOTED: To approve the projects on the Capital Plan in the amount of \$1,149,500 less \$375,000 for the roadway projects.
Unanimous in favor.

Any other business that may properly come before the meeting

Discussion took place about developing a strategy to finance the Town roadway projects and putting an article together for Town Meeting. The Pavement Management Plan is being updated, and the Selectmen can determine the roads that they want to get done. Selectman Powderly stated that next year the Town will be discussing a Police Station for around \$5 million, roadway

projects of about \$1-2 million and the School override of about \$2 million. Those seem to be the three (3) big things. The Town should be in as good a position next year as it is this year. The Town is heading in the right direction. It is good to be prioritizing and setting in place an action plan. The Town is finally getting things done and moved off the list.

Ms. Garbitt stated that she has had discussions with Mr. Todd Hassett, Interim Town Accountant, about having a separate IT budget. Mr. Hassett will be going through the SoftRight conversion with the Town and separate each Department with their own licensing expenses. During the year Mr. Hassett will keep track of all the licensing for everyone and come up with a number for the Technology Department. There will be a Town facility repair and maintenance amount and then sub accounts for each building. Mr. Hassett is going over all the old accounts and aligning them where they need to be. Selectman Powderly stated that it is hoped to put about \$800,000 into repairs and capital improvements at the Assawompset School over the next three (3) years through grants and other funding.

Adjournment

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

VOTED: To adjourn the Selectmen's Meeting at 8:15 PM.
Unanimous in favor.

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

VOTED: To adjourn the Finance Committee Meeting at 8:15 PM.
Unanimous in favor.