

TOWN OF LAKEVILLE
Selectmen's and Wage and Personnel Board's, as applicable
Meeting Minutes
May 19, 2016 – 6 PM

On May 19, 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 Chairman Hollenbeck at 6:08 PM. Selectmen present were: Selectman Hollenbeck, Selectman Powderly and Selectman Burke. Also present were: Rita Garbitt, Town Administrator, and Christine Weston, Recording Secretary. LakeCAM was recording the meeting.

The Finance Committee was also present. Chairman Petruzzo called the Finance Committee to order at 6:08 PM. Members present included: Michael Petruzzo, George Vlahopoulos, Ryan Trahan, Joseph Flemming and Daniel Holland.

Review FY17 Budget and vote on recommendations

Chairman Hollenbeck stated that the Selectmen and the Finance Committee have received all of the proposed budgets from the Town Departments. The Fire Department is looking to change the Part Time Clerk to a Full Time Clerk with benefits. The Library is looking for an additional person for maintenance. The Police Department would like to increase the Administrative Assistant to a 40 hour week. The employee is already receiving benefits, so it is an increase in hours. They are also hiring a Police Officer mid-year. The Council on Aging would like to increase the Part Time Position, which would come under their grant.

Chairman Hollenbeck reviewed the salaries for Elected Officials. Mr. Vlahopoulos stated that he would like to know the cost difference if it did go to the \$6,000. Chairman Hollenbeck explained that benefits would kick in after ten (10) years if they are making over \$5,000 a year and at age 55. A prediction really cannot be made. Mr. Vlahopoulos stated that he was just wondering if it would give people the incentive to step up and do more.

Chairman Hollenbeck reviewed the increase of approximately \$5,000 to the Selectmen's budget, which is mostly salary. The Finance Committee has a budget of \$900 and has not spent anything from it. The Town Accountant's budget has a \$12,000 increase due to the contract for the Interim Town Accountant in contracted services and contractual obligations for existing employees. Regarding the Board of Assessors' budget, there is a decrease due to the fact that the third party contractor has identified cost savings with personnel. An Assessment Specialist has been approved, so there is an increase for the Field Clerk, which will have to be updated on the list. The increase is approximately \$2,375. Chairman Hollenbeck noted that the Treasurer/Tax Collector budget has a \$4,000 overall increase. There was a decrease in hourly wages since there were changes in classifications, and one employee's salary was decreased. The tax title foreclosure cost changed also.

Ms. Garbitt stated that for Legal Expenses, fortunately the Town has not had any big cases recently. The budget for this account used to be \$60,000, but it has been reduced to \$40,000. The only legal items being reviewed at this time is the Personnel Handbook for the Wage and Personnel Board.

Chairman Hollenbeck noted that there is a \$20,000 increase at the request of the Town Clerk for an Assistant Town Clerk. The hourly Clerk wages are \$36,000 for 52 weeks. If during the year the person in the position is qualified enough to be appointed to Assistant, then it has been figured to increase by \$11,000 as a promotion to the position. Janet Tracy, former Town Clerk, will be covering during the time the Clerk is on maternity leave for about two (2) months. That amount will be approximately \$8,301 to \$11,000. Election costs have increased since the State is allowing ten (10) days of early voting and it is an election year. The Conservation Commission has increased their budget due to training expenses. The Planning Board's budget is only \$150. The Historic Town House budget is \$4,500.

Chairman Hollenbeck said with the Town Office Building/Fire Station budget, the main increase is contractual services. Their Capital Plan budget will be increased by \$20,000 for anything having to do with the network and by \$5,000, since it depends where the IT person falls. Ms. Garbitt stated that she has been meeting with Todd Hassett, Interim Town Accountant, on Contracted Services. He will break out the IT into a separate budget for software licensing, etc. Repair and maintenance for Town Facilities will be a separate budget too. There will be separate accounts for each Department and each building in order to accurately track costs. Chairman Hollenbeck noted that the amount of \$70,000 in building and maintenance is over budgeted with only \$15,000 being expended this year. Ms. Garbitt stated that she met with Dyntek Monday and there is still \$30,000-\$40,000 that they need to process with respect to technology. The phone cost with Taunton Municipal Light Plant has increased from \$500 a month to \$3500 a month due to the network. The Cable TV Advisory Committee has contract negotiations starting up again, so their legal budget has been increased.

Chairman Hollenbeck said for the Police Department Budget, there is an additional five (5) hours for the Administrative Assistant for an increase of approximately \$5,000. This will bring her up to 40 hours a week. There is an increase of \$63,000 over last year, which includes \$23,000 for the half-year Police Officer who will be starting in January. Their building and maintenance account will be reduced. Ms. Garbitt explained that there are custodial fees of \$7,500 in the Police Budget and they will be using a contracted service instead.

Selectman Powderly mentioned that the Town has done well with not much hiring going on. The only real change is in the Fire Department. Next year, the Fire Department will probably be hiring another firefighter. Mr. Vlahopoulos stated that he does not mind hiring an additional person for the Police Department, since he wants to make sure that they have the additional person to back up the Police Officer. Selectman Powderly stated that once a Police Officer is added, the position never goes away. The Town has for years single officers on patrol. Safety is paramount. If an Officer feels that he should not respond to a particular call alone, then he will wait for another cruiser to arrive. Mr. Flemming stated that he felt that it is reasonable to add the half Officer. Mr. Trahan asked if the replacement of three (3) police cruisers a year should be in the regular Police Department budget instead of the Capital Budget. Selectman Powderly stated that it is a Capital Expense.

Chairman Hollenbeck reviewed the Fire Department budget. There are additional contract wages for the Firefighters and wage increases for the Call Firefighters. There has been discussion about the Fire Department having a full time Clerk and adding an additional 14 hours. Some

consideration has been given to the drills that the Firefighters attend. History has shown that not all Firefighters attend the drills; therefore, the cost for all personnel attending is not a factor. Their schedule had changed to include a weekend call shift. The budget is high considering drills. Only additional call coverage is being added to this budget. Mr. Vlahopoulos stated that they used to have drills once a month, and they have increased to twice a month. Chairman Hollenbeck stated that they spent \$4,900 and budgeted \$20,000 for drills. Some of the amounts in the Fire Department could be lowered to cover the cost for the Part Time Clerk increasing to Full Time. Ms. Garbitt noted that they never budget enough for the sick day account. Ms. Hollenbeck stated that account 308 can be changed to \$15,000 and account 309 changed to \$10,000. \$6,300 had to come out of their sick leave buyback account this year. In account 211, \$5,000 will be added, then the other figure changes to \$121,048. So decreasing their budget by \$15,000 will pay for the Clerk's increase in hours. Regarding the differential, the Selectmen voted on their hourly rate, which includes the wage differential. The Fire Department doesn't hire anyone as a Firefighter who is not also a Paramedic. Minor changes have been made with their Repair and Maintenance budget. The Fire Department also needs to record the calls coming in, so there is a cost for a recorder.

The Building Commissioner's budget was reviewed. The budget includes an increase with all contractual obligations and Alternate Inspectors. Ms. Garbitt added that dues and subscriptions will also increase by approximately \$500. The Gas and Plumbing Inspector amounts have stayed the same. They are paid \$40 per inspection and the cost of \$50 is charged so that the Town can recoup associated expenses.

The Animal Control Department's Budget has stayed about the same. The Highway Department shows an increase of \$58,000. However, due to an error last year, \$20,000 had to be taken out, so there is just a \$38,000 increase. There has been a change with the Heavy Equipment Operator, since Dave Thomas's shifts have been split between the Transfer Station and Highway Department. This will more accurately reflect where work is being done. Ms. Garbitt stated that she had broken out of the Enterprise Fund hourly wages, health insurance and longevity. \$36,120 will be charged to the Park Department. The change with the Highway Department is 19 hours, which will reduce that budget by \$16,890. Chairman Hollenbeck stated that she would like a separate line item for the allocation, and she will speak with Ms. Garbitt about that later. For line painting, an additional \$20,000 has been added under Contracted Services. Road line painting cannot come out of Chapter 90 Funds, unless the line painting is being done on a new road. There will be an additional \$50,000 added for crack sealing bringing that budget up to \$84,100. Selectman Powderly stated that the pile of debris/dirt increased to a larger number than anticipated, and funds need to be left to account for that. The property needs to be cleaned up, some trees taken down, a row of plantings done, and the boundaries squared off. There may be some other repairs done with the buildings and grounds.

Chairman Hollenbeck said the Snow and Ice Account has only increased \$2,000. Funds have been added to enable the ability to have a Reserve Fund for transfers when this account is exceeded. \$100,000 will be put in the Reserve Fund to help with expenditures for next year. With Street Lighting, \$15,000 has been spent through April. There is no change to the Cemetery Commission Budget. There are no concerns with the Board of Health budget. Their budget has been reduced by \$12,000. The Council on Aging's increase is only a part time person, which

will be handled through grant funds. The Veterans' Benefits is doing well. That account is 75% reimbursed.

Chairman Hollenbeck said the Library Budget has an increase of ten (10) hours for Clerks in order to cover positions when there is not enough staff in the building. They did not add in the landscaping piece. Selectman Burke asked about their budget changing due to modifying the landscaping so that there would not be as much need for maintenance. Ms. Garbitt responded that they have done some of that. Selectman Powderly suggested using some Highway Department funds to help clean up the flower beds.

Chairman Hollenbeck reviewed the Debt Service with the Water Tower payment. The payment will be reimbursed, unless the sale of the Water Tower takes place prior to Town Meeting. That amount will be added back into Debt Service payments for now. Under Employee Benefits, health insurance, and life insurance will be broken out for active and retired employees. That will be \$1 million and \$700,000 respectively. Ms. Garbitt explained that this year's budget included many people who had turned 65 and went onto Medicare, plus some changes to family plans and some to single plans. There is a significant savings in this year's budget for health insurance. Next year figures are based on an 8% increase. With property and liability insurance, the aspect of Worker's Compensation budget has changed to include Injured on Duty, so that will be included.

Chairman Hollenbeck said the Plymouth County Pension budget is summarized on page 3. The current budget has included \$100,000 to offset Snow and Ice Budget. Additional funds are being put into Stabilization Funds to start preparing for future projects. There is \$37,000 for contractual obligations with employees, sick leave, and vacation. \$28,000 was spent as there were a couple of people who retired this year. Page 4 is the first payment to fund Other Post Employee Benefits for retirees. That figure will decrease as the Town joins the Plymouth County OPEB Trust. This is the final year for the lease payment for technology, and \$50,000 has been put in for the Storm Water Permit.

Chairman Hollenbeck said the budget is estimated to have a surplus of \$449,895. We need to determine what Capital Expenditures will be funded. Ms. Garbitt stated that the \$449,895 is then less the \$50,000 additional that was requested to put towards the Highway Department for crack sealing. There are also old Capital items which Mr. Hassett has said can be closed out, and the funds used towards new capital items. Free Cash can be used towards Police cruisers, a Command Vehicle, the roof replacement at the Highway Department, a dump truck, an office trailer for the Highway Department, the Transfer Station garage repairs and a new copier for the Selectmen's Office.

Chairman Hollenbeck stated that the Board of Selectmen visited the Police Station in Marion today. It is hoped that the \$300,000 that has been approved to spend on the Police Station roof will not need to be used for that purpose and can be used towards a new Police Station. This will mean that the Police Station will need to get through one (1) more winter with its present roof. The \$217,000 Water Tower payment has been put back into the budget. Selectman Powderly stated that he would like to take a portion of the available funds to pay down additional debt.

Selectman Burke stated that he could see the benefit of paying off debt, since that would then save with the interest payments. Chairman Hollenbeck stated that presently the interest rate is extremely low at .55%. Selectman Powderly asked if the Board would want to use the \$400,000 of the Howland Road sale funds to pay off debt. Chairman Hollenbeck said she would rather have us borrow less, if we are thinking about the Police Station. Discussion took place regarding the current and future debt. Selectman Powderly suggested to put funds into the OPEB and some towards debt. Chairman Hollenbeck agreed with reducing OPEB if we are paying down short term debt. Selectman Powderly asked to know about the 351 municipalities that need to fund the Trust, and who is actually funding it.

Chairman Hollenbeck stated that in speaking with Carolyn Gomes, Regional School Committee Member, she asked if there was any wiggle room with the Town providing additional funds for the Regional Schools. Freetown is putting in another \$40,000 above what they paid last year. Paul Sadeck has calculated what the assessment would be for the \$505,000 share. Freetown voted on their budget last night. Lakeville is still going with \$505,000.

Review Special Town Meeting Article #1 Transfers

Ms. Garbitt stated that she had met with Mr. Hassett today to review the Transfers for Article 1 for the Special Town Meeting. There is roughly \$94,000 in the Reserve Fund. Further explanation was provided by Ms. Garbitt regarding the transfers.

Finalize Warrant Articles for Special and Annual Town Meetings

Ms. Garbitt noted that the Selectmen did vote on all the Warrant Articles the other night; however, there was a need to make some changes on the wording for a few of the Articles.

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

VOTED: To approve the four (4) Special Town Meeting Warrant Articles as amended.
Unanimous in favor.

Ms. Garbitt stated that Article 22 may be approximately \$350,000 to hire the Owner's Project Manager for the Police Station and to do the architectural design and site work as part of the project at 10-12% of the preliminary project costs. Selectman Burke suggested that the amount be \$400,000 in anticipation of a higher cost building. In the fall, there should be a better understanding of all the numbers. There should be a 10% contingencies budget and 20% initially for the project architect. The building will most likely be a 10,000 square foot building with the cost of about \$5 million.

There was a brief discussion regarding the wording of Article 23, which would be the special legislation to allow the Police Station to be located on the Ted Williams Camp property.

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

VOTED: To approve Article 23 as written.
Unanimous in favor.

Adjournment

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

VOTED: To adjourn the Selectmen's Meeting at 8:30 PM.
Unanimous in favor.

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

VOTED: To adjourn the Finance Committee at 8:30 PM.
Unanimous in favor.