

**TOWN OF LAKEVILLE**  
**Board of Selectmen Meeting**  
**Meeting Minutes**  
**August 1, 2017 – 3:30 PM**

On August 1, 2017, the Board of Selectmen held a meeting at 3:30 PM at the Town Office Building in Lakeville. The meeting was called to order by Chairman Burke at 3:35 PM. Selectmen present were: Selectman Burke, Selectman Hollenbeck and Selectman Powderly. Also present were: Rita Garbitt, Town Administrator, and Christine Weston, Recording Secretary. LakeCAM was recording the meeting.

**Strategic Planning Meeting**

*Nathan Darling, Building Commissioner, and Jeremy Peck, Superintendent of Streets, were present for the discussion.* Selectman Hollenbeck handed out another Priority List in addition to the one Ms. Garbitt had provided dated August 1, 2017. Selectman Hollenbeck's Priority List was revised with a timeline of when each priority item will be reviewed (on a quarterly basis) or completed, and the persons responsible for carrying the item forward. The three (3) columns were listed as follows: Priorities, Primary and Secondary Responsible Person(s), and Requirements/Due Date for item to be reviewed or completed.

Priorities

HR Updates, Movement of Assessors, and IT Strategic Plan Update

Persons Responsible for HR Updates – Clorinda and Rita

1. Hiring Policy
2. Employee Handbook
3. Performance Reviews
4. Enact community compact grant for HR

Movement of Assessors

1. Reconfiguration of Town Offices - Nate/Lorraine
2. Movement of Assessors – Nate/Jeremy

IT Strategic Plan Update - John Barker/Nate/Jeremy

1. Enact work for permitting software with grant

Requirements/Due Date

HR Updates

1. Update policy – Work with KP Law September 30, 2017
2. Update handbook – work with KP Law September 30, 2017

3. Create List of open reviews, review September 30, 2017
4. Create task list, choose task by September 30, 2017

#### Movement of Assessors

1. Plan to be completed by August 15, 2017
2. Movement by September 30, 2017

#### IT Strategic Plan Update

1. Have plan ready to go and vendor picked out by September 30, 2017

Chairman Burke asked Mr. Peck and Mr. Darling if there was anything missing on either of the lists and items that the Board should keep in mind moving forward. Mr. Darling mentioned the Green Communities Project, which has an estimated cost of about \$300,000 each year over the next three (3) years. SRPEDD has been working with the Building Commissioner concerning the projects to be done, along with Seth Pickering of the Department of Energy Resources (DOER). The bids will be put out soon, since the work needs to be completed by December 31, 2017, or the Town will not be eligible for funds from the next grant cycle. The Schools will be having their thermal audits take place under their next cycle, since they did receive their grant in late June. The work will need to be done during the second shift, and will not take place during the summer. Robert Souza, District Facilities Manager for the Regional Schools is unable to assist with this as he is doing a host of other projects such as flooring, painting, etc. A list has been compiled of the status of each of the projects. Changes are being made internally to streamline the process and allow for looking at projects from each Department in a more efficient manner, which should assist with work progressing more effectively.

Selectman Hollenbeck suggested that the projects be put to the Town Coordinator to be responsible for. Mr. Darling agreed with this, since Ms. Carboni would be fantastic to assist with procurement, third party evaluations, etc. There is a lot of information that needs to be collected just to write up the proposals. Robert Canessa and Kevin Thew were consulted; however, they cannot create a scope of work due to liability concerns. There is a lot to take into consideration with Public Procurement. We have found some methods which will allow the use of sole proprietors. Chairman Burke suggested that Selectman Hollenbeck's master list be updated through Ms. Garbitt with Mr. Darling coordinating it.

Mr. Peck stated that he had received an email from the State yesterday regarding the North Precinct Railroad crossing. The work should take place in late August. They will shut down Precinct Street, and Mr. Peck will meet with Police Chief Alvilhiera to coordinate this work. Mr. Peck has applied for a grant for the design portion for the Taunton Street culvert. The funding available is \$60,000. If the Town does receive a portion of the funds, the culvert project should be on the list and as a high priority for June 2018. The Town should find out if the application qualifies and if a funding is allotted by August. The State dispenses the funds depending on the number of applications they receive. With the IT plan, which the Highway Department will eventually move into, the Storm Water Management Plan should be updated, though the State has delayed the permits again. However, it will eventually take place, and the

Town should continue to move forward. Environmental Partners Group is assisting the Town with this. The majority of the GIS information has been uploaded through 2012. Only 50% of the outfalls fall under the MS4 permit, which is good for the Town.

Selectman Hollenbeck suggested to improve the Priority List by having it contain three (3) years, in quarters, so that longer term projects can be on the list. Selectman Powderly noted that the Board did receive the report from Environmental Partners Group with the recommendations. It is a comprehensive well done report. The Town had appropriated approximately \$25,000 towards the recommendations. Ms. Garbitt stated that the costs are: \$25,000 for the contract, \$15,000 for the Notice of Intent and \$50,000 for storm water management. Selectman Powderly asked how much will Environmental Partners spend. Mr. Peck explained that discussion had taken place about continuing with the Stormwater Permit, since the Permit will still be taking place, though they may change some language. The gap analysis is \$5,000, the Notice of Intent is \$8,850 and for the entire plan the cost is \$11,150 which EPG will do. Selectman Powderly stated that at some point, when everything is done, it seems that it will still have an ongoing lifespan. The Board should make sure that it is agreed to stop at some point and not continue just because the consultant says to continue, but how much money does the Board feel should be spent? Selectman Hollenbeck stated that the estimates were \$175,000 a year originally. There are priorities under the old Permit, which the Town has to follow, until the new Permit is effective. If there is no funding available to the Town, the Town cannot do it. Selectman Powderly stated that he would like to stop at the \$25,000 and not spend any of the \$50,000 for the Stormwater Management. Mr. Peck agreed; stop at the \$25,000 to assess where things are. Selectman Powderly stated that there is \$25,000, plus \$65,000. Selectman Hollenbeck concurred, \$50,000 was in the Warrant Article and \$15,000 was also a Warrant Article. Mr. Peck stated that his secretary, Ms. Jewell, does not have anything to do with the input, it is the GIS mapping which was uploaded. Selectman Powderly stated that the Town's catch basins have to be mapped; however, half of them do not go into the ponds, they are self-contained, and just have to be cleaned out. Selectman Hollenbeck mentioned that the Master Plan might take some of this into consideration.

Mr. Peck stated that the Town received \$376,000 in Chapter 90 funds this year. He will be spending between: \$550,000-\$600,000 this year. He has a bit less than \$200,000 set aside. Crack sealing and other road work is being scheduled at this time to take place in early August. There will be \$90,000-\$100,000 in crack sealing done for FY17 and FY18. The Pavement Management (BETA) report is not finished as of yet. Their schedule may prioritize streets to work on differently than the Town may have planned. Selectman Powderly stated that he did not want paving done on dead end streets. He would like to see the top ten (10) streets that need to be done. Mr. Peck stated that the BETA report will be completed when he lets them know about the finalized budget. His crew is finishing the other half of Kenneth Welch Drive, and then they will work on North Precinct Street, Captains Way and Southworth Street. Selectman Powderly stated that the Board may want to review the top priority roads once the report comes in so that it can be discussed about adding in additional funds to get further work done. The intent is to spend \$400,000 on the roads next year. Mr. Peck mentioned that the top priority roads may change by next spring since often the quality of roads can change over the winter. Also, \$400,000 is not a large amount in terms of getting road work done. BETA's plan is based on areas that they see as problems. The top roads need to be analyzed, and their priority set as per

the Board's wishes. It will also be taken into consideration doing roads in the same vicinity so that the equipment does not have to be moved as much, rather than having projects at one side of the Town and then across Town to another. Selectman Powderly asked that the Board have a separate meeting to discuss roadway projects when Mr. Peck receives the report from BETA. Chairman Burke added that the Board is dedicated to investing more money in the improvement of the roads. The goal is to continue providing additional money towards the roads. Mr. Peck mentioned that the drainage issue on Southworth Street needs to be fixed. There is water sitting there which is part of the problem of why the road is deteriorating, and then it can be paved.

Mr. Darling reviewed the repairs that have been done at the Highway Barn. There have been repairs to the roof. There were scheduling conflicts on the masonry work, but the equipment has been ordered and the temporary gate and fencing will be delivered tomorrow. The overhead doors should be in Thursday or Friday, and the masonry repairs will be done on Monday. The overhead door company will return to make other adjustments, and the electrical wiring will be done for the overhead door. It should be completed in two (2) to three (3) weeks. The same process will be done on the other side. The next thing is the Highway Department's office space. ModSpace will be contacted to find out if they are on the State bid list. The Town will need to find out if multiple quotes are needed if ModSpace is not on the State bid list. Selectman Powderly suggested finding out if the Fire Department doors can be widened. Mr. Darling agreed that something needs to be done since the trucks are getting bigger. Maybe a few bigger bays can be built instead and the smaller bays used for other Fire Department vehicles.

Selectman Powderly then discussed the cleaning up of the Highway Department. Mr. Peck explained that there is a draft Facilities Study, which was done by DEP regarding the Beneficial Use Determination Permit. It needed to be reviewed prior to the final report being completed. It has been reviewed with Weston and Sampson. It was communicated to them that there are no additional comments, so the Town is just waiting for them to issue the permit. There will be requirements that have to be done with materials that tested high for ground water exceedance; therefore, some material has to be 500' from private wells. Mr. Darling explained that basically the material will have to be used in one (1) portion of the lot, the northwest corner specifically. There may be a need to go to DEP to request permission to do some elements of the work, since they control what takes place with the property. The large pile was divided into smaller piles for it to be easier to analyze. Selectman Powderly stated that the property has been surveyed and staked out approximately every 50-100'. He had previously asked Mr. Peck to brush cut the property to determine where suitable material could be placed and to clear the property for creating a berm more than three (3) feet wide with white pines or arborvitaes planted along the top as a screened buffer. The primary concern is to make sure that unsuitable materials are not within 500' of any wells, wetlands, etc. By cleaning and clearing up the site it will show that the Town is being a good neighbor and allow the property to be utilized more effectively for parking, buildings, etc. Everything seems to be crammed into 1/3 of the total property area. Mr. Darling stated that Mr. Peck's plan will do all that has been discussed; however, funding is needed to do the work. A brush line can be cut so that they do not lose the property line. The wells will be distinctively defined so that the piles without concerns can be used in the appropriate areas.

Mr. Peck explained that over the four (4) years that he has been working for the Town, the property has been cleaned up quite a bit. Mr. Darling stated that the property is not pad ready for a salt shed at this time. The property cannot just be clear cut, since then there would be storm water all over the site. Chairman Burke suggested starting with the property line. Mr. Peck explained that his difficulty has been about funding and time frames. If the Board will be funding for a salt shed in a year or two, he can then move forward on that. Selectman Hollenbeck added that there is a lot of work and projects for the property. Some items have been on the priority or capital list and then taken off or items have been completed/repaired. Selectman Powderly stated that he wants the area cleared with 3'-5' of brush cutting done in order to view the property to see if there are substantial holes to fill in with the available fill so that it is a flat piece of land. Chairman Burke agreed; however, it is a matter of figuring out the best way to do what needs to be done. Selectman Powderly stated that Mr. Darling has a way to do it, and he can be the lead person on this. The Highway Department has the equipment and the personnel. The work should be done and not in three (3) years. Mr. Peck explained that it is not that easy. In order to do any type of work, the area needs to be set it up so that it can still function as a Highway Department while moving forward. Much of the plan has been based on the BUD Permit/approval by DEP, otherwise any work done may have resulted in fines.

Ms. Garbitt asked what happens to street sweepings now. Mr. Peck stated that they are brought back to the site and separated. Nothing has been disposed of since that cannot be done until concrete barriers are built. It needs to be determined where the barriers will be located. Mr. Darling suggested that there be a budget line item established moving forward so that Mr. Peck can keep cleaning it out. Mr. Peck noted that the whole idea is to use most of the material and raise the elevation of the property. Mr. Darling proposed a second exit on Montgomery Street for the bins. He will try and figure out a plan of how to phase this in with achievable expectations. However, he will need to defer to Mr. Peck to see what will work best for him.

Mr. Peck stated that there have been a lot of issues lately with the fuel pump system and software. Over the past three (3) weeks, people have not been able to log on. Mr. Burgess has had to be called to come over and reinstall the drivers for the software or someone from the company has had to be contacted to come in. A backup plan needs to be put into place, since no one can get fuel when the pump locks down. A recommendation was made for a new fuel pump, which would have all the new software for it previously, costing \$25,000. It would have gone in the same spot, and it could be relocated if necessary. The present pump is 20 years old and outdated. After three (3) tries, it locks out. Mr. Burgess is able to reset the software system, since he has administrative access, but that involves reinstalling the drivers and restarting the modem. The 2010 software is just not compatible with the system. Selectman Hollenbeck suggested to have John Barker take a look at it. Mr. Peck mentioned that the Town of Freetown just installed the pump software which he had sought last year and they are happy with it. Chairman Burke stated that if Mr. Barker or Mr. Graybaz cannot "do a patch" to help the problem, then a new one is needed. Mr. Darling stated that if there is storage for diesel oil, then the Town can get a transfer tank to have 300-400 gallons available in case of an emergency.

Selectman Hollenbeck noted that there were still a few items that the Board had not been able to discuss today, such as hours of operation, procurement with bringing in managers,

streamlining the process for Boards & Commissions with training, creating a Department of Public Works, the Park Commission, onsite management, files, etc.

Chairman Burke mentioned that he and Mr. Darling had met with a representative to discuss the layout for the Town Hall. He will be back on Friday to review what he is drafting. Mr. Darling added that he has put together a list of employees, equipment, furniture, etc. Chairman Burke stated that the Town Administrator had proposed having all Town Services on the bottom level where there is handicapped access. Those departments with less foot traffic can go above. Mr. Darling added that the representative is coming in with a fresh set of eyes and does not have a prepared plan. He will take the needs and then suggest how to best layout the area.

Mr. Peck stated that his Foreman is retiring in December. He would like to review the Job Description and possibly incorporate additional pieces to it. It is also hoped that this season it can be determined who will be in charge of what and who reports to who. Kenneth Olivieri, Park Commissioner, has been pretty helpful and the point of contact for the Park Department.

### **New Business**

There was no new business presented for discussion.

### **Old Business**

There was no old business presented for discussion.

### **Any other business that may properly come before the meeting**

There was no other business presented for discussion.

### **Adjournment**

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

VOTED: To adjourn the Board of Selectmen Meeting at 5:00 PM.  
Unanimous in favor.