

**TOWN OF LAKEVILLE**  
**Board of Selectmen**  
**Meeting Minutes**  
**September 6, 2017 – 7:00 PM**

On September 6, 2017, the Board of Selectmen held a meeting at 7:00 PM at the Town Office Building in Lakeville. The meeting was called to order by Chairman Burke at 7:00 PM. Selectmen present were: Selectmen Burke, Selectman Hollenbeck and Selectman Powderly. Also present were: Rita Garbitt, Town Administrator, Tracie Craig-McGee, Executive Assistant, Lorraine Carboni, Town Coordinator and Christine Weston, Recording Secretary. LakeCAM was recording the meeting.

**Meet with Police Chief regarding request for Appointment of Brian Wiksten as a Full-Time Police Officer**

*Police Chief Frank Alvilhiera and Brian Wiksten were present for the discussion.* Chairman Burke read the Police Chief's letter requesting Mr. Wiksten being appointed to the position of Police Officer for the Town of Lakeville. The position will fill an empty position due to a resignation in March. Mr. Wiksten graduated from the Reading Police Academy in August as a self-sponsor. Mr. Wiksten has gone through a complete background investigation and oral review board. He has attended Bridgewater State University and attained a Bachelor's Degree and is a graduate of Middleborough High School. The Chief considers Mr. Wiksten as an excellent fit for the Police Department. Chief Alvilhiera is requesting that Brian Wiksten be appointed as Police Officer/Constable effective September 12, 2017 pending successful completion of a physical and psychological testing.

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

VOTED: To appoint Brian Wiksten as a Lakeville Police Officer/Constable, effective September 12, 2017, contingent upon successful completion of physical and psychological testing and a one (1) year probationary period.  
Unanimous in favor.

**Review and vote on request from the Animal Control Officer to increase Adoption Fees**

*David Frates, Animal Control Officer, was present for the discussion.* Chairman Burke stated that Mr. Frates is requesting that the Selectmen approve an increase in Adoption Fees from \$255.00 to \$350.00. Currently \$30 of the Adoption Fee is credited to the General Fund for Dog Officer Fees. The remainder of \$225 is credited to Vet Care Donations to cover the cost of rabies vaccinations, spay/neutering and any other vet care costs incurred preparing the dog for adoption. The current cost for spay/neutering of \$175 is increasing in September. Mr. Frates added that each dog will also have a chip implanted. Selectman Powderly stated that he hoped that the increase in the fee does not deter people from adopting a dog. It is understood that the cost needs to be increased, since spaying and neutering an animal is costly.

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

VOTED: To increase the Adoption Fee from \$225.00 to \$350.00 for dogs, effective immediately.  
Unanimous in favor.

#### **Review and vote on Job Description for the Non-Union Part-Time IT Director position**

Chairman Burke reviewed the details of the proposed draft Job Description for the Non-Union position of IT Director. There is \$50,000 appropriated in the FY18 Budget for the position. If the Board approves the position, it will be posted and hopefully filled by October 1, 2017. The position is part of a critical step in the Police Station Design. The person who will fill this position will be working with the Architect to help determine the space needs relative to IT. At this stage of the project, the Architect has a general understanding of the IT needs for the Police Station. However, more specifics are needed on the equipment types, the conduits, etc., in order to make sure that everything is designed correctly for the IT needs of the new Police Station. Selectman Hollenbeck mentioned that the amount being allocated towards the position was a portion of what was going to be split out from IT for Public Safety and is being identified now for the Police Station Building Project. Chairman Burke stated that once the work for the Police Station IT design is completed, there will still be plenty of work for the person filling the position. Ms. Garbitt stated that John Barker has reviewed all of the hardware and software needs and the maintenance agreements, which have expired. Mr. Barker has been helping the Town with various aspects of the Town's technology needs.

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

VOTED: To approve the Job Description as drafted and dated September 6, 2017 for a Part-Time Informational Technology Director for the Town of Lakeville.  
Unanimous in favor.

#### **Announce the Lakeville Lions Club Family Fun Festival Saturday, September 9, 2017**

Chairman Burke stated that an invitation has been received from Richard LaCamera regarding the Lakeville Lions Club Family Fun Festival, which will be held on Saturday, September 9, 2017 from 2:00 PM to 7:00 PM at the Lakeville Lions Club. There will be bounce houses, a dunk tank and a private vendor will be doing face painting. There will be rides in a tethered hot air balloon, as well as, traditional field games with equipment on site for pick-up games of softball, whiffle-ball, blooper ball, etc. Guests are encouraged to bring their own games or equipment. The music tent will feature a combination of play lists, and local talent performing acoustic and/or lower key sets. Over 20 vendor booths will be selling handmade items. Admission is free.

Selectman Powderly stated that we need to be make sure that they will have a Police Detail or Details there, since they are expecting over 650 people, which is an increase from what they had last year.

### **Discuss the BAN Renewal due on September 19,2017**

Chairman Burke stated that there is a Bond Anticipation Note (BAN) coming up for renewal on September 19, 2017 in the amount of \$1,050,000. The BAN includes \$550,000 for the New Pumper with equipment for the Fire Department, \$100,000 for the New Backhoe with equipment for the Highway Department and \$400,000 for the Design for the new Police Station. After the FY18 scheduled pay downs take place, the balance will be \$920,000. \$110,000 will be put towards the pay down on the New Pumper bringing the balance to \$440,000, \$20,000 will be paid down on the new Backhoe with equipment bringing the balance down to \$80,000. There will not be any pay down on the Design for the new Police Station. The total pay down will be \$130,000 leaving a balance of \$920,000. Since there is going to be a Special Town Meeting in November, the Selectmen will request that the Treasurer renew the \$920,000 BAN for three (3) months rather than twelve (12) months, so that Free Cash can be appropriated to pay down part or all of the Short-Term Debt. After the FY18 budgeted pay downs in the amount of \$275,000, the total Short Term Debt will be \$1,555,000.

Selectman Powderly indicated that he would like to do a short term note. He is in favor of paying off the debt and also putting money aside for Other Post Employee Benefits (OPEB), etc. Selectman Hollenbeck agreed. The short term debt for the Town is 65%-70%. The Town funds the operating budget on that, and it allows the Town the ability to go out for that funding. It is good to be paying down the debt. Anytime there is an opportunity to pay debt down sooner rather than later, it should be done. Chairman Burke stated that the Board's budget plans were sidelined at Town Meeting by a special interest group; however, the Board needs to try to stick to the initial plan. The money needs to be put into OPEB and debt paid down.

Selectman Powderly mentioned that the new ambulance has been delivered to the Town; however, it needs to be outfitted and have its State inspections. It should be operational in about two (2) to four (4) weeks. The pumper truck for the Fire Department should be in in a few months.

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

VOTED: To renew the Bond Anticipation Note in the amount of \$1,050,000 for three (3) months.  
Unanimous in favor.

### **Receive update on the sale of property located at 239 Main Street (Assessors Office)**

Chairman Burke explained that the Town did not receive any proposals for the Assessors' Office at 239 Main Street as of the August 23, 2017 deadline. For sale signs were posted on the property on Tuesday, August 29<sup>th</sup> and there have been three (3) telephone inquiries. Ms. Garbitt added that two (2) more inquiries had been received as of today. Selectman Powderly stated that an agent will want a commission, and this may be able to be done through the internet. A typical commission is about 6%, but it is negotiable. The cost may be about \$10,000. The notice in the Central Register seemed to be a waste of time. Maybe the building could be put on Multiple Listing Service (MLS). Ms. Garbitt explained that the Town has to place the notice in

the Central Register when the value of the item is over \$35,000. However, the Town will then have to go through the quote process, but paying an agent to list the property would broaden the base.

Chairman Burke suggested that KP Law be consulted about putting the property onto MLS. Ms. Garbitt stated that she will contact Attorney Mark Reich in the morning to discuss the matter with him. Chairman Burke stated that once it is on a website, the RID can be downloaded, filled out and submitted. Hopefully more people may see it and be interested. It is hoped to get a high bid for the property. Chairman Burke indicated that he has his Broker's License and is a member of MLS, so technically he could list the property himself. However, it needs to be investigated to see whether this would bring any liability to him or not. The signs on the property are only visible to people that drive by the building. If the property is listed online, it will be more visible. The date for proposals will be extended to Friday, October 13, 2017 as the new deadline. Ms. Craig-McGee can still do what needs to be done in terms of the Central Register. Ms. Garbitt stated that a few calls had been received from people who had seen it in the Central Register. Chairman Burke stated that people may not know how to bid through the Central Register. Ms. Craig-McGee stated that for people to see the ad in the Central Register; they have to have a subscription to it. They do not bid through the Central Register; the ad directs people to the Town's website to download the specifications. Chairman Burke stated that the Board would like MLS to direct people to the Town's website.

### **New Business**

Chairman Burke stated that the Economic Development Committee (EDC) met last night. The Committee is at a point where it has concluded the work which they wanted to be done in terms of zoning changes and its research on economic development. The Committee is now directionless. The Members were asked for ideas of what they want to do or for a revised mission for the group, and no one provided any insight. It is intended to keep the group intact; however, there is no need to have consistent meetings until there is project which comes to Town or something to do. The Committee had discussed compiling a list of commercial listings within the Town. However, that will not provide the Board of Selectmen with advice relating to economic development. So the Committee should be put on the "shelf" for the time being. Selectman Hollenbeck suggested that the Members of the Committee be invited to attend the Community Development Committee (CDC) meetings. The Members on the EDC may have good connections to obtain sponsorships for the event.

Selectman Powderly agreed that the Committee should be kept intact until there is a task for them to do. Chairman Burke mentioned that the Committee had met with Maria Basco, who had offered to send the Committee information on Tax Incremental Financing (TIF). The Town does not have a piece of property to utilize for the sake of development, and the Town may not even want to give a TIF. Selectman Hollenbeck stated that there had been a conversation before about establishing a website for the EDC, which would act as a marketing arm to compete with other Towns in order to bring businesses to Lakeville. It could be shown that Lakeville has a low tax rate, easy access to highways, etc. Otherwise it may be looked at as a sleepy town, since it is not active.

### **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.

### **Executive Session**

At 7:45 PM, upon a motion made by Selectman Burke; seconded by Selectman Powderly it was:

VOTED: To enter Executive Session and not return to Open Session pursuant to M.G.L. c.30A, §21a (3) to discuss strategy with respect to collective bargaining, specifically the Fire Union, if an open meeting may have a detrimental effect on the bargaining position of the Board, and the Chair so declared.  
Polled vote: Selectman Powderly-Aye, Selectman Hollenbeck-Aye, and Selectman Burke-Aye.

**List of documents provided at the Selectmen's Meeting September 6, 2017**

1. Request from the Police Chief to appoint Brian Wiksten to the position of Police Officer for the Town of Lakeville.
2. Request from the Animal Control Officer to increase the Adoption Fees for dogs to \$350 from \$225.
3. Draft Job Description for the Non-Union Part-Time IT Director Position dated September 6, 2017.
4. Announcement from the Lions Club regarding their Family Fun Festival scheduled for Saturday, September 9, 2017 from 2 PM to 7 PM.
5. Information regarding the BAN renewal due on September 19, 2017 in the amount of \$1,050,000.
6. Update regarding the sale of property located at 239 Main Street (Assessors' Office).