

TOWN OF LAKEVILLE
Selectmen's and Wage & Personnel Board
Meeting Minutes
August 24, 2016 – 6:30 PM

On August 24, 2016, the Board of Selectmen held a meeting at 6:30 PM at the Town Office Building in Lakeville. The meeting was called to order by Chairman Hollenbeck at 6:31 PM. Selectmen present were: Selectman Hollenbeck, Selectman Powderly and Selectman Burke. Also present were: Rita Garbitt, Town Administrator, Tracie Craig-McGee, Executive Assistant and Christine Weston, Recording Secretary. LakeCAM was recording the meeting.

6:30 PM Meet with Town Clerk to discuss increasing Dog License Late Fees

Lillian Drane, Town Clerk, was present for the discussion. Ms. Drane provided an update of what has been taking place regarding Dog License fees. She explained that she and the Animal Control Officer (ACO) have been sending reminders to owners about licensing their dogs. In 2014 she had to take 26 people to court for non-payment of 2006-2012 Dog Licenses. The cost was approximately \$2,000, and the Police Department was utilized to help process people to attend court. Invoices are sent with the Town Census, notices are sent, and a notice of the need to license dogs is advertised in the paper. When people received the summons to appear in court, they showed up at the Town Hall and paid their fees in order to catch up. The 2014 dogs with outstanding licensing went to court this year. Four (4) were outstanding for payment and just prior to court, three (3) paid their fees, so that only one (1) person had to go to court. The list for 2015 has 83 unlicensed dogs. 24 have paid their fees, but there are still 59 who haven't paid. For 2016 there are 255 dogs remaining unlicensed, along with 145 dogs that are not licensed at all, bringing the total of unlicensed dogs to 459. Along with mailing notices, second notice, invoices, and summons, calls are made to the people as well. Mr. Frates, ACO, has tagged these people, made calls and sent his own notices. It is not known what else to do, but to increase the late fees. Town Counsel's opinion has been received about increasing the fees, and the Town Clerk has the authority to increase the fees without going to Town Meeting for approval.

The Selectmen discussed the various amounts that they would like to increase the fees to, including having a time period on when the fee would incrementally increase. The Selectmen also expressed their concern of having to have a Police Officer devote time to serving the summons and attend court due to unpaid Dog License fees. The Town Clerk stated that she did not want to have the fees too high; she even allows an additional month after the April 30th deadline. Chairman Hollenbeck asked what is done if a dog has an expired rabies vaccination. Selectman Powderly explained that someone cannot get a Dog License without having the rabies vaccine. The Town also offers a reduced rate rabies vaccination through its annual rabies clinic. Selectman Powderly suggested to send a registered letter stating a late fee of \$50 initially, then \$100 after October 1st, per dog. Ms. Garbitt stated that it is not so much about the Dog Licenses; it is about the dogs not having their rabies shots. It would be preferable to mail the notice First Class since certified mail costs \$4.00 per letter. Chairman Hollenbeck also preferred sending the notice through the census mailing and for it to be noticeable, such as being on purple paper, then make phone calls to the people in July, then another mailing with the late fee included. The following year each subsequent year should be added to the invoice. An invoice will show that this is a bill to pay, not just a notice or reminder. Then after October 1st, if the

invoice is not paid by December 31st, the person will be summonsed to court. Selectman Burke stated that the Town Clerk has a great system in place; it is just a matter of increasing the fees. Selectman Powderly said that he did not care about the \$4.00 fee for mailing a letter certified if the Town would be getting \$100 in late fees, then that is a \$96 profit. Ms. Garbitt suggested that the letter be sent first class and certified, since many people do not pick up their certified mail, since they know what it is about. It was decided that the increase to late fees should begin as of January 1, 2017.

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

VOTED: To increase the late dog fee per dog to \$50, and to \$100 per dog if the Dog License remains unpaid and late after October 1st, beginning January 1st, 2017.
Unanimous in favor.

Review and vote on the Board of Selectmen Revised FY17 Priority List

Chairman Hollenbeck explained that after the meeting on August 4th, she had met with Ms. Garbitt to make sure that the priority list for FY17 was set up as it had been discussed by the Selectmen. The Priority List now has different categories for the various issues. It was divided into high, medium and low priorities. Tomorrow night, the Selectmen will be meeting with the Finance Committee to speak on setting into place the Financial Policies. Follow-up items were added to the Priority List, which may have been taken off the Priority List so that they can still remain observable, along with pending construction items. Selectman Burke asked about the pending reconfigured Assessors. Chairman Hollenbeck responded that it is on the Priority List, but in a different bracket. Selectman Powderly noted that the Town will be having the Assessors' property surveyed and appraised, which should take only about four (4) weeks. Chairman Hollenbeck stated that when the agenda items are set, maybe once a month, we should make sure that something is being done to address at least one (1) of the initiatives in order to make sure that each are moving forward to completion.

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

VOTED: To adopt the Priority List for FY2017, updated August 10, 2016.
Unanimous in favor.

Discuss and schedule next Strategic Planning Session

Chairman Hollenbeck stated that she did not want the Strategic Planning Meeting to fall off the radar. She has been presented with a personnel flow chart and would like to get an idea of what timeline expectations might be and what the Board wants to focus on going forward. The Board had a very productive meeting with brainstorming of how they want to proceed. Basically, there are four (4) distinct categories with the focus more on personnel since many Department Heads and Chiefs will be retiring in the near future. What needs to be addressed is the employee layout of what is not being filled. We need to be sure that any positions that will be filled are what the Board wants out of those positions in the future.

Selectman Powderly asked if the Strategic Plan would include how the particular Department would function. Chairman Hollenbeck explained that initially it would be succession planning. The Town is looking to hire additional people with respect to Payroll. It needs to be determined what is working, what is not working, and examine them. This should be done at a meeting separate from the typical Selectmen meetings, since it is significantly different than the normal Selectmen Agenda items. Selectman Powderly spoke about the monthly Department Head Meetings, speaking with the Department Heads about what they want to see, what they think the Board should be implementing, soliciting opinions and suggestions from them. Ms. Garbitt expressed her concern that Ms. Ashley retiring. Discussion needs to take place with the Planning Board and their plan for when Ms. Ashley has retired.

Selectman Burke stated that he would like to have a conversation of the goals and vision, not just a laundry list. It would be worth a half hour meeting and describing what each Board Member envisions. The Board has this organization that it is trying to reorganize to have it more effective and efficient. That should be the object of the strategic meeting and then all decisions factor back to that. Chairman Hollenbeck stated that she also wants to ask the employees if they feel that they are being pulled in too many directions or have too many “bosses”. The overall goal is to make the experience more pleasant for the Citizens of Lakeville. It is not the intention to just have stop gaps for a position each time someone is leaving. That can be done; however, it is easier to tackle this from the aspect of what everyone needs. Selectman Burke mentioned that the way things have always been done may work, but it is not necessarily the most effective way that things can be done. What is important is the delivery of services to the community, and the delivery of services to/with other Town Departments. The process that needs to take place is the same as what took place when the Town Accountant retired. To look at the how the job had been done; envision what can change and be made more efficient through the improvement of technology; what is needed now that wasn’t before; and drop what may not have been working. That is the overall guide for everything. Selectman Powderly added that improving positions is what the Board wants to do, since it is always the intent to make things better.

Chairman Hollenbeck explained that is why she started looking into the Community Compact to see if there is an area that the Board may want to bring in a Consultant or have Planning Assistance with. At this time, it seems that everyone reports to the Selectmen/Town Administrator, and the Selectmen are part time Elected Officials, which makes this disjointed. The intent is to funnel the information and services so that they are delivered better. Selectman Powderly asked if this has been provided to the Department Heads. Ms. Garbitt noted that the Department Head meeting just took place today. Selectman Powderly stated that he would like to ask the Department Heads how the Town can make the services better to the Town overall. Chairman Hollenbeck stated that presently everything is funneled through the Town Administrator, and there should be another layer added. Ms. Garbitt is alerted when there is a problem or when there is something that the Selectmen need to know, and she sends an email to the Board.

Chairman Hollenbeck stated that she was thinking that Ms. Craig-McGee can send an email to the Department Heads asking for an update to be provided with respect to what is being accomplished, needs, etc. This will be provided to the Selectmen and to all Department Heads so that everyone is aware of what is taking place within each Department. Selectman Burke

suggested that the update be structured so that the Department Head know what is being requested, it should be deadline driven and should focus on one (1) point in order to be successful. Chairman Hollenbeck stated that she wants to make sure that there is no lack of communication between Departments. She suggested that a letter be drafted to all Department Heads and request that the updates be sent to Ms. Craig-McGee by email biweekly starting September 8th. On that Thursday, Ms. Craig-McGee will compile the newsletter and the first one will come out on September 12th. Ms. Garbitt mentioned that the Library Director does a similar process for the Library Trustees. Chairman Hollenbeck added that the Selectmen can also be added to show what they are working on. The Strategic Planning Meeting was set for Tuesday, September 13, 2016 at 3:00 PM.

Review and vote on Written Procedures for the Disposition of Surplus Supplies

Chairman Hollenbeck explained that the Board has not adopted a formal policy for the disposition of Surplus Supplies. Town Counsel was contacted about how and what to set up in terms of procedures. Ms. Garbitt noted that the Town has had success with the online auction. The funds from the auction go into the General Fund. At this time, Jeremy Peck, Superintendent of Streets, has received requests from people who are interested in buying the compost from the Landfill. Selectman Powderly mentioned that the Town also needs to dispose of a boat, Fire Truck, and some Police items, and he is agreeable with the draft policy as provided. Selectman Burke noted that the Town does have in place a procedure which mimics the draft policy. The Board should not be declaring items under the value of \$10,000 surplus, since Ms. Garbitt has a process in which to determine the value. Ms. Garbitt stated that she has always had the Selectmen vote items as surplus first. Selectman Burke stated that if the Board is needed to vote items as surplus that can be done. Then it should be communicated to the Board of what was sold and how much was received, since it is important to know if the Board is asked about an item. Ms. Garbitt stated that she will check with Town Counsel to determine if the Board has to declare items as surplus. It was noted that with the Action Steps, #3 should be changed to remove “the Selectmen”.

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

VOTED: To adopt the Written Procedures for the Disposition of Surplus Supplies under MGL c.30B, §15 (f) Policy Statement – Adopted August 24, 2016.
Unanimous in favor.

Review and vote to rescind the Special Municipal Employee Designation votes from July 18, 2013

Chairman Hollenbeck explained that in the past the Selectmen, pursuant to MGL Chapter 268A, Section 20, have appointed Special Municipal Employees. This is done when a Board, Committee or Commission has a member that is a Town employee or serves the Town in more than one capacity, i.e. performs private compensated work for the Town. Selectman Powderly mentioned that there is also Jared Darling, who also plows roads for the Town. Chairman Hollenbeck asked about Ms. Swanson, who works for the Building Commissioner and is on the Zoning Board of Appeals (ZBA)? Ms. Garbitt responded that she had not thought of Mr.

Darling. Ms. Swanson is handled differently since she was an employee when she was appointed to the ZBA. Chief Hopkins also has to do a separate disclosure as Chairman of the Park Commission. Selectman Burke asked about Ken Oliveiri who works for the Town's insurance company and is also on the Park Commission. Ms. Garbitt responded that it depends on the percentage of ownership he has.

After further discussion and other people/positions presented, it was decided to table this item until the Town Administrator can do further research about how the positions of Jared Darling, Derek Maxim, and Ken Oliveiri will be effected.

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

VOTED: To table the vote on rescinding the Special Municipal Employee Designation votes from July 18, 2013 until further clarification is determined.
Unanimous in favor.

Vote to designate a new list of Special Municipal employees

It was decided to table this item for a future agenda.

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

VOTED: To table voting on a new list of Special Municipal Employees until further clarification has taken place on the various positions and how they relate with appointments to various Town Boards, Commissions, etc.
Unanimous in favor.

Review and vote on new Job Description for Superintendent of Streets Clerk

Chairman Hollenbeck noted that the position of full time Clerk for the Superintendent of Streets is at Level 4. Ms. Garbitt stated that the position has to be posted. Presently there is a full time Clerk that is funded through the Board of Selectmen's budget. She works one (1) day for the Fire Chief, two (2) days for the Highway Department and two (2) days for the Board of Selectmen. Mr. Peck is requesting a full time Clerk, which would need to be funded at the Special Town Meeting. Chairman Hollenbeck noted that Ms. Ashley is presently working three (3) days a week for the Transfer Station and Planning Board. Chairman Hollenbeck stated that when Ms. Ashley retires, the Planning Board will need a secretary. Selectman Powderly asked if Ms. Jewell will work 40 hours. Ms. Garbitt responded that Ms. Jewell is working 40 hours now. Ms. Craig-McGee mentioned that presently there are two (2) people doing five (5) days' work in the Selectmen's Office. Ms. Garbitt stated that she needs a full time person to help her with the committee work and the budgeting. She is presently working on a Job Description for the Planning Board, which would entail preparing an agenda every two (2) weeks, sending out abutter notices, etc. It is hoped to build that into someone at the Town Hall for a better delivery of services when people bring in their plans, etc.. Also, the Fire Chief has two (2) part time people working as his Clerk 18 hours per week and eight (8) hours per week. However, the Fire

Department did receive funding for a full time position. Ms. Garbitt said she hopes to have the Clerk for the Planning Board to be present to help her.

Chairman Hollenbeck asked if Criminal Offender Record Information (CORI), driving history, etc. can be added as part of a job description. Ms. Garbitt responded that it is not part of the job description, but the position will be contingent upon the physical and drug tests, and CORI results. A credit report is not asked for, but the driving record is for those who would be driving Town vehicles. Selectman Burke stated that this needs to be on the posting, so that people are on notice that these areas will be checked. Chairman Hollenbeck agreed that it should be in the Job Description that every employee is subject to back ground checks. Selectman Powderly stated that especially for the Fire Department, since those employees drive the Town's most expensive vehicles. Ms. Craig-McGee stated that CORI checks can be done for minors, however, no information will be provided. She can only run a CORI check on people that would be working with children, the elderly or going into citizen's homes. Also, rejection of a prospective employee based on a CORI report must be position specific. Selectman Burke stated that he would like Ms. Craig-McGee to provide the CORI rules so that he can review them for the next meeting of the Board.

Chairman Hollenbeck added that the Town has to pay for the background check. Selectman Powderly stated that it should be paid for by the individual, and that should be added into the Job Description. Selectman Burke suggested to hire someone that is just the Planning Board Clerk. Ms. Garbitt responded that she feels that there should be another full time position in the Selectmen's Office. It is hoped to combine the Planning Board Clerk position, so that there is someone in the office everyday to answer questions or receive plans for the Planning Board. Selectman Burke stated that the person then may be doing more for the Planning Board, and not be dedicated to the Town Administrator. Chairman Hollenbeck stated that there may not be enough work for that person to just focus on the Planning Board. Ms. Craig-McGee stated that the Planning Board work is more task driven, such as if it is an agenda week or they are scheduling a hearing and need to obtain the abutters list and do the mailing. There are walk-ins and during Town Meeting time, there is work associated with that. Selectman Powderly suggested to have the person work for Mr. Darling, Building Commissioner. Ms. Garbitt stated that additional help is just not needed for the Building Department. Mr. Darling is also the Facilities Director and works on the Green Communities Grant. Selectman Burke suggested making the Planning Board aware that they are getting their own person, but they need to coordinate through Mr. Darling. Ms. Garbitt explained that she has talked to Mr. Darling about the position. Having Ms. Jewell present in the office on Fridays and Mondays has helped, but there are a lot of Monday holidays, and that cuts her time back to one (1) day that week. The need is to have the same person doing the day to day.

Chairman Hollenbeck stated that the Job Description is all set, basically the background checks just need to be added. Ms. Garbitt asked whether the Board prefers the requirement of an Associate's or Bachelor's degree. She will take out Selectmen as Supervisor, since it would be the Town Administrator and the Superintendent of Streets.

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

VOTED: To approve the new Job Description for a new full-time Union Clerk for the Superintendent of Streets, with the changes as noted.
Unanimous in favor.

Discuss the position of Payroll and Benefits Processor/HR Assistant

Chairman Hollenbeck stated that she would like to discuss where the position of Payroll and Benefits Processor/HR Assistant stands. There are presently five (5) applications that have come in for the job. However, the Board talked about maybe this person taking on more responsibilities. The distinction is who is the person going to go to with HR issues, and that is not necessarily what this Job Description says. Ms. Garbitt stated that she was hoping that this would be an Assistant to her do to Family Medical Leave Act notices, Injured on Duty and Worker's Compensation paperwork. Chairman Hollenbeck stated through the interview process, if the candidate is very good, the Board has the ability to change the Job Description and increase the pay. Presently the person would make \$20.00 an hour. Chairman Hollenbeck stated that she would be interested in seeing the resumes and sitting in on the interviews to see if it is possible to obtain the necessary person to fill the Human Resources position. Ms. Garbitt will provide copies of the resumes to the Board.

Request for transfer of Common Victuallers License-Poquoy Brook Golf Club-20 Leonard Street

Chairman Hollenbeck stated that the Board has received a request for the transfer of the Common Victuallers License for Poquoy Brook Golf Club. Selectman Powderly mentioned that there is a tax lien on the property and it should be paid when papers are passed. The lien is with the old owner, not the new owner. The transfer should be contingent upon the lien being satisfied.

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

VOTED: To approve the transfer of Common Victuallers License for Poquoy Brook Golf Club from Daniel Charles Dickow to Brian Conefrey, contingent on the passing of papers and the Town receiving the outstanding taxes due.
Unanimous in favor.

Request for Outdoor Entertainment Permit-September 10, 2016 –Lakeville Lions Club-170 Main Street

Chairman Hollenbeck reviewed the request for an Outdoor Entertainment Permit for the Lakeville Lions Club. It was noted that having a Police Detail in place had been discussed when Chawner Hurd came in to discuss the request.

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

VOTED: To approve the request for an Outdoor Entertainment Permit on September 10, 2016 for the Lakeville Lions Club on 175 Main Street for their Fall Family Festival from 2:00 PM to dusk.
Unanimous in favor.

Request for Outdoor Entertainment Permits-Back Nine Club – 17 Heritage Hill Drive – August 27, 2016, September 24, 2016 and October 1, 2016

Chairman Hollenbeck reviewed the request for Outdoor Entertainment Permits for the Back Nine Club.

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

VOTED: To approve the request from the Back Nine Club for Outdoor Entertainment Permits at 17 Heritage Hill Drive on August 27, September 24, and October 1, 2016 from 5:00 PM to 10:30 PM.
Unanimous in favor.

Request to hold 5K Walk/Run – October 29, 2016 – Class of 2018 Fundraiser

Chairman Hollenbeck reviewed the request from the Class of 2018 for a 5K Walk/Run Fundraiser on October 29, 2016. The Police Chief has recommended a Police Detail at the Howland Road intersection.

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

VOTED: To approve the request by the Class of 2018 to hold a 5K Walk/Run on October 29, 2016, contingent upon having a Police Detail at the Howland Road intersection.
Unanimous in favor.

Review and vote to approve Board of Selectmen Meeting Minutes of August 11, 2016

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

VOTED: To approve the Selectmen Meeting Minutes of August 11, 2016 as presented.
Unanimous in favor.

New Business

Selectman Burke provided a brief update regarding the Route 105 Corridor Study presentation that had taken place on August 11, 2016. He stated that what had been presented was what was already known prior to the study taking place. It was a good meeting, since it got the conversation going again. However, it doesn't seem that anything was really gained.

Chairman Hollenbeck stated that the cost to clean up the hospital site is so cost prohibitive that no one would ever purchase it. Selectman Powderly stated that the Town just needs to know what is plausible there. Chairman Hollenbeck stated that the density would have to be incredible, since it is so cost prohibitive. Selectman Burke stated that the Town cannot do anything to impact the owners to do anything at this time. They will come to the Board when they are ready. Selectman Powderly stated that as long as the Town is not spending money rezoning that parcel, he was fine with just letting it be.

Ms. Garbitt stated that she had received a call from Jack Healey, Freetown Town Administrator. He was worried about the water levels for the returning herring. There is an Assawompset Pond Complex Dam meeting on September 14. It was suggested that Mr. Healey call the City of Taunton and New Bedford, since they are the ones that control the water. However, the water has already gone down the river and the levels are quite low showing sand bars at Quittacas. Chairman Hollenbeck added that it will be interesting to see what the levels are when the reading comes in for comparison, since there has been a five (5) month drought.

Old Business-Update from Selectman Burke on the Department Head Meeting and next steps on increasing communications

This item was discussed earlier in the agenda under the third topic.

Any other business that may properly come before the meeting

Selectman Powderly mentioned the email received from Martha Schroeder about Linda Grubb stepping down from the Open Space Committee and asked if there was a vacancy. Ms. Garbitt said that the Chairmanship was just changed.

Other Items

1. Memo from Open Space Committee regarding Tuomala Property
2. Memo from Open Space Committee regarding change in Chairperson and Clerk
3. Letter to Police Chief from Bridgewater Savings Bank
4. Summary of donations to Animal Shelter for FY16
5. Letters from Attorney General approving Article 4 of Special Town Meeting and Articles 10, 32, and 38 of Annual Town Meeting
6. Invitation from Massachusetts Office on Disability to attend 2016 Disability Summit
7. Notice from Verizon regarding Innovative Learning App. Challenge

Adjournment

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

VOTED: To adjourn the Selectmen's Meeting at 8:31 PM.
Unanimous in favor.

List of items distributed at the August 24, 2016 Selectmen's Meeting

1. Letter from Town Clerk regarding increasing Dog License late fees, Copy of M.G.L. Chapter 40, Section 22F, response from Town Counsel, Gregg Corbo regarding the procedure for increasing late fees, list of Dog License Fees in surrounding Town's.
2. Update Board of Selectmen Priority List for FY17.
3. Draft of written procedures for the Disposition of Surplus Supplies, information provided from Town Counsel, Mark Reich, regarding the procedures the Selectmen should set into place for the Town of Lakeville which would clarify what to do with the transfer station compost requests, M.G.L.'s Chapter 30B, Section 15.
4. List of Special Municipal Employees
5. Vote to rescind the Special Municipal Employee Designation votes from July 18, 2013.
6. New Job Description for Superintendent of Streets Clerk.
7. Job Wage Scale for the position of Payroll and Benefits Processor/HR Assistant.
8. Request for the transfer of common victuallers license-Poquoy Brook Golf Club of 20 Leonard St.
9. Request for outdoor Entertainment Permit for September 10, 2016 from the Lakeville Lions Club of 175 Main Street.
10. Request for outdoor Entertainment Permit of August 27, September 24, and October 1, 2016 from the Back Nine Club of 17 Heritage Hill Drive.
11. Request to hold 5K Walk/Run on October 29, 2016 by the Class of 2018.
12. Selectmen Meeting Minutes of August 11, 2016.
13. Department Head Meeting Agenda for August 11, 2016.