

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

On October 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 6:30 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 and Matthew Ferreira of the Middleboro Gazette were recording the meeting.

6:30 PM Meet with Park Commissioners to discuss the Renewal of the contract with The Bartending Service of New England, LLC and discuss Request for Proposals for Event Management Services-Loon Pond Lodge

Daniel Hopkins, Scott Holmes, Michael Levrault, Kenneth Lalli, and Kenneth Olivieri from the Park Commission were present for the discussion. Also present was Clerk Neli Woodburn. The Park Commission called their meeting to order at 6:33 PM. Chairman Hollenbeck explained that when the Selectmen received the request to renew the contract for the bartending service, they wanted to make sure that the contract renewal would agree with their timeline. Mr. Hopkins provided an account of what the Park Commission's plans are. The Park Commission will still need the bar service until May of 2017. It will take a few months until the Request for Proposal (RFP) is ready to go out. They may even need to utilize the next extension of that contract. Mr. Olivieri added that this is good timing; the Commission knew that they had a lot of research to do as part of the process. Maybe the Commission can look at the timeline running in conjunction with its plans. Chairman Hollenbeck asked if the Commission is establishing the timeline to make the determination for what will be best with Loon Pond Lodge. Mr. Olivieri stated that the Commission received the RFP at their last meeting. They are in the process of gathering information and reviewing the RFP to determine what the best options would be. Loon Pond Lodge has been up and running two (2) years, so there should be a good financial base to look back at. The questions on the RFP are just the starting point.

Selectman Powderly stated that the Commission needs to make sure that what they don't like about the current operation is not continued, to make sure that all questions are answered, and that the new vendor is correcting what hasn't been agreeable. Ms. Garbitt mentioned that if the Park Commissioners do not like the proposals that come in, they can reject them, refine the RFP and go out to bid again. Mr. Lalli explained that the problem is the staffing. Most of the employees can only work 18 hours a week; however, there is so much to do. The Commission are volunteers and has had to do the staffing, coordinating, opening, closing, and overseeing. Chairman Hollenbeck acknowledged that it is difficult for a volunteer board to manage the day to day operations. Scenarios need to be run though about what the cost would be to have a Park Director. Selectman Burke agreed that the Park Commission has to spend so much time on the above efforts that they are almost unable to work on what they want to do. Selectman Powderly said that the Park Commission has the right to hire a Director, someone who is capable of running the sports programs. Mr. Olivieri explained that there is also the food management aspect which is unique, and that person would require a different background. There is a lot of

organization just with the sports teams. Selectman Burke added this situation is similar to the Board of Health where the day to day was taking away their energy from doing what they needed to do. He suggested that the Commission think of different ideas and strategic planning for the future. Mr. Olivieri stated that though Loon Pond Lodge has been up and running for two (2) years. He has only been on the board for five (5) months; he sees that 80-90% of the meetings focus on the Loon Pond Lodge. The Commission has been unable to spend time on other matters. Selectman Powderly mentioned that he sees this as two (2) major positions: the sports aspect and the facility aspect. Chairman Hollenbeck noted that any position over 20 hours per week would be a union position, so there is a lot to consider. Selectman Powderly said perhaps the Commission can look into what other Towns do in these circumstances. Mr. Lalli stated that the Parks start opening up in February and close out in late fall. It has almost become a complete year round affair. Clear Pond is all consuming for eight (8) weeks during the summer.

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

VOTED: To approve the contract extension for The Bartending Service of New England, LLC through to May 14, 2017.
Unanimous in favor.

Vote on Warrant Articles and to sign Special Town Meeting Warrant

Ms. Garbitt distributed the updated Special Town Meeting Warrant for the Selectmen to review. The transfers listed on page four of the original handout were discussed. Chairman Hollenbeck indicated that she would like to move money into Debt Service Stabilization in order to prepare the Town to discuss options for funding for the Police Station. It is also intended to bring Free Cash to the level which the Board had decided on. Wages are a separate line item, and cannot be transferred from another line item. Ms. Garbitt stated that Free Cash is one time monies; New Growth is a recurring item every year. New positions cannot be paid for from another Department's line item; it has to be in the particular Department.

Selectman Powderly asked about the \$17 million potential OPEB debt, which can be decreased to \$10 million. How long would it take to be funded? Chairman Hollenbeck responded that it would be 30 years. The Town funded \$130,000 and would like to add another \$100,000, which would be the first payment for those 30 years. Selectman Powderly suggested that it continually be funded at that level. Chairman Hollenbeck stated that the amount is \$234,000. She is agreeable with the \$100,000.

Chairman Hollenbeck stated that she would like to put a decent amount of money into Debt Service. Ms. Garbitt mentioned that the account has a balance of \$214,000 with interest at this time. Chairman Hollenbeck stated that she would like to put in a couple hundred thousand. Selectman Powderly stated that he preferred to pay off debt. Chairman Hollenbeck explained that next year at the Annual Town Meeting, the Town could pay off the front end loader, the fire truck and some other smaller things. The Selectmen need to have a meeting with the Finance Committee to discuss long term rates and what is wanted to be funded with what particular sources. She said that she is willing to go up to \$500,000 for Debt Service. Selectman Burke

stated that the amount would allow the Board the flexibility to look at the long term debt needs and offset the cost of borrowing money, which is a beneficial position to be in.

Article 2 – Minor discussion took place on this article regarding the proposed Police Station and what is related to it at this time in terms of design services. Selectman Burke stated that any money not used towards the design services can then be moved over to use during the construction phase. Article 3 was eliminated. Article 4 is about permanently adopting the structure for the Town Hall to consolidate the Board of Health into the Department of Inspectional Services and Permitting under the direction of the Director of Inspectional Services and Permitting/Building Commissioner.

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

VOTED: To place Articles 1 through 3 on the Special Town Meeting Warrant.
Unanimous in favor.

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

VOTED: To sign the Special Town Meeting Warrant for November 14, 2016.
Unanimous in favor.

Vote to award Sand and Salt Bids for Snow & Ice Removal

Chairman Hollenbeck said that the bids had been received for sand and salt for the Highway Department.

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

VOTED: To award the bid for Sand and Salt as recommended by the Superintendent of Streets to G. Lopes Construction at \$11.15 per ton for sand and Eastern Minerals, Inc. at \$52.00 per ton for salt.
Unanimous in favor.

Review and vote on Job Description and Classification for the Administrative Assistant to the Fire Chief

Daniel Hopkins, Fire Chief, was present for the discussion. Chairman Hollenbeck stated that the funding for the Administrative Assistant position has been already included in the Fire Department Budget. Mr. Hopkins explained that it is time to move forward with an Administrative Assistant. Presently there are two (2) Part-Time Clerks, one works eight (8) hours a week and the other works 18 hours. The part time positions will be eliminated when the full time, non-union 40 hour per week position goes into effect. Ms. Garbitt further explained that discussion took place with the Part-Time Clerk that is there now, and this will not affect her until the first of the year. The other Part-Time Clerk will be leaving for a full time position as Clerk for the Superintendent of Streets.

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

VOTED: To approve the proposed Job Description for the Administrative Assistant to the Fire Chief with a Classification of Level 1.
Unanimous in favor.

Discuss and vote to accept Ryan Trahan's resignation from the Police Station Design Review Committee

Selectman Burke stated that Mr. Trahan has had to resign from the Committee due to his work requirements. However, he felt it would be a good time to move the Design Review Committee to a Building Committee.

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

VOTED: To create the new Police Station Building Committee.
Unanimous in favor.

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

VOTED: To accept the resignation of Ryan Trahan from the Police Station Design Review Committee and to send him a letter of thanks.
Unanimous in favor.

Ms. Garbitt noted that even though Mr. Trahan has resigned, the quorum for the Committee remains the same until the Selectmen vote on the new Charge. The new Charge will be drafted for the Selectmen to vote on at their November 7, 2016 meeting. Membership will be nine (9) Members with six (6) at-large Members.

Review Site Plan – 300 Kenneth Welch Drive

Chairman Hollenbeck said the Board had received a request from the Planning Board to review the Site Plan for the property located at 300 Kenneth Welch Drive. The applicant is proposing to build a 10,050 square foot building containing office and warehouse space. The Board had no comments on the Site Plan.

Request from Middleborough/Lakeville Herring Fishery Commission to appoint Volunteer Observers and Warden

Chairman Hollenbeck stated that the Middleborough/Lakeville Herring Fishery Commission has requested that the Board make the annual appointments for the Volunteer Observers and Fish Warden.

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

VOTED: To make the following appointments to the Middleborough/Lakeville Herring Fishery Commission: Volunteer Observers: Allin Frawley (Middleborough), Cynthia Gendron (Wareham) and Cory Leeson (Lakeville) with terms to expire September 30, 2017, and to appoint David Lemmo as Fish Warden for a term to expire September 30, 2019.
Unanimous in favor.

Request from Library Trustees to declare the Week of November 5-12, 2016 as Friends of the Lakeville Public Library Week

Chairman Hollenbeck stated that the Library Trustees have requested that the Selectmen declare the week of November 5-12, 2016 as Friends of the Lakeville Public Library Week. There will be an appreciation luncheon on November 5, 2016 at 12:00 PM at the Library Great Ponds Gallery Community Meeting Room. Selectman Burke read the declaration into the record. All Selectman indicated that they will attend the luncheon.

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

VOTED: To declare the Week of November 5-12, 2016 as Friends of the Lakeville Public Library Week.
Unanimous in favor.

Request from South Shore Race Management to hold Mullein Hill Christian Academy 5K Road Race

Chairman Hollenbeck stated that South Shore Race Management has provided a request to hold the Mullein Hill Christian Academy 5K Road Race on May 13, 2017. The Police Chief has let them know that they will need one (1) Police detail.

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

VOTED: To approve the request made by South Shore Race Management to hold the Mullein Hill Christian Academy 5K Road Race on May 13, 2017.
Unanimous in favor.

Request for Proclamation in honor of Dorothy Dewhurst's 100th Birthday

Chairman Hollenbeck stated that Donna Marshall, Island Terrace's Activities Assistant, has notified the Town that one of their residents, Dorothy Dewhurst, will be turning 100 on November 1, 2016. She has been a resident of the Town for 66 years. Selectman Burke read the proclamation into the record.

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

VOTED: To proclaim November 1, 2016 as Dorothy Dewhurst Day.
Unanimous in favor.

Announce Veterans' Day Observance – November 11, 2016

Chairman Hollenbeck read the invitation from the Lakeville Historical Commission inviting the Board of Selectmen and townspeople to join in observing Veterans' Day on Friday, November 11, 2016. The observance will begin at 10:30 AM at the Hitchcock Memorial at Assawompset School and then proceed to the Historic Town House and Honor Roll area. There will be a dedication of the latest commemorative bricks on the pathway next to the Honor Roll, and refreshments will be served. All Selectmen indicated that they will attend and intend to speak at the Observance.

Review and vote to approve Selectmen Meeting Minutes of September 16, 2016 and September 21, 2016

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

VOTED: To approve the Selectmen Meeting Minutes of September 16, 2016 as presented.
Unanimous in favor.

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

VOTED: To approve the Selectmen Meeting Minutes of September 21, 2016 as presented.
In favor 2, Abstain 1 (Selectman Powderly).

Review and vote to approve Board of Selectmen Executive Session Meeting Minutes of September 12, 2016, September 26, 2016 and October 11, 2016

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

VOTED: To approve the Executive Session Selectmen Meeting Minutes of September 12, 2016, September 26, 2016 and October 11, 2016 as presented.
Unanimous in favor.

New Business

There was no new business presented for discussion.

Old Business

Selectman Burke provided an update regarding the recent meeting of the Police Station Design Review Committee. Rick Pomroy of Pomroy & Associates had been at the meeting. Mr. Pomroy presented the draft Request for Proposals for the design services. Today was the

deadline for comments to be provided, and no comments were offered by Members, so the RFP can move forward. Ms. Garbitt stated that it will be advertised in the Central Register on November 2, 2016. November 30, 2016 is the deadline for proposals. Finalists will be interviewed in December after the RFP's are reviewed.

Any other business that may properly come before the meeting

There was no other business presented for discussion.

Other Items

1. Letter from United Church of Christ regarding meeting with Habitat for Humanity on October 26, 2016.
Selectman Powderly indicated that he will not be attending the meeting with Habitat for Humanity.
2. Thank you letter from Tuesday Club of Assonet
3. Letter from MassDOT regarding changes to the Speed Limit Regulations
4. Letter from Xfinity regarding channel changes and cost increases
5. The Voice of the Retired Public Employee Newsletter
6. Selectmen's Bi-Weekly Report

Adjournment

At 7:39 PM, upon a motion made by Selectman Burke; seconded by Selectman Powderly it was:

VOTED: To adjourn the Selectmen's Meeting.
Unanimous in favor.

List of documents provided at the October 24, 2016 Selectmen's Meeting

1. Amendment to the Contract and Contract extension to the agreement with The Bartending Service of New England, LLC.
2. Special Town Meeting Warrant, list of transfers, FY15 and FY16 free cash breakdown
3. Town of Plymouth regional salt bid results, Town of Plymouth regional road sand bid results, recommendation to award salt and sand bids from the Superintendent of Streets.
4. Job description and classification for the Administrative Assistant to the Fire Chief
5. Resignation letter from Ryan Trahan from the Police Station Design Review Committee, Charge for the Police Station Design Review Committee
6. Site Plan for 300 Kenneth Welch Drive
7. Letter from Middleborough/Lakeville Herring Fishery Commission recommending appointments for volunteer observers and fish wardens.
8. Request from Library Trustees to declare November 5-12, 2016 as Friends of the Lakeville Public Library Week and a Proclamation.
9. Request from South Shore Race Management to hold Mullein Hill Christian Academy 5K Road Race, map of race.
10. Request for Proclamation in honor of Dorothy Dewhurst's 100 Birthday and Proclamation.
11. Historical Commission invitation for Veterans' Day Observance.
12. Selectmen Meeting Minutes of September 16, 2016, and September 22, 2016.