

TOWN OF LAKEVILLE
Selectmen's Meeting Minutes
December 2, 2015 – 7:00 PM

On December 2, 2015, 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 7:03 PM. Selectmen present were: Selectman Burke, Selectman Powderly and Selectman Hollenbeck. Also present were: Rita Garbitt, Town Administrator, Tracie Craig, Executive Assistant and Christine Weston, Recording Secretary. LakeCAM was recording the meeting.

7:00 PM Meet with the Board of Assessors to set Minimum Residential Factor

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

VOTED: To open the hearing with the Board of Assessors to set the Minimum Residential Factor.
Unanimous in favor.

Harald Scheid, Regional Tax Assessor from Regional Resource Group Associates (RRG) and Paul Meleedy, John Olivieri, and Evagelia Fabian from the Board of Assessors were present for the discussion. Chairman Burke read the hearing notice into the record. Mr. Scheid stated that there was a lot of work that has been done leading up to the Classification Hearing. An interim evaluation was done of all the properties in Town. Once that was completed, there was a modest increase of 2-3%, and an even more modest increase on the industrial/commercial side. Property values are beginning to come up, and the Assessors have to respond to the Department of Revenue (DOR) that there is a minimum increase in values. The increase has been approved by the DOR, as well as, New Growth, so the Town is allowed to conduct the classification hearing. The estimating is still in question with the debt exclusions, since there was excluded debt, which is added to the levy. It is hoped to raise \$20,901,562.06. This figure may increase slightly; however, it does not impact the hearing this evening. Tonight's decision is to decide whether the Town levies a single tax rate or a split tax rate. Mr. Meleedy stated that the Assessors did vote to recommend approval of a single tax rate. Since the Town has a small Industrial and Commercial base, there would have to be a significant increase to go to a split tax rate. It is being anticipated at this point, which is subject to change, that the tax rate be changed from \$14.25 to \$14.13. This reduction is the result of a slightly lower levy, but the increase in values helps moderate that tax rate. The average residential tax bill will be going from an average bill of \$4,146.24 to \$4,295.81 which is \$148.58 or a 3.6% increase.

Selectman Hollenbeck noted that last year when she looked through the values, she had noticed that with non-buildable lots or Town owned lots that they are still listed at full value. How is it valued into the levy limit? Mr. Scheid responded that it is not. Churches and Commonwealth land are all tax exempt. There is a valuation prescribed to each exempt property, but not factored into the tax rate. Selectman Hollenbeck asked if there is any impact, since the Town was not able to accept the new growth figures, since there was no quorum at the fall Town Meeting. Mr. Scheid responded that it is simply additional available revenue to the Town, and there are no impacts from the Special Town Meeting or the lack of. Ms. Garbitt mentioned that the Town went to Town Meeting with the figure of \$150,000, and it was

\$340,000. Does it close out to Free Cash? It will help offset the \$70,000 shortfall for 40S. Can the Town reduce estimated receipts and not wait until next year for it to go to Free Cash? Mr. Scheid explained that there is a balancing side that will address that. It is being assumed that the Town will raise the maximum allowable levy on the property tax side, and on the non-property tax side due to the need to make adjustments. Ms. Garbitt stated that another option is to put the additional monies into the overlay. Mr. Scheid stated that he is aware of a few places that adjustments can be made to lower auto excise and various fees. Ms. Garbitt stated that she and Mr. Scheid met with the Town Accountant today. The Excluded Debt has not been certified. The Town has estimates from the Region, and we have asked for the proof of what they have actually paid, which has not been resolved yet.

Selectman Powderly asked if someone had a buildable lot, which is wetlands, will it be adjusted down since it is not really valued at \$400,000. If so, then does the Town add 2.5% for a residential tax base and will that then get shifted to the residential tax payer? Mr. Olivieri stated that the Assessors have charged RRG with coming up with a solution for that matter, since it is an issue. The Assessors need to figure it out going forward and what has taken place since the Town will never collect the taxes on it. Mr. Scheid stated that any lowering of the value of the property reduces the overall evaluation, and then results in a slightly higher tax rate. Mr. Olivieri stated that the Assessors operate knowing that it will be with less income. Mr. Scheid stated that what is being described is a property that should be valued, like a retention pond, though some might say it has a negative value. It can be brought to its lowest rate, and then the impact would be minimized and absorbed by future property owners. Ms. Garbitt asked if each property should be assessed a piece of it.

Selectman Powderly asked if the re-evaluation of the increase to the tax rates has already happened. Mr. Scheid responded that it has. The process entails taking the body of sales for the calendar year and performing an assessment of the sale prices of properties that sold. Then it can be determined if they were valued up or down. It has all been verified that the 3.6% increase is an accurate number. Selectman Powderly stated that he did not consider that a bad increase.

Selectman Hollenbeck asked about the change in assessment to residential properties to increase to 3.5%-3.6%. Have any comparisons been seen with Commercial and Industrial going down compared to last year? The Town must have a smaller Industrial and Commercial tax base again. Mr. Scheid responded that the differential shrinks a little bit.

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

VOTED: To close the hearing with the Board of Assessors to set the Minimum Residential Factor.
Unanimous in favor.

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

VOTED: That the Board of Selectmen votes in accordance with M.G.L., Ch.40, Sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2016 tax rates and

set the Residential Factor at 1.0, with a corresponding CIP shift of 1.0, pending approval of the Town's annual Tax Recap by the Massachusetts Department of Revenue.

Unanimous in favor.

Upon a motion made by Mr. Olivieri; seconded by Mr. Meleedy it was:

VOTED: To adjourn the Board of Assessors meeting at 7:36 PM.
Unanimous in favor.

7:30 PM Public Hearing for Underground Storage Tanks – 7 Main Street

Alan Micale, P.E., LEED AP, Vice President and Lillian Drane, Town Clerk, were present for the discussion. Chairman Burke read the legal notice into the record. Mr. Micale was sworn in by Chairman Burke.

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

VOTED: To open the hearing for Underground Storage Tanks at 7 Main Street.
Unanimous in favor.

Chairman Burke stated that Marcus Baptiste and Attorney Mather came into the Board previously and provided a presentation about what was going to take place at the site. Chairman Burke then asked Mr. Micale to provide an overview. Mr. Micale stated that Prime Engineering handled the actual engineering, and Ayoub Engineering is handling the fuel tanks. The super and the low level gas will be blended at the pumps to provide and sell all three (3) grades of gas, along with diesel gas. The tanks will have double walls, piping, and state of the art alarm systems. If the Selectmen approve the underground tanks, the next step is to present this to the Fire Department. This is the first step to license the 30,000 gallon underground tanks. Ms. Craig requested that the record reflects that three (3) of the abutter's notices were not returned.

Selectman Powderly stated that about a month ago in Brockton, the wrong gas was pumped into a storage tank and it ruined a lot of cars. How does that happen? Mr. Micale stated that the delivery man hooked up to the wrong tank. It was not thought that the diesel nozzle could fit into the regular gasoline storage tank. The tanks are gravity filled, there is a standard coloring scheme, and it is clearly labeled. It was poor delivery tactics. Selectman Powderly asked why some tanks are installed above ground and others underground. Mr. Micale responded that typically aboveground tanks are for smaller usage. Selectman Powderly asked if an owner can shut leak alarms off. Mr. Micale responded that he imagined that they could. However, if the tank is leaking, it will not be able to operate.

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

VOTED: To close the hearing for Underground Storage Tanks at 7 Main Street.
Unanimous in favor.

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

VOTED: To approve the two (2) 15,000 gallon underground gasoline storage tanks for the property located at 7 Main Street.
Unanimous in favor.

Ms. Craig mentioned that the application submitted was for a 6,000 and a 24,000 gallon underground storage tank, and the legal notice was run as such. Chairman Burke stated that it was fine.

Meet with Town Clerk to discuss Long Range Plan

Lillian Drane, Town Clerk, was present for the discussion. She stated that there are 4,485 households that will be receiving their tax bills. Ms. Drane stated that she is hoping to outsource the Census next year since 2016 is an election year, and the Census is very time consuming. She stated that she is also hoping to add another part time person just to do the Census. With an additional employee, the Census can be researched, printed, sorted and stuffed efficiently in a timely manner, along with many in-house lists. Selectman Powderly noted that on the report it should read that if the Town outsources the Census, it would cost \$4,300. Ms. Drane stated that there are approximately 200 dogs that are unlicensed and 4,200 that are licensed. Having additional staff would help to ensure that all dogs are licensed, since more reminders and invoices could be mailed throughout the year, instead of at the end of the year with the Census. There is a potential income there that the Town is not getting. It would also help when someone is out for sick time and vacation time to ensure that the office is always staffed, instead of one (1) person trying to cover the demands of the office. The beginning of the year especially is very busy, and if someone gets sick, it is difficult to perform the necessary demands of the Office.

Ms. Drane stated that with the changes signed by Governor Deval Patrick on May 22, 2014 to the Election Reform Law, the law allows for early voting in biennial statewide elections beginning eleven (11) business days before an election and ending two (2) business days before Election Day. This is a problem, since the Town does not have a location for the ten (10) days for those who want to vote early people to come in and vote, nor does the Town have the handicapped accessibility for the vision or hearing impaired, etc. It is hoped that the Town will try and figure something out, such as utilizing the Town Office conference room for voting or to set it up in the area upstairs. The Town will have a lot of people wanting to vote early. Ms. Garbitt stated that people could come in where the Fire Department doors are, however, the concrete needs to be repaired there, since it has shifted. Voting might be able to be held in the Conference Room, since it would tie up Ted Williams Camp in regards to functions. Selectman Hollenbeck asked about the Council on Aging. Ms. Drane explained that the Town has to let the State know where the voting will take place. Chairman Burke stated that he would try to do as little as possible. If Ms. Drane has complied with the law and the foot traffic is a lot, then people could be told to come back on voting day. This is an unfunded mandate. How far should the Town go to provide this resource to people? The Town should not go beyond the minimum necessary. Early voting should not disrupt the entire Town Hall for two (2) weeks. Selectman Powderly suggested to put in one (1) voting booth. Chairman Burke asked about considering the

Library lobby. He suggested that the minimum be done to determine how the process will go. It may be low, or it may be overwhelming.

Ms. Drane stated that the State will also be conducting random audits beginning next year. This is going to be a lot of work if chosen. With extra staffing, it is hoped that the Town Clerk can participate and attend the various Associations that the Town belongs to. The Town will also need to have online death certificates under the Public Records Law, and there are additional items that the State is getting ready to implement for Towns to comply with. There has only been an increase of 703 people to the Census. Overall there has been a decrease of 190 people in the past five (5) years. There were 958 births and 928 deaths in past few years. Selectman Powderly stated that growth is not based on population; it is based on the growth and need of the Town Clerk's Department. Ms. Garbitt stated that the big jump in population was when the commuter rail station came into Town. There was a 25% growth then. Selectman Powderly stated that the increase in population was driven by available land, not the rail. Ms. Garbitt stated that there was a direct connection of the population increase to when the commuter rail came in.

Ms. Drane then reviewed the space needs. The Town has records that go back to 1853. There is a need for a vault or more fireproof cabinets. It is hoped to do record management. None of the records have been digitized or scanned. It is not known what would happen in the event of a fire. How would the Town access election results from 1800? Many records are stored in a box under her desk. Selectman Powderly stated that the Town should have a policy in its budget process that everything gets digitized or microfiche as of July 1st. The Town should digitize all the information going forward, effective July 1, 2015. Ms. Garbitt noted that with vital records, even if they are digitized, the Town is still required to retain the original document. Selectman Powderly stated that Ms. Drane needs a fireproof cabinet, since safes cannot be moved. Records that need to be kept should be vaulted.

Ms. Drane stated that she feels that there is a need for a better telephone service, and she would like a computer to have on the counter in order to provide efficient service to the residents. There is also a need for voting machines. The newer ones are metal and have a separator; however, a lot of Towns are going away from that. There is \$26,000 that was voted to be appropriated for three (3) voting machines at a previous Town Meeting. She would need an additional \$850 per machine. The machines would separate the write-in ballots from the other ballots. It is hoped to purchase three (3) machines in 2017. Ms. Garbitt suggested that Ms. Drane increase her operating budget with that amount.

Ms. Drane mentioned that she was considering having Digital Tablets for Town Meeting. The tablets would conveniently address the need of having the warrant articles easily available. The use of electronic media also reduces paper and photocopying costs. The tablets would primarily be used by the people involved in Town Meeting. Ms. Garbitt stated that she felt that the tablets would be more expensive than paper. Chairman Burke stated that depending on the cost, it might be a good thing to explore. Ms. Drane explained that she would like to have hand held voting devices for Town Meeting, which would cost \$47 each. These are being used by Winchendon, Belmont, Whitman and Avon. It would result in fast and accurate counts. Voters would make decisions on the merits without being concerned about consequences from

neighbors, employers, or employees, and Town Meeting would be more relaxed, deliberate and methodical.

Ms. Drane reviewed the Technology Needs for the Town Clerk's Office. Ms. Garbitt mentioned that the Town is looking at new financial software. Ms. Drane produced her ledger book that had all her daily transactions recorded in it. She stated that this is the process that has been in place since the beginning of time. She would like to be able to have something that would produce a daily tally, monthly tally or even a yearly tally, so that she did not have to manually count up items. She also would like to be able to provide online payments. This would allow for residents to do their business at home, and not have to come into the Town Hall or mail something in. Selectman Powderly asked about a software program. Ms. Drane stated that she wants to have accountability and to be able to track it. She could provide the information to the Town Treasurer and the Town Accountant simultaneously.

Ms. Drane stated that regarding Public Relations/Social Media, the Town needs an online platform or a channel to create, share or exchange information regarding upcoming Elections, Town Meetings, Dog Licensing and Census to the community efficiently and effectively. The newspaper cannot be relied on to share information. The majority of the residents do not even receive the paper. Many people now rely on their mobile devices for information being provided to them in real time. Ms. Garbitt stated that the Selectmen have adopted a Social Media Policy, which needs to be vetted by the Unions. Ms. Craig mentioned that she has looked at a new website for the Town, but it is more expensive. It does have the capability of allowing people to sign up for emails, twitter, Facebook notices in one (1) post. Ms. Garbitt stated that she is including in her budget to change back to Virtual Town Hall, which many communities use.

Selectman Powderly asked if the part time employee is the 19 hour person. Ms. Drane responded that it was. She added that she did not know if she will need a full time person in ten (10) years.

Selectman Hollenbeck stated that when the GIS piece came forward to the Selectmen, it was not thought that it had been vetted enough. If the Selectmen had gone through this process ahead of time, then it would be known that it is in the long term plans of the Town Clerk, and it would all come together. Ms. Drane stated that the Town is growing, but is still behind the times with software. Ms. Garbitt added that there are so many mandates now. Though the Town is not growing in population, the mandates that the State requires for Department Heads to accomplish is. Selectman Hollenbeck stated that the thing that she did notice was the fact that Ms. Drane did not talk about the Assistant Town Clerk position. Is that because there is someone in there now who could grow into that position? Ms. Drane responded in the affirmative, and that she has taken that out of the equation.

Discuss donation of land to Town – Village Road – 11.4 acre parcel

Ms. Garbitt stated that when Attorney John Ryder came into the Selectmen's Office a few weeks ago, he asked if the Town would be interested in accepting a donation of land from Gene Bartlett, which consisted of 11.4 acres on Village Road. It is the lot with drainage structures for Woodland Ridge. The property is currently in Tax Title. It has since been found out from

Attorney Ryder that the land was put into a trust which has dissolved, so the donation of the land cannot take place and is no longer a viable entity. Even if the value of the land or the bill for the land was \$1 dollar, the Town does not want to own these type of lots with drainage structures.

Vote to accept Terrence Flynn's resignation from Board of Health

Chairman Burke read Terrence Flynn's resignation from the Board of Health into the record. Chairman Burke stated that the Board of Health wants to advertise for letters of interest to fill the position until the next election in April. The appointed person would have to run for election, if they want to continue in the position. Ms. Craig stated that she is unable to provide the information to place into the Middleboro Gazette until December 10, 2015; however, the opening could be put on the "Lakeville Helping Lakeville" Facebook page immediately and the Town's website. The deadline for replies will be December 28, 2015.

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

VOTED: To accept the resignation of Terrence Flynn from the Board of Health and to send him a letter of thanks for the time he served on the Board of Health.
Unanimous in favor.

Request for change of DBA-Aarav Liquors, Inc. – 78 Main Street

Chairman Burke said a request had been received from Aarav Liquors, Inc. to change their DBA on their liquor license.

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

VOTED: To allow Aarav Liquors, Inc. of 78 Main Street to change their name from Starr's Country Market to Star Liquor Market.
Unanimous in favor.

Review and vote to renew Annual Liquor Licenses

Chairman Burke noted that it was time to renew the Town's Liquor Licenses

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

VOTED: To approve the Package Store Wine & Malt Beverages Licenses to expire December 31, 2016 as follows:

Paul F. Grasso, d/b/a Tutto Italiano 10 AM-10 PM, Monday-Saturday

Gulf Resources, Inc. 8 AM-9 PM, Monday-Saturday, 10
AM-9 PM on Sundays

Unanimous in favor.

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

VOTED: To approve the Package Store All Alcoholic Beverages Licenses to expire December 31, 2016 as follows:

Savas Liquors, Inc.	8 AM to 11 PM, Monday-Saturday, 10 AM to 9 PM Sundays
BBP, Inc., d/b/a Muckey's	8 AM to 11 PM, Monday-Saturday, 10 AM to 9 PM, Sundays
Tamarack Wine & Spirits, Inc.	8 AM to 11 PM, Monday-Saturday, 10 AM to 9 PM, Sundays
Aarav Liquors, Inc., dba Star Liquor Market Unanimous in favor.	8 AM to 11 PM, Monday-Saturday, 10:00 AM to 11 PM, Sundays

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

VOTED: To approve Restaurant All Alcoholic Beverages Licenses to expire December 31, 2016 as follows:

Hawaii Corporation, d/b/a/ Orchid of Hawaii	8 AM to 1 AM Monday-Saturday; 11 AM to 1 AM Sunday Last call: 12:45 AM, Bars & tables cleared by 1AM, all patrons out by 1:15 AM
Poquoy Investment Group, Ltd	8 AM to 1 AM Monday-Saturday; 11 AM to 1 AM Sunday Last call: 12:45 AM, Bars & tables cleared by 1AM, all patrons out by 1:15 AM
Lakeville Golf Club, Inc.	8 AM to 1 AM Monday-Saturday; 11 AM to 1 AM Sunday Last call: 12:45 AM, Bars & tables cleared by 1AM, all patrons out by 1:15 AM
LeBaron Operating Company, LLC dba LeBaron Hills Country Club	8 AM to 1 AM Monday-Saturday; 11 AM to 1 AM Sunday Last call: 12:45 AM, Bars & tables cleared by 1AM, all patrons out by 1:15 AM. Beverage cart sales end 30 minutes prior to sunset.

The Back Nine Club, Inc.

8 AM to 10 PM Monday through Wednesday; 8 AM to 11:45 PM Thursday-Saturday; 11 AM to 11 PM on Sundays.

Last Call: 15 minutes prior to closing. Bars & tables cleared by closing. All patrons out 15 minutes after close. Beverage cart sales end 30 minutes prior to sunset-allowed on Holes 1-12 only

Unanimous in favor.

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

VOTED: To approve a Club All Alcohol Beverages License to expire December 31, 2016 as follows:

Lakeville Aerie No. 3994, dba
Fraternal Order of Eagles, Inc.

10 AM to 1 AM, Monday-Saturday, 1 PM to 1 AM Sundays. Last call: 12:45 AM, Bars & tables cleared by 1AM, all patrons out by 1:15 AM

Unanimous in favor.

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

VOTED: To approve a General On Premise Wine and Malt License to expire December 31, 2016 as follows:

Lakeville Virtual Entertainment
Group, Inc.

11 AM to 10 PM Monday through Sunday

Last Call: 9:45 PM Bar & Tables
Cleared out by 10:00 PM, All patrons out by 10:15 PM

Unanimous in favor.

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

VOTED: To approve General On Premise All Alcoholic Beverages License to expire December 31, 2016 as follows:

The Bartending Service of New England, LLC	8 AM to 1 AM Monday through Saturday; 11 AM to 1 AM on Sundays. LAST CALL: 12:45 AM BAR & TABLES CLEARED BY 1 AM ALL PATRONS OUT BY 1:15 AM
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Unanimous in favor.

Discuss Survey from ABCC

Chairman Burke explained that the Alcoholic Beverage Control Commission is working on the renewal of licenses through the eLicensing System. They have sent out a survey and requested that the Local Boards discuss it prior to being answered. It was noted that Ms. Craig handles the liquor licensing for the Town and has asked for the Board to review her answers and provide feedback. One of her concerns is that it is difficult to get the correct documentation at licensing time in a timely manner. Ms. Craig stated that this is her 17th renewal season, and she was calling people on Friday regarding their renewals. There are still four (4) people that have not come in the Friday before November 30th to renew their licenses. The new system has advantages and disadvantages. The ABCC needs to populate an email; otherwise the Town will have no way of knowing whether someone has renewed their license or not. There is a lot of additional paperwork that is submitted with the applications, such as Worker's Compensation Affidavits and Insurance Certificates. If applicants do not submit their renewals between November 1st and November 30th, their current license would expire on December 31st and they would have to apply for a new license.

Chairman Burke stated that if someone fails to file, then they are shut down. If it takes four (4) months to get back their license, they would never let it happen again. Ms. Craig stated that since it is only once a year, people forget the process. The eLicensing is new, and Ms. Craig would be concerned to connect with it, until they get the bugs worked out. She was not sure how the required paperwork would be submitted. The ABCC is asking communities if they want to participate or not. Chairman Burke stated that he does want the process to be as seamless as possible. Ms. Craig will submit her comments on behalf of the Board, per consensus of the Board.

Request from Police Chief for appointment of Matrons

Chairman Burke read a request from the Police Chief for appointment of two (2) additional Matrons for the Police Department.

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

VOTED: To appoint Amanda Correia and Rebekah Caylor as Matrons with appointments to expire July 30, 2016.
Unanimous in favor.

Invitation to attend Representatives Christmas Party – December 18, 2015

Selectman Powderly stated that he had attended the Representatives Christmas Party last year, and would be attending again this year. Representative Orrall and Senator Rodrigues are usually in attendance.

Schedule January and February Selectmen Meetings

A discussion occurred regarding scheduling the January and February 2016 Selectmen meetings. The dates are as follows: Wednesday, January 6, 2016 at 7:00 PM; Wednesday, January 20, 2016 at 7:00 PM; Wednesday, February 3 at 7:00 PM and Wednesday, February 17, 2016 at 7:00 PM.

Review and vote to approve Board of Selectmen Executive Session Meeting Minutes for November 18 (2 sets)

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

VOTED: To approve the Executive Session Board of Selectmen Meeting minutes of November 18, 2015 (both sets) as presented.
Unanimous in favor.

New Business

Ms. Garbitt stated that in lieu of not having the Special Town Meeting, there is a need to have an Emergency Transfer for payment to Regional Resource Group consultants. The Finance Committee will be asked to schedule a meeting to approve the Emergency Transfer.

Ms. Garbitt stated that the Selectmen appointed the Superintendent of Streets, Jeremy Peck, as the Assistant Health Agent. Discussion has occurred regarding putting together a job description, and making this a non-union position to perhaps hire a few Specialist Health Agents. Mr. Darling, Building Commissioner, and she will work on that for the Selectmen, acting as the Wage and Personnel Board, for their next meeting. Selectman Powderly stated that he would rather set an hourly fee, since it could take digging multiple holes or just one (1) hole for a percolation test. The Job Description can be similar to that for the Gas and Wiring Inspectors. The current position was voted to last until December 31st, so it will need to be extended. Ms. Garbitt stated that the Superintendent of Streets Job Description would have to be amended to include this aspect, since Mr. Peck cannot hold two (2) contracts.

Ms. Garbitt stated that she had received a letter from Town Accountant Cynthia McRae regarding her retirement, which would take place the week of December 25, 2015. Chairman Burke asked if there were interim options that could be explored. Ms. McRae is also the Town's IT person. Ms. Garbitt responded that she has reached out to fellow Town Administrators and has some ideas. Possibly she could work with one (1) of the Board members and present something at the next meeting of the Selectmen. There is not a job description for this position; but is referenced in the General By-law. One of the options was to maybe partner with the Regional School District for IT services.

Other Items

1. Notice from Library Director regarding S.E. Massachusetts Libraries Legislative Breakfast at the Library on January 29, 2016
Chairman Burke stated that an invitation was received from the Library Director that they are hosting the Breakfast. Selectman Powderly stated that he will attend.
2. Thank you letter from Dana-Farber regarding donation in memory of Joseph Beneski
3. Letter from City of Taunton regarding Taunton Water Service to Edgeway and Twin Coach Estates
4. Letter from FEMA regarding Revisions to Page 4 Determination Document
5. Notice from DEP regarding Waterways License – 7 Island View
6. Notice from Columbia Gas regarding Heating Assistance
7. Verizon PEG Grant Report-3rd Quarter
8. Notice from Comcast regarding Price Changes
9. Notices from Verizon regarding Programming Changes

At 9:20 PM, upon a motion made by Selectman Burke; seconded by Selectman Hollenbeck it was:

VOTED: To enter Executive Session and not return to Open Session pursuant to M.G.L. c.30A, §21(a)(1) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual.
Polled vote: Selectman Hollenbeck-Aye, Selectman Powderly-Aye, and Selectman Burke -Aye.

List of documents distributed at the December 2, 2015 Selectmen's Meeting

1. Notice of Hearing with the Board of Assessors, Tax Classification Hearing booklet
2. Application for underground storage tanks for 7 Main Street, hearing information with Ayoub Engineering, plans, etc.
3. Town Clerk's five and ten year long range personnel/space needs
4. Field card and GIS map of parcel of land containing 11.4 acres on Village Road
5. Resignation letter from Terrence Flynn from the Board of Health effective December 17, 2015
6. Request for change of Doing Business As for Aarav Liquors from Starr's Country Market to Star Liquor Market
7. Annual renewal requests for liquor licenses
8. Survey from ABCC
9. Request from Police to appoint two additional Matrons
10. Invitation to the Representatives Christmas Party to be held on December 18th at the Freetown VFW
11. Schedule for January and February Selectmen meetings
12. Resignation letter from Cynthia McRae as Town Accountant