

TOWN OF LAKEVILLE
Board of Selectmen
Meeting Minutes
December 20, 2016 – 2:00 PM

On December 20, 2016, the Board of Selectmen held a meeting at 2:00 PM at the Town Office Building in Lakeville. The meeting was called to order by Chairman Hollenbeck at 2:00 PM. Selectmen present were: Selectman Hollenbeck, Selectman Powderly and Selectman Burke. Also present were: Rita Garbitt, Town Administrator and Tracie Craig-McGee, Executive Assistant. LakeCAM was recording the meeting.

Strategic Planning Discussion: Update on personnel needs; Revisit 2017 Priority List and Review IT Project List

Chairman Hollenbeck stated that the Board has been provided with an update about new personnel and in-house transfers that are taking place at the Town Hall. There will be two (2) new Clerks for the Department of Inspectional Services and Permitting. Laurie Canedy started yesterday, and Lola Curley will be starting after January 1, 2017. Annette Pascarelli, Administrative Assistant, to the Fire Chief, will be starting January 3, 2017. The new Council on Aging Clerk, Lori Fahey, began that position on December 19, 2016. She moved over from the Treasurer/Tax Collector's Office. Her vacated position was posted in-house today. A Part-Time Position for a Floating Clerk was posted in-house on December 15th. Also, posted in-house is a Part-Time Library Clerk position and Assistant Town Clerk, both on December 15th. The Town Clerk would like to appoint her current Clerk, Jessie Berry, as the Assistant Town Clerk. The Superintendent's Full-Time Clerk position has been filled by Jennifer Jewell, who is currently working in the Selectmen's Office. She will transfer to the Highway Department around January 1st. There is a lot of movement taking place around the Departments.

Personnel Needs

Chairman Hollenbeck stated that Ms. Garbitt has put together a list of Personnel needs. She is looking for a Full Time Administrative Assistant for the Selectmen's Office. That person would prepare and post the agenda for eight (8) different Committees. They would also attend these meetings, proof read the minutes, and do any work for the Committees. They would process all the bills for the Town Administrator and reconcile monthly with the Town Accountant. This person would assist the Town Administrator with preparing the Annual Budget and drafting Town Meeting Warrant Articles. Ms. Garbitt stated that the Executive Assistant for the Board of Selectmen and Town Administrator is responsible for preparing agendas and posting for the Board of Selectmen's Meetings; all Licensing and Permitting for the Selectmen; all Appointments including annual Re-Appointments; Procurement for all Town Departments; the Town's Website; proofreading minutes for Selectmen's Meetings; the preparation of the Annual Town Report; preparing the bi-weekly update and overseeing the repair and maintenance on all Town Office Copiers.

Ms. Garbitt said the Town had already hired a new Payroll and Benefits Processor/HR Assistant. Chairman Hollenbeck stated that an additional Clerk Position is planned for the future to continue to take away some of the things that the Town Administrator is doing, so that she can

be focused on other tasks as determined by the Board of Selectmen. There has been the concern that Ms. Garbitt should be able to do the higher Executive Level work, rather than the mundane things like posting meetings, etc. Ms. Jewell was doing some of the work that the Part-Time Clerk was doing, but she is transferring to the Highway Department. There is the Part Time Floater Position, but this person will also be working in the Treasurer/Collector's Office. It is imperative that there is someone in the Selectmen's Office so that when Ms. Garbitt transitions out, what needs to be done will be getting done. The new Town Administrator should not have to be doing Clerk duties. Ms. Garbitt stated that she is constantly playing catch up. When the new Town Administrator comes in, they will rely on Ms. Craig-McGee and the other Administrative person. Ms. Garbitt stated that she is retiring on June 30, 2019. She had always wanted someone to cross train for vacations and sick time etc. The person helping in the Selectmen's Office will also be going through the filing cabinets to pull the files that can be destroyed.

Selectman Powderly stated that the Board has "packaged" up Inspectional Services and is now doing the same for the Selectmen's Office. It seems that the hiring is pretty much done for the foreseeable future. Ms. Garbitt mentioned that the IT situation is the last position/consultant that she sees. Selectman Powderly suggested that she have a Full Time Consultant. Ms. Garbitt stated that the consultant would oversee Mr. Burgess on what he needs to do in terms of technology for all Town Departments. John Barker has indicated that a full time position is needed, and Mr. Burgess could continue in that position. Chairman Hollenbeck stated that the Building Commissioner has been given a lot more duties and now has two (2) additional people under his purview. One (1) Clerk is filling the vacancy created when the Administrative Assistant left the Board of Health Office. It is important to make sure that there is enough assistance there as well. There doesn't seem to be other needs going forward.

Ms. Garbitt mentioned that looking at long term needs of the Council on Aging, they may need another part time position or the present part time position can change to full time. Selectman Burke stated that he agreed with Selectman Powderly. Whatever the Town Administrator needs, in whatever capacity, the Board wants to make sure that she has the assistance, since there is a significant amount on her plate and it is understood how hard it is to get to everything. Though the Board says not to focus on little stuff, focus on big stuff, someone is still needed to do the little stuff. It would be good to watch as the changes unfold over the course of the next six (6) months to a year. It can then be reviewed to make sure that it is adequate, and that the Town is getting its "money's worth". Not that there is any reason to think that the Town has or will become overstaffed, but to make sure that there is work for everyone, and that the workload is adequate for the staffing. Ms. Garbitt stated that the Floater would help when the Town Clerk or her Assistant is on vacation, fill in for the Accounting Department, etc. Chairman Hollenbeck noted that it is a non-union position under the direction of the Town Administrator. The Floater will be cross trained to do whatever is needed, though the position is only part-time now, the Town Administrator does need a full time Floater. The next step is to produce a job description.

2017 Priority List

Chairman Hollenbeck stated that the Board is now six (6) months into the fiscal year. It has been four (4) months since the 2017 Priority List was amended and adopted. Still in high priority is Human Resource updates. With Ms. Dunphy's hiring, that aspect is ongoing and it may be now a medium priority. Attorney Michelle Randazzo from KP Law has reviewed the Wage & Personnel Handbook and provided updates. This may be something that should not be waited on, since contract negotiations with the various unions are upcoming, and it is important that there are no conflicts. Ms. Garbitt stated that the Selectmen are the Wage and Personnel Board, which is the main change. It is only a three (3) month probation period for a non-union employee. Another area to update is the hiring process. There are also a few other minor changes. Since the Handbook has not yet been updated, the 2011 Handbook is being distributed until the updated version is available. Chairman Hollenbeck suggested having the Handbook ready to go during contract negotiations, and then it should be updated through this year.

Transitional Plan for Town Administrator

Chairman Hollenbeck stated that the new staffing changes need to take place for a while, and then it can be determined what the Town Administrator has been able to take off her plate.

New Police Station

The new Police Station can remain under high priority.

Pavement Management Funding

The Board has talked about doing Pavement Management as part of the Capital Plan. It is still a high priority, and will be discussed further when it is time to discuss the Capital Plan. Selectman Powderly stated that he is still waiting for an update from BETA regarding the re-review of the roads and a road usage factor. It is hoped that perhaps Mr. Trahan, Chief Alvilhiera and Selectman Powderly could do a drive around and confirm what roads should be done. If ten (10) roads are prioritized to mill and overlay, the group should only drive those roads. It is substantial money that the Town will be spending, so it is important that the roads are identified as necessary to be done. After the BETA report is in, the drive around can take place. If road repairs cost half of what they did because of lower oil prices, that will be beneficial for the Town. The Board has reviewed the \$2 million spent for the gasoline recovery, and the price of doing roads has decreased substantially.

Reconfiguration of Town Offices

Chairman Hollenbeck stated that the Town Administrator and/or Mr. Darling will get a consultant or W.B. Mason to provide a plan for reconfiguring the Town Offices. This was also discussed at the Selectmen's meeting last night with Mr. Darling along with the relocation of the Assessors.

The IT project list also needs to be reviewed. It was another item that was thought to perhaps do in conjunction with Capital Projects to implement the Strategic Plan as provided from the IT consultant, John Barker. Selectman Powderly stated that the Board wants to hire either John Barker or someone similar to him for eight (8) hours a week. It does not hurt to do that, unless the current IT person can take the plan as was presented and run with it. Chairman Hollenbeck stated that the Board should work with Mr. Barker about writing the job description for the position. Selectman Powderly stated that Mr. Barker had provided some figures for alternatives, which were reasonable. If the Town is going to spend \$100,000, there needs to be someone leading the pathway. Ms. Garbitt stated that she will ask Mr. Barker to draft a job description. Selectman Burke stated that he would rather work with Mr. Barker as a consultant than to hire someone part time. Chairman Hollenbeck and Selectman Powderly both agreed with that. The relocation of the Assessors' Office should have an asterisk, then Reconfigure Town Offices as part of that. Chairman Hollenbeck stated that the priority is to get the Assessors into the Town Office Building and at least start with them in the conference room. Selectman Powderly stated that back in August, he had thought that their building had been listed, and it still has not been. Selectman Burke suggested to put a rush on the survey for the building. Chairman Hollenbeck noted that a lot of what needs to be done will be helped with proper staffing in the Town Office Building. All the little stuff needs to get done; otherwise it detracts Ms. Garbitt from focusing on the Priority List. Ms. Garbitt mentioned that the asterisk is more of a highlight then a priority. GIS Mapping and MS4 permit do not have asterisks. The lot lines are now known with the Assessors Building, and the appraisal should not take long at all.

Chairman Hollenbeck then reviewed the financial and budget pieces. The Other Post Employee Benefits Trust (OPEB), PCOT, has been pushed out until January. KP Law reviewed all the documents, and now the Board can review them and vote on it. When that is done, they are ready to take the funding. Selectman Powderly stated that his only question is if the Town is at a risk. Chairman Hollenbeck explained that it is part of professional management. The funds will be in the market and subject to market fluxuations. Selectman Burke stated that there is risk. The actuarial itself is a bunch of assumptions. Selectman Powderly stated that the risk discussion should take place in public. Chairman Hollenbeck asked if Selectman Powderly would like to have the investment manager in for a discussion before the Town enters into the Trust. Selectman Powderly stated that it needs to be made sure that the investment strategy is understood. Chairman Hollenbeck noted that there are prohibited investments and alternative investments. A presentation can take place for the Board. Selectman Powderly stated that he wants to make sure that whoever the investments are made with is a substantial firm, which does a lot of the OPEB agreements with municipalities. Chairman Hollenbeck will forward the information from the U.S. Trust to the Board.

School Budget Policies and Timeline.

Chairman Hollenbeck stated that there will be a Regional Budget meeting in January. The Board wants to memorialize what it does with the School budget, and Chairman Hollenbeck can get that started in draft form. The Schools are 60% of the budget. Selectman Powderly stated that the Schools should not be surprised, and the Board will "stick by our guns". Chairman Hollenbeck stated that the required allocation is the big variable and how many students will be going to Old Colony. That is a huge unknown versus the increase in the School budget. The

required contribution could go up for both Towns. Their budget should never go above 2.5% each year. Selectman Powderly suggested to invite the Freetown Board in, along with their Finance Committee, to discuss the figures. It has been a good strategy in the past. Chairman Hollenbeck stated that the Regional Finance Committee is meeting on January 17th and a meeting with the Freetown Boards could take place in January as well. Another budget workshop can be done in March. Selectman Burke stated that the Schools are important and need adequate resources, but the Town also has needs. It all has to fit into the framework or it will not work. It is also the year for negotiating with the Unions. Chairman Hollenbeck stated that the spreadsheets have been provided from the Town Accountant with the projections, and the Board should be able to project this out to see where the Town stands in terms of new growth, etc. With the new policies that the Board created, there is more of a framework around the budget now. Ms. Garbitt will check with the Freetown Board of Selectmen to see if they are available to meet at 5:00 PM on January 23rd.

Community Compact

Chairman Hollenbeck asked if the paperwork has been submitted. Ms. Garbitt stated that she is in the process of doing that, and is finishing up the Special Legislation with Attorney Michelle Randazzo.

Chairman Hollenbeck asked about Horsley Whitten. Ms. Garbitt stated that she has not been able to work on that. It had to do with Section 7.2 of the Zoning Bylaw Water Resource Protection. Chairman Hollenbeck asked if the Earth Removal Bylaw had been provided to KP Law for updating. Ms. Garbitt responded that it had not been, but it needs to be updated. Selectman Burke suggested to provide it to KP Law and have them do it. Ms. Garbitt stated that the review was done 16 years ago, but things have changed again. She will send it to Greg Corbo. They have templates from various towns and can get a draft back to review and see if it matches what the permitting is wanted to be for the Town.

Selectman Burke referred back to Horsley and Whitten regarding encouraging or promoting this for the water. Chairman Hollenbeck explained that when they went to a SERSG meeting two (2) years ago and the MS4 permit was discussed, the Town of Lakeville joined SERSG. The Board needs to educate the public and promote what is going on with stormwater, which is fine, since there is a website that can be referred to. Ms. Garbitt stated that she can take it off the list. They did a presentation and the work was done through a grant. Ms. Garbitt stated that when she comes across the file, it will become part of her to do list.

DHCD Subsidized Housing Inventory.

Ms. Garbitt stated that she will update the annual inventory with the Water Street Project. The report goes up to the State House, and she hopes to get Sterling Place included for 104 units. Should she remove the four (4) units which were released from Wood's Edge? Selectman Burke asked to leave them on the list. Chairman Hollenbeck asked what the timeline was to go to the State, and who should be spoken with. Chairman Hollenbeck said to have Senator Rodrigues and Representative Orrall to work on that for the Board. It will bring the count from 6.2% to 9.3%, and it will show that the Town has 10% of Affordable Housing. Selectman Powderly

stated that if we can hire someone for \$5,000 and means we do not have to work on it for two (2) years, then it should be done. Chairman Hollenbeck stated that the Town's Legislators can be consulted about what can be done.

Land Survey and Appraisal of the Assessors Building.

This was discussed at the Board of Selectmen meeting on December 19, 2016.

Organizational Flow Charts

Ms. Garbitt stated that she has the Flow Charts, and will have them updated them with the new staff.

GIS Mapping

GIS Mapping is a medium priority and Mr. Darling and Mr. Peck will bring that before the Board. Mr. Peck has contacted People GIS, signed the notice to proceed and funds have been approved. Chairman Hollenbeck stated that the MS4 permit money has been approved, and Mr. Peck is on top of that. She stated that she would like to have a spreadsheet for financial projections by March with an update and a financial budget update for the Town. Ms. Garbitt stated that Mr. Hassett is working on that for her and setting up new worksheets.

Ms. Garbitt stated that the Highway Facility preliminary plans have come in, and she will forward it to the Board for review.

Ms. Garbitt stated that they have gone out to bid for the Highway Barn repairs for the electrical work, the overhead door and masonry work. The Attorney General has said that the Town does not have to go out for bid for a General Contractor. The electrical work has been advertised in the Central Register, and the Invitation for Bids for the masonry work is being worked on to put in the Central Register. Chairman Hollenbeck suggested adding in the Town House Roof to go out to bid on as well. Ms. Garbitt stated that Mr. Darling is finishing up and closing out the Green Communities grant with Seth Pickering from the Department of Energy Resources. He is busy getting into the projects at Assawompset School. Nothing further can be done until the students are out of school. Of the \$100,000 allotted, only \$25,000 was spent. It is hoped to do more work prior to June 30, 2017 to complete the funding. The plan is to do \$100,000 a year for two (2) years and then \$68,000. Discussion has taken place with Mr. Pickering about the \$250,000 Energy Grant for Assawompset, which has been identified already. That grant and the other funds should get a lot completed at Assawompset.

Ms. Garbitt stated that she has been gathering her requests for the Capital Plan. The main item is the permitting software, which is on Page 6. It is \$50,000-\$80,000 for all Departments. Selectman Burke stated that he wants to support Mr. Peck and Mr. Darling on this, and will defer to their judgement, since they work with it every day. Ms. Garbitt noted that a main point is to provide legally mandated Police Level security. That should take place when the new Police Station is built. Ms. Garbitt stated that she pushed the plotter out into 2019. The permitting is the big push. Chairman Hollenbeck stated that she does not want funding to stop the Board from

progressing on what really needs to be done. It is known that some of the projects cannot be completed this year as they are multi-year projects. The Board just wants to make sure that they are moving along. It is good to have direction to work towards the goals. The Board should review the Priority List quarterly.

Ms. Garbitt asked about scheduling another meeting for the Priority List. Chairman Hollenbeck suggested waiting until the beginning of the year before scheduling another meeting.

Selectman Powderly stated that he is looking forward to seeing a revenue stream. When is that projected? Ms. Garbitt stated that she has completed that and emailed it to Chairman Hollenbeck, though it is very preliminary. Chairman Hollenbeck stated that the Board could start looking at it to discuss what to do in terms of estimated receipts. Selectman Powderly asked for a copy of it. Ms. Garbitt stated that 2.5% is \$523,635. There is \$150,000 for New Growth, for a total of \$673,000 to split up. \$929,000 is left in Free Cash for the FY18 budget. Stabilization and all the Reserve Funds have been done. Chairman Hollenbeck stated that it is known that Health Insurance increases will happen, and there are Union contracts to negotiate. Maybe the first budget meeting talks can take place to talk about revenue.

New Business

There was no new business presented for discussion.

Old Business

There was no old business was presented for discussion.

Any other business that may properly come before the meeting

There was no other business presented for discussion.

Adjournment

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

VOTED: To adjourn the Selectmen's Meeting at 3:15 PM.
Unanimous in favor.