

TOWN OF LAKEVILLE
Board of Selectmen
Meeting Minutes
March 2, 2020 – 6:30 PM
Lakeville Public Library – 4 Precinct Street

On March 2, 2020, the Board of Selectmen held a meeting at 6:30 PM at the Lakeville Public Library. The meeting was called to order at 6:30 PM by Chairman Fabian. Selectmen present were: Chairman Fabian, Selectmen Powderly and Selectman LaCamera. Also present were Maureen Candito, Town Administrator, Tracie Craig-McGee, Executive Assistant and Lorraine Carboni, Town Coordinator. LakeCAM was recording the meeting for broadcast.

Meet with Department Heads to review their FY21 Budget and Capital Needs:

George Vlahopoulos, Brian Day, and Darren Beal from the Finance Committee were present for the discussions. Chairman Vlahopoulos called the Finance Committee to order at 6:31 PM. Selectman LaCamera said we wanted a maintenance budget. Union contracts are in the process of being re-negotiated. None of the budgets have cost of living increases. It does include anyone that is entitled to a step increase.

Library Board of Trustees

Nancy LaFave and Ruth Gross from the Board of Library Trustees and Jayme Viveiros, Library Director were present for the discussion. Ms. Viveiros summarized the requirements that the State has in order to receive Local Aid from the State, which is approximately \$18-19,000 each year. It also allows for reciprocal borrowing and to be able to apply for grants. That opens up to borrowing from collections Statewide of over 50 million items. The budget that was sent in has a 0% increase and that would not meet the State requirements. To meet the 16% spent on materials, we would need to spend \$59,471; right now there is \$41,100, so that is made up with State aid. Discussion occurred regarding the Grant Account. Ms. Viveiros said they are in need of an office printer. Ms. Candito said she has spoken to the IT Director; this can be made part of IT purchasing.

Historical Commission

Nancy LaFave and Joan Morton from the Historical Commission were present for the discussion. Ms. LaFave said the roof repair is funded for the Historic Town House, which includes chimney repointing, venting and closed due to leaks. There will be work done updating the WWII Honor Roll. They would like to do something to connect the sidewalk to the opening in the fence to the patio for handicapped accessibility. Selectman LaCamera asked about National Listing and Preservation Designation. Ms. LaFave said the survey must be comprehensive and they are looking for pricing on that. The second element is to have Thompson Hill Cemetery put on the National Historic Register. The Historic Register survey has to come first prior to the other projects. Thompson Hill needs to have the vinyl fence replaced prior to going forward. It used to be granite and iron strip fencing. We only have one (1) building on the Historic Register, which is the Town House and the Wampanoag Cemetery.

Cemetery Commission

Kenneth Upham, Sr., Frederick Beal and Joan Morton of the Cemetery Commission were present for the discussion. The Cemetery Commission was called to order at 7:02 PM. Mr. Upham summarized the 2019 accomplishments of the Cemetery Commission. He spoke of the fencing matter regarding the Thompson Hill Cemetery in order to place it on the National Historic Register. They are looking for \$38,500 to replace the granite posts and fencing rails, including installation. Selectman LaCamera said it is not on the Capital Expenditure Plan; it needs to be added on. The posts and rails need to be in the same location as the vinyl fence. The Cemetery Commission adjourned at 7:15 PM.

Board of Assessors

John Olivieri, Jr. was present for the discussion. Mr. Olivieri summarized the proposed budget, which has a 5.27% reduction due to moving back into the Town Office Building. Selectman LaCamera said in previous appropriations, there was funding for GIS for \$2,500. Mr. Olivieri said that can be closed out.

Discuss Tax Map Maintenance Proposal with Board of Assessors and vote to award and authorize Town Administrator to sign contract

Mr. Olivieri spoke about the contract for Tax Map Maintenance. Mr. Olivieri said this is cleaning up some information that was not entered into the mapping. Chairman Fabian said the cost is \$3,200.00 from January 1, 2020 through December 31, 2020. The Board of Assessors has asked that the Selectmen approve this. Mr. Olivieri said the expense will come from the Assessors' budget.

Upon a motion made by Selectman LaCamera and seconded by Selectman Powderly, it was:

VOTED: To award and enter into a contract with Cartographic Associates, dba CAI Technologies for Tax Map Maintenance from 1/1/20 to 12/31/20 for a fee of \$3,200 and to authorize the Town Administrator to sign the contract.
Unanimous in favor.

Selectman LaCamera said in the past few years, there has been no money put aside into the Overlay Reserve. We would like to do this in FY21. We are recommending \$155,000 going into the Overlay Reserve Fund. Selectman Powderly said the amount in the Overlay should reflect abatement costs for the entire year, which is \$155,000. There is \$388,000 in there now for abatements and exemptions. He questioned why more money would be added. Chairman Fabian asked if there are commercial tax cases coming up? Mr. Olivieri said not that he knows at this point or in the foreseeable future. Discussion occurred regarding the status of the Overlay Reserve Fund.

Treasurer/Collector

Debra Kenney, Treasurer/Tax Collector, was present for the discussion. Ms. Kenney said that computer services were reduced by moving payroll to Human Resources. There are only Step increases right now in the budget. The Debt Schedule was reviewed. Selectman Powderly said in the next three (3) to four (4) years most everything, except the Police Station, has been paid off.

Park Commission

Scott Holmes, Park Commission Chairman, was present for the discussion. Selectman LaCamera asked about Clear Pond's opening. Mr. Holmes said it opens the weekend after the kids get out of school typically and closes before the last week of August. Selectman LaCamera asked about season pass revenue. Mr. Holmes said the majority of the season pass revenue comes in this Fiscal Year. Selectman LaCamera asked about the numbers for the concession stand. Mr. Holmes said in the past, some of the revenue was used to purchase more goods of approximately \$5,600. Conversation occurred regarding the projected revenue for gate fees of \$28,000. Selectman Powderly said the gate fees don't look right. Hall rental is not bad, but the bar rental and food seem to be down in relation to the hall rentals. Mr. Holmes said the hall rental deposits are not accounted for; they are held separately. Discussion occurred regarding the revenues coming in from the bar and food revenues; the percentages are not right. The bar was at 20% and the food at 18%. Ms. Candito noted they did not meet their performance clause for 2018 and 2019. Mr. Day asked what the penalty is. Ms. Candito said there is an escalation clause. Mr. Day asked about the fundraiser/gift revenue fluctuation. Mr. Holmes said that was what was brought in by The Haunted House, which we no longer have. Discussion occurred regarding the overall budget.

Selectman LaCamera asked Mr. Holmes if the Park Commission has decided about better utilization of the staff and having the Highway Department take over the exterior care of the property. Mr. Holmes said nothing has been finalized; they are meeting on Thursday. Mr. Holmes asked if Park would be funding the position. Selectman LaCamera said yes. Mr. Holmes asked if the Park Commission will have control over what needs to be done. Selectman LaCamera said we need a plan in place on what needs to be done at the Ted Williams Camp. Discussion occurred regarding the personnel situation. Chairman Fabian asked for the Park Commission to meet with the Board of Selectmen and the Highway Superintendent. Selectman LaCamera said the current management agreement is up for renewal; he would like to put together a new Request for Proposals. Mr. Holmes said the Park Commission would discuss this at their next meeting. Selectman LaCamera asked about the cleaning service contract. In the management agreement, it is supposed to be made with the Town. We need to do a contract for cleaning service.

Fire Chief

Michael O'Brien, Fire Chief, was present for the discussion. Selectman LaCamera said this budget does not include any contract negotiations. Chief O'Brien said the budget is at \$1.4 million in FY20. There was a 22% increase in EMS revenue. He is asking for a Temporary Emergency Account of \$10,000. Vehicles are being used more with an increased fuel usage. Traditional staffing is becoming an issue. Selectman LaCamera said there is an appropriation of \$4,600 for turnout gear sitting out there. Chief O'Brien said we have been replacing it as we go. Selectman LaCamera said we need to discuss some of the needs in the Fire Station. Ms. Candito said Chief O'Brien is working on a plan for that. Selectman Powderly said he would suggest putting \$200,000 from Free Cash towards the Fire Station work.

Discuss FY21 Budget Summary

Selectman LaCamera said he has reviewed the budget summary sheet. He is not recommending Free Cash to be used for the budget; it is to be used for capital items only. Ms. Candito said there is nothing listed for Free Cash in 2020 because we did not have a Fall Town Meeting. There is \$1.1

million that needs to be voted on at the Special Town Meeting. Taking all the budgets for a total of \$30,962,000, we are \$320,000 short for the 2021 Budget. We have not met with the Regional School Committee to discuss their budget. Their full budget request is in our numbers; they need to reduce their budget. This does not include Union contracts, but we have an estimate of \$225,000. We are in good shape. Mr. Day asked about the Stabilization Fund history. Selectman LaCamera said we want to try to maintain it. If there is money available, you can add to it. Health insurance is going up 3.9%, which is a good number. Selectman Powderly asked about Other Post-Employment Benefits (OPEB). Selectman Powderly said that hasn't been decided yet. OPEB will be funded out of Free Cash, if it is funded.

Upon a motion made by Mr. Vlahopoulos and seconded by Mr. Beal,

VOTED: To adjourn the Finance Committee Meeting at 8:51 PM.
Unanimous in favor.

New Business

There was no New Business discussed.

Old Business

Chairman Fabian said the next budget meetings will be on Wednesday and Thursday.

Any other business that may properly come before the meeting

Ms. Candito said she will be meeting virtually with other Town Administrators regarding responses to the Corona Virus via phone.

Adjournment

Upon a motion made by Selectman LaCamera and seconded by Selectman Powderly, it was:

VOTED: To adjourn the Board of Selectmen's Meeting at 8:52 PM.
Unanimous in favor.

List of documents provided at the Board of Selectmen Meeting of March 2, 2020

1. FY21 Budget
2. Proposed contract with Cartographic Associates, dba CAI Technologies