

**TOWN OF LAKEVILLE
Board of Selectmen
Meeting Minutes
May 4, 2020 – 3:00 PM
REMOTE LOCATION**

On May 4, 2020, the Board of Selectmen held a meeting at 3:00 PM remotely from various locations. The meeting was called to order at 3:01 PM by Chairman Fabian. Selectmen present were: Chairman Fabian and Selectman LaCamera. Also present were Maureen Candito, Town Administrator, and Tracie Craig-McGee, Executive Assistant. LakeCAM was recording the meeting for broadcast.

In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §20, relating to the 2020 novel Coronavirus outbreak emergency, the May 4, 2020 public meeting of the **Board of Selectmen** shall be physically closed to the public to avoid group congregation. **However, to view this meeting in progress, please go to [facebook.com/lakecam](https://www.facebook.com/lakecam) (you do not need a Facebook account to view the meeting). This meeting will be recorded and available to be viewed at a later date at <http://www.lakecam.tv/>**

Chairman Fabian then read an introduction regarding the need for a remote meeting and how a remote meeting will be conducted.

Selectmen Announcements

Chairman Fabian read the Selectmen Announcements into the record.

Meet with Lakeville Regional School Committee Members and Town Moderator to reappoint Gary Mansfield to the Old Colony Regional Vocational Technical High School District Committee

Kathryn Goodfellow, Town Moderator, Sherri Barron, Stephen Sylvia, Steve Owen and Laura Ramsden, members of the Freetown/Lakeville Regional District School Committee, and Gary Mansfield were present for the discussion. The meeting was called to order at 3:10 PM. Mr. Owen asked Mr. Mansfield what he thought about adding other member towns, specifically Freetown. Ms. Goodfellow said this meeting is only to appoint Mr. Mansfield. Mr. Owen said there is an opportunity to ask questions about his opinion since he would be representing Lakeville on the Old Colony Regional Vocational Technical High School District Committee. Mr. Mansfield invited the Regional School Committee Members to attend the May 20th meeting of the Old Colony School Committee.

Upon a motion made by Selectman Fabian and seconded by Ms. Barron, it was:

VOTED: To reappoint Gary Mansfield to the Old Colony Regional Vocational Technical High School District Committee for a term to expire May 1, 2023.
Roll call vote: Selectman LaCamera – aye; Ms. Barron - aye; Ms. Ramsden - aye; Selectman Fabian; Mr. Sylvia – aye; and Mr. Owen – aye.

Meet with William Fuller from Southeast Event Management to discuss contract for Loon Pond Lodge and bartending contract for The Bartending Service of New England for the Loon Pond Lodge

William Fuller of Southeast Event Management and John Cannavo, Esquire, were present for the discussion. Selectman LaCamera said the Town had issued a Request for Proposals for a management company for the Loon Pond Lodge in the Fall of 2017. Southeast Event Management (SEM) was awarded the contract, which expires on November 1, 2020. We need to discuss whether we will continue with SEM as questions came up regarding the current contract. He noted that the Board just received the certificate of insurance last week for 2019, which is a concern. Mr. Fuller said that the insurance renews January 1st of each year and sends out the certificates to those that have requested them. Selectman LaCamera noted that the contract requires them on the anniversary date of the contract. Mr. Fuller said he will take care of that.

Selectman LaCamera said the Board had recently been provided with numbers from the events. According to the paperwork, we have only been paid 18% on the caterers, but it is supposed to be 20%. Mr. Fuller said he inherited contracts in place that were 18% contracts. He will look into this. He had set up a spreadsheet at 18% and most likely it did not get fixed at his end. Mr. Fuller said he will check with the manager on how many 18% events those were. Selectman LaCamera stated the contract says that SEM must meet certain revenues each year for the 20% of the catering and bartending service. Mr. Fuller said that includes the rentals also. Selectman LaCamera asked about the bookings that were in place when SEM took over. Mr. Fuller said everything from November 1st of 2017 through October 31, 2018. Selectman LaCamera said based upon new bookings, you did not meet your revenue numbers. Mr. Fuller said he would provide the figures. Selectman LaCamera said this has been brought up to the manager before. This is a problem if she is not communicating with you. Nothing speaks to the prior bookings being paid at 18%. Mr. Fuller said this is the first time he is hearing about this. He will review this with his team.

Selectman LaCamera said there is a cleaning company to clean after events, but there is no contract with the Town. He asked Mr. Fuller who contracted with them? Mr. Fuller said he will find out and get a copy of the contract. Chairman Fabian asked who pays the cleaning service? Mr. Fuller said the Town does. Ms. Candito said they are a month by month basis, and there is no contract. Chairman Fabian asked if they are insured? Ms. Candito did not have that information. Mr. Fuller said he will find that out. Selectman LaCamera asked about CORI checks. Mr. Fuller said approximately 50% of the employees have been CORI checked.

Selectman LaCamera asked about the bartending contract. Attorney Cannavo said there is no contract with the Town and the bartending service. SEM is the one to contract with any entity serving liquor. The prior Board of Selectmen entered into the contract and approved an annual liquor license for The Bartending Service of New England to eliminate the need for one (1) day liquor licenses. Mr. Fuller said it was brought to his attention that the Board preferred to have an annual liquor license on site, which has been renewed continuously. He was unsure about what contract Selectman LaCamera was referring to. Selectman LaCamera said there was one in 2014. Further discussion took place on the previous contract. Mr. Fuller said that contract was extended once until December 31, 2018 when he and the Town were negotiating the SEM contract. Selectman LaCamera said he does not see that SEM is responsible for the bartending service. The contract states the Town will negotiate separately the bartending service and caterers. Attorney Cannavo said Article 5.1` #9 refers to the manager of SEM; the manager shall use a collection of caterers, flowers, bartenders and others. The contract also states that the manager, SEM, must

insure that whoever serves liquor on the premises is appropriately licensed. SEM only uses the Bartending Service of New England. Selectman LaCamera spoke to Article 6 6.2 of events that have been approved by the Town. Attorney Cannavo said the Town is approving by issuing a liquor license. Selectman LaCamera said he doesn't see it that way. We had an agreement and now we don't. Attorney Cannavo said the Town was the one that initiated the full liquor license and any contracts. The liquor license needed to be held by a third party. Selectman LaCamera said the Town needs a bartending service contract. Attorney Cannavo said there is a full liquor license; any event that is held is covered. If the Town is holding an event by itself, they could have alcohol. Selectman LaCamera said anyone that is doing the bartending must have a CORI check. Mr. Fuller said he will take care of that.

Selectman LaCamera said regarding the spread sheets we received, we are only seeing the amount that we are supposed to receive. What documentation is provided to the Town to confirm the numbers are correct. Mr. Fuller said the contracts are available at the office at the Loon Pond Lodge. The information can be delivered to you or the Park Commission. Selectman LaCamera said it has been hard to get documentation and it needs to be addressed. Chairman Fabian said there are other issues with the management over there. She should not have to write a letter when asking for cooperation with our Town Clerk regarding elections. She will copy Mr. Fuller in the future on any correspondence.

Selectman LaCamera said the Certificate of Insurance must be provided on an annual basis. They are all here, but were provided late. Mr. Fuller said the Certificate of Insurance is submitted with the liquor license renewal. Selectman LaCamera said the hall revenues have been consistent for the past four (4) years; food service was consistent; bar service was consistent in 2017 at \$25,000; 2018 at \$26,000, but one (1) year it was \$16,000. Mr. Fuller said it depends on if the events had bar service. Attorney Cannavo said 2020's numbers will not be what last year's numbers were as there have not been any events since March 11th and most likely will not be any events until late summer or early fall. Selectman LaCamera said based upon the year to date number as to April 8th they were on target.

Discuss request from Fire Chief to apply for a grant for Assistance to Firefighters Grant Supplemental COVID19

Fire Chief Michael O'Brien is present for the discussion. Chief O'Brien said he is trying to enter into a grant with 24 other communities. The success is based on population and use of personal protection equipment (PPE). The grant is for \$150,000 to create a cache for the communities involved. There is a 15% match based on what PPE is used. The Town of Mansfield will be the grant administrator.

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

VOTED: To authorize the Fire Chief to apply for the Assistance to Firefighters Grant Supplemental COVID19 and sign the Memorandum of Understanding.
Roll call vote: Chairman Fabian – aye and Selectman LaCamera – aye.

Discuss sending memo to the Planning Board to schedule a public hearing regarding the revised FEMA Maps

Chairman Fabian said the Selectmen need to send a memo to the Planning Board for the FEMA Maps to be approved at Town Meeting. Ms. Candito said KP Law and SRPEDD are trying to eliminate the requirement of Town Meeting for this. We need to have it signed by July 25th or there will be consequences with homeowners' flood insurance. We have spoken to the Planning Board Chairman about scheduling the hearing. The maps are on the website.

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

VOTED: To send the memo to the Planning Board regarding scheduling the public hearing for the approval of the revised FEMA Maps.

Roll call vote: Selectman LaCamera – aye and Chairman Fabian – aye.

Discuss change of tentative date for Annual and Special Town Meetings

Kathryn Goodfellow, Town Moderator, was present for the discussion. Chairman Fabian said the Town Election was scheduled last week. She has concerns about scheduling a date for the Town Meetings now. If we can't hold the meeting, the Town Moderator has to show up and continue it. Selectman LaCamera said the Board needs to make a decision by June 1st. There is a bill to be presented to reduce the quorum to 10%, which would be 10 people. He was not in favor of holding the meeting outside. The auditorium holds 650 and we have used the cafeteria or the gym also. Chairman Fabian said on May 18th, the Lt. Governor said they will start sharing the reopening of the State. Reducing the quorum will help us get people there to do Town Business. Discussion occurred regarding seating and social distancing. Ms. Goodfellow agreed on not holding the meeting inside. If the cafeteria and gym were used, she would have to appoint someone for each room. We would need to obey social distancing guidelines. Selectman LaCamera suggested June 23rd for Town Meeting. Ms. Candito said Town Counsel is available. Ms. Goodfellow agreed with the suggested date. Discussion occurred regarding making sure masks and hand sanitizer was available for residents.

Review and vote to authorize Town Administrator to sign contract with Hassett Financial Services, LLC for financial management services

Chairman Fabian said this contract is for Todd Hassett, out Town Accountant. Ms. Candito noted an increase in \$2.50 per hour per year.

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

VOTED: To authorize the Town Administrator to sign the contract with Hassett Financial Services for FY21.

Roll call vote: Selectman LaCamera – aye and Chairman Fabian – aye.

Discuss letter received from Shepherd Associates, LLC regarding MBTA appraisal for land owned by the Town at 0 Howland Road (Howland Cemetery)

Ms. Candito said for the past three (3) years, the Cemetery Commission has been working with the MBTA to gain access to the railroad bed behind Howland Road. The Commission was unhappy

with the first plan due to concerns with the cemetery and made proposals on the easement location. There will be two (2) gates. The letter and plan received is a representation on what they agreed on in October of 2019. The road is in bad condition, and this will be an improvement for people that visit the cemetery. There is no impact on the Town. Chairman Fabian asked if a Selectmen should be present at the appraiser's site walk. Selectman LaCamera said the Cemetery Commission had concerns about fencing. We could negotiate with the MBTA regarding that.

New Business

Chairman Fabian said the Governor announced that residents must wear masks outdoor in public. She hopes that people will observe that so that the Town does not have a surge.

Chairman Fabian said she attended the Plymouth County meeting on the CARES Act. Plymouth County has obtained the funds, and they want to distribute it to Plymouth County members. Some counties have given their money back to the State. The Plymouth County Commissioners feel there is no guarantee that the State will give the money to Plymouth County.

Old Business

Ms. Candito spoke about the efforts to have mosquito spraying done in Lakeville. There will be a virtual public hearing on the proposed legislation. The deadline is 5:00 PM on Monday, May 11th to submit testimony on mosquito larvaciding. She is hoping that residents will submit testimony. This will be posted on Facebook and the Town's website with a form letter for residents to use. The subject line must read Public Health Testimony.

Update on former Lakeville Hospital property

Selectman LaCamera said he received an email from the owner. He will not have information until the first part of June to present.

Update on sale of Lakeville Country Club

Selectman LaCamera said the Board of Assessors have sent a letter to the owner regarding back taxes that will be owed if the land is removed from Chapter Land.

Any other business that may properly come before the meeting

There was no other business.

At 4:38 PM, upon a motion made by Chairman Fabian and seconded by Selectman LaCamera, it was:

VOTED: To enter into Executive Session pursuant to M.G.L. c.30A, §21a (3) to discuss strategy with respect to collective bargaining, specifically the Firefighters' Union, Police Union and Laborers' Union if an open meeting may have a detrimental effect on the bargaining position of the Board, and the Chair so declares and to pursuant to M.G.L. c.30A, §21a (7) to comply with the Open Meeting Law, M.G.L. c.30A, §22(f): approval of Executive Session Minutes for December 30, 2019; February 10,

2020 (5:00 PM) February 10, 2020; February 13, 2020; March 23, 2020; March 26, 2020 and April 6, 2020 and not to return to Open Session.
Roll call vote: Chairman Fabian – aye and Selectman LaCamera – aye.

OTHER ITEMS

1. Letter from Plymouth County OPEB Trust Program
- 2.
2. Notice from SRPEDD for At Large commissioners

List of documents provided at the Board of Selectmen Meeting of May 4, 2020

1. Agenda cover page
2. Agenda cover page
3. Agenda cover page; letter from Old Colony Regional Vocational Technical High School District
4. Agenda cover page; Agreement between Town and The Bartending Service of New England LLC; Event Management Agreement-Loon Pond Lodge; three (3) years of fees for Loon Pond Lodge; Certificates of Insurance
5. Agenda cover page; grant information
6. Agenda cover page; draft memo
7. Agenda cover page; email from Superintendent of Schools
8. Agenda cover page; draft contract with Hassett Financial Services, LLC
9. Agenda cover page; letter from Shepherd Associates, LLC; memo from Cemetery Commission; plan of land; GIS photo
10. Agenda cover page
11. Agenda cover page
12. Agenda cover page
13. Agenda cover page