

**TOWN OF LAKEVILLE
Board of Selectmen
Meeting Minutes
August 17, 2020 – 6:30 PM
REMOTE LOCATION**

On August 17, 2020, the Board of Selectmen held a meeting at 6:30 PM remotely from various locations. The meeting was called to order at 6:30 PM by Chairman LaCamera. Selectmen present were: Chairman LaCamera, Selectman Fabian and Selectman Day. 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 August 17, 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 LaCamera then read an introduction regarding the need for a remote meeting and how a remote meeting will be conducted.

Selectmen Announcements

Selectmen Fabian read the Selectmen announcements. Selectman Day noted some recent accomplishments on members of the Fire Department.

Town Administrator's Report

Ms. Candito gave her report. The Building Department, Health Department and Conservation Office are now open to the public by appointment only. The Route 79 public meeting will be in September or October. SRPEDD will be sending out a survey to all businesses in Lakeville on how they were affected by Covid19. She noted that there are vacancies still available on various Boards, Committees or Commissions. Two (2) letters of commendation were received from Gage Ramsden and Kyle Medeiros were commended for their roles in an automobile accident. Chief O'Brien said they are young and unexperienced. They were able to fit inside of the vehicle to remove the victim, which resulted in another victim's life being saved. He also thanked the Lakeville and State Police for their role in the accidents.

Discuss and decide on process for the Town Administrator's review

Chairman LaCamera said this was discussed at the last meeting, as required by contract for an annual basis. Selectman Day said he provided a Department Head; Self Evaluation and Selectman Evaluation to the Board Members. Chairman LaCamera proposed that each member do a review and give it to one (1) member and consolidate them, and then have that member meet with the Town Administrator and report back to the Board on the summary review. He recommended that Selectman Fabian be the member to do the review with the Town Administrator. Selectman Day asked about having the Department Heads put their thoughts forward to the Board. Chairman LaCamera said he would leave it up to Selectman Fabian to recommend changes to the process. Selectman Fabian said she has enough contact with Department Heads that she knows how they feel. She would like Ms.

Candito to do the self-evaluation. Selectman Day asked if the Town Administrator gets the individual reviews, plus the summary? Selectman Fabian said we can do that.

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

VOTED: That each member of the Board will do an individual review and then submit that to Selectman Fabian to consolidate and do the review with the Town Administrator and present her findings back to the Board.

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

Discuss and vote to appoint a Member or an Associate Member to the Zoning Board of Appeals

Chairman LaCamera said there is a one (1) member vacancy right now, and there will be another later in the agenda, so we need to appoint a member. It can be an Associate Member to fill in or a new a member. There was discussion at the last meeting regarding the number of Associate Members. Ms. Candito said she looked at other Towns, who had Associate Members and a path for associates to become a Full Member. She spoke to the Associate Members, with the exception of one that she could not reach. She asked them about their experiences. They would like a checklist on how to be moved into a full membership. She would like to only have two (2) Associate Members per Board. We would have some sort of procedure for them to be considered for full membership. Selectman Fabian asked about attendance being a factor. Ms. Candito said one (1) of the Associate Members did not have great attendance. The Associate Members said the last time someone was appointed as a Full Member, it was not an Associate Member and they felt disenfranchised. Selectman Day said he would like to narrow it down to two (2) Associates. Ms. Candito said Associate Members can vote in a super majority situation when there are only three (3) Full Members available. Selectman Day asked how do they choose which associate member votes? Ms. Candito said it is up to the Chairman.

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

VOTED: To appoint Gerald Noble as a Full Member to the Zoning Board of Appeals for a term to expire on July 31, 2022.

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

Update on the Covid 19 Reimbursements

Chairman LaCamera said the Town received our first check last week. Old Colony will be submitting for their share. Ms. Candito said the Region is not ready yet, but will be working on it this week.

Continue the discussion of the staffing requirements for the Board of Selectmen's Office

Chairman LaCamera said this will be tabled until the next meeting.

Discuss process to replace the IT Director

Chairman LaCamera said the Board needs to look at this further. We have begun a process to track what is needed as far as support. Selectman Fabian said she would like a salary range. Ms.

Candito said she worked with Mr. Grabarz on the Network Administrator position. We did a Request for Qualification for a supplemental position to cover sick time and vacation. Selectman Day said with everything that has been completed, it should allow whoever follows to allocate their time in a different way. Hopefully in the next few weeks, we will understand what is left; whether to contract out or firm up the job description.

Discuss requests to appoint Elizabeth Nash - Open Space Committee and Christopher Spratt – Board of Health to the Project Review Committee for 43D

Chairman LaCamera said the Open Space Committee has designated Elizabeth Nash as their representative to the Project Review Committee for 43D. The Board of Health has designated Christopher Spratt.

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

VOTED: To appoint Elizabeth Nash and Christopher Spratt to the Project Review Committee for 43D for a term to expire July 31, 2021.

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

Discuss next steps for the Project Review Committee for 43D Committee

Chairman LaCamera said the next step is to complete the update of the 43D Guideline book. He would like to review it prior to it going out. Ms. Candito said the Clerks were given it today to confirm fee structures and provide sample documents with a deadline of Friday. Chairman LaCamera asked for the final draft to be sent to the Selectmen and the Building Commissioner.

Chairman LaCamera said the developer is planning to request a meeting with the 43D Committee for an overview and to submit formal plans in October. We should have a preliminary meeting with the Committee in the next few weeks to discuss the process and guidelines prior to meeting with the developer.

Discuss and review the proposed changes to the Loon Pond Lodge management and bar tending agreements

Chairman LaCamera asked the Board Members if they agreed that we will have two (2) agreements. Selectman Fabian said if we have a bartending service, then they would hold the liquor license. It should be two (2) individual contracts. Ms. Candito said we discussed the pay structure. The contracts should align with the fiscal year. The Park Commission wants to make sure that they are adhering to their obligations. The Performance Contract was also discussed; it was kind of a non-starter. Selectman Day said if we go back with single source, are we then stuck without a bartending service. Ms. Craig-McGee noted that the liquor licenses run from January 1-December 31st. Ms. Candito said we only had one (1) company come forward last time. Selectman Fabian said we need to look at the management fee. We have been paying them through Covid 19. Ms. Candito said the Selectmen did not vote to not pay them. Selectman Day said we should break out custodial services. Ms. Craig-McGee brought up Page 7, Section 6.4 regarding insurance, which will be looked at.

Selectman Fabian said we need to make sure that the contract is followed and that renewals are done timely with insurance certificates. Selectman Day said do the caterers have contracts with the

Town. Chairman LaCamera said that is a question. Selectman Fabian said years ago, if you wanted an event, a Town employee would provide a list of caterers approved. Each user for the facility would go into a contract with the caterers. She spoke to a Town group that used the facility for an event, and they were told they had to have the bartending service. Chairman LaCamera said there needs to be better controls on the reporting. Selectman Fabian said a 30-day report was suggested. Chairman LaCamera said documentation needs to be provided for each event. Ms. Candito said the Board should extend SEM's contract to extend to the end of the year to coincide with the liquor license.

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

VOTED: To separate the contracts out to an event management, bartending contract and custodial contract.

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

Discuss appointment of an Interim Treasurer/Tax Collector

Chairman LaCamera said our current Treasurer/Tax Collector is retiring the first week of November. We got approval at Town Meeting to change this to an appointed position. The legislature has not approved the legislation yet, so we should appoint an Interim for a short period of time. We need to put together a job description. He asked Ms. Candito to put this on the next meeting. Chairman LaCamera said the MMA has a jobs webpage to put it out there. There is a Mass Treasurer's Association also.

Discuss Governor Baker's Quarantine Order

Ms. Candito said we have gone through one iteration of the quarantine order and received additional information Thursday, which we will run it through the unions with the amendments. This will be tabled until the next meeting. Ms. Candito said the Town would not be paying employees if they visited hot spots, but there has been a new amendment.

Discuss request from Fire Chief regarding purchase of portable radios

Michael O'Brien, Fire Chief as present for the discussion. Chief O'Brien said the Town received monies from the Covid19 CARES Act for loss of EMS revenue. The money must be spent on things related to EMS care. Part of the new Police Station project is addressing the radio infrastructure. We wanted to purchase radios once the infrastructure is completed. We should get a radio that can be digital and analog. He would like to use the deposit from the CARES Act to purchase radios towards the goal of purchasing 27 radios.

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

VOTED: To purchase five (5) radios for the Fire Department with the existing CARES Act funds.

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

Selectman Day asked if that covers all the radios needed. Chief O'Brien said he would like to get responder grade radios for every responder, except the Junior Firefighters. Selectman Day asked if there were spares? Chief O'Brien said there is no trade in value for existing radios, so they will serve

as backup radios. Chairman LaCamera said we can go to Town Meeting and appropriate money for the purchase of the 22 radios. We met with Plymouth County last Friday and discussed the radio problem. Right now, we only have analog frequency. They suggested that we submit the request to them to see if we can get the additional \$57,000 in CARES Act funds. If not, it can go on Special Town Meeting. Selectman Day said CARES items have to be in hand prior to submitting for reimbursement. Ms. Candito said she receives approval for the large amounts prior to submitting. Selectman Fabian said if we could get that in writing that would be good. Chairman LaCamera said since the State has not discussed their budget, Town Meeting is at least two (2) months away; probably in early November.

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

VOTED: To purchase an additional 22 radios at a cost of \$57,000 with funding to come from the CARES Act or Special Town Meeting in the Fall.

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

Discuss request from Fire Chief regarding wage rates for Call Firefighters

Michael O'Brien, Fire Chief, was present for the discussion. Chairman LaCamera said the Call Firefighters have not received a cost of living for a few years. Chief O'Brien is requesting the 2% cost of living increase that other non-union employees received.

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

VOTED: To give the non-union Call Firefighters the 2% cost of living increase received by other non-union employees in FY21.

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

Chairman LaCamera said the money is in the budget; it will be approximately \$1,000. There are a few other positions he would like to adjust, but we will wait.

Discuss request from Northeast Alternatives to hold Community Outreach Meeting at a location not in Lakeville

Chairman LaCamera said Northeast Alternatives is required by law to hold the meeting in Town, but we are not opening any Town meeting rooms at this time. They have requested to hold the meeting at the Courtyard by Marriot, 37 Paramount Drive in Raynham. Selectman Day asked if it has to be a physical meeting? Chairman LaCamera said they can do a Zoom meeting. Ms. Candito will give them LakeCAM's contact information.

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

VOTED: To request Northeast Alternative to have their community outreach meeting on Zoom.

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

Review SERSG contract award for DPW Services and vote to authorize Town Administrator to sign

Chairman LaCamera said the SERSG contracts are for DPW Services and the Board needs to authorize the Town Administrator to sign the contract.

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

VOTED: To authorize the Town Administrator to sign the SERSG contracts for DPW Services.
Roll call vote: Selectman Fabian – aye; Selectman Day – aye and Chairman LaCamera – aye.

Discuss assigning a Board of Selectmen Liaison for Department Head Reviews

Discussion occurred regarding a Board of Selectmen Member sitting in on Department Head reviews and if it would be one (1) Selectmen for all of them or various members. Selectman Fabian will prepare a schedule of which Selectmen would sit in on which Department.

Discuss request from Delphic Associates for the Town to post Affordable Housing Lottery Packages on Town's Website for The Villas at LeBaron Hills

Chairman LaCamera said the Board received a package from Delphic Associates for the lottery for the Villas at LeBaron Hills. There will end up being four (4) affordable units. There are two (2) units designated for Lakeville Residents or employees. Chairman LaCamera said affordable units will be marketed at \$222,200.

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

VOTED: To allow Delphic Associates to post affordable housing packets for the Villas at LeBaron Hills on the Town's website.
Roll call vote: Selectman Fabian – aye; Selectman Day – aye and Chairman LaCamera – aye.

Selectman Day asked if there was an affordable housing page on the website. Ms. Candito said no, but we can.

Discuss and vote to accept resignation letter of James Gouveia from the Council on Aging Board; Election Worker; SALT Council; Old Colony Planning Council, GATRA Advisory Board and Zoning Board of Appeals

Chairman LaCamera said we received a letter of resignation from James Gouveia from the Council on Aging Board; Election Worker; SALT Council; Old Colony Planning Council, GATRA Advisory Board and Zoning Board of Appeals.

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

VOTED: To accept the resignation of James Gouveia from the Council on Aging Board; Election Worker; SALT Council; Old Colony Planning Council, GATRA Advisory Board and Zoning Board of Appeals.

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

Chairman LaCamera said we now have another vacancy on the Zoning Board of Appeals. Ms. Craig-McGee asked about Robert Brady serving as the Delegate to OCPC and GATRA. Ms. Candito will reach out to the Council on Aging Director.

Discuss request from Town Clerk to appoint Ryan Jenkins and Amanda Lavoie as Election Officers

Chairman LaCamera said that the Town Clerk has requested the appointment of Ryan Jenkins and Amanda Lavoie as Election Officers.

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

VOTED: To appoint Ryan Jenkins and Amanda Lavoie as Election Officers for terms to expire August 15, 2021.

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

Review and vote to approve Board of Selectmen Meeting Minutes of May 4, 2020; May 11, 2020; May 18, 2020 and May 26, 2020

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

VOTED: To approve the Board of Selectmen Meeting Minutes of May 4; 2020; May 11, 2020; May 18, 2020 and May 26, 2020.

Roll call vote: Selectman Fabian – aye and Chairman LaCamera – aye (Selectman Day abstained).

New Business

There was no New Business discussed.

Old Business

Update on former Lakeville Hospital property

There was no update.

Update on sale of Lakeville Country Club

There was no update.

Any Other Business

There was no Other Business.

Executive Session

At 8:13 PM, upon a motion made by Selectman Fabian and seconded by Selectman Day, it was:

VOTED: To enter into Executive Session and not to return to Open 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 pursuant to M.G.L. c.30A, §21a (1) to discuss the reputation, character physical condition or mental health, rather than professional competence of an individual; and 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 April 6, 2020; April 27, 2020; May 4, 2020; May 26, 2020; June 17, 2020 and June 22, 2020.

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

Other Items

1. Reorganization memo from the Library Board of Trustees
2. Memo from Planning Board on Lakeville Bylaws Codification
3. Letter from the Cemetery Commission regarding Haskins Cemetery
4. The Voice of the Retired Public Employee

List of documents provided at the Board of Selectmen Meeting of August 17, 2020

1. Agenda packet page
2. Agenda packet page; grant award letter from FEMA for Fire Department
3. Agenda packet page
4. Agenda packet page
5. Agenda packet page; email from Zoning Board of Appeals Chairman
6. Agenda packet page
7. Agenda packet page
8. Agenda packet page; draft job description for Network Administrator
9. Agenda packet page; emails from Board of Health and Open Space Committee regarding appointment of representatives to the Project Review Committee for 43D
10. Agenda packet page
11. Agenda packet page; email from Selectman Fabian; draft Event Management Agreement for Loon Pond Lodge
12. Agenda packet page
13. Agenda packet page; information on Governor's Quarantine Order
14. Agenda packet page; memo from Fire Chief regarding portable radio program proposal
15. Agenda packet page; memo from Fire Chief regarding Call Firefighter pay

16. Agenda packet page; notice of Northeast Alternatives community Outreach Meeting
17. Agenda packet page; copy of contract documents for SERSG DPW Services
18. Agenda packet page
19. Agenda packet page; information packed on Affordable Housing Lottery
20. Agenda packet page; letter of resignation from James Gouveia
21. Agenda packet page; memo from Town Clerk
22. Board of Selectmen Meeting Minutes: May 4, 2020; May 11, 2020; May 18, 2020 and May 26, 2020
23. Agenda packet page
24. Agenda packet page
25. Agenda packet page