

TOWN OF LAKEVILLE
Board of Selectmen
Meeting Minutes
September 18, 2020 – 10:30AM
REMOTE LOCATION

On September 18, 2020, the Board of Selectmen held a meeting at 10:30 AM remotely from various locations. The Selectmen's meeting was called to order at 10:30 AM by Chairman LaCamera. Selectmen present were: Chairman LaCamera, Selectman Fabian and Selectman Day. Also present were Maureen Candito, Town Administrator, Tracie Craig-McGee, Executive Assistant, and Clorinda Dunphy, Human Resources Director. 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 September 18, 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.

Revisit Board of Selectmen Full Time Clerk Job Description and vote to approve

Clorinda Dunphy, Human Resources Director, was present for the discussion. Chairman LaCamera said potential changes to the job description were discussed at the last Selectmen's meeting. Selectman Fabian said she had reviewed the job duties of previous Clerk Job Descriptions. Ms. Dunphy said she was trying to combine duties from Town Coordinator position. Ms. Candito thought being less specific is better. Chairman LaCamera said processing invoice and monitoring expenses is not clerical. Ms. Candito said it is as they are currently put into a spreadsheet. Discussion occurred about the process of invoices being processed. Chairman LaCamera said since we don't input into the accounting system now, we shouldn't do it. Ms. Candito spoke about entering the invoices into accounting once, instead of how it is done now. Chairman LaCamera asked if other Departments are doing that. Ms. Dunphy said Highway and Park are doing it. Selectman Day asked if this is a goal? Ms. Dunphy said it will help accounting. Chairman LaCamera said asked about updating the Town's social media. Ms. Candito said only Facebook and the Town's website right now, but as the population shifts, we should look at other social media. There is one Facebook page for the Selectmen and other Departments have their own. Further discussion occurred regarding the Town's current social media and the Clerk's responsibility

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

VOTED: To approve the job description for the Board of Selectmen's Clerk with the proposed amendments.

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

Revisit Interview Team for Interim Treasurer/Tax Collector

Chairman LaCamera said last meeting we discussed the interview team for the Interim Treasurer/Tax Collector.

A motion was made by Selectman Fabian and seconded by Selectman Day to have Selectman Day represent the Board of Selectmen on the interview Team for the Interim Treasurer/Tax Collector with other members being the Town Administrator, Human Resources Director, Town Accountant and the current Treasurer/Tax Collector.

Discussion: Chairman LaCamera said the Legislature is not working quickly, so it needs to be at least six (6) months. The goal should be to have someone in place by October 15th. We also need to let applicants know the time period. The hourly wage will be negotiated based upon qualifications. Some of the resumes are retired Treasurer/Collectors who will only want to work a certain number of hours.

The roll call vote on the previous motion was: Selectman Fabian – aye; Selectman Day – aye and Chairman LaCamera – aye.

New Business

There was no New Business discussed.

Old Business

Chairman LaCamera said the Board should discuss at the next meeting if a Special Town Meeting is needed. Selectman Fabian said we have received notification of a potential petition, which we have 45 days to act on that and set a date.

Chairman LaCamera said currently he is the representative for the Board of Selectmen for marijuana issues. He has been working on a Host Community Agreement for Twisted Growers and a draft letter has been sent to Nature's Remedy. Selectman Day has expressed interest in being that liaison.

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

VOTED: To designate Selectman Day as the Board's marijuana liaison.

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

Chairman LaCamera said the Board has received a draft extension to the contract for Loon Pond Lodge. Ms. Candito said it is a standard extension we have. Chairman LaCamera asked Selectman Fabian to review that for the agenda.

Chairman LaCamera spoke about the need for a Town Planner for the Lakeville Hospital Project. There were concerns expressed about monitoring the project at the 43D meeting. The 43D Committee agreed to use Environmental Partners to do the peer review. We need to get the contract together and signed. They would provide a list of services they can provide and assigned rates. The Planning Board would allocate fee for site plan review from that contract. We need this this week.

Environmental Partners has experience in 43D projects. We should ask them to help us put together a timeline for the process. These fees are paid for by the developer. We need to discuss this with them to give assistance to the Town. If we don't follow the timelines, we will be in trouble.

Chairman LaCamera said we need to notify Town Counsel that we want someone assigned to this project right away. He suggested Amy Kwesel, who would write the decisions and attend the Planning Board Meetings. Selectman Fabian asked if the list of things to do, is that for us to meet with Environmental Partners or the 43D Committee and the Selectmen. Chairman LaCamera said the 43D Committee already approved the peer review. The Board of Selectmen have to get the contract together for peer review, as well as, for the project management of the 43D project. Selectman Day said we need to keep the Chairman of the 43D Committee informed. Ms. Candito said she is meeting with Mr. Knox on Monday.

Chairman LaCamera said the Town's engineer has retired. We have projects that are in process and initial peer reviews were done by the engineer. We don't have an engineer on staff to do the follow-up on those reviews. We need to speak to the Planning Board about this.

Chairman LaCamera said we were going to try to hire a part time Town Planner either by using a consultant or an employee. The Planning Board said they didn't want a Town Planner at their last meeting. We need to hire someone to manage projects and by-laws. We need to discuss this with the Planning Board. Selectman Fabian said we should schedule a working meeting with the Planning Board. Chairman LaCamera said this will be discussed with Mr. Knox on Monday.

Chairman LaCamera said we need to decide about IT support. Selectman Day said we have three (3) companies to look at hiring or a consultant. He is working with the current IT Director to develop a list of responsibilities. Chairman LaCamera said we may need to also look for day-to-day support. Selectman Day said Mr. Grabarz is building the network list and the show these companies the current desktop it posting to see if they are interested in that as well.

Selectman Fabian said that she and Chairman LaCamera attended the Lakeville COA lunch bag pick up the day before. The staff are doing whatever they can for the seniors and she thanked the staff for their work.

Any other business that may properly come before the meeting

There was no Other Business discussed.

Executive Session

At 11:15 AM, upon a motion made by Selectman Day and seconded by Selectman Fabian, it was:

VOTED: To enter into Executive Session pursuant to M.G.L. c.30A, §21a (6) to consider the purchase, exchange, lease or value of real estate, if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and not to return to Open Session.

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

List of documents provided at the Board of Selectmen Meeting of September 18, 2020

1. Copy of Full Time Clerk for Board of Selectmen's Office