

**TOWN OF LAKEVILLE**  
**Board of Selectmen**  
**Meeting Minutes**  
**November 12, 2020 – 1:00 PM**  
**REMOTE LOCATION**

On November 12, 2020, the Board of Selectmen held a meeting at 1:00 PM remotely from various locations. The meeting was called to order at 1:00 PM by Chairman LaCamera. Selectmen present were: Chairman LaCamera, Selectman Fabian and Selectman Day. Also present was 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 November 12, 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.

**Review Town Administrator Job Description; discuss membership for Town Administrator Search Committee and discuss using an Employment Search Consultant**

**Town Administrator Job Description**

*Clorinda Dunphy, Human Resources Director, was present for the discussion.* Chairman LaCamera said we need to decide if any changes should be made to the job description for the Town Administrator. Selectman Day asked Ms. Dunphy how much change is allowed as this was created by the legislature. Ms. Dunphy said only minor changes can be made. Selectman Day said he would like to see the order of reporting better defined. Under personnel administration, an exclusion list would be better. Chairman LaCamera said the first paragraph states: Hiring of Town Employees: the Town Administrator would recommend, but the Board of Selectmen hire. Selectman Day said he would include Page 2, end of second line under personnel administration, it should be changed to provide recommendation to the Board of Selectmen. Chairman LaCamera said under Employee Complaints: there are procedures in the Union contract and Wage & Personnel Handbook that states that the first stop is in the Department Head, then Town Administrator, and then Board of Selectmen if the Town Administrator and Human Resources Director cannot resolve the situation. Perhaps we should add as outlined in the Wage & Personnel Policy. Chairman LaCamera said regarding writing and implementing job descriptions, all job descriptions must be approved by the Board of Selectmen. Selectman Day suggested adding draft and recommend with cooperation with Human Resources and Department Heads. Selectman Fabian said we should add in "with consideration of the Strong Chief concept". Chairman LaCamera said under reviewing job performance: in both the Union contracts and Wage & Personnel Handbook that is spelled out. Job performances reviews for the Police and Fire employees are done by the Chiefs. Chairman LaCamera said recommending salary increases for non-union employees, that is included in the Wage & Personnel Plan. Selectman Fabian said she would like to see references back to the Wage & Personnel Handbook. Selectman Day asked about administering the Personnel Plan. Selectman Fabian said this job description was done prior to

creating the Human Resources Department. Chairman LaCamera said it should be changed to Human Resources Director. Selectman Fabian said that should be spelled out there.

Selectman Day said under purchasing and awarding contracts, we should clarify that to say after approval of Board of Selectmen. Chairman LaCamera said we can ask the Town Administrator to sign with Board approval and we can set a policy to set a monetary limit. Selectman Fabian said she doesn't want to put an actual dollar figure. Selectman Day suggested wording of "award contract in line with Board of Selectmen policy". Selectman Fabian said under Finances and Budget: keeping Board of Selectmen informed in page 1 section e and f, put that in Finances. Selectman Day said page 2, above Finance and Budget, hurricanes and weather conditions should be Emergency Management. Chairman LaCamera said page 3 – computers, we should try to get Human Resources involved with training. Selectman Day suggested "oversee and ensure all computer activities that are consistent with best practice.

Chairman LaCamera asked if the Treasurer is the pension administrator of the Town. Ms. Dunphy said she will find out. Selectman Fabian said in General Administration, something should be added regarding social media. Also, response to employee questions about benefits, sick time, etc. should go to Human Resources. Selectman Day suggested adding in "ensure all Town Departments and employees are maintaining effective public relations". Selectman Fabian said to remove employee health care and workers' compensation and in the next line add Human Resources Director. Chairman LaCamera said employee health care evaluation needs to remain with the Town Administrator and administration is the responsibility of the Human Resources Director. Selectman Day noted there seemed to be duplication on General Administration on Page 3 regarding responding to requests for information. This should be merged with page 2 last paragraph under General Administration. Selectman Fabian said to remove administrative ability to maintain employee personnel records, etc. on page 4. Chairman LaCamera said under advanced computer programming skills to remove DOS. Selectman Day suggested adding in the general computer skills language from other job descriptions. Selectman Fabian asked to add "valid" in front of driver's license. Chairman LaCamera said to add in Federal grants to knowledge of municipal grants.

Chairman LaCamera asked about years of experience. Selectman Fabian said she would like one (1) to three (3) years as an assistant town/city manager/administrator. Selectman Day asked about what is the turnaround for these positions. Chairman LaCamera said it seems like they move every two (2) to five (5) years. Selectman Fabian said she would like candidates to be a MCPPO and have grant experience and Green Communities experience. Chairman LaCamera said he liked Falmouth's job description experience.

#### Town Administrator Search Committee

Chairman LaCamera said the suggestion for a Search Committee is all three (3) Selectmen; the Town Accountant, Director of Inspectional Services, Finance Committee Chairman and Human Resources Director. Selectman Fabian said the last time, the search was narrowed to 13 resumes and the Search Firm brought forward five (5) applicants, which became three (3) after an applicant took another job and another candidate stayed in their position. How many candidates do we want to bring forward. Ms. Dunphy said the Search Firm will recommend probably about five (5) candidates. Chairman LaCamera said he doesn't want to have the search firm narrow the candidates down. The Search Committee should be involved in reviewing resumes and deciding on the candidates to interview. Selectman Day said he would like the Search Firm to give us all candidates; give recommendations on the pool of candidates and have the Search Committee do the narrowing down

of candidates. Selectman Day asked about the time frame? Chairman LaCamera said he would like to have a decision by the end of December on the Search Firm. We can speak to each Department Head about their thoughts. The job must be posted for a few weeks. The Selectmen assigned Department Heads to each member to speak to about what they would like to see in a Town Administrator.

Chairman LaCamera said he would like to send out a Request for Qualifications to five (5) firms to consider. Chairman LaCamera spoke of where to advertise. We would be doing the CORI checks and background checks. It was decided to send the request for MMA Consulting Group, Municipal Resources and Human Resources Services.

It was decided to schedule a Board of Selectmen Meeting for Thursday, November 19, 2020 at 1:00 PM.

### **Discuss FY21 Property and Liability Insurance Policy for the Town**

Chairman LaCamera said we were not aware of the significant increase in the property and liability insurance for FY21, which is approximately \$43,000 more than last year. He has met with the insurance agent and discussed this and we can change the deductibles. Currently they are \$1,000 for vehicles and buildings. He felt the \$1,000 for vehicles should stay, but for buildings, we don't have a lot of claims. If we change to \$5,000 for the buildings, we would save \$5,270 for the balance of this year and \$8,000 annually going forward.

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

VOTED: To change the deductible for \$5,000 for buildings for the property insurance.  
Selectman Fabian – aye; Selectman Day – aye and Chairman LaCamera – aye.

Chairman LaCamera said the property valuations went up from \$11,000,000 last year to \$22,000,000 this year for valuations. The Police Station accounts for \$5,000,000. Selectman Day said it is \$6.6 million including contents. Chairman LaCamera said we should look at items valued under \$5,000 to remove from the policy. Discussion occurred regarding the valuation of the Fire Station. Chairman LaCamera said the Jon Paun snack shack is not worth \$15,000. Selectman Fabian asked if the Board can make changes now. Chairman LaCamera said yes.

### **New Business**

Chairman LaCamera said the Town Accountant and Assessor are ready to set the tax rate, but we can't have the hearing before the Special Town Meeting. Ms. Craig-McGee said that Mr. Scheid would like the hearing on December 2, 2020.

### **Old Business**

There was no other Business discussed.

### **Any other business that may properly come before the meeting**

There was no other business discussed.

## **Adjournment**

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

VOTED: To adjourn the Board of Selectmen's Meeting at 3:24 PM.

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

## **List of documents provided at the Board of Selectmen Meeting of November 12, 2020**

1. Town Administrator proposed job description