

TOWN OF LAKEVILLE
Board of Selectmen
Meeting Minutes
November 19, 2020 – 1:00 PM
REMOTE LOCATION

On November 19, 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 19, 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

Chairman LaCamera announced that the Town has 33 Covid cases right now. Selectman Day announced that two (2) Firefighters had received their certifications.

Review and vote to finalize job description for Town Administrator

Chairman LaCamera said that the HR Director has provided a red lined update of the Town Administrator job description. Selectman Fabian said after speaking to several Department Heads, they have stressed that they would like someone that had municipal experience. It is Page 4, under Experience and Training, the next to last sentence, where it says or education and experience that is equivalent; she would rather it just say experience. Selectman Day said he has also heard that from Department Heads, but he doesn't want to rule private sector candidates out.

VOTED: To accept the job description for the Town Administrator as amended last week.

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

Finalize composition of Town Administrator Search Committee

Chairman LaCamera said the Board needs to appoint the Town Administrator Search Committee consisting of the three (3) Selectmen, Town Accountant, Nate Darling, George Vlahopoulos and Clorinda Dunphy. Selectman Fabian said Department Heads have indicated that they would like to be able to offer some input. Discussion occurred regarding this matter. Chairman LaCamera said there will be a preliminary meeting with the Search Committee and perhaps we can invite the Department Heads to that meeting to discuss their expectations. As we get to the final list, we need them to get the information so they can provide input.

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

VOTED: To form a Town Administrator Search Committee consisting of the following members: the three (3) Selectmen, Town Accountant, Nate Darling, George Vlahopoulos and Clorinda Dunphy.

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

Discuss and vote to hire a Search Firm for the Town Administrator

Ms. Dunphy said that emails were sent to four (4) firms. She was unable to reach MMA Consulting Group. Human Resources Services said they do mostly HR Compliance and Compensation; they referred us to MRI. Meat, Tolleran and Costa don't do the entire recruiting piece. Chairman LaCamera said we have two (2) different proposals with different approaches. If we want to interview both companies, we can set that up. Selectman Day asked Ms. Dunphy if anyone has spoken to references for MRI? Ms. Dunphy said she did speak to Mr. Hassett; one of the Towns he works with had a really positive result with MRI. She has heard good things about them. Selectman Fabian spoke about MRI's response. Selectman Day said they have given us a fee breakdown. The other firm gave us an hourly rate. Selectman Fabian said she would like to interview both firms. Selectman Day said he would like to interview both firms. Ms. Dunphy said she needs to make sure they are available to meet. It was decided to try to meet with the firms Monday or Tuesday night at 6:30 PM.

Discuss and review the community profile

Chairman LaCamera said the profile needs to be updated, and we will approve it at the next meeting.

Discuss time line for hiring of a Town Administrator

Chairman LaCamera said it is a bit early to discuss this until we choose a Search Firm.

Discuss and vote to approve and sign the Release and Indemnification Agreement for cornerstone Community Church

Chairman LaCamera said this is a private cemetery, Mullein Hill Cemetery, and the Town never accepted it as a Town Cemetery. In the meantime, any charges for purchasing of graves was provided to the Town. Cornerstone wants it to remain as a private cemetery. Town Counsel has prepared the agreement, as we were doing lawn mowing and maintenance on the cemetery. We owe them \$3,975.

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

VOTED: To approve the indemnification agreement with Cornerstone Community Church.

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

Discuss proposal from the MBTA to use Howland Cemetery and response from the Cemetery Commission

Chairman LaCamera said the MBTA wants to gain access through the Howland Road Cemetery to the railroad tracks. We have a letter from the MBTA and a letter from the Cemetery Commission. Looking at their request, they want to take the road in the cemetery by eminent domain. We are not going to agree to that. The MBTA does not want to maintain the road. If they are using it, they should maintain it as that cemetery is over 200 years old and does not get much activity up there. If they bring in trucks, there could be problems. They also agreed to put up a fence, which is fine. We asked them to scan the property along the road to make sure no one has been buried in that area, and they have not agreed to do that. They will provide \$10,800 to take the road by eminent domain and pay for the fence. The Cemetery Commission would prefer an easement over the road and the scan to make sure no remains are disturbed and for the fence to be installed prior to any construction. The MBTA will be responsible for maintaining the road and correct any damage caused by them. Selectman Fabian said that is a resting place for a long time. She is surprised that they don't want to do a scan of the ground. She is not comfortable with them not checking the ground. There may be graves with no markers. Selectman Day said what would happen if remains needed to be relocated; whose responsibility would that be. Chairman LaCamera said the Cemetery Commission is not going to remove any remains. People did bury family members with no markers. The road is really close to the edge of the lots. Selectman Fabian said the beginning of the road for approximately 50'-60' is just road, but then it opens up to the cemetery. The Cemetery Commission has checked their records, but she is concerned that there may be burial places not marked. We need to know for sure there are no remains. On the other side is a Native American burial site in the woods.

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

VOTED: To send a letter to the MBTA outlining the conditions of the use of the road going to the Howland Road Cemetery.

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

New Business

Selectman Fabian said the position for the Part Time Clerk for the Board of Selectmen's Office has been posted and we received a resume from someone with prior municipal experience.

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

VOTED: To appoint Bonnie Tucker as the Part Time Clerk in the Board of Selectmen's Office.

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

Chairman LaCamera said we received the contract documents for the new Hazard Mitigation Plan Grant for \$7,500 from FEMA.

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

VOTED: To authorize the Chairman to sign the grant contract for the Hazard Mitigation Plan.
Polled vote: Selectman Fabian – aye; Selectman Day – aye and Chairman LaCamera – aye.

Old Business

Chairman LaCamera said we received the revised plans today for 149 Bedford Street. He didn't see that any setback comments have been addressed. Selectman Fabian said receiving the revised plan on the same day as the Planning Board Meeting is not sufficient. Selectman Day said he would like to be able to receive color plans, which would be easier to read. Chairman LaCamera said we need to fix this process. We reviewed the initial plan; then they came in with revisions today and we just received the copies of the revised plan today. We need to talk to the Planning Board about this. The Department Heads don't get it to make their comments. Selectman Fabian said sometimes there are brand new projects; what is the rush? People need to remember that we need more than 24 hours before there is going to be discussion on it.

At 1:42 PM, upon a motion made by Selectman Fabian and seconded by Selectman Day, it was:

VOTED: To enter into Executive Session pursuant to M.G.L. c.30A, §21a (7) to comply with MGL c. 214, § 1B and 45 CFR 160, 162, and 164 (the HIPAA Privacy Rule), discuss a resident's request for a waiver of ambulance charges and pursuant to M.G.L. c.30A, §21a (7) to comply with the Open Meeting Law, MGL Chapter 30A, §22(f): approval of Executive Session Minutes for April 27, 2020; May 4, 2020; May 26, 2020; June 17, 2020; June 22, 2020 and September 18, 2020.
Polled vote: Selectman Fabian – aye; Selectman Day – aye and Chairman LaCamera – aye.

List of documents provided at the Board of Selectmen Meeting of November 19, 2020

1. Agenda cover page
2. Agenda cover page
3. Agenda cover page; revised Town Administrator Job Description
4. Agenda cover page
5. Agenda cover page
6. Agenda cover page; community profile
7. Agenda cover page
8. Agenda cover page; Release and Indemnification Agreement; memo from Cemetery Commission
9. Agenda cover page; memo from Cemetery Commission; letter from MBTA
10. Agenda cover page; grant documents
11. Agenda cover page
12. Agenda cover page
13. Agenda cover page; Executive Session Minutes of April 27, 2020; May 4, 2020; May 26, 2020; June 17, 2020; June 22, 2020 and September 18, 2020.