

**TOWN OF LAKEVILLE
Board of Selectmen
Meeting Minutes
December 2, 2020 – 6:30 PM
REMOTE LOCATION**

On December 2, 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 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 December 2, 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.lakecam.tv/) (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.

FY21 Tax Rate Classification Hearing

Present for the discussion were John Olivieri, Jr., Chairman of the Board of Assessors and Harald Scheid of Regional Resources Group. Chairman LaCamera read the hearing legal notice into the record.

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

VOTED: To open the FY22 tax rate classification hearing.

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

Mr. Olivieri said that the Board of Assessors voted today to continue with a single tax rate. Mr. Scheid reviewed the document he prepared that summarized the process to set the tax rate. The FY21 Levy Limit and amount to be raised is \$25,873,710 with an excess levy capacity of \$19,970. Mr. Scheid discussed shifting of the tax burden. He said the recommended estimated single tax rate for FY21 is \$12.77 per thousand valuation, as long as the Department of Revenue certifies the free cash. That is a decrease from FY20's tax rate of \$13.06 per thousand valuation. However, valuations have increased 3% to 5%.

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

VOTED: To close the hearing.

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

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

VOTED: That the Lakeville Board of Selectmen votes in accordance with M.G.L., Ch. 40, Sec. 56 as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the FY21 tax rates and set the Residential Factor at 1.0, with a corresponding CIP shift of 1.0, pending approval of the Town's annual tax recap by the Massachusetts Department of Revenue.

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

Selectmen Announcements

Chairman LaCamera read the Selectmen's announcement.

Discuss IT Request for Proposal Options

Selectman Day said regarding the draft Request for Quote for IT Services, it will be sent out to several companies for a five (5) month period. That will align us with the upcoming Fiscal Year and give us time to look over our overall strategy. We will send this out to at least three (3) companies, receive the quote back and award to the lowest bid received provided they can provide the needed services. We are going to ask for a base fee for normal services and no more than 20 hours per month of on-site service. We will try to get someone on board by the last week of the year, and there will be a week for them to meet with the current company. Chairman LaCamera asked for the Request for Quote to be sent out tomorrow.

Discuss and vote to hire a search firm for Town Administrator search

Clorinda Dunphy, Human Resources Director, was present for the discussion. Chairman LaCamera said we requested letters of interest from four (4) companies and received two (2) back. We interviewed them at the last meeting, and Clorinda did the reference checks. Ms. Dunphy said there were all good references. With Mead, Talerman and Costa, the references were more toward their legal services, not recruitment. She recommends going with Municipal Resources, Inc.

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

VOTED: To hire Municipal Resources, Inc. and authorize the Chairman of the Board to sign the agreement.

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

Chairman LaCamera said we have the updated job description for the Town Administrator. Selectman Day said he will review it again. Chairman LaCamera asked Board Members to submit any revisions to Ms. Dunphy. The previous community profile has been updated and MRI will review it and suggest any changes needed. The Board agreed to that process. Each one of the Selectmen interviewed Department Heads and asked what they would like to see. We can send the notes to Municipal Resources, Inc.

Discuss Guidelines for F22 Budget and Capital Plan

Todd Hassett, Town Accountant, is present for the discussion. Chairman LaCamera said Mr. Hassett is in the process of putting together the budget forms to distribute to the Department Heads. We want to get them in place sometime mid-January. He and Mr. Hassett will work on revenue projections and bring them back to the Board. We will be very conservative with the FY22 budget. He does not see an increase in State aid. The letter will go to Department Heads states that the goal is to maintain the services and staffing that we currently have as the basis for the budget right now. Going through the budget process, we can try to adjust things if there is something that needs to be addressed. Selectman Days said he would like to see from the Department Heads what they would like to see done and prioritize them. Chairman LaCamera said we will send out the Capital Plan forms along with the budget. This year we will involve the Capital Expenditures Committee at the beginning.

Discuss Event Management Agreement and Bartending Services Agreement for the Loon Pond Lodge

Selectman Fabian said we have had some meetings with the Park Department and met with the owner of the current management group. We reviewed some of the issues, but the primary sticking point is that they want a three (3) year contract. They are not interested in continuing without a three (3) year contract. Some of the Park Commission Members wanted to continue with the current vendor and some of them didn't. She does not feel comfortable going into a three (3) year agreement. Chairman LaCamera said we had agreed that we would only be doing a one (1) year contract now.

A motion was made by Selectman Fabian and seconded by Selectman Day not to extend the contract with Southeast Event Management and the Bartending Service Agreement for the Loon Pond Lodge, 28 Precinct Street, Lakeville, MA.

Discussion: Selectman Fabian said the Park Commission wants to discuss this, but were waiting on us to make a decision. We need to do this right and improve the way business is done there. There are 29 events lined up in the next two (2) years so we do not have to cancel anyone's event. This is the right time to fine tune the process.

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

Request from Town Clerk to approve April 5, 2021 Election Warrant

Chairman LaCamera said the Town Clerk would like the Board to approve the Annual Election Warrant for April 5, 2021. He read the positions available into the record.

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

VOTED: To approve the Annual Election Warrant for April 5, 2021.

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

Discuss renewal of Animal Shelter Contracts with various Towns

Chairman LaCamera said he was not aware that the contracts were due at the end of the year. We should have reviewed them in November prior to them going out. There are 11 Towns that use the Animal Shelter. We need to discuss fees and expenses at the Animal Shelter. This is a huge benefit for Towns that use our shelter. He would like this to go on the next agenda. He will put some numbers together on revenues and costs associated. Selectman Day said we have received contracts that have already been signed and returned to us. Chairman LaCamera said he would suggest only signing through June 30th. Selectman Day said he spoke to the Animal Control Officer today and he would like Mr. Frates to be involved in the discussion. This will be revisited at the next meeting.

Discuss appointment of a Temporary Part-Time Nurse

Chairman LaCamera said Nate Darling has requested that the Board appoint Meagan Morais as a Temporary Part-Time Nurse.

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

VOTED: To appoint Meagan Morais as a Temporary Part-Time Nurse contingent upon satisfactorily meeting the Town's pre-hiring requirements for a term to expire July 31, 2021.

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

Discuss Revised Plans for 149 Bedford Street

Chairman LaCamera said we have previously discussed this. The developer came in with a different plan the night of the Planning Board meeting. The Planning Board continued the hearing so that reviews can be made. They are providing access off of Route 79 for Fire Engine access. On the second page, you still have the problems with the setback requirements on the corner. They should move the building away from the road for sight lines. They went to the ZBA to ask for variance of the setback requirements. The building is too close to the road. Mass Highway will have to look at this as well for a curb cut on Route 18. Selectman Fabian said she has issues with the building setbacks and signage. She is curious about any effects on the Route 79 project. Selectman Day said there is an emergency gate that is locked. Chairman LaCamera said they were looking at having office space on the second floor, but they don't have the parking so this was withdrawn.

New Business

Chairman LaCamera said the Health Agent applied for a grant of \$1,050 to help offset COVID expenses. It needs to be spent by December 30, 2020. The Board needs to vote to accept the grant and he will sign the acceptance letter. Selectman Fabian asked where is this coming from. Chairman LaCamera said it is coming from a group of Region 5 Towns that applied for it. The money came from the Massachusetts Association of Boards of Health.

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

VOTED: To accept the grant of \$1,050 from the COVID 19 Affiliate Lead Manager, Massachusetts Association of Boards of Health.

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

Chairman LaCamera said the contract with Somethins' Brewin is up in February. He contacted the owner of Somethins' Brewin and asked him about the contract. They have already closed the business and they will be moving out. We need to decide if we want to lease the property again or not. You might want to look at the condition of the building. It needs a lot of work. We will have to address some issues. They have begun removing equipment. He spoke to Nancy LaFave from the Historical Commission about anything that belong to us in the building. She will go through the building.

Chairman LaCamera said the Agricultural Commission had presented a Right to Farm Bylaw earlier in the year. They asked for it to be placed on the Annual Town Meeting in June, but we held it. The Board should meet with them to discuss this as the Planning Board will need to hold a hearing on this.

Old Business

Selectman Fabian said there was another dog bite incident in Town; residents need to please use a leash.

Chairman LaCamera said the first public hearing for the Lakeville Hospital project is tomorrow night at 7:00 PM. It can be watched on Facebook Live.

Selectman Day asked about the Covid reimbursements. Chairman LaCamera said the Town Accountant and he attended a CARES Act Meeting Monday. Selectman Fabian said this was discussed at the Plymouth County Advisory Board meeting. They were saying whatever money not spent by the municipalities will be distributed to other entities. A lot of Selectmen were questioning if there will be an extension for spending the money. Chairman LaCamera said they are allowing to extend submitting expenses 90 days after December 30th but you have to have the purchases done by December 30th. There is no decision about an extension. They are hoping that Congress addresses this prior to December 11th. There are towns that have spent all of their money and are looking for additional funds from other towns. We are not going to give up any of our funds because we still have expenses ongoing. We have five (5) submittals and have only been paid for one (1). Discussion occurred about the lag in payment. Selectman Fabian said Plymouth County chose not to distribute the money to the communities up front. Other communities not in Plymouth County were given the funds up front. Further discussion occurred regarding the CARES Acts funds.

Adjournment

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

VOTED: To adjourn the Selectmen's meeting at 7:57 PM.

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

Other Items:

1. Letter from Comcast regarding price changes

List of documents provided at the Board of Selectmen Meeting of December 2, 2020

1. Agenda Page
2. Agenda Page; legal ad; Tax Classification Hearing Presentation
3. Agenda Page; memo from Police Chief
4. Agenda Page; information from Chapter 30B manual
5. Agenda Page
6. Agenda Page
7. Agenda Page
8. Agenda Page; draft Warrant
9. Agenda Page; sample of Animal Shelter contract
10. Agenda Page; memo from Building Commissioner; resume of Meagan Morais
11. Agenda Page; revised plans
12. Agenda Page
13. Agenda Page
14. Agenda Page