

**TOWN OF LAKEVILLE**  
**Board of Selectmen**  
**Meeting Minutes**  
**August 3, 2020 – 6:30 PM**  
**REMOTE LOCATION**

On August 3, 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 August 3, 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.

**Announcements**

Chairman LaCamera read the announcements. Discussion occurred regarding the Triple E threat. Ms. Candito spoke of having private spraying done at the Ted Williams Camp. Chairman LaCamera was concerned about not having budgeted for this. He asked to reach out to Plymouth County Mosquito for these services. Selectman Fabian said private spraying was done last year upon the advice of the Health Agent, even though it was not budgeted for. Ms. Candito said she has reached out to Plymouth County Mosquito a few times.

**Revisit and discuss approvals for renovations and changes to Town Buildings**

Chairman LaCamera said this was discussed at the last meeting. Chairman LaCamera said we are talking about renovations and changes to any buildings. Department Heads have made requests to the Building Commissioner that the Selectmen have not reviewed. The Selectmen should be notified of any renovations or changes to buildings so the Board can decide whether to move forward with the project. Selectman Day asked if the Board should put a dollar amount in place for Department Heads to come to the Board? Selectman Fabian said she doesn't want to micromanage Department Heads, but there have been a few circumstances that the Board should have known. We need better communication from the Department Heads. Chairman LaCamera said the Building Commissioner is very busy trying to deal with his Department issues. We don't want to waste his time on unnecessary things. Selectman Day said the Building Commissioner has suggested that anything under \$1,000 would be the Department Head's discretion; anything from \$2,000 to \$10,000 could go to the Building Commissioner and Town Administrator to keep the Selectmen informed. Chairman LaCamera said the Selectmen are responsible for Town Buildings and make all decisions regarding renovations and changes. He would like to have these come to the Selectmen first so we can discuss it and the funding.

### **Revisit and discuss Department Head Review process**

Chairman LaCamera said there was discussion about a member of the Board of Selectmen sitting in on Department Head reviews. Ms. Candito said she was not sure what kind of direction a Board member could give to the Department Head, unless it was to reiterate the agreed upon goals. Chairman LaCamera said if you are setting goals and objectives, you need to be part of the review process to understand the issues. Ms. Candito said previously the Board sets the goals and objectives that go to the employees. They run in concert with the Town Administrators personal goals and objectives and go to the employee. Chairman LaCamera said that doesn't deal with an employee not doing their job, performance issues, personal training, etc.

A motion was made by Selectman Fabian with Chairman LaCamera stepping down to second to have one (1) member of the Board of Selectmen sit in on Department Head review interviews for the reviews for 2020 and to revisit it if we want to continue this going forward.

Discussion on the motion: Selectmen Fabian noted we are already a bit late due to Covid. We can split them up between members. She does not feel there would be any intimidation having a Selectman present. Selectman Days said he felt that it could be intimidating having a Selectman there for some Department Heads. How do we deal with the Open Meeting Law if a member comes back and gives a report to the other members? Selectman Fabian said it would be like anything else when a Selectman handles a matter and reports back to the others. Chairman LaCamera said if a member would like to see the review, they would contact Human Resources

The vote on the previous motions was:

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

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

Chairman LaCamera said the Town Administrator's review is done annually at a public meeting of the Board of Selectmen. Selectman Day asked what is the best time of year to set the goal process. Ms. Candito said historically it was done after Town Meeting in July. Selectman Day said the contract states the review to be done no later than March 1<sup>st</sup>. Selectman Fabian said she had spoken to Town Counsel as last year, Ms. Candito had not been employed for a year. Town Counsel said we could suggest a review to the Town Administrator. Ms. Candito had indicated that she was not prepared for a review yet. She indicated that she had not been given goals, but job performance is not wholly based on goals. Even though goals have not been set, we need to discuss performance. Ms. Candito said she would hope that any review would be a mixture of performance and objective criteria and agreed upon goals. That is the fairest way to review anyone. Any review based on subjectivity would be hard for her to consider fair. She has requested a few times for goals and objectives. Selectman Fabian said she had suggested that goal setting be on the agenda with the previous Board, but it was not placed on the agenda. She feels a review is in order.

Selectman Day said we are supposed to decide on the process. Selectman Fabian said we can do a review, but don't need to set a policy regarding goal setting. Selectman Day reminded the other members that the Board needs to look back on the language of the act. No goals were set, so we can't look at them but can look at professional measures. Chairman LaCamera said every new employee is on a six (6) month probationary period, but that was not done here. We need to do a performance

review. Selectman Day said we did not meet the required deadline of March 1<sup>st</sup>. Selectman Fabian said she asked if Ms. Candito wanted a review, but she said no. Ms. Candito said she doesn't remember saying no. Selectman Fabian said Ms. Candito didn't see the reason to have a review as she had not been assigned any goals. Ms. Candito has been here over a year and she should have an evaluation on that. Selectman Day said reading the contract it says there shall be an annual performance done by March 1<sup>st</sup> of each year to establish mutually agreed upon goals. That did not happen. It is important to note that the Town was unable to do what was supposed to have been done. Selectman Fabian said she doesn't have an issue with the review stating there were no goals set. Selectman Day said it is a genuine concern that we are not doing to the letter what we are supposed to do. We can review other things besides goals as they were not set. Selectman Fabian said we are entitled to do a review and good can come from it. Even if goals had been given, due to Covid, we would have been very subjective due to that. Reviews are subjective. Selectman Day said we can look at other items and figure out goals for this contract year.

Selectman Day asked if language could be in the review that states that no goals have been established. Ms. Candito said each Selectman has their own goals, but it makes her leery that there were no agreed upon goals. Chairman LaCamera said it has to do with other issues besides goals. He asked if Ms. Candito had put her request in writing to the previous Board asking for goals? Ms. Candito said no. After discussion, it was agreed that Selectman Day will create a draft performance review form. Chairman LaCamera said this will be placed on the next agenda to set a date for the review.

#### **Update on COVID 19 reimbursements for the Town**

Ms. Candito said the first reimbursement will be delivered on August 10, 2020, which is approximately \$25,000. We have submitted our second reimbursement, which is approximately \$40,000. We are waiting on the schools for them to submit their paperwork. We will have the VOIP reimbursement, which will be around \$40,000, along with additional expenses. Chairman LaCamera said our share of the Region's reimbursement was \$260,000. He asked for a summary sheet of what we have submitted and what is pending, including the Region's reimbursement. Ms. Candito said all products have to be purchased and in house in order to be considered for reimbursement. She has not received the revised list from the Region. Selectman Fabian asked Ms. Candito to follow up with Ms. Lopes on how the technology will be supported for the Chrome Books. Chairman LaCamera said the Board should vote on the \$40,000 request for the VOIP system at another meeting. We have to buy it first before we can be reimbursed. Ms. Candito said we have not purchased it yet; we are waiting to get an assigned date. Chairman LaCamera asked Ms. Candito if she had signed the contract as the Board of Selectmen has not approved it. Ms. Candito said she has the ability to sign a contract. Chairman LaCamera said the Board of Selectmen gives the Town Administrator the authority to sign the contract. Selectman Fabian said the Board usually votes to approve the contract and gives the Town Administrator the authority to sign it. Further discussion occurred regarding this.

#### **Update on COVID 19 for F/L Regional School District**

#### **Update on the Freetown/Lakeville Regional School District Reopening Task Force Meeting on July 27, 2020**

Selectman Day said the Regional School Committee and Superintendent are working on understanding the regulations for operating the Schools. There are a three (3) options: go back to normal; 100% remote instruction and a hybrid approach. The District is leaning toward hybrid, but prepare for full remote instruction. For hybrid, the students will be split in two (2) cohorts by last

name. The thought is in person instruction for one (1) week, then remote instruction for one (1) week. They will utilize 6' spacing in the classrooms. They are still set up normally so that the cohorts will be using different desks. Everyone will have masks on and be facing forward. They will be better prepared in the fall for remote instruction. They felt they had the devices for Grades 6-12 and are trying to get devices for Grades 4-5. Only mid 20 students can be on the bus, but siblings can sit together. The next meeting is August 10<sup>th</sup>. Their plan must be submitted to the State by August 10, 2020.

### **Review and discuss the staffing requirements for the Board of Selectmen's Office**

Chairman LaCamera said currently we have a Town Administrator and Executive Assistant; the Town Coordinator position is vacant. There is a part time floater clerk available for coverage and we have a recording secretary that takes minutes for various Boards, Committees and Commissions. Ms. Candito said the part-time clerk has gathered all the information on what minutes are missing or just not posted on the website. Originally the Town Coordinator was tasked with this, but when she resigned, it went to Ms. Craig-McGee and the part-time clerk. Discussion occurred regarding the need to get minutes up to date. Ms. Craig-McGee will start the recording secretary on the minutes.

Chairman LaCamera said a new position to replace the Town Coordinator has been proposed by the Town Administrator. The Executive Assistant has been picking up some of the responsibilities in the Town Coordinator job description. Based on his review, it looks like we didn't need the Town Coordinator position. Ms. Candito summarized some of the duties of the Town Coordinator. Selectman Day asked when the Town Coordinator position was created? Ms. Candito said in 2017. Selectman Fabian said it was to help transition a new Town Administrator due to Ms. Garbitt's retirement. Chairman LaCamera discussed some of the Town Coordinator duties. He was concerned that the staff was doing things that other people can do. Now you want a position for someone to do part time planning, grant writing and other things. None of these things would be done by the Town Coordinator. There was further discussion about duties.

Chairman LaCamera said when the Town Coordinator position was created, some of those duties were removed from the Executive Assistant and given to the Town Coordinator. Now we are asking the Executive Assistant to do some of these things. Selectman Fabian said when we changed the Executive Assistant's job description to include being Executive Assistant to the Town Administrator and added duties back, but did not give her any more money. We need to figure out what the Executive Assistant to the Board and Selectmen and Town Administrator is going to be. She didn't think we will be able to get someone for the hybrid position with planning experience. Have we spoken to the Planning Board? Ms. Candito said the Planning Board has presented multiple plans for full time planners, most recently in March of 2019. Chairman LaCamera suggested meeting with the Planning Board to discuss this because this Board has never discussed having a planner.

Chairman LaCamera said we can increase the Executive Assistant hours from 32 to 40 hours. The floating part time clerk is not doing a lot of work for our office. Selectmen Day thought the clerk was a floater to offset sick time, vacations, and work on special projects. Do we need a designated Clerk? Selectman Fabian said she was told that the part time clerk works for other Departments. Selectman Day said we need to understand roles and responsibilities. We have \$61,000 for a position we are not filling. Selectman Fabian said there was a very blurry line between the Town Coordinator and Executive Assistant's job descriptions. This goes back to some of her original conversation on communication. Someone has spent the time to write this job description, and she doesn't think it is the right direction. She is not in favor of this. Selectman Day said the office needs help. He would

consider extending the current Executive Assistant to 40 hours a week and bring back a clerk for the Selectmen's office. He would like some sort of plan on where we are struggling and how to make the office work.

Chairman LaCamera said \$61,000 will not be enough for a Planner. He has spoken to Jeff Walker at SRPEDD to provide a planning resource. If we are going to get a planner, we need to fund that correctly. We should provide resources for a part time clerk in our office. We need to discuss changing our Executive Assistant from 32 hours to 40 hours a week. We can then hire someone to be a floater clerk to provide support for the other Departments. They won't be cross trained to do all the work in those Departments, but they could answer phones. Chairman LaCamera said the Board should speak to SRPEDD. Ms. Candito said the contract price was \$100 per hour for planning services. Chairman LaCamera said he would like to see a proposal on the services that they offer.

### **Discussion on establishing processes and schedules to generate yearly Town Administrator and Departmental goals**

Chairman LaCamera said this item is tabled.

### **Discussion on if the Board of Selectmen should remain the Wage & Personnel Board**

Selectman Day asked if the Wage & Personnel Board is still necessary? We now have a Human Resources Department that handles personnel issues. Chairman LaCamera said we do need it; it is required by law and voted on by Town Meeting. Selectman Day said he reviewed the Personnel Handbook and there are things that don't reflect our current Human Resources situation. Selectman Fabian said we can review the Wage & Personnel Handbook, but this may not be the time. The Human Resources Department was only created 18 months ago and the Wage & Personnel Handbook probably does not reflect that change. Chairman LaCamera said any changes made to the plan need to be approved by Town Meeting.

### **Review and possible vote on the Board of Selectmen's emergency powers being assigned to Town Administrator**

Selectman Fabian said she did not see the need for this last year when the previous Board voted it. It was being done as one (1) member was going for surgery and another was resigning. As Selectmen, we are elected by the people. A member of our community suggested that there be an elected official that would receive the Selectmen emergency powers. It does say that any decisions made have to be ratified by the Board once they can meet, but some decisions cannot be undone. At the time this was voted, we did not allow remote participation, but now we do.

A motion was made by Selectman Fabian and seconded by Chairman LaCamera to rescind the Board of Selectmen's emergency powers given to the Town Administrator.

Discussion on the motion: Selectman Day asked if this is an act under MGL or is this a Lakeville By-law. Selectman Fabian said it is a Lakeville policy. In the State Constitution, there are some powers that allow the Town Clerk to sign documents with the remaining member to help the Town keep running financially. Ms. Candito said if you want to keep this, the Town Clerk would be a good place to vest these powers. This was only a temporary situation, but the issue does not apply now. Selectman Day said he was concerned that due to the pandemic, that a situation could arise for this. However, we do have remote participation now and a three (3) member Board.

The vote on the previous motions was:

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

### **Update from Town Administrator on current IT Projects**

Ms. Candito reviewed the list of current IT projects. Selectman Day spoke about the fact that all of these projects are coming at the same time means they have been neglected. Ms. Candito said that Mr. Grabarz will be leaving his position in October. Chairman LaCamera said we need to review the job description as we will consider either an employee or to hire a consultant. He would like a form to be filled out when IT service is needed so we know what our needs are. Ms. Candito said Mr. Grabarz would prefer an on-line form. Further discussion occurred regarding the process. Selectman Day will work with Mr. Grabarz on this.

### **Review and vote to approve Election Warrant for September 1, 2020 State Primary**

Chairman LaCamera said the Board need to vote to approve the Election Warrant for September 1, 2020 State Primary.

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

VOTED: To approve the Election Warrant for September 1, 2020 for the State Primary.

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

### **Request from SRPEDD to appoint Joint Transportation Planning Group Delegate and Alternate Delegate**

Chairman LaCamera said this is very important as the Route 79 project is coming up.

Upon a motion made by Selectman Day with Chairman LaCamera stepping down to second, it was:

VOTED: To appoint Franklin Moniz to serve as delegate to the Joint Transportation Planning Group and for Evagelia Fabian to serve as Alternate Delegate.

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

### **Request for Outdoor Entertainment Permit – 76 Kingman Street – September 5, 2020**

Chairman LaCamera said request for an outdoor entertainment permit is for a family cookout on September 5, 2020.

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

VOTED: To approve the application for an outdoor entertainment permit for September 5, 2020 for a family cookout with the entertainment being an acoustical guitar and to send the current Covid19 public gathering guidelines.

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

**Request from Planning Board to appoint Mark Knox as their representative to the Project 43D Advisory Committee**

Chairman LaCamera said we are waiting for the Board of Health and Open Space Committee to appoint their representatives.

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

VOTED: To appoint Mark Knox to the Project 43D Advisory Committee for a term to expire July 31, 2021.

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

**Request from Department of Public Works Director to declare trucks and equipment as surplus**

Chairman LaCamera said we have a request from the DPW Director to declare the items listed as surplus. We would be auctioning off all items, except for Item #3, which the Regional School District Facilities Director has requested. Chairman LaCamera said the Region is requesting the use of the bucket truck. Selectman Day said the bucket truck is listed as #2.

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

VOTED: To declare the following vehicles and equipment as surplus: 1988 International catch basin cleaner; 1994 Chevrolet 3500 bucket truck; 1990 International 7100; 1984 sander with plow; 1997 Chevrolet pickup; 2005 Chevrolet Colorado; 2002 John Deere LX277 mower; 2008 John Deere X320 mower and a 1999 12' plow and frame.

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

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

VOTED: To donate the 1994 Chevrolet 3500 bucket truck to the Freetown/Lakeville Regional School District VIN #1GBJC34F9RE307635.

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

**Discuss resumes/background letters for candidates interested in filling the vacancy on the Planning Board**

Chairman LaCamera said there is a vacancy on the Planning Board. We have requested letters of interest to fill the vacancy and received four (4) letters. We asked for resumes to be submitted, and we received three (3) resumes. The next step is to send these over to the Planning Board for review and then we will jointly make the appointment with the Planning Board. Are we going to forward all four (4) letters or just the three (3) that sent in their resumes?

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

VOTED: To forward the three (3) candidates that have submitted their resumes and letter of interest for the vacancy.

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

**Review and vote to approve Board of Selectmen Meeting Minutes of March 5, 2020; April 6, 2020; April 14, 2020; April 23, 2020 and April 27, 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 March 5, 2020; April 6, 2020; April 14, 2020; April 23, 2020 and April 27, 2020.

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

**New Business**

Chairman LaCamera said the Plymouth County Treasurer wants to come to Lakeville and present the first Covid reimbursement check. It is tentatively set up for Monday at 12:00 PM. All Board members are welcome to attend. LakeCAM is not going to tape the event. It was decided that all three (3) Selectmen would attend.

**Old Business**

**Update on former Lakeville Hospital property**

Chairman LaCamera said that Lakeville Hospital is finishing the environmental study.

**Update on sale of Lakeville Country Club**

There was no update on Lakeville Country Club.

**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 10:14 PM.

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

## **Other Items**

1. Reorganization memos from the Planning Board and Board of Health
2. Update from the Middleborough/Lakeville Herring Fisheries Commission

## **List of documents provided at the Board of Selectmen Meeting of August 3, 2020**

1. Agenda Page
2. Agenda Page; Host Community Agreements for Twisted Growers and Boston Botanical
3. Agenda Page; Right to Farm By-law
4. Agenda Page
5. Agenda Page; quotes from Green River Associates and Hub Tech; email from Selectman Day regarding review of quotes
6. Agenda Page; draft Invitation to Quote document
7. Agenda Page; application; building interior sketch; Operating Agreement; Internal Revenue Service Employer Identification Number confirmation; Certificate of Organization; Driver's License; Business Certificate Information; Worker's Compensation Affidavit
8. Agenda Page; memo from Nathan Darling
9. Agenda Page
10. Agenda Page
11. Agenda Page; contract for Town of Hanson
12. Agenda Page; memo from Fire Chief
13. Agenda Page; email from Timothy LaChapelle
14. Agenda Page
15. Agenda Page; FY22 Budget Memo and Capital Plan memo