

**TOWN OF LAKEVILLE**  
**Joint Meeting: Board of Selectmen and Finance Committee**  
**Meeting Minutes**  
**March 15, 2018 – 6:30 PM – Town Office Building**

On March 15, 2018, the Board of Selectmen held a meeting at 6:30 PM in the Town Office Building in Lakeville. The meeting was called to order by Chairman Burke at 6:30 PM. Selectmen present were: Selectman Burke, Selectman Hollenbeck and Selectman Powderly. Also present were: Rita Garbitt, Town Administrator and Lorraine Carboni, Town Coordinator. LakeCAM was recording the meeting.

Finance Committee Members present included George Vlahopolous, Daniel Holland and Katherine Desrosiers. The Finance Committee called their meeting to order at 6:32 PM.

**Meet with Department Heads to review their FY19 Budget Requests**

**Cemetery Commission**

*Kenneth Upham, Jr. and Joan Morton were present from the Cemetery Commission.* The Cemetery Commission opened their meeting at 6:35 PM. Mr. Upham noted that there are 32 cemeteries that the Town is in charge of. Mr. Upham reviewed some of the cemeteries and lot availability. On Mullein Hill Cemetery, we will now be doing the maintenance on and receive the perpetual care funds. Strowbridge Cemetery needs a survey. Some new signs have been installed. Mr. Upham reviewed the previous year's income and expenses. Mr. Vlahopolous asked about the fence repairs; is that in your budget request. Mr. Upham said no. Ms. Garbitt said the previous Cemetery Commission removed the granite posts and rods from three (3) cemeteries. Ms. Garbitt said the interest earned by perpetual care is approximately \$8,000 and can be used by the Cemetery Commission.

Chairman Burke felt that restoring the cemeteries the Commission has deemed historic would be worthwhile. Selectman Hollenbeck asked when there would be an estimate regarding storm damage. Mr. Upham hoped sometime in April when the snow has melted. Selectman Hollenbeck spoke about increasing the budget in case more money is needed due to damage or maintenance.

**Review and vote on new Cemetery Schedule of Fees**

Mr. Upham reviewed fees from seven (7) local cemeteries and came up with a new schedule of fees. They presented their proposed increased fee schedule, effective May 1, 2018. The new fees are in the middle of the fee range from the other Towns. Chris Reed is the gravedigger and his fees have increased. Selectman Powderly asked about the increase in cremation. Mr. Upham said there were ten (10) burials last year. He estimates there is enough open lot space for 50 years. There seems to be a 50/50 ratio on cremations versus full body burial.

Upon a motion made by Chairman Burke and seconded by Selectman Powderly, it was:

VOTED: To approve the increase of the Cemetery Commission Fees, effective May 1, 2018.  
Unanimous in favor.

#### Town Clerk

*Lillian Drane, Town Clerk, is present for the discussion.* Ms. Drane noted that other than salaries, her election expenses have increased, close to \$2,000 due to early voting. Postage has increased due to outsourcing the census. Printing and postage is also affected by early voting. She has increased education and dog license tags. The dog license late fees for 2015 were \$4,800, 2016 was \$5,100 and 2017 was \$7,700. She has issued 1,400 dog licenses so far in 2018. Dog license fees were \$25,000 for 2015, \$28,000 for 2016 and \$27,190 for 2017. Ms. Drane said the ink cartridges are very expensive. She could use a more efficient printer. She spoke about the need for new software to make the office more efficient. Selectman Hollenbeck said the software needs for the Town Clerk's Office needs to be identified.

#### Town Treasurer/Tax Collector

*Debra Kenney, Treasurer/Tax Collector, is present for the discussion.* Ms. Kenney noted her budget has increased for office supplies and contractual obligations for salary. Selectman Hollenbeck asked about advertising expenses. Ms. Garbitt said that is for Tax Title Takings, but the cost of the ad is then added to the tax bill. Ms. Kenney noted that a lot of people are coming in for payment plans. She has a 98% collection rate. She is bundling properties for auction with Town Counsel. She does keep people in Land Court, even if they are in a payment plan. Ms. Garbitt noted that Town Counsel is trying to track down the owners and their heirs on the chapel on Taunton Street. Selectman Powderly asked about the 4<sup>th</sup> item on the budget, which was high in 2017. Ms. Kenney noted that one of the Clerk's is now doing payroll, so her salary has increased. The \$80,000 number is Jean Cruise and William Karalus' salaries. Selectman Powderly asked what the \$24,000 increase was. Chairman Burke asked to find out what the increase was and report back to the Board.

#### Council on Aging

*Kelly Conway, Council on Aging Director, was present for the discussion.* Ms. Conway said the most significant increase she is requesting is for a Part-Time Clerk. The senior population is growing. Of the 2,800 seniors in Town, at least 1,000 seniors are using the Senior Center. Electricity use has increased from the back-up main frame's air conditioning. She now has to pay for Comcast, because it needed to be upgraded for the new HD TV's. Selectman Powderly said he has supported only part-time non-benefit eligible employees for other Departments. As he visits the Senior Center often, he sees that the current staff is stretched. There is a great volunteer group there. If we added this person, it would be a good thing. Do we combine the current Part-Time Clerk with another position. She asked Ms. Conway if she envisioned one (1) full time person. Ms. Conway said a full time person would be beneficial. Selectman Powderly asked if the percentage of people using the Senior Center has increased. Ms. Conway said there

was a huge jump, and the last few years it has steadily increased. Selectman Powderly asked for the numbers on usage. Ms. Conway said they have shared an Outreach Worker with Berkley by grant. Lakeville had her one (1) day a week and Berkley had her two (2). They will renew the grant and have the Outreach Worker two (2) days a week now. Ms. Conway passed out information on the Senior Work Off Program. She noted that some Towns have caps on the number of workers. Further discussion occurred on the program.

Selectman Hollenbeck asked if this is the additional time to hire a full-time worker. Selectman Powderly said if part-time workers can be rotated properly, it can work. He would like to wait on a full-time employee. He would support a part-time employee if the numbers justify it. He does not want to lose some of the programs due to staffing.

Chairman Burke said he spoke to Ms. Conway today about a generator for the Senior Center as a Capital Item. He is in support of that as it is a critical building for the Town. Selectman Powderly said the food loss alone justifies purchasing a generator, plus the building is used as a warming center. Ms. Garbitt noted that the back-up server is also there.

#### Veterans' Agent

*Wilford Corey, Veterans' Agent was present for the discussion.* Mr. Corey said that some of the Veterans have moved to other Towns, so that has reduced the need. Selectman Powderly asked if the newer Veterans are coming in. Mr. Corey said when they leave the service they don't want to deal with the government. The VA Claim Process can be difficult. He can assist Veterans with filing for benefits. The Veterans are there; they just have not come in. Mr. Holland asked about reaching the Veterans. Mr. Corey said he is on a radio program once a week. Selectman Powderly said that the Town does get reimbursement from the government.

#### Town Administrator

Ms. Garbitt said that the Town Accountant felt that audit services should be in the Selectmen's Budget. Under wages, all employees are non-union. Ms. Craig-McGee and Ms. Garbitt had the 3% increase with Ms. Carboni and Ms. Dunphy receiving the 1.75% increase. She increased education to \$5,000 from \$1,500. Ms. Carboni has asked to go to a leadership management course for 25 Fridays. There are no changes to staff.

The Finance Committee has a budget of \$900, which covers the subscription to the Finance Committee of Massachusetts Association. Mr. Vlahopolous asked if that was necessary. Ms. Garbitt said Finance Committee Members used to attend.

Reserve Fund – it is for \$200,000. Ms. Garbitt proposed keeping it at \$200,000, which was the same as last year. Typically this is used for Snow and Ice Deficits. This fund is under the purview of the Finance Committee. Chairman Burke said we talked about a transfer for the renovations at Town Hall. Ms. Garbitt said she has \$19,000 in the Town Office Building Budget, so that money can be used to begin construction. Selectman Hollenbeck noted that the Reserve Fund does not go away. If it does not get spent, we can adjust the amount going in there.

Town Accountant: there was a \$1,400 increase for the Accountant Consultant and contractual increase for the Accounting Specialist and the \$35,000 for the Audit was removed and put in the Selectmen's Budget.

Legal Services were increased by \$5,000. Ms. Garbitt knows that she will have a deficit this year in this account. It has been at \$40,000 since she became Town Administrator.

Wage & Personnel Board: that budget covers the membership fee to the Massachusetts Municipal Personnel Association, which she has been sending Ms. Dunphy to the meetings. That also covers the HR Posters that are required and the Fair Labor Standards subscription.

IT: the budget this year was a guesstimate. She will be at least \$25,000 short with the hours for the IT Consultant and the software licensing. She is guessing on the permitting and GIS mapping. There will be a lot of training also with software. Selectman Powderly asked if the 2016 and 2017 numbers were correct. He has a problem going up \$76,000. Ms. Garbitt said she did not capture the software licensing this year. Selectman Powderly said as we added IT services, there were reductions in people. We should be saving manpower hours. Chairman Burke said the cost of IT software and hardware is to increase employee efficiency. Ms. Garbitt noted the HR software and Permit Software has not been implemented. Chairman Burke asked about the increase in technology supplies. Ms. Garbitt said there are printers to be replaced. Selectman Powderly asked if we spent \$40,000 in 2016 and \$45,000 in 2017 and now we are at \$200,000 in 2018. Ms. Garbitt said each Department was carrying their own licensing fees. Chairman Burke said equipment replacement was \$30,000 but is down to \$20,000. We only spent \$9,300. Selectman Powderly said we should be saving employee time, but that does not happen. Chairman Burke said if the money hasn't been spent this year, why is it going up? He would like a breakdown on the Virtual Town Hall versus Phil Burgess' hours. We have Tim Grabarz working now at the Police Station. We need to talk about solving the IT needs. Ms. Garbitt said that is what MassIT is doing. Chairman Burke said that could affect this budget. Ms. Garbitt said she needs to review maintenance and software licensing with the Town Accountant. Selectman Powderly said he is satisfied with Mr. Burgess and Mr. Grabarz, but he wants to make sure these line items are appropriate.

Planning Board: this is level funded. Ms. Garbitt said they have submitted a request for a full-time Planner. Chairman Burke said the Zoning Board of Appeals should have clerical help to draft decisions. The Chairman should not be writing these. Mr. Darling has money for another person in his budget. He would like to set up templates for those documents.

Zoning Board of Appeals: this is level funded for office supplies.

Town Office/Fire Station Budget: Ms. Garbitt reduced this, mainly due to heating fuel. She may have to increase this. Selectman Hollenbeck asked why the Repairs and Maintenance Buildings and Grounds are not in the Facilities Budget? Ms. Garbitt said some funds were kept for this building.

Town Report: Chairman Burke asked why the format is being changed. Ms. Garbitt said that Ms. Carboni would like to enhance this with pictures. Chairman Burke said we are going to spend 233% more on a document no one ever reads. We should put it online and not print it. Ms. Garbitt said she has to print some due to the by-laws. Chairman Burke does not know if we need to change the format.

Cable Advisory Committee: Ms. Garbitt said they are negotiating the Verizon contract right now.

Other General Government: Ms. Garbitt said that is level funded.

Animal Control Department: Mr. Frates will receive the 3% increase in salary. She increased the telephone to \$2,400. Selectman Powderly asked about the donations. Ms. Garbitt said she approves the invoices for this Department.

Street Lights: Ms. Garbitt said the Selectmen are responsible for the street lights and maintenance. Selectman Powderly said we should replace the lights with LEDs. He noted that there are missing poles in the Industrial Park through the years.

Debt Schedule: Ms. Garbitt put in comments regarding payments. On page 78 and 79, there is the breakdown. Including exempt debt, it dropped over \$400,000. She is proposing to pay off the old ambulance (#5) for \$100,000. She is not making any payment on the Police Station Roof Repairs. There is a balance of \$180,000 that can be paid off. Selectmen Hollenbeck said she is not ready to propose anything yet. We do not know where the School numbers will come in; they are likely going to be higher. We still have to do the Capital Budget. Ms. Garbitt said this is the first draft of the budget.

Health Insurance: Ms. Garbitt said the increase was 4% for Blue Cross and Harvard was much higher. She thinks Gateway is going to vote to discontinue Harvard Pilgrim. Selectman Hollenbeck asked about OPEB. Ms. Garbitt said it is on the budget summary in with the Retirees Insurance.

### **Review and vote on Reserve Fund Transfers**

Ms. Garbitt said we have an insurance claim with a \$7,500 deductible. She is asking for a Reserve Fund Transfer to cover that.

Upon a motion made by Chairman Vlahopolous and seconded by Ms. Desrosiers, it was:

VOTED: To transfer \$7,500 from the Reserve Fund to cover the insurance deductible.  
Unanimous in favor.

### **Discuss FY19 Budget Summary**

Chairman Burke said at the next budget meeting, if we have any questions we can address them. Selectman Hollenbeck wants to review the budget where funds are being spent. Selectman

Powderly said he doesn't want Departments to spend money that they don't need to. Selectman Hollenbeck said that no Departments reduce their budget if they didn't spend it the last year. Chairman Burke said we also do not want people to increase overtime to justify more employees. Revenue that has been received was summarized.

Selectman Powderly said we need to reduce the budget by \$1,000,000. Ms. Garbitt said the next meeting is with Fire, Police and the Building Department. Chairman Burke said once we have met with everyone, we need to start trimming the budget. Selectman Hollenbeck said the School Budget needs to be voted on by the end of March. Selectman Powderly said the budgets that are under the Selectmen's care have all exceeded available income; none have been reduced.

### **New Business**

Ms. Garbitt said there was an emergency request from 18 Fifth Avenue for a mobile home permit due to a tree falling on his house.

Upon a motion made by Chairman Burke and seconded by Selectman Hollenbeck, it was:

VOTED: To issue a Temporary Trailer Permit for the property located at 18 Fifth Avenue to expire September 15, 2018.  
Unanimous in favor.

### **Adjournment**

Upon a motion made by Chairman Vlahopolous and seconded by Ms. Desrosiers, it was:

VOTED: To adjourn the Finance Committee Meeting at 8:47 PM.  
Unanimous in favor.

Upon a motion made by Selectman Powderly and seconded by Selectman Hollenbeck, it was:

VOTED: To adjourn the Board of Selectman Meeting at 8:47 PM.  
Unanimous in favor.