

**TOWN OF LAKEVILLE
Joint Meeting of Select Board
And Finance Committee Minutes
February 9, 2022 – 6:30 PM
REMOTE LOCATION**

On February 9, 2022, the Select Board held a meeting at 6:30 PM remotely from various locations. The meeting was called to order at 6:30 PM by Chair Fabian. Members present were Chair Fabian, Member LaCamera and Member Carboni. Also present was Ari Sky, Town Administrator, Todd Hassett, Town Accountant, Tracie Craig-McGee, Executive Assistant and Christina Cotsoridis, Assistant to the Town Administrator. LakeCAM was recording the meeting for broadcast.

Also present for the budget discussions were members of the Finance Committee: Darren Beals, Chairman; Larry Kostant, Adam Lynch; Brian Day; and Katherine Desrosiers. The Finance Committee opened their meeting at 6:31 PM.

In accordance with provisions allowed by Chapter 20 of the Acts of 2021, the February 9, 2022 public meeting of the Lakeville Select Board and Finance Committee will be held remotely. **However, to view this meeting in progress, please go to 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/>.**

FY23 Budget Review:

Inspectional Services

Nathan Darling, Building Commissioner, was present for the discussion. Mr. Darling said he would be reviewing the Board of Health, Conservation, Building Department and Facilities budgets.

Conservation: Mr. Darling said there was a raise per the classification plan for the Agent. Mr. Darling said the expenses stayed the same.

Facilities: Mr. Darling said there are three (3) part time custodians, working approximately 16 hours per week. As they have additional duties, he is asking for an additional \$6,000, which will bring them each up two (2) hours per week. His Assistant Facilities Manager, Ted Dellarocco, has done a great job taking weight off of him. Mr. Darling said he would like to earmark an extra \$5,000 per year for his position. Mr. Sky said he proposes putting \$5,000 in as a place holder, and we will come back with the revised job description and proposed salary. All that is in there now is the 2%. Mr. Beals asked about the \$30,000 in Other Contracted Services. Prior to 2020, he had a lot more time and would be writing scopes and managing projects. This would put a bit of money to get an owner's project manager, and someone to write project scopes. Mr. Beals asked if that sounded reasonable? Mr. Darling said yes, especially for the owner's project manager. If things slow down, he would take on more of that responsibility. Mr. Day said last year repairs and maintenance were rolled into one (1) line. Do we track each building? Mr. Darling said that was done because he would have to chase around Department Heads to get signatures on invoices. This was the Town Accountant's way to simplify this. Each facility is tracked, and he gets monthly updates. This has been done with utilities this year. Member Carboni said she thinks that the increase for the full-time position is warranted. Member LaCamera said Mr. Dellarocco works seven (7) days a week sometimes and is well deserving of this. The renovation of the Historic Library was managed by Mr. Dellarocco and that came out

fantastic. He will next be managing the renovation of the Town Office Building space when the Board of Health moves out. Chair Fabian asked Mr. Hassett if he still keeps a chart of accounts for each building. Mr. Hassett said yes.

Building/Inspectional Services: Mr. Darling said the Clerk supporting the Planning Board and Zoning Board of Appeals will be providing clerical services for the Town Planner. Once that happens, you will see a reduction of half of the salary for that clerk. The part time Inspectors are revenue collecting. Their pay is offset to some extent with the number of permits issued. In FY22, there was budgeted \$14,000 and we spent \$15,680. He is asking for an increase of \$1,000 for Gas and Plumbing Inspectors and \$2,000 for the Electrical Inspector. The Sealer of Weights and Measures is a lost art. Right now, we have 14 different properties that he goes to every year and two (2) marijuana companies coming on line. He is proposing a 50% salary increase, from \$4,000 to \$6,000 to maintain current services. Ms. Desrosiers said the Electrical Inspector was \$41,000 in FY21 and we are budgeted at \$32,000 for FY22. The proposed number for FY23 is \$34,000 for the Electrical Inspector; is that enough? Mr. Darling said it may not be. In one (1) building at the condos at Island Terrace, there were 165 permits. It might be closer to \$40,000. Mr. Day asked about the revenue that your Department brings to the Town in general for FY22. Mr. Darling said with Viewpoint, he runs a 365 day report each week. Last year we were over \$400,000 in permits. Mr. Hassett noted they are at \$250,000 in permit revenue for the first six (6) months of this fiscal year. Mr. Darling said right now the Conservation Agent, himself, his Executive Assistant and a part time clerk that is working on files are located in the Historic Library. We are working on moving the Board of Health over to the building. He expects the transition will be complete at the end of February and the Board of Health area will be cleaned and the renovation work will begin. As far as upstairs, the carpeting has been removed and vinyl flooring is installed.

Board of Health: Mr. Darling said there are no significant changes. We identified a few areas with reduction. Over the last two (2) years, we have been lucky having Ed Cullen as Health Agent. He looked at area Towns and every Board of Health Agent with possibly less qualifications are at \$80-\$90,000 per year. Once we did the COLA, it would bring him to \$78,406. He would like to move Mr. Cullen to \$82,000 per year. Mr. Darling said he does not have to use his time to manage the Board of Health as Mr. Cullen takes that on. Member Carboni said she is not sure \$82,000 is enough.

Planning

Marc Resnik, Town Planner, was present for the discussion. Mr. Sky said we transferred resources from the Select Board for the Town Planner and from Inspectional Services for the Clerk and the Planning Board accounts. Mr. Resnik said the biggest portion of the budget is salaries. There are some expenses for training, travel, dues and office supplies. He has been working with the Planning Board to move forward some zoning changes and to get familiar with the Town's needs to apply for grants. He has been working with Open Space Committee to finish the update of the Open Space Plan. Mr. Beals asked how the salary came about for the Town Planner. Mr. Sky said we did a salary analysis and found \$80,000 was the typical spot. We brought Mr. Resnik in a bit above that due to his experience. Member LaCamera said looking at the GIS system and mapping and updating data layer, there are least four (4) or five (5) layers that need to be done. He is not sure if Mr. Sky will give those to Mr. Resnik or have him work together with the Assessors. Mr. Sky said probably a bit of both. Member LaCamera asked Mr. Resnik how many zoning articles was he looking at? Mr. Resnik said probably three (3) larger ones: revision to the sign bylaw; revision to the site plan review bylaw and a new open space and development bylaw, plus some housekeeping items. Member LaCamera asked Mr. Resnik if he would be able to help with the updating of the Open Space Plan.

Mr. Resnik said the Open Space Committee is through the first several chapters. The next chapter is inventory and analysis of future needs. He will coordinate with the Parks Commission; he has met with Joe Coscia to evaluate the parks and see what their needs are moving forward. He feels confident; we may be able to use SRPEDD to update the maps and drawings in the previous plan. We may be able to get that done through the Community Assistance hours. They may not need assistance from SRPEDD for the writing of the plan.

Fire Department

Michael O'Brien, Fire Chief, was present for the discussion. Chief O'Brien said there is a salary change for the Deputy Chief, which reflects what the market pays for the Deputy Chiefs. It is completely funded by salary adjustments. There is the creation of a Training Captain, funded by the elimination of a Lieutenant position. The Training Captain will still be responding to calls, but taking on administrative duties to help run the Fire Department. There is a bump in the firefighters' line with an additional two (2) firefighters that were hired in response to Covid. They became permanent in January. Chair Fabian said the additional two (2) firefighters were paid for by CARES funds, but due to activity levels, we realize that we need them. Mr. Beals said the salary increase is only 2.2%. Mr. Day asked if the Training Captain was different from the Captains in the Call Groups. Chief O'Brien said yes. Eventually he can see the Training Captain being administrative and getting the Lieutenant position back. Mr. Day asked about the number for calls this year. Chief O'Brien said they are averaging an increase of 16% for the past year, which is about 6% above average. The majority of the calls are medical. There is a large increase in ambulance revenue. We are on pace for a record year. We did \$1 million last year, and we are ahead now from last year.

Mr. Lynch asked if Chief O'Brien is being too conservative for FY23 in staffing? Chief O'Brien said if you ask a Fire Chief if he needs more staff; the answer is always yes. There are a lot of needs, but only so much for resources. He wants to act incrementally and maintain the success rate for asks. We do struggle at times to answer the call load and have enough responders to meet the needs of the Town, but all Fire Departments struggle. Mr. Sky said recruitment is a constant issue. Chief O'Brien said institutional knowledge is difficult to put a price tag on. Every person he loses to another Town is a blow. Member Carboni said if the Training Captain's position does get voted in, is it good to go or do we need to do something to get it started. Chief O'Brien said he needs to negotiate with the Union. He has a gentleman's agreement that they do support this. Member LaCamera said Chief O'Brien has cleaned up the ambulance billing issues and we get the revenue back faster, which is a huge benefit. Chief O'Brien said we had about \$800,000 in bad debt and receivables. We are now down to \$300,000. Since 2018, we have more than doubled our ambulance revenue. Mr. Sky said year to date, end of January, we have \$600,000 in ambulance revenue.

Chief O'Brien said he was able to move some money around and makes cuts to produce a realistic budget. There is a 66.7% increase in repair and maintenance of vehicles. The Town has been good to the Fire Department on vehicles, but we still operate two (2) vehicles that are older and expensive to keep on the road. \$30,000 is a tight budget for repair and maintenance. The mechanics at DPW save him a lot of money and keep his vehicles on the road. There was a reduction in repairs and maintenance of equipment, and we have been doing a lot of our own repairs on pumps and small engine items. The past year or two (2) we have overspent on telephone. That is why it was adjusted. The Emergency Management budget has had no changes.

Police Department

Matthew Perkins, Police Chief, was present for the discussion. Chief Perkins said his proposed budget has a 6.43% increase. Some of that is contractual obligation and two (2) enhancements. He has requested an additional \$8,000 for Overtime. That increase is more comparable to the 2021 budget line item, which was spent. The second one is for an additional Police Officer. The Patrolman line has been increased by 12%. In 1989, staffing was 18 Officers; today we have 19. One (1) Officer is in the Schools, so we are at the same staffing level as 1989. If you look at construction, traffic, population and the increase in calls over the years since 1989, we have never gotten over the 1989 staffing level. Traffic enforcement has taken a back burner due to the number of calls we receive. It is a big complaint from the citizens asking for radar. We have received grant money to buy the radar signs; we have a total of six (6). Two (2) more will be employed once the snow thaws. It gives us information for when people are speeding and we can get someone out there. We would have that Officer for traffic enforcement 40 hours a week. The Officer would target these areas for traffic laws and be in charge of data from the radar sign and target the time when people are speeding. The Traffic Enforcement Officer would be trained in commercial vehicle enforcement. That is another complaint that we receive about tractor trailers driving down residential streets. The typical Officer does not receive this training. This is a need and a want from the citizens of Lakeville. Ms. Desrosiers asked if adding this Officer will stabilize the Overtime budget. Chief Perkins said when we are short staffed, overtime will go up. If the Traffic Enforcement Officer takes time off, the shift would not be filled. However, they could work overtime. Mr. Day asked if the Traffic Enforcement Officer is a role utilized in other communities. If Lakeville become known as a Town not to speed in, could this person fill in elsewhere. Chief Perkins said we had that reputation before. If people know we are out there running radar, they will slow down. Mr. Kostant said you have a zero for Court Overtime. Wouldn't this position increase the Court Overtime. Chief Perkins said if someone appeals the ticket, the Traffic Enforcement Officer would go as their normal schedule will be dedicated to daytime. He feels the number is good for him for FY23.

Chief Perkins said the expense side has increased \$2,070. The first increase is in professional contracted services. We renewed our custodial contract and that is reflected there. There is also an increase in public relations and internet cable prices went up. Chair Fabian asked if \$50,000 is enough for gasoline. Chief Perkins said that number has been there for several years. It all depends on current gasoline prices. Mr. Beals asked about electric vehicles. Chief Perkins said Ford came out with a hybrid car and the State Police are testing them right now. Next year he will look to get one to test it. The cruisers we buy right now are fuel efficient and ecofriendly.

Chair Fabian said the Police Station is three (3) years old. She asked about any repairs possibly needed. Chief Perkins said the building is good, but there was some damage in the last storm. Snow got in the attic and leaked in his office. The water heater was just outside of warranty and had a failure, so that was replaced. Member LaCamera said you upgraded some software about a year ago. It is key to make sure the same software is used for Fire and Police. Chief Perkins said that project is still going on. They hope to have it up and running in June. They are working with the Fire Department to make sure it is compatible.

Cemetery Commission

Kenneth Upham, Sr., Cemetery Commission Chairman, was present for the discussion. Mr. Upham said Thompson Hill Cemetery was created in 1711. He spoke of the project of trying to bring back the original post and rail fence to get the cemetery on the National Historic Registry. We need to

increase from \$13,000 to \$15,000 for this year to buy an additional five (5) post and rails with installation. Mr. Beal noted the budget states \$13,000. Mr. Hassett said that is something that will be folded into the revised version. Mr. Day said on November 8, 2021 the Finance Committee did a reserve transfer of \$6,500 for posts. The request said it was needed to complete the project. Mr. Upham said the total cost to complete the project would be \$65,000. Mr. Day asked why don't we create a capital project to get this done? Over time this material is going to become fewer and fewer and more expensive. Mr. Upham said the perpetual care fund might be close to \$80,000. We do have the authority to use that to complete the project. Mr. Hassett said we can take a look at that internally. There is a portion that is permanent; it is the earnings that are available to expend. We can work with the Cemetery Commission on that. Member Carboni asked if there were plans to automate the file management system. Mr. Upham said we did that five (5) years ago for Clark, Precinct and the Veterans' Cemetery. Chair Fabian asked if there were plots available for sale. Mr. Upham said there are 1,200 lots. He summarized the availability of lots in the various cemeteries.

Department of Public Works/Transfer Station

Franklin Moniz, Director of Department of Public Works, was present for the discussion. Mr. Moniz said there were salary increases due to contractual obligations and COLA. There is one (1) enhancement for a laborer. We took away a full-time seasonal laborer and added a truck driver/operator. It shows an increase of one (1) employee a year for the last couple of years, which is correct, but one (1) employee went to the Parks and one (1) employee was put into the garage with the mechanic. Because of staffing and having to keep employees separated due to Covid, we have not done the same type of projects that we typically would, so he kept expenses level.

Transfer Station

Mr. Moniz said everything related to an increase in salaries is contractual or COLA. Under expenses, municipal solid waste (bagged garbage) went up, so that was increased. Bag prices have gone up as well. The total expenses went up 2.9%. Revenues for the Transfer Station are on a good track this year.

Capital Improvement Plan

Mr. Sky said we don't need final decisions tonight on the Capital Improvement Plan. We are waiting for more information on the State budget and the Schools need to get further along. We should plan for another joint meeting on March 7th. He will be giving a budget update on February 14th on Old Colony. We can make revisions and new sheets will be provided for the March 7th meeting. We can make changes on the Capital Improvement Plan and put together a model on Debt Service. Mr. Sky said the Capital Expenditure Committee is meeting on March 8th. We can discuss it again on March 21st Select Board meeting.

Member LaCamera asked to clarify something on Page 68 for expenses for Park Commission. He noted that on Line 53000, it states management services for Loon Pond Lodge of \$36,600. Boston Tavern is not charging any management service fee for the current agreement, so the expense budget has gone down by \$36,600, which helps on the revenue side. Also, they will pay costs of electricity, heat, water and rubbish removal. Looking at the total picture, we are ahead of the game for revenues and expenses.

Mr. Hassett said on February 7th, he mentioned there are a few things on the five (5) year plan that will change. The first line of preliminary design on the Town Hall and Fire Station is at \$1.8 million. We are looking to move a substantial portion of that to FY24. It will probably look like \$500,000 in FY23 and the balance in FY24 leading toward construction in FY25. Mr. Sky said the earliest we are looking to go to Town Meeting would be Fall in 2022. Mr. Hassett said on the second page under Public Works, you see in FY24 the \$500,000 for the DPW Facility. We are looking to move that up to the upcoming Town Meeting. Member LaCamera spoke of the Assawompset School project, which was approved by MSBA with 50% reimbursement. Mr. Sky said they have not officially been approved, but anticipate approval next month. MSBA will assign an Owner's Project Manager and architect and then the process will get underway. The earliest we would be talking about going to Town Meeting would be Spring of 2023. We don't have the numbers yet on the budget, so there is uncertainty. It is probably around \$1 million. Member LaCamera said we want to update the FY24 capital plan to include the Assawompset School project. Mr. Sky said we can put a placeholder there. Under Facilities, we are looking at a Library roof replacement in FY25.

Police: Chief Perkins said the fleet consists of 14 cruisers, of which 9 are marked, 4 unmarked and 1 partially marked. We have fluctuated between 1-3 cruisers per year, so his 5-year plan is 2 cruisers per year and an unmarked when needed.

Fire/Emergency: Chair Fabian said the Fire Department has requests for an ambulance for FY25; ladder truck for FY23; utility terrain vehicle from free cash for FY24 and command vehicle FY23. There is an engine replacement a few years out. Chief O'Brien said he is driving a 2016 utility vehicle; it has approximately 70,000 miles. He would like to replace Squad 3 Ford Taurus that is not really functioning well. He would rotate his car down to replace it with a 4-wheel pickup truck with a cap and an organizing board. A truck will have a long-life span. When it is time to replace it, that vehicle will be able to be repurposed as a brush truck or go to the Department of Public Works. Chief O'Brien said they are operating a 1992 rare Simon Duplex ladder truck, which is a bad combination when it breaks down. It was out of service for five (5) months this year. A ladder truck is indispensable. The alternative of not having this in service is to call a neighboring town. He summarized the Town's history of purchasing used, older ladder trucks at the end of their lives. Approximately \$105,000 has been spent on the current ladder truck over the past few years, and it is a challenge keeping this vehicle on the road. The company that built it is out of service. He is requesting \$1.4 million for a new ladder truck. It is a smaller model with buckets in the rear of the vehicle to protect it from traffic. The next ladder truck will be able to travel into the lakefront communities. It would have a fire pump with capabilities of a fire engine. That gives him more flexibility. If it arrives first, it will be able to provide fire service. New trucks are 6" narrower, which would help in our current building.

Mr. Beals asked if this will be brand new? Have you done an analysis on a newer used model? Chief O'Brien said it depends on how old. The biggest challenge is to find a used vehicle for our building and streets. It could be \$100,000 to \$400,000. You are getting trade ins. Fire Chiefs very rarely trade in a good working fire truck. Mr. Beals asked if there is any salvage value on the current truck. Chief O'Brien said he would have to investigate if it would be better to trade it in or auction off. Mr. Day asked if a smaller truck still has adequate reach for the apartment buildings or commercial building. Chief O'Brien yes. Mr. Day asked what kind of life span and warranties would it have. Chief O'Brien said the life span would be 30-35 years. Mr. Sky said in terms of procurement, the time lag is about two (2) years. Mr. Beals asked is there an upfront down payment. With interest rates low right now but heading up, does it make sense to get the financing now. Mr. Sky said when you buy a fire truck, you sign a note and lock in the financing, but your amortization does not kick in until after delivery. The first payment wouldn't be due until 60 days after delivery. There is usually

a small down payment. Member LaCamera spoke of the ambulance financing schedule. Mr. Sky said on the Debt Service on page 64 you will see the debt paydown on the ambulance, which is within the levy.

DPW – Mr. Moniz said if he only uses Chapter 90 money, he won't be able to maintain the roads. \$375,000 is what he is looking for to do 2.25 miles of road, mill and overlay. Their tow behind air compressor is a 1980 model. He is looking for a front-end loader with equipment – a Cat 930M with a plow and road package. We use this in all types of storms. We have a 1984 loader now and it is well over its life span. Mr. Day asked what roads is Mr. Moniz looking to do? Mr. Moniz said the \$375,000 will do Pierce Avenue and the Church Street extension. We have other road projects we would like to do using Chapter 90 money and we have some remainder Chapter 90 money. We have a lot of roads that need to be addressed pretty quickly. A lot of them that are way down on the list as they are residential subdivision roads with low traffic. Mr. Day asked if \$375,000 is a good number? Mr. Moniz said it is a reasonable number. Discussion occurred regarding the Route 79 project. Mr. Moniz said the DPW facility improvement is a \$500,000 placeholder. Mr. Sky said we have hired an Owner's Project Manager to work on that project. Schematic design is well along. By March 7th we should have a budget estimate. We are pushing that for the Spring Town Meeting. He noted that the project had \$235,000 appropriated already. The design work is about \$25,000, so we have \$200-\$210,000 left. The project will cost more than that, but not \$500,000 more.

Transfer Station – Mr. Moniz said he is looking for \$25,000 for crack sealing and seal coating for the parking lot. Member LaCamera asked about the repair and painting of the barn at the Transfer Station. Mr. Moniz said they have been working on it as time allows.

Senior Center addition – Mr. Sky said the intention is an addition to the building, which is hoped to be funded by grant money and developer contributions which might not occur. The \$40,000 is for the design and they have funding for that. It is not his recommendation to pursue this with borrowing. Member LaCamera said the building is almost 20 years old and in excellent condition. The building was built so that you can just add the addition to it and will be a big savings.

Parks: *Joseph Coscia, Park Commission Chairman, and Nathan Darling, Building Commissioner, were present for the discussion.* Mr. Sky said they are looking to repair the Jon Paun Park building. It would demolish the section to the rear and stabilize the rest. Mr. Coscia said this would make the building available for storage and perhaps be revenue generating for softball drills on the off season. Mr. Darling said the foundation is shifting and the rear part needs to be demolished. The building does not meet accessibility standards. The elevation change is 64" and that would be 64' of ramp to make is accessible or do a lift. It might make sense to tear it down and get a manufactured building that is narrower but longer. Chair Fabian asked if there is any historic value to this building? Mr. Darling said it is not on the Historic Register, but there is a story about the center piece. It was a merry go round and a portion of that is still in the ceiling.

Mr. Beals asked about the projected \$50,000 demolition expense. Mr. Darling said the bidding environment is volatile. We have to do an asbestos inspection prior to going out to bid. If there is asbestos there, you would be over \$50,000 with abatement. Mr. Day asked if there has been an investigation about tearing it down and put up something that is needed. Mr. Coscia said he has spoken to some of the softball leagues and they would like an area to practice off season. If we can do that building, we could get revenue from the leagues if they want to use it. If we tear it down, we need to save the well in the basement. Member LaCamera said he would tear down the building and do what Mr. Darling suggested. Member Carboni said that is a discussion that the Park Commission

can have on the needs of Jon Paun Park. Member LaCamera noted that there are no rest rooms and a handicapped accessibility issue. Mr. Sky is looking at ARPA money to potentially bring water to that facility.

Mr. Sky said he would like to do the shed, the pump house and then the lighting. It would be \$25,000 to replace the existing shed at Clear Pond with a pre-built structure. The pump house is at Ted Williams Camp for irrigation and would be integrated in with the water project. Mr. Darling said when a new well went in, we did a smaller pump house, which is in good shape. Over the past seven (7) years he has spent a lot of times pumping out the larger pump house due to broken water lines. It is an eyesore and dangerous. Member LaCamera said if that pump house and pump get replaced, then we can tie the Police Station into the irrigation system, which would save them a lot of money. Mr. Darling said the Ted Williams Camp lighting has not been functioning over by the tennis court for a few years. In 2020, MV Electric replaced some lighting on the outside of Loon Pond Lodge and he had them evaluate the parking lot tennis court lights. They gave a quote of \$10,984 in March of 2020. He redid the estimate for today's pricing and it is approximately \$15,000 to change 12 lights to LED with the underground wiring. Middleboro Gas and Electric offers a 50/50 \$8,000 matching grant to Lakeville annually which can be used for this project and possibly to light up the other parking lot south of the building, which has no lighting.

New Business

There was no New Business discussed.

Old Business

There was no Old Business discussed.

Adjournment

Upon a motion made by Ms. Desrosiers and seconded by Mr. Day, it was:

VOTED: To adjourn the Finance Committee Meeting at 9:29 PM.

Roll call vote: Mr. Kostant – aye; Ms. Desrosiers – aye; Mr. Day – aye; Mr. Lynch – aye and Mr. Beals – aye.

Upon a motion made by Member Carboni and seconded by Member LaCamera, it was:

VOTED: To adjourn the Select Board's Meeting at 9:30 PM.

Roll call vote: Member Carboni - aye; Member LaCamera – aye and Chair Fabian – aye.

List of documents provided at the Select Board Meeting of February 9, 2022

1. Agenda page
2. FY23 Budget