

AGENDA
**Board of Selectmen and acting as the Wage &
Personnel Board as needed**
Remote Location Meeting
October 12, 2021 – 6:30 PM

**PLEASE ASK IF ANYONE IS RECORDING THE MEETING
AND ANNOUNCE CABLE TAPING (IF PRESENT)**

1. In accordance with provisions allowed by Chapter 20 of the Acts of 2021, the October 12, 2021 public meeting of the Lakeville Board of Selectmen will be held remotely. **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/>**
2. 6:30 PM Meet with Town Moderator to discuss and/or vote on reduction of the November 8, 2021 Special Town Meeting Quorum
3. 6:45 PM Meet with Finance Committee for joint appointment of Lawrence Kostant to Finance Committee vacancy
4. 7:00 PM Meet with Town Clerk to review and possible vote on 2020 Precinct Re-Precincting Map, Legal Descriptions for Boundaries for 3 Precincts and Official Block Listings
5. Board of Selectmen Announcements
6. Town Administrator Announcements
7. Review and vote on Final Warrant for Special Town Meeting – November 8, 2021
8. Discuss and possible vote to accept final draft of Board, Commission and Committee Handbook
9. Discuss and possible vote to approve 2021-2022 contract plow rates
10. Discuss and possible vote to approve DPW request to provide a stipend for CDL licensed emergency snowplow drivers.
11. Discuss and possible vote to approve snow plow rate change for the Freetown/Lakeville Regional School District
12. Update on the American Rescue Plan Act and possible vote to designate contacts for Plymouth County applications.
13. Discuss Animal Shelter revenues and possible vote to increase fees for Towns that use the Lakeville Animal Shelter
14. Discuss and possible vote in regards to request from Police Chief to access up to 5 hours of the Selectmen's Municipal Assistance Hours from SRPEDD
15. Possible vote to appoint Town Administrator as Americans with Disabilities Act Coordinator

16. Review and possible vote to approve Board of Selectmen Minutes of August 9, 2021; August 30, 2021 and September 20, 2021
17. Discuss and possible recommendation to Zoning Board of Appeals regarding petition for hearing – Bud's Goods & Provisions Corp – 475 Kenneth W. Welch Drive
18. New Business
19. Old Business
20. Any other business that can properly come before the Board of Selectmen

Please be aware that this agenda is subject to change. If other issues requiring immediate attention of the Board of Selectmen arise after the posting of this agenda, they may be addressed at this meeting.

**AGENDA ITEM #1
OCTOBER 12, 2021**

In accordance with provisions allowed by Chapter 20 of the Acts of 2021, the October 12, 2021 public meeting of the Lakeville Board of Selectmen will be held remotely. **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/>**

**AGENDA ITEM #2
OCTOBER 12, 2021**

**MEET WITH TOWN MODERATOR TO DISCUSS AND/OR VOTE ON
REDUCTION OF THE NOVEMBER 8, 2021 SPECIAL TOWN
MEETING QUORUM**

**AGENDA ITEM #3
OCTOBER 12, 2021**

**MEET WITH FINANCE COMMITTEE FOR JOINT APPINMENT OF
LAWRENCE KOSTANT TO FINANCE COMMITTEE VACANCY**

The Finance Committee has a vacant position. The vacancy was advertised on the Town's website and Facebook page. 2 responses were received (attached) and the Finance Committee reviewed them.

They are recommending that Lawrence Kostant be appointed to fill the balance of the term until April 4, 2022, at which time he will have to run for a 3 year term if he would like to remain on the Finance Committee.

Tracie Craig-McGee

From: Darren Beals <d.beals@comcast.net>
Sent: Wednesday, September 15, 2021 5:13 PM
To: Tracie Craig-McGee
Subject: Re: Finance Committee vacancy

Yes, we unanimously recommend Lawrence Kostant. Brian Day did not make the meeting.

Darren

On Sep 15, 2021, at 2:41 PM, Tracie Craig-McGee <tcraig-mcgee@lakevillema.org> wrote:

Hi Darren,

Did the Finance Committee make a recommendation to fill the vacancy last night?

*Tracie Craig-McGee
Executive Assistant - Board of
Selectmen & Town Administrator
Town of Lakeville
346 Bedford Street
Lakeville, MA 02347
508 946-8803*

**45 Freetown Street
Lakeville, MA 02347
(508) 294-7326**

09/01/21

Board of Selectmen's Office
346 Bedford Street
Lakeville, MA 02347

To Whom it May Concern:

My name is Lawrence Kostant of 45 Freetown Street in Lakeville. I am interested in the open position on the Finance Committee and am submitting this letter for your consideration.

I have owned and operated Metropolitan Appraisal Services LLC for over 20 years. We specialize in damage appraisal for municipal vehicles and properties. One of the services I provide to our member communities is assistance completing their capital investment reports.

I had served on FinCom during your last opening in 2020. So I already have an understanding of the Committee and its Process.

Knowing one of every town's largest investments is their fleet of police, fire and DPW vehicles, as well as other pieces of equipment, I bring to the committee an in-depth knowledge of vehicle and equipment cost depreciation and replacement cost value.

As a resident to Lakeville I am interested in actively participating in the local community, and I would bring a fresh perspective to this very important committee.

A handwritten signature in cursive script, appearing to read "Lawrence Kostant", with a long horizontal flourish extending to the right.

Lawrence Kostant

Tracie Craig-McGee

Subject: FW: finance committee vacancy

From: tjanick@verizon.net <tjanick@verizon.net>
Sent: Wednesday, August 25, 2021 6:18 PM
To: Tracie Craig-McGee <tcraig-mcgee@lakevillema.org>
Subject: finance committee vacancy

Tracie,

I have lived in Lakeville for the past 36 years and was married to a Lakeville resident for 43 years. I graduated in 2001 from UMASS Dartmouth summa cum laude with a bachelor degree in Management. I have served on the Massachusetts State Board of Examiners for the Mass Excellence Quality Award. I was a certified Quality Manager. I served for 20 years as the President of the Poquoy Brook Golf Association at Poquoy Brook golf course. I have worked in various manufacturing environments in various managerial capacities both with and without union representation. I am currently retired. I am interested in serving on the Lakeville Finance committee if an opening exists. Do you think my experience is something the town of Lakeville can use?

Thank you

Thomas Janick
13 North Precinct St.
Lakeville, MA 02347-1217

**AGENDA ITEM #4
OCTOBER 12, 2021**

**MEET WITH TOWN CLERK TO REVIEW AND POSSIBLE VOTE ON
2020 PRECINCT RE-PRECINCTING MAP**

The Town Clerk has provided the following information for your review and will be present for discussion.




TOWN OF LAKEVILLE

OFFICE OF THE TOWN CLERK

346 Bedford Street
Lakeville, Massachusetts 02347
508-946-8814
ldrane@lakevillema.org

FROM THE OFFICE OF
LILLIAN M. DRANE
MMC/CMMC

TO: Board of Selectmen

FROM: Lillian M. Drane, Town Clerk 

DATE: October 6, 2021

SUBJECT: Town of Lakeville- **2020 Re-Precincting**

Please be advised, the Board of Selectmen will need to approve and accept the 2020 Re-Precincting Map, a Legal Description for the boundaries of the three (3) precincts, and the Official Block Listing for each precinct in order for the Secretary of State to schedule our community to be reviewed by the Local Elections District Review Commission (LEDRC). I have enclosed these documents for your review.

These documents need to be approved by the Board of Selectmen on or before October 18, 2021 and need to be submitted to the Secretary of the Commonwealth's office by October 30, 2021.

Please review the enclosed and vote on the same at your next scheduled meeting of **October 12, 2021**, so that I may forward all them to the Secretary of the Commonwealth's office.

I will glad to present to you the map as well as the boundaries.

Thank you in advance for your attention to this matter



TOWN OF LAKEVILLE
OFFICE OF THE BOARD OF SELECTMEN
346 Bedford Street
Lakeville, Massachusetts 02347
Telephone 508-946-8803

Lakeville Legal Boundary Description

Lakeville Precinct 1

All of that portion of Plymouth County bounded and described as follows: Beginning at the point of intersection of Bristol/Plymouth County line and Long Pond shoreline, and proceeding northerly along Bristol/Plymouth County line to Myricks Street, and proceeding easterly along Myricks Street to Kingman Street, and proceeding southerly along Kingman Street to Montgomery Street, and proceeding easterly along Montgomery Street to Hill Street, and proceeding easterly along Hill Street to Pickens Street, and proceeding southerly along Pickens Street to Kingman Street, and proceeding southerly along Kingman Street to the Alfred M Bessette Memorial Highway, and proceeding easterly along the Alfred M Bessette Memorial Highway to Hathaway Brook, and proceeding easterly along Hathaway Brook to Long Pond shoreline, and proceeding southeasterly along Long Pond shoreline to the point of beginning.

Lakeville Precinct 2

All of that portion of Plymouth County bounded and described as follows: Beginning at the point of intersection of Myricks Street and Kingman Street, and proceeding easterly along Myricks Street and the Bristol/Plymouth County line and the Taunton/Lakeville town line to Rhode Island Road, and proceeding easterly along Rhode Island Road to Crooked Lane, and proceeding southerly along Crooked Lane to Bedford Street, and proceeding southerly along Bedford Street to stream/river, and proceeding easterly along stream/river to the Assawompset Pond shoreline, and proceeding easterly along Assawompset Pond shoreline to Nemasket River, and proceeding southerly along the Middleborough/Lakeville town line to the Rochester/Lakeville town line, and proceeding westerly along Rochester/Lakeville town line to the Freetown/Lakeville town line, and proceeding westerly along the Bristol/Plymouth County line and the Freetown/Lakeville town line to Long Pond shoreline to Hathaway Brook, and proceeding westerly along Hathaway Brook to Alfred M Bessette Memorial Highway, and proceeding northerly along Alfred M Bessette Memorial Highway to Kingman Street, and proceeding northerly along Kingman Street to Pickens Street, and proceeding easterly along Pickens Street to Hill Street, and proceeding northerly along Hill Street to Montgomery Street, and proceeding westerly along Montgomery Street to Kingman Street, and proceeding northerly along Kingman Street to the point of beginning.

Lakeville Precinct 3

All of that portion of Plymouth County bounded and described as follows: Beginning at the point of intersection of Poquoy Brook and Middleborough/Lakeville/Taunton town line, and proceeding southerly along Poquoy Brook to Middleborough/Lakeville town line, and proceeding southerly along Middleborough/Lakeville town line to Nemasket River, and proceeding southerly along Nemasket River to the Assawompset Pond shoreline, and proceeding westerly along Assawompset Pond shoreline to stream/river, and proceeding westerly along stream/river to Bedford Street, and proceeding northerly along Bedford Street to Crooked Lane, and proceeding westerly along Crooked Lane to Rhode Island Road, and proceeding southerly along Rhode Island Road to Taunton/Lakeville town line and the Bristol/Plymouth County line, and proceeding northerly along Taunton/Lakeville town line and the Bristol/Plymouth County line to the point of beginning.

New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401021038	208	203	0	2	2	0	0	1	0	208
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401021039	13	10	0	1	0	0	0	2	0	13
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401021040	34	28	0	0	1	0	0	5	1	33
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401021041	34	32	0	0	1	0	0	1	0	34
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401021042	16	13	0	0	0	0	0	3	0	16
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401021043	21	18	0	0	0	0	0	3	0	21
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401021044	11	11	0	0	0	0	0	0	0	11
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401021045	14	14	0	0	0	0	0	0	0	14
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401021046	2	1	0	1	0	0	0	0	1	1
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401021047	25	19	0	0	0	0	0	6	1	24
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401021048	8	8	0	0	0	0	0	0	0	8
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401021055	16	16	0	0	0	0	0	0	0	16
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401021056	20	16	0	1	0	0	0	3	2	18
Lakeville Town Precinct 1	Lakeville Town Precinct 2	250235401031006	218	206	0	7	0	0	1	4	1	217
Lakeville Town Precinct 1	Lakeville Town Precinct 2	250235401031007	64	62	0	0	0	0	0	2	2	62
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401031008	52	45	0	0	0	0	1	6	1	51
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401031009	131	124	0	4	1	0	0	2	1	130
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401031010	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401031011	262	253	0	4	3	0	0	2	1	261
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401031012	35	22	0	0	4	0	1	8	4	31
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401031013	32	28	2	0	2	0	0	0	0	32
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401031014	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401031020	144	137	0	5	0	0	1	1	5	139
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401031021	54	47	3	0	0	0	0	4	2	52
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401031022	212	206	0	0	0	0	0	6	3	209
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401031023	165	154	0	2	3	0	0	6	5	160
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401031024	113	104	0	5	0	0	0	4	0	113
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401031025	20	15	0	0	1	0	0	4	7	13
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401031026	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401031027	12	12	0	0	0	0	0	0	0	12
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032000	111	110	0	0	0	0	1	0	1	110
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032001	273	254	0	5	5	0	0	9	4	269
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032002	46	46	0	0	0	0	0	0	0	46
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032003	112	111	0	0	0	0	0	1	0	112
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032004	97	95	0	1	0	0	0	1	0	97
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032005	4	3	0	0	0	0	0	1	0	4
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032006	17	15	0	0	0	0	0	2	0	17
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032007	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032008	18	15	0	0	2	0	0	1	0	18
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032009	20	11	1	0	1	0	0	7	3	17
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032010	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032011	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032012	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032013	0	0	0	0	0	0	0	0	0	0

Lakeville 2020

New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032014	117	110	0	2	0	0	0	5	0	117
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032015	122	117	0	3	0	0	0	2	1	121
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032016	30	24	0	2	0	0	0	4	1	29
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032017	74	67	0	6	0	0	1	0	1	73
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032018	31	26	1	0	0	0	1	3	1	30
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032019	49	40	0	2	7	0	0	0	2	47
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032020	85	82	2	0	0	0	0	1	1	84
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032021	85	85	0	0	0	0	0	0	0	85
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032022	42	39	1	0	0	0	0	2	2	40
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032023	71	62	3	0	0	0	0	6	5	66
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032024	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032025	72	69	0	1	0	0	0	2	3	69
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032026	91	86	0	0	0	0	0	5	0	91
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032027	103	95	0	2	0	0	0	6	2	101
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032028	18	17	1	0	0	0	0	0	0	18
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032029	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032030	42	40	0	0	0	0	0	2	0	42
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032031	58	57	0	0	0	0	0	1	1	57
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032032	39	39	0	0	0	0	0	0	0	39
Lakeville Town Precinct 1	Lakeville Town Precinct 1	250235401032033	31	25	0	2	0	0	0	4	0	31
Lakeville Town Precinct 1												
Total		64	3,794	3,544	14	58	33	0	7	138	65	3,729
Lakeville Town Precinct 2	Lakeville Town Precinct 3	250235401012014	395	375	3	4	0	0	1	12	1	394
Lakeville Town Precinct 2	Lakeville Town Precinct 3	250235401012015	83	79	0	0	1	0	0	3	1	82
Lakeville Town Precinct 2	Lakeville Town Precinct 3	250235401012016	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401012020	10	0	0	0	0	0	0	5	5	5
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401012021	18	13	0	0	2	0	1	2	4	14
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401012022	88	76	4	0	0	0	0	8	0	88
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401012023	11	5	0	2	0	0	1	1	4	7
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401012027	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401012033	7	0	0	0	0	0	0	7	5	2
Lakeville Town Precinct 2	Lakeville Town Precinct 3	250235401021000	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021001	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021002	89	84	1	0	1	0	0	3	1	88
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021003	281	243	0	10	3	1	0	24	16	265
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021004	18	13	2	2	0	0	0	1	1	17
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021005	32	32	0	0	0	0	0	0	0	32
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021006	532	514	0	0	0	0	0	18	6	526
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021007	107	104	0	0	0	0	0	3	3	104
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021008	1	0	0	0	0	0	0	1	0	1
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021009	7	7	0	0	0	0	0	0	0	7
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021010	9	2	0	2	2	0	0	3	0	9
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021011	28	22	5	1	0	0	0	0	0	28
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021012	11	10	0	0	0	0	0	1	0	11

New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021013	18	14	0	1	0	0	0	3	2	16
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021014	53	52	0	0	1	0	0	0	1	52
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021015	261	255	1	2	0	0	0	3	0	261
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021016	16	12	0	1	0	0	0	3	1	15
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021017	21	16	1	0	0	0	0	4	0	21
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021018	26	19	0	0	0	0	0	7	1	25
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021019	15	14	0	1	0	0	0	0	1	14
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021020	8	7	0	0	1	0	0	0	1	7
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021021	20	14	0	0	0	0	0	6	2	18
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021022	12	11	0	0	1	0	0	0	1	11
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021023	21	20	0	0	0	0	0	1	0	21
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021024	31	23	0	0	2	0	0	6	5	26
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021025	172	168	2	0	0	0	0	2	1	171
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021026	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021027	28	27	0	0	0	0	0	1	0	28
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021028	13	9	0	4	0	0	0	0	0	13
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021029	26	25	0	0	1	0	0	0	1	25
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021030	7	6	0	0	0	0	0	1	0	7
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021031	25	22	0	0	1	0	0	2	3	22
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021032	12	10	0	0	0	0	0	2	2	10
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021033	27	24	1	0	0	0	0	2	2	25
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021034	19	19	0	0	0	0	0	0	0	19
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021035	10	9	0	0	0	0	0	1	1	9
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021036	21	19	0	0	0	0	0	2	1	20
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021037	13	13	0	0	0	0	0	0	0	13
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021049	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021050	4	3	0	0	0	0	0	1	0	4
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021051	9	7	0	0	0	0	0	2	0	9
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021052	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021053	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021054	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021057	152	149	0	0	0	0	0	3	0	152
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021058	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021059	34	33	0	0	1	0	0	0	0	34
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021060	19	18	0	0	0	0	0	1	1	18
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401021061	12	12	0	0	0	0	0	0	0	12
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401031000	180	173	0	0	0	0	0	7	1	179
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401031001	62	60	2	0	0	0	0	0	1	61
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401031002	74	66	0	1	0	0	0	7	3	71
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401031003	21	19	0	1	0	0	0	1	0	21
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401031004	10	1	0	0	0	0	0	7	2	8
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401031005	84	75	0	7	1	0	0	1	2	82
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401031015	176	165	1	0	5	0	0	5	3	173
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401031016	313	303	2	2	1	0	0	5	2	311

Lakeville 2020

New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401031017	68	61	0	2	1	0	0	4	4	64
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401031018	80	74	0	0	0	0	0	6	1	79
Lakeville Town Precinct 2	Lakeville Town Precinct 2	250235401031019	6	1	1	0	0	0	0	4	1	5
Lakeville Town Precinct 2												
Total		69	3,906	3,607	29	43	30	1	4	192	94	3,812
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011000	73	70	0	1	2	0	0	0	0	73
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011001	11	9	0	2	0	0	0	0	0	11
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011002	10	7	1	0	0	0	0	2	0	10
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011003	51	44	0	0	1	0	0	6	0	51
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011004	33	31	1	0	0	0	0	1	0	33
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011005	6	3	0	0	1	0	0	2	0	6
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011006	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011007	27	25	0	0	0	0	0	2	1	26
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011008	37	31	0	1	3	0	0	2	0	37
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011009	11	11	0	0	0	0	0	0	0	11
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011010	32	30	0	0	0	0	0	2	0	32
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011011	16	16	0	0	0	0	0	0	1	15
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011012	99	95	0	0	0	0	0	4	0	99
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011013	34	29	0	0	0	0	0	5	0	34
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011014	113	113	0	0	0	0	0	0	0	113
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011015	5	1	0	0	1	0	0	3	0	5
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011016	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011017	4	4	0	0	0	0	0	0	0	4
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011018	59	56	0	1	0	0	0	2	2	57
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011019	14	12	0	0	0	0	0	2	2	12
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011020	42	42	0	0	0	0	0	0	0	42
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011021	46	41	0	0	0	0	0	5	1	45
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011022	17	13	0	0	1	0	0	3	2	15
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011023	33	24	0	3	0	0	0	6	0	33
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011024	83	78	0	0	0	0	0	5	2	81
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011025	12	10	0	1	0	0	0	1	1	11
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011026	273	271	0	0	0	0	0	2	2	271
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401011027	10	4	0	1	0	0	1	4	5	5
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012000	163	159	0	0	0	0	0	4	0	163
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012001	24	23	0	0	1	0	0	0	0	24
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012002	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012003	17	8	0	0	5	0	0	4	7	10
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012004	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012005	35	27	0	0	0	0	0	8	6	29
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012006	114	109	3	0	0	0	0	2	1	113
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012007	24	14	3	1	0	0	0	6	1	23
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012008	27	24	1	0	0	0	0	2	0	27
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012009	20	13	0	0	1	0	0	6	1	19
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012010	147	137	0	2	1	0	0	7	4	143

Lakeville 2020

New VTD	Old VTD	Block ID	TotalPop	WHITE	BLACK	ASIAN	Other	NHPI	AIAN	Pop2Race	Hispanic	Not Hispanic
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012011	24	21	0	0	0	0	0	3	0	24
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012012	139	135	0	0	2	0	0	2	1	138
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012013	53	49	0	0	0	0	1	3	0	53
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012017	32	28	0	2	2	0	0	0	1	31
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012018	83	82	0	0	0	0	0	1	0	83
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012019	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012024	40	34	0	1	3	0	0	2	1	39
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012025	19	14	0	0	3	0	0	2	0	19
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012026	39	34	0	1	0	0	0	4	2	37
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012028	16	16	0	0	0	0	0	0	0	16
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012029	13	9	1	0	2	0	0	1	3	10
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012030	14	11	2	0	0	0	0	1	2	12
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012031	23	17	0	0	0	0	0	6	2	21
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401012032	17	14	0	1	0	0	0	2	0	17
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401013000	346	308	4	8	0	0	0	26	5	341
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401013001	177	123	24	5	10	0	0	15	10	167
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401013002	14	5	3	3	0	0	2	1	2	12
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401013003	329	292	3	11	6	0	2	15	13	316
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401013004	4	0	0	4	0	0	0	0	0	4
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401013005	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401013006	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401013008	158	148	2	0	2	0	0	6	0	158
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401013009	47	40	0	1	0	0	0	6	3	44
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401013010	43	34	5	0	0	0	0	4	0	43
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401013011	59	51	2	0	0	0	0	6	0	59
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401013012	0	0	0	0	0	0	0	0	0	0
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401013013	206	192	6	0	0	0	0	8	3	203
Lakeville Town Precinct 3	Lakeville Town Precinct 3	250235401013014	206	185	0	0	5	1	0	15	11	195
Lakeville Town Precinct 3		67	3,823	3,426	61	50	52	1	6	227	98	3,725
Total		200	11,523	10,577	104	151	115	2	17	557	257	11,266
Grand Total												

October 13, 2021

Local Election Districts Review Commission
Office of the Secretary of the Commonwealth
c/o Elections Division
One Ashburton Place, Room 1705
Boston, MA 02108

RE: TOWN OF LAKEVILLE - 2020 RE-PRECINCTING

We, the undersigned, hereby certify that at a meeting held on October 12, 2021, the Board of Selectmen voted to accept as presented by the Town Clerk, the 2020 Re-Precincting Plan for the Town of Lakeville, including the enclosed map, legal description and block listings.

:

A true copy. ATTEST

SIGNED:

Lillian M. Drane, Town Clerk

Evagelia Fabian, Chairman

Richard LaCamera

Lorraine Carboni

Town of Lakerville



Map Prepared for the Town of Lakerville
 Courtesy of William F. Galvin, Census Liaison
 Secretary of the Commonwealth

2020 Population -- 11,523		
Minimum 5%	Target Population	Maximum 5%
3,649	3,841	4,033

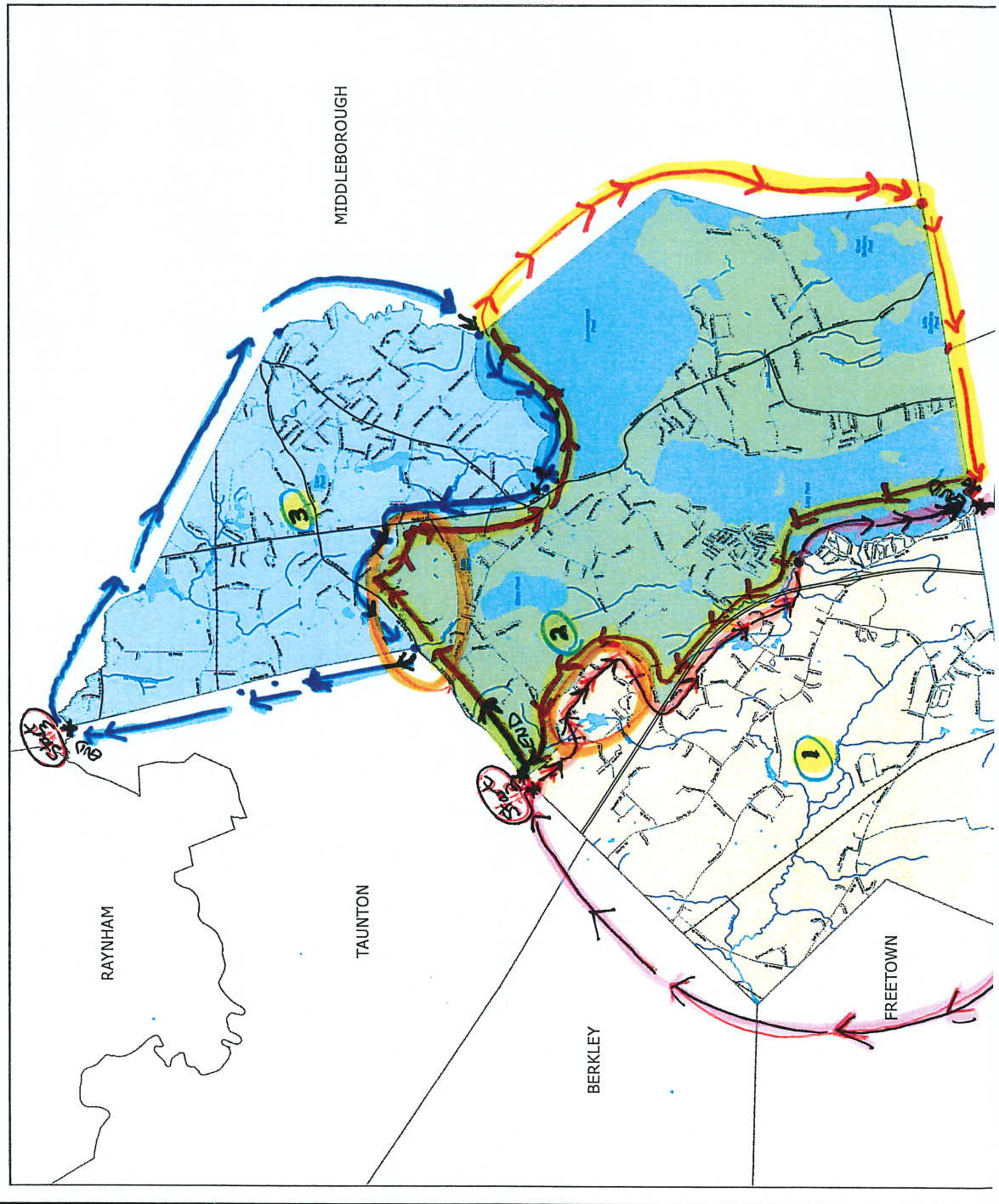
Precinct Boundaries Lakerville			
Precinct	2020 Population	Variance	
1	3,794	-1.22	
2	3,906	1.69	
3	3,823	-0.47	

Population is based on the official U.S. 2020 Census block-level data.
 Boundaries effective December 31, 2021

New Changes to Precinct

Legend

- Municipal Boundary
- Geographical Features
- Major Road
- Local Road
- Railroad
- Other Municipal Features
- Streams, Rivers
- Coastal Water, Lakes, Ponds, Major Rivers



**AGENDA ITEM #5
OCTOBER 12, 2021**

**BOARD OF SELECTMEN
ANNOUNCEMENTS**

The Lakeville Council on Aging is holding their Annual Warm Coat Drive **Monday Oct. 11th thru Friday NOV 12th**. Please bring your new or used, gently worn and clean coats of ALL sizes, genders and age groups. They will then be distributed through a network of local distribution partners. There are 4 drop off locations for your added convenience: during operating hours at the Lakeville COA; Lakeville Public Library; and Lakeville Town Hall and the Lakeville Police Department Lobby anytime.

On Thursday, October 21, 2021 from 4:00 to 9:00 PM, Papa Gino's in Middleboro will be hosting a fundraiser for the Friends of the Lakeville Council on Aging. For further information, please visit the Town's Facebook Page or website under News or Community Events.

**AGENDA ITEM #6
OCTOBER 12, 2021**

TOWN ADMINISTRATOR ANNOUNCEMENTS

**AGENDA ITEM #7
OCTOBER 12, 2021**

**REVIEW AND VOTE ON FINAL WARRANT FOR SPECIAL
TOWN MEETING – NOVEMBER 8, 2021**

Attached is the final November 8, 2021 Special Town Meeting Warrant for the Board's approval.

COMMONWEALTH OF MASSACHUSETTS

Town of Lakeville

Special Town Meeting

Monday, November 8, 2021

To any of the Constables of the **TOWN OF LAKEVILLE,**

Greetings:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Town affairs to meet in the

**APPONEQUET REGIONAL HIGH SCHOOL AUDITORIUM
100 HOWLAND ROAD, LAKEVILLE, MA**

On Monday, November 8, 2021 at 7:00 PM, then and there to act on the following articles:

ARTICLE 1: To see if the Town will vote to transfer the sum of \$4,361.87 from Free Cash and \$155.00 from Park Retained Earnings to pay for the following unpaid bills from the prior fiscal year; or take any other action relative thereto.

Unpaid Bill No.	Department	Vendor	Amount	Purpose
1	Town Offices	Ricoh	\$353.37	Copier services
2	Legal Services	KP Law	3,938.50	Tax Title Services
3	Police	M&S Automotive Repair, Inc.	70.00	State Inspection
3	Park	Mr. Cesspool	155.00	Portable Restroom Rental
	Total		\$4,516.87	

Proposed by Board of Selectmen

ARTICLE 2: To see if the Town will vote to raise and appropriate from taxation the sum of \$87,000 and transfer from Septic Loan Fund the sum of \$15,000 to supplement the appropriations stated below that were previously voted in Article 1 of the May 10, 2021 Annual Town Meeting for the Fiscal Year beginning July 1, 2021 for various Town Departments; or take any other action relative thereto.

Line No.	Department	Budget Line Item	Amount	Purpose
1	Selectmen/ Administration	Salaries	\$62,000	Asst Town Admin / Town Planner
2	Selectmen/ Administration	Expenses	20,000	Housing Production Plan
9	Treasurer/ Collector	Salaries	(9,500)	New Treas/Coll started mid-October
10	Treasurer/ Collector	Expenses	9,500	Interim Treas/Coll Contracted Services
30	Cable TV Advisory	Expenses	5,000	Verizon contract negotiation
65	Debt Service	Principal	15,000	Septic Loan Program
	Total		\$102,000	

Proposed by Board of Selectmen

ARTICLE 3: To see if the Town will vote to rescind the borrowing authority for \$95,163 which constitutes the balance that is not going to be borrowed for the Police Station construction; Article 9 of the June 12, 2017 Annual Town Meeting; or take any other action relative thereto.

Proposed by Board of Selectmen

ARTICLE 4: To see if the Town will vote to appropriate the sum of \$90,000, or any other sum, to be expended under the direction of the Board of Selectmen to pay the costs of developing a Feasibility Study and schematic design for the purpose of studying options for repairs, replacements and/or additions to the Assawompset Elementary School Building; and to meet this appropriation, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44 of the General Laws, or any other enabling authority and issue bonds and notes of the Town therefor, and provided further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payments of costs approved by this vote in accordance with G.L. c.44 §20, thereby reducing by

a like amount the amount authorized to be borrowed to pay such costs; and to authorize the Board of Selectmen to apply for, accept, and expend any grants or loans in connection herewith, to enter into all agreements, execute any and all documents including contracts for more than three years, and take all action necessary to carry out this project, for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”). The MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Study costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town. Any grant that the Town may receive from the MSBA for the Study shall be as set forth in the Feasibility Study Agreement that may be executed between the Town and the MSBA; or take any other action relative thereto.

Proposed by Board of Selectmen

ARTICLE 5: To see if the Town will vote pursuant to Massachusetts General Law Chapter 41, Section 110A, to allow the Office of the Town Clerk to remain closed on Saturdays and to treat Saturday as a legal holiday for the purposes of calculating the time frame for filing or taking other action required by law, or take any other action relative thereto.

Proposed by Town Clerk

ARTICLE 6: To see if the Town will vote to amend Lakeville General Bylaws, Chapter II, by adding the following new section 18 Articles Seeking Special Legislation, to provide as follows:

To enable adequate time for review, no article appearing on a warrant for an Annual or Special Town Meeting, requesting a petition to the General Court to enact special legislation shall be in order for consideration by Town Meeting unless the text of the special legislation sought is included as part of the article or as an appendix to the warrant, or is on file with the Town Clerk at least fourteen (14) days prior to the date of a Special Town Meeting and seven (7) days prior to the date of an Annual Town Meeting at which it will be considered; or take any other action relative thereto.

Proposed by Town Clerk

ARTICLE 7: To see if the Town of Lakeville will vote to accept sections 3 to 7, inclusive, of Chapter 44B of the General Laws of Massachusetts, also known as the Community Preservation Act, (hereinafter “the Act”), and beginning in Fiscal Year 2023, to assess a one percent (1%) surcharge on real property for the purposes permitted by said Act, which include enabling the town to (1) acquire, create and preserve open space, which includes land for parks,

recreational uses, conservation areas and the protection of drinking water supplies; (2) create and rehabilitate local parks, playgrounds, and athletic fields; (3) acquire, preserve, rehabilitate and restore historic buildings and resources; and (4) create and preserve affordable housing; and further to adopt the following exemptions from the surcharge: (a) property owned and occupied as a domicile by a person who qualifies for low income housing or low or moderate income senior housing in the Town of Lakeville, as defined in Section 2 of said Act; (b) \$100,000 of the value of each taxable parcel of residential property; and (c) \$100,000 of the value of each taxable parcel of class three, commercial property, and class four industrial property as defined in GLc.59, section 2A. A taxpayer receiving a regular property tax abatement or exemption will also receive a pro rata reduction in the surcharge; or take any other action relative thereto.

Proposed by Board of Selectmen

ARTICLE 8: To see if the Town will vote to reaffirm the vote at the June 13, 2005, Annual Town Meeting to adopt the Town's Community Preservation Committee bylaw, as published on the Town's website and on file at the Office of the Town Clerk, and by amending Section-6 of said bylaw by striking its text, and replacing it with the following; or take any other action relative thereto.

Section 6: Effective Date (Current Text)

Provided that the Community Preservation Act is accepted by the voters at the 2006 Annual Town Election, this by-law shall take effect upon approval by the Attorney General of the Commonwealth, and after all requirements of MGL Chapter 40 Section 32 have been met.

Section 6: Effective Date (Proposed Amendment)

This Bylaw shall take effect upon the Town's acceptance of the Community Preservation Act in accordance with the procedures set forth in Chapter 44B of the General Laws and after all requirements of MGL Chapter 40 Section 32 have been met.

Proposed by Board of Selectmen

ARTICLE 9: To see if the Town will vote to amend the Bylaws of the Town of Lakeville to change the title of the "Board of Selectmen" to "Select Board" as follows, or take any other action relative thereto:

1. Amend Chapter III of the Town's General Bylaws, by changing the tile from "Selectmen" to "Select Board"

2. Delete the text of Section 9 of Chapter III and replace it with the following:

Current Text

Section 9. The Selectmen shall have general direction and management of property and affairs of the town in all matters not otherwise provided for by law or these by-laws.

Proposed Amendment

Section 9. The Select Board shall have all the powers and duties of a Board of Selectmen for purposes of the General Laws and any special acts applicable to the Town of Lakeville. The Select Board shall have general direction and management of property and affairs of the town in all matters not otherwise provided for by law or these by-laws.

3. Delete the words “Board of Selectmen” or “Selectmen” in each place they appear in the Town’s General and Zoning Bylaws and insert in their place “Select Board”.

Proposed by Board of Selectmen

ARTICLE 10: To see if the Town will vote to amend Lakeville General Bylaws, Chapter 1, Section 27, to change the composition of the Council on Aging from an eleven (11) member board with one (1) alternate, to a nine (9) member Board with two (2) alternates, as shown below with additions in **bold** and deletions in ~~strike through~~; or take any other action relative thereto.

COUNCIL ON AGING

Section 27

Section 1. The Board of Selectmen shall appoint a Council on Aging for the purpose of coordinating or carrying out programs designed to meet the problems of the aging in the Town of Lakeville, which shall include, but not be limited to, identifying the needs of the elderly population of the town; educating the community and enlisting support and participation of all citizens about these needs; and designing, promoting and implementing services to fill these needs.

Section 2. The Board of Selectmen shall appoint the Council on Aging consisting of Eleven (11) Members and One (1) alternate; **provided, however, that upon the effective date of an amendment to this By-law, the membership of the Council on Aging shall be changed to Nine (9) Members and Two (2) alternates.** Upon the effective date of **an amendment to this** By-law, the appointed incumbents serving at the time of adoption shall continue to serve for the remainder of their terms, unless the incumbent resigns or is removed prior to the end of their term,

and expiring terms and vacant seats shall not be re-filled until the membership reaches Nine (9) members. Thereafter, the Board shall appoint Members for three-year terms. Members can be re-appointed for concurrent terms determined by the discretion of the Board and Appointees acceptance. The Members of the Council shall serve without pay.

The Alternates shall be appointed for a three (3) year term. The Chair may designate ~~the~~ **either or both** Alternates to sit on the Council in the case of absence, inability to act or conflict of interest of any Member, or in the event of a vacancy on the Council until the vacancy is filled.

Whenever a vacancy shall occur in the membership of the Council, by reason of death, resignation, inability to act or for any other reason, the vacancy shall be filled in accordance with the provisions of Massachusetts General Laws, Chapter 41, Section 11. When an opening in the full membership occurs, an Alternate may be considered for appointment to full membership and a replacement Alternate may be appointed.

Section 3. The Council on Aging at its first annual meeting and thereafter, annually in June of each year, shall elect from its membership Chair, Vice Chair, Secretary and Treasurer. All members shall assist the Council on Aging Director in carrying out the business of the Council as needed.

Proposed by Council on Aging

ARTICLE 11: To see if the Town will vote to amend the Lakeville Zoning Bylaw, Section 7.4.6 “Marijuana Uses - Adult Use Marijuana Establishments, and Marijuana Retailers, and Registered Marijuana Dispensaries SPGA – Zoning Board of Appeals; Marijuana Overlay District” Sub-section A by adding the following shown in underline below; or take any other action relative thereto.

- A. All Marijuana Uses, including Adult Use Marijuana Establishments, Marijuana Retailers, and Registered Marijuana Dispensaries, shall require a Special Permit from the Zoning Board of Appeals, and shall only be permitted to locate within the Marijuana Overlay District, as shown on the Town’s Zoning Map. **All allowed uses and special permit uses in the underlying district shall remain allowed by right or by special permit as designated in Section 4.1, Table of Use Regulations.**

Proposed by Board of Selectmen

ARTICLE 12: To see if the Town will vote to amend the Lakeville General Bylaws, Chapter 5, by deleting the section titled “Earth Removal” and replacing it with a new section entitled “Earth Work,” as set forth below, or take any other action relative thereto.

CHAPTER V

EARTH WORK.

Section 1. Definitions.

Board – the Town of Lakeville Board of Selectmen

Earth – any form of soil, rock or dirt, including but not limited to sod, loam, peat, humus, clay, sand, stone, gravel, rock, and ledge.

Earth Removal - removal of Earth from its present location to another location by any means, including but not limited to, stripping, excavating, mining or blasting.

Earth Work – any Earth Removal, Stockpiling or Fill operation.

Fill – the use of Earth from another location for the purpose of changing the topography of a site.

Stockpiling – the keeping and storage of Earth brought to a site from another location for the purpose of using it.

Section 2. Permit Required.

No person, firm or corporation shall perform Earth Work in the Town of Lakeville without first obtaining a permit from the Board, as provided in this Bylaw.

Notwithstanding the provisions of the preceding paragraph, the following Earth Work projects may be undertaken without a permit:

1. Earth Work by any governmental entity, including but not limited to the Town of Lakeville;
2. Earth Work involving less than 5,000 cubic yards of earth in a single calendar year;
3. Earth Work in connection with agricultural use of land, including cranberry bog maintenance operations;
4. Earth Work that is merely incidental to the construction or installation of buildings, structures, swimming pools, septic systems, utilities, fences, athletic courts, driveways, parking lots, walkways and other construction or installations occurring on the site from which the earth is removed; provided that the project is being done in accordance with all required permits and approvals, the amount of earth removed does not exceed the amount

needed for the construction or installation and the removal of earth does not result in topographical changes to the surrounding land; and

5. The transfer of earth from one portion of a parcel to another portion of the same parcel for purposes of improving the same.

Section 3. Procedure

An application for an Earth Work Permit shall be in writing, on a form provided by the Board, and shall include but not be limited to the following information:

1. The location of the proposed work.
2. The legal name and address of the owner of the property involved.
3. The legal name and address of the applicant (if different than the owner).
4. A plan and representative profiles of the area, prepared by a Registered Professional Engineer, from which final grades may be established.
5. The anticipated amount (in cubic yards) of earth work involved.
6. The reason for the project.
7. The type of work – Earth Removal, Stockpiling or Fill.
8. Previous earth removal activities on the property.
9. The source of Earth for Stockpiling and Fill projects

Upon receipt of a completed application and payment of applicable fees, the Board may conduct a public hearing on the application. Notice of said hearing shall be provided, at the applicant's expense, to all abutters, owners of land directly opposite on any public or private street or way, and abutters to abutters within three hundred feet, and by publication in a newspaper of general circulation in the Town once, at least seven days prior to the hearing.

If the Board finds, based on the facts adduced at said hearing, that the permit may result in a nuisance or that it will otherwise create a risk of harm to public health, safety or welfare, the Board may deny the application.

In approving the issuance of a permit, the Board may impose reasonable conditions, designed to protect public health, safety and welfare, which may include but not be limited to the following:

1. The finished leveling and grading shall be indicated on the approved plans as indicated and submitted to the Board, but in no event shall any grade be below the grade of any abutting and established way open to the public or private use, except that if on the authority of a Registered Civil Engineer it is determined by the Board that such a change in grade below the existing grade is advantageous to the proposed change in topography.
2. No Earth Work permit shall be approved by the Board if the work extends within four hundred (400) feet of a way open to the public whether public or private, or within one hundred (100) feet of a building or structure or property line, unless the Board is satisfied

that such removal will not undermine the way or structure, or prove detrimental to the neighborhood.

3. The placing of topsoil and planting necessary to restore the area to usable condition. Cover of topsoil of not less than 4 inches in depth shall be replaced or allowed to remain.
4. The duration of the operation.
5. The construction of necessary fencing and other protections against nuisances and/or erosion.
6. Methods for the work.
7. Temporary structures.
8. Hours of operation.
9. Routes of travel or transportation of material.
10. Control of temporary or permanent drainage.
11. Disposition of boulders and tree stumps.
12. Set and maintain permanent monuments at each property corner.
13. Slopes shall not be steeper than 4 to 1.
14. Imported earth material and/or fill may not contain debris, rebar, concrete, other building materials, clay, seashells, asphalt, glass or any solid waste of any kind. Imported materials must be soil and/or clean fill.

The Board may require a bond, or at the election of the applicant, the deposit of money into an escrow account to enforce performance of conditions imposed pursuant to this bylaw. The total amount of the bond or security deposit shall be determined by the Board and shall be based upon the extent of the operations as indicated on the plans submitted by the applicant.

The Board may adopt, and may from time-to-time revise, regulations to implement the provisions of this bylaw relative to conducting public hearings and establishing criteria for determining whether a project is likely to result in a nuisance or that it will otherwise create a risk of harm to public health, safety and welfare.

Section 4. General Conditions.

Permits shall be in effect for a period of one (1) year from the date of issue.

All Earth Work operations shall be conducted in accordance with the requirements of this bylaw, regulations of the Board adopted pursuant thereto and all conditions imposed by the Board.

All Earth Work operations shall be conducted in accordance with applicable federal, state and local laws concerning the operation, including but not limited to the requirements of the Conservation Commission. It shall be the applicant's responsibility to ensure compliance with such laws and the issuance of a permit by the Board shall not authorize any Earth Work operation undertaken in violation of any other applicable statute, rule or regulation.

Section 5. Permit Renewals

An application for renewal of an Earth Work Permit shall be in writing, on a form provided by the Board, and shall be submitted to the Board at least forty-five (45) days prior to expiration of the permit, along with the applicable renewal fee.

Any application for renewal not submitted within the time required by this bylaw shall be treated as a new application.

Each renewal application includes all of the information required by the Board, and shall specify the number of cubic yards of material removed during the prior permit term and shall be accompanied by an elevation plan on a 50-foot grid prepared by a Registered Civil Engineer, showing before, after and proposed final elevations.

Upon receipt of a completed application and payment of the applicable fee, the Board may renew the Earth Work Permit without first conducting a public hearing, provided that all conditions of the permit and this bylaw have been complied with and the Applicant has not changed the scope of the project as originally approved. In all other cases, a public hearing shall be required in accordance with the procedure set forth in Section 3 of this bylaw.

Section 6. General Administration

The Board or its designated representatives may enter upon the premises involved from time to time to inspect and ensure proper conduct of the work.

The Board may adopt and may from time-to-time revise a schedule of reasonable fees to cover the costs associated with the administration of this bylaw.

The Board may engage engineers, scientists, financial analysts, planners, attorneys or other appropriate professionals, who can assist the Board in analyzing a project or application to ensure compliance with all relevant laws, bylaws, standards and regulations. Such assistance may include, but not be limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the Board's decision or regulations, or inspecting a project during construction or implementation.

The Board may adopt and from time-to-time revise regulations for the imposition of reasonable fees for the employment of such outside consultants as set forth in M.G.L. c. 44, §53G.

The Board or its designated representatives reserve the right to inspect the applicant's records at any time.

Section 7. Enforcement

The Board may modify, suspend or revoke any permit issued pursuant to this bylaw for any violation of this bylaw, regulations of the Board adopted pursuant thereto or any conditions imposed by the Board. Such modification, revocation or suspension may take place after a hearing held by the Board of which the permit holder is given seven (7) days written notice. Such notice shall be deemed given upon mailing same, certified mail, return receipt requested, to the address listed on the permit application.

This bylaw may be enforced by the Town's Building Commissioner or his designee. Whoever violates any provision of this bylaw may be penalized by a noncriminal disposition process as provided in G.L. c.40, §21D and the Town's non-criminal disposition bylaw. If noncriminal disposition is elected, then the non-criminal fine for each such violation, if not otherwise specified, shall be:

First Offense:	\$100
Second Offense:	\$200
Third and Subsequent Offenses:	\$300

Each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.

Whoever violates any provision of this bylaw may be penalized by indictment or on complaint brought in the district court. Except as may be otherwise provided by law and as the district court may see fit to impose, the maximum penalty for each violation or offense shall be three hundred dollars (\$300). Each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.

The Board may enforce this bylaw or enjoin violations thereof through any lawful process, and the election of one remedy by the Board shall not preclude enforcement through any other lawful means.

Section 8. Severability

If any provision of this bylaw shall be held invalid or unconstitutional, such invalidity or unconstitutionality shall not be construed to affect the validity or constitutionality of any of the remaining provisions.

Proposed by Board of Selectmen

You are directed to serve this warrant by posting an attested copy hereof fourteen (14) days at least before the day appointed for the Special Town Meeting at the following places: Town Office Building, Baldies Pizzeria, Fat Cousins, the Clark Shores Association Bulletin Board, Apponequet Regional High School, Lakeville Senior Center, and Assawompset Elementary School.

Hereof fail not and make return of the warrant with your doings hereon at the time and place of said meeting.

Given under our hands this _____ day of October, 2021.

Evagelia Fabian, Chair

Richard LaCamera

Lorraine Carboni

LAKEVILLE BOARD OF SELECTMEN

A true copy, Attest:

Constable

Lakeville, MA _____ 2021

**AGENDA ITEM #8
OCTOBER 12, 2021**

**DISCUSS AND POSSIBLE VOTE TO ACCEPT FINAL DRAFT OF
THE BOARD, COMMISSION AND COMMITTEE HANDBOOK**

Attached is the final Board, Commission and Committee Handbook for your approval.

TOWN OF LAKEVILLE

A HANDBOOK FOR
APPOINTED AND ELECTED
OFFICIALS

2021





Town of Lakeville
Office of the Town Clerk
346 Bedford Street
Lakeville, Massachusetts 02347
508-946-8800
Fax: 508-946-3970

From the office of
LILLIAN M. DRANE, MMC/CMMC

**Acknowledgement of Receipt of
Appointed and Elected Committees
Handbook**

Please sign and return this page to the Town Clerk's Office.

I hereby acknowledge that I have received a copy of the "Town of Lakeville Appointed and Elected Committees, Boards and Commissions Handbook," and agree to familiarize myself with the contents thereof.

I have received a copy of the Mass. General Laws, Chapter 268a, §23, Standards of Conducts.

Signature

Name of
Board/Committee/Commission

Print Name

Date

Email Address

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INTRODUCTION TO THE APPOINTED COMMITTEE HANDBOOK

Purpose

The Selectmen's Office has provided this Committee Handbook to assist the Town of Lakeville's many boards, commissions and committees. In order to have a board that is efficient, it is essential that board members be properly oriented so they will understand their duties and carry them out effectively. The Handbook provides a brief description of procedures which may be well known to many but less familiar to others. It also provides information about important state statutes, such as the Open Meeting Law and the Conflict of Interest/Ethics Law.

Additional Publications

This Handbook does not attempt to duplicate all the details available online. All committee members should read the Town of Lakeville's General Bylaws, which are available on the Town's website (www.lakevillema.org). The Bylaws serve as the foundation of Lakeville government, including most boards and committees.

In addition, the Town of Lakeville Annual Report provides a summary of Committee activities as well as other details of Town activities for each calendar year (January thru December). Several years of Annual Reports are available on the Town's website: www.lakevillema.org, with hard copies of previous years available in the Town Clerk's Office, Lakeville Public Library, and at the State Library of Massachusetts, c/o Documents Librarian, State House Rm 341, Boston, 02133.

New Committee members should be provided with a copy of the mission statement or purpose and other written information about the Committee's specific role, powers and duties, and rules and regulations, as well as any issues frequently encountered by the Committee. Committees may request training from Town staff, Town Counsel and other sources by making a written request to the Town Administrator at any time.

See the Appendices section of this Handbook for additional resources.

Listing of Positions and Terms

ELECTED POSITIONS	<u>Number of Positions</u>	<u>Term</u>
Assessors	3	3 years
Board of Health	3	3 years
Board of Selectmen	3	3 years
Cemetery Commission	3	3 years
Finance Committee	3	3 years
Freetown-Lakeville Regional School District Committee	3	3 years
Moderator	1	1 year
Park Commission	5	3 years
Planning Board	5	5 years
Town Clerk	1	3 years
Trustees of Public Library	3	3 years

SELECTMEN APPOINTED POSITIONS

	<u>Members</u>	<u>Term</u>
Agricultural Commission	7	3 years
Board of Appeals	5/2 Alt	3 years
Board of Registrars	4	3 years
Cable TV Advisory Committee	5	1 year
Capital Expenditures Committee	5/ 1 appt by BOS	1 year
Conservation Commission	5/1 Alt	3 years
Council On Aging	9/2 Alt	3 years
Economic Development Committee	5/ 1 Alt	1 year
Emergency Planning Committee	11	1 year
Energy Advisory Committee	6	1 year
GATRA Advisory Board	1/ 1 Alt	1 year
Historical Commission	5/ 2 Alt	3 years
Lakeville Arts Council	8	3 years
Master Plan Implementation Committee	6	1 year
Open Space Committee	5	1 year
Rent Control	2-3	1 year
Town Forest Committee	3	3 years
 MODERATOR APPOINTED POSITION		
Capital Expenditures Committee	2 At Large	1 year
 FINANCE APPOINTED POSITION		
Capital Expenditures Committee	1	1 year

FORMATION OF COMMITTEES AND MEMBERSHIP

Committee Formation

Committees may be elected or appointed, depending on the requirements of State law and the Town’s Bylaws. State statutes and the Town’s Bylaws outline their powers and duties. Town Meeting may also request the appointment of a committee by approving an article for the purpose. The appointing authority prepares the charges detailing the function, composition, appointing body and more and received the report and recommendations of the committee. If appropriate, the committee may also report to Town Meeting.

Committee Vacancies

Notices about committee vacancies are generally published on the Town’s website, newsletters and announced during Board of Selectmen meetings. Individuals interested in being considered for appointment should complete a separate application for each committee, commission or board on which they would like to serve. The only exception to this protocol is for nominees from a home committee to serve as a representative on a second committee. In this case, informing the Appointing Authority of the choice will suffice. If the chosen nominee is not on the home committee but is a selected community member then an Appointment Application is required.

Applications are available on the Town’s website and may be submitted via email. Applicants who do not have access to a computer may call the Selectmen’s Office at 508-946-8803 to request a

form. The completed form should be returned to the Selectmen's Office at 346 Bedford Street, Lakeville, MA. Application or letter should include a copy of the interested resident's resume and a cover letter explaining any potential conflicts of interest. If there are no openings on the resident's committee of choice, his/her application will be held on file for two years for consideration should an opening occur.

Residents are encouraged to attend meetings of the committee of interest to learn about the committee's role in the community. Once an application is received by the Selectmen's Office, a meeting with the Town Administrator, the chairperson of the committee and/or a Department Head will be set up to discuss the next steps.

Appointed Committees

In the case of non-elected committees, the goal of the appointing authorities is to appoint qualified and interested Lakeville residents who are broadly representatives of the Town. The appointing authorities carefully consider applications and suggestions from many sources, including but not limited to, appointment applications, verbal expressions of interest, recommendation by committees' chairs, etc. They also take into account as many relevant factors as possible and make a special effort to ensure representation of the Town is made. Selections are based on current committee composition, qualifications, experience, recommendations, available space and attendance records and previous performance, when available. Non-residents may serve on committees when the appointing authority deems it in the best interest of the committee and the Town. All other individuals must be a resident of the Town of Lakeville.

All appointees receive a written notification of appointment. The Certificate of Appointment, which is signed by the appointing authority, must be presented to the Town Clerk. All appointees must be sworn in by the Town Clerk prior to attending a committee meeting as an official member. Members of voting committees not sworn into their official positions can be challenged on their vote and subsequently voided if they have not completed this step in the appointment process.

Term of Office

The full term of office for most committee positions is either one or three years, ending on July 31st of each year. If a vacancy occurs in the membership of an appointed committee, the appointing authority shall appoint a new member to serve for the balance of the unexpired term. Elected officials' terms end the day after the election day if not re-elected.

Oath of Office

A written notification of appointment will be issued to appointed and reappointed committee members, who must report to the Town Clerk's Office to be sworn to the faithful performance of their duties prior to taking any official action as a member of a committee or board (M.G.L. c. 41, §107), and will be required to sign their oath of office certification.

It is particularly important that all elected and appointed officials take the required oath of office to faithfully perform their duties and participate in required training and certificates when applicable. An appointed member is not qualified to take any official action until after he/she has taken the oath of office. In addition, his/her predecessor is still legally in office until this oath has been administered.

It is also important that members of certain boards which have quasi-judicial powers, such as the Zoning Board of Appeals or the Conservation Commission, take their oaths of office. If litigation

results from some action taken by such a board, the case may be lost if all board members involved in the action have not taken the required oath.

Each appointment has its own Certificate of Appointment. If an individual serves on multiple committees in various capacities, a separate Certificate of Appointment must be signed and the individual sworn in for each role.

Conflict of Interest Law

Every year, all municipal employees and board, committee and commission members must be given a summary of the conflict of interest Law by the Town Clerk and prepared by the State Ethics Commission and, every two years, must complete an online training program prepared by the State Ethics Commission. The online program is available at www.muniprogram.state.ma.us. Committee members completing the program online will be prompted to print a Certificate of Completion, which must be provided to the Town Clerk's Office.

Penalty: Willful Refusal to Comply Online Ethics Test

The Conflict of Interest Law requires the Town Clerk to notify the State Ethics Commission for non-compliance. The Ethics Commission can impose a civil penalty up to \$10,000 (\$25,000 for bribery cases) for each violation of the law, and can order a violator to repay any economic advantage he/she gained by the violation, and to make restitution to injured third parties. Violations of the conflict of interest law can also be prosecuted criminally.

Failure to complete the training program and the accompanying test will be considered cause for removal by the appointing authority. New appointees must complete the ethics test within 30 days of appointment. Information for both is available on the Town's website (www.lakevillema.org).

Conflict of Interest Statute as It Applies to Committee Appointees

M.G.L. Chapter 268A, see also the State Ethics Commission Website: <http://www.mass.gov/ethics/>

Purpose

According to *A Practical Guide to the Conflict-of-Interest Law for Municipal Employees* <https://www.mass.gov/service-details/summary-of-the-conflict-of-interest-law-for-municipal-employees> published by the State Ethics Commission, the "purpose of the conflict law is to ensure that public employees' private financial interests and personal relationships do not conflict with their public obligations. The law is broadly written to prevent a public employee from becoming involved in a situation which could result in a conflict or give the appearance of a conflict."

"The law restricts what a public employee may do: (1) on the job; (2) after hours (or 'on the side'); and (3) after leaving public service."

Please see the Appendix for the required disclosure forms.

- Disclosure of Appearance of Conflict of Interest as required by MGL 268A §23(b)(3) Form (see Appendix)
- Disclosure of Financial Interest by Municipal Employee and Determination by Appointing Authority Form MGL 268A § 19 (see Appendix)

Provisions

The law prohibits a variety of actions, including bribery, extra pay, receipt of gifts or privileges because of a committee member's official action, and acting as an agent or attorney for anyone in a claim against or doing business with the Town. The law prohibits all municipal employees from

participating in a particular matter in which committee members or any of the following have a financial interest:

- Immediate family,
- Partner or business associate,
- A business organization in which a committee member serves as an officer, director, trustee, partner or employee (including a non-profit organization), or;
- Any person or organization with which committee members are negotiating or have any arrangement concerning prospective employment.

If committee members have a conflict of interest or an appearance of conflict in any matter before the board or committee, they should not be counted in the quorum nor should they participate in or be present for any pertinent discussions or votes. The law provides for the legal determination of conflict of interest status for any employee with the submission of a request to the appointing authority or the State Ethics Commission. The law also provides for continued service in certain circumstances if full disclosure is made or a special exemption is granted by the appointing authority with advice from Town Counsel. If committee members have any questions about their activities, they should contact the State Ethics Commission at 888-485-4766, and should also file a written request to the Town Administrator. The answer to the request will be provided in writing and will become a matter of public record.

Recusal is the responsibility of the individual member and is not subject to request by members of the committee or the public. When a committee member recognizes that a potential conflict of interest exists, the member should announce recusal from all participation in the matter, i.e., from discussing, questioning, commenting and voting and should be reflected in the minutes of the meeting.

Persons Covered by the Conflict-of-Interest Law

Municipal Employees: “The conflict law regulates the conduct of public officials and employees (referred to collectively in the law as ‘employees’) at the state, county and municipal levels of government. The term ‘employee’ at each level is defined expansively. You are considered a municipal employee if you hold any office, position, employment or membership in any municipal agency. It does not matter whether you are paid or unpaid or whether you serve full-time or part-time. People who work as consultants or on an intermittent basis are generally covered, as well. For example, unpaid members of local town or city boards or commissions are municipal employees, as are private citizens serving on a special advisory committee (emphasis added) appointed by the Board of Selectmen to make recommendations on specific issue.”

“Special” Municipal Employees: “‘Special’ municipal employee status may be assigned to certain municipal positions by vote of the Board of Selectmen, board of aldermen or city council. Two sections of the conflict law apply less restrictively to special municipal employees. You are eligible to be designated as a special municipal employee provided that: (1) you are not paid; (2) you hold a part-time position which allows you to work at another job during normal working hours; or (3) you were not paid by the city or town for more than 800 working hours (approximately 20 weeks full-time) during the preceding 365 days.” However, an entire board, and not a single individual receives the designation, which is why it is rarely granted.

Specifically, it is the municipal position which is designated as having “special” status, not the individual. Therefore, all employees holding the same office or position must have the same classification as special. For instance, one member of a school committee may not be classified as a special employee unless all members are similarly classified.”

Designation of Committee members as “Special” Municipal Employees

The Board of Selectmen votes to designate some committee members as “Special” Municipal Employees. Under the provisions of this law, some but not all Town of Lakeville committee members have been designated as “Special” Municipal Employees.

Special Municipal Employees Designations and Dates:

- Energy Advisory Committee June 2020
- Highway Department Administrative Assistant June 2020
- Zoning Board of Appeals June 2020
- Board of Assessors June 2020
- Conservation Commission June 2020
- Special Police Officers June 2020
- Planning Board October 2020

Board and Committee Standards of Conduct (as stated by the Secretary of State)

1. A member of a board or committee in relation to his or her community should:
 - a. Realize that his or her basic function is to carry out the board or committee’s mandated responsibilities and develop town policy related thereto, with administration delegated to the Town Administrator.
 - b. Realize that he or she is one of a team and should abide by board or committee decisions once they are made.
 - c. Be well-informed concerning the duties of board/committee members on both local and state levels.
 - d. Remember that he or she represents the entire community at all times.
 - e. Accept appointment as a means of unselfish service, not to benefit personally or politically from any board or committee activities in accordance with the law.
 - f. In all appointments or contract awards avoid political patronage by judging all individuals solely on merit, experience and qualifications.
 - g. Abide by the ethics established by the Commonwealth and not use the position to obtain inside information on matters which may benefit someone personally.
2. A member of a board or committee in his or her relations with administrative staff of the Town should:
 - a. Endeavor to establish sound, clearly defined policies that will direct and support the administration for the benefit of the people of the community.
 - b. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - c. Give the Town Administrator the appropriate responsibility for discharging his or her disposition and solution.
3. A member of a board or committee in his or her relations with fellow board/committee members should:
 - a. Recognize that action at official legal meetings is binding and that he or she cannot bind the board or committee outside of such meetings.
 - b. Not make statements or promises of how he or she will vote on matters that will come before the board/committee until he or she has had an opportunity to hear the pros and cons of the issue.
 - c. Uphold the intent of Executive Session and respect the privileged communication that exists in Executive Session.
 - d. Make decisions only after all facts on a question have been presented and discussed.
 - e. Treat with respect and civility the rights of all fellow members, attendees and staff despite difference of opinion.

Speaking for a Committee

An individual board member has a right to speak publicly as a private citizen but should not purport to represent the committee or exercise the authority of the committee except when specifically authorized by a majority vote of the body to do so. If members identify themselves as members when speaking as a private citizen, it may be perceived that they are speaking for the committee. Such a perception should be avoided. An individual board member should clearly identify his/herself and state publicly that they are speaking as a private citizen authorized to speak on behalf of his/her board for the record.

Reappointment

Reappointment is based on the recommendation of the chair of the committee, who considers the member's contributions, the desirability of widespread involvement, and changing needs of the committee and the Town. Some committees may have a term limit requirement as outlined in their bylaws.

In cases where special training or expertise is required, longer periods of service may be appropriate. A committee member is under no obligation to accept reappointment, nor is the appointing authority obligated to offer reappointment.

Resignation

A committee member who is no longer able to serve should resign promptly in order to allow the vacancy may be filled. A written resignation must be submitted to the appointing authority and the committee chair with copies submitted to the Selectmen's Office and the Town Clerk.

Other Terminations

In rare circumstances such as continued, unexplained absences or conflicts of interest, the appointing authority may ask for a member's resignation or, if necessary, revoke the appointment. Also, an appointment may be terminated if the committee member fails to attend meetings without sufficient reason.

Attendance Requirements

Chairmen of each appointed committee, commission or board are required to record the meeting attendance of their members. The attendance record should be submitted to the Board of Selectmen by June 15th of each year and will be utilized during the consideration of reappointments.

Associate Membership

From time to time, a committee may find it useful to appoint associate members to assist a committee in the successful completion of its mission. Appointments of associate members are made by the appointing authority, provided the committee submits written substantiation of the need for associate members. Associate members are appointed for terms of one (1) year.

Mission and Plan of Action

The committee should review the mission statement by the appointing authority at an early meeting and periodically thereafter in order to keep work focused and moving toward its goals. When the committee is established by Town Meeting action, the appointing authority usually incorporates the purpose of the article within the mission statement. However, the Town Meeting vote is advisory and not legally binding.

The committee, with advice from staff and the appointing authority, should develop a plan of action to accomplish the objectives. The plan should include major reporting milestones so that the committee and the appointing authority may assess the committee's progress.

OFFICERS

Committee Organization

Committees should designate a Chair, Vice-Chair and Secretary annually; usually at the first meeting after new terms begin in August. It is the responsibility of the chair to notify the appointing authority, Town Clerk and the Selectmen's Office of changes in officers.

Chair

The chair's primary responsibility is the fair facilitation of meetings. The chair presides at all meetings, sets the agenda, decides questions of order, calls special meetings, and signs official documents that require the chair's signature. The chair has the same rights as other members to offer resolutions, make or second motions, discuss questions, and to vote on matters before the committee. Generally speaking, the chair should allow other members to make and second motions and should be mindful in offering amendments to motions and in discussion since the chair's primary role is to facilitate a full range of opinion from the committee and, in a public hearing, from the public.

The duties of the chair typically include:

- a. Preparing agendas
- b. Assuring needed material will be available to the committee
- c. Ensuring that agendas are posted in accordance with Open Meeting Law
- d. Establishing a meeting calendar
- e. Reserving meeting space
- f. Notifying the appointing authority of important changes to the committee
- g. Submitting the Annual Report

Depending on the committee, however, some duties may be performed by the chair or by other elected officials of the committee or in some cases, by the staff liaison. He or she would:

1. Prepare agendas and other materials: Ideally, the tentative agenda for the next meeting, the minutes of the previous meeting and other necessary documents for the committee to discuss the topics. The chair will discuss the distribution of agenda materials with committee members. The detailed agenda including a list of topics expected to be discussed, the meeting time and location.
2. Reserve meeting rooms and post meeting with the Town Clerk which **needs to be submitted to the Town Clerk's Office two or more business days (a minimum of 48 hours, excluding Saturday, Sunday and legal holidays)** prior to the meeting. The information then will be posted by the Town Clerk in the Town Clerk's office and included in the calendar on the town's website (www.lakevillema.org).

NOTE: All meeting notices are posted by the Town Clerk's Office. The meeting notice, which includes the agenda, is posted on the Town's website calendar as the primary posting site with the secondary place being the Town Clerk's Office. Open Meeting Notices must be submitted to the Town Clerk's Office at least one (1) hour prior to the close of business.

Except in an emergency, a public body must post a notice of a meeting at least 48 hours in advance, excluding Saturdays, Sundays, and legal holidays. All other material can be posted on the Town's Website under "Agendas" under the committee's webpage.

Vice Chair

The vice-chair serves as the chair whenever the latter is absent or steps down from meetings and performs other necessary duties.

Secretary/Clerk

The committee's secretary/clerk is responsible for taking and transcribing the committee's minutes, recording any amendments, ensuring the approved minutes are posted on the Town's website under the boards or commissions' webpage and **filing the approved minutes with the Town Clerk's Office** or ensuring that these functions are performed by staff.

In accordance with MGL c. 30A, §22(c), (g2), Town boards and committees shall create and approve minutes of all open sessions in a timely manner. A "timely manner" will be considered to be within the next three (3) public meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay. The minutes of an open session, if they exist and whether approved or in draft form, shall be available upon request by any person within "**10 days.**"

Recording Secretary

Some committees may have a recording secretary, the responsibilities of the recording secretary are identical to those of committee appointed secretary/clerk. A recording secretary is a non-voting member of the committee who records and files the minutes for the committee.

Board of Selectmen Liaison

The Board of Selectmen may designate a liaison to represent the Board's interests and to act as a point of contact. Although they may attend only some meetings, the liaison should receive all the agenda materials and minutes. The Board of Selectmen liaison is a resource available to the committee to answer questions on procedure and policy. Reports on the committee's activities to the Board and, when necessary, helps bring committee issues that need attention to Town Meeting.

PUBLIC MEETINGS

Definition

A public meeting is a deliberation by a quorum of the public body. A quorum, which consists of greater than 50% of the full membership: i.e., at least four (4) members must be in attendance quorum for a committee with seven (7) members, is necessary for public business. When a board or committee meeting is posted and less than a quorum is available for the meeting, the following steps should be taken:

1. Meeting should be cancelled, and the Town Clerk's office contacted as soon as possible so the cancellation can be posted on the website and in Town Clerk's Office.
2. If the lack of a quorum becomes known as the members gather, the attending members should simply announce that due to lack of a quorum a meeting cannot be held, and then the group should disband.

In certain instances, associate, alternate and ex officio members may fulfill a quorum vote when necessary. Town Counsel advice may be sought prior to taking any votes using an associate, alternate or ex officio member.

A meeting occurs whenever a quorum of the committee members convenes to discuss or consider public business or policy over which the committee has jurisdiction or advisory authority.

Open Meeting Law (OML) – M.G.L. c30A, §§ 18-25

General Information

The Massachusetts Open Meeting Law (<http://www.mass.gov/ago/government-resources/open-meeting-law/>) requires that all meetings of elected or appointed boards, committees or subcommittees be open to the public except in ten specific situations where an Executive Session is permitted (see Section 12a, OML, Executive Session; see Section 4.4 below). Votes taken in open session may not occur by secret ballot.

The law does not apply to chance meetings or social occasions; however, such meetings cannot be used to circumvent the requirement of discussing and deliberating at public meetings.

The Open Meeting Law does not contravene other laws, such as the Privacy Act. If clarification is needed, particularly concerning Executive Session and the rights of individuals, the committee chair may request that the Town Administrator obtain advice on specific questions from Town Counsel.

Recordings

Any person may record an open meeting with audio and/or video equipment provided there is no active interference with the conduct of the meeting and with verbal permission of the chair. The manner in which this right is to be exercised is subject to the reasonable direction of the chair, but is usually done at the onset of the meeting. At the beginning of the meeting, the chair should inquire if any person or entity is recording the meeting.

General Guidelines

A committee may adopt formal rules of order, such as **Robert's Rules of Parliamentary Procedure**. Although most small committee discussions may seem too casual to be called debate, it is advisable for the committee to observe a minimum of generally accepted procedures. Attentive guidance by the chair and adherence to adopted procedures can increase efficiency as well as maintain objectivity.

The chair should limit participants to concise, non-repetitive statements. In some cases, establishing time limits may be advisable. All who wish to speak should be allowed to do so before anyone is invited to speak a second time. Although desirable, it is not necessary for the committee to continue discussion until complete consensus is achieved. Other actions such as calling for a vote, postponing until more information is available, or referring to a subcommittee are potential options as opposed to a final vote.

Committees discuss the merits of issues; personal or uncivil comments are considered out of order. Visitors may be allowed to participate if recognized by the chair; time constraints and agendas often require brevity (OML 20(g)). It may be advisable for the chair to remind speakers of time and repetition limits. No one may speak at a committee meeting without permission of the chair and should identify themselves and their address or residency before speaking. If a speaker refuses to be silent after a warning from the chair, the chair has the authority to order the speaker removed from the meeting by the Police. Nevertheless, all committee members represent and serve the

Town; they should treat all visitors and other committee members with courtesy and consideration. It is strongly recommended to permit public participation in some form, such as a short period reserved for comment at each meeting or on a particular issue on the agenda. Public participation is expected during scheduled public hearings.

Executive Session

An Executive Session is closed to the public, but the committee must first convene in open session for which notice has been posted. A majority of the members must vote, by roll-call vote entered into the minutes, in favor of a motion to go into executive session. The motion must specify a reason that complies with the State’s Open Meeting Law and include a statement that there would be a detrimental effect on the position of the governing body if the discussion were in open session and state whether the open session will reconvene following executive session. Please refer to the executive session provisions of the Open Meeting Law, included at the end of this document, for reference.

All votes taken in executive session are recorded by roll call and become a part of the record of that session. Topics discussed in executive session are confidential, and attendees are prohibited from discussing the proceedings with anyone who was not present for the meeting. Accurate records/minutes of the executive session shall be maintained pursuant to Section 23 of the OML (Complaints and Remedies) and shall be released to the public only when the purpose for the executive session no longer exists by vote of the committee.

Meeting Schedule

The frequency of meetings depends on a committee’s workload. Most meetings are commonly held weekly, biweekly, monthly or bimonthly. The chair calls each meeting. When possible, a regular meeting day, hour and location should be established. Public hearings are not permitted on Election Days and public holidays, and the Secretary of State’s office strongly recommends that committees refrain from meeting on those dates.

The list of official holidays follows:

New Year’s Day	January 1st
Martin Luther King Jr. Birthday	Third Monday in January
Washington Birthday	Third Monday in February
Patriots Day	Third Monday in April
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran’s Day	November 11th
Thanksgiving	Fourth Thursday in November
Christmas Day	December 25th
	<i>Revised 2021</i>

Meeting Location

Meetings must be held in a place which is open to the public and accessible to the handicapped. Committees should make every effort to meet in a public building. A committee may reserve a room in a Town building by contacting the following:

- Town Hall: 508-946-8803 (Selectmen’s Office)
- Lakeville Library: 508-947-9028

- Senior Center: 508-947-7224 (Council on Aging)
- Police Station: 508-947-4422 (Rita Garbitt Meeting Room)

Public Hearings

A public hearing is held for the purpose of obtaining information from which the board can reach a determination, usually regarding the issuance of a license or permit or some other approval. Abutters are often required to be notified by Certified Mail and may attend to observe and participate in the public testimony portion of the hearing.

The Board of Selectmen, Planning Board, Finance Committee, Zoning Board of Appeals, Conservation Commission and Board of Health are sometimes required by state law or local regulation to hold public hearings. Hearings are held for the purpose of obtaining information from which the board can use to reach a determination, usually regarding the issuance of a license or permit.

Public hearings will typically have requirements and timeframes for advertising and posting public notice of the hearing, notifying abutters, and rendering and filing a decision and the purpose for filing an appeal. These requirements vary depend on the type of hearing. It is the responsibility of the chair to ensure that the requirements of the public hearing process are properly followed.

Posting Notice

It is the responsibility of the committee (the chair, secretary or staff liaison) to give notice to the Town Clerk's office of the committee's meeting notice with the time, date, place and a list of topics to be discussed. Except for emergency meetings, meetings **must be posted two (2) full days (48 hours) in advance** by the Town Clerk; not including Saturdays, Sundays or legal holidays (OML section 20b). In the case of an emergency meeting (sudden, unexpected occasions which require immediate action by the body), the 48 hour posting requirement can be waived however, the Town Clerk must be informed, and the emergency meeting posted as soon as possible. The Town Clerk is responsible by state law for maintaining a current listing of all posted meeting on the Town's website calendar at www.lakevillema.org and the secondary place being the Town Clerk' Office.

The meeting notice/agenda should include all matters that the chair "reasonably anticipates will be discussed at the meeting." This requirement is designed to give adequate public notice of the information to be discussed and specificity rather than generality is desired. Any changes to a posted meeting notice require a revision. All revisions to an agenda must be given to the Town Clerk's office as soon as possible so that it can be updated on the website and posted in the Town Clerk's office.

Recordkeeping

Committees should strive for transparency, posting minutes as soon as they become available. State law requires that a committee maintain accurate records of its public meetings. The committee must vote as a body to accept all minutes. These records are public information, and chairs, their designees or the staff liaison must post a copy of all approved minutes in electronic format (stored in an archive online) and in addition, a hard copy of approved minutes must be filed with the Town Clerk's Office.

Open Meeting Law Section 22 states:

"Minutes of all open sessions shall be created and approved in a timely manner. The minutes of an open session, if they exist and whether approved or in draft form, shall be made available upon request by any person with 10 days" and "The minutes of any open session, the notes, recordings or

other materials used in the preparation of such minutes and all documents and exhibits used at the session, shall be public records in their entirety and not exempt from disclosure except in certain personnel evaluations.”

Minutes must include:

- The date, time and location of the meeting
- The members present or absent
- A summary of the discussions on each subject
- The decisions made and the actions taken at each meeting including the record of all votes.
- Documents and other exhibits, such as photographs, recordings or maps, used by the body at an open or executive session shall, along with the minutes, be maintained as part of the official record of the session.
- A list of documents and other exhibits used at the meeting

Minutes should also include:

- Names of additional participants (not press or observers)
- Name of recorder
- Time convened and time adjourned

Minutes may also include:

- Schedule of future meeting(s)

Please refer to Public Body Checklist for Posting a Meeting Notice, Creating and Approving Meeting Minutes and Entering into Executive Session, included at the end of this document, for reference.

Public Records Law

The Massachusetts Public Records Law, MGL Chapter c 66 and c4, Section 7(26) provides a right of access to public records, broadly defined to include all documentary materials except eleven specific exemptions such as personnel and medial files, proposals and bids, and appraisals of property. The minutes, informational data, memoranda and circulating materials of any Town board or committee are mostly all public information. The committee should consult with its liaison or Town Counsel if questions arise concerning freedom of information.

All public records requests should be forwarded to the Town Clerk. The request will be recorded and distributed to the appropriate department or board of response. Copies of all public records requests must be responded to (by the Town Clerk) within ten (10) business days (Monday through Friday, excluding legal holidays). Copies of public meeting materials can be provided at a rate of \$0.05 per page plus labor time, which is charged at full hour increments at the hourly rate of the lowest compensated person capable of fulfilling the request. Please contact the Town Clerk with any questions on how to fulfill a public records request.

The following Super and Records Access Officers (“SRAO”) and (“RAO”) have been designated:

- Town Clerk, Super Records Access Officer (“SRAO”)

Other RAO’s

- Accounting, Town Accountant
- Assessors, Assessors (Chair)

- Board of Selectmen, Town Administrator
- Board of Health, Director of Inspectional Services & Permitting
- Building Department, Building Commissioner & Facilities Manager
- Conservation, Director of Inspectional Services & Permitting
- Council on Aging, Director
- Fire Department, Fire Chief
- Highway/Transfer Station, Superintendent of Streets
- Human Resource Department, HR Director
- Library, Director
- Police Department, Administrative Assistant
- Treasurer/Collector, Treasurer & Collector
- Veteran's Services, Veteran's Agent

Records Access Officers are available to answer questions concerning and help facilitate the making of public records request.

Social Media Policy

The Town recognizes that employees and officials have the right to participate as citizens in public forums and discussion (including social media platforms) on matters of public concern. However, that right is balanced against the legitimate interests of the Town in promoting accountability, responsibility, and mature judgment and the effectiveness of the public services it performs through its employees and officials. The goal is to ensure that the use of social media advances, rather than impeded, the operation of government.

Every year, all municipal employees (which includes members of boards, committees and commissions) are provided the Lakeville Social Media Policy by the Town Clerk. The acknowledgement receipt must be filed with Human Resources.

Email, Texting, Telephone or Other

A committee may only conduct administrative business, such as notifying members of a scheduled meeting and agenda, by email or phone. Substantive discussions or deliberations on public business involving a quorum of members that occur via email or telephone or other electronic technologies are prohibited by the Open Meeting Law.

There is no distinction in the law between written and electronic records. The ease by which text or email messages are sent and forwarded may inadvertently facilitate the improper discussion of a public policy issue. Open Meeting Law prohibits committee members from texting to circumvent quorum requirements. Boards and committee members should avoid replies to citizens that may become quorum discussions among the members that violate the Open Meeting Law.

Members are also advised that email or text messages written or received in the capacity of a board, committee or commission members are considered public records which must be made available for public inspection in the same manner as hardcopy documents. Use on one's own computer and personal email accounts for Town business does not exempt such communications from the Open Meeting Law's requirements. Electronic mail sent and received at a Town-issued email address is subject to inspection and disclosure and scheduled retention and disposition. Employees and committee members acting in their official capacities should have no expectation of privacy in their use of electronic mail.

Open Meeting Complaints

The Open Meeting Law requires that complaints must first be filed with the committee that is alleged to have committed the violation, prior to filing a complaint with the Attorney General. The complaint must be filed within 30 days of the alleged violation or within 30 days of the date it should reasonably have been discovered. The complaint must set forth the circumstances which constitute the alleged violation, giving the public body an opportunity to remedy the alleged violation. Complaints alleging a violation of the Open Meeting Law by a local public body must be filed with the public body and file a copy with the Town Clerk where the alleged violation occurred. The Attorney General's office, which is the legal path of appeal, may investigate the complaint at its own discretion. If you are not satisfied with the action taken by the public body in response to your complaint, you may file a copy of your complaint with the Attorney General's office 30 days after filing your complaint with the public body. The Attorney General's Office may decline to investigate a complaint that is filed with the Attorney General's Office more than 90 days after the alleged Open Meeting Law violation, unless an extension was granted to the public body or the complaint demonstrates good cause for the delay.

BUDGETS

Committee Budgets

In general, an individual committee does not have a budget unless one is authorized by Town Meeting. In the case of an ad-hoc committee, any anticipated need to expend funds should be discussed with the Town Administrator.

REPORTING CONSIDERATIONS

The success of a committee's endeavors often depends on effective communication with the public. The committee should hold public meetings and hearings when needed both to inform the residents of work in progress and to gain public reaction and response. Outreach through the Town website or Facebook page can be facilitated through the Town Administrator. Committees are encouraged to use the Town's website, Facebook and other media to educate, update and inform the public about their activities.

Appointing Authority, The Board of Selectmen may require the committee chair to report on the committee's actions and plans. The Town Administrator can be particularly helpful in maintaining communications between the committee and the appointing authority.

Town Meeting

If a relevant article is on the warrant or if the committee's mission specifies a report to Town Meeting, the committee should prepare information for in coordination with the Board of Selectmen liaison. The committee should make these reports clear, concise and brief, keeping in mind the large volume of materials that Town Meeting attendees receive.

A committee may request inclusion of an article in the Town Meeting warrant by a letter to the Board of Selectmen if a majority of the committee consents to the submission. Articles may be reworded by the Board of Selectmen upon advice of Town Counsel. All articles should be submitted to the Board of Selectmen's Office by established deadlines.

In circumstances where a committee has been asked or wishes to comment on a proposed article, it may be advisable to add a discussion regarding the item to the committee's agenda. In such cases, the Committee should notify the sponsor of the proposed article and provide a copy of its comments to the Board of Selectmen and/or the appointing authority.

Annual Town Report

All appointed committees must file an annual report on the committee's activities for the annual Town Report. The chair or another designated member should detail committee membership, the mission of the committee, and an explanation of major accomplishments and future plans. Annual Reports cover the period beginning January 1st through December 31st and are due prior to March 1st of each year.

Executive Session may be held only for the purposes described in Section 21a of the OML

OML SECTION 21a. [EXECUTIVE SESSIONS]

“(a) A public body may meet in executive session only for the following purposes:

1. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties. A public body shall hold an open session if the individual involved requests that the session be open. If an executive session is held, such individual shall have the following rights; i. to be present at such executive session during deliberations which involve that individual; ii. To have counsel or a representative of his own choosing present and attending for the purpose of advising the individual and not for the purpose of active participation in the executive session; iii. to speak on his own behalf and iv. To cause an independent record to be created of said executive session by audio-recording or transcription, at the individual’s expense. The rights of an individual set forth in this paragraph are in addition to the right that he may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements and the exercise or non-exercise of the individual rights under this section shall not be construed as a waiver of any right of the individual.
2. To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining session or contract negotiations with non-union personnel;
3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have detrimental effect on the bargaining or litigation position of the public body and the Chair so declares;
4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;
6. To consider the purchase, exchange, lease or value of real property if the Chair declares that an open meeting may have detrimental effect on the negotiating position of the public body;
7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;
8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the Chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meeting of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;
9. To meet to confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another

party, group or entity, provided that: (i) any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the meditation shall be disclosed and (ii) no action shall be taken by any public body with respect to those issues which are the subject of mediation without deliberation and approval for such action and open session; or

10. To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164 or in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164, when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability conduct business in relation to other entities making, selling or distributing electric power and energy. (b) A public body may meet in closed session for 1 or more of the purposes enumerated in subsection (a) provided that: 1. The body has first convened in an open session pursuant to section 21; 2. a majority of members of the body have voted to go into executive session and the vote of each member is recorded by roll call and entered into the minutes; 3. Before the executive session, the Chair shall state the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called; 4. The Chair shall publicly announce whether the open session will reconvene at the conclusion of the executive session; and 5. Accurate records of the executive session shall be maintained pursuant to section 23.”

NOTE: Purpose (1) above for meeting in executive session should be used with great caution and should ordinarily be discussed with the Town Administrator and/or with Town Counsel and only if the individual has been served official written notice and an opportunity to have the matter discussed in open session.

Public Body Checklist for Creating and Approving Meeting Minutes

Issued by the Attorney General's Division of Open Government – September 25, 2017

- Minutes must accurately set forth the date, time, place of the meeting, and a list of the members present or absent. G.L. c. 30A, § 22(a).
- Minutes must include an accurate summary of the discussion of each subject. See G.L. c. 30A, § 22(a). The summary does not need to be a transcript, but should provide enough detail so that a member of the public who did not attend the meeting could read the minutes and understand what occurred and how the public body arrived at its decisions.
- The minutes must include a record of all the decisions made and the actions taken at each meeting, including a record of all votes. G.L. c. 30A, § 22(a).
- The minutes must include a list of all of the documents and other exhibits used by the public body during the meeting. G.L. c. 30A, § 22(a). Documents and exhibits used at the meeting are part of the official record of the session, but do not need to be physically attached to the minutes. See G.L. c. 30A, §§ 22(d), (e).
- If one or more public body members participated remotely in the meeting, the minutes must include the name(s) of the individual(s) participating remotely. 940 CMR 29.10(7)(b).
- If one or more public body members participated remotely in the meeting, the minutes must record all votes as roll call votes. 940 CMR 29.10(7)(c).
- Executive session minutes must record all votes as roll call votes. G.L. c. 30A, § 22(b).
- The minutes must be approved in a timely manner. G.L. c. 30A, § 22(c). A “timely manner” will generally be considered to be within the next **three** public body meetings or within **30 days**, whichever is later, unless the public body can show good cause for further delay. 940 CMR 29.11(2).

Note that this checklist is intended as an educational guide, and does not constitute proof of compliance with the Open Meeting Law. Checklists are updated periodically, so please confirm that you are using the most current version. For questions, please contact the Attorney General's Division of Open Government at 617-963-2540 or via email at openmeeting@state.ma.us. For more information on the Open Meeting Law, please visit www.mass.gov/ago/openmeeting.

Public Body Checklist for Posting a Meeting Notice

Issued by the Attorney General's Division of Open Government – September 25, 2017

Notice Contents

- The notice contains the date, time, and location of the meeting. G.L. c. 30A, § 20(b).
- If the meeting is a joint meeting of several public bodies, the names of all bodies meeting are listed at the top of the notice.
- The notice contains all of the topics that the chair reasonably anticipates will be discussed at the meeting. The topics are sufficiently specific to reasonably advise the public of the issues to be discussed at the meeting, including executive session topics. G.L. c. 30A § 20(b); 940 CMR 29.03(1)(b).
- The notice is printed in a legible, easily understandable format. G.L. c. 30A, § 20(b).
- The date and time that the notice is posted is conspicuously recorded on or with the notice. 940 CMR 29.03(1)(d). If the notice is amended within 48 hours of a meeting, not including Saturdays, Sundays, and legal holidays, then the date and time that the meeting notice is amended must also be conspicuously recorded on or with the notice. 940 CMR 29.03(1)(d).

Notice Publication

- The notice is published at least 48 hours before the meeting, not including Saturdays, Sundays and legal holidays. G.L. c. 30A, § 20(b).
- The notice is posted with the proper authority:
 - Local public bodies – Filed with the municipal clerk, who must post it in a location conspicuously visible to the public at all hours in or on the municipal building where the clerk's office is located, or to the municipal website if adopted by the municipality as the official method of posting notices. G.L. c. 30A, § 20(c); 940 CMR 29.03.
 - State public bodies – Posted to a website, and a copy sent to the Secretary of State's Regulations Division. G.L. c. 30A, § 20(c).
 - Regional public bodies – Posted in every municipality within the region, unless the public body has adopted an alternative notice posting method. G.L. c. 30A, § 20(c); 940 CMR 29.03.
 - County public bodies – Filed with the office of the county commissioners and a copy of the notice is publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for the purpose, unless the county has adopted its website as the official method for posting notices. G.L. c. 30A, § 20(c); 940 CMR 29.03.

Note that this checklist is intended as an educational guide, and does not constitute proof of compliance with the Open Meeting Law. These checklists are updated periodically, so please check that you are using the most current version. For questions, please contact the Attorney General's Division of Open Government at 617-963-2540 or via email at openmeeting@state.ma.us. For more information on the Open Meeting Law, please visit www.mass.gov/ago/openmeeting.

Public Body Checklist for Entering Into Executive Session

Issued by the Attorney General's Division of Open Government – March 12, 2013

- Executive session listed as a topic for discussion on meeting notice, including as much detail about the purpose for the executive session as possible without compromising the purpose for which it is called. See G.L. c. 30A, § 20(b); 940 CMR 29.03(1)(b).
- Public body convened in open session first. G.L. c. 30A, § 21(b)(1).
- Chair publicly announced the purpose for executive session, citing one or more of the 10 purposes found at G.L. c. 30A, § 21(a).
- Chair stated all subjects that may be revealed without compromising the purpose for which the executive session was called. G.L. c. 30A, § 21(b)(3). For example, the Chair identified the party a public body may be negotiating with or the litigation matter the public body will be discussing.
- Chair stated whether the public body will adjourn from the executive session, or will reconvene in open session after the executive session. G.L. c. 30A, § 21(b)(4).
- For Executive Session Purposes 3, 6, and 8:
 - Chair publicly stated the having the discussion in open session would have a detrimental effect on the public body's negotiating position, bargaining position, litigating position, or ability to obtain qualified applicants. G.L. c. 30A, §§ 21(a)(3), (6), (8).
- A majority of members of the body voted by roll-call to enter into executive session. G.L. c. 30A, § 21(b)(2).

Note that this checklist is intended as an educational guide, and does not constitute proof of compliance with the Open Meeting Law. Checklists are updated periodically, so please confirm that you are using the most current version. For questions, please contact the Attorney General's Division of Open Government at 617-963-2540 or via email at openmeeting@state.ma.us. For more information on the Open Meeting Law, please visit

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	
Title or Position:	
Agency/Department:	
Agency address:	
Office Phone:	
Office E-mail:	
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	
What responsibility do you have for taking action or making a decision?	
Explain your relationship or affiliation to the person or organization.	
How do your official actions or decision	

matter to the person or organization?	
Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	
If you cannot confirm this statement, you should recuse yourself.	<p>WRITE AN X TO CONFIRM THE STATEMENT BELOW.</p> <p><input type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.</p>
Employee signature:	
Date:	

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.

Form revised July, 2012

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 19**

	MUNICIPAL EMPLOYEE INFORMATION
Name:	
Title or Position:	
Municipal Agency:	
Agency Address:	
Office Phone:	
Office E-mail:	
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
	PARTICULAR MATTER
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation,	Please describe the task you are required to perform with respect to the particular matter.

rendering advice, investigation, other.	
	FINANCIAL INTEREST IN THE PARTICULAR MATTER
Write an X by all that apply.	<input type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.
Financial interest in the matter	Please explain the financial interest and include a dollar amount if you know it.
Employee signature:	
Date:	

DETERMINATION BY APPOINTING OFFICIAL

	APPOINTING AUTHORITY INFORMATION
Name of Appointing Authority:	
Title or Position:	
Agency/Department:	

Agency Address:	
Office Phone:	
Office E-mail	
	DETERMINATION
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.

Form revised February, 2012

SOURCES OF INFORMATION

- “Open Meeting Law Guide,” Commonwealth of Massachusetts Office of the Attorney General. – January 2018.
<https://www.mass.gov/files/documents/2018/11/15/2017%20Guide%20with%20ed%20materials%20revised%201-30-18.pdf>
- Massachusetts General Laws: <https://malegislature.gov/Laws>:
 - Chapter 66: Public Records Law
 - Chapter 30A, §§18-25: Open Meeting Law
 - Chapter 268A: Conflict of Interest
 - Chapter 268A, Section 23: Standards of Conduct
- Massachusetts Conflict of Interest Law, State Ethics Commission, www.mass.gov/ethics
 - Ethic Training Program: <http://www.muniprogram.eth.state.ma.us/>
- Records Retention Manual: <https://www.sec.state.ma.us/arc/arcpdf/0211.pdf>
- Town of Lakeville Bylaws: www.lakevillema.org
- Town of Lakeville website: www.lakevillema.org
- Town of Lakeville Social Media Policy- adopted 1/27/2020
- Town of Lakeville Appointments to Town Boards, Committees, and Commissions -Policy and Procedures- adopted June 27, 2011, revised August 31, 2020

**AGENDA ITEM #10
OCTOBER 12, 2021**

**DISCUSS AND POSSIBLE VOTE TO PROVIDE A STIPEND FOR
CDL LICENSED EMERGENCY SNOWPLOW DRIVERS**

Attached is a memo from the DPW Director regarding his request for the Board to approve a stipend for CDL Licensed Emergency Snowplow Drivers.



Town of Lakeville

Town Office Building
 346 Bedford Street
 Lakeville, MA 02347

TO: Board of Selectmen
 Ari Sky, Town Administrator

FROM: Franklin Moniz, DPW Director

DATE: September 30, 2021

SUBJECT: Stipend for CDL-Licensed Emergency Snow Plow Driver

The Town has historically had difficulty in hiring Emergency Highway Operators to drive Town-owned trucks for snow removal. The current pay scale (See Level 6 below) has a range of \$20.99 per hour to \$24.45 per hour. Most snow plow operators would prefer to use their own truck and become hired as a contractor because they will be paid more.

FY22
CLASSIFICATION AND COMPENSATION PLAN
FOR NON EXEMPT AND NON-BENEFIT ELIGIBLE NON-UNION EMPLOYEES
EFFECTIVE July 1, 2021-June 30, 2022

NON EXEMPT STEPS	LEVELS						
	6	7	8	9	10	11	12
1ST	\$20.99	\$19.58	\$17.37	\$15.59	\$14.36	\$13.15	\$12.07
2ND	\$21.59	\$20.17	\$17.93	\$16.18	\$15.02	\$13.80	\$12.69
3RD	\$22.24	\$20.77	\$18.49	\$16.68	\$15.59	\$14.18	\$13.08
4TH	\$22.90	\$21.39	\$19.03	\$17.18	\$16.18	\$14.58	\$13.47
5TH	\$24.45	\$22.86	\$20.33	\$18.35	\$17.30	\$15.58	\$14.36
LEVELS	CLASSIFICATIONS						
6	Veterans' Agent, Seasonal Repair & Maintenance Laborer - Highway Department, Emergency Highway Operator						

I would like to propose that we add a \$5/hour stipend if an Emergency Highway Operator hired by the Town has a CDL license. This would enable the employee to use the Town's large sanding trucks which require the additional license.

We have a former employee in mind that is qualified and willing to apply. Hayden Taylor worked as a Heavy Equipment Motor Operator/Laborer (HMEO) from August 2020 – April 2021 and resigned for higher wages. He is a skilled driver and is willing to drive the sander truck if he could be hired at the 5th step plus a \$5 stipend for holding his CDL license (\$29.45/hour). The addition of having Hayden available to work during a storm would be a great help to the DPW during the winter season. We are still recruiting an HMEO, but unfortunately it is unlikely that we have someone in that before the first storm.

I ask your consideration to add the \$5 stipend for CDL-licensed Emergency Highway Operators to the wage scale and also to allow Hayden Taylor to be hired at the 5th step (subject to a standard CORI/drug screen).

Thank you in advance for your assistance.

**AGENDA ITEM #9
OCTOBER 12, 2021**

**DISCUSS AND POSSIBLE VOTE TO APPROVE 2021-2022
CONTRACT PLOW RATES**

Attached is a memo from the DPW Director regarding his request for the Board to approve the 2021-2022 contract plow rates.



Town of Lakeville Highway Department

346 Bedford Street
Lakeville, Massachusetts 02347
(508) 947-9521

Franklin Moniz
Director
Department of Public Works

September 30, 2021

Ms. Evagelia Fabian, Chairwoman
Lakeville Board of Selectmen
346 Bedford Street
Lakeville, MA 02347

Subject: Snow Plow Contractor Rate Changes

Dear Ms. Fabian,

This letter serves as a formal request for the Board of Selectmen to review and approve the change of rates for the plow contractors. MassDOT rates are the template on which the rate changes were created. Please see the attached detailed Plow Contractor Rates with changes.

This change is an important step in maintaining the best snow and ice operation possible to service the town of Lakeville. We will continue to offer a 3-hour guarantee and bonus for early submittal of completed paperwork and meeting attendance. The use of MassDOT as the template for our town is the most efficient and reasonable way to streamline the rates we can offer to our plow drivers. These rates help us retain our current contractors and acquire new contractors to help fill any potential void we may have in storm staffing. Also included are other options such as Loaders, Haulers, Spreaders, etc. These additions are important to ensure we have full coverage and added snow removal alternatives during large storm events.

The plow contractors are an extremely important part to Snow and Ice operations in the Town of Lakeville. The past years have shown a lack of dedicated plow contractors and I believe it directly relates to the low rates we offer. If you have any questions or require further information please contact me at 508-947-9521.

Sincerely,

Franklin Moniz
DPW Director
Town of Lakeville

2021 - 2022 Proposed Hourly Rental Rates & Vehicle Codes

Code	Vehicle	Current	Proposed
20000	3/4 Ton and 8 foot PRP	\$75.00	\$79.00
30000	11,000 - 16,000 GVW, with minimum 9 foot PRP	\$80.80	\$84.84
40000	16,001- 25,800 GVW, with minimum 10 PRP plow	\$83.27	\$87.43
50000	25,801- 33,000 GVW, with minimum 10 foot plow	\$94.33	\$99.05
60000	33,001- 50,000 GVW, with minimum 10 foot plow	\$111.20	\$116.76
70000	50,001or greater GVW with minimum 11 foot plow	\$120.87	\$126.91
2000	6.00 - 9.99 CY spreader body	\$31.00	\$31.00
100000	Loader less than 2 CY, with AWD	\$83.05	\$87.20
110000	Loader 2.00 - 3.99 CY, with AWD	\$97.77	\$102.66
120000	Loader 4.00 - 5.99 CY, with AWD	\$120.76	\$126.80
130000	Loader 6.00 CY or greater, with AWD (Roadway Only)	\$143.42	\$170.59
300000	10 Wheel Dump - Hauling	\$78.30	No Change
310000	Tri-Axle Dump - Hauling	\$84.27	No Change
320000	Trailer Dump - Hauling	\$92.72	No Change

Guarantees:

3 Hour Minimum for all Call-Ins

All Plow Contractors called every time

1 Cutting Edge Per Truck Per Season

2 Hour Bonus if completed paperwork submitted prior to November Contractor Meeting*

1 Hour Bonus for attendance at November Contractor Meeting with truck/plow ready for inspection*

*Bonuses to be paid upon submitted timesheet for the first storm



Attachment A
2021-2022 Hourly Rental Rates and Vehicle Codes

Codes	Vehicles	Hourly Base Rate	* Early Sign-up Bonus	Total With Sign-up Bonus	** Extended Season Bonus
30000	11,000 - 16,000 GVW, with minimum 9 foot PRP, All Wheel Drive (AWD) (will add Accessory Code 10)	\$84.84	\$5.50	\$90.34	\$5.00
40000	16,001 - 25,800 GVW, with minimum 10 foot PRP	\$87.43	\$5.50	\$92.93	\$5.00
50000	25,801 - 33,000 GVW, with minimum 10 foot plow	\$99.05	\$5.50	\$104.55	\$5.00
60000	33,001 - 50,000 GVW, with minimum 10 foot plow	\$116.76	\$5.50	\$122.26	\$5.00
70000	50,001 or greater GVW with minimum 11 foot plow	\$126.91	\$5.50	\$132.41	\$5.00
Codes Specialty Equipment					
80000	Grader w/ Underbody scraper, 11 foot Plow	\$132.66	\$5.50	\$138.16	\$5.00
90000	Skid Steer, with AWD	\$89.46	\$5.50	\$94.96	\$5.00
Codes Loaders					
100000	Loader less than 2 CY, with AWD	\$87.20	\$5.50	\$92.70	
110000	Loader 2.00 - 3.99 CY, with AWD	\$102.66	\$5.50	\$108.16	
120000	Loader 4.00 - 5.99 CY, with AWD	\$126.80	\$6.00	\$132.80	
130000	Loader 6.00 CY or greater, with AWD (Roadway Only)	\$170.59	\$6.50	\$177.09	
Codes Spreaders/Liquid Chemical Trucks					
2000	6.00 - 9.99 CY spreader body, w/ 150 gallon chemical saddle tanks with Closed Loop System	\$31.00			
4000	10 CY or greater spreader body, w/ 150 gallon chemical saddle tanks with Closed Loop System	\$36.00			
6000	500 - 999 gallon liquid tanker, capable of applying two lanes with Closed Loop System	\$48.00			
8000	1,000 gallon or greater liquid tanker, capable of applying two lanes with Closed Loop System	\$53.00			
Codes Plows					
100	11 Foot Plow, minimum 36 inches high including mold board (50000 & 60000 Vehicle Codes Only)	\$6.50			
200	Wing plow, 10 foot Cutting Edge, Hydraulically Controlled	\$27.00			
400	Wing plow, 11 foot Cutting Edge, Hydraulically Controlled	\$35.00			
500	11 foot Plow, minimum 36 inches high including mold board (50000 & 60000 Vehicle Codes Only) with 10ft Wing, Hydraulically Controlled	\$33.50			
600	11 foot Plow, minimum 36 inches high including mold board (50000 & 60000 Vehicle Codes Only) with 11ft Wing, Hydraulically Controlled	\$41.50			
800	Two Wing Plows, 11 foot Front Plow, Hydraulically Controlled, (10 foot or 11 foot Front Mounted Wings Acceptable). Double wings must be approved by Boston Snow & Ice	\$55.00			
Codes Accessories					
10	All Wheel Drive (AWD) (30000-40000 Vehicles Codes Only)	\$5.50			
20	All Wheel Drive (AWD) (50000-70000 Vehicles Codes Only)	\$10.50			
30	Power Reversible Plow (PRP) (50000-70000 Vehicle Codes Only)	\$5.50			
40	AWD and PRP (50000-70000 Only)	\$16.00			
50	Snow Pusher (10 foot or less) for use with 100000-120000 Loaders (Excludes Code 130000 Roadway Only Loader)	\$8.00			
60	Snow Pusher (over 10 foot) for use with 100000-120000 Loaders (Excludes Code 130000 Roadway Only Loader)	\$12.00			
70	Loader Roadway Deployment Differential (Excludes Code 130000 Roadway Only Loader)	\$20.00			
Codes Miscellaneous					
2	Under Carriage Scraper (Only when used as directed by MassDOT staff and not applicable to 80000 Vehicle code)	\$40.00			
3	Small 1 to 3 CY spreader (30000 Vehicles Code only, used for Parking areas and walkways only)	\$11.00			
8	Wing plow, 8 foot Cutting Edge, Hydraulically Controlled (30000 Vehicles Code only)	\$21.50			
9	Wing plow, 9 foot Cutting Edge, Hydraulically Controlled (Mid-Mount)	\$23.50			



Attachment A
2021-2022 Hourly Rental Rates and Vehicle Codes

Codes	Additional Vehicle Codes	Hourly Base Rate	* Early Sign-up Bonus	Total With Sign-up Bonus	** Extended Season Bonus
10000	10,000-10,999 GVW, with 9 foot PRP, AWD	\$77.22			\$5.00
20000	11,000 - 16,000 GVW, with minimum 9 foot PRP	\$81.56			\$5.00
300000	10 Wheel Dump - Hauling	\$78.30			
310000	Tri-Axle Dump - Hauling	\$84.27			
320000	Trailer Dump-Hauling	\$92.72			
330000	Power Sweeper, minimum 4 CY, front dump, with gutter broom	\$77.00			
340000	Catch Basin Cleaner, Hydraulic "Clam Shell" bucket	\$66.00			
350000	Catch Basin Cleaner, Vactor Type	\$133.00			
360000	High Pressure Water Jet Sewer Line Cleaner with min. 2 man crew	\$133.00			
380000	2-4 CY Loader No Operator (Back Hoe)	\$50.00			
390000	Medium Flatbed w Tow Behind (Capable of carrying Two (2) Vehicles)	\$80.00			
400000	4x4 Medium Wrecker F550	\$70.00			
410000	Bombardier w/ Snow Blower	\$80.00			
420000	Bobcat with Snow Blower Attachment	\$90.00			
430000	Small Highway Snow Blower - motorized 6 foot	\$204.00			
440000	Medium Highway Snow Blower - motorized 7 foot	\$244.80			
450000	Front End Loader with Large Snow Blower Attachment - 8 foot or greater	\$285.60			
520000	Large Highway Snow Blower - motorized 8 foot or greater	\$306.00			
460000	Spreader and Tanker Combo on 70000 Class Vehicle, with Closed Loop System & 11ft Plow (not to be used in conjunction with Spreader Codes)	\$180.08	\$5.50	\$188.24	\$5.00
470000	Slurry Spreader on 70000 Class Vehicle, with Closed Loop System & 11ft Plow Must be approved by District Snow & Ice Engineer; not to be used in conjunction with Spreader Codes	\$182.08	\$5.50	\$190.34	\$5.00
480000	Tanker - 4,000 gallon or greater - Hauling	\$91.69			
500000	Sidewalk Crew A - 2 Men, Pick-up Truck (10000 Vehicles Code), Snow Blower, Shovels and 5 extra pins	\$155.12			
510000	Sidewalk Crew B - 3 men, pick-up truck (30000 Vehicles Code with AWD), Trailer, Bobcat w/ snow blower attachment, Snow blower, Shovels and 5 extra pins	\$250.56			

* Early Sign-up and Extended Season Bonuses are only available to Vendors that meet the following specified deadlines for submission of all required documents and vehicle inspection/calibration:
 October 08, 2021 & November 06, 2021 submission deadlines. See page 7 of the 2021-22 Agreement for details.

** The extended season bonus is paid to Vendors that perform work prior to December 1st and after March 31st.
 Loaders (Codes 100000-130000) are not eligible for extended season bonus.

Notes: An additional per hour Fuel Adjustment is added to Vehicles Codes 10000-130000, 300000-360000 & 410000-480000 and 520000. See attachment B, Fuel Adjustment Worksheet.

Any plow specified in this Attachment A Hourly Rental Rate sheet must include cutting edge to pass Vehicle Inspection.

**AGENDA ITEM #11
OCTOBER 12, 2021**

**DISCUSS AND POSSIBLE VOTE TO APPROVE SNOW PLOW RATE
CHANGE FOR THE FREETOWN/LAKEVILLE REGIONAL SCHOOL
DISTRICT**

Attached is a memo from the DPW Director regarding his request for the Board to approve a change in the snow plow rates for the Freetown/Lakeville Regional School District.



Town of Lakeville Highway Department

*346 Bedford Street
Lakeville, Massachusetts 02347
(508) 947-9521*

**Franklin Moniz
Director
Department of Public Works**

September 30, 2021

Ms. Evagelia Fabian, Chairwoman
Lakeville Board of Selectmen
346 Bedford Street
Lakeville, MA 02347

Subject: Snow Plow Rate Change for FLRSD

Dear Ms. Fabian,

This letter serves as a formal request for the Board of Selectmen to review and approve revisions to the plow rates for the Freetown Lakeville Regional School District (FLRSD).

Currently, the amounts billed for plow services do not cover the cost of the contracted plow operators. I'm proposing an increase in line with the MassDOT rates for the 2021-2022 season. Also, as we have hired contractors with upgraded equipment, I have included additional rate categories which may vary based on the availability of staffing during storm events.

In researching this issue, I found the charges for the FLRSD have not changed going back to 2011-2012. This increase will bring us in-line with the fees billed from the contracted drivers so that we will no longer be offering plow services at a financial loss to the Department. The price for sanding services will remain unchanged.

Sincerely,

Franklin Moniz
DPW Director
Town of Lakeville

2021 - 2022 Proposed Hourly Rental Rates & Vehicle Codes

Vehicle	Current	Proposed
3/4 Ton and 8 foot PRP	\$50.00	\$79.00
11,000 - 16,000 GVW, with minimum 9 foot PRP	N/A	\$84.84
16,001- 25,800 GVW, with minimum 10 PRP plow	\$60.00	\$87.43
25,801- 33,000 GVW, with minimum 10 foot plow	N/A	\$99.05
33,001- 50,000 GVW, with minimum 10 foot plow (spreader not included)	\$95.00	\$116.76
50,001or greater GVW with minimum 11 foot plow	N/A	\$126.91
6.00 - 9.99 CY spreader body	N/A	\$31.00
Sanding Services – Each	\$90.00	\$90.00



Town of Lakeville

Highway Department

346 Bedford Street
Lakeville, Massachusetts 02347
Telephone- (508) 947-9521
Fax- (508)-946-8820

Memo

Date: 11/10/11

To: Rita Garbitt, Town Administrator

Cc: Board of Selectmen

From: Christopher Peck, Superintendent of Streets *CP*

RE: **2011/2012 Assawompsett School Snow and Ice Removal Estimate**

At the request of the Board of Selectmen I have provided an estimated cost for removal of snow and treatment of ice for the Assawompsett School driveways and parking lots.

The Highway Department will remove snow from the school grounds as part of one of our regular snow plow routes. This is no different from how we have managed snow removal at the school in the past. This allows us to keep a path of travel open around the building and manage the snow depths within the parking lots. Then at the end of the storm we will do final cleanup of parking lots, push back snow banks, and treat the roadway surface with sand and salt.

The Highway Department will coordinate with the Lakeville Town Account on how to efficiently keep track of hours and billing of time and materials.

The below estimate is based on hourly rates rather than snow storm total depth due to the simple fact that all storms are different. In some storms it may take several hours to accumulate 6" of snow while in others it may take over a day therefore requiring more than one plowing and/or ice treatment.

The estimate is as follows:

Sanding for black ice, frost, etc.- \$80/event (This includes cost of material, driver, and vehicle)

Snow Plowing

One Ton Pickup- \$60/hr
Standard Pickup- \$50/hr
Front End Loader- \$125/hr
Six-Wheel Sander w/plow- \$95/hr

TOWN OF LAKEVILLE

346 Bedford Street
Lakeville, MA 02347
Highway Dept: (508) 947-9521

Invoice No. 1

INVOICE

BILL TO:

Name Ms. Kathleen Cincotta, Asst. Business Manager
Address 98 Howland Road
City Lakeville State MA ZIP 02347
Phone 508-923-2000

Date 2/9/2021
Order No.

Qty	Description	Unit Price	TOTAL
7	December & January Sanding Operations at Assawompsett Elementary School, per EACH Dates of Sanding: 12/15, 12/16, 12/17, 12/18/20, 1/4, 1/26, 1/27/21	\$90.00	\$630.00
	1 Standard Pickup, per Hour for Plowing Operations	\$50.00	
	1 Six Wheel Sander, per Hour for Plowing Operations	\$95.00	
3	1 One Ton Dump Truck, per Hour for Plowing Operations 12/16 (1), 12/17(1), 1/26 (1)	\$60.00	\$180.00
**Breakdowns of plowing, sanding or sand pickup are available on request			
SubTotal			\$810.00

Payment Details

PLEASE SEND YOUR REMITTANCE:
TOWN OF LAKEVILLE
ATTN: DPW
346 BEDFORD STREET
LAKEVILLE, MA 02347

TOTAL **\$810.00**

Office Use Only

TOWN OF LAKEVILLE

346 Bedford Street
Lakeville, MA 02347
Highway Dept: (508) 947-9521

Invoice No. 2

INVOICE

BILL TO:

Name Ms. Kathleen Cincotta, Asst. Business Manager
Address 98 Howland Road
City Lakeville State MA ZIP 02347
Phone 508-923-2000

Date 4/12/2021
Order No.

Qty	Description	Unit Price	TOTAL
6	February & March Sanding Operations at Assawompsett Elementary School, per EACH Dates of Sanding: 2/2, 2/3, 2/9, 2/10, 2/20, 2/22/21	\$90.00	\$540.00
1	1 Six Wheel Sander, per Hour for Sanding Operations 2/10/21 (1) @ GRAIS & FLMS due to broken sander	\$90.00	\$90.00
6	1 One Ton Dump Truck, per Hour for Plowing Operations 2/1 (1), 2/7 (2), 2/9 (2), 2/20 (1)	\$60.00	\$360.00
**Breakdowns of plowing, sanding or sand pickup are available on request			
SubTotal			\$990.00

Payment Details

PLEASE SEND YOUR REMITTANCE:
TOWN OF LAKEVILLE
ATTN: DPW
346 BEDFORD STREET
LAKEVILLE, MA 02347

TOTAL \$990.00

Office Use Only

AGENDA ITEM #12 OCTOBER 12, 2021

UPDATE ON THE AMERICAN RESCUE PLAN ACT AND POSSIBLE VOTE TO DESIGNATE CONTACTS FOR PLYMOUTH COUNTY APPLICATIONS

The Town of Lakeville has been designated to receive \$1,210,073 in direct funding under ARPA. In addition, the Town will be eligible for an additional \$1.5-\$2 million through Plymouth County. Subsequent to the September 29th webinar, the US Treasury Department revised the first reporting deadline for Non-Entitlement Units to April 30, 2022. Eligible uses are limited to four major categories:

1. Respond to the public health emergency with respect to COVID-19 or its negative economic impacts;
2. Provide premium pay to employees providing essential work during the COVID-19 public health emergency;
3. Provide government services to the extent of a government's reduction in revenue due to COVID-19; and
4. Invest in water, sewer or broadband infrastructure.

Plymouth County has requested that all subrecipients' governing bodies formally designate a representative who will be charged with submitting ARPA grant applications and a reporter who will be authorized to enter application information and reporting data. In the case of Lakeville, the principal contacts would be the Town Administrator (representative) and the Town Accountant (reporter). The County has provided vote language for the requested actions:

Authorized Representative

MOTION: to authorize the Town Administrator to approve, finalize, and submit on behalf of the Town any such ARPA Grant application and to make all representations and certifications required to be made on behalf of the Town to complete each such application, with such approval, representations, and certifications to be evidenced by the signature of the Town Administrator on such application; and if any such ARPA grant is awarded, the Town Administrator shall be the recipient of such grant on behalf of the Town.

Authorized Reporter

MOTION: to authorize the Town Accountant to prepare and enter information into the Plymouth County American Rescue Plan portal in support of one or more applications to Plymouth County for grants ("ARPA Grants") to be funded from a grant received by Plymouth County under the American Rescue Plan Act.

States (with NEU email attachment, see below)

From: slfrp@treasury.gov <slfrp@treasury.gov>

Sent: Thursday, September 30, 2021 4:17 PM

To:

Cc: CARES IT Forms <caresitforms@treasury.gov>

Subject: US Treasury State and Local Fiscal Recovery Funds: Updated Timeline for Reporting

**** Caution:** External email. Pay attention to suspicious links and attachments. Send suspicious email to suspect@treasury.gov **

Dear SLFRF Recipient:

Thank you for your partnership in the Department of the Treasury's State and Local Fiscal Recovery Funds (SLFRF) program. We appreciate the significant efforts you have made to meet the goals and objectives of the program and provide the Interim Report and the Recovery Plans that were recently due.

As a result of the feedback and comments gathered from recipients during that process, Treasury is revising the deadline for the submission of the first **Project and Expenditure Report** as follows:

- For states and territories, the report will now be due on **January 31, 2022** and will cover the period between award date and December 31, 2021. This is a change from the previously communicated October 31, 2021 due date for the Project and Expenditure Report.
- For non-entitlement units of government (NEUs), the Project and Expenditure report will now be due on **April 30, 2022** and will cover the period between award date and March 31, 2022. This is a change from the previously communicated October 31, 2021 due date for the NEU Project and Expenditure Report.

Further instructions will be provided at a later date, including updates to existing guidance as well as a user guide to assist recipients to gather and submit the information through Treasury's Portal. Please visit Treasury's website at www.Treasury.gov/SLFRPReporting for the latest information.

States and territories should continue to submit the monthly NEU/Non-UGLG distribution information through Treasury's Portal. Treasury will continue to engage with states and territories to onboard NEUs into Treasury's Portal.

Attached is a suggested email that states and territories should provide to its NEUs informing of this updated timeline in reporting.

Treasury looks forward to working with you to ensure the continued success of the program.

If you have questions or need additional information, please send an email via SLFRP@treasury.gov.

Commonwealth of Massachusetts

Executive Office for Administration & Finance

Federal Funds Office (FFO)



Coronavirus State and Local Fiscal Recovery Fund Reporting Guide – Non-Entitlement Units

September 2021

All figures subject to change



Introduction

- On May 10, 2021, the U.S. Treasury released [comprehensive guidance for the Coronavirus State & Local Fiscal Recovery Fund \(SLFRF\)](#) that outlines the eligible uses of the funds authorized by the American Rescue Plan Act (ARPA)
- On June 17, 2021, the U.S. Department of the Treasury posted the [Compliance and Reporting Guidance](#) for the Coronavirus State and Local Fiscal Recovery Funds (SLFRF)
- This presentation serves as a guide for the **reporting requirements** outlined in the Treasury documents
 - › *Please note a webinar was held in August for metropolitan cities and counties; this presentation does not cover those municipalities' requirements*



Reporting Guidance

- The guidance defines four types of recipients; each recipient has different reporting requirements
- The four recipient types are:
 - A** Metropolitan cities, and counties with populations >250K
 - B** Metropolitan cities, and counties with populations <250K and received more than \$5M in funding
 - C** Metropolitan cities, and counties with populations <250K and received less than \$5M in funding
 - D** Non-entitlement units of government
- This presentation focuses on **non-entitlement units of government (Group D)** which are required to submit **annual project and expenditure reports**



Annual Project and Expenditure Report

All figures subject to change



Overview of Annual Project and Expenditure Reports



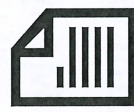
What is it?

- Annual reports on Projects & expenditures



When is it due?

- First report due on October 31, 2021
(award date to 9/30/21)
 - › Subsequent annual reports cover one calendar year; due by October 31 (through Mar. 2027)



What does it include?

- Expenditure details, program statistics, performance metrics, Civil Rights Act compliance details

Impact on Municipalities

- The following slides outline data and information required for annual spending reports
- Assess current data and technology infrastructure and its ability to support annual reports
- Build sustainable process for completing reports