

**AGENDA**  
**Lakeville Select Board and acting as the**  
**Wage & Personnel Board as needed**  
**Remote Location Meeting**  
**February 14, 2022 – 6:30 PM**

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

In accordance with provisions allowed by Chapter 20 of the Acts of 2021, the February 14, 2022 public meeting of the Lakeville Select Board 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/>**

1. Select Board Announcements
2. Town Administrator Announcements
3. FY2023 Budget Update
4. Review and possible vote to approve Request for Information document for Retail Marijuana Establishments
5. Discuss February 9, 2022 correspondence from Chairman of the Park Commission regarding Clear Pond Park entrance policy
6. Discuss request and possible vote to designate local point of contact for SRPEDD Regional Resilience Plan
7. Discuss and possible vote to appoint Paula Frodyma as representative for the Lakeville Council on Aging to the Area Agency Advisory Committee of the Old Colony Planning Council
8. Discuss and possible vote to issue proclamation for Norbert Fredette in honor of his 95<sup>th</sup> birthday
9. Review and possible vote on request from Sun Multisport Events to use Lakeville roads for the Cranberry Trifest on August 21, 2022 and Patriot Half Triathlon on June 18, 2022
10. Discuss request from Rotary Club of Middleboro and Lakeville and possible vote to allow MCCAM to feed the auction to Lakeville's Access Channel and to request Comcast to take the necessary action
11. Review and possible vote to approve Select Board Meeting Minutes of January 20, 2022 and January 24, 2022
12. New Business
13. Old Business:

Discuss the following sections of the Wage and Personnel Plan

1. Section 14 L New Hires Department Heads
2. Section 11 (a) Step Rate Increases

14. Any other business that can properly come before the Select Board
15. Possible Executive Session pursuant to M.G.L. c.30A, §21a (2) to conduct strategy sessions in preparation for negotiations with non-union personnel, specifically the Police Chief and pursuant to M.G.L. c.30A, §21a (7) to comply with the Open Meeting Law, MGL Chapter 30A, §22(f): approval of Executive Session Minutes for December 10, 2021 and not to return to Open Session

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



RECEIVED  
FEB - 7 2022  
SELECTMEN'S OFFICE

xfinity

February 7, 2022

**Via UPS**

Board of Selectmen  
Town of Lakeville  
346 Bedford Street  
Lakeville, MA 02347

Dear Chairman and Members of the Board:

Pursuant to G.L. Ch. 166A, Section 10, Comcast is pleased to provide a copy of its Form 500 for YE2021. The Form 500 contains information on customer video service related issues in your community and how Comcast responded, including the time taken to resolve these complaints. For the Form 500, the Massachusetts Department of Telecommunications and Cable defines a complaint as:

Any written or verbal contact with a cable operator in connection with subscription in which a person expresses dissatisfaction with an act, omission, product or service that is (1) within the operator's control, and (2) requires a corrective measure on the part of the operator.

Comcast also has provided a copy of the enclosed Form 500 to the Department of Telecommunications and Cable.

Please do not hesitate to contact me at [Michael\\_Galla@cable.comcast.com](mailto:Michael_Galla@cable.comcast.com) should you have any questions.

Very truly yours,

*Michael Galla*

Michael Galla, Sr. Manager  
Government Affairs

cc: Department of Telecommunications and Cable

2

  
COMCAST

# Form 500 Complaint Data

Code Key: Avg. Resolution Time

<1> Less than 1 Day <2> 1-3 Days <3> 4-7 Days <4> 8-14 Days <5> 15-30 Days <6> >30 Days

Code Key: Manner of Resolution

A. Resolved to the satisfaction of both parties.  
B. Resolved, customer dissatisfied. C. Not Resolved.

Town LAKEVILLE  
Year 2021  
Subscribers 1946

Manner of Resolution (see code key above for the manner represented by the letters below) The number below each letter indicates the number of complaints resolved in that manner.

	Total Complaints	Avg Resolution Time (see code above)	A.	B.	C.
Advertising/Marketing	0	2			
Appointment Service Call	0	2			
Billing	4	3	4	0	0
Customer Service	0	2			
Equipment	3	2	3		
Installation	1	3	1	0	0
Other	1	5	1	0	0
Other	0	2			
Reception	1	4	1	0	0
Service Interruption	0	2	0		

# Form 500 Service Interruption Data

Code Key: Duration of Service Interruption <1> Less than 1 Day <2> 1-3 Days <3> 4-7 Days <4> 8-14 Days <5> 15-30 Days <6> >30 Days

Town	Lakeville	Year	2021	Subscribers	1946	Duration of Service Interruption (see Code Key above)
		Date of Service Interruption				
Lakeville		9/20/2021 4:13:00 PM			1	
Lakeville		9/29/2021 2:50:00 PM			1	
Lakeville		11/16/2021 5:06:00 PM			1	
Lakeville		10/29/2021 5:49:00 PM			1	
Lakeville		10/27/2021 8:48:00 AM			3	
Lakeville		8/31/2021 1:18:00 PM			1	
Lakeville		1/25/2021 7:37:00 PM			1	
Lakeville		8/26/2021 12:37:00 AM			1	
Lakeville		8/25/2021 11:24:00 PM			1	
Lakeville		4/26/2021 8:36:00 PM			1	
Lakeville		10/27/2021 7:53:00 AM			2	

**AGENDA ITEM #1  
FEBRUARY 14, 2022**

**SELECT BOARD ANNOUNCEMENTS**

On February 19, 2022 from 9 AM to 12 PM at the Lakeville Senior Center, the Town will be holding a second drive-thru distribution of Covid 19 home test kit event while supplies last. This is available for Lakeville residents only and proof of residency is required. Kits are limited to 2 boxes per address and it is on a first come, first serve basis.

The Town Clerk would like to remind dog owners that dog licenses are available. Dogs must be licensed by April 30, 2022.

Excise tax bills will be mailed out on February 15<sup>th</sup> and will be due on March 17<sup>th</sup>.



**AGENDA ITEM #2  
FEBRUARY 14, 2022**

**TOWN ADMINISTRATOR ANNOUNCEMENTS**

**AGENDA ITEM #3  
FEBRUARY 14, 2022**

**FY2023 BUDGET INFORMATION UPDATE**

**AGENDA ITEM #4  
FEBRUARY 14, 2022**

**REVIEW AND POSSIBLE VOTE TO APPROVE REQUEST FOR  
INFORMATION DOCUMENTS FOR RETAIL MARIJUANA  
ESTABLISHMENTS**

Attached is the draft Request for Information document for Retail Marijuana Establishment for the Board's review.

## **Town of Lakeville**

### **Request for Information**

#### **Retail Marijuana Establishment Plans**

The Town of Lakeville (the "Town") invites interested parties ("Respondents") to submit an application in response to this Request for Information ("RFI") for individuals/companies seeking to operate a Marijuana Retail Establishment in the Town. Selected Respondent(s) may be invited to negotiate a Host Community Agreement with the Select Board (the "Board") and move forward with the local permitting and licensing processes.

This is not a binding Request for Proposals (RFP), but an invitation for interested parties to submit a "Marijuana Retail Establishment Plan" to the Town. The Town will use the RFI submittals to gauge interest and determine suitability of Respondents. Following analysis of the RFI submittals, the Town reserves the right to enter into negotiations with Respondents to the RFI for a Host Community Agreement. Respondents interested in any available licenses issued by the Cannabis Control Commission should follow this process.

The RFI is available at [www.lakevillema.org](http://www.lakevillema.org).

#### **Deadline for Responses**

The Town is currently accepting responses for available Marijuana Retail licenses issued by the Cannabis Control Commission. The deadline for submission of the RFI is XX, 2022.

#### **Overview of Application Process**

The information provided will be evaluated by a review committee consisting of the Town Administrator, Town Planner, and a designated member of the Select Board. The Chief of Police, the Fire Chief and/or other Town department heads deemed necessary by the review committee may be asked to participate in an advisory capacity.

The Town reserves the right to reject any application it deems to be incomplete, however it may, at its discretion, request that the omitted information or further clarifications be provided by the Respondent.

Respondents may be asked to appear before the review committee to present their information in person and respond to questions.

Upon completion of the evaluation process the review committee will present its findings to the Select Board and make recommendations regarding which, if any, Respondent(s) should receive further consideration by the Board.

Further consideration by the Board may include, but is not limited to, negotiation of a Host Community Agreement with the recommended Respondent(s).



## Submission Requirements

Respondents shall submit 4 hardcopies and one electronic copy of RFI proposals in an envelope clearly marked "Marijuana Retail Establishment RFI". Information regarding security and any other information considered proprietary shall be redacted. Submittals shall be delivered to:

Mr. Ari J. Sky, Town Administrator  
[asky@lakevillema.org](mailto:asky@lakevillema.org)  
Town Office Building  
346 Bedford Street  
Lakeville, MA 02347

Each RFI submission shall include the following information:

1. **Cover Letter** - Please submit a 1-page cover letter summarizing the Respondent's proposal and indicating why the Respondent should be selected to operate as a Marijuana Retailer in the Town.
  
2. **Application of Intent** -
  - a. Documentation that the entity applying for the Marijuana Retailer license with the CCC is an entity registered to do business in Massachusetts.
  - b. Certificate of good standing issued within the previous 90 days from submission of RFI from the Corporations Division of the Secretary of the Commonwealth.
  - c. A list of all Persons or Entities having Direct or Indirect Control of the Marijuana Retailer, as defined in 935 CMR 500.002.
  - d. Documentation detailing the amounts and sources of capital resources available to the Respondent from any individual or entity that will be contributing capital resources for purposes of establishing or operating the Marijuana Retailer.
  - e. Documentation of the proposed address(es) and / or parcel ID(s) for the Marijuana Retailer and evidence of property interest or site control in the form of clear title, an option to purchase, a legally enforceable agreement to give title, or documentation evidencing legal authorization to use the premises, such as a lease or option to lease.
  - f. Evidence that the proposed location complies with applicable buffer zones and zoning requirements as set forth in the Town's Zoning Bylaws, including the Marijuana Overlay District.
  
3. **Management and Operations Profile** -
  - a. Business plan to include sales revenue forecasting and market analysis.
  - b. Timeline for achieving operation of the Marijuana Retail Establishment.
  - c. Detailed operating policies and procedures from the Marijuana Retailer, including, but not limited to, the following (to the extent applicable to the proposed operations):
    - i. Security
    - ii. Personnel policies
    - iii. Prevent access of marijuana to minors or the illicit market
    - iv. Marijuana storage
    - v. Transportation and onsite deliveries both to and from the Marijuana Retailer
    - vi. Delivery to customers
    - vii. Parking

- viii. Queuing of customers
- ix. Record keeping and maintenance of financial records
- d. Qualifications of all Close Associates with managerial or operational control.
- e. Disclosure of planned or existing ownership interest of any Person Having Direct or Indirect Control of the proposed Marijuana Retailer in any other licensed Marijuana Establishment within the Commonwealth or elsewhere (license pending or otherwise approved).
- f. If applicable, disclosure and full details of any other type of Marijuana Establishment proposed to be co-located at the same site.
- g. If applicable, disclosure and full details of any plans to expand operations of other types of Marijuana Establishments in the Town at a future date.
- h. Training plans for employees.

**4. Plan for Positive Community Impacts -**

- a. Proposed hours of operation.
- b. Proposal for ensuring the protection of public health.
- c. Proposal for community outreach.
- d. Proposal for full and part-time employment and anticipated benefits packages for employees.
- e. A proposal demonstrating municipal benefits the Marijuana Retailer will provide to the Town, financial or otherwise.
- f. Diversity plan to promote equity among minorities, women, veterans, people with disabilities, people of all gender identities and sexual orientation.
- g. Plan for environmental sustainability in sourcing of retail products and within the overall operation of the Marijuana Retailer.
- h. Status as Economic Empowerment or Social Equity Applicant.

**Application Review**

Following the submission of the RFI, the review committee may conduct a preliminary screening of Respondents' applications to determine each Respondents' general compliance with the submission requirements and the review criteria outlined in Addendum A. The review committee may employ this preliminary screening process to cull applicants deemed less qualified or presenting less than favorable applications.

Following the preliminary screening, applications will be subject to a detailed review by the review committee for the purposes of making a recommendation to the Select Board. The review committee may invite Respondents to meet with it as part of the review process. The review committee may, in its discretion, assign rankings and weights to the review criteria in Addendum A to determine which Respondents have met the necessary criteria and presented proposals deemed to be in the best interest of the Town. Respondents meeting those qualifications will be recommended to the Board for negotiation of a Host Community Agreement.

The Town does not discriminate on the basis of race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other protected status.

## **Selection Process**

Respondents deemed qualified by the review committee and recommended to the Select Board may be invited to enter into negotiations with the Board, which may include, but not limited to, negotiation of a Host Community Agreement.

To augment the information provided in the submittal, additional information, interviews and/or presentations may be required by the review committee and / or the Select Board.

The Select Board reserves the right to reject any and all applications deemed not to be in the Town's best interest, regardless of the recommendation of the review committee. Neither the Town, the Select Board, its employees or any of its agents, attorneys, consultants or officials will be liable for any costs incurred by the Respondent for preparation of their response to this RFI or their participation in subsequent interviews or presentations.

## **Compliance with RFI Requirements**

Respondents providing submissions to this RFI are expected to follow its requirements. Failure to comply with the requirements of any portion of this RFI may result in disqualification from the review process.

## **Ownership of Documents**

Any material submitted by Respondents shall become the property of the Town.

## **Public Record**

Any personal or financial identifiers (e.g. SSNs, bank account numbers, etc.) contained in submittal documents shall be redacted by the Respondent prior to submittal.

All information contained in submittals and not redacted as above may be open for public inspection.

## TOWN OF LAKEVILLE – REQUEST FOR INFORMATION

### ADDENDUM A - REVIEW CRITERIA

The review committee shall review responses to the Marijuana Retail Establishment RFI in accordance with the following review criteria to make recommendations to the Select Board with respect to the Respondent(s) it considers to have submitted proposals deemed to be in the best interest of the Town. The review committee may, in its discretion, develop and implement a numeric or other ranking system for Respondents, assign weight to the various review criteria; and expand upon the general review categories listed below by breaking down general categories into subparts:

- Respondent demonstrates knowledge and understanding of licensing procedures.
- Respondents' management and operations team demonstrates prior experience in commercial cannabis ventures or other relevant experience in relevant fields.
- Respondent has presented high quality and well-formulated management and operations plans.
- Respondent has presented high quality security plans.
- Respondent has established a comprehensive plan to prevent diversion of marijuana to minors and/or the illegal market.
- The Respondent's proposal demonstrates market and financial feasibility.
- The Respondent has an acceptable development timeline and ability to bring the proposed Marijuana Retailer to timely commencement.
- The Respondent has proposed a location within the Marijuana Overlay District that is appropriate for the proposed use given the scale and nature of the use, including but not limited to potential impacts on parking and traffic and queuing of customers.
- The Respondent has made financial commitments and other proposals for positive community impact.
- The Respondent's proposal fits within the Town's goals for geographic diversity in the locations.
- The Respondent has addressed the potential detrimental municipal impacts and proposed acceptable mitigation measures.
- The Respondent's proposal integrates into the overall goals of the Town of Lakeville.

In the event of a ranking tie between Respondents, the review committee may consider the following additional criteria:

- Respondents qualification as Economic Empowerment/Social Equity Applicants.



**AGENDA ITEM #5  
FEBRUARY 14, 2022**

**DISCUSS FEBRUARY 9, 2022 CORRESPONDENCE FROM  
CHAIRMAN OF THE PARK COMMISSION REGARDING CLEAR  
POND PARK ENTRANCE POLICY**

Attached is the email from Joe Coscia regarding the conversation on February 9, 2022 regarding the Clear Pond Park Entrance Policy discussion.

## Ari Sky

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**From:** Coscia, Joe <Joe.Coscia@Tecomet.com>  
**Sent:** Wednesday, February 9, 2022 4:54 PM  
**To:** Ari Sky  
**Cc:** Todd Hassett, Lakeville Town Accountant; Coscia, Joe; Nelinha Woodburn, Part-time Lakeville Park Clerk  
**Subject:** RE: [EXTERNAL] February 8th Select Board Action Regarding Clear Pond Park

Ari, I have a few questions:

1. It is not clear if this plan restricts all people from entering the park if they are not from Lakeville. For example: if I show up with 4 people who are not from Lakeville can everyone get in? This question was not answered at the meeting.
2. In the approved Park budget we have \$8,000 for season passes, \$8,000 for gate fees, and \$1,500 for group outing fees. With this proposed plan if we cannot allow anyone from outside Lakeville and not charge any fees (gate, season passes, or group outing) then we would need \$17,500 to cover the costs – not \$8,000.
3. When we have group outings we have been able to plan ahead of time and staff accordingly, with the proposed plan we could have a group show up without any notice which could negatively impact the safety of the residents with inadequate lifeguard coverage. This is not addressed in the proposed plan.

Please forward to the BoS for additional information and more details in order for me to bring to the Park Commission. Thanks.

-Joe.

**From:** Ari Sky [mailto:asky@lakevillema.org]  
**Sent:** Wednesday, February 9, 2022 10:55 AM  
**To:** Coscia, Joe <Joe.Coscia@Tecomet.com>  
**Cc:** Todd Hassett, Lakeville Town Accountant <thassett@lakevillema.org>  
**Subject:** [EXTERNAL] February 8th Select Board Action Regarding Clear Pond Park

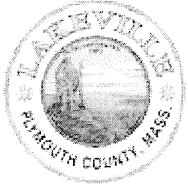
**This email originated outside the Tecomet organization. Please use caution when clicking links or opening attachments.**

Joe –

During its February 8<sup>th</sup> budget meeting, the Select Board voted (3-0) to authorize the Town Administrator to identify \$8,000 from the FY 2023 General Fund budget to subsidize the Park Enterprise Fund. These funds would be made available as replacement funding to enable the Parks Commission to restrict access to Clear Pond Park to Town residents. Thanks, and please let me know if you have any questions.

**Ari J. Sky**  
Town Administrator  
Town of Lakeville

346 Bedford Street  
Lakeville, Massachusetts 02347  
[asky@lakevillema.org](mailto:asky@lakevillema.org)  
(508) 946-8803



**AGENDA ITEM #6  
FEBRUARY 14, 2022**

**DISCUSS REQUEST AND POSSIBLE VOTE TO DESIGNATE  
LOCAL POINT OF CONTACT FOR SRPEDD REGIONAL  
RESILIENCE PLAN**

SRPEDD is launching a collaborative project aimed at identifying resilience issues. The “Regional Resilience Plan” will study the current level of environmental, social and economic resilience in SRPEDD’s 27 community region. SRPEDD has asked the Town to designate a local point of contact to participate in the study process by providing information on local practices, data and other similar questions. Town Administration suggests designating the Town Planner as the Town’s local point of contact.





**SRPEDD**  
Southeastern Regional Planning  
& Economic Development District

RECEIVED  
FEB - 7 2022  
SELECTMEN'S OFFICE

Acushnet  
Attleboro  
Berkley  
Carver  
Dartmouth  
Dighton  
Fairhaven  
Fall River  
Freetown  
Lakeville  
Mansfield  
Marion  
Mattapoisett  
Middleborough  
New Bedford  
N. Attleborough  
Norton  
Plainville  
Raynham  
Rehoboth  
Rochester  
Seekonk  
Somerset  
Swansea  
Taunton  
Wareham  
Westport

February 2, 2022

Dear Town Administrator Sky,

This month, the Southeastern Regional Planning and Economic District (SRPEDD) is kicking off an effort to prepare the **SRPEDD Regional Resilience Plan (SRRP)**, aimed at understanding the current level of environmental, social, and economic resilience in our 27-community region and solidifying the elements of SRPEDD's future work program that can best support regional resilience. The project will benefit immensely from local participation, both in ground-truthing plan recommendations and assisting SRPEDD as we collect local data for analysis. As such, we are inquiring about local interest in participating in the SRRP planning process. If there is local interest in participation, we request that you indicate a point of contact for the project in the attached form.

In our conception, the local point of contact will correspond with SRPEDD staff semi-regularly as we inquire about local datasets, local practices related to resilience measures, and other similar questions. We estimate a **total estimated commitment of approximately 10 hours during the 20-month project period.**

SRPEDD is truly excited at the outcomes we envision for the SRRP. It will help the region to identify strengths and weaknesses in our current environmental, economic, social, governance, and infrastructure systems that will aid or hinder responses to long-term anticipated trends, such as climate change, or discrete impactful events, such as natural disasters. The SRRP will advance three principal efforts. First, data collection and analysis, including the identification of current data sources correlated with their best use cases, will be a resource for communities in pursuing local projects. Second, the plan will provide resilience best practice recommendations for specific place-type "transect" categories. Third, the plan will result in a set of prioritized actions that SRPEDD will pursue to support regional resilience over the next ten-year period.

Two different grants are funding the SRRP; an Efficiency and Regionalization Grant from the State of Massachusetts, and a federal grant from the Economic Development Administration. There are distinct deliverables and timelines associated with each grant. As such, the environmental and social volumes of the SRRP must be completed by June 30, 2023. The economic volume must be completed by September 23, 2024.

We hope that your community will consider and ultimately be able to participate in this significant regional effort for southeastern Massachusetts. We look forward to your response and to engaging in this work with you.

With thanks in advance,

Jeffrey Walker, AICP  
Executive Director



# **WE NEED**

---

# **to adapt to the future.**

**Help us fill in the blank.**

Connect with the the

**SRPEDD Regional Resilience Plan (SRRP)**

project to help prepare Southeastern

Massachusetts for climate change and

**other potential hazards.**



**SRPEDD**

Southeastern Regional Planning  
& Economic Development District

To learn more,  
contact Helen Zincavage.  
[hzincavage@srpedd.org](mailto:hzincavage@srpedd.org)



## What is the SRRP?

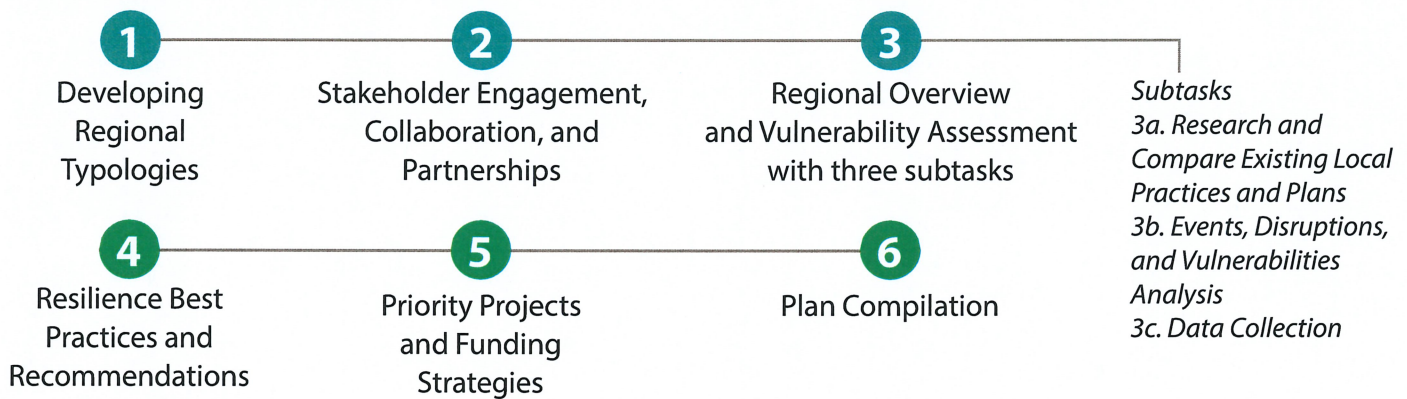
The SRPEDD Regional Resilience Plan (SRRP) officially launched on September 29, 2021.

This two-year, quarter-million-dollar project will improve community resilience by identifying and proposing solutions to environmental, economic, and societal vulnerabilities across southeastern Massachusetts. The work will build upon existing strengths to ensure that our region's communities can withstand future disruptions to the greatest extent possible.

In an effort to bridge administrative boundaries and recognize commonalities, the plan will develop strategies and best practices for similar types of settings represented in our region. These "typologies" range from seaside villages and agricultural communities to bedroom communities and diverse cities.



## How will we get it done?



## Who will lead the SRRP?

While the project will be staffed by SRPEDD's planners, it will be led by a Steering Committee that represents all types of places and ideas connected to resilience.

The Steering Committee will be informed by three Working Groups:

-  Environmental
-  Economic
-  Infrastructure & Utilities

Each Working Group will include members of the SRPEDD Commission, representatives from regional organizations and community groups, and professionals with experience in the broad range of topics addressed in the SRRP.

**We look forward to having your expertise and insights inform project outcomes.**

## What will the SRRP achieve?

The project's diverse funding, and committed stakeholders, will enable the project team to achieve four main outcomes:

- 1** Create a hub for resilience data and analysis for our region that will support local users
- 2** Expand and improve regional networks through capacity building with external partners
- 3** Identify a current set of top-tier resilience projects to target for construction and implementation
- 4** Update and establish an improved, resilience-based internal work program for SRPEDD. In these main ways and by completing several main tasks, the SRRP will lead to meaningful, visible, and measurable improvements to the region's resilience

Primary Contact: Helen Zincavage  
hzincavage@srpedd.org

**SRPEDD REGIONAL RESILIENCE PLAN  
(SRRP) Local Point of Contact  
Questionnaire  
2022-2024**

- Yes, our community would like to actively participate in the SRRP effort from January 2022 – September 2024 by designating a local project point of contact. The local project point of contact is:

---

Name

Email

- No, our community does not have the ability to participate in the SRRP process at this time.

SRPEDD staff will send out regular (approximately quarterly) updates on project progress. In addition to the designated local project point of contact, the following municipal staff members should receive these e-mail updates:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_

Suggestions for topics related to economic, environmental, or social resilience that are most pressing in your community:

- 1.
- 2.
- 3.
- 4.

**AGENDA ITEM #7  
FEBRUARY 14, 2022**

**DISCUSS AND POSSIBLE VOTE TO APPOINT PAULA FRODYMA  
AS REPRESENTATIVE FOR THE LAKEVILLE COUNCIL ON  
AGING TO THE AREA AGENCY ADVISORY COMMITTEE OF THE  
OLD COLONY PLANNING COUNCIL**

Attached is a letter from the Council on Aging Director requesting that Paula Frodyma be appointed to the Area Agency Advisory Committee of the Old Colony Planning Council as Lakeville's representative.



Kelly Howley  
Director  
(508) 947-7224  
(508) 947-4254 fax

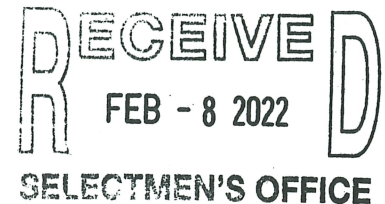
## Town of Lakeville Council On Aging

Senior Center • 1 Dear Crossing • Lakeville, MA 02347



E-Mail:  
khowley@lakevillema.org  
lakevillecoa@comcast.net  
Website:  
lakevillecoa.com

February 8, 2022



Lakeville Select Board  
346 Bedford Street  
Lakeville, MA 02347

Dear Chairman Fabian and Select Board Members:

On behalf of the Lakeville COA, I would like to recommend that Paula Frodyma be appointed as the Lakeville COA representative to the Area Agency Advisory Committee of the Old Colony Planning Council. She currently serves on the Lakeville COA Board and is a member of the Lakeville HCA Charitable Contributions Subcommittee. In addition, Paula organized and leads a COA Book Club and often volunteers at the center. She is interested in helping to represent our COA and I think this would be a good fit.

Thank you for your consideration of this recommendation.

Sincerely,

Kelly Howley  
Director, Lakeville COA

**AGENDA ITEM #8  
FEBRUARY 14, 2022**

**DISCUSS AND POSSIBLE VOTE TO ISSUE PROCLAMATION  
FOR NORBERT FREDETTE IN HONOR OF HIS 95<sup>TH</sup> BIRTHDAY**

See attached proclamation





# TOWN OF LAKEVILLE

## SELECT BOARD OFFICE

346 Bedford Street  
Lakeville, Massachusetts 02347  
Telephone 508-946-8803

### TOWN OF LAKEVILLE, MASSACHUSETTS PROCLAMATION

**Whereas**, Norbert (Nobby) Fredette is a former citizen of Lakeville, having resided in Lakeville from 1986 until 2005; and

**Whereas**, Norbert Fredette has been married to his wife, Anita, for 70 years; and

**Whereas**, Norbert Fredette served his country in the United States Navy and went on to graduate from UMass Amherst in 1952 with a degree in Civil Engineering; and

**Whereas**, Norbert Fredette worked as a civil engineer and then went on to work for the Town of Whitman as the Superintendent of Public Works for 27 years; and

**Whereas**, upon moving to Lakeville in 1986, Norbert Fredette volunteered at St. Martha & Mary's Church and supervised the recovering of the church kneelers; and

**Whereas**, Norbert Fredette became involved with the Lakeville Senior Center and served as a member of the Council on Aging Board for several terms and also served as Chairman of the Council on Aging Building Committee, using his engineering experience to serve as Clerk of the Works, overseeing the construction of the new Senior Center and along with his wife, Anita, spearheaded fundraising for the new building for extra needed items; and

**Whereas**, Norbert Fredette will be observing his 95<sup>th</sup> birthday on February 19, 2022; and

**Now, therefore, be it resolved** that the Select Board Members in the Town of Lakeville, Massachusetts, do hereby proclaim February 19, 2022 as Norbert Fredette Day in honor of Norbert Fredette reaching the distinguished age of 95 years.

On behalf of the Select Board and the citizens of the Town of Lakeville, this resolution is signed, sealed, and delivered on this 14<sup>th</sup> day of February in the year of two thousand and twenty-two by:

#### LAKEVILLE SELECT BOARD

---

Evagelia Fabian, Chair

---

Richard LaCamera

---

Lorraine Carboni



## Nobby & Anita

They have been married for 70 years.

They have nine children, 23 grandchildren, and 17 great grandchildren.

Nobby is a Navy Veteran. He graduated from UMass Amherst in 1952 with a Bachelor of Science Degree in civil engineering. He then worked for the city of Boston for 10 years as a civil engineer. He next spent 27 years in the Town of Whitman as the Superintendent of public works. They moved to Lakeville in 1986. Often commenting the move to Lakeville was the best decision they made. Quickly volunteered at St Martha & Mary's Church where they recovered 40 of the church kneelers and next became involved with the Old Lakeville Senior Center. When the new Senior Center was under construction, they spearheaded fundraising of needed extras. They were thrilled with the increase in activities and participation the building offered. Retiring to North Carolina, they both continued their volunteering.

**Town of Lakeville Proclamation Honoring  
Norbert “Nobby” Fredette  
February 19, 2022 (age 95)**

Nobby donated countless hours in the planning and construction of the Senior Center:

Council on Aging Board Member  
Chairman of the Building Committee  
Clerk of the Works  
Surveyed wetland impact report  
Surveyed for building and road

**AGENDA ITEM #9  
FEBRUARY 14, 2022**

**REVIEW AND POSSIBLE VOTE ON REQUEST FROM SUN  
MULTISPORT EVENTS TO USE LAKEVILLE ROADS FOR THE  
CRANBERRY TRIFEST ON AUGUST 21, 2022 AND PATRIOT  
HALF TRIATHLON ON JUNE 18, 2022**

Mark Walter of Sun Multisport Events has applied for a Public Ways License Application for their Cranberry Trifest Event on August 21, 2022 and Patriot Half Triathlon on June 18, 2022.

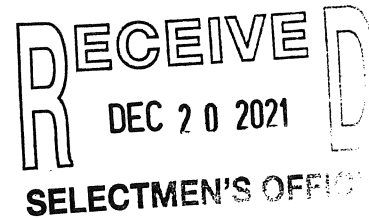
Mr. Walter has gone through the license process and received approval from the DPW, Fire, Police, Town Administrator and Inspectional Services.

Attached are Mr. Walter's letter; the route directions and maps; certificate insurance, safety plan and detail invoices for Fire and Police.

Mr. Walter's letter states that Sun Multisport Events will provide a \$1,500 donation to a non-profit organization designated by the Town.

December 16, 2021

Ms. Tracie Craig  
Lakeville Board of Selectman  
Lakeville Town Hall  
346 Bedford Street  
Lakeville, MA 02347



Hi Tracie,

I am writing to let you know the 16<sup>th</sup> annual Patriot Half triathlon will be Saturday, June 18, 2022 and the 21<sup>st</sup> annual Cranberry Trifest will be Sunday August 21, 2022 and to request signatures of approval on the enclosed Event Notification Forms for these events. Note that I have already been in contact with the Lakeville Police and Fire Departments and they are both in support of these events.

### EVENT BASICS AND IMPACT

The Patriot Half and Cranberry Trifest are triathlons where athletes swim, bike and run. The table below summarizes the basic details related to these events and when athletes will be cycling or running on Lakeville roads.

EVENT	DATE	VENUE	RACE START	LAKEVILLE IMPACT	CHANGE FROM 2021
Patriot Half	Saturday 6/18/22	Cathedral Camp, E. Freetown	7:00AM	Athletes <b>cycling</b> on Lakeville roads 7:30am-10:00am	No change.
Cranberry Trifest – Sprint <b>and</b> Olympic races	Sunday 8/21/22	Ted Williams Camp, Lakeville	7:30AM	Athletes <b>cycling</b> on Lakeville roads 7:45am-11:00am; athletes <b>running</b> on Lakeville roads 9:00am-12:30pm	Event consolidated from two days to one; no changes from 2021 to the Olympic bike and run courses in Lakeville; the Sprint bike and run courses have been changed but utilize the same roads as the previously approved Olympic bike and run courses in Lakeville.

### THE EVENT BIKE AND RUN COURSES

Enclosed are the course maps showing the Lakeville roads that will be utilized during the Patriot Half and Cranberry Trifest races.

### SAFETY AND COMMUNICATION PLAN

Maintaining the highest standards of safety for athletes, pedestrians and motorists is a top priority. Police details at the appropriate intersections will be requested of the Lakeville Police Department as the events draw closer. I will also be requesting EMT support from the Lakeville Fire Department for the Cranberry Trifest. These events will comply with all safety requirements of USA Triathlon sanctioned events.

In an effort to raise greater awareness of these races with Lakeville residents and to discourage cyclists from riding 3-4 across in the road, the following steps will be taken for both the Patriot Half and Cranberry Trifest races:

- Reminders not to ride 3-4 across on the race website and in the Athlete Guide emailed to all Patriot and Cranberry Trifest athletes
- Race day announcements and signage at the venue reminding athletes not to ride 3-4 across when riding.
- Signage placed along the bike course warning Patriot and Cranberry cyclists not to ride 3-4 across.
- A postcard mailing to all Lakeville residents along the Patriot Half and Cranberry bike courses and the Cranberry Trifest run courses.
- A request that the Lakeville facebook page administrator schedule a post the week of each event to raise awareness for the event, the roads that will be utilized and the times they will be accessed.

### **REQUESTED SIGNATURES**

Attached are the Event Notification Forms that I must submit to MASS DOT with signatures from the Lakeville Board of Selectman, Police and Fire in order to receive the appropriate permits for use of the state roads that are part of the courses for these events. **Please circulate these forms to these parties for signatures and return signed copies to me at the address below or you can scan and email them to me at [info@SunMultisportEvents.com](mailto:info@SunMultisportEvents.com).**

### **DONATION**

We appreciate the opportunity to have the Patriot Half bike course utilize the roads of Lakeville and will again provide a \$1500 donation for a non-profit organization(s) designated by the town. Compensation to the town for the Cranberry Trifest will come from fees paid related to our use of the Ted Williams Camp.

Please let me know when discussion of these events will be added as an agenda item to an upcoming Lakeville Selectmen meeting. Thanks.

Sincerely,

Mark Walter  
USAT Certified Race Director  
Sun Multisport Events  
54 Beechnut Road  
Westwood, MA 02090  
Phone: 781-414-0437

**EVENT NOTIFICATION FORM – PATRIOT HALF 2022**

**December 16, 2021**

MASS DOT  
District 5  
1000 Country Street  
Taunton, MA 02780

To Whom It May Concern,

Please be advised that Sun Multisport Events LLC has notified the Lakeville MA Selectmen, Police Department and Fire Department of it's plans to conduct the Patriot Half triathlon on Saturday, June 18, 2022 which will include athletes cycling on **County Road, MA-105 and Rte 18** in Lakeville. Roads will not be closed to local auto traffic during this time and all course related signs and markers will be removed at the conclusion of the event.

The following signatures reflect their support of this event and understanding of the use of the state roads referenced above.

**POLICE DEPARTMENT**

**FIRE DEPARTMENT**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

City/Town: \_\_\_\_\_

City/Town: \_\_\_\_\_

**BOARD OF SELECTMEN/CITY COUNCIL**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

City/Town: \_\_\_\_\_

**Requested by:**

Mark Walter  
Sun Multisport Events LLC  
54 Beechnut Road  
Westwood, MA 02090  
Mobile: 781-414-0437

**EVENT NOTIFICATION FORM – LAKEVILLE, MA - CRANBERRY TRIFEST**

December 16, 2021

MASS DOT  
District 5  
1000 Country Street  
Taunton, MA 02780

To Whom it May Concern,

Please be advised that Sun Multisport Events LLC has notified the Lakeville MA Board of Selectmen, Police Department and Fire Department of it's plans to conduct the Cranberry Trifest triathlons on Sunday, August 21, 2022 which will include cyclists traveling on **Route 18, Route 105 and County Road** in Lakeville, MA. Roads will not be closed to local auto traffic during this time.

The following signatures reflect their support of this event and their understanding of the use of the state roads referenced above.

**POLICE DEPARTMENT**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

City/Town: \_\_\_\_\_

**FIRE DEPARTMENT**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

City/Town: \_\_\_\_\_

**BOARD OF SELECTMEN**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

City/Town: \_\_\_\_\_

**Requested by:**

Mark Walter  
Sun Multisport Events LLC  
54 Beechnut Road  
Westwood, MA 02090  
Mobile: 781-414-0437



**Town of Lakeville**

346 Bedford Street  
Lakeville, MA 02347

**Public Way License Application**

*Must be Submitted No Less Than 60 Days Before Event*

Revised: Sept 20, 2021

**RECEIVED**  
FEB - 1 2022

**SELECTMEN'S OFFICE**

This license application is for parties who wish to use public ways for private events. All license applications shall be subject to review and approval by the Select Board in its sole discretion.

Public Way License Fee: \$500. Fee is reduced to \$250 for nonprofit organizations providing proof of legal status.

Additional charges for Police details and EMS coverage may apply. All requesting organizations must provide a map of the impacted streets and evidence of insurance.

**Section 1 - Request Summary/Contact Info.**

Organization/Applicant <b>Sun Multisport Events</b>		Event/Project Name <b>Patriot Half</b>		Event/Project Location See attached course map	
Primary Contact <b>Mark Walter</b>		Phone # <b>781-414-0437</b>	Email <b>info@SunMultisportEvents.com</b>		
Application Date <b>12/21/21</b>	Date(s) of Event <b>6/18/22</b>	Time(s) of Event <b>7:30am-10:00am</b>	Applicant Signature <b>Mark Walter</b>		

**Section 2 - Description of Request**

Please use this space to describe your request. Include an overview of anticipated activities and specific requirements (EMS coverage, Police detail, road maintenance, etc.) Attach additional pages and information as needed.

The Patriot Half is a triathlon that has athletes swim, then bike and then run. The event is based at Cathedral Camp in East Freetown. Participants in the event swim in Long Pond at Cathedral Camp and then ride their bikes. The bike course includes cyclists riding from Freetown into Lakeville along County Road. From County Road, cyclists then turn right onto Highland Ave, go right on Bedford St/Rte 18, go left on Long Point Road and then ride into Middleboro. An estimated 600 cyclists will be riding on these Lakeville Roads between 7:30am and 10:00am. This is the same course that was used in the 2021 Patriot Half. No other access to Lakeville roads is needed for this event. See attached course map and the list of intersections where police details were in place for this event in 2021.

**Section 3 - Reviews (Date of Approval)**

1. Public Works <b>FM 1/13</b>	2. Inspectional Svcs <b>ND 1/7</b>	3. Police <b>MP 1/13</b>	4. Fire <b>MO 1/13</b>	5. Town Admin <i>2/1/22</i>	6. Select Board	7. DOT Approval Required <input checked="" type="checkbox"/>
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**Section 4 - Process/Comments**

Evidence of Insurance (Date) <b>1/14/22</b>	Payment Received (Amount/Date) <b>\$500.00</b>	Additional Comments <i>APPLICANT SUBMITTED A LETTER OFFERING A \$1,500 DONATION TO A NON-PROFIT ORGANIZATION.</i>
--	---	--

**Section 5 - Fee Estimates**

Base License Fee:\$500.00
Police Detail:\$2,178.00
Fire/EMS Coverage:0
Other (Describe):0
Total Estimate:\$2,678.00

Other Fees Description:





## Town of Lakeville

### *Public Way License Instructions*

**General:** The Public Way License application provides an orderly process for the consideration and approval of the use of public rights of way for special events within the Town of Lakeville. Such events often require coordination between several departments and involve the utilization of municipal resources. This process is designed to ensure transparency regarding the scope of the event and the Town resources required to ensure it occurs in a successful manner. A license shall be granted upon review and approval by the Select Board allowing for the specified limited use of the public right of way for the indicated event.

**Applicants must submit a complete application to the Department of Public Works no less than 60 days prior to the planned event.**

#### **Sections 1 & 2:**

Applicants are encouraged to provide as much as information as possible regarding the date(s), timing and anticipated support requirements for the event. Descriptive information, flyers and any additional background which helps to describe the scale of the event is welcome. Applications should also include a map of the impacted streets for reference.

#### **Section 3:**

The application review process ensures that all departments are aware of the event and prepared to provide the necessary support. Final Town approval will be provided by the Select Board during a business meeting. Events impacting State roads will also require approval by the Massachusetts Department of Transportation (MassDOT). The applicant shall be required to obtain and provide evidence for such approval prior to the issuance of a license by the Town.

#### **Section 4:**

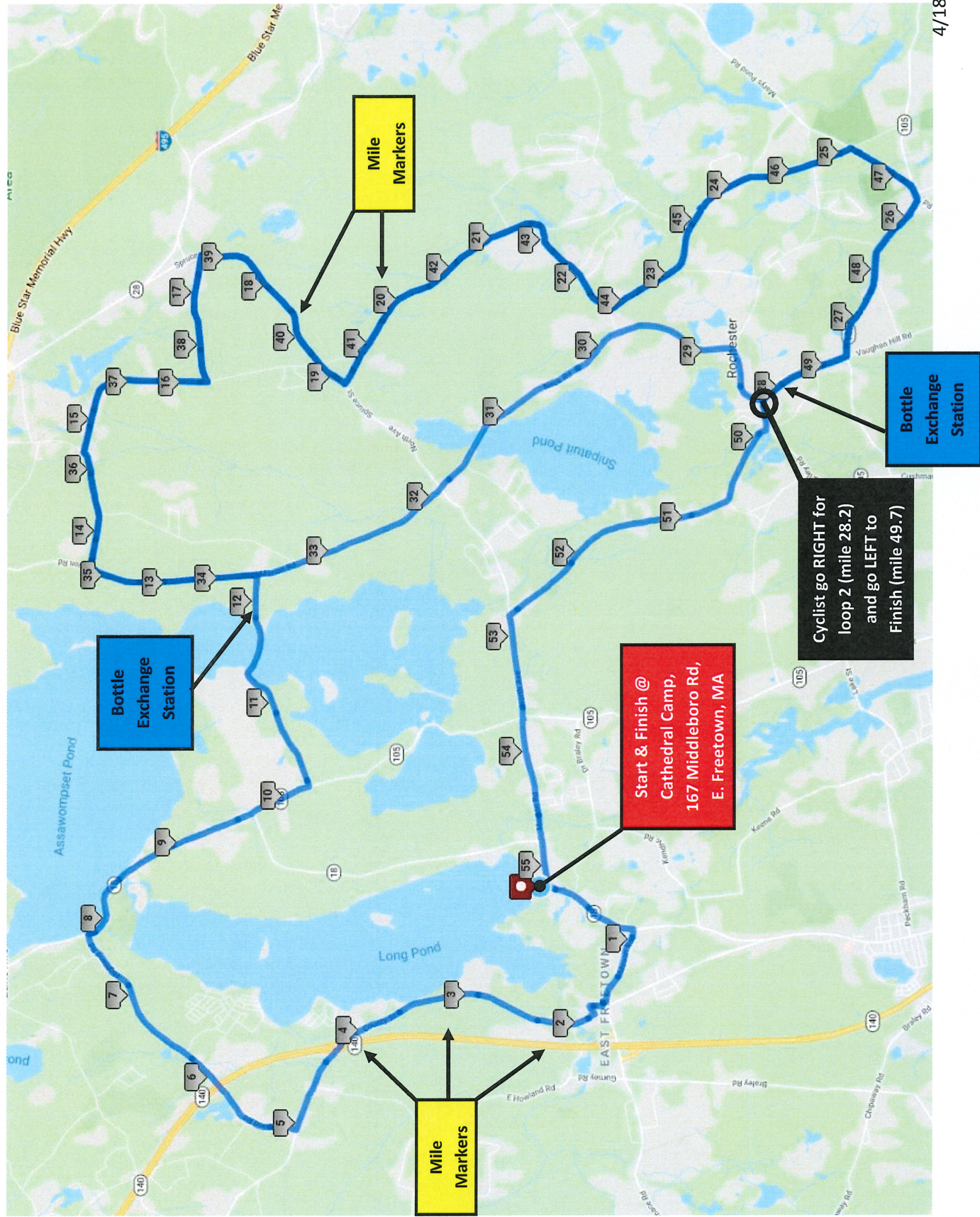
Applicants must provide evidence of insurance coverage sufficient to indemnify the applicant from potential liability.

#### **Section 5:**

The base fee for the Right of Way permit is \$500 and will be reduced to \$250 for charitable organizations providing proof of status. Additional fees could be incurred if a Police detail or onsite EMS coverage are required, as determined by the relevant departments and the Select Board. Nonprofit entities requesting a full waiver of the base fee must submit a letter to the Town Administrator. Full waivers will be considered by the Select Board on an individual basis.



# PATRIOT HALF TRIATHLON – BIKE COURSE



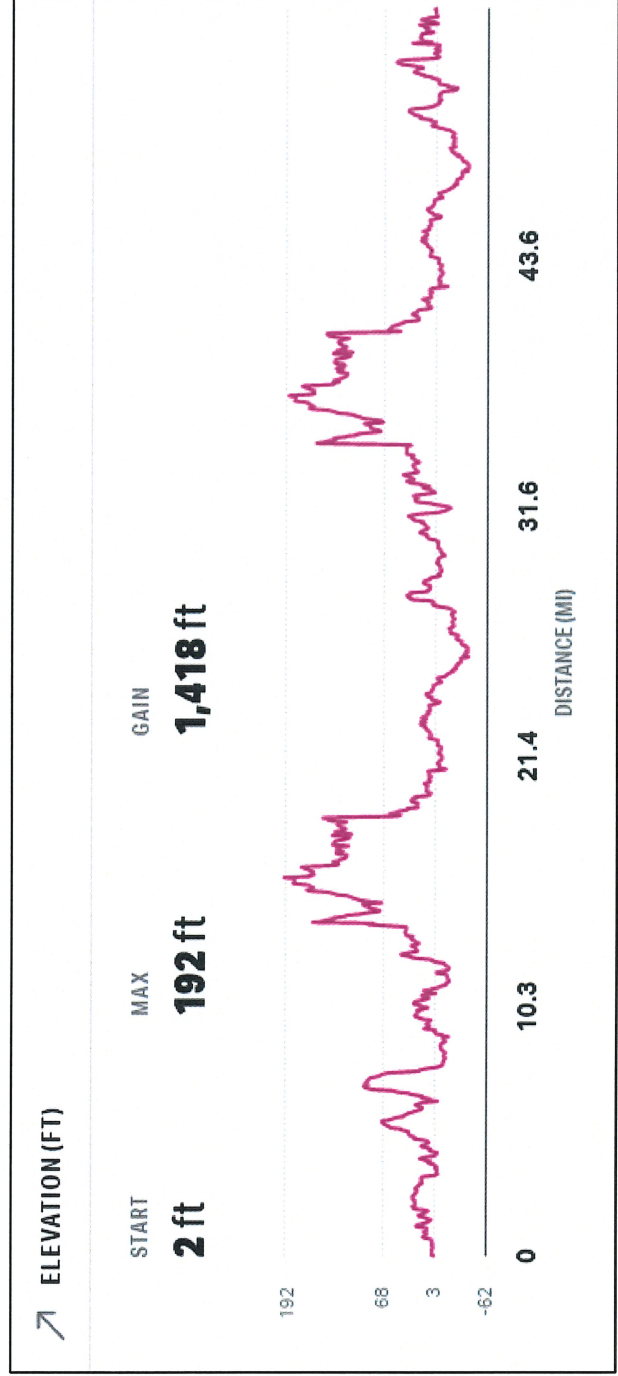


## TURN-BY-TURN DIRECTIONS

- 0.0 mi Start at Cathedral Camp, 167 Middleboro Road, East Freetown, MA
- 0.1 mi Turn right onto MA-18 S
- 0.9 mi Turn right onto Mason Rd
- 1.6 mi Turn right into Prime Express parking lot and ride behind building and around Dunkin Donuts drive-thru
- 1.8 mi Turn left onto Long Pond Rd
- 1.9 mi Turn right onto County Rd/ Old Rte 140
- 5.1 mi Turn right onto Highland Rd
- 7.7 mi Turn right onto MA-105 S/ MA-18 S
- 10.1 mi Turn left onto Long Point Rd
- 12.1 mi Turn left onto Marion (**NOTE:** Cyclists may be merging from the right)
- 13.5 mi Slight right onto Perry St
- 14.1 mi Continue onto Miller St
- 14.7 mi Turn right onto Highland St
- 16.2 mi Turn left onto Benson St
- 17.3 mi Turn right onto Spruce St
- 19.1 mi Turn left onto South St
- 19.5 mi South St becomes Spruce St
- 20.6 mi Spruce St becomes Walnut Plain Rd
- 21.4 mi Turn right onto Burgess Ave
- 22.4 mi Turn left onto Alley Rd
- 23.6 mi Turn right onto Walnut Plain Rd
- 25.1 mi Turn right onto Marys Pond Rd
- 25.7 mi Turn right onto MA-105
- 25.8 mi Bear right at fork to stay on MA-105
- 27.4 mi Turn right onto Vaughan Hill Rd
- 28.2 mi Bear RIGHT onto Hartley Rd (**NOTE:** Cyclists ride through this intersection 2x; on this 1st pass cyclist **GO RIGHT** to begin loop 2)
- 28.8 mi Bear left to continue onto Neck Rd
- 33.1 mi Continue on Marion Rd (**NOTE:** Cyclists may be merging from the left)
- 35.1 mi Slight right onto Perry St
- 35.6 mi Continue onto Miller St
- 36.2 mi Turn right onto Highland St
- 37.7 mi Turn left onto Benson St
- 38.8 mi Turn right onto Spruce St

- 40.7 mi Turn left onto South St
- 41.0 mi South St becomes Spruce St
- 41.7 mi Spruce St becomes Walnut Plain Rd
- 42.9 mi Turn right onto Burgess Ave
- 43.8 mi Turn left onto Alley Rd
- 45.1 mi Turn right onto Walnut Plain Rd
- 46.5 mi Turn right onto Marys Pond Rd
- 47.2 mi Turn right onto MA-105
- 47.3 mi Bear right to stay on MA-105
- 48.8 mi Turn right onto Vaughan Hill Rd
- 49.7 mi Go LEFT on Hartley Rd (**NOTE**: Cyclists ride through this intersection 2x; on this 2nd pass cyclists **GO LEFT** towards the finish)
- 49.9 mi Turn right onto Snipatuit Rd
- 52.8 mi Turn left onto North Ave
- 54.2 mi Continue straight onto Morton Rd
- 54.83 mi Continue straight onto MA-18
- 55.2 mi Turn right into Cathedral Camp
- 55.3 mi Arrive at Dismount line

### Elevation Gain: Patriot Half Bike Course



## **2021 PATRIOT COURSE POLICE DETAILS**

### **Lakeville police details:**

1. Highland Ave & County Road; **7:00am-11:00am**
2. Highland Ave & County Road; **7:00am-11:00am**
3. Highland Ave & Race Course Road; **7:00am-11:00am**
4. Highland Ave & Clark Road; **7:00am-11:00am**
5. Highland Ave & Heritage Hill Rd; **7:00am-11:00am**
6. Highland Ave & Bedford St/Rte 18; **7:00am-11:00am**
7. Highland Ave & Bedford St/Rte 18; **7:00am-11:00am**
8. Bedford St/Rte 18 and Lakeside Dr (where Rte 18 and Rte 105 divide); **7:00am-11:00am**
9. Bedford St/Rte 105 and Long Point Road; **7:00am-11:00am**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Office of America, Inc. 1855 West State Road 434 Longwood FL 32750  License#: 0E67768 USATRIA-01	<b>CONTACT NAME:</b>		<b>FAX (A/C, No):</b>
	<b>PHONE (A/C, No, Ext):</b>	<b>E-MAIL ADDRESS:</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
<b>INSURER A:</b> Everest National Insurance Company			10120
<b>INSURER B:</b> United States Fire Insurance Company			21113
<b>INSURER C:</b>			
<b>INSURER D:</b>			
<b>INSURER E:</b>			
<b>INSURER F:</b>			

**COVERAGES**

CERTIFICATE NUMBER: 1061450268

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

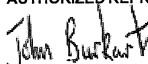
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Part. Legal Liab  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Event	Y	Y	SI8ML02108-211	12/1/2021	12/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> 4077887933 <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	SI8EX01473-211	12/1/2021	12/1/2022	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Participant Accident			US1708030	12/1/2021	12/1/2022	Accident Medical 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Coverage applies to the USA Triathlon sanctioned or approved event specified on this certificate.

The certificate holder is an additional insured, where required by written contract or agreement, but only with respect to the operations of the named insured, and subject to the provisions and limitations of form ECG20 600 - Additional Insured - Blanket when required by written contract, but only with respect to the USAT sanctioned or approved event specified on this certificate.

The General Liability policy is primary as per Form ECG24 520 (04/02) and the General Liability policy contains Form ECG24 522 (04/02): Waiver of Transfer of Rights of Recovery Against others to US, but only as required by written contract or agreement executed by the named insured prior to an occurrence resulting See Attached...

**CERTIFICATE HOLDER****CANCELLATION**

Town of Lakeville 346 Bedford St Lakeville MA 02347	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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AGENCY CUSTOMER ID: USATRIA-01

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Insurance Office of America, Inc.		NAMED INSURED USA Triathlon of Colorado 5825 Delmonico Dr Colorado Springs CO 80919	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

in a loss or a claim.  
Patriot Half 2022 | 2022-06-18 | 2022-06-18 | East Freetown, MA 02717

THIS ENDORSEMENT CHANGES THE COVERAGE PART. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – AUTOMATIC STATUS WHEN REQUIRED IN A WRITTEN AGREEMENT WITH YOU

This endorsement modifies insurance provided under the following:

### COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. Section II – Who Is An Insured** is amended to include as an additional insured any person or organization with whom you have a written agreement that such person or organization be added as an additional insured on your Coverage Part. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" but only to the extent caused, in whole or in part, by:
1. Your acts or omissions; or
  2. The acts or omissions of those acting on your behalf;
- in the performance of your operations for an additional insured.
- B.** The insurance afforded to an additional insured shall only include the insurance required by the terms of the written agreement and shall not be broader than the coverage provided within the terms of the Coverage Part.
- C.** The Limits of Insurance afforded to an additional insured shall be the lesser of the following:
1. The Limits of Insurance required by the written agreement between the parties; or
  2. The Limits of Insurance provided by this Coverage Part.
- D.** With respect to the insurance afforded to an additional insured, this insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of any act or omission of an additional insured or any of its employees.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Name of Person or Organization:**

ANY PERSON OR ORGANIZATION FOR WHOM THE NAMED INSURED HAS  
AGREED BY WRITTEN CONTRACT TO FURNISH THIS WAIVER.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your operations or "your work" done under a written agreement that requires you to waive your rights of recovery. The written agreement must be made prior to the date of the "occurrence". This waiver applies only to the person or organization shown in the Schedule above.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## AMENDMENT – OTHER INSURANCE (PRIMARY NONCONTRIBUTORY)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. Paragraph a. **Primary Insurance of 4. Other Insurance** of SECTION IV COMMERCIAL GENERAL LIABILITY CONDITIONS is replaced by the following:

**a. Primary Insurance**

This insurance is primary except when **b.** below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in **c.** below, except that we will not seek contribution from any party with whom you have agreed in a written contract or agreement that this insurance will be primary and noncontributory, if the written contract or agreement was made prior to the subject "occurrence" or offense.



# Lakeville Police Department

323 Bedford Street Lakeville, MA 02347

Phone (508) 947-4422 Fax (508) 946-8849

DATE:

January 27, 2022

INVOICE: FY 22- 0

## Detail Invoice

Date Detail was requested

1/0/00 12:00 AM

Detail Requested By		Detail Billed To	
Company Name	Patriot Course ESTIMATE	Company Name	0
Contact Person	0	Contact Person	0
Street Address	0	Street Address	0
City, ST ZIP Code	0	City, ST ZIP Code	0
Phone:			

Special Instructions:

ESTIMATE

Date of Detail	Location of Detail	Reason for Detail
6/18/22	0	0

Hrs	Officer	Rate	10% Service	TOTAL
4	Highland/County	\$ 55.00	\$ 22.00	\$ 242.00
4	Highland/County	\$ 55.00	\$ 22.00	\$ 242.00
4	Highland/Race Course	\$ 55.00	\$ 22.00	\$ 242.00
4	Highland/Clark	\$ 55.00	\$ 22.00	\$ 242.00
4	Highland/Heritage Hill	\$ 55.00	\$ 22.00	\$ 242.00
4	Highland/Bedford	\$ 55.00	\$ 22.00	\$ 242.00
4	Highland/Bedford	\$ 55.00	\$ 22.00	\$ 242.00
4	Bedford/Lakeside	\$ 55.00	\$ 22.00	\$ 242.00
4	Bedford /Long Point	\$ 55.00	\$ 22.00	\$ 242.00
0 0		\$ -	\$ -	\$ -
0 0		\$ -	\$ -	\$ -
0 0		\$ -	\$ -	\$ -

Subtotal of each column

\$ 1,980.00	\$ 198.00
-------------	-----------

SUBTOTAL \$ 2,178.00

THANK YOU FOR YOUR BUSINESS!

CRUISER CHARGE

ALCOHOL SERVED

BETWEEN 11:00P-7A

TOTAL \$ 2,178.00

Payment is due within 10 days of receipt.

Check or Money order only. Make payable to the Town of Lakeville/Police Department.





**Town of Lakeville**  
 346 Bedford Street  
 Lakeville, MA 02347

Revised: Sept 20, 2021  
**RECEIVED**  
 FEB - 1 2022  
**SELECTMEN'S OFFICE**

**Public Way License Application**

*Must be Submitted No Less Than 60 Days Before Event*

This license application is for parties who wish to use public ways for private events. All license applications shall be subject to review and approval by the Select Board in its sole discretion.

Public Way License Fee: \$500. Fee is reduced to \$250 for nonprofit organizations providing proof of legal status.

Additional charges for Police details and EMS coverage may apply. All requesting organizations must provide a map of the impacted streets and evidence of insurance.

**Section 1 - Request Summary/Contact Info.**

Organization/Applicant <b>Sun Multisport Events</b>		Event/Project Name <b>Cranberry Trifest</b>		Event/Project Location See attached course map	
Primary Contact <b>Mark Walter</b>		Phone # <b>781-414-0437</b>	Email <b>info@SunMultisportEvents.com</b>		
Application Date <b>12/21/21</b>	Date(s) of Event <b>8/21/22</b>	Time(s) of Event <b>7:30am-12:30pm</b>	Applicant Signature <b>Mark Walter</b>		

**Section 2 - Description of Request**

Please use this space to describe your request. Include an overview of anticipated activities and specific requirements (EMS coverage, Police detail, road maintenance, etc.) Attach additional pages and information as needed.

The Cranberry Trifest is a multisport event that has athletes swim, bike and run. Based at the Ted Williams Camp and now in it's 21st year, Cranberry Trifest athletes swim in Loon Pond, then bike on roads in Lakeville and neighboring towns and then run on roads in Lakeville. Historically, Cranberry Trifest has been 2 days of racing with a "sprint" race on Saturday and an "olympic" race on Sunday, but in 2022 the event will be consolidated into one event on Sunday, 8/21. About 600-700 athletes are expected for the 2022 race. Attached are course maps and the location of police details. The Lakeville Fire Dept provides EMT services on site for this event.

**Section 3 - Reviews (Date of Approval)**

1. Public Works <b>FM 1/13</b>	2. Inspectional Svcs <b>ND 1/7</b>	3. Police <b>MP1/13</b>	4. Fire <b>MO1/13</b>	5. Town Admin <i>ca 2/1/22</i>	6. Select Board	7. DOT Approval Required <input checked="" type="checkbox"/>
-----------------------------------	---------------------------------------	----------------------------	--------------------------	-----------------------------------	-----------------	--

**Section 4 - Process/Comments**

Evidence of Insurance (Date) <b>1/14/22</b>	Payment Received (Amount/Date)) <b>\$500.00</b>	Additional Comments
--	--	---------------------

**Section 5 - Fee Estimates**

Base License Fee:\$500.00
Police Detail:\$6,149.00
Fire/EMS Coverage:\$1,320.00
Other (Describe):\$50 per tent over 400sf
Total Estimate:\$8,019.00

Other Fees Description:  
 Inspectional Services: Tents over 400sf must be permitted by the Building Dept.  
 Police:see attached



## Town of Lakeville

### *Public Way License Instructions*

**General:** The Public Way License application provides an orderly process for the consideration and approval of the use of public rights of way for special events within the Town of Lakeville. Such events often require coordination between several departments and involve the utilization of municipal resources. This process is designed to ensure transparency regarding the scope of the event and the Town resources required to ensure it occurs in a successful manner. A license shall be granted upon review and approval by the Select Board allowing for the specified limited use of the public right of way for the indicated event.

**Applicants must submit a complete application to the Department of Public Works no less than 60 days prior to the planned event.**

#### **Sections 1 & 2:**

Applicants are encouraged to provide as much as information as possible regarding the date(s), timing and anticipated support requirements for the event. Descriptive information, flyers and any additional background which helps to describe the scale of the event is welcome. Applications should also include a map of the impacted streets for reference.

#### **Section 3:**

The application review process ensures that all departments are aware of the event and prepared to provide the necessary support. Final Town approval will be provided by the Select Board during a business meeting. Events impacting State roads will also require approval by the Massachusetts Department of Transportation (MassDOT). The applicant shall be required to obtain and provide evidence for such approval prior to the issuance of a license by the Town.

#### **Section 4:**

Applicants must provide evidence of insurance coverage sufficient to indemnify the applicant from potential liability.

#### **Section 5:**

The base fee for the Right of Way permit is \$500 and will be reduced to \$250 for charitable organizations providing proof of status. Additional fees could be incurred if a Police detail or onsite EMS coverage are required, as determined by the relevant departments and the Select Board. Nonprofit entities requesting a full waiver of the base fee must submit a letter to the Town Administrator. Full waivers will be considered by the Select Board on an individual basis.







## CRANBERRY TRIFEST SPRINT: Bike Course Cue (20 miles)

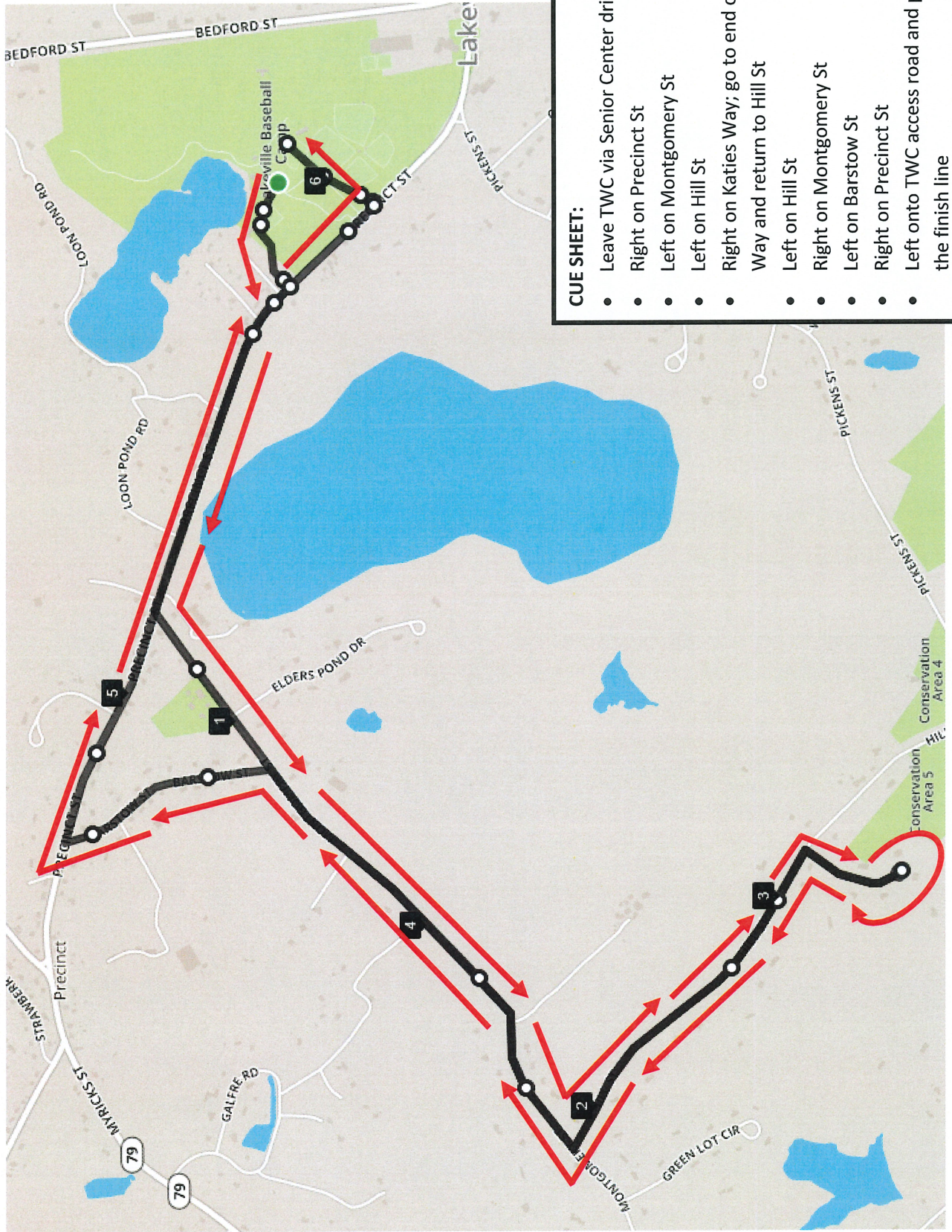
0.0 mi	Start
0.14 mi	Turn left at Precinct St
0.39 mi	Turn right at Pickens St
0.48 mi	Turn left at Old Powder House Rd
1.33 mi	Turn left at Heritage Hill Dr
1.44 mi	Turn left at Highland Rd
1.65 mi	Turn right at MA-105 S/MA-18 S/Bedford St
4.08 mi	Turn left at Long Point Rd
6.11 mi	Turn right at Marion Rd
7.89 mi	Turn right on North Ave
11.9 mi	Continue onto MA-18 S/Middleboro Rd
12.37 mi	Turn right at Mason Rd
13.05 mi	Turn right into Prime Express parking lot; then turn left onto Long Pond Road then right onto County Road
17.13 mi	Turn right at S Kingman St
18.22 mi	Turn right to stay on S Kingman St
18.32 mi	Turn right at Pickens St
20.41 mi	Turn left at Precinct St
20.62 mi	Turn right into Ted Williams Camp and <b>FINISH</b>







# RUN COURSE FOR THE CRANBERRY TRIFEST OLYMPIC DISTANCE RUN (6.2 Miles)



- CUE SHEET:**
- Leave TWC via Senior Center driveway
  - Right on Precinct St
  - Left on Montgomery St
  - Left on Hill St
  - Right on Katies Way; go to end of Katies Way and return to Hill St
  - Left on Hill St
  - Right on Montgomery St
  - Left on Barstow St
  - Right on Precinct St
  - Left onto TWC access road and proceed to the finish line



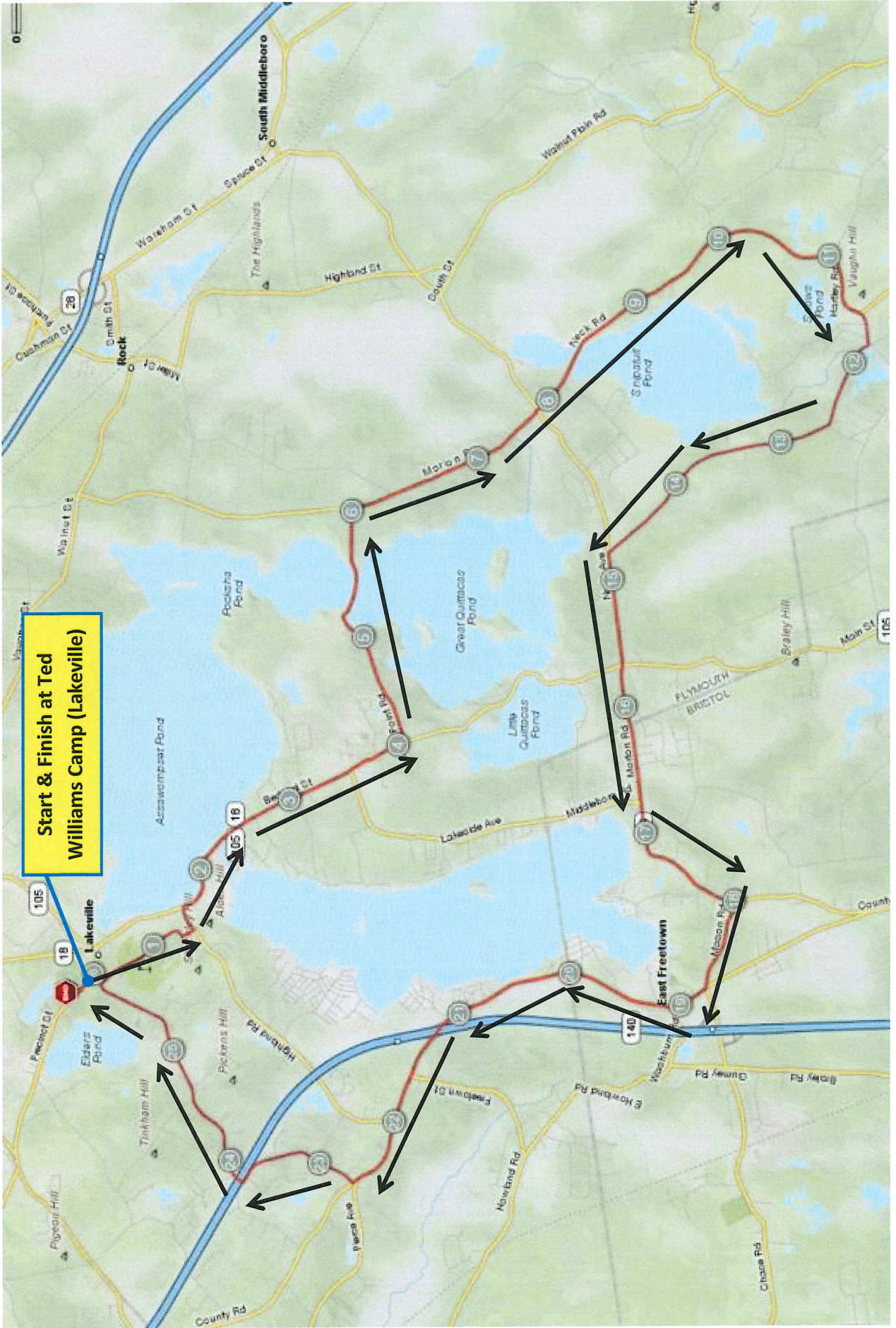


## CRANBERRY TRIFEST OLYMPIC: Bike Course Cue (26.2 miles)

0.0 mi	Start
0.14 mi	Turn left at Precinct St
0.39 mi	Turn right at Pickens St
0.48 mi	Turn left at Old Powder House Rd
1.33 mi	Turn left at Heritage Hill Dr
1.44 mi	Turn left at Highland Rd
1.65 mi	Turn right at MA-105 S/MA-18 S/Bedford St
4.08 mi	Turn left at Long Point Rd
6.11 mi	Turn right at Marion Rd
7.61 mi	Continue onto Neck Rd
10.98 mi	Bear right onto Hartley Rd
11.83 mi	Turn right at Snipatuit Rd
14.75 mi	Turn left at North Ave
15.6 mi	Stay straight on North Ave
16.1 mi	North Ave becomes Morton Rd
16.7 mi	Continue onto MA-18 S/Middleboro Rd
17.94 mi	Turn right at Mason Rd
18.67 mi	Turn right into Dunkin Donuts parking lot; then turn left onto Long Pond Road then right onto County Road
22.64 mi	Turn right at S Kingman St
23.73 mi	Turn right to stay on S Kingman St
23.92 mi	Turn right at Pickens St
26.17 mi	Turn left at Precinct St
26.30 mi	Turn right into Ted Williams Camp and <b>FINISH</b>



# CRANBERRY TRIFEST OLYMPIC: Bike Course Map (26.2 miles)







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Office of America, Inc. 1855 West State Road 434 Longwood FL 32750  License#: 0E67768	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Everest National Insurance Company</td> <td>10120</td> </tr> <tr> <td>INSURER B : United States Fire Insurance Company</td> <td>21113</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Everest National Insurance Company	10120	INSURER B : United States Fire Insurance Company	21113	INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER D :															
INSURER E :															
INSURER F :															
<b>INSURED</b> USA Triathlon of Colorado 5825 Delmonico Dr Colorado Springs CO 80919  USATRIA-01															

**COVERAGES**

CERTIFICATE NUMBER: 1717365780

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Part. Legal Liab  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Event	Y Y	SI8ML02108-211	12/1/2021	12/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> 4077887933					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y Y	SI8EX01473-211	12/1/2021	12/1/2022	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Participant Accident		US1708030	12/1/2021	12/1/2022	Accident Medical 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage applies to the USA Triathlon sanctioned or approved event specified on this certificate.

The certificate holder is an additional insured, where required by written contract or agreement, but only with respect to the operations of the named insured, and subject to the provisions and limitations of form ECG20 600 - Additional Insured - Blanket when required by written contract, but only with respect to the USAT sanctioned or approved event specified on this certificate.

The General Liability policy is primary as per Form ECG24 520 (04/02) and the General Liability policy contains Form ECG24 522 (04/02): Waiver of Transfer of Rights of Recovery Against others to US, but only as required by written contract or agreement executed by the named insured prior to an occurrence resulting See Attached...

**CERTIFICATE HOLDER**

Town of Lakeville Ted Williams camp  
 28 Precinct St.  
 Lakeville MA 02347

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

AGENCY CUSTOMER ID: USATRIA-01

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Insurance Office of America, Inc.		NAMED INSURED USA Triathlon of Colorado 5825 Delmonico Dr Colorado Springs CO 80919	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

in a loss or a claim.  
Cranberry Trifest 2022 | 2022-08-21 | 2022-08-21 | Lakeville, MA 02347



**THIS ENDORSEMENT CHANGES THE COVERAGE PART. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – AUTOMATIC STATUS WHEN REQUIRED IN A WRITTEN AGREEMENT WITH YOU**

This endorsement modifies insurance provided under the following:

### COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. Section II – Who Is An Insured** is amended to include as an additional insured any person or organization with whom you have a written agreement that such person or organization be added as an additional insured on your Coverage Part. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" but only to the extent caused, in whole or in part, by:
1. Your acts or omissions; or
  2. The acts or omissions of those acting on your behalf;
- in the performance of your operations for an additional insured.
- B.** The insurance afforded to an additional insured shall only include the insurance required by the terms of the written agreement and shall not be broader than the coverage provided within the terms of the Coverage Part.
- C.** The Limits of Insurance afforded to an additional insured shall be the lesser of the following:
1. The Limits of Insurance required by the written agreement between the parties; or
  2. The Limits of Insurance provided by this Coverage Part.
- D.** With respect to the insurance afforded to an additional insured, this insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of any act or omission of an additional insured or any of its employees.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Name of Person or Organization:**

ANY PERSON OR ORGANIZATION FOR WHOM THE NAMED INSURED HAS  
AGREED BY WRITTEN CONTRACT TO FURNISH THIS WAIVER.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your operations or "your work" done under a written agreement that requires you to waive your rights of recovery. The written agreement must be made prior to the date of the "occurrence". This waiver applies only to the person or organization shown in the Schedule above.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## AMENDMENT – OTHER INSURANCE (PRIMARY NONCONTRIBUTORY)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**A. Paragraph a. Primary Insurance of 4. Other Insurance** of **SECTION IV COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

**a. Primary Insurance**

This insurance is primary except when **b.** below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in **c.** below, except that we will not seek contribution from any party with whom you have agreed in a written contract or agreement that this insurance will be primary and noncontributory, if the written contract or agreement was made prior to the subject "occurrence" or offense.





AGENCY CUSTOMER ID: USATRIA-01

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Insurance Office of America, Inc.		NAMED INSURED USA Triathlon of Colorado 5825 Delmonico Dr Colorado Springs CO 80919	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

### ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

in a loss or a claim.  
Cranberry Trifest 2022 | 2022-08-21 | 2022-08-21 | Lakeville, MA 02347

**THIS ENDORSEMENT CHANGES THE COVERAGE PART. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – AUTOMATIC STATUS WHEN REQUIRED IN A WRITTEN AGREEMENT WITH YOU**

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1. Your acts or omissions; or
  2. The acts or omissions of those acting on your behalf;
- in the performance of your operations for an additional insured.
- B.** The insurance afforded to an additional insured shall only include the insurance required by the terms of the written agreement and shall not be broader than the coverage provided within the terms of the Coverage Part.
- C.** The Limits of Insurance afforded to an additional insured shall be the lesser of the following:
1. The Limits of Insurance required by the written agreement between the parties; or
  2. The Limits of Insurance provided by this Coverage Part.
- D.** With respect to the insurance afforded to an additional insured, this insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of any act or omission of an additional insured or any of its employees.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

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### **SCHEDULE**

**Name of Person or Organization:**

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(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

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We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your operations or "your work" done under a written agreement that requires you to waive your rights of recovery. The written agreement must be made prior to the date of the "occurrence". This waiver applies only to the person or organization shown in the Schedule above.

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**a. Primary Insurance**

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Lakeville Fire Department  
 346 Bedford St  
 Lakeville, Ma 02347

Invoice No. 2021000821

## INVOICE

**Customer**

Name Sun Multi Sports Events  
 Address 54 Beechnut Road  
 City Westwood State MA ZIP 0200  
 Phone \_\_\_\_\_

Date 8/30/2021  
 Requested by Mark Walters  
 Date Requested \_\_\_\_\_  
 Location Ted Williams Camp

HOURS	OFFICER	RATE	TOTAL
	<b>CRANBERRY TRIFEST</b> 8/21/2021		
7	LT R Clemens	\$ 50.00	\$350.00
7	FF D Hanson	\$ 50.00	\$350.00
5	FF D Blizard	\$ 50.00	\$250.00
5	FF N O'Brien	\$ 50.00	\$250.00

**Payment Details**

- Cash  
 Check

10 % Service Charge

	\$1,200.00
	\$120.00
<b>TOTAL</b>	<b>\$1,320.00</b>

Office Use Only

PLEASE MAKE CHECK PAYABLE TO THE **TOWN OF LAKEVILLE** AND  
 FORWARD TO THE FIRE DEPARTMENT. **THANK**  
**YOU FOR YOUR PROMPT PAYMENT.**



# Lakeville Police Department

323 Bedford Street Lakeville, MA 02347  
 Phone (508) 947-4422 Fax (508) 946-8849

DATE:

January 27, 2022

INVOICE: FY 22- 0

## Detail Invoice

Date Detail was requested

1/0/00 12:00 AM

Detail Requested By		Detail Billed To	
Company Name	Cranberry Tri-fest ESTIM.	Company Name	0
Contact Person	0	Contact Person	0
Street Address	0	Street Address	0
City, ST ZIP Code	0	City, ST ZIP Code	0
Phone:			

Special Instructions:

ESTIMATE

Date of Detail	Location of Detail	Reason for Detail
8/21/22	0	0

Hrs	Officer	Rate	10% Service	TOTAL
8	Precinct Camp Entrance	\$ 55.00	\$ 44.00	\$ 484.00
8	Precinct Camp Entrance	\$ 55.00	\$ 44.00	\$ 484.00
4	Precinct /Pickens	\$ 55.00	\$ 22.00	\$ 242.00
4	Precinct/Pickens	\$ 55.00	\$ 22.00	\$ 242.00
4	Precinct/Pickens	\$ 55.00	\$ 22.00	\$ 242.00
4	Pickens/Old Powderhouse	\$ 55.00	\$ 22.00	\$ 242.00
4	Old Powderhouse/Heritage Hill	\$ 55.00	\$ 22.00	\$ 242.00
4	Heritage Hill/Hifhland	\$ 55.00	\$ 22.00	\$ 242.00
4	Highland/Bedford	\$ 55.00	\$ 22.00	\$ 242.00
4	Highland/Bedofrd	\$ 55.00	\$ 22.00	\$ 242.00
4	Bedford/Lakeside	\$ 55.00	\$ 22.00	\$ 242.00
4	Bedford/Long Point	\$ 55.00	\$ 22.00	\$ 242.00
4	County/South Kingman	\$ 55.00	\$ 22.00	\$ 242.00
4	Precinct/Dear Crossing	\$ 55.00	\$ 22.00	\$ 242.00
4	Barstow/Precinct	\$ 55.00	\$ 22.00	\$ 242.00
4	Montgomery/Sprint turn	\$ 55.00	\$ 22.00	\$ 242.00
4	Montgomery/Hill	\$ 55.00	\$ 22.00	\$ 242.00
4	Hill/Katie's Way	\$ 55.00	\$ 22.00	\$ 242.00
8	SUPERVISOR W/CRUISER	\$ 55.00	\$ 44.00	\$ 484.00
4	BOAT WITH OPERATOR	\$ 55.00	\$ 22.00	\$ 242.00
4	DIVER	\$ 55.00	\$ 22.00	\$ 242.00
4	DIVER	\$ 55.00	\$ 22.00	\$ 242.00

Subtotal of each column \$ 5,500.00 \$ 550.00

SUBTOTAL \$ 6,050.00

THANK YOU FOR YOUR BUSINESS!

CRUISER CHARGE \$99.00

ALCOHOL SERVED

BETWEEN 11:00P-7A

TOTAL \$ 6,149.00

Payment is due within 10 days of receipt.

Check or Money order only. Make payable to the Town of Lakeville/Police Department.

# **2022 CRANBERRY TRIFEST: SAFETY PLAN**

**Event Date: Sun, 8/21/22;**  
**Location: Ted Williams Camp, Lakeville, MA**  
**(1/13/22)**

## **TABLE OF CONTENTS**

- A. General Overview
- B. Event Staffing
- C. Event Communications
- D. Tracking Athletes
- E. Swim Safety
- F. Bike Safety
- G. Run Safety
- H. Transition Area Safety
- I. Emergency Medical Support
- J. COVID-19 Mitigation
- K. Contingency Planning

### **A. General Overview**

Based at Ted Williams Camp in Lakeville, MA on Sunday, August 21, 2022 the Cranberry Trifest features multiple multisport events:

- Sprint distance triathlon (swim 0.25 mi, bike 20 mi, run 3.1 mi)
- Sprint distance splash & dash (swim 0.25 mi, run 3.1 mi)
- Olympic distance triathlon (swim 0.9 mi, bike 26 mi, run 13.1 mi)
- Olympic distance aquabike (swim 0.9 mi, bike 26 mi)

Approximately 600-700 athletes are expected to start the event. All athlete will swim in Loon Pond, bike roads in Lakeville, Middleboro, Rochester and East Freetown and run on roads in Lakeville. Course design and coordination of start times allows all 4 multisport events to take place at the same time.

The event is scheduled to begin at 7:30am and the last athlete is expected to cross the finish line by approximately 12:30pm.

Cranberry Trifest is a USA Triathlon (USAT) sanctioned event and 2022 marks the 21<sup>st</sup> year of the event.

## **B. Event Staffing**

Leadership of the event will come from the Sun Multisport Events (SME) Event Management Team which will consist of the following:

- Race Director
- Safety Officer
- Volunteer Coordinator
- Registration Coordinator
- Transition Coordinator
- Swim Coordinator
- Bike Coordinator
- Run Coordinator
- Finish Line Coordinator

The Event Management Team will be fortified by other individuals that are dedicated to the event from start to finish. These “Utility Players” will fill various roles including but not limited to assisting any of the Coordinator positions above or in other capacities (e.g. body marking, swim start organization, monitoring key intersections on the bike and run courses, etc.).

In addition to the Event Management Team, the event will be staffed by:

- All Sports Events (timing staff)
- Commonwealth REACT (i.e. ham radio operators)
- Lakeville Fire Department EMTs
- Lakeville Police dive team
- Lifeguards
- USAT certified race officials to enforce the rules of a USAT event
- Police details on the bike and run courses from the towns of Lakeville, Rochester, Middleborough and East Freetown. The event will also be supported by about 75 volunteers.



### **C. Event Communications**

Communication by the Event Management Team will utilize radios provided by REACT and cell phones (for calls and texting). The Event Management Team will have a direct line to Dispatch with REACT.

The Race Director and Safety Officer will also be in direct contact with members of Lakeville EMTs at all times.

All volunteers will be given a Volunteer Card which will include phone numbers for the Race Director, Safety Officer and Coordinators on the Event Management Team as well as the instruction to call 911 in case of any athlete injury or emergency. Volunteers will be instructed to record the name and number of any injured athlete.

Only trained emergency/medical professionals will be allowed to move an athlete in the case of an injury.

### **D. Tracking Athletes**

All athletes will be assigned a bib number that must be visible at all times of the event. The tracking of athletes will rely on a computer system that utilizes timing chips worn by each athlete and timing devices placed at various locations on the race course. Each athlete will be required to wear their assigned computerized timing chip around their ankle which will be scanned, at a minimum, 6 times during the event:

1. When the athlete enters the water to start the swim
2. When the athlete finishes the swim
3. When the athlete begins the bike segment of the race
4. When the athlete finishes the bike segment of the race
5. When the athlete begins the run segment of the race
6. When the athlete finishes the run segment of the race

The Safety Officer and lead timer will monitor the number of athletes at the beginning and end of each leg of each event using data available from the computerized timing system and supplemental resources where implemented (e.g. hand counters at the swim start and finish); specifically, the Safety Officer and lead timer will monitor and record:

- The number of athletes that begin the swim
- The number of athletes that complete the swim
- The number of athletes that begin the bike
- The number of athletes that complete the bike
- The number of athletes that begin the run
- The number of athletes that complete the run

Additional timing devices will be placed along the bike and run courses to track athletes. These devices will help determine the pace of the athlete and their expected finish time for the bike and run.

### **E. Swim Safety**

Description: The 0.9 swim Olympic distance swim course consists of a counter clockwise loop around the perimeter of Loon Pond which will be marked by bright colored buoys. The 0.3 mile sprint distance course would be “inside” the Olympic course and utilize the same start and finish. The swim exit will be marked with a large inflatable arch to facilitate visibility from the water.

Start Format: Athletes will be organized into swim waves. Elite and Collegiates waves of less than 25 athletes will start at 7:30am following a “mass start” format with all athletes in the Elite and Collegiate wave starting on “Go!”. Subsequent waves with as many as 100 athletes will follow a time trial start format with 2 or 3 athletes entering the water every 10 seconds. This will allow safety personnel on the water to see individual swimmers in a line, not in a less individually identifiable clump of splashing swimmers.

Water Temperature: The water temperature on the day of the event is expected to be in the 70sF degrees, depending on weather conditions leading up to the event. According to USAT regulations for this water temperature and length of swim, wetsuits are optional. Therefore,

wetsuits will be recommended to all participants, but not required.

Swimmer Identification: All swimmers will be body marked with a black “Sharpie”. Body marking will include the athlete’s bib # on their right hand, left bicep and left calf as well as their age on their right calf. All swimmers will be required to wear a swim cap provided by the event which corresponds to their assigned swim wave. Athletes who are especially nervous or anxious about the swim will be permitted to request a “nervous swimmer” swim cap which will be a unique color not assigned to any other wave.

Swim Safety Personnel: Athletes in the swim will be supported by the following:

- 1 Swim Coordinator on a SUP board or in Lakeville Fire boat
- 1 member of the Commonwealth REACT team on a boat
- 2 Lakeville Fire EMTs in a boat on the water
- 2 Lakeville Fire EMTs at the extrication point at the swim start
- 1 Lakeville police boat with 1 boat operator and 2 divers
- 15-20+ lifeguards in kayaks or SUPs

Swim safety personnel will be evenly spaced along the swim course and maintain their positions, except to transport athletes ashore or unless otherwise instructed. Once the last swimmer has entered the water, one lifeguard will remain with that swimmer until that swimmer has completed the course. As the last few swimmers make their way around the course, the Swim Coordinator will direct lifeguards to pair with individual swimmers or small groups rather than remain in a position that has been passed by all swimmers.

A swimmer can at any time call on swim safety personnel for assistance which could include a request to rest while holding onto a stationary watercraft without penalty.

Rescue: Swim safety personnel will be responsible for identifying a swimmer in distress. If the swimmer is observed to be in distress, is unresponsive or is having difficulty breathing, swim safety personnel will sound their emergency whistle to attract the Swim Coordinator or

Lakeville Fire or Police boat. The closest watercraft will move to assist the caller. Swim safety personnel will evaluate the condition of the distressed swimmer and initiate appropriate aid from the boat and/or transport swimmer to medical personnel at the extrication point located at the swim start.

Watercraft personnel will also observe all racers for exhaustion and report individuals to the Safety Officer. In extreme circumstances water safety personnel may disqualify the racer and seek assistance. Watercraft personnel will remain in their boats until released by the Safety Officer to come ashore.

All swimmers that are rescued or choose not to complete the swim will have their number recorded by a Documenter who will share that information with the Safety Officer.

Missing Swimmer Plan: Swimmers will be identified by chip activation as they enter and again as they exit the water. In addition, volunteers will use counters to count the number of swimmers entering and exiting the water.

In the event of a lack of congruence in these identifications or in total numbers, or in the event that a bike is not taken out of transition after the swim is declared over, the missing swimmer drill will be activated by the Safety Officer. Assignment of tasks in the missing swimmer drill are as follows:

- The Safety Officer will instruct the Swim Coordinator, Police and Fire boats to recirculate and search the course.
- The Safety Officer will request confirmation from the timing staff that the swimmer actually started the race.
- The Safety Officer will attempt to contact any missing swimmer (determined by the bike remaining in transition or the computer timing system) via cell phone and public address.
- The Safety Officer will instruct the Transition Coordinator to search the transition area.

All swimmers will be reminded during pre-race instructions that they must report to the nearest race official if they withdraw from the race



and turn in their timing chip.

## **F. Bike Safety**

Description: The Olympic bike course is a 26 miles and the Sprint bike course is 20 miles. The Sprint course will diverge from the Olympic course at the corner of North Avenue and Neck Road in Rochester and cyclists in that event will re-merge with cyclists in the Olympic event at the intersection of North Avenue and Snipatuit Road in Rochester. The bike course will be staffed with police details, volunteers, technical support from a local bike shop and the Bike Coordinator. Signage will be placed along the course to direct cyclists accurately and safely around the course and to alert local traffic that the event is in progress.

Tracking: Timing devices will be placed along the bike course to track athletes. These devices will help determine the pace of the athlete and their expected bike finish time.

Self Support: Most triathletes are self-supporting on the bicycle portion of a triathlon. USAT rules prohibit triathletes from accepting support of any kind from other triathletes or spectators. Self-reliance is always practiced (except in emergency/injury situations). Participants will be encouraged to carry:

- Water bottles. Most triathletes carry at least 1 water bottle on their bicycle and/or wear a hydration system on their back.
- Carbohydrate. Most triathletes carry energy bars and gels.

Event Support Station: There will be one bottle exchange station giving athletes the opportunity to re-fuel. This station will be located on the bike course with:

- Water- 20oz. sports bottles for exchanges
- An electrolyte drink (e.g. Gatorade)
- Ability to transport retired racers to the race site.

The goal is to have volunteers located at every turn on the bike course. They will observe racers for exhaustion or dehydration and report individuals to the Safety Officer. In extreme circumstances

volunteers may disqualify the racer and seek assistance.

Police details will be requested to staff every point on the bike course where bikers will be turning left and crossing traffic and at other significant intersections.

## **G. Run Safety**

Description: The Olympic distance run course is a 6.2 mile “out and back” course and the Sprint distance run course is a 3.1 mile “out and back” course. The Olympic and Sprint courses utilize the same roads in Lakeville.

Aid Stations: There will be run course aid stations for athletes every 1-2 miles. All run course Support Stations will provide:

- Water and ice
- An electrolyte drink (e.g. Gatorade)
- Energy gels
- Basic first aid supplies (e.g. band-aids, gauze, sunscreen)

Aid Station volunteers will also observe racers for exhaustion or dehydration and report individuals to the Safety Officer. In extreme circumstances Event Support Station Volunteers may disqualify the racer and seek assistance.

## **H. Transition Area Safety**

The transition area is a central hub for the race. Participating athletes will have an assigned position in transition based on their bib# to rack their bike. After an athlete completes the swim, he/she goes to transition to get their bike to begin the bike segment of the event. After completing the bike course, athletes return their bike to transition and then begin the run. Only athletes, Event Management, volunteers and event support are allowed in transition (i.e. no spectators).

Volunteers will be in transition along with the Transition Coordinator to maintain the security and safety of the transition area.

- Transition volunteers secure the entrance and exit to transition allowing only athletes showing their bib # to enter. Volunteers also check the bikes of athletes before being admitted into transition to ensure bar end plugs are included on all bikes and brakes are in working order
- Transition volunteers and USAT officials circulate the transition area to assist racers in direction and to keep raceways clear.
- Transition volunteers are positioned at the Mount/Dismount line just outside the entrance and exit of transition to direct and support athletes as they begin and conclude the bike segment of the event.

Transition Volunteers will endeavor to keep the area free from obstacles and debris. They will also observe racers for exhaustion or dehydration and report individuals to the Safety Officer. In extreme circumstances Transition Volunteers Station Volunteers may disqualify an athlete and seek assistance.

#### **I. Emergency Medical Support**

There will be 4 EMTs from the Lakeville Fire Department assigned to the event for the complete duration of the event. These EMTs will be deployed as follows:

- 2 EMTs will start off in the water in a boat to support the swim segment of the race. The boat will carry an AED. Once the swim segment of the race is complete these details will report to the finish line.
- 2 EMTs will be stationed near the extrication point at the swim start and remain there until all athletes have completed the swim. After that time they will report to the finish line.

The Lakeville Police department will provide 1 police boat with 1 boat operator and 2 divers.

One ambulance will be on site for the duration of the event.

## **J. COVID-19 Mitigation**

While the risk of COVID-19 transmission is lower for outdoor event various measures will be implemented to mitigate the spread of COVID-19 following guidelines provided by the Center for Disease Control and Lakeville Health Department as the date of the event draws closer. General safety guidance may include:

- COVID-19 symptoms and potential exposure: Anyone experiencing symptoms of COVID-19 or has been exposed to someone with COVID-19 will be advised to stay home and not attend the event.
- Social distancing: Staff, volunteers, vendors and athletes will be encouraged to maintain social distance of 6' from packet pick-up through the conclusion of the event.
- Hand sanitizing: Hand sanitizing stations can be set up throughout the venue (e.g. in transition, near porto-johns, finish line, etc.). Sanitizing wipes can also be provided.
- Mask wearing: The CDC does not currently recommend masks in outdoor settings, however, attendees that are not vaccinated will be encouraged to wear a mask for any activities conducted indoors (e.g. packet pick-up).

## **K. Contingency Planning**

Race Cancellation or Postponement: Approximately 1/2 hour or more before the scheduled starting time of the race, race personnel may convene to assess current safety conditions.

The race may cancelled or postponed at any time by the Race Director for any of the following reasons:

- Presence of thunder/lightning, high winds or torrential rain
- Excessively warm or cold air and/or temperatures
- Excessive currents or waves.
- Any other unsafe course or other condition

If conditions warrant, the Race Director will first postpone the start of



the event or of a heat. If conditions are unlikely to change, the Race Director may cancel the event.

Course or Event Adjustments: If necessary and appropriate, the Race Director may shorten the event, or eliminate a stage such as the swim or the bike.

**AGENDA ITEM #11  
FEBRUARY 14, 2022**

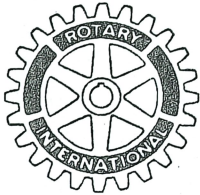
**REVIEW AND VOTE TO APPROVE BOARD OF SELECTMEN  
MEETING MINUTES OF JANUARY 20, 2022 AND JANUARY 24,  
2022**

**AGENDA ITEM #10  
FEBRUARY 14, 2022**

**DISCUSS REQUEST FROM ROTARY CLUB OF MIDDLEBORO  
AND LAKEVILLE AND POSSIBLE VOTE TO ALLOW MCCAM TO  
FEED THE AUCTION TO LAKEVILLE'S ACCESS CHANNEL AND  
TO REQUIRE COMCAST TO TAKE THE NECESSARY ACTION**

Attached is the letter from the Rotary Club of Middleboro/Lakeville and  
an ~~email~~ <sup>letter</sup> received from Jose Invencio of LakeCAM.

I have also attached the letter sent to MCCAM last year for your review.



# *Rotary Club of Middleboro*

District 7950 • Chartered May 1971  
P. O. Box 596 • Middleboro, Massachusetts 02346

RECEIVED  
FEB - 2 2022  
SELECTMEN'S OFFICE

Board of Selectmen  
Lakeville Town Hall  
346 Bedford St  
Lakeville, MA 02347

1-19-22

Dear Selectmen,

The Rotary Club of Middleboro and Lakeville is planning the 34<sup>th</sup> Annual Cable TV Auction, scheduled for Saturday March 19<sup>th</sup> and Sunday March 20<sup>th</sup>. We hope to have it aired in both Middleboro and Lakeville as is usual.

We hold the auction in the MCCAM studio. Karen Foye has suggested that we ask you to send a request to the Middleboro Permanent Cable Commission to allow MCCAM to feed the auction to Lakeville's access channel. We ask that you request Comcast to take the necessary steps to allow the event to be aired.

If there are any questions, please contact me at 508-942-6059, or [peterregas@netscape.net](mailto:peterregas@netscape.net).

Thanks for your help.

A handwritten signature in cursive script that reads "Peter J. Regas, DMD".

Peter J. Regas, DMD

Auction Committee





RECEIVED  
FEB - 7 2022  
SELECTMEN'S OFFICE

February 4th, 2022

Karen Foye  
MCCAM  
10 Nickerson Ave  
Middleboro, MA 02346

FEB - 7  
SELECTMEN'S OFFICE

Dear Karen,

I am writing to you on behalf of Lakeville Community Access Media, Inc. (aka: LakeCAM).

LakeCAM grants permission for MCCAM to use **ONE** of LakeCAM's PEG channels to air the Middleboro Rotary Auction on LakeCAM's Public Access Channel only (Comcast Channel 95 in Lakeville). Permission is granted from Friday, March 18th, 2022 from 4:30pm (or later) through Monday, March 21st, 2022 until 9am (or earlier). Please confirm this precise, and very limited switch.

Please note that Lakeville's Verizon customers always see MCCAM's Public Access channel, so there is no need to switch a Verizon channel in Lakeville. Please confirm that none will be done.

I hope this helps. Please contact me at 508-692-8505, or [Jose@LakeCAM.tv](mailto:Jose@LakeCAM.tv) if you have any questions.

Signature:

*Jose Invencio*

Jose Invencio  
LakeCAM Executive Director

cc: Mike Galla, Comcast Rep.  
LakeCAM Board of Directors  
Lakeville Board of Selectmen  
Rotary Club of Middleboro  
Middleboro Board of Selectmen

March 8, 2021

Robert Silva  
Middleborough Permanent Cable Committee  
20 Centre Street  
Middleborough, MA 02346

RE: Request from Rotary Club of Middleboro

Dear Mr. Silva:

At their meeting on February 22, 2021, the Lakeville Board of Selectmen received a letter from the Rotary Club of Middleboro asking the Selectmen to request that their 2021 Annual Cable TV Auction be aired on Lakeville's public access cable channel. In response to the Rotary Club's letter, the Selectmen would like to request that MCCAM air the 2021 Rotary Club Auction on Lakeville's public access channel.

We will be in contact with Comcast to ensure that they will take the actions necessary to allow for the broadcast of the auction.

If you need anything further or have any questions, please do not hesitate to contact our office at (508) 946-8803.

Sincerely,

Richard LaCamera, Chairman  
Lakeville Board of Selectmen

cc: Lakeville Cable Committee  
LakeCAM  
Rotary Club of Middleboro

**TOWN OF LAKEVILLE**  
**Lakeville Select Board, acting as the Wage &**  
**Personnel Board as needed**  
**Meeting Minutes**  
**January 20, 2022 – 1:00 PM**  
**REMOTE LOCATION**

On January 20, 2022, the Select Board held a meeting at 1:00 PM remotely from various locations. The meeting was called to order at 1:00 PM by Chair Fabian. Select Board Members present were: Chair Fabian, Member LaCamera and Member Carboni. Also present was Ari Sky, Town Administrator and Tracie Craig-McGee, Executive Assistant to the Select Board and Town Administrator. LakeCAM was recording the meeting for broadcast.

In accordance with provisions allowed by Chapter 20 of the Acts of 2021, the January 20, 2022 public meeting of the Lakeville Select Board will be held remotely. **However, to view this meeting in progress, please go to facebook.com/lakecam (you do not need a Facebook account to view the meeting). This meeting will be recorded and available to be viewed at a later date at <http://www.lakecam.tv/>.**

**Discuss Select Board policy towards Retail Cannabis applications**

*Amy Kwesell, Esquire, from KP Law was present for the discussion.* Chair Fabian said this meeting is to discuss the retail cannabis inquiries that the Board has received and our marijuana policy in general. In 2019, the Board placed a freeze on any additional Host Community Agreements (HCA), however, we would still entertain them from existing companies in Town at that time. Attorney Kwesell has indicated to us that the freeze has elapsed. Mr. Sky said ten (10) HCAs have been negotiated with eight (8) firms. Two (2) have been withdrawn; two (2) are operating, three (3) are pending in front of the Cannabis Control Commission and two (2) have been transferred. The two (2) firms operating are Nature's Remedy and Bountiful Farms. He summarized the funds received from the two (2) companies. Mr. Sky said he was approached by two (2) entities for potential retail cannabis sites on Harding Street. The question is whether the Board wants to continue considering more HCAs or issue a moratorium.

Chair Fabian said as this is a policy choice, Member Carboni usually recuses herself from cannabis conversations. Discussion occurred regarding the possibility of a conflict of interest with Member Carboni. Attorney Kwesell said it has always been her recommendation if you have a conflict that you get up from the table and leave the room, which dispels any appearance of conflict. The Ethics Commission did advise Member Carboni not to weigh in on any cannabis decisions in Town. This is a policy decision by the Board on how this Board will allow retail cannabis in Lakeville. In Attorney Kwesell's opinion, the policy will affect Bountiful Farms due to future competition, so that is where the conflict lies. Member Carboni exited the meeting at 1:18 PM.

Chair Fabian said when Brian Day was part of the Board, he did renegotiate a few HCAs. Attorney Kwesell said those contracts were renegotiated because the facilities were changing use. One of the options is to go to Town meeting to limit the number of retail HCAs to 20% of the liquor licenses in Town. Even if you want to go forward with unlimited establishments, she recommends that the Board consider a policy for a request for information. Then when the Town Administrator receives an inquiry, he can forward a document to them listing all the information the Town is looking for. Member LaCamera said one of his key concerns is there are no timelines when they are supposed to

get their facilities online. These HCAs that are not moving along are tying up space that could be used for other companies. Attorney Kwesell said we can build in a timeline for buildout. The timeline has to be in accordance with the CCC licensing timelines.

Member LaCamera asked of the six (6) companies that Mr. Sky spoke of, why haven't they been approved yet by the CCC. Attorney Kwesell said they might be switching their operation type. Member LaCamera said we need to put some sort of framework for outstanding HCAs. It's not good for the Town to have the HCAs that don't go anywhere. Attorney Kwesell spoke of the Town of Norton's procedures for HCAs. Mr. Sky said he is looking for guidance on these inquiries. If the Board wants to entertain additional applications, then he would like to work with Town Counsel on a checklist for the applications. Chair Fabian said she is willing to entertain new HCAs. Member LaCamera said he is willing to entertain new HCAs and is okay sending the applicant a framework for information so we are not wasting time. Mr. Sky said we could develop the Request for Information and submit to the applicants and then we can vet them.

Attorney Kwesell said a HCA is a contract negotiation between two (2) parties. We could begin with our terms or their terms. Right now, the statute allows for up to 3% of a community impact fee. That 3% is being challenged in the courts. The 3% must go toward community impacts. The existing HCAs have a one-time charitable contribution and then an annual contribution. Those are not being challenged yet. Mr. Sky asked if \$10,000 is a typical charitable contribution? Attorney Kwesell said they typically range from \$5,000 to \$10,000. Some Towns allow the company to decide where the contributions will go and sometimes the Board decides. Mr. Sky said we have been approached to document the Town's costs regarding the 3% impact fees. Member LaCamera said we haven't charged any impact fees yet. Mr. Sky said we call it a community benefit fee. Attorney Kwesell said we need to consider the impact fee when negotiating the next HCA. Discussion occurred regarding what fees can be placed in a HCA.

Upon a motion made by Member LaCamera with Chair Fabian stepping down to second, it was:

VOTED: To designate Chair Fabian to assist the Town Administrator and Town Counsel to establish a policy regarding inquiries for HCAs in Lakeville.

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

### **New Business**

There was no New Business discussed.

### **Old Business**

Member LaCamera mentioned the Council on Aging's blood drive scheduled this month. For information, you can visit the Town's website.

### **Any other business that can properly come before the Select Board**

There was no Other Business discussed.



## **Adjournment**

Upon a motion made by Member LaCamera and with Chair Fabian stepping down to second, it was:

VOTED: To adjourn the Select Board Meeting at 2:02 PM.  
Roll call vote: Member LaCamera – aye; and Chair Fabian – aye.

## **List of documents provided at the Select Board Meeting of January 20, 2022**

1. Agenda page

**TOWN OF LAKEVILLE**  
**Lakeville Select Board, acting as the Wage &**  
**Personnel Board as needed**  
**Meeting Minutes**  
**January 24, 2022 – 6:30 PM**  
**REMOTE LOCATION**

On January 24, 2022, the Select Board held a meeting at 6:30 PM remotely from various locations. The meeting was called to order at 6:30 PM by Chair Fabian. Select Board Members present were: Chair Fabian, Member LaCamera and Member Carboni. Also present was Ari Sky, Town Administrator. LakeCAM was recording the meeting for broadcast.

In accordance with provisions allowed by Chapter 20 of the Acts of 2021, the January 24, 2022 public meeting of the Lakeville Select Board 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/>.**

**Select Board Announcements**

Chair Fabian read the Select Board announcements.

**Town Administrator Announcements**

Mr. Sky read the Town Administrator announcements.

**Presentation by Town Planner on MBTA Community Program**

*Marc Resnick, Town Planner, was present for the discussion.* Chair Fabian said because we are a MBTA Community, there is new information coming from that. Mr. Resnick said in 2020, the Legislature passed an act requiring that MBTA Communities pass a high density residential zoning district within a half mile from the station to create high density residential housing. In order to encourage communities to do that, if you are non-compliant, you will be ineligible for a variety of State grants in the future. It must be a 50-acre zone, with a minimum of 15 units per acre for a total of 750 units for Lakeville. We need to look at the area within half a mile of the train station to rezone it for as-of-right zoning that would allow for, at some point in the future, creation of high density housing. It doesn't need to be developed to that number, but the opportunity must exist. You can still maintain the underlying zoning district. In our case, much of the land is zoned Business. We can still maintain that, and create this as an overlay district. We can build into the overlay district a mixed-use district. There are some timelines for compliance. By July 1, 2023, we have to approve a timeline and action plan by DHCD and must adopt the new zoning and have it approved by December 31, 2024. They have indicated that there will be grant opportunities to communities to create the timeline and action plan or to draft the zoning, but no guidelines have been created yet. Chair Fabian said hopefully residents will keep track of this and won't be surprised when this happens. This is not our decision; it is a decision from the State. A resident asked her if we get credit for the housing that is currently there. Mr. Resnick said we can include some areas that have housing in their current use and existing multi-family housing. The State will review the plan to make sure that we are creating housing opportunities for new housing. However, if we don't create housing, they may not approve our plan.

Mr. Sky said Mr. Resnick has been looking into being a Safe Harbor prospect. Mr. Resnick said Safe Harbor is a program that allows you to deny 40B locations once their plan is submitted. It doesn't have anything to do with the MBTA Community project. There have been no 40B or 40R applications approved in the last two (2) years. In order to become a Safe Harbor community, you have to submit within 12 months of an approval and it is good for two (2) years within the date of that project and have to have a certain amount of units approved. We don't have a current project, so we can't submit, but if we do get a project within a certain amount of units, we can. Member Carboni asked how different is a Smart Growth Overlay District from what they are requesting? Mr. Resnick said he is not sure on the density of the current Smart Growth Overlay District, but perhaps we can extend it and revise the language. As we move forward, we will evaluate if that is an option with DHCD. They may want a separate district as it must be by right; not a special permit situation. Member Carboni said the train station is shifting to Middleborough; has there been discussion if that would change our designation as a MBTA community. Mr. Resnick said if the train station is within a half a mile from an abutting community, it is a MBTA Community.

### **Presentation of FY23 Budget**

*Present for the discussion were Darren Beals, Larry Kostant, Adam Lynch and Katie Desrosiers from the Finance Committee.* Mr. Sky said his objective is to comply with the bylaws as written, that the Town Administrator will assemble, prepare and present the budget and be responsible for creation of the Capital Improvement Plan. Chair Fabian noted that the Finance Committee is not posted as a meeting. Mr. Sky presented Power Point summary of the FY23 budget including addressing economic overview; FY23 budget process; revenue assumptions; steps to establish the FY23 budget, including organizational decisions and additions to staff; classification and compensation measures; proposed Free Cash allocations; proposed five (5) year Capital Plan and sources of funding; Covid Relief Funding; and the next steps. Member LaCamera said the Finance Committee is invited to our meeting with the Department Heads on February 7, 8 and 9, 2022. Mr. Beals said that worked well the last few years and would like to do that again. Chair Fabian said some of the School numbers are not in and there may be changes in grant monies. We will have the budget prior to Town Meeting and post it at some point.

### **Discuss and possible vote to revise the positions to be placed on the Annual Town Election Warrant to include a 2-year term on the Park Commission**

Chair Fabian said we received a letter of resignation from Darlene Donnelly Lee from the Park Commission, effective April 4, 2022. We need to add the remainder of her term onto the Annual Town Election Warrant. Member LaCamera noted that the Board should accept Ms. Donnelly Lee's resignation first prior to revising the Annual Election Warrant.

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

VOTED: To accept Darlene Donnelly Lee's resignation from the Park Commission, effective April 4, 2022.

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

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

VOTED: To revise the positions on the Annual Election Warrant to include the unexpired two (2) year term on the Park Commission.

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

Member LaCamera thanked Ms. Donnelly Lee for her many years of service to the Town in her various roles and asked to have a letter of thanks sent to her.

**Discuss and possible vote to appoint a member to the F/L Regional Superintendent Search Committee**

Chair Fabian said the Freetown/Lakeville Regional School Superintendent has requested that the Board appoint a member to the Freetown/Lakeville Regional Superintendent Search Committee.

A motion was made by Chair Fabian stepping down as Chair and seconded by Member LaCamera, to appoint Member Carboni to the Freetown/Lakeville Regional Superintendent Search Committee.

Member LaCamera said the Town has not been asked to give their expectations for a new Superintendent. He would ask Member Carboni to put together a list of values that the Board has for a new Superintendent. Member Carboni asked Chair Fabian and Member LaCamera to submit a few bullets on what they would like to have in a Superintendent. Member LaCamera suggested speaking to the Town Accountant and the Town Administrator on what they would like to see in a Superintendent. Chair Fabian said perhaps also have a brief conversation with the Fire Chief and the Police Chief. Member LaCamera asked Member Carboni to put something together for the Board to look at.

The roll call vote on the previous motion was Chair Fabian – aye; Member LaCamera – aye and Member Carboni – aye.

**Discuss and possible vote to appoint a representative to participate in collective bargaining negotiations for the Teacher's Union for the F/L Regional Schools**

Chair Fabian said the Teacher's Union collective bargaining is beginning, and the Superintendent is asking for a representative to participate in the collective bargaining negotiations.

A motion was made by Chair Fabian stepping down as Chair and seconded by Member LaCamera to appoint Ari Sky as the Town's representative to participate in collective bargaining negotiations for the Teacher's Union for the Freetown/Lakeville Regional School District.

Discussion: Chair Fabian said felt that Mr. Sky would be a good representative as meetings will be during the day. Member Carboni said our representative will be able to participate in the Executive Session, but not the working groups. Member LaCamera said Member Carboni is correct that our representative will only address the potential of an Agreement.

The roll call vote on the previous motion was Member Carboni – aye; Member LaCamera – aye and Chair Fabian – aye.

**Review and possible vote to accept resignation of Margaret Gross and Patricia Bessette from the Council on Aging Board of Directors**

Chair Fabian said the Board had received two (2) letters of resignation from the Council on Aging Board from Margaret Gross and Pat Bessette.

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

VOTED: To accept the letters of resignation from the Council on Aging Board from Margaret Gross and Pat Bessette.

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

Chair Fabian said we now have two (2) vacancies for full members and two (2) alternate members on the Council on Aging Board. It would be nice to get some new people involved.

**Review and possible vote to approve Select Board Meeting Minutes of January 10, 2022**

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

VOTED: To accept Select Board Meeting Minutes as presents from January 10, 2022.

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

**New Business**

There was no New Business discussed.

**Old Business**

Chair Fabian said we did receive something from the Local Elections Review Commission considered the re-precincting for Lakeville and it was approved, effective December 31, 2021. We have received a few questions on where people will be voting. The Town Clerk will be sending out a notice to all residents that will be affected by the precinct change.

Chair Fabian said the only thing we have left from last year is the Board, Commission and Committee Handbook. Member Carboni had asked for descriptions to be placed in the handbook on the duties for the various Boards, Commission and Committees. Member Carboni said she submitted her edits and comments to Ms. Cotsoridis. We were going to wait on changes until after Town Meeting on the Select Board change. We did discuss adding the descriptions in. Member LaCamera had said that there is information on the website, but not every Board, Committee or Commission has that. We can use what is on the website to be updated. Why would we hold this up? The Town Clerk has listed a lot of sources for information. We can add another bullet directing people to the Town’s website under Boards/Committees. They are given this handbook after they get appointed or elected. Member Carboni said she is not the one holding this up; this is just something that would be a nice addition to the document.

A motion was made by Member LaCamera and with Chair Fabian stepping down to second, to approve the Handbook for Appointed and Elected Officials as presented with the change from Board of Selectmen to Select Board.



Discussion: Chair Fabian said she wants to get this done as we have a lot of work coming up for budgets. It is a good idea to explain things and maybe we can revisit it later on. Member Carboni said she does not want to vote on a final version of a document that she does not have in front of her. Chair Fabian said there is just the change from Board of Selectmen to Select Board. Member LaCamera said he doesn't have an objection to putting on page 30 as a source of information that the descriptions are on the Town's website. Do we want to make that revision or approve it the way it is. Chair Fabian said she thinks we should add the bullet. Mr. Sky said he does not believe there are any other changes to the document.

A motion was made by Member LaCamera and with Chair Fabian stepping down to second, to amend the previous motion to include on Page 30, under Sources of Information, the following language: A description of the Board or Committee is available on the Town's website under Boards/Committees.

The roll call vote to amend the previous motion as stated above was Member LaCamera - aye; Chair Fabian - aye and Member Carboni - aye.

The roll call vote on the amended motion was Member LaCamera - aye; Chair Fabian - aye and Member Carboni - nay.

### **Any other business that can properly come before the Select Board**

There was no other business discussed.

### **Adjournment**

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

VOTED: To adjourn the Select Board Meeting at 7:44 PM.

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

### **Other Items**

1. Letter from Secretary of State regarding approval of re-districting
2. Letter from Comcast regarding programming advisories
3. Letter from Town of Rochester regarding Bristol County Agricultural High School Debt Service

**List of documents provided at the Select Board Meeting of January 24, 2022**

1. Agenda page
2. Agenda page
3. Agenda page
4. Agenda page; FY23 Budget
5. Agenda page; email from Darlene Donnelly Lee; memo from Town Clerk
6. Agenda page; email from F/L Superintendent of Schools
7. Agenda page; email from F/L Superintendent of Schools
8. Agenda page; emails from Margaret Gross and Patricia Besette
9. Agenda page; Select Board Minutes of January 10, 2022
10. Agenda page
11. Agenda page
12. Agenda page

**AGENDA ITEM #12  
FEBRUARY 14, 2022**

**NEW BUSINESS**

**AGENDA ITEM #13  
FEBRUARY 14, 2022**

**OLD BUSINESS**

Discuss the following sections of the Wage and Personnel Plan

1. Section 14 L New Hires Department Heads
2. Section 11 (a) Step Rate Increases

## SECTION 14

Effective March 1, 2011, any new employee hired after the effective will not be eligible for longevity.

### **L. New Hires – Department Heads**

In recognition of the need to attract and retain qualified and experienced personnel, the Board of Selectmen acting as Wage and Personnel Board may provide, in its discretion, for benefits that exceed the benefits set forth in this Personnel Plan for newly hired Department Heads. This discretion is intended to be utilized only in such circumstances where it is determined that the provision of additional or greater benefits is necessary to secure the employment of a particular individual, should be exercised with due consideration of fiscal and budgetary constraints, and is subject to appropriation and any limitations imposed by state law.

### **M. Police Lieutenant**

The position of Police Lieutenant shall be paid \$5,000 above the annual base pay of the Sergeant position and shall also be entitled to benefits and incentives otherwise afforded regular members of the Police Department, to the extent that such benefits and incentives are different than the benefits outlined herein, i.e. overtime, shift differentials, uniforms and equipment, extra paid details, personal days, bereavement leave, sick leave accumulation, sick leave bonus, sick leave buyback, specialization pay, court time, firearm licenses, holidays, longevity and educational incentive, subject to annual appropriation.

### **N. Deputy Fire Chief**

The position of Deputy Fire Chief shall be entitled to benefits and incentives otherwise afforded regular members of the Fire Department, to the extent that such benefits and incentives are different than the benefits outlined herein, i.e. clothing allowance, extra paid details, sick leave accumulation, sick leave incentive, sick leave buyback, specialization pay and educational incentive, subject to annual appropriation.

## **SECTION 15. STANDARDS OF CONDUCT (General Laws Ch. 268A, Sec.23)**

In addition to the other provisions of this chapter, and in supplement thereto, standards of conduct, as hereinafter set forth in this section, are established for all state, county and municipal employees. When a current employee is found to have violated these provisions, appropriate administrative action as is warranted may also be taken by the appropriate constitutional officer, by the head of a state, county or municipal agency.

No current officer or employee of a state, county or municipal agency shall:

1. accept other employment which will impair his/her independence of judgment in the exercise of his/her official duties.
2. use or attempt to use his/her official position to secure unwarranted privileges or exemptions for himself/herself or others.



4. **Occasional Part-Time or Temporary Employees:** Any employee hired by the Town to work full-time or part-time with the understanding that their employment will be terminated no later than upon completion of a specific assignment or time period. (Note that a temporary employee may be offered and may accept a new temporary assignment with the Town and thus still retain temporary status.) Such employee may be "exempt" or "nonexempt" as defined below. (Note that employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of the Town of Lakeville.)

**Nonexempt Employees**—Employees who are not exempt from federal and state minimum wage and overtime requirements, and who, therefore, are paid at the rate of time and one half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek.

**Exempt Employees**—Employees who are exempt from federal and state minimum wage and overtime requirements, and who, therefore, are not eligible to be paid overtime for work performed beyond forty hours in a workweek.

## **SECTION 10. OVERTIME/COMPENSATORY TIME**

All regular full-time employees as defined in Section 9 shall be entitled to overtime compensation if they work in excess of his/her regularly scheduled workday and work week, subject to Department Head approval. Compensation shall be at the rate of time and one/half.

## **SECTION 11. STEP RATE INCREASES**

(a) Every employee in a position covered by this Plan must be considered for an increase in compensation within their classification annually until they reach the top step. Compensation review shall occur at least three months prior to July 1. Progression through the classification scale of any employee hired or transferred is not automatic, but is based on the Department Head's appraisal of the employee's ability and work performance. Increased compensation shall be a single annual step recommended in writing by the Department Head, subject to approval by the Wage and Personnel Board, and if approved, should occur as of July 1 for any employee hired before January 1. Any employee hired after January 1 will not receive a step increase until the following fiscal year. Increases of more than a single annual step require advance Wage and Personnel Board's approval.

(b) Upon effective date of amended Plan salary schedules, Department Heads are required to adjust their employees pay rate to the appropriate pay step of the amended Plan salary schedule.

(c) Any pay step adjustment greater than specified herein requires advance Wage and Personnel Board's approval.

**AGENDA ITEM #14  
FEBRUARY 14, 2022**

**ANY OTHER BUSINESS THAT CAN PROPERLY COME  
BEFORE THE SELECT BOARD**

**AGENDA ITEM #15  
FEBRUARY 14, 2021**

**EXECUTIVE SESSION**

**MOTION:**

To enter into Executive Session pursuant to M.G.L. c.30A, §21a (2) to conduct strategy sessions in preparation for negotiations with non-union personnel, specifically the Police Chief, and pursuant to M.G.L. c.30A, §21a (7) to comply with the Open Meeting Law, MGL Chapter 30A, §22(f): approval of Executive Session Minutes for December 10, 2021 and not to return to Open Session