

AGENDA
Lakeville Select Board and acting as the
Wage & Personnel Board as needed
Remote Location Meeting
March 7, 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 March 7, 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. 7:00 PM Meet with Finance Committee to review FY23 Budget Update; Capital Plan and Debt Schedule
4. Update on Fire Station and Old Library Renovation Projects
5. Discuss request from Planning Board for comments on Site Plan – 310 Kenneth Welch Drive
6. Review and vote to approve renewal of Police Chief's Contract
7. Discuss meeting and mask policies for Town Facilities
8. Discuss and possible vote to schedule Special Town Meeting May 16, 2022
9. Discuss and possible vote to accept increase to Assawompset Pond Complex Assessment
10. Request and possible vote on request from Town Clerk to send out letters to Local Political Parties regarding adding or changing Election Workers
11. Request and possible vote on request from Town Clerk to approve the Annual Election Warrant for April 4, 2022
12. Request and possible vote on request from Town Clerk to appoint Bonnie Tucker; Janet Plonka, Jessie R. Berry and Paul McMeekin as Election Officers
13. Review and possible vote to approve Job Description for Planning Department Clerk
14. Discuss and possible vote to approve Paws on Parade Event – June 11, 2022 at Council on Aging
15. Discuss letters of interest and recommendations from Lakeville Council on Aging Board and possible vote to appoint individuals to fill vacancies on the Lakeville Council on Aging Board
16. Discuss and possible vote to accept resignation letter from James F. Rogers, II from Master Plan Implementation Committee

17. Discuss and schedule Select Board Meetings for April, May and June of 2022
18. Review and possible vote to approve Select Board Meeting Minutes of February 7, 2022; February 8, 2022; February 9, 2022; and February 14, 2022
19. New Business
20. Old Business
21. Any other business that can properly come before the Select Board

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.

**AGENDA ITEM #1
MARCH 7, 2022**

SELECT BOARD ANNOUNCEMENTS

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 are due on March 17th.

**AGENDA ITEM #2
MARCH 7, 2022**

TOWN ADMINISTRATOR ANNOUNCEMENTS

**AGENDA ITEM #3
MARCH 7, 2022**

**MEET WITH FINANCE COMMITTEE TO REVIEW FY23 BUDGET
UPDATE, CAPITAL PLAN AND DEBT SCHEDULE**

Attached are updated FY23 budget pages, FY23 capital plan and the Debt Schedule

Town of Lakeville
SOURCES & USES - FY2023 BUDGET

	FY2019	FY2020	FY2021	FY2022	3/3/2022
	Final Budget	Final Budget	Final Budget	Original Budget	FY2023
					TA Recommends v2
Levy Base	21,785,037	22,656,022	23,627,168	24,667,773	25,918,179
Amended prior year growth					
2 1/2% increase	544,626	566,401	590,679	616,694	647,954
New Growth	326,359	404,745	449,926	633,712	450,135
Overrides	0	0	0	0	0
Debt Exclusions	284,712	929,617	927,300	897,999	913,163
L-F RSD Exclusions	338,203	315,548	298,607	281,159	285,691
Capital Exclusions	0	0	0	0	0
Unused Levy	(8,513)	(6,357)	(19,970)	(14,885)	
Property Tax Levy	23,270,425	24,865,976	25,873,710	27,082,453	28,215,123
Cherry Sheet Receipts	1,517,855	1,637,279	1,560,992	1,637,942	1,635,124
Local Receipts	3,128,801	3,399,004	3,575,000	3,789,886	3,983,500
Subtotal, Revenues	27,917,080	29,902,259	31,009,702	32,510,281	33,833,747
Add: Additional Sources					47,818.00
Free Cash - operating	50,000	183,655	294,000	100,000	0
Free Cash - capital/other	1,200,000	0	802,602	864,362	1,825,000
Overlay Surplus	0	0	230,000	0	0
Stabilization	70,425	0	0	0	0
Debt Service Stabilization	577,014	0	0	0	0
Other	235,575	1,008,715	148,178	44,340	50,000
Subtotal, Additional Sources	2,133,014	1,192,370	1,474,780	1,008,702	1,875,000
Less:					
Overlay	0	(46,132)	(270,166)	(285,989)	(250,000)
Overlay deficits	0	0	0	0	0
Cherry sheet offsets	(16,710)	(18,060)	(18,818)	(24,009)	(24,395)
Snow & Ice deficit	0	0	0	0	0
Cherry Sheet charges	(183,882)	(190,049)	(193,051)	(199,591)	(202,704)
Other deficits raised	0	(2,972)	0	0	0
Park Enterprise subsidy	0	0	(50,000)	0	(17,500)
Landfill Enterprise subsidy	(105,000)	(90,000)	(100,000)	(95,000)	(95,000)
Water Enterprise subsidy	0	0	0	0	0
Subtotal	(305,592)	(347,213)	(632,035)	(604,589)	(589,599)
Net available for Appropriation	29,744,502	30,747,416	31,852,447	32,914,393	35,119,148
Expenditures By Category:					TA RECOMMENDS
Fixed Costs	3,857,317	4,609,198	4,644,562	4,803,999	4,817,511
General Government	1,867,901	2,216,616	2,235,272	2,414,480	2,627,182
Public Safety	3,764,689	4,031,447	4,156,058	4,317,227	4,495,139
Public Works	964,858	913,306	1,104,932	1,148,535	1,241,447
Human Services	485,426	532,460	545,964	565,080	552,532
Culture & Recreation	365,723	376,195	394,577	397,485	400,828
Education	16,220,446	17,064,894	17,610,827	18,328,225	19,114,552
Subtotal, Operating Budget	27,526,360	29,744,116	30,692,192	31,975,031	33,249,191
Articles - non-capital	37,846	25,000	14,714	4,362	0
Articles - capital	1,258,796	978,300	1,095,542	685,000	1,315,000
Transfer to OPEB Fund	230,000	0	50,000	0	310,000
Transfer to Stabilization Fund(s)	691,500	0	0	250,000	200,000
Total Expenditures/Uses	29,744,502	30,747,416	31,852,447	32,914,393	35,074,191
Surplus (Shortfall)	0	0	0	0	44,957

SOURCES:	
Debt Exclusion: F-L RSD	15,691
State Aid	(47,818)
State Assessments	1,881
State Offsets	(386)
Subtotal, Sources	(30,632)
USES:	
192 Town Offices (APC assessment)	(3,000)
193 Facilities-position reclassification	(5,000)
300 F-L RSD Debt Assessment	(15,691)
350 Old Colony - preliminary budget	56,730
491 Cemeteries-Expenses	(2,000)
543 Veterans Benefits - reduced claims	45,000
850 Regional Planning (SRPEDD)	(175)
911 Pension Assessment allocation	(675)
914 Group Health Insurance - rates	17,900
Park Enterprise subsidy - pending	(17,500)
Subtotal, Uses	75,589
Net Change (from v1)	44,957
PENDING:	
Freetown-Lakeville RSD Operating Assessment	

TOWN OF LAKEVILLE

General Fund - Fiscal Year 2023

Line #		FY2020 ACTUAL	FY2021 ACTUAL	FY2022 BUDGET	Fiscal Year 2023 Recommend v2
GENERAL GOVERNMENT:					
	122 SELECTMEN/ADMINISTRATION				
1	Salaries	430,046	259,697	401,032	331,180
2	Expenses	50,488	68,817	96,700	76,100
	131 FINANCE COMMITTEE				
3	Expenses	180	180	400	400
4	Reserve Fund (budget)	200,000	150,000	150,000	150,000
	135 ACCOUNTANT				
5	Salaries	54,730	57,270	59,384	61,685
6	Expenses	66,231	80,915	82,575	83,955
	141 ASSESSORS				
7	Salaries	80,380	83,743	89,404	91,040
8	Expenses	100,456	103,548	102,275	106,800
	145 TREASURER/COLLECTOR				
9	Salaries	174,127	135,811	173,975	189,006
10	Expenses	52,934	106,266	78,500	53,750
	151 LEGAL SERVICES				
11	Expenses	57,429	91,934	60,000	75,000
	152 HUMAN RESOURCES & PAYROLL				
12	Salaries	-	146,929	155,676	185,820
13	Expenses	-	17,048	30,250	57,640
14	Compensation Reserve	-	-	-	-
	155 INFORMATION TECHNOLOGY				
15	Salaries	132,375	51,603	-	-
16	Expenses	192,947	298,360	384,605	424,638
	161 TOWN CLERK				
17	Salaries	127,127	136,418	142,693	148,978
18	Expenses	6,712	10,516	11,900	14,000
	162 ELECTIONS				
19	Expenses	24,449	24,518	26,800	28,200
	163 BOARD OF REGISTRARS				
20	Expenses	11,489	12,017	18,600	19,000
	171 CONSERVATION COMMISSION				
21	Salaries	23,980	17,671	29,325	29,911
22	Expenses	1,125	851	3,100	3,100
	175 PLANNING BOARD				
23	Salaries	-	-	-	130,730
24	Expenses	-	107	300	3,500
	176 APPEALS BOARD				
24	Expenses	89	92	150	150
	191 HISTORIC TOWN HOUSE				
25	Expenses	4,495	248	650	-
	192 TOWN OFFICE/FIRE STATION				
26	Expenses	94,216	71,885	109,300	120,600
	193 TOWN FACILITIES				
27	Salaries	91,869	102,668	111,084	123,199
28	Expenses	57,445	70,871	76,000	110,000
	195 TOWN REPORT				
29	Expenses	-	-	800	800
	198 CABLE TV ADVISORY COMMITTEE				
30	Expenses	6,952	8,432	8,000	8,000
	199 OTHER GENERAL GOVERNMENT				
31	Expenses	(862)	16,149	11,002	-
	Subtotal, GENERAL GOVERNMENT	2,041,409	2,124,564	2,414,480	2,627,182 8.81%

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For Discussion Purposes

Line #		FY2020 ACTUAL	FY2021 ACTUAL	FY2022 BUDGET	Fiscal Year 2023 Recommend v2
PUBLIC SAFETY:					
210 POLICE					
32	Salaries	1,556,588	1,956,626	2,092,183	2,226,680
33	Expenses	181,658	191,763	217,200	219,270
215 COMMUNICATIONS					
34	Salaries	194,924	-	-	-
220 FIRE & AMBULANCE					
35	Salaries	1,335,187	1,378,808	1,390,236	1,421,410
36	Expenses	108,844	117,823	117,835	138,085
241 BUILDING INSPECTION					
37	Salaries	246,588	258,258	282,782	262,969
38	Expenses	2,529	817	4,300	4,000
242 P-T INSPECTORS					
39	Salaries	73,380	84,318	77,300	83,300
291 EMERGENCY MANAGEMENT					
40	Salaries	2,500	2,500	2,500	2,500
41	Expenses	4,974	2,214	5,480	5,480
292 ANIMAL CONTROL					
42	Salaries	98,530	101,832	107,111	111,995
43	Expenses	16,989	15,368	20,300	19,450
Subtotal, PUBLIC SAFETY		3,822,691	4,110,327	4,317,227	4,495,139 4.12%
EDUCATION:					
300 FREETOWN-LAKEVILLE REGIONAL					
44	School Committee-Stipends	6,500	6,500	6,500	6,500
45	Operating Assessment	14,781,769.00	15,319,922.00	15,150,806	15,584,594
	Transportation			269,055	354,089
	NonExcluded Debt			57,663	-
	Excluded Debt			281,159	285,691
				15,758,683	16,224,374
46	330 OLD COLONY REGIONAL VOC-TECH	1,960,970	1,988,835	2,251,643	2,494,913
47	340 BRISTOL AGRICULTURAL	312,398	265,948	311,399	388,765
Subtotal, EDUCATION		17,061,637	17,581,205	18,328,225	19,114,552 4.29%
PUBLIC WORKS:					
420 HIGHWAY					
48	Salaries	567,213	592,486	734,685	798,097
49	Expenses	172,633	170,433	268,350	268,350
423 SNOW & ICE					
50	Salaries	19,173	32,241	32,500	35,000
51	Expenses	110,492	154,429	75,000	100,000
424 STREET LIGHTING					
52	Expenses	15,066	15,597	25,000	25,000
491 CEMETERY					
53	Expenses	11,697	10,394	13,000	15,000
Subtotal, PUBLIC WORKS		896,274	975,580	1,148,535	1,241,447 8.09%

<u>Line #</u>		<u>FY2020 ACTUAL</u>	<u>FY2021 ACTUAL</u>	<u>FY2022 BUDGET</u>	<u>Fiscal Year 2023 Recommend v2</u>
HUMAN SERVICES:					
511 BOARD OF HEALTH					
54	Salaries	86,745	105,454	105,288	114,809
55	Expenses	4,702	2,420	10,550	9,000
56	VNA Services	9,400	4,000	5,000	5,000
541 COUNCIL ON AGING					
57	Salaries	168,237	179,042	197,333	214,114
58	Expenses	26,848	24,608	30,300	31,000
543 VETERANS					
59	Salaries	18,119	19,128	19,144	19,719
60	Expenses	143,969	117,849	197,465	158,890
Subtotal, HUMAN SERVICES		458,020	452,501	565,080	552,532 -2.22%
CULTURE & RECREATION:					
610 LIBRARY					
61	Salaries	258,073	270,843	276,019	284,258
62	Expenses	103,786	101,577	116,966	116,070
660 HISTORIC LIBRARY					
63	Expenses	7,360	6,629	4,000	-
64	691 HISTORICAL COMMISSION	95	339	500	500
Subtotal, CULTURE & RECREATION		369,314	379,388	397,485	400,828 0.84%
DEBT SERVICE:					
710 DEBT SERVICE					
65	Principal	958,224	858,492	908,128	828,293
66	Interest	302,001	277,126	250,686	224,959
67	Short-Term Interest	25,822	22,386	13,990	22,350
Subtotal, DEBT SERVICE		1,286,047	1,158,004	1,172,804	1,075,602 -8.29%
INTERGOVERNMENTAL:					
830 COUNTY					
68	Plymouth County Coop Ext.	-	-	500	-
850 REGIONAL					
69	Regional Planning	1,986	2,036	2,087	2,325
Subtotal, INTERGOVERNMENTAL		1,986	2,036	2,587	2,325 -10.13%
FIXED COSTS:					
70	911 PLYMOUTH COUNTY RETIREMENT	1,030,988	1,134,278	1,277,423	1,377,667
71	913 UNEMPLOYMENT COMPENSATION	247	16,373	30,000	10,000
72	914 GROUP INSURANCE	1,927,135	1,867,494	2,047,560	2,059,142
73	945 RISK MANAGEMENT	219,394	263,509	273,625	292,775
Subtotal, FIXED COSTS		3,177,764	3,281,654	3,628,608	3,739,584 3.06%
SUBTOTAL, GENERAL FUND		\$ 29,115,142	\$ 30,065,259	\$ 31,975,031	\$ 33,249,191 3.98%

- DRAFT -
For Discussion Purposes

<u>Line #</u>	<u>FY2020 ACTUAL</u>	<u>FY2021 ACTUAL</u>	<u>FY2022 BUDGET</u>	<u>Fiscal Year 2023 Recommend v2</u>
PARK:				
Salaries	107,903	66,797	125,815	125,365
Expenses	135,485	69,946	71,760	88,855
Subtotal, PARK	243,388	136,743	197,575	214,220
				8.42%
WATER:				
Expenses	-	-	-	-
Capital/Debt Service	-	-	-	-
Subtotal, WATER	-	-	-	-
SOLID WASTE:				
Salaries	182,554	183,932	199,338	206,007
Expenses	189,606	193,831	198,255	203,517
Subtotal, SOLID WASTE	372,160	377,763	397,593	409,524
				3.00%
TOTAL - ALL BUDGETS	\$ 29,730,690	\$ 30,579,765	\$ 32,570,199	\$ 33,872,935
				4.00%

TOWN OF LAKEVILLE
Capital Plan - Preliminary
FY2023-FY2027

version 2
 March 3, 2022

	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
SELECT BOARD					
(2) Design/Construct - Town Hall/Fire Station	300,000.00	1,500,000.00	12,000,000.00		
Technology Improvements	75,000.00	75,000.00	100,000.00	100,000.00	125,000.00
FACILITIES					
Library Roof replacement			250,000.00		
POLICE					
Cruisers replacement w/equip	100,000.00	102,000.00	104,000.00	104,000.00	106,000.00
Unmarked replacement w/equip				45,000.00	
FIRE-EMA					
(-) Ladder truck	1,400,000.00				
(1) Command Vehicle replacement	65,000.00				
Utility Terrain Vehicle w/EMS skid		25,000.00			
Ambulance replacement			350,000.00		
Engine replacement				650,000.00	
PUBLIC WORKS					
Roadway Improvements	375,000.00	375,000.00	375,000.00	425,000.00	425,000.00
(1) Tow behind Air Compressor w/equip	30,000.00				
Ztrak mower Z997R w/equipment				25,000.00	
Bud Permit Material Removal		25,000.00	25,000.00		
1-Ton Dump Truck w/equipment		65,000.00		65,000.00	
Sidewalk Plow w/equipment			75,000.00		
Front End Loader w/equipment	215,000.00				
Storage Shed w/staging & electrical		50,000.00			
1 Riding & 1 Zero turn Mowers w/equip		25,000.00			25,000.00
Cab & Chassis w/Dump & Equipment			90,000.00		90,000.00
DPW Facility Improvements (placeholder)	500,000.00				
4x4 Pickup Truck w/equip			60,000.00		

	FY2023	FY2024	FY2025	FY2026	FY2027
SOLID WASTE/TRANSFER STATION					
Crackseal & sealcoat parking lot	25,000.00			200,000.00	
Rolloff Truck w/equipment					
CEMETERIES					
Historic Posts (54) - Thompson Cemetery		45,000.00			
COUNCIL ON AGING					
Addition to Senior Center	40,000.00	60,000.00	500,000.00		
PARK					
Jon Paun Park Building Demolition	50,000.00				
Replace Clear Pond Park Guard Shack	25,000.00				
Repave Clear Pond Basketball Courts		34,000.00			
Clear Pond Bathhouse			30,000.00		
Playground Equipment at Clear Pond			20,000.00		
TWC - Repairs to Snack Bar				15,000.00	
TOTALS	\$ 3,200,000.00	\$ 2,381,000.00	\$ 13,979,000.00	\$ 1,629,000.00	\$ 771,000.00

- (1) May 2022 Special Town Meeting
- (2) November 2022 Special Town Meeting

Borrowing	\$ 1,700,000.00	\$ 1,500,000.00	\$ 12,350,000.00	\$ 650,000.00	\$ -
Free Cash	1,315,000.00	712,000.00	804,000.00	739,000.00	746,000.00
Retained Earnings	50,000.00	34,000.00	50,000.00	215,000.00	-
Debt/Capital Stabilization	-	-	250,000.00	-	-
Other/Old Capital	135,000.00	60,000.00	500,000.00	-	-
Overlay Surplus	-	75,000.00	25,000.00	25,000.00	25,000.00
TOTALS	\$ 3,200,000.00	\$ 2,381,000.00	\$ 13,979,000.00	\$ 1,629,000.00	\$ 771,000.00

* NOTE: does not include Education requests, AES Windows/Doors project under design, construction cost TBD (FY2024?)

TOWN OF LAKEVILLE
Debt Service Plan - Preliminary
FY2020-FY2027

DEBT SERVICE PLAN:

Within Tax Levy Limit:

	ACTUAL		BUDGET		PROPOSED		PROJECTED		
	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	
Sewer - CWMP	8,894	8,893	8,951	8,939	8,926	8,913	8,900	-	
School Roof	40,800								
Howland Road Land	25,150								
Tamarack Land	5,350	5,150	5,050						
TWC Repavement	36,710	35,710							
Ambulance	106,108	54,463	102,500	103,500	133,750	130,000	140,000	135,000	
Fire Pumper	118,062	113,043	113,300						
Highway Facility									
AES Windows/Doors (net of MSBA 53.53%)					17,500	70,000	68,000	66,000	
Ladder Truck					35,000	140,000	136,000	132,000	
Fire Engine							196,000	190,400	
								29,250	
	341,074	217,259	229,801	112,439	195,176	348,913	548,900	552,650	
Excluded Debt:									
F-L RSD MS/HS and GRAMS	315,548	298,607	281,159	285,691	117,705	112,557	107,464	-	
Bettys Neck Land	63,000	61,800	60,600						
Senior Center	21,600	36,050	35,350						
Library	121,400	119,200	116,863	109,313	106,500	-	-	-	
Police Station	723,617	710,250	683,386	748,850	748,500	724,000	698,000	572,000	
Route 79 Improvements			1,800	55,000	101,250	127,500	294,000	285,600	
Town Hall/Fire Station						52,000	540,000	1,080,000	
	1,245,165	1,225,907	1,179,158	1,198,854	1,073,955	1,016,057	1,639,464	1,937,600	
Other Debt:									
MWPAT - Septic	5,414	5,525							
Septic Loan Program	9,942	7,920	45,004	50,000	78,800	77,300	75,800	74,300	
	15,356	13,445	45,004	50,000	78,800	77,300	75,800	74,300	
TOTAL DEBT SERVICE	1,601,595	1,456,611	1,453,963	1,361,293	1,347,931	1,442,270	2,264,164	2,564,550	

Included Debt as a % of Levy Limit



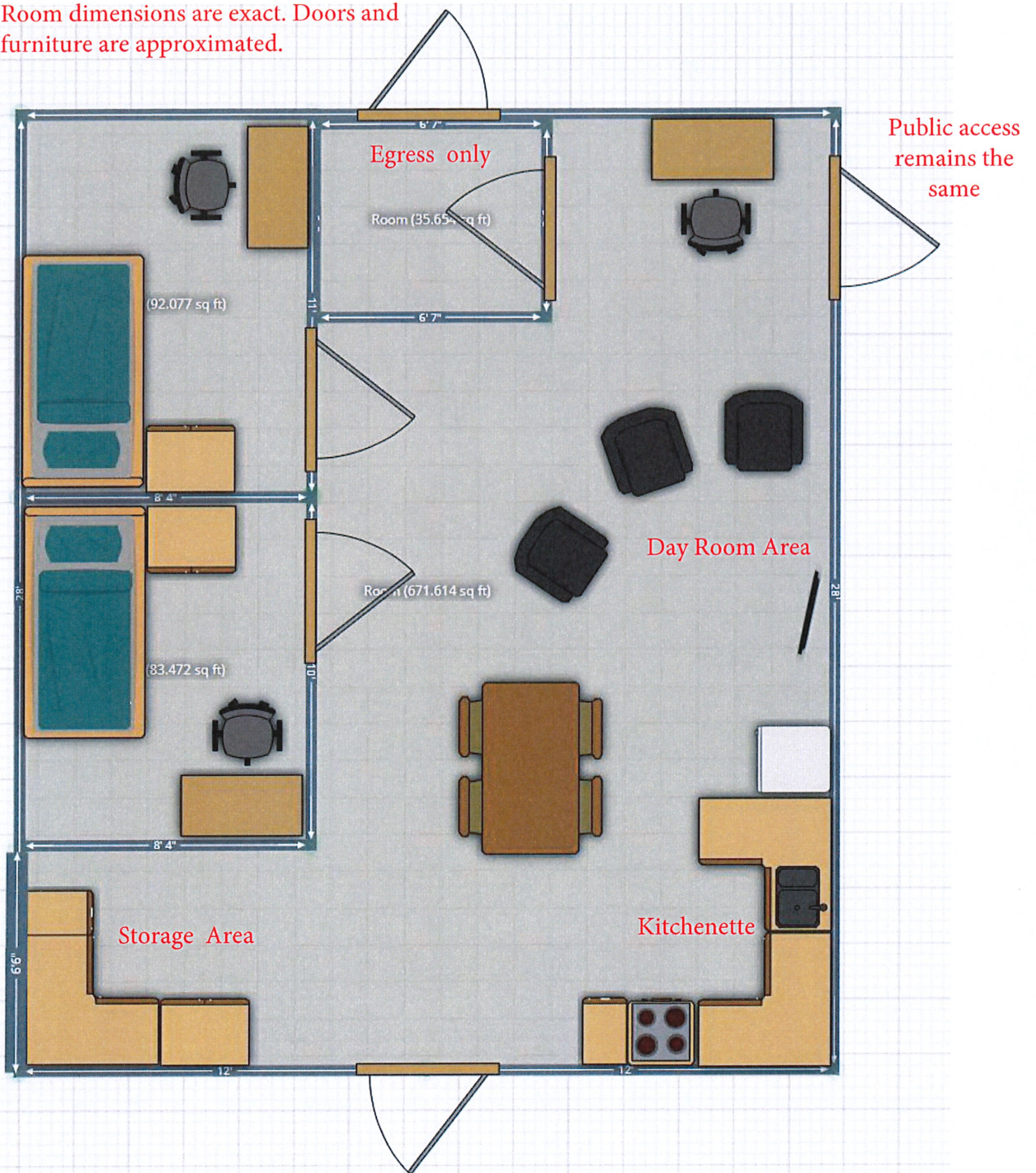
Note: Projected levy estimates New Growth at \$500,000 in FY 2024-2025, \$400,000 in FY 2026-2027.

**AGENDA ITEM #4
MARCH 7, 2022**

**UPDATE ON FIRE STATION AND OLD LIBRARY RENOVATION
PROJECTS**

Staff will provide an update on the status and timeline for the Fire Station Renovation Project.

Room dimensions are exact. Doors and furniture are approximated.



**AGENDA ITEM #5
MARCH 7, 2022**

**DISCUSS REQUEST FROM PLANNING BOARD OF COMMENTS
ON SITE PLAN – 310 KENNETH WELCH DRIVE**

The Town Planner will be present to review the Site Plan.

I have attached the comments we received from the Fire Chief and Building Commissioner.



MICHAEL O'BRIEN
FIRE CHIEF
mobrien@lakevillema.org

Lakeville Fire Department

346 Bedford Street
Lakeville, Massachusetts 02347

TEL 508-947-4121 FAX 508-946-3436

RECEIVED
FEB 16 2022
SELECTMEN'S OFFICE

PAMELA GARANT
DEPUTY CHIEF
pgarant@lakevillema.org

To: Ari Sky, Town Administrator
From: Michael O'Brien 
RE: Planning board application – 310 Kenneth Welch
Date: February 16, 2022

This document has been written as comment on the Planning Board application submittal for 310 Kenneth Welch Drive, prepared February 3, 2022.

The Lakeville Fire Department has no comment on the plan submission as drawn. The applicant must be aware that fire department access shall be maintained at all times during the project. All plans and activities related to this construction will account for this access necessity.

Additionally, there are outstanding conditions from previous permit applications. They include required improvements to the existing "building-wide" fire alarm system coverage and the installation of a fire alarm radio box transmitter.

The Fire Department, through Northeast Alternatives and Jushi, has requested a meeting with the new building owners and existing tenants to address their failure to comply with the previously communicated requirements. There has been no response to this request.

Tracie Craig-McGee

From: Nathan Darling, Building Commissioner & Zoning Enforcement Officer
Sent: Tuesday, March 1, 2022 7:44 PM
To: Tracie Craig-McGee
Cc: Ari Sky
Subject: RE: Comments on 310 Kenneth Welch Drive Site Plan

Hello Tracie,

I met with Marc Resnick and Mark Knox to provide an overview of the historic and proposed site conditions. I did not provide any written comments but believe Mark and Marc have a very good grasp on the zoning concerns.

Take care,
Nate

Nathan Darling
Building Commissioner
346 Bedford Street
Lakeville, MA 02347
Phone: 508-946-8804
Fax: 508-946-8812



From: Tracie Craig-McGee
Sent: Tuesday, March 1, 2022 12:03 PM
To: Michael P. O'Brien, Fire Chief <mobrien@lakevillema.org>; Matthew Perkins, Lakeville Chief of Police <mperkins@lakevillema.org>; Nathan Darling, Building Commissioner & Zoning Enforcement Officer <ndarling@lakevillema.org>
Subject: Comments on 310 Kenneth Welch Drive Site Plan

Hi all,

Ari asked me to reach out to you to ask if you submitted any comments to the Planning Board regarding the above proposed site plan. If you did, could you please forward to me also?

Thank you!

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

**AGENDA ITEM #6
MARCH 7, 2022**

**REVIEW AND VOTE TO APPROVE RENEWAL OF POLICE
CHIEF'S CONTRACT**

Attached is the final draft of the Police Chief's contract for your review and vote to approve.

**EMPLOYMENT AGREEMENT BETWEEN THE TOWN OF LAKEVILLE AND
POLICE CHIEF MATTHEW J. PERKINS**

Whereas, the Town of Lakeville, acting by and through the Board of Selectmen, (hereinafter the "Town"), and Matthew J. Perkins (hereinafter the "Chief" or "Police Chief"), are desirous of entering into an employment agreement pursuant to the provisions of M.G.L. c. 41, sec. 108O for the purpose of defining the Police Chief's administration of the Police Department;

Whereas, Matthew J. Perkins is willing to perform the duties of Police Chief, fulfilling the responsibilities of administering that office;

Now, therefore, in consideration of the covenants and undertakings contained herein, the Town and the Police Chief hereby agree that the following terms and conditions shall govern the salary and fringe benefits payable under this contract, to which the Police Chief shall be entitled.

ARTICLE 1. TERM

- A. This Agreement shall be effective June 23, 2022, and shall remain in effect until June 22, 2025, unless sooner terminated as hereinafter provided. Thereafter, this Agreement may be extended as provided by its terms. It is expressly understood by the parties that renewal shall be contingent upon a satisfactory review of the Police Chief's performance by the Town.
- B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Town to terminate the services of the Police Chief for just cause at any time, in accordance with the provisions of Massachusetts General Laws and Article 17 below.
- C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Police Chief to resign at any time upon ninety (90) days' written notice to the Board of Selectmen.

ARTICLE 2. HOURS OF WORK

- A. The Police Chief agrees to devote that amount of time and energy which is reasonably necessary for him to faithfully perform the duties of the position under this Contract, provided he shall regularly devote no less than forty (40) hours per week to the duties of the Police Chief, including but not limited to, a regular daily schedule, and evening and weekend work as needed or required. It is recognized that the Police Chief must devote a great deal of time outside the normal office hours to the business of the Town, and to that end, the Police Chief shall be allowed to take time off as he shall deem appropriate during said normal office hours at such time the Police Chief reasonably determines will not adversely impact Department operations, and as approved by the Town Administrator.

- B. The Police Chief shall be a salaried official of the Town and the parties acknowledge that the Police Chief is an exempt employee for the purposes of the Federal Fair Labor Standards Act (“FLSA”), 29 U.S.C. Section 201, et seq. and is not entitled to overtime pay under the FLSA.

ARTICLE 3. DUTIES

The Police Chief shall be responsible to the Board of Selectmen for the administrative control of the Police Department for the Town. The Police Chief shall receive general supervision from the Town Administrator and report to the Board of Selectmen through the Town Administrator.

In addition to any duties or responsibilities imposed under federal, state, and/or local law, the duties of the Police Chief shall include, but not be limited to, the following:

- A. Plan, organize, and direct the Department in the maintenance of law and order, the protection of life and property, the regulation of traffic, the apprehension, arrest and detention of law violators, and the maintenance of police records.
- B. Develop and implement law enforcement policy to meet municipal law enforcement goals. Evaluate the operations of the Department and re-organize as needed.
- C. Issue orders, rules, policies, regulations, and procedures, as needed.
- D. Administer personnel. Assign shifts and duties of all department personnel. Determine and assign personnel training requirements. Handle discipline and grievance issues. Investigate complaints from citizens regarding actions of officers, conduct internal investigations of potential violations of department rules and regulations, and state and federal laws. Be involved in the decision-making process for all appointments, promotions, demotions, terminations, contract negotiations and arbitrations involving the Police Department. Develop and implement a performance evaluation system for use within the Police Department, consistent with any criteria established by a collective bargaining agreement and/or the Town’s Personnel Handbook. Participate in data review in regards to performance management. Be in charge of all Special, Auxiliary and/or Reserve Police Officers, if any.
- E. Create, document, and administer the Police Department budget. Attend pertinent budget meetings of the Board of Selectmen, Finance Committee and Town Meeting. Direct and control the expenditure of department funds within the constraints of the approved budget.
- F. Oversee investigative functions within the Police Department. Conduct, control and/or direct sensitive investigations.
- G. Be responsible for the receipt, record keeping and custody of any property under the jurisdiction of the Police Department.

- H. Supervise and control equipment and motor vehicles belonging to and/or used by the Police Department.
- I. Establish specifications for weapons, ammunition, uniforms, equipment, and vehicles for the Police Department.
- J. Develop and implement reporting methods for all activities within the Police Department. Submit reports and documents to the Town, as requested, in order to ensure the proper communication between the Town and the Police Department.
- K. Be responsible for communication with the public, including the media, on such matters as police operations, policies, and crimes.
- L. Direct the issuance of a variety of permits.
- M. Administer the collection of fines, including but not limited to acting as the Town's municipal hearing officer pursuant to M.G.L. c. 148A.
- N. Be involved in the development and implementation of town-wide emergency management procedures.
- O. Coordinate and confer with federal, state, and regional agencies on intergovernmental police problems and crime information.
- P. Speak in public with community groups, schools, and social agencies.
- Q. Patrol community and respond to calls, as needed.
- R. Other such duties and responsibilities as the Board of Selectmen and/or Town Administrator may assign.

ARTICLE 4. INDEMNIFICATION

- A. Except as hereinafter provided, and to the extent permitted by law, the Town agrees to defend, save harmless, and indemnify the Police Chief against any tort, professional liability claim or demand, or other civil legal action, arising out of an alleged act or omission occurring in the performance of his duties.
- B. The Town shall not be required to defend, save harmless and/or indemnify the Police Chief in any case of gross negligence, willful, criminal, or malicious conduct, or an intentional violation of the civil rights of any person committed by him. Furthermore, the Town shall not be required to indemnify the Police Chief in any actions brought by him against the Town and/or any Town official or employee.

ARTICLE 5. INSURANCE

- A. The Town agrees to cover the Police Chief under a professional liability insurance policy with limits not less than \$1,000,000.00. Said policy shall be paid for by the Town.
- B. The Police Chief shall be eligible for all health and life insurance benefits for which other non-bargaining unit employees are entitled to under the Town's Personnel By-Law. The Town agrees to contribute toward the cost of such insurance the same percentage rate of cost accorded to non-bargaining unit employees under the different subscriber plans.

ARTICLE 6. COMPENSATION

- A. For all services rendered in the Employment Period, the Police Chief's annual salary will be at the rate of:
 - 1) One-Hundred Forty-Five Thousand Dollars (\$145,000.00) from June 23, 2022, through June 22, 2023. This compensation is inclusive of any educational and/or other incentives, as well as the stipend for municipal hearing officer pursuant to M.G.L. c. 148A.
 - 2) In each succeeding year of this contract, the Police Chief's salary shall be increased by 3% per year effective as of his anniversary date.
- B. The Police Chief's salary will be payable at periodic intervals in accordance with the Town's payroll practices for other Town employees. The Police Chief's predetermined, periodic salary payment will be paid to the Police Chief as full compensation for all weeks worked by the Police Chief under this Agreement.
- C. The Town will deduct and withhold from any payments to the Police Chief here-under any and all federal, state, and local income and employment withholding taxes and any other amounts required to be deducted or withheld by the Town under applicable law.

ARTICLE 7. BENEFITS

The Police Chief shall receive the following fringe benefits:

- A. Holidays – The Police Chief will receive paid holidays in accordance with those listed in the Town's Employee Personnel Handbook, as may be amended from time to time.

- B. Vacation – The Police Chief shall be entitled to 25 days each year.

The Police Chief shall be entitled to carryover up to 5 vacation days each year to be used within the next fiscal year. In addition, the Police Chief shall be entitled to buyback up to ten (10) vacation days per year and will notify the Board of Selectmen in writing by May 1st of his intent to do so.

In the event of the termination of this Agreement by either party, the Police Chief shall receive a lump sum cash payment for any accrued but unused vacation leave.

- C. The Police Chief shall be granted bereavement leave as follows:

For immediate family members.....3 days

“Immediate family” shall include the Police Chief’s spouse, parents, children, sibling, grandparents, grandchildren, and in-laws. An additional five (5) days of bereavement leave may be granted at the discretion of the Town Administrator.

- D. The Police Chief shall be eligible for three (3) personal days per fiscal year. Personal days will not be carried over from year to year.

- E. The Police Chief shall receive reimbursement for up to \$1,200.00/year (up to \$500.00 of the \$1,200.00/year may be used for cleaning) for the purchase and maintenance of uniforms and required personal equipment including safety glasses. All requests for reimbursement must be accompanied by an itemized bill and submitted to the Town Administrator for review and approval. In addition to the above, the Town Administrator may authorize reimbursement for the replacement or repair of uniforms and equipment damaged in the line of duty.

- F. The Police Chief shall be eligible for sick leave pursuant to the following schedule: Sick leave shall accrue at a rate of one and one-quarter (1 ¼) days per month, for a maximum of fifteen (15) days per year. The Police Chief shall be entitled to carry forward all sick leave credited to him as of the date of execution of this Agreement.

- G. Upon retirement in accordance with G.L. c. 32, the Police Chief shall be entitled to the sick leave buyback payment which other non-bargaining unit employees are entitled to under the Town’s Personnel By-Law. The maximum benefit would be \$3,750.00 upon retirement as long as he has at least 50 accrued sick days and a maximum of 150. (\$25.00 x 150)

ARTICLE 8. INJURED ON DUTY

As a sworn officer, the Police Chief shall be eligible for injured-on-duty benefits as provided in M.G.L. c. 41, sec. 111F. At the Town's request, the Chief will attend and cooperate fully with any evaluation(s) by Town-designated physician(s) or other appropriate health care provider(s) to determine his eligibility for benefits under M.G.L. c. 41, sec. 111F or to otherwise determine his fitness for duty.

ARTICLE 9. REDUCTION OF BENEFITS

The Town shall not, at any time during the term of this Agreement, reduce the salary, compensation, or other financial benefits of the Police Chief except to the degree of such across-the-board reduction for all Town non-union employees.

ARTICLE 10. AUTOMOBILE EXPENSES

Subject to appropriation, the Town shall provide a police vehicle for use by the Police Chief and pay all attendant operating and maintenance expenses and insurance. Said vehicle is to be used by the Police Chief in connection with the performance of his duties as Police Chief and for his professional growth and development. It may be used by the Police Chief for personal reasons since the Police Chief is "on-call" at all times in the event of an emergency. However, any out-of-state travel for personal reasons must be approved by the Town Administrator in advance of said travel.

ARTICLE 11. PROFESSIONAL DEVELOPMENT

The Town recognizes its obligations to the professional development of the Police Chief, and agrees that the Police Chief shall be given adequate opportunities to develop his skills and abilities as a law enforcement administrator. Accordingly, subject to Town Meeting appropriation, the Town agrees to the following:

The Police Chief may be allowed to attend conferences of the New England Chiefs of Police Association, the Massachusetts Chiefs of Police Association, the Southeastern Massachusetts Chiefs of Police Association, and the Plymouth County Chiefs of Police Association each year without loss of vacation or other leave and will be reimbursed by the Town for all reasonable expenses (including travel expenses) incurred while attending or traveling to the aforementioned conferences. The Town also agrees to budget and pay for travel and reasonable expenses of the Police Chief for short courses, institutes, and seminars that, in his and the Town Administrator's reasonable judgment, are necessary for his professional development. In addition, the Chief shall be allowed to attend the International Chiefs of Police conference which is held yearly. Attendance shall be contingent upon budget approval each fiscal year.

ARTICLE 12. DUES AND SUBSCRIPTIONS

The Town agrees to budget and, subject to appropriation, to pay an appropriate amount for the professional dues and subscriptions of the Police Chief for his continued participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional growth and advancement, and for the good of the Town, including the International Chiefs of Police Association, the Massachusetts Chiefs of Police Association, the Southeastern Chiefs of Police Association, and the Plymouth County Chiefs of Police Association.

ARTICLE 13. DEATH DURING TERM OF EMPLOYMENT

If the Police Chief dies during the term of his/her employment, the Town shall pay to the Chief's estate all the compensation which would otherwise be payable to him up to the date of the Chief's death, including, but not limited to, unused sick days in accordance with Article 7 Section F and vacation days.

ARTICLE 14. PERFORMANCE EVALUATION

The Town Administrator shall review and evaluate the performance of the Police Chief annually in accordance with specific criteria developed jointly by the Town Administrator and the Police Chief. The Town Administrator shall provide the Police Chief with a written summary statement of his/her findings and shall provide an adequate opportunity for the Police Chief to discuss the evaluation.

ARTICLE 15. RESIDENCY

The Police Chief shall maintain compliance with the residency requirements of M.G.L. c. 41, sec. 99A, which requires the Police Chief to reside within fifteen miles of the limits of the Town of Lakeville. In accordance with the statute, this distance shall be measured from the closest border limits of the Town of Lakeville to the closest border limits of the city or town in which the Police Chief lives.

ARTICLE 16. CERTIFICATION

The Police Chief acknowledges that state certification is mandated under Chapter 253 of the Acts of 2020 (codified in part in Chapter 6E of the Massachusetts General Laws), and that pursuant to M.G.L. c. 6E, sec. 11, no law enforcement agency may employ a decertified police officer in any capacity. As such, state certification is an essential requirement for this job and the Chief shall maintain the certification required under Chapter 6E to serve as a law enforcement officer within the Commonwealth, in good standing, throughout the term of this Agreement and any extension thereof. Revocation of Mr. Perkins' certification by the Peace Officers Standards and Training Commission shall constitute just cause for termination of employment.

ARTICLE 17. DISCIPLINE AND DISCHARGE

- A. It is agreed that the Police Chief can be discharged during the term of this Agreement only for just cause, in accordance with the procedures set forth under the Open Meeting Law, M.G.L. c. 30A, sections 18-25, as applicable. The principle of progressive discipline will apply, and the Town recognizes its obligation to provide the Police Chief with periodic performance evaluations. The Police Chief acknowledges that serious misconduct may require discipline or discharge without prior discipline having been imposed.
- B. Non-reappointment of the Chief at the natural expiration of the term of this Agreement, and/or non-renewal of this Agreement shall be governed by the standards and procedures set forth in Article 18(D), below.

ARTICLE 18. CONTRACT RENEWAL/TERMINATION

- A. The initial term of this Agreement shall be as defined in Article 1.
- B. Unless either party provides written notice to the other of its intention not to renew this Agreement, or to re-negotiate this Agreement, no less than three (3) months prior to the end of the initial term described in Article 1(A), above, it shall automatically be extended on the then applicable terms and conditions for an additional one (1) year. Any further extensions of this Agreement beyond the initial three-year term and the additional fourth year shall require a separate writing, signed by both the Town and the Chief, stating the intent to so extend.
- C. In the event the Police Chief intends to resign voluntarily at any time following commencement of this original Agreement, he shall give the Town ninety (90) days' written notice in advance, unless the parties otherwise agree in writing. In such circumstances, the Police Chief shall only be entitled to receive the compensation due him up to the effective date of his resignation, including unused vacation leave.
- D. Nonrenewal of this Agreement at its natural expiration shall be for cause.

ARTICLE 19. GENERAL PROVISIONS

- A. This Agreement is a Massachusetts contract and shall be governed by the laws of the Commonwealth of Massachusetts.
- B. This Agreement supersedes any and all prior written or oral agreements and constitutes the entire agreement between the parties. No extension or modification of same shall be effective unless by an instrument in writing duly executed by the parties.
- C. If any of the provisions of this Agreement shall in any manner conflict with any federal law or statute, or with any law or statute of the Commonwealth of Massachusetts, such provisions shall be considered null and void and shall not be binding on the parties hereto. In such event, the remaining provisions of this Agreement shall remain in full force and effect.
- D. This Agreement and all subparts herein shall be subject to annual appropriation by Town.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals by their duly authorized representatives this _____ day of _____, 2022.

TOWN OF LAKEVILLE:

POLICE CHIEF:

Evagelia Fabian

Matthew J. Perkins

Richard LaCamera

Lorraine Carboni

**AGENDA ITEM #7
MARCH 7, 2022**

**DISCUSS MEETING AND MASK POLICIES FOR TOWN
FACILITIES**

Attached is a memo from the Town Administrator in regards to meeting and masking policies for Town Facilities.



TOWN OF LAKEVILLE
Town Administrator's Office
346 Bedford Street
Lakeville, MA 02347
(508) 946-8803

RECEIVED
MAR - 3 2022
SELECTMEN'S OFFICE

March 2, 2022

TO: Lakeville Select Board
FROM: Ari J. Sky, Town Administrator
SUBJECT: Meeting and Masking Policies for Town Facilities

At its May 25, 2021, meeting the Board of Selectmen directed staff to prepare and implement reopening plans consistent with public health requirements and State and Federal guidance. Initial guidance was provided on May 28 in concert with the expiration of the state of emergency on June 15; Town facilities reopened on a limited basis beginning June 7 and, while remote meetings were encouraged, boards and commissions were allowed to meet in person subject to advance approval by the Health Agent, the host facility and LakeCAM.

The May 28 guidance stated that procedures would be revised in response to changing conditions, and further clarifications were released on June 17, following the enactment of legislation codifying the post-state of emergency environment, and on December 9 in response to rising COVID case counts. Staff also provided the Select Board with periodic updates regarding pandemic caseload and adjustments to operating conditions.

Guidance has also been provided over the past year regarding public access to Town facilities. Consistent with the Board's May 25 direction, initial guidance restricted entry to public areas and required staff and visitors to wear masks. Most recently, enforcement has been scaled back as pandemic conditions improved, with masks recommended but no longer required. The current stance may be subject to change as developments warrant and in response to State and Federal guidance.

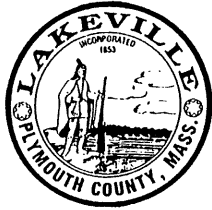
Although the state recently passed legislation extending the authority for remote public meetings through July 15, there is increased interest on the part of certain boards and committees to resume in-person meetings. It is also relevant to note that the Board of Selectmen voted on March 16, 2020, to accept 940 CMR 20.10, which allows for hybrid meetings where a quorum is physically present. Implementation of hybrid meetings presents certain technical challenges which have been the topic of several discussions between Town staff, Green River and LakeCAM.

The changing environment represents an opportune moment for the Select Board to consider the Town's stance regarding public meetings going forward. Meeting space in Town facilities is extremely limited: movement toward in-person meetings in volume would therefore require sufficient coordination to ensure that needs are accommodated. A moderate approach that

satisfies public meeting requirements while taking advantage of technological and statutory supports is therefore advisable.

Thank you for your consideration.

Attachments



TOWN OF LAKEVILLE
Town Administrator's Office
346 Bedford Street
Lakeville, MA 02347
(508) 946-8803

May 28, 2021

TO: Boards & Commissions
Town Staff

FROM: Ari J. Sky, Town Administrator

SUBJECT: Summer 2021 Reopening Considerations

At its May 25, 2021, meeting, the Board of Selectmen directed staff to prepare and implement a reopening plan consistent with public health requirements and State and Federal guidance. While the State of Emergency is set to expire on June 15, the Governor and the Legislature are collaborating on several measures intended to protect public health going forward. Therefore, the following measures will be implemented over the next several weeks:

1. Town facilities will reopen on a limited basis on June 7. Access to members of the public will be limited to comply with social distancing, and masks will be required indoors and when social distancing is not possible. Town staff will continue to wear masks in shared spaces throughout Town buildings, when meeting with the public, and when requested by other employees. Signage and traffic control measures will be installed throughout Town facilities.
2. Members of the public entering Town Hall will be required to queue in the vestibule, one person at a time. Customer traffic will be limited to one customer per service window. Residents will continue to be encouraged to utilize remote payment options, such as the drop box and online systems. Staff are encouraged to meet with residents by appointment in order to manage traffic in their offices.
3. Reopening considerations for the Lakeville Library will be determined by the Board of Trustees, subject to approval by the Town Health Agent.
4. Outdoor programming at the Council on Aging will resume. Indoor programming arrangements must be approved in advance by the Health Agent.
5. Boards and Commissions are encouraged to continue meeting remotely due to the lack of suitable space and to preserve public health, to the extent permitted by State law. Any requests for in-person committee meetings must be approved in advance by the Health Agent to determine that public health considerations are properly considered, by the host facility to ensure availability and sufficient opportunity to clean the meeting space, and by Lakecam to schedule audiovisual coverage.

These procedures could be revised as a result of changes in the public health environment, as well as revisions to state and federal guidance. Thank you for your consideration.

Cc: Health Agent
Board of Selectmen



TOWN OF LAKEVILLE
Town Administrator's Office
346 Bedford Street
Lakeville, MA 02347
(508) 946-8803

June 17, 2021

TO: Boards & Commissions
Town Staff

FROM: Ari J. Sky, Town Administrator

SUBJECT: Town Hall Reopening Update

At its May 25, 2021, meeting, the Board of Selectmen directed staff to prepare and implement a reopening plan consistent with public health requirements and State and Federal guidance. Although the Governor's State of Emergency expired on June 15, there continues to be incidence of COVID-19 infection in our community. The occurrence of new infections appears to be slowing, with four new cases identified in Lakeville over the past two weeks. We therefore believe it would appropriate to relax certain restrictions in reaction to the current environment.

Effective June 21, only members of the public who have not been vaccinated will be requested to wear masks when entering Town buildings, and masks for vaccinated staff and visitors will no longer be required. Access at Town Hall and other facilities will continue to be limited to comply with social distancing. However, employees and members of the public interacting with nonvaccinated individuals who are not able to remain socially distant should continue to wear masks.

On June 16, the Governor signed legislation extending remote meeting accommodations until April 1, 2022. The new legislation will allow Town boards and commissions to continue meeting remotely. The inventory of rooms available that comply with social distancing requirements is extremely limited. Individual committees wishing to meet in person may work directly with the Police Department, the Council on Aging and the Library to reserve space; however, we would anticipate that demand will outstrip supply if all groups meet in person. We would therefore strongly encourage boards and commissions to continue remote meetings whenever possible.

Remote meeting agendas should continue to note that meetings are being held in compliance with state law, and will be available online. The following language should be used for this purpose:

*"In accordance with provisions allowed by Chapter 20 of the Acts of 2021, the [DATE], public meeting of the [NAME] 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/>"***

Thank you for your cooperation during these uncertain times. As always, these procedures could be revised as a result of changes in the public health environment, as well as revisions to state and federal guidance.

Cc: Board of Selectmen

Ari Sky

From: Ari Sky
Sent: Tuesday, December 14, 2021 2:56 PM
To: DaveThomas01@comcast.net; John Olivieri; John Olivieri; Derekmaxim11@yahoo.com; Lillian Drane, Town Clerk & Chief Elections Officer, CMC, Commissioner to Qualify & Burial Agent; Robert Marshall; uphamkw@verizon.net; Robert Bouchard; Jim Kenney; Darren Beals; Nancy LaFave ; JL Corrieri-Upham; Ruth Gross ; Rodney Dixon; Adam Young; Coscia, Joe; 'mark knox'
Cc: Lia Fabian; Richard LaCamera; Lorraine Carboni; Christina Cotsoridis; Tracie Craig-McGee; David Frates, Animal Control Officer; Franklin Moniz, DPW Director; Nathan Darling, Building Commissioner & Zoning Enforcement Officer; Michael P. O'Brien, Fire Chief; John Viarella; Todd Hassett, Lakeville Town Accountant; Lillian Drane, Town Clerk & Chief Elections Officer, CMC, Commissioner to Qualify & Burial Agent; Erika Correia; Kelly Howley - Council on Aging Director; Kelly Howley - Council on Aging Director; Wilford Corey, VSO/Veteran's Agent/Graves Officer; Jayme Viveiros; Matthew Perkins, Lakeville Chief of Police; Nelinha Woodburn, Part-time Lakeville Park Clerk
Subject: Town Facilities and Meeting Guidance
Attachments: Lakeville case counts-12-9-21.pdf

All –

Town staff has continued to follow COVID infection trends in Lakeville and nearby communities. The incidence of transmission has increased substantially over the past several weeks; as of last week, the state Department of Health had designated the Town of Lakeville as a significant hotspot, with the highest positivity rate in Plymouth County at 12.39% (case count information attached for reference). I am therefore taking a moment to reiterate current policy, specifically:

1. All visitors to Town facilities are required to wear masks.
2. Boards and Commissions are encouraged to continue meeting remotely due to the lack of suitable space and to preserve public health.

Regarding the second point, any requests for in-person meetings must be approved in advance by the Health Agent to determine that public health considerations are properly considered, by the host facility to ensure availability and sufficient opportunity to clean the meeting space, and by Lakecam to schedule audiovisual coverage. Committees should make every attempt to limit in-person meetings to those occasions where face to face presence is absolutely necessary. Regardless, all participants in any in-person meetings should wear masks at all times.

I understand (and share) your frustration over the extended nature of these restrictions. However, the pandemic is still with us and will require vigilance to surmount. I am confident that together we will move forward. Thank you for your cooperation and understanding.

Ari J. Sky

Town Administrator
Town of Lakeville
346 Bedford Street
Lakeville, Massachusetts 02347
asky@lakevillema.org
(508) 946-8803

**AGENDA ITEM #8
MARCH 7, 2022**

**DISCUSS AND POSSIBLE VOTE TO SCHEDULE SPECIAL TOWN
MEETING – MAY 16, 2022**

If you decide to hold a Special Town Meeting, the Board would open the warrant and close the warrant on a date certain. Based on the timeline below, the warrant close date would be March 21, 2022 at 4:00 PM.

The suggested motion is:

To schedule a Special Town Meeting at 6:30 PM on May 16, 2022 and to open the warrant and close the warrant on March 21, 2022 at 4:00 PM.

The timeline for the Special Town Meeting is below:

<u>ACTION</u>	<u>MEETING DATE</u>
Schedule Special Town Meeting	March 7, 2022
Open Warrant	March 7, 2022
Warrant closes	March 21, 2022 at 4:00 PM
Send articles to Town Counsel for review	March 22, 2022
Vote on articles	April 11, 2022
Vote on final warrant	April 11, 2022
Legal ad in paper	April 27, 2022
Warrant posting	April 27, 2022
Warrant Review	April 25, 2022

**AGENDA ITEM #9
MARCH 7, 2022**

**DISCUSS AND POSSIBLE VOTE TO ACCEPT INCREASE TO
ASSAWOMPSET POND COMPLEX ASSESSMENT**

Attached is a letter from Nancy Yeatts, Environmental Manager of the Assawompset Pond Complex regarding an increase to the Assawompset Pond Complex Assessment.

Lakeville Select Board
346 Bedford Street
Lakeville, MA 02347

Re: APC Funding

The Assawompsett Pond Complex (APC) Rangers, according to the APC Management Plan (2002), provide protection of our water supply by patrolling the 4,000 acres of land that surround it 7 days a week.

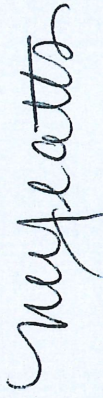
The APC Rangers have always received minimum wage. In 2002 the minimum wage was \$10.00 an hour. Today in 2022 the minimum wage is \$ 14.25 with the goal to reach of \$15.00 by 2023. This will be a 50% increase.

As partners, Lakeville, Taunton, and New Bedford have since 2003 each contributed \$6,000 yearly to fund the Rangers.

Starting this year FY 2022, to maintain the approximately 40 hours of patrol time, the yearly contribution for each of the partners will need to be increased by 50%, equaling \$9,000 each.

I will be sending out the invoices by March 1st, because we will need the additional funding to avoid any disruption of service in this fiscal year.

Thank you for your Consideration,



Nancy Yeatts; Environmental Manager
Assawompsett Pond Complex

**AGENDA ITEM #10
MARCH 7, 2022**

**REQUEST AND POSSIBLE VOTE ON REQUEST FROM TOWN
CLERK TO SEND OUT LETTERS TO LOCAL POLITICAL
PARTIES REGARDING ADDING OR CHANGING ELECTION
WORKERS**

This is something that the Board does annually. The Town Clerk has sent a memo and samples of the letters to go to the Town Committees.

The motion would be:

To approve and send the letters regarding adding or changing Election Workers to the Lakeville Democratic and Republican Committees.



TOWN OF LAKEVILLE

OFFICE OF THE TOWN CLERK


346 Bedford Street
Lakeville, Massachusetts 02347
508-946-8814

ldrane@lakevillema.org

RECEIVED
FEB 15 2022
SELECTMEN'S OFFICE

FROM THE OFFICE OF
LILLIAN M. DRANE
MMC/CMMC

TO: Select Board

FROM: Lillian M. Drane, Town Clerk 

RE: Appointment of Election Workers

DATE: March 1, 2022

It is that time of the year to start the preparations for the Appointment of the Election Workers pursuant to M.G.L. Chapter 54, Section 12.

Would the Board please send out the attached letters to the **Town Committees** in order for them to add or change the list of election workers? The letters need to be sent by April 5, 2022.

Thanking you in advance for your help in this matter.

Craig Duffy, Chairperson
Lakeville Democratic Committee
35 Pickens Street
Lakeville, MA 02347

RE: Appointment of Election Workers

Dear Craig:

The following is a list of **Democratic** election workers that have notified the Town Clerk of their interest to be appointed this year. Please inform the Board of Selectmen by **June 1, 2022** if the Democratic Town Committee wishes to add election workers and/or change the list.

Donald Bernier, Jr.
Robin Marques
Karen L. Regas
Barbara Hadsell
Cynthia Sousa
Judy Roberts
Elizabeth Nash
Susan Dunn

Sincerely,

Carl D. Peirce, Chairperson
Lakeville Republican Committee
29 Hill Street
Lakeville, MA 02347

RE: Appointment of Election Workers

Dear Carl:

The following is a list of **Republican** election workers that have notified the Town Clerk of their interest to be appointed this year. Please inform the Board of Selectmen by **June 1, 2022** if the Republican Town Committee wishes to add election workers and/or change the list.

Margaret Bethune
Robert Bethune
Melissa Fitzgerald
Beverly Ingraham
Fred Beal

Sincerely,

**AGENDA ITEM #11
MARCH 7, 2022**

**REQUEST AND POSSIBLE VOTE ON REQUEST FROM TOWN
CLERK TO APPROVE THE ANNUAL ELECTION WARRANT FOR
APRIL 4, 2022**

The Town Clerk has provided the attached Election Warrant for the Annual Town Election to be held on April 4, 2022 for the Board's approval.

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF LAKEVILLE**

Plymouth, ss:

To any of the Constables of the Town of Lakeville,

Greeting:

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

**PRECINCT ONE, PRECINCT TWO AND PRECINCT THREE
TED WILLIAMS CAMP, LOON POND LODGE
28 PRECINCT STREET, LAKEVILLE, MA**

on **MONDAY, APRIL 4, 2022** from 12:00 P.M. to 8:00 P.M. then and there to act on the following:

Registered voters of the town will elect the following positions into office:

One Year Term:

One Moderator

Five Year Term:

One Planning Board Member

Two Year Unexpired Term:

One Park Commissioner

Three Year Term:

One Select Board Member

One Board of Assessors Member

One Board of Health Member

One Cemetery Commissioner

Two Finance Committee Members

Two Park Commissioners

One Library Trustee

One Town Clerk

The Board also moves to include on the Annual Town Election ballot the office of Freetown-Lakeville Regional School District Committee member as follows:

Lakeville: One **Three Year Term**

Freetown: One **Three Year Term**

QUESTION 1:

“Shall the Town of Lakeville accept sections 3 to 7, inclusive of chapter 44B of the General Laws, as approved by its legislative body, a summary of which appears below?”

“Sections 3 to 7 of Chapter 44B of the General Laws of Massachusetts, also known as the Community Preservation Act (Act), establishes a dedicated funding source to enable the Town to:

- (1) acquire, create and preserve open space;
- (2) acquire, preserve, rehabilitate and restore historic resources;
- (3) acquire, create, preserve, rehabilitate and restore land for recreational use;
- (4) acquire, create, preserve and support community housing; and
- (5) rehabilitate or restore open space and community housing that is acquired or created with Community Preservation Funds.

In LAKEVILLE, the funding source for these community preservation purposes will be a surcharge of 1% on the annual property tax assessed on real property and any matching funds provided by the state from a trust fund created by the Act. If approved, the Act will take effect on July 1, 2022 and the following will be exempt from the surcharge:

- (1) property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing;
- (2) \$100,000 of the value of each taxable parcel of residential real property; and
- (3) \$100,000 of the value of each taxable parcel of class three, commercial property, and class four, industrial property as defined in section 2A of said chapter 59.

A taxpayer receiving a regular property tax abatement or exemption will also receive a pro rata reduction in surcharge. A Community Preservation Committee will be established by Town of Lakeville General Bylaws to study community preservation resources, possibilities and needs and to make annual recommendations to town meeting on spending the funds.

YES _____ NO _____

You are directed to serve this warrant by posting an attested copy hereof seven days at least before April 4, 2022 at the following places: Town Office Building; Baldies Pizzeria; Fat Cousins, the Clark Shores Association Bulletin Board; Apponequet Regional High School; the Senior Center and Assawompset School.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of March, 2022.

A true copy, Attest:

Constable

Lakeville, March , 2022

Evagelia Fabian, Chairman

Richard LaCamera

Lorraine Carboni

LAKEVILLE SELECT BOARD

Plymouth, ss:
Lakeville, Mass

March, 2022

Pursuant to the within Warrant, I have notified and warned the inhabitants of the Town of Lakeville by posting attested copies of same at the Town Office Building, Baldies Pizzeria, Fat Cousins, the Clark Shores Association Bulleting Board, Apponequet Regional High School, the Senior Center and Assawompset School.

Constable of Lakeville

Date

**AGENDA ITEM #12
MARCH 7, 2022**

**REQUEST AND POSSIBLE VOTE ON REQUEST FROM TOWN
CLERK TO APPOINT BONNIE TUCKER; JANET PLONKA;
JESSIE R. BERRY AND PAUL MCMEEKIN AS ELECTION
OFFICERS**

The Town Clerk has requested that the Board appoint Bonnie Tucker; Janet Plonka; Jessie R. Berry and Paul McMeekin as Election Officers.

If appointed, their terms would expire August 15, 2022.




TOWN OF LAKEVILLE

OFFICE OF THE TOWN CLERK

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

RECEIVED
FEB 24 2022
SELECTMEN'S OFFICE

FROM THE OFFICE OF
LILLIAN M. DRANE
MMC/CMMC

TO: Select Board
FROM: Lillian M. Drane, Town Clerk 
RE: Appointment of Election Workers
DATE: February 28, 2022

Pursuant to M.G.L. Chapter 54, §12, the Board of Registrars is requesting that the following registered voters be appointed as Election Officers until **August 15, 2022**:

Bonnie Tucker	187 Wood Street, Middleboro, MA 02346
Jessie R. Berry	885 Pine Street, Raynham, MA 02767
Paul McMeekin	30 Sherwood Lane, Lakeville, MA 02347
Janet M. Plonka	41 Baker Lane, Lakeville, MA 02347

Should you have any questions, please do not hesitate to contact my office.

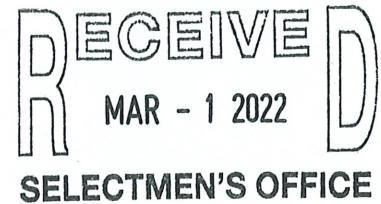
Thanking you in advance for your help in this matter.

**AGENDA ITEM #13
MARCH 7, 2022**

**REVIEW AND POSSIBLE VOTE TO APPROVE JOB
DESCRIPTION FOR PLANNING DEPARTMENT CLERK**

The HR Director has provided a memo and draft job description for the Planning Department Clerk.

The position would be at Grade 4, Step 4.



MEMO

To: Lakeville Select Board
From: John Viarella, HR Director

Date: March 1, 2022
CC: Ari Sky, Town Administrator

Subject: New Job Description Planning Department Clerk

Summary:

Attached for your review is the draft job description for the position of Planning Department Clerk. The job description has been revised to reflect the reorganization of the planning function as envisioned in the FY 2023 budget.

This draft job description was created by the Town Planner and Human Resource Director in cooperation with the both the Local 272 union leadership and the impacted employee. All stakeholders have had the opportunity to review the description and provide input.

This document represents the final draft product that has been agreed upon by all parties.



JOB DESCRIPTION

TOWN OF LAKEVILLE FULL TIME CLERK PLANNING DEPARTMENT

GENERAL STATEMENT OF DUTIES:

Under the direction of the Town Planner, the Clerk assists the Town Planner and various Boards Commissions, and Committees with administrative duties.

SUPERVISION RECEIVED:

Supervision received from the Town Planner, Town Administrator, and the Chairs of various boards and commissions as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Provides a wide and diverse variety of clerical duties to assist the Town Planner and various boards and commissions, including the Planning Board, Appeals Board, or other committees on an as needed basis as determined by the supervisors, depending upon departmental needs.

DUTIES:

Assist with any special projects, grant applications, plan preparation or other projects that may be undertaken by the planning department.

Process and record invoices, turnovers, maintain budgetary and financial records of the department, maintain spreadsheets to track department expenses; aids in maintaining budgets for the Town planner, Planning Board, Zoning Board, or grants as determined by the Town Planner.

Provide information and assistance by telephone, email or in person to all customers of the Planning Department as well as other Town officials, employees, residents, and other parties concerning town policies and regulations. Provide general information about the Town of Lakeville, organizations, and events within the town.



Provide information and assistance to applicants regarding the policies and procedures to be followed in order to complete the application process.

Performs general administrative duties related to the functioning of the department including but not limited to answering the telephone calls and emails, preparing responses to constituent requests, picking up the mail, and assisting customers in the office.

Creates, prepares, processes and files documents related to the functioning of the department as needed.

Schedules, plans and facilitates board and commission meetings including preparation of agendas, preparation of informational packets, and required legal notifications.

Attend meetings as needed, take and transcribe minutes of meetings, maintain record of minutes, and provide follow-up support and assistance as required; record all required decisions and distribute records to other Town Departments for use and information.

Prepare for and schedule Public Hearings for applicants, post legal advertisements in local newspaper, notify abutters of hearing, file plans with Town Clerk for public information, and provide follow up and assistance.

Provide clerical support and assistance to the Planning Board in the preparation of Zoning Articles including scheduling of public hearings, legal advertisement, and submittal to the Attorney General of all approved Zoning Articles.

Provide clerical assistance to the various boards and commissions including but not limited to preparation of correspondence and reports and maintaining records of approved subdivisions and plans.

Maintain records and reports; retrieve or create documents and information as needed to prepare for meetings; ensure that newly adopted regulations are published and submitted to appropriate authorities.

Assist the various boards and commissions in receiving and processing applications for various approvals issued.

Accept, on behalf of the Planning Board, as-built plans for completion of subdivision roadways and coordinate activities for Street Acceptances.

Maintain and update a running ledger of Escrow Accounts for subdivision and site plan development, process payments for consultant engineers and deposit monies from developers



into escrow; maintain ledger account for bond surety and maturities on all approved subdivisions with the Treasurer.

Performs other related duties as required.

QUALIFICATIONS AND SKILLS:

The employee must possess a valid Massachusetts Class D Driver's License.

Ability to provide excellent clerical skills, customer relations, both verbal and written, organizational skills and the ability to prioritize multiple responsibilities.

Must be organized, detail oriented and able to multi-task, set priorities, and accomplish tasks within limited timeframes.

Working knowledge of office procedures, practices and equipment. Working knowledge of Microsoft Office required. Working knowledge of Adobe Pro software and Microsoft Outlook email platform preferred.

Ability to work both collaboratively and independently.

Ability to exercise independent judgment.

Ability to maintain confidentiality.

Ability to handle complex tasks, as well as, follow complex written or oral instructions.

Able to work under pressure.

Knowledge of the process of local government preferred.

The ability to work in a shared office space.

Ability to work additional hours as needed.

EXPERIENCE AND TRAINING:

Associates or Bachelor's degree in related field with two (2) years of clerical experience in a governmental agency preferred; or an equivalent combination of education, training and work experience that provides the requisite knowledge, skills and abilities for this position.



PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

This is primarily an office-based job in a dynamic municipal setting. Minimal physical effort is required to perform clerical duties. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed.

The employee is required to stand, walk, sit, speak, hear/listen, and use hands to operate equipment and lift furniture, equipment and supplies. Employee must be able to lift objects weighing up to 30 pounds. Vision requirements include the ability to read and analyze routine and complex documents and use a computer.

WORKING CONDITIONS:

Monday through Friday-40-hour work week. Regularly attend evening meetings for various boards, commissions, and committees to record minutes. Weekly work schedule to be determined by the Town Planner.

This position is a non-exempt position as regarding federal and state minimum wage and overtime requirements and, therefore, is eligible to be paid at the rate of time and one half (i.e., one- and one-half times) the regular rate of pay for all hours worked beyond forty hours in a workweek.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The Town of Lakeville is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

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

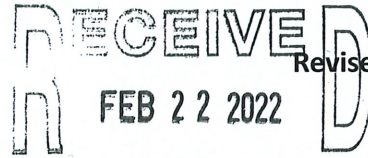
**DISCUSS AND POSSIBLE VOTE TO APPROVE PAWS ON
PARADE EVENT – JUNE 11, 2022 AT COUNCIL ON AGING**

Attached is the Public Way License Application for the Paws on Parade Event to be held at the Council on Aging on June 11, 2022. This is a fundraiser for the Friends of the Lakeville Council on Aging.

I have attached the event flyer and sign up sheet. The event has been signed off by DPW, Inspectional Services, Police, Fire and Town Administrator.



Town of Lakeville
 346 Bedford Street
 Lakeville, MA 02347



Revised: Sept 20, 2021

Public Way License Application

SELECTMEN'S OFFICE

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 Friends of the Lakeville COA		Event/Project Name Paws on Parade Pet Parade Fundraiser		Event/Project Location COA Parking Lot & parking @Ted Williams Camp	
Primary Contact Linda Ewell or Kelly Howley		Phone # Linda #508-746-5254 Kelly #508-947-7224	Email linda_ewell@verizon.net or khowley@lakevillema.org		
Application Date February 9, 2022	Date(s) of Event June 11, 2022 - Rain date June 12th	Time(s) of Event 10:00 AM	Applicant Signature Kelly Howley		

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.

Event Fliers attached. No police detail required. Highway department cones and parking signs would be needed. Parking for the event will be at Ted Williams Camp near tennis courts pending approval of the Park Department.

Section 3 - Reviews (Date of Approval)

1. Public Works FM 2/11	2. Inspectional Svcs ND 2/12	3. Police MP 2/16	4. Fire MO 2/11	5. Town Admin <i>2/3</i>	6. Select Board	7. DOT Approval Required <input type="checkbox"/>
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Section 4 - Process/Comments

Evidence of Insurance (Date)	Payment Received (Amount/Date)	Additional Comments
------------------------------	--------------------------------	---------------------

Section 5 - Fee Estimates

Base License Fee:\$0
Police Detail:\$0
Fire/EMS Coverage:\$0
Other (Describe):\$0
Total Estimate:\$0

Other Fees Description: Tents over 400sf must be permitted by the Building Department (\$50 per tent). If a tent is being proposed, I would recommend the Select Board waive the associated permit fee



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 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.



Paws on Parade

*A dog parade exhibiting the best of dogs in Lakeville,
Middleboro and Freetown*

Date of Event: June 11 (rain date June 12)

Where: Lakeville Senior Center

Time: 10:00 AM

Parking: Ted Williams Camp Grounds

Sponsored by the Friends of the Lakeville Council on
Aging

Entry rules:

- Proof of vaccination for rabies and kennel cough submitted with registration form
- Costumes are suggested but not required
- Three categories of weight: under 25 lbs; under 50 lbs over 50 lbs.
- Total entries may not exceed 60 dogs
- Non-refundable entry fee is \$10 (see registration form)
- Remember your doggie bags!!



Paws on Parade Registration Form

Where: Lakeville Senior Center Parking Lot

When: June 11th at 10 am
(rain date June 12th)



Name of Dog: _____

Weight of Dog: _____

Breed of Dog: _____

Owner Name: _____

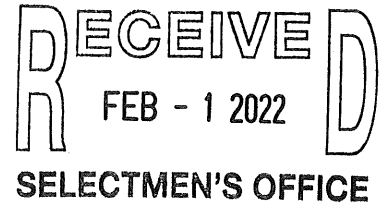
Owner Address: _____

Owner Phone: _____

\$10 entry fee along with proof of vaccination for rabies and kennel cough to be mailed to Linda Ewell, 12 Bogey Way, Lakeville 02347. Questions - email linda_ewell@verizon.net or call 508-746-5254.

- Your dog must remain leashed throughout the parade
- Doggie bags a MUST
- Parking at Ted Williams Camp (next door to Senior Center)
- Non-refundable entry fee once submitted

PAWS ON PARADE PROPOSAL



Name: Paws on Parade

Date of Event: June 11 at the Council on Aging parking lot (rain date June 12)

*All forms to be submitted and payment provided two weeks prior to event

Dog Entry Rules:

- Proof of vaccination for rabies and kennel cough to be shown on day of parade
- Registration of dogs will be limited to 60
- Costumes are suggested but not required
- Registration forms to be made available around towns of Lakeville, Middleboro and Freetown. Forms to be mailed or emailed to Linda Ewell. Questions – call Linda Ewell
- Registration form to be filled out with the following information:
 - Breed of dog
 - Weight of dog (small up to 25 lbs; medium up to 50lbs; large over 50 lbs.
 - Entry fee of \$10
 - Leash law is enforced
 - Doggie bags a must (need to determine if we can use a trash bin)

Parking: check with Ted Williams for availability

Vendors: Doggie ice cream truck and regular food truck

Sponsors: Solicit for gifts as awards in various categories (to be determined) i.e., best costume; best looking as an example.

Judges: A member for the COA staff; Dave F and possibly a selectman or someone from Town Hall.

Advertising: Need Selectmen to approve advertising on the Town board outside of former Town Hall

Committees have been created for advertising/communications in Lakeville, Middleboro and Freetown. Reaching out to vets, groomers, schools, pet stores and doggie day care. Registration form will be provided.

Orange cones: Check with DPW to see if we can use them to make rows for each weight level when it comes time to judge

**AGENDA ITEM #15
MARCH 7, 2022**

**DISCUSS LETTERS OF INTEREST AND RECOMMENDATIONS
FROM LAKEVILLE COUNCIL ON AGING BOARD AND POSSIBLE
VOTE TO APPOINT INDIVIDUALS TO FILL VACANCIES ON THE
LAKEVILLE COUNCIL ON AGING BOARD**

The Council on Aging Board currently has two (2) vacancies for full members and one (1) for an alternate member.

We have received 6 interest forms for the vacancies from: Gayle Dragicevich; Evajune White; Charlene Montleon; Nancy Richmond; Hilary Wood and Patricia Mustacaros, which are attached.

The COA Board of Directors met on February 2, 2022 and they recommend that Charlene Montleon and Hilary Wood be appointed as full members and Evajune White as an alternate member.

The alternate member term would expire July 31, 2022.

For the full members, one term would expire July 31, 2022 and the other July 31, 2023.



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 14, 2022

RECEIVED
FEB 16 2022
SELECTMEN'S OFFICE

Lakeville Select Board
346 Bedford Street
Lakeville, MA 02347

Chairman Fabian and Select Board Members:

At the Lakeville Council on Aging meeting of February 2, 2022, the Board members voted to recommend that the following candidates be appointed by the Lakeville Select Board to the COA Board: Charlene Montleon and Hilary Wood as full COA Board Members and Evajune White as an Alternate Board Member. Charlene has served as a full and alternate COA Board member in the past and Hilary Wood and Evajune White would like to become more involved at the COA. These candidates submitted their letters of interest between October 2020 and June 2021 in hopes of being appointed to the Board when openings became available.

Thank you for your consideration.

Sincerely,

Kelly Howley
COA Director



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

RECEIVED
FEB 18 2022
SELECTMEN'S OFFICE

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

CANDIDATE FOR COUNCIL ON AGING BOARD OF DIRECTORS

Date: 2-10-22

Name: Gayle Dragicevich (E-Mail) gayledragicevich@gmail.com

Address: 8 Bridget's Way (Phone) 508 981 7368
Lakeville, MA 02347 (Cell) _____

Why do you want to become a board member? What would you like to get out of this experience?

I have been involved w/ senior centers for years - volunteering, speaking, book tours & would love to become more involved and give

What are your current interests in the COA? I am a Meals on Wheels ^{seniors a voice.}
volunteers and have been ~~since~~ ^{for} over 10 years. ^{Love to help + assist the elderly.}

Activities in which you have been actively engaged and other organizations to which you have or now belong to: Dudley Webster Womans Club; March of Dimes chairperson chefs Action; March of Dimes board member ^{walks/fundraising}

Are you prepared to attend a training/information session? Yes

Are you willing to undergo a CORI background check? (Y) N

COMMENTS: I moved to Lakeville one year ago and would love to get more involved in the community. Meals on wheels has always held a special place in my heart. I would love the ability to address the needs of the aging community.



Town Of Lakeville
346 Bedford Street
Lakeville, MA 02347
Phone: 508.947.8800

VOLUNTEER APPLICATION

Full Name _____ Evajune E.C.White
Street Address _____ 19 Moulton Street
Lakeville, MA 02347

Date: 3-4-21

Email Address _____ NO

Phone: 774-419-3907

Please indicate how you would prefer to be reached by circling: Email or Phone

AREAS OF INTEREST

This form is not intended to bind you to a commitment. You will be contacted by the specific organization to discuss the volunteer opportunities. Thank you for your interest in Lakeville and volunteering.

- Arts & Music Festival to be held **Saturday, October 5, 2019** (Year #15)
(The Committee meets once a month/Apr - Sept and/OR volunteer during the day of the Festival.)
- Senior Center/various opportunities (CORI check will be required.) *please send me an application*
- Litter Lifters (one Saturday morning a month for 1-2 hrs April through October)
I need a town map - please
- Tamarack Park (invasive plant removal project)
- Other _____

Thank you

Please return the form via fax at: 508-946-3970 OR
email to: ldrane@lakevillema.org OR
USPS mail to: Town Of Lakeville, Town Clerk, 346 Bedford Street, Lakeville, MA 02347



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

RECEIVED
 FEB 28 2022
 SELECTMEN'S OFFICE

CANDIDATE FOR COUNCIL ON AGING BOARD OF DIRECTORS

Date: 6/8/2021

Name: Charlene A. Montleon (E-Mail) Charlmont2@gmail.com

Address: 26 South Kingman St. (Phone) # 508-947-4680
Lakeville, Ma 02347 (Cell) C 508-858-6070

Why do you want to become a board member? What would you like to get out of this experience?

To see how the planning of events, activities, programs for the seniors are planned. What grants & funding is available to keep the programs going. The work to keep it going.

What are your current interests in the COA? the exercise programs, games (cards) social events, meeting people & making friends other programs for seniors

Activities in which you have been actively engaged and other organizations to which you have or now belong to: cribbage, Mah Jongg, contra dancing, Friends of the COA Red Hats triad (salt)

Are you prepared to attend a training/information session? Yes

Are you willing to undergo a CORI background check? Y N

COMMENTS: The senior center is a warm friendly environment for us senior's. The staff is wonderful. It is my home away from home



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

CANDIDATE FOR COUNCIL ON AGING BOARD OF DIRECTORS

Date: 2-2-22

Name: Nancy Richmond (E-Mail) nanmrichmond@gmail.com

Address: 4 Bernards Way, Lakeville (Phone) Ø
MA 02347 (Cell) 617-312-1733

Why do you want to become a board member? What would you like to get out of this experience?

Being useful is happiness & I want to be
useful & happy.

What are your current interests in the COA? healthy hearts, book club,
dance, yoga, Tai Chi, Friends of COA

Activities in which you have been actively engaged and other organizations to which you have or now belong to: Volunteered @ hospital gift shop, Scrabble
@ Hingham Senior Cth.

Are you prepared to attend a training/information session? yes

Are you willing to undergo a CORI background check? Y N already did

COMMENTS: I am able to do Zoom
~~me~~ meetings 😊

Kelly Howley - Council on Aging Director

From: Nancy Richmond <nanmrichmond@gmail.com>
Sent: Saturday, February 26, 2022 5:53 PM
To: Kelly Howley - Council on Aging Director
Subject: COA Board Member Vacancy

Nancy Richmond RT. (R) (CT) (MR)

106 Washington St., #34
Quincy, MA 02169
(617) 312-1733
nmrichmond@partners.org

PROFESSIONAL EXPERIENCE

Brigham & Women's Hospital, Boston, MA

1997 - present

A 716-bed non-profit teaching affiliate of Harvard Medical School.

MRI Technologist

- Independently set up the first off-site MRI department at the Brigham & Women's Hospital, producing approximately 3,000 scans per year.
- Independently assured that the new department met JCAHO standards.
- Instituted policies for and managed all daily activities of the Partners MS Magnet, including clinical trials and research scans on both 1.5 and 3T magnets.
- Created exceptionally efficient system to streamline operations.
- Contributed to published articles.
- Served as point-person for several clinical trials, ensuring that all phantom and subject scans were in compliance with study guidelines.
- Managed the initial phase of training for the new MRI technologists at the main hospital's MRI department. Personalized teaching style according to the needs of each student to ensure mastery of new information.
- Recognized by Chief Technologist as having exceptional teaching and management skills.

New England Medical Center, Boston, MA

1992 - 1997

CT Technologist

- Independently performed all technical aspects of CT.
- Shared management of day-to-day flow of patients, integrating emergency room patients and in-patients into the out-patient schedule.

South Shore Hospital, South Weymouth, MA

1991 - 1992

Radiologic Technologist

- Independently performed all technical aspects of radiography.

EDUCATION

Massasoit Community College, Associate Degree in Radiological Science

1991

LICENSES, CERTIFICATIONS, AND PROFESSIONAL MEMEBERSIPS

- Massachusetts License No. 05435

P.S. I retired on Oct. 1, 2017 and was a volunteer at the Faulkner Hospital gift shop until no longer able to, due to covid restrictions. :-{

Kelly Howley
Director of the COA

Hi Kelly,

This communication is to add to my application and to further express my interest in being considered for the opening on the COA Board.

I loved my career of 26 years in the medical field in large part because I liked so much speaking with my patients. I particularly enjoyed talking with the elderly. I often felt that my time with them was just too short, and I found myself wishing that we could continue our chats.

My favorite memory from my working years is the time I spent working in research. This is because I greatly enjoyed the fulfillment from communicating and working with colleagues together as a team to attain a common goal.

In my short time frequenting Lakeville COA, I have observed and I am in awe of how wonderful your team is.

I feel that I have an enjoyment of the elderly, good communication skills and ability to work as a team player.

I would love to be part of your team.

Fondly,
Nancy

Tracie Craig-McGee

From: Hilary Wood <hilarywood@gmail.com>
Sent: Wednesday, February 2, 2022 7:27 AM
To: Tracie Craig-McGee
Subject: Letter of Interest - Vacancy on Council of Aging
Attachments: Resume - general.pdf

RECEIVED
FEB - 2 2022
SELECTMEN'S OFFICE

Good morning.

I am providing my background information in consideration of the vacancies on the Council on Aging. The Council on Aging is a great asset to the town and I would like to be considered for a board member position. I own my business and worked in the corporate world for years in technology and project management.

Thank you for your consideration,
Hilary Wood

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Hilary Wood Photography

Photography by Hilary and Kent

www.HilaryWoodPhotography.com / www.PhotographybyHilaryandKent.com

www.facebook.com/HilaryWoodPhotographer / www.facebook.com/photographybyhilaryandkent

508-946-2212



Virus-free. www.avast.com

Hilary A. Wood

2 Somerset Lane, Lakeville, MA 02347

(508) 946-2212

HilaryWood@gmail.com

SUMMARY

I spent several years in technology and project management before pursuing my creative side and opening my photography business, Hilary Wood Photography. I have extensive experience in accounting/QuickBooks, customer relations, marketing, technology, project management and training. My experience is in several different lines of business including communication, manufacturing, retail, financial services, real estate and travel.

PROFESSIONAL EXPERIENCE

HILARY WOOD PHOTOGRAPHY

Nov. 2005- present

Photographer / Business Owner

Specializing in Portraiture, Event and Commercial photography; Utilize Quickbooks and Microsoft Office for all financial and marketing tasks.

Business Assistant / Bookkeeper 2009-present

Assist Suzanne Hanson with day to day tasks of her six business property entities including data entry and financial reporting using QuickBooks Online, designing and creating marketing material, digital organization and technical training.

Bookkeeper / Digital Specialist 2008-2012

Data entry and reporting of all financial tasks using Quickbooks Pro, digital retouching and printing at Panopticon, Hingham, MA

HA WOOD CONSULTING

June 2004 – Dec. 2004

Project Manager for HP Hood, LLC.

Responsible for managing the conversion and integration of the Concord, NH, manufacturing plant including all computer applications, products, environmental permitting, human resources and signage.

FLEET FINANCIAL, Boston, MA

Feb. 2002 – July 2004

Project Manager and Mentor

Responsible for the deployment and the management of technology and line of business teams to migrate production applications to a new technology system; mentoring of manager and team members on budgeting software and financial practices; vendor and relationship management; management of the \$8.5M budget, and supervision of a project team consisting of 10 contractors and 4 employees.

HA WOOD CONSULTING, Middleboro, MA

April 2001 – Feb. 2002

Instructor, Independent Consultant/Business Intelligence Specialist

Mentored and trained clients in Business Intelligence methodologies and practices. Supervised a Business Intelligence initiative project in order to generate business for my client, a consulting firm, by demonstrating how the solution could benefit and save money for their client, a very large technical publication firm.

MARCHFIRST, INC./WHITTMAN-HART/QCC

May 1997 – April 2001

Instructor, Senior Software Consultant/Business Intelligence Specialist

Responsible for the overall project management, mentoring and management of team; client training; design and implementation of Business Intelligence solutions; and participating as a technical expert in pre-sales meetings, presentations and proposals. Pro

Instructor, Project Manager at HP Hood, Inc., Chelsea, MA

Project Manager at EF Tours, Cambridge, MA

Data Warehouse Specialist at Yankee Atomic, Bolton, MA

THE BOSTON GLOBE, Boston, MA

Nov. 1986 – May 1997

Mentor and Project Manager

Responsible for the overall day-to-day management of the database group; database design; on-going scheduling, coordination, and implementation of software upgrades; production database application trouble-shooting; training technical staff and providing ongoing user support to the Information Services, Advertising, Payroll, Production and Circulation departments; Rewrote Circulation, Customer Service and Billing Systems for new computer platform.

Programming Specialist Circulation Team

Programmer on a team of 3 in multi-year project responsible for re-writing all circulation and billing systems for the company, porting data over from mainframe computer to mid-range DEC computer system and supporting and training users.

NEW ENGLAND PLASTICS CORPORATION

June 1983 - Sept. 1985

Computer Consultant and Mentor

Designed manufacturing and inventory analysis reports and applications and trained key personnel and designed reference material. As a consultant, assisted in the Annual Inventory Audit preparation and provided on-call application and hardware support.

APPRAISAL SERVICES OF NEW ENGLAND, Cranston, RI

Sept. 1985 – Nov. 1986

Trainer and Computer Analyst

Solely responsible for the training of all personnel, research and analysis of the purchase of a computer system, the creation of accounting files, the design and implementation of Order Entry and Billing Systems, Inventory and Quality Control Systems, and Personnel Employee Data Bank.

Hilary A. Wood

2 Somerset Lane, Lakeville, MA 02347

(508) 946-2212

HilaryWood@gmail.com

COMMUNITY LEADERSHIP AND AWARDS

Taunton Area School to Career

September 2015 to 2019

Mentor to a high-school student assisting them to discover career and college opportunities and preparing them for the next stage of their lives.

Brandon Hom Award

Awarded by Center for Digital Imaging Arts at Boston University to one graduate exhibiting enthusiasm, passion and commitment

Chairperson of the Middleborough Founders' Day Committee, Middleboro, MA March 1997 – 2001

Responsible for the management and recruitment of events, vendors and individuals for the town's annual historical Founders' Day.

Member of Employee Response Team at Fleet Financial Boston

April 2002 – April 2004

Responsible for planning monthly and year-end departmental functions to foster employee moral and interaction.

Member of Employee Road Race Team at The Boston Globe

Jan. 1990 – April 1997

Responsible for planning annual employee and family day.

EDUCATION

Professional Photographers of America's Imaging USA – January 2016

Professional Photography Symposium

Professional Photographers of MA, Professional Photographers of Cape Cod – January 2010 – present

Various photography, marketing and business seminars

The Center for Digital Imaging Arts of Boston University – January 2005 – February 2006

Professional Digital Photography Certification

Project Management Leadership Group – April 2003

Qualified by PMLG as a Certified Project Manager

Data Warehouse Institute – October 1999

Business Intelligence Symposium

DCI – October 1998

Business Intelligence Symposium

Showcase - August 1998

Showcase Warehouse Builder, Warehouse Manager, Report Writer/Query, Essbase Application Manager

Sybase – February 1996

Sybase Fast Track to SQL Server, System 10 Performance & Tuning

Digital Equipment – December 1986 - April 1995

DECUS (Digital Equipment Corporation Users Symposium), DEC CDD/Repository & Administrator, VAX RDB/VMS Internals & Programming, VAX CDD/Plus, VAX DBMS Database Administration & Programming, VAX, Datatrive Design & Programming, VAX/VMS Utilities and Commands

Communicating at Work a management development seminar - April 1994

Coaching Skills for Managers and Supervisors - February 1993

New England Institute of Technology – October 1983 – March 1985

Associate in Science Degree in Computer Science (4.0 GPA)

Southeastern Massachusetts University – September 1981 – June 1983

Computer Engineering Curriculum

REFERENCES

Available upon request.



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

CANDIDATE FOR COUNCIL ON AGING BOARD OF DIRECTORS

Date: Feb. 8, 2022

Name: Patricia Mustacaras (E-Mail) boomer1711@comcast.net

Address: 5 Commercial Drive #4105 (Phone) 774-419-3093
 (Cell) 339-832-4231

Why do you want to become a board member? What would you like to get out of this experience?

Was board member in Plympton COA. Would like to meet more people & share ideas

What are your current interests in the COA? like trips - social gatherings - enjoy planning & working on these & other activities

Activities in which you have been actively engaged and other organizations to which you have or now belong to: Plympton COA - Chairperson - BOD

Plympton Historical Society - BOD Sociable Singles - President & Vice President

Are you prepared to attend a training/information session? Yes

Are you willing to undergo a CORI background check? Y N

COMMENTS: Really enjoy meeting other people & exchanging ideas
Zoom savvy

**AGENDA ITEM #16
MARCH 7, 2022**

**DISCUSS AND POSSIBLE VOTE TO ACCEPT RESIGNATION
LETTER FROM JAMES F. ROGERS, II FROM MASTER PLAN
IMPLEMENTATION COMMITTEE**

The Board has received a letter for resignation from James F. Rogers, II from the Master Plan Implementation Committee.

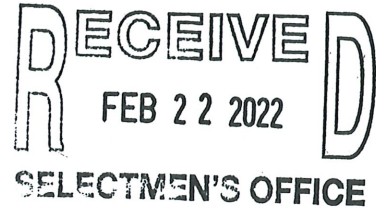
Jim served as a member at large.

JAMES F. ROGERS II

*Mailing Address:
10 Carriage House Drive
P.O. Box 1135
Lakeville, MA 02347*

*Tel: (508) 824-1556
Fax: (508) 824-1885
Email: jfrogersjd@gmail.com*

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



Dear Board Members:

I have served on the Masterplan Implementation Committee for the last 8 or 10 years. I believe I have contributed to the Plan development and its implementation.

That said, I believe it is time for me to move on to another venture while still contributing to the community.

If the Board has other opportunities available, I ask they consider me for another Committee where they think I can contribute. I have previously expressed an interest in the Economic Development Committee. If the opportunity arises for a seat on that committee, please give me consideration.

Thank you for your kind attention to this request.

Respectfully,

A handwritten signature in blue ink, appearing to read "James F. Rogers II".

James F. Rogers II

**AGENDA ITEM #17
MARCH 7, 2022**

**DISCUSS SCHEDULING BOARD OF SELECTMEN MEETING
DATES FOR APRIL, MAY AND JUNE**

Suggested dates for April, May and June are:

April 11 and 25, 2022

May 16, 2022

June 6 and 20, 2022

**AGENDA ITEM #18
MARCH 7, 2022**

**REVIEW AND VOTE TO APPROVE BOARD OF SELECTMEN
MEETING MINUTES OF FEBRUARY 7, 2022; FEBRUARY 8, 2022;
FEBRUARY 9, 2022 AND FEBRUARY 14, 2022**

TOWN OF LAKEVILLE
Joint Meeting of Select Board
And Finance Committee Minutes
February 7, 2022 – 6:30 PM
REMOTE LOCATION

On February 7, 2022, the Select Board held a meeting at 6:30 PM remotely from various locations. The meeting was called to order at 6:30 PM by Chair Fabian. Members present were Chair Fabian, Member LaCamera and Member Carboni. Also present was Ari Sky, Town Administrator; Todd Hassett, Town Accountant; Tracie Craig-McGee, Executive Assistant to the Select Board and Town Administrator and Christina Cotsonidis, Assistant to the Town Administrator. LakeCAM was recording the meeting for broadcast.

Also present for the budget discussions were members of the Finance Committee: Darren Beals, Chairman; Larry Kostant and Brian Day. The Finance Committee opened their meeting at 6:33 PM.

In accordance with provisions allowed by Chapter 20 of the Acts of 2021, the February 7, 2022 public meeting of the Lakeville Select Board and Finance Committee will be held remotely. **However, to view this meeting in progress, please go to facebook.com/lakecam (you do not need a Facebook account to view the meeting). This meeting will be recorded and available to be viewed at a later date at <http://www.lakecam.tv/>.**

General Overview of Budget

Todd Hassett, Town Accountant, was present for the discussion. Mr. Sky said since the budget was prepared, we have received the Cherry Sheets, which are a bit lower for government aid, but that may change. Smart Growth was flat. In the next iteration, there will be an updated number for reimbursements. The School Districts have started coming forward with their information. We have received the F/L Regional School District number, which is a bit higher than we thought. Old Colony is coming out on Thursday, but he has heard that the number is a bit better. He will have a standing update on budget numbers at Select Board meetings.

Mr. Hassett provided a general summary of the budget numbers for FY23. We have always taken the position that recurring revenue supports recurring expenses. Property tax growth was good in FY22, over \$630,000. The past five (5) years, we have estimated it at \$375,000 to \$450,000. Building permit activity is about 40% higher than a year ago at this time. We assumed growth of \$450,000, Mr. Hassett spoke about the debt exclusions coming on board. Property taxes are estimated to be up about 4% for next year. We believe the growth number is conservative, depending on how construction goes in the spring. State Aid came in a bit disappointing after the Governor's budget was released. There was a reduction in Veterans Benefits and unrestricted government aid is flat. Chapter 70 is level funded, and we are hopeful we can pick up some aid on Smart Growth and Unrestricted Government Aid. Local Receipts includes motor vehicle excise tax, license/permit revenues, Department fees; investment earnings and non-tax governmental fees that vary year to year. We had some extra local revenue in the last two (2) years related to cannabis enterprises operating in Town. Excise taxes are about \$160,000 higher than what was billed last year at this time. Investment earnings are off due to the rate declines over the last year. We still feel we can estimate a 5% increase in local receipts. Non-recurring sources are used to focus on funding the Capital Plan. We had a healthy Free Cash certification. Enterprise funds have struggled a bit during the pandemic and retained earnings are not what we are used to. We have a Stabilization Fund, Capital Stabilization

fund and Debt Stabilization Fund. We have a septic loan program, where repayments are used to pay off any related debt to the program. The Board of Assessors release excess overlay funds sometimes. We are not anticipating utilizing that this year. We will introduce that in FY24. The Capital Plan has a few major items that may involve borrowing to be paid off over a period of time.

Mr. Hassett said the collective bargaining agreements are all settled; FY23 is the third year of the three-year agreements. Non-union staff have a COLA range of 2-3%. There are no position reclassifications and no foreseen retirements for FY23. Mid-year we were able to hire the Town's first Town Planner. Next year's budget will reflect a full year's salary for that position. We are carving out a Planning Department budget, and are transferring a staff person from Inspectional Services to be the support person for the Town Planner. We are adding to Inspectional Services a part time clerical support position, and a part time clerical position in the Selectmen's budget will be moving to Human Resources. Human Resources will be managing two (2) part time clerks who will fill in wherever needed. In Public Safety, this year's budget included the addition of two (2) firefighters, which we funded for the last six (6) months of the year. These were temporary positions due to the pandemic and were fully funded through the CARES Act through the end of December. Next year we will have to fully fund those two (2) firefighter positions. For the Police Department we are recommending the addition of one (1) patrolman position. We are recommending moving a part time laborer in Department of Public Works up to a full-time position. We have put in a modest amount to the Council on Aging budget, under \$10,000, for an outreach program. It is an ongoing program which has been funded through a State grant, but it is not sure that it will be funded next year. We are supporting adding \$5,500 part time staffing to the Elections Budget to assist the Town Clerk with early voting and additional election demands.

On the operating expense side, Select Board expense will increase \$5,000 in audit services because the Town has received over \$750,000 in Federal aid and must have an additional audit done. Also, every other year we have to have an independent actuary update our OPEB liability, which is over \$11,000,000. This is the year that the work needs to be done and that work is generally accepted for a two (2) year period, with an expense of about \$7,000. Human Resources have a one-time line added for a non-union staff compensation and classification study. Under Information Technology, we took a hard look at technology and developed a good budget. We have concerns regarding cyber security and disaster recovery. We received a Community Compact Grant to help with some of the costs, and we will have ongoing maintenance associated with this. The utility expenses from the Historic Library, now Inspectional Services, and Town House have been added into General Government utility costs. Under Facilities, we have added additional expense money for maintenance and custodial support if needed and to allow the opportunity to hire Owner's Project Manager services for a variety of facility related projects. We have added about \$30,000 in total for Facilities. Education assessments for the F/L Regional School District and Old Colony Vocational Technical High School are just starting to come in. Public works includes an additional \$27,000 for Snow and Ice. We are trying to move this budget up a bit each year to get to a point where it represents an average year's snowfall. Under Employee Benefits, we have built in a 6% rate increase. The pension assessment for Plymouth County Retirement is going up about \$100,000. That is planned to be fully funded in the late 2030's. Debt service is challenging as we have very little debt per capita other than the Police Station. We have a few items that we will be rolling in our share of the cost. We have ordered a new ambulance, which we will begin financing in FY23. Our new Treasurer was able to secure, through the State Clean Water Program, a loan to cover the Septic Homeowner Loan Program at a very low interest rate, repaid through homeowner's loans. As we take on new debt, we don't have a lot of capacity within the levy limit. Most of the debt we have is Debt Exclusion as voted by the voters. We are looking at a number of initiatives going forward. We are proposing balanced budgets for both

Enterprise Funds next year. There will be a \$95,000 operating subsidy for the Transfer Station, a little less than recent years. They are operating fairly strongly, but do need some tax support. There is one small capital item funded from their retained earnings. Park Commission has submitted a balanced budget, using \$20,000 in retained earnings, specifically for modest facility improvements that might be needed.

The Capital Plan is a five-year plan from FY23 to FY27. We are working on moving some projects around for FY23. We will be ready sooner than we thought for the Highway Office Building. We had that initially in FY24 expense, but we are trying to move it to FY23. The Fire Station/Town Hall Feasibility Study that is underway will likely not require as much design funding for FY23. There is a feasibility study for the Senior Center; replacing the roof of the Library and a variety of projects for the Parks. The major one is what the Town will want to do in respect to the current Town Hall/Fire Station. Also, the Capital Plan includes a number of vehicle replacements. The Fire Chief will be discussing the need for a new ladder truck, about \$1.1 million. We have continued the roadway improvement plan to go with the State's Chapter 90 Program to better maintain the roadways. We have \$375,000 proposed for the roads. We are recommending adding Free Cash to some of the reserves. We are suggesting \$310,000 be added annually to the Trust. We have a liability of \$11.4 million and assets of \$2,250,000 to cover the liability currently. We are suggesting adding \$700,000 to the General Stabilization Fund with a balance of just over \$1 million. For retained earnings, we are proposing using \$70,000 for Park Retained Earnings, \$20,000 for budget and \$50,000 for capital, and about \$25,000 of the Transfer Station Retained Earnings, leaving them with a balance of just over \$100,000. The Transfer Station has a major truck purchase for FY26. We are hoping to be able to use Retained Earnings for that. Free Cash was certified at just over \$2.4 million. With the Capital Plan, we would still be looking to come out of Town Meeting, if everything is approved, with over \$440,000 unused in Free Cash.

Mr. Day asked about the FY24 Department of Public Works facility improvements. Is that in addition to what was previously added. Mr. Sky said there was \$235,000 appropriated. They have additional needs for the parking lot and the \$235,000 is not enough to do the building. \$500,000 is a placeholder. We should have schematic design in time for the Annual Town Meeting. Mr. Sky said there are 2% raises for union employees and for non-union we had 3% for full time and 2% for part time employees.

Accounting Department

Todd Hassett, Town Accountant, was present for the discussion. Mr. Hassett said for staff, there is a full time Accounting Specialist and himself. On the expense side, he is not a Town employee; he is under financial services. There is a modest amount of training for the specialist. We have permanent requirements for binding. Our largest expense is toner cartridges for printers. There is a modest amount for travel and dues. There is an overall 2.6% increase. Mr. Day asked if Mr. Hassett is still planning on an electronic management PO system. Mr. Hassett said we have a new Treasurer/Tax Collector that has a lot of experience with the product the Town uses. We weren't sure whether there would be value given the size of the community to do that, but it is on the radar.

Information Technology

Robert McNally from Green River Associates was present for the discussion. Mr. Sky said this is a contracted service now. There has been an increase for maintenance agreements and contractual services. The DR site maintenance agreements have increased. Contractual services are mainly the

Nutanix product for virtual servers and file storage has increased for contractual services. He is pleased with the work done over the past eight (8) months to improve our environment and secure it. Mr. McNally said we have 24/7 monitoring services for security with real time logging. We are notified immediately if something is happening on the network. Mr. Beals asked if Town employees have Town issued laptops. Mr. McNally said pretty much everyone has a Town laptop, but there are a few that don't. If they are connecting with their own device, he has his security stack on them. Mr. Beals asked if the Town has cyber security insurance. Mr. Sky said yes. Mr. Day said the 10% increase in the budget is within reason as we are adding services. Member Carboni asked about the increases for the maintenance agreements and contracted services. Mr. McNally said the primary contracted IT service is with Green River Associates. Maintenance is Nutanix and part of the DR will be an ongoing maintenance agreement. Member Carboni asked if percentages go up again next year? Mr. McNally said when the original Nutanix was purchased there was a 3-year maintenance plan. There won't be as much of an increase next year. Member Carboni asked if software has been added. Mr. McNally said the security stack was added. There is a growth in email where every Town employee has email. The security stack goes on the email to protect against spam. The security software analyzes what email is coming in and filters it out. If it makes it through, each computer has a security stack. Also, we get 24/7 notification if something odd is happening. If a device is trying to do something, the security will take the device off the network. Mr. Day said Green River has identified a number of areas where we weren't properly licensed for some things, so they made sure we were updated on licenses. Member LaCamera said not every employee has a laptop, but the employees that needed the ability to work from home have laptops, which were paid from the CARES funds.

Town Clerk

Lillian Drane, Town Clerk, was present for the discussion. Chair Fabian said we are adding \$5,500 for Election staffing. Ms. Drane said salaries went up 4.4% due to step increases and COLA. Under expenses, she is up 17% because she is switching over a line item from registration expenses to Town Clerk expenses due to databases she is maintaining for the office in regards to Board/Commissions, dog licenses, underground storage tanks, etc. On Election expenses, there is an increase of 5.2% to do with extra poll workers needed for the upcoming election. Early voting is extended to 15 days before the election and for primaries it is extended to seven (7) days. Registration expenses went up due to the cost to print the census, street listings and ink cartridges for the printers. She is hoping that the \$5,500 for elections will be enough. Vote by mail is here to stay, so she would like to hire two (2) poll workers through this challenging cycle. Mr. Beals asked Ms. Drane how comfortable she was with the numbers. Ms. Drane said she used this number for the General Election in 2020 and the State Primary. That is with herself and the Assistant Town Clerk putting in more hours. She will make it work. In 2024, she can see needing additional funds. Chair Fabian asked if we get any assistance from the State for early voting? Ms. Drane said this is an unfunded mandate. They are paying for the postage for the voter to return the ballot. Chair Fabian said if someone prints up a sheet from a website and sends it in, we have to pay to send it back. Ms. Drane said postage went up in FY22 \$11,000 because of all the vote by mail ballots. Mr. Day said there is a total increase of \$11,000 in the budget. Would you be comfortable with a larger number? Ms. Drane said she is comfortable with the \$11,000. She will utilize the two (2) floating clerks.

Human Resources

John Viarella, Human Resources Director, was present for the discussion. Mr. Viarella said under payroll, there is a change from \$19,000 to a bit over \$42,000. We have a person that is a part time

floaters clerk that is now under his budget. Under expenses, we are asking for an increase of \$25,000 in contracted services to conduct a classification and compensation study for non-union employees. This will impact 56 non-union people with unique job titles. The study will include an evaluation of the positions themselves, looking at job descriptions and interviewing employees in the positions, making necessary changes based on those findings and comparing those with communities of similar budgets and size to determine if our people are doing more or less; is our compensation competitive, and perhaps make corrections on salary ranges. He is asking for additional money for training/education. We are hiring a new HR Administrative Assistant, and he would like to turn that into more like a Human Resources Practitioner with more education and training. There is a bit more for advertising as recruiting is very competitive and a slight increase in dues and subscriptions.

Mr. Sky said the key is to try to create a system that is less ad hoc. We will look at some governance issues. These studies are useful to look at what we are doing in an impartial way. It is important to move our organization forward to look at ways to incentivize performance and reward higher performers and give them a good reason to stay. This goes with looking at benefits, and we will be bargaining with the unions on delivery of health insurance. Mr. Beals asked Mr. Sky what his gut feeling was for Lakeville? Are we high end, middle or low end. Mr. Sky said we are lower end on some cases and higher end on others. We have a situation in Lakeville where mid-level people are paid pretty well. Higher level people, who are harder to recruit, tend to be paid less competitively. We have jury rigged our compensation for specific positions to get the person on board. For organization cohesiveness, morale and retention, you don't want too much of that going on. It is important to reward good performing people. We have a somewhat inequitable situation where non-union people get COLA, but no steps or rewards for good performance. We have good staff that work really hard and he has been impressed with their dedication. There are ways to recognize and incentivize that behavior. Mr. Day asked if the study is going to look at the levels and steps that we do have. Mr. Sky said it is to look at the non-union positions. Mr. Kostant asked what is our non-union job retention? Mr. Viarella said he doesn't see a lot of turnover, but recruiting is a bit of an issue. Member Carboni said there was one (1) retirement, one shift in position and then two (2) new hires. Mr. Sky said we had a lot of trouble filling some of those positions. Member LaCamera said we need to have a lot of discussion on that proposal. You mentioned the new position for the HR Administrative Assistant, but this isn't a new position; it is a replacement. Chair Fabian said often people will do comparisons and they are comparing salaries with like size towns, but not comparing qualifications. Is that included in this study? Mr. Viarella said yes. That is the point of bring in a third-party vendor to do a deep dive to make sure that a person that has a title has similar experience and qualifications that they are being compared to in another municipality. Chair Fabian said this is a much bigger conversation to have.

Town Administrator

Mr. Sky said for the Select Board/Town Administrator budget, it is down about 18% due to reallocations and one-time expenses no longer in the budget. Under personnel, the floater clerk went into Human Resources and the Town Planner to the Planning Department. Contracted services went from \$30,000 to \$20,000 net due to consolidation from Other General Government. The money that was spent last year was for the Town Administrator search. General government money was moved from the Recording Secretary. Travel and dues have gone up, but there is a savings in advertising. Bringing on the Assistant to the Town Administrator has raised dues and subscriptions. Member Carboni asked where is the money held from the General Government. Mr. Sky said it was in Contractual Services. There was \$30,000 budgeted for FY22 and we have spent very little this year. Member Carboni said looking at the Town Administrator salaries from 2020 to 2021 actuals there was

a big jump and then it went back down to 2022. Mr. Day said there was a period of overlap with the two (2) Town Administrators before Mr. Sky. Mr. Hassett said it was the end of 2020 and beginning of 2021. There were buybacks from two (2) Town Administrators before in the summer of 2020.

Mr. Sky said the Finance Committee Reserve Fund has a number of \$150,000. Legal fees increased a bit. He is trying to find ways to keep the numbers down. Having a Town Planner may help. Mr. Hassett alluded to the reorganization of some of the facility support budget on pages 15-16, where some budgets go to zero and were put in Public Buildings and Properties. Town reports, Cable and Historical have normal budgets. Chair Fabian asked if there is a chart for each building in Public Buildings and Properties. Mr. Hassett said yes. We have been doing that with the Facilities budget. The Town votes a number and it is expended at the numerous Town buildings. Mr. Beals said under Other Contracted Services under Public Buildings and Properties, there is a 35% decrease. Mr. Hassett said we had rental of storage units that are no longer there. We did a thorough review and feel that what we put in is more than adequate. We are just aligning things to be in the right location. Ms. Cotsonidis said we looked at the historical amounts pending in that line. Mr. Sky said we had a few places in the budget that we did that. Mr. Beals said he is trying to understand what contracted services are. It looks that you re-evaluated that line item. Mr. Day said he is looking at electricity and water service for Public Buildings and Properties. Historic Town House is rolled into the bigger budget, but there was only \$250 for electricity and nothing for water there. Mr. Hassett said most of this is from the Historic Library, which is no longer being leased. The leaseholder would pay a significant amount of the utilities. Mr. Day said he was surprised about an increase of \$8,000 in electricity. Mr. Hassett said we can take a closer look. Member Carboni said isn't that a compilation of all other buildings? Mr. Hassett said the Fire Station, Town Hall, Town House and Historic Library. Mr. Day said we went from \$19,000 in FY21 and FY22 and a big jump in FY23. Member LaCamera said we have put heat and air conditioning in the Town House so that the building can be used year-round. Chair Fabian asked Mr. Sky to work Mr. Beal's and Mr. Day's questions for the meeting tomorrow night.

Member Carboni said Mr. Sky mentioned the non-union COLA increases. We have had four (4) new hires, two (2) of which were new positions. Each came in at a higher salary as was anticipated. Since they haven't been here for a year, what is the justification for the COLA. Mr. Sky said he was following the Board's direction for 3% for full time non-union positions. COLA is usually done on January 1st. If we did not give a COLA increase as of January 1st, one (1) position would be a year and a half without a raise. It is his recommendation that it be provided on July 1st; it is not the fault of the individual if that is the date. We can go another direction if the Board wants to. Member Carboni said we don't have a policy to address that. A year and a half is a long time with no increase. We may want to consider this in our policy going forward.

Finance Committee Business

Designate representative to participate in Old Colony Regional Vocational Technical High School District budget process

Mr. Beals said the Finance Committee has a request from Old Colony Regional Vocational Technical High School District to designate a representative to participate in the budget process. He has done it the past few years, and is hoping someone else can take this over. Mr. Kostant asked how much time is involved. Mr. Beals said it is probably a few hours of meetings. Mr. Beals said they will discuss it at the meeting tomorrow.

Member LaCamera said Mr. Beals is on the F/L Regional Finance Subcommittee, so we need someone from the Finance Committee appointed.

Review and possible vote to approve Finance Committee Minutes of November 8, 2021

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

VOTED: To approve the November 8, 2021 Finance Committee Minutes.
Roll call vote: Mr. Day – aye; Mr. Kostant – aye and Mr. Beals – aye.

Adjournment of Finance Committee

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

VOTED: To adjourn the Finance Committee Meeting at 8:16 PM.
Roll call vote: Mr. Day – aye; Mr. Kostant – aye and Mr. Beals – aye.

New Business

There was no New Business discussed.

Old Business

Chair Fabian said we are still doing Covid testing and there is a lot of information on the Fire Department webpage. Member Carboni said she is the designee for the Superintendent Search Committee. They reviewed 32 applications and identified 10 candidates for interviews. From the 10, 1 took another job and 2 backed out. 4 candidates have been interviewed, and we will interview the other 3 on February 12th. Then we will identify those to go to the final interviews. Member LaCamera said when Member Carboni was appointed to represent the Board, you were going to try to put together the expectations from the Town for the Superintendent. Did you do it? Member Carboni said yes. Member LaCamera said the Board has not received it. Member Carboni said she spoke to Mr. Sky about what was important and she took that forward to the Search Committee. Member LaCamera said he would like to see what was presented. Member Carboni said she had asked at the meeting if the other Selectmen had comments and none were made. Member LaCamera asked Member Carboni if she can provide the information of what was provided. Member Carboni said we have not discussed that yet. She reviewed the 32 candidates and based on the information she received from Mr. Sky and her past experience, she identified the 10 candidates that she felt should be moved forward. She is confident that the 10 moved forward can support the best interests of both Towns. Member LaCamera asked Member Carboni what were her expectations. Member Carboni said regional experience, superintendent experience, budget and special experience, longevity, teaching experience, locality and demographics. When we asked questions, her question was from a Town perspective: what practice would they implement as a superintendent to provide a strong collaboration, transparency and continued work with the Towns.

Adjournment

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

VOTED: To adjourn the Select Board's Meeting at 8:25 PM.

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

List of documents provided at the Board of Selectmen Meeting of February 7, 2022

1. Agenda page
2. FY23 Budget

TOWN OF LAKEVILLE
Joint Meeting of Select Board
And Finance Committee Minutes
February 8, 2022 – 6:30 PM
REMOTE LOCATION

On February 8, 2022, the Select Board held a meeting at 6:30 PM remotely from various locations. The meeting was called to order at 6:31 PM by Chair Fabian. Members present were Chair Fabian, Member LaCamera and Member Carboni. Also present was Ari Sky, Town Administrator, Tracie Craig-McGee, Executive Assistant to the Select Board and Town Administrator and Christina Cotsoridis, Assistant to the Town Administrator. LakeCAM was recording the meeting for broadcast.

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

In accordance with provisions allowed by Chapter 20 of the Acts of 2021, the February 8, 2022 public meeting of the Lakeville Select Board and Finance Committee will be held remotely. **However, to view this meeting in progress, please go to [facebook.com/lakecam](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/>.**

FY23 Budget Review:

Chair Fabian said this is the second night of budget meetings for FY23. There were a few questions from last night from the Finance Committee; did you receive your answers? Mr. Beals said the answers were received. Chair Fabian summarized the answers to the questions.

Board of Assessors

John Olivieri, Jr., Chairman of the Board of Assessors, was present for the discussion. Mr. Olivieri said salary increases are contractual. GIS is up 19.2% and map upgrades are up 50% due to upgrades. We removed line items for printing and motor vehicle supplies as we have not used them for quite a while. Mr. Lynch said salaries are up 2%, but from FY20 to FY23, they are up 13%. What are the increases? Mr. Olivieri said they are contractual obligations; they are not merit based. Mr. Lynch noted that under the Specialist position, it went up 2% in the last two (2) years, but from FY20 to FY21, it went up 5%. Member LaCamera said there are other layers that need to be added to GIS. Is your Department responsible to do that? Mr. Olivieri said we facilitate it, but it is an effort from all Departments regarding what they want to put into it. We did not have a consensus of what exactly is needed. We can add more to the budget; he doesn't know what the number would be to completely build it out as much as we need. He will take responsibility to facilitate this with Departments to find out exactly what they want, getting numbers and approval to put it in place. Chair Fabian agreed with Mr. Olivieri that it does fall on the Assessors to keep tabs on GIS, even though they don't use it daily. Mr. Sky said there was a changeover in software a few years ago, which has caused some bumps. Member LaCamera said last year we appropriated \$30,000 to upgrade the Vision Software. Mr. Olivieri said they just received the contract, and the Board will discuss it and make a recommendation.

Veterans Department

Wil Corey, Veterans' Agent, was present for the discussion. Mr. Corey said his budget has a 3.2% increase. Mr. Sky said the Cherry Sheet numbers came out a bit lower than expected. Mr. Beals said in 2020 and 2021 figures for veterans' s benefits were quite low. Mr. Corey said veterans come and go; this is a need-based program. Some people need more benefits than others. Death benefits have been moved from a maximum of \$2,000 to \$4,000. He has no idea how many death benefits will go out. When veterans own their own properties, they aren't eligible to receive those benefits. He tries his best to guess on the figures.

Animal Control

David Frates, Animal Control Officer, was present for the discussion. Mr. Sky said the only significant increase in the budget is for call back stipends. We can't find a time when they were last increased. We will come back to the Board with an increase proposal. Mr. Frates said he wanted to go up on the stipends \$25 per shift for the part time Animal Control Officers. Chair Fabian said there has not been an increase since 2006.

Council on Aging

Kelly Conway, Council on Aging Director, was present for the discussion. Ms. Howley said her budget is up about \$700 from last year. The Service Incentive Grant is from Elder Affairs, which is a three (3) year contract. We have received the grant for about six (6) years. We won't know until the State budget is completed if we receive the grant to fund the outreach position. That is why it is in there to be funded by the Town. Traditionally \$5,000 was left in there in that line item just in case it wasn't funded. Mr. Lynch said the full-time clerk was removed and an Administrative Assistant was added. He asked about the salary increase of 5% between FY22 and FY23. Ms. Howley said there were two (2) full time clerks that were together in one (1) line item. When the Administrative Assistant position opened up, they were separated. The 5% salary increase included a step.

Ms. Howley noted since we have reopened this summer, things have been increasing. Numbers are down in participation, but seniors appreciate being able to come in. We hope to upscale in the spring as hopefully Covid numbers will go down. We were able to stay open while others were not. The blood drive was fully booked with walk-ins. It was the most successful blood drive we ever have had.

Treasurer/Tax Collector

Erika Correia, Treasurer/Tax Collector, was present for the discussion. Ms. Correia said there are two (2) main items that have gone down. The financial services that was the previous interim Treasurer/Collector and a decrease in hourly wages for the clerk. Due to a retirement a new clerk was hired at a lower rate. She has revised the cash handling policy, which will be distributed to Department Heads. She sent in the WPAT Septic Loan to Mass Clean Water Trust at 0% interest. We have been tackling tax title issues and have set up five (5) payment plans. She is working on cross training the office staff and setting up a manual for the office. Mr. Lynch asked if the increase in salary is an offset of the financial services expense going away. Ms. Correia said yes.

Library

Jayme Viveiros, Library Director, and Ruth Gross and Patrick Marshall from the Library Board of Directors, were present for the discussion. Ms. Gross called the Library Board of Directors to order at 7:52 PM. Ms. Viveiros said an overview of the Department has been provided in the budget book. We are returning to a sense of normalcy at the Library. We are fully operational and participating in in-person programming. We are continuing with the hybrid module for programming. As far at the budget, there is not much movement. Salary lines are increased for the contractual and COLA increases. Expenses are level funded or decreased. This budget does meet the municipal appropriation that allows Lakeville to participate in the State program for reciprocal programming. We need to meet the municipal approbation to stay certified. A certain percentage must be spent on materials, around 16% of our budget.

Upon a motion made by Ms. Gross and seconded by Mr. Marshall, it was:

VOTED: To adjourn the Library Board of Directors at 8:01 PM.

Roll call vote: Mr. Marshall – aye and Ms. Gross – aye.

Parks Department

Joseph Coscia, Chairman of the Park Commission, was present for the discussion. Mr. Coscia said there were a few ups and downs. We have not seen what we anticipated to see from the Loon Pond Lodge for revenues. We did make some adjustments from Clear Pond Park, but that is up in the air. Mr. Beals said the expense budget is straightforward and reasonable. On the revenue side, could you speak to this from last year. Mr. Coscia said last year the vote was Lakeville residents only for Clear Pond. It was only open five (5) days a week due to staffing and it was a shorter season. We did not see the uptick anticipated with Lakeville residents only. It was down about 50% in passes and gates fees were down 75%. We have not voted on whether to open non-residents yet. We hope to change this being open for 10 weeks, but staffing may be an issue. Gate fees are the big money makers, but the people coming all had season passes. Mr. Kostant asked if they went to residents only due to Covid. Mr. Coscia said there were concerns about issues with overcrowding and Lakeville residents weren't able to get in. Mr. Kostant asked was there any overcrowding at the park this year. Mr. Coscia said no it was the opposite; not many people were there at all. We need to decide if we want to go residents only this year. Mr. Kostant said as a resident, it makes sense residents only, but as a business enterprise, you want to bring in as many consumers as you can. Do you feel outsiders should be let in. Mr. Coscia said he would like to see it open up to anyone. We left \$20,000 or more on the table not getting the gate fees when it was open to anyone, but we didn't see that. We won't be able to make money based on the numbers this year. Mr. Lynch asked about field revenue. Mr. Coscia said we lost a baseball league due to less participation. If we can open up the new fields, maybe we can bring in extra sports.

Member Carboni asked about the loss in revenue at Loon Pond Lodge; how off are we. Mr. Coscia said about 20-30%. Mr. Sky said the Lodge has been doing pretty well between rental and food services. It is over \$52,000, plus another \$7,000 for bar rental. It may not be doing quite as well as hoped, but it is up there. Hall rental is a bit short, but the operation manager has said bookings have taken off. Mr. Coscia said we did put that up \$10,000 based on FY22 numbers. Member LaCamera said when Boston Tavern started Covid 19 was at its peak. Based on the numbers so far, we should make our numbers. The budget being proposed is \$214,000 for expenses and \$214,000 for revenue. Based on those numbers, are you able to fill the lifeguards and director positions. Mr. Coscia said

yes, we will be posting them soon for a 10-week season. We may have to go down to five (5) days a week based on lifeguard availability. Member LaCamera said it was estimated to take in \$8,000 for Lakeville residents only. Mr. Coscia said there was talk of adding two (2) Towns for additional revenue. Member LaCamera said we are going to speak of making significant improvements to Clear Pond. His position is the pond should be just for Lakeville residents only. If the Town is able to fund the \$8,000 to cover the cost of the passes and gate fees, why wouldn't we keep it Lakeville residents only. Mr. Coscia said if you look at the amount of people there, some days were only 30-40 people there. You have to staff the lifeguards and they are standing around. Member LaCamera asked with the \$8,000 can they fully staff. Mr. Coscia said yes.

Member LaCamera said last year was an anomaly. From his perspective, if you gave Lakeville residents the opportunity to allow them to go at no charge with identification and they were allowed to bring in guests, for \$8,000 it would be our own park and no one else would be able to use it. Why would we not do that. Mr. Coscia said a lot of people from other towns enjoy going there. People from Lakeville are not using the park like before. Member LaCamera said residents didn't want to go there due to overcrowding and other problems. This is a Town property and if you go to other Towns with beaches, it is for Town residents only. We are going to spend a significant amount of money to benefit other people. Chair Fabian said you are saying that instead of charging for any passes, the Town would supplement that \$8,000 for any Lakeville resident to go for free. Member LaCamera said yes. We are running something for our community; not running it to make money. Mr. Coscia said we were making money when it was open to anyone. We have a beautiful park; a lot of people from other Towns have great memories of using it. If we can make it so it is not overcrowded; why not share it.

Chair Fabian said she understands where Member LaCamera is coming from, but the actual Park Commission has a difference of opinion on the Park being resident only. Mr. Coscia said he doesn't have a proposal from the Select Board saying that admission will be free. We are working on the way we have been doing it so there is no loss to the Town. Chair Fabian said if she brought a non-resident guest, does the guest pay a fee. Member LaCamera said we didn't do it that way in the past. Chair Fabian said when she used to bring her kids there, guests still paid a fee. The Park Commission needs to discuss this and make a decision. Mr. Coscia said if we have a recommendation on what the Select Board is willing to do we can make a decision, but that has not been brought up. He needs to know about this before we meet. Things have changed; he doesn't see the people in Lakeville leaving their pools and going to the pond.

A motion was made by Member LaCamera and seconded by Member Carboni to recommend subsidizing the Park Enterprise Fund by \$8,000 to cover the cost of entrance fees for Lakeville residents if Clear Pond Park is Lakeville residents only and to ask the Town Administrator to identify the funds to cover this.

Discussion: Member Carboni asked where would we take the money from? Member LaCamera said we have \$32 million budget; we will find it. Chair Fabian said her concern is how do we keep track of this. We are planning on one sort of management, but if we open it up, she doesn't want people to not be able to get in. Even if we agree, it is up to the Park Commission to make the final decision. Member LaCamera amended his motion to include "to cover the cost of the entrance fees for Lakeville residents only for Clear Pond Park and to ask the Town Administrator to identify the funds to cover this". Chair Fabian said what if we are at maximum capacity every weekend and have to hire more lifeguards to handle attendance. Member LaCamera said what is the difference if they decide to open it up to outside residents as far as staffing. Chair Fabian said they would bring in more

money to hire additional staff. Last year lifeguards were a real problem. The only decision for the Select Board is whether to offer these funds; the rest of it is for the Park Commission to decide. Member Carboni said this gives the Park Commission an opportunity if they were to open it up to outside Lakeville residents to generate additional revenue. Chair Fabian said the point was for it to stay Lakeville residents only. Member LaCamera said this is only if it stays Lakeville residents only. This is not to allow outside people in to generate additional money. Chair Fabian said she wouldn't mind if a guest had to pay a day fee.

Member LaCamera asked what the Finance Committee thinks? Mr. Beals said he can see both sides; from a business standpoint it makes sense to open it up; from a community point it makes sense to have residents only and subsidize it for them. It depends on what the Park Commission would like to do. Mr. Lynch said for the next year or two (2) we could charge people to go and put money towards the renovations and when it is done, then we could do Lakeville residents only. Mr. Kostant said he sees both sides. He agrees as a taxpayer of Lakeville you want to keep it for residents only. He is not sure if it is reasonable, but we would be for subsidizing it. His grandson spends a lot of time with him in Lakeville, but he lives in Kingston. Would he be able to go? Member LaCamera said you could bring in guests from out of Town. Mr. Kostant said that is up to the Park Commission as long as we subsidize it. Ms. Desrosiers said it is important to look at the numbers when it was Lakeville only last year for staffing. If it is not being used and is staffed all day for 10 Lakeville residents is it a waste of our resources. We could have Lakeville residents for free and charge for outsiders. She is not opposed to it being free for Lakeville residents. If we staff for very few people, we should open it back up at some point. Mr. Coscia said if one (1) person is from Lakeville and they bring a car full of people, how do we monitor that. He can bring that back to the Park Commission about subsidizing Lakeville residents if it is Lakeville residents only. We need to know this soon before we move forward on this discussion. There may be other nuances that this might affect.

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

Member LaCamera asked if there were any issues working with the Highway Department. Mr. Coscia said no. Member LaCamera asked about the trail project – will that start this year. Mr. Coscia said the Boy Scouts are doing that this spring. Member LaCamera asked about the Gamache Playground. Mr. Coscia said that will be worked on this spring. Member LaCamera asked if this was their five-year capital plan for this year. Mr. Coscia said yes. There will be more down the road, but this is what we came up with. Member LaCamera said he is surprised that it is the same things on there as last year. One of the problems he sees is that the \$28,000 that was funded for the repair of the tennis courts; he doesn't think that is enough. Mr. Coscia said he has been speaking to Lakeville Athletics regarding that. We are not resurfacing it; just crack filling and paint. Member LaCamera said have not seen a proposal yet. Mr. Coscia said we had quotes from last year, but they need to be updated. They were done with prevailing wages. Member LaCamera asked Mr. Coscia to provide the Town Administrator copies of the quotes so Mr. Moniz can see them. He is quite familiar with tennis courts. Member Carboni asked if Mr. Coscia will attend the Capital Plan discussion. Mr. Coscia said he will join the discussion.

Finance Committee Business

Mr. Beals said the Finance Committee needs to designate a member to attend the Old Colony budget meeting. He can attend if no one would like to. Mr. Sky noted that remote attendance is an option. Mr. Kostant said that he can attend the meeting.

New Business

There was no New Business discussed.

Old Business

There was no Old Business discussed.

Adjournment

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

VOTED: To adjourn the Finance Committee Meeting at 8:03 PM.

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

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

VOTED: To adjourn the Select Board’s Meeting at 8:04 PM.

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

List of documents provided at the Select Board Meeting of February 8, 2022

1. Agenda page
2. FY23 Budget

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

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

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

In accordance with provisions allowed by Chapter 20 of the Acts of 2021, the February 9, 2022 public meeting of the Lakeville Select Board and Finance Committee will be held remotely. **However, to view this meeting in progress, please go to facebook.com/lakecam (you do not need a Facebook account to view the meeting). This meeting will be recorded and available to be viewed at a later date at <http://www.lakecam.tv/>.**

FY23 Budget Review:

Inspectional Services

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

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

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

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

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

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

Planning

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

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

Fire Department

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

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

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

Police Department

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

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

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

Cemetery Commission

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

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

Department of Public Works/Transfer Station

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

Transfer Station

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

Capital Improvement Plan

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

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

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

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

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

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

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

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

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

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

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

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

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

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

New Business

There was no New Business discussed.

Old Business

There was no Old Business discussed.

Adjournment

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

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

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

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

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

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

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

1. Agenda page
2. FY23 Budget

**TOWN OF LAKEVILLE
Select Board Meeting Minutes
February 14, 2022 – 6:30 PM
REMOTE LOCATION**

On February 14, 2022, the Select Board held a meeting at 6:30 PM remotely from various locations. The meeting was called to order at 6:30 PM by Chair Fabian. Members present were Chair Fabian, Member LaCamera and Member Carboni. Also present was Ari Sky, Town Administrator, and Tracie Craig-McGee, Executive Assistant. LakeCAM was recording the meeting for broadcast.

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/>.**

Select Board Announcements

Chair Fabian read the Select Board announcements.

Town Administrator Announcements

Mr. Sky read the Town Administrator announcements.

FY2023 Budget Update

Mr. Sky said that he and Larry Kostant attended Old Colony's budget meeting. They project an overall increase of just under 4%. The Town's FY23 assessment increased by \$243,000. Freetown/Lakeville District is higher than initially budgeted. We are waiting on State guidance and a significant revision to 40S reimbursement.

Review and possible vote to approve Request for Information document for Retail Marijuana Establishments

Member Carboni recused herself from the discussion and exited the meeting. Member LaCamera said this is for people that call the Town inquiring about locating a retail marijuana establishment in Lakeville. They would be given this form to fill out, which helps let them know our expectations and help us get a handle on what they are looking for. Mr. Sky said he would like a time period where we would accept applications. Discussion occurred on the time period to accept Requests for Information. Mr. Sky said there are three (3) companies that have contacted us and we can advertise this until the end of March. Then the Review Committee could review the forms received. Chair Fabian said she is okay with sending it to the three (3) that have reached out and work from there. Member LaCamera said this does not necessarily address anyone negotiating to transfer their Host Community Agreement. We can ask them to provide the same information that we asking for in this document. Chair Fabian said it is spelled out clearly on page 4 that we reserve the right to reject any and all applications.

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

VOTED: To appoint Chair Fabian to the Marijuana Application Review Committee with the Town Administrator and Town Planner.
Roll call vote: Member LaCamera – aye; Chair Fabian – aye and Member Carboni – recused.

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

VOTED: To approve the Town of Lakeville Request for Information Retail Marijuana Establishment Plan document.
Roll call vote: Member LaCamera – aye; Chair Fabian – aye and Member Carboni – recused.

Discuss February 9, 2022 correspondence from Chairman of the Park Commission regarding Clear Pond Park entrance policy

Chair Fabian said during the budget meeting with the Park Commission, the Board offered some funding to try to supplement/offset some of the gate fees that Clear Pond typically charges with the stipulation that admission would be only for Lakeville residents and admission would be free. The Park Commission Chair sent Mr. Sky a few questions. Chair Fabian said regarding Question #1, it is not our place to make these decisions. She would like to see the Park Commission put some provisions in place. Mr. Sky said it is the Park Commission's role to make the decision about non-residents going to Clear Pond. Mr. Coscia has raised concerns about the actual cost, with the anticipated number being \$17,500, not \$8,000. Mr. Sky asked what does the Board feel comfortable encouraging them to do. It could be Town residents only or perhaps Town residents could bring a non-resident guest, who would pay a certain fee. Chair Fabian said she has spoken to the former Clear Pond Director Jesse Medford. She asked him if there was an age limit for children going without a parent. He said up until now, there has been no age limit for when a child can go alone. If the Park Commission wants to make it residents only, they may want to discuss what age kids can go alone and if they can bring a guest? The Board can only make suggestions; it is not up to us.

Member Carboni said the age discussion for children without a parent attending is good. Is there anything in our insurance that covers this? If the Park Commission votes for Lakeville residents only, she is fine with that. If a Lakeville resident wants to bring an out of town guest, a \$5 fee for them is reasonable. Chair Fabian said perhaps kids of non-residents can go free with a Lakeville resident. Member LaCamera said if the person coming to Clear Pond is a Lakeville resident, they need an identification. If they bring a guest, that is ok, charge or not. In 2019, the pond was overcrowded and causing a lot of parking problems because there were a lot of out of town residents. In 2020, we didn't open Clear Pond. In 2021 because of a late start, it was Lakeville residents only and there were a limited number of people attending. We are going to be investing a lot of money at Clear Pond in the coming years. If we are doing that to update the Clear Pond, we ought to try to keep it to Lakeville residents only. Group outings can be a local business or church groups – there should be a fee for the outing and they need to control the number of attendees. He is not sure about #3. We are not changing the current staff limits as proposed in their budget. Chair Fabian said large groups showing up can happen at any given time. It did happen a few times last year. If a company wants to have an event for their employees, they need to charge a fee and it doesn't matter if they are Lakeville residents.

Member LaCamera said we would need a limit of the number of people in a group. The staffing levels look good now. We would provide the necessary funding for this coming year to keep it to Lakeville residents only. Mr. Sky summarized that the Board is offering funding if the Park Commission, on their own, decides to implement provisions for entry to the Clear Pond. Chair Fabian said we are giving them the option for Lakeville residents only without them suffering financially. Mr. Sky said he will convey to them this conversation and that if the Park Commission can come up with a staffing plan and programs to address these concerns, the Board is willing to supplement funding. Chair Fabian said if we can't generate interest in Clear Pond with free admission for Lakeville residents, then that is telling a big story. Member LaCamera said we will need a policy on how this will work. Chair Fabian asked Mr. Sky to check on the Town's insurance to ensure we are covered.

Member LaCamera said he received two (2) emails from Park Commission Members expressing their concerns about hiring lifeguards. The lifeguard jobs and Park Director job should have been posted already.

Discuss request and possible vote to designate local point of contact for SRPEDD Regional Resilience Plan

Mr. Sky said this is a new project from SRPEDD to identify community resiliency issues. They have asked each community to delegate a local point of contact. He recommends the Town Planner.

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

VOTED: To designate Marc Resnick as the local point of contact for SRPEDD Regional Resilience Plan Meetings.
Roll call vote: Member Carboni – aye; Member LaCamera – aye and Chair Fabian – aye.

Member Carboni noted that the sheet says we can have additional emails; she recommends the Select Board and Town Administrator emails be on there.

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

Chair Fabian said the Board received a request from the Council on Aging Director to appoint Paula Frodyma as representative to the Old Colony Planning Council Area Agency Advisory Committee.

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

VOTED: To appoint Paula Frodyma as representative to the Old Colony Planning Council Area Agency Advisory Committee for a term to expire July 31, 2022.
Roll call vote: Member Carboni – aye; Member LaCamera – aye and Chair Fabian – aye.

Discuss and possible vote to issue proclamation for Norbert Fredette in honor of his 95th birthday

Member LaCamera said he was contacted by the family of Norbert Fredette, who is celebrating his 95th birthday and was a long-time resident of Lakeville, along with his family. He has since moved to North Carolina for retirement. Mr. Fredette volunteered so much of his time when the Lakeville Senior Center was being built. Member LaCamera read the proclamation into the record.

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

VOTED: To issue the proclamation for Norbert Fredette in honor of his 95th birthday.
Roll call vote: Member Carboni – aye; Member LaCamera – aye and Chair Fabian – aye.

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 from Sun Multisports was present for the discussion. Mr. Sky said we created a new process for use of public ways for these events, which was approved by the Board. It helps scheduling and to identify the resources needed for events. This is our first time using the application and it worked very well. Mr. Walter said the Patriot Half Triathlon is a swim bike and run on June 18th and only the bike course will impact Lakeville. Bicyclists will be coming into Lakeville around 7:30 AM from Freetown. He reviewed the route, which is the same course from 2021. Riders should be in Town from 7:30 AM to 10:00 AM. For the Cranberry Trifest, which is based at the Ted Williams Camp, the big change for this event is we have consolidated it into a one (1) day event instead of two (2) days. The sprint and Olympic race will be on the same day on August 21, 2022. The swim will be first, then the bike course on the same route from 2021. The run route is new for 2022.

Mr. Sky noted that Sun Multisports has offered a \$1,500 donation for the Patriot Triathlon to a charitable organization of the Town's choice. Mr. Walter said he did not know about the public use fee. What will that be? Mr. Sky said there is a \$500.00 license fee for each event and the cost for Police and Emergency Service details. Chair Fabian explained the work that the Department of Public Works does prior to one of these events on the roads. Mr. Walter asked if it is a flat fee? Mr. Sky said the only variable is the fee for the number of tents. Mr. Walter said there is also the fee for the Cranberry Trifest per participant. Has that number been established? Mr. Sky said that is up to the Park Commission.

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

VOTED: To approve the request from Sun Multisports Event to use Lakeville roads for the Cranberry Trifest on August 21, 2022 and the Patriot Half Triathlon on June 18, 2022
Roll call vote: Member Carboni – aye; Member LaCamera – aye and Chair Fabian – aye.

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

Chair Fabian read the letter from the Rotary Club of Middleboro and Lakeville regarding feeding the auction to Lakeville's Access Channel.

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

VOTED: To allow MCCAM to feed the Rotary Auction to Lakeville's Access Channel and to request Comcast to take the necessary action to allow this.

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

Review and possible vote to approve Select Board Meeting Minutes of January 20, 2022 and January 24, 2022

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

VOTED: To approve the Select Board Meeting Minutes of January 20, 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 approve the Select Board Meeting Minutes of January 24, 2022.

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

New Business

Mr. Sky said we will put some meeting dates together for the March 7th meeting through the end of June.

Old Business

Chair Fabian said Member LaCamera asked to place this on the agenda. Member LaCamera said this has to do with a discussion on the Town's Wage and Personnel Plan, Section 14L for New Hires Department Heads. This policy has been in place for a long time. Member Carboni voted against hiring the Town Planner as we did not have a policy in place to offer three (3) weeks of vacation. We had previously hired the Human Resources Director and Treasurer with the same number of vacation weeks. Member Carboni said we did this with the Assistant to the Town Administrator, which is not a Department Head. The Planner was not designated as a Department Head, but has turned into one. We should have something clear that we are taking into consideration that candidates at the high level have previous municipal experience and years of tenure. We are setting a new precedent, and she wants it to be very clear. Member LaCamera said it is pretty clear in order for us to attract and retain experience personnel. The Department of Public Works Director was given three (3) weeks' vacation as well. Three (3) appointments in the last six (6) months were given the three (3) weeks. The Planner has 10 years of experience in Foxboro and many other years. Member Carboni said she objected to

the procedure, not the person. The Planner was not a Department Head. Member LaCamera said he was hired as a Department Head. Are you recommending a policy change? Member Carboni said no, it should be clear. Chair Fabian said there may be an issue with continuity. Member LaCamera said that language only applies to Department Heads. Chair Fabian said she doesn't think offering the three (3) weeks' vacation was out of line. This section gives us the ability to do that. Member LaCamera said it took six (6) months to find a Town Planner. We went out twice to find the most qualified individual to hire. It is very competitive out there, and we won't get this level employee unless you offer good benefits. It wasn't appropriate to single out the Town Planner. Member Carboni notes that she voted no on all of the appointments with three (3) weeks' vacation.

Member LaCamera said during our discussion, Member Carboni said "two (2) of the people, the Town Planner and Assistant to the Town Administrator, should not get cost of living increases". The policy is very clear. He summarized Section 11 (a) step rate increases. He didn't understand singling out two (2) employees. Member Carboni said she questioned why they were in the budget for an increase of 3% as they were new hires. Member LaCamera said you are making statements about certain employees; everyone needs to be treated the same: union or non-union. Member Carboni said all she did was ask a question. Chair Fabian said you asked a specific question about two (2) employees, but not all four (4) that have been hired in the past fiscal year. All four (4) people qualify to get the COLA raise. Member LaCamera asked Member Carboni if she agreed that these two (2) employees are qualified to get the COLA raise. Member Carboni said based on our policy, they are entitled to it.

Chair Fabian gave a summary on some of the Assawompset Pond Complex (APC) discussions on water issues. She asked Mr. Sky if Middleborough had reached out for to schedule a joint meeting to discuss some of the APC work. The APC was awarded another \$250,000 to study the river portion of the APC. SRPEDD thinks we need to start talking to the other Town members. It is supposed to take place in Middleborough. She hoped it would be in March. Perhaps our State representatives should be there. Member LaCamera said some of these decisions can't be made by Lakeville or Middleborough. The key areas of Assawompset and the dam is Taunton; the culvert on Route 18 is a State issue, as well as the boat ramp. We should invite them also. Chair Fabian said SRPEDD is trying to put together the invitation list. Our entire Board, Mr. Sky, Middleborough Selectmen and their Town Manager need to meet to hear the information. SRPEDD will spell this out and who makes the decisions.

Member Carboni updated the Board regarding the School Superintendent Interview Process. Seven (7) candidates were interviewed and three (3) candidates were moved to the next stage. Site visits will be held on March 4th and then a stakeholder meeting where candidates will come in and meet with teachers, administrators and community members on March 7th. The School Committee is interviewing at their March 9th meeting. Member LaCamera asked if the names of the finalists will be released. Member Carboni said she believes so. Member LaCamera asked if Member Carboni told them the Board can't meet on the 7th. Member Carboni said it is the stakeholders meeting where the candidates would round robin for the teachers to meet them, the administrators and parents and community would be there. Chair Fabian said it is important for Member Carboni and Mr. Sky to attend that meeting, but we would have to change our meeting. It is easier for us to change our meeting. We could meet on the 8th. Member LaCamera said we would have to check with the Finance Committee.

Any other business that can come before the Board

There was no Other Business discussed.

Executive Session

At 8:04 PM, upon a motion made by Member Carboni and seconded by Member LaCamera, it was:

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

Other Items

1. Comcast Annual Notice
2. Comcast Form 500

List of documents provided at the Select Board Meeting of February 14, 2022

1. Agenda sheet
2. Agenda sheet
3. Agenda sheet
4. Agenda sheet; draft Request for Information document for retail marijuana establishments
5. Agenda sheet; email from Joe Coscia and Ari Sky
6. Agenda sheet; letter from SRPEDD; information on the SRPEDD Regional Resilience Plan
7. Agenda sheet; letter from Council on Aging Director
8. Agenda sheet; draft proclamation
9. Agenda sheet; letter from Sun Multisports Events; Public Way License application; Patriot Half Triathlon and Cranberry Tri-Fest; safety plans and route maps; turn by turn directions; Certificate of Liability Insurance; Police and Fire Invoices for details.
10. Agenda page; letter from Rotary Club of Middleboro and Lakeville; letter from LakeCAM; letter sent to MCCAM last year
11. Select Board Meeting Minutes of January 20, 2022 and January 24, 2022
12. Agenda page
13. Agenda page; pages from Wage & Personnel Plan
14. Agenda page
15. Agenda page

OTHER ITEMS

1. Letter from Massachusetts School Building Authority regarding Old Colony Regional Vocational Technical High School
2. Letter from Permanent Fire Fighters Association listing Executive Board
3. Thank you letter from the family of Norbert and Anita Fredette
4. Letter from Keolis regarding 2022 Yearly Operating Plan
5. Letter from Comcast regarding Fox Life channel
6. Memo regarding status of existing Earth Removal Permits



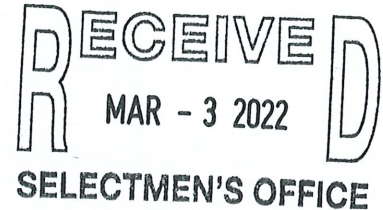
Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

March 2, 2022



Mr. Aaron Polansky, Superintendent-Director
Old Colony Regional Vocational Technical School District
476 North Avenue
Rochester, MA 02770

Re: Old Colony Regional Vocational Technical School District, Old Colony Regional Vocational Technical High School

Dear Superintendent Polansky:

I am pleased to report that the Massachusetts School Building Authority (the “MSBA”) Board of Directors voted to invite the Statement of Interest (the “SOI”) for the Old Colony Regional Vocational Technical High School in the Old Colony Regional Vocational Technical School District (the “District”) into the MSBA’s Eligibility Period. The 270-day Eligibility Period formalizes and streamlines the beginning of the MSBA’s grant approval process and benefits the District by providing a definitive schedule for the completion of preliminary requirements, assisting with the determination of financial and community readiness, and identifying needs for planning and budgeting. Successful completion of all activities in the Eligibility Period will allow the District to be eligible for an MSBA invitation to Feasibility Study.

Invitation into the Eligibility Period is *not* an invitation to Feasibility Study. Moving forward in the MSBA’s process requires collaboration with the MSBA, and an invitation to Feasibility Study will require a further vote of the MSBA Board of Directors. Communities that “get ahead” of the MSBA without MSBA approval will not be eligible for grant funding. Additionally, the District’s vote by the Board of Directors approving a potential grant will be no sooner than July 1, 2024. To qualify for any funding from the MSBA, local communities must follow the MSBA’s statute and regulations, which require MSBA partnership and approval at each step of the process.

The District’s Eligibility Period will commence on October 3, 2022 and conclude on June 30, 2023. During this time, the District must complete the preliminary requirements in accordance with the schedule on page three of this letter. The first item that requires completion by the District is the Initial Compliance Certification, which will be sent to the District electronically two weeks prior to its commencement date, on September 19, 2022.

The ability of the District to complete the preliminary requirements within the 270 days does not guarantee an invitation into the MSBA Capital Pipeline. Further, if the District cannot complete

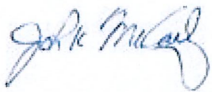
Page 2
March 2, 2022
Old Colony Regional Vocational Technical School District
Eligibility Period Board Action Letter

the preliminary requirements within the 270-day Eligibility Period, the MSBA will require the District to withdraw its SOI, and the District will have to re-file an SOI during the next open SOI filing period and/or when the District has the required financial and community support.

If the District has concerns about meeting any of the deadlines set forth on page three of this letter, please notify the MSBA in writing by October 3, 2022. If you have questions or would like additional information regarding the Eligibility Period, please refer to our website (<http://www.massschoolbuildings.org/building/prerequisites>) and/or contact Sarah Przybylowicz at the MSBA (Sarah.Przybylowicz @MassSchoolBuildings.org).

I look forward to continuing to work with you throughout the MSBA's grant program process. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,



John K. McCarthy
Executive Director

Cc: Legislative Delegation
Shirley Bourque, Chair, Old Colony Regional Vocational Technical School Committee
File: 10.2 Letters (Region 6)

LAKEVILLE PERMANENT FIRE FIGHTERS ASSOCIATION
P.O. BOX 1038
LAKEVILLE, MASSACHUSETTS 02347
AFL-CIO-CLC

February 10, 2022

To the honorable Lakeville Select Board,

Please be advised that the following members have been elected to positions on
the union's executive board following our yearly elections:

Tyler Knight, President

Robert Clemens, Vice President

Ryan Silvia, Treasurer

Daniel Blizzard, Secretary

Danielle Bentley, Executive Board Member at Large

David Shaw, Executive Board Member at Large

Joshua King, Executive Board Member at Large

RECEIVED
FEB 15 2022
SELECTMEN'S OFFICE

Sincerely,



Tyler Knight

President

Lakeville Permanent Firefighters Association

Dear Evangelia Fabiani, Richard LeCamera, and
Lorraine Carboni, 2/21/22

on behalf of the family of Norbert and Anita
Fudette, I would like to extend our heartfelt
thanks for the great honor bestowed to our
father in the recent proclamation in which
his 95th birthday was recognized on
February 19, 2022 along with the many ways
my father and my mother served the great
people of Lakeville.

He was very blessed by this honor and
we all appreciate the time taken to enact
this proclamation.

Gratefully
Ann Everett
(youngest daughter)

RECEIVED
MAR - 2 2022
SELECTMEN'S OFFICE

RECEIVED
FEB 17 2022
SELECTMEN'S OFFICE

VIA CERTIFIED MAIL

Municipalities listed within Keolis' Vegetation Management Plan 2021-2025:
Board of Health; Conservation Commission; and Chief Elected Municipal Official or Board of Selectman

SUBJECT: 2022 Yearly Operating Plan
Vegetation maintenance activities Commuter Rail

To Whom It May Concern,

On behalf of the Massachusetts Bay Transportation Authority, Keolis Commuter Services, LLC (Keolis) has published the Yearly Operating Plan ("YOP") for calendar year 2022 for vegetation maintenance activities prepared in accordance with the Massachusetts Department of Agricultural Resources ("MDAR") Right(s)-of-Way ("ROW") Management Program [333 CMR 11.06]. The Commuter Rail 2022 YOP is consistent with the objectives of the Vegetation Management Plan ("VMP") for years 2021-2025. With this notice all communities are advised of the Environmental Monitor Notice ("EMN") issued by MDAR for the 2022 YOP 45-day Public Comment period [333 CMR 11.06 (a)(b)]. During this period, Keolis will consult with the National Heritage of Endangered Species ("NHESP") for approval of the YOP [333 CMR 11.04 (3)(c)].

Keolis has implemented an Integrated Vegetation Management ("IVM") approach that includes targeted and selective chemical application and mechanical controls following the Best Management Practices included in the approved VMP 2021-2025. The herbicides for 2022 include products from the MDAR Rights of Way Sensitive Area Materials List. All herbicide application is conducted by a State certified and licensed ROW pesticide applicator.

The purpose of the YOP as a companion document to the VMP is to inform the municipalities of the planned vegetation maintenance activities for the calendar year in compliance with 333 CMR 11.06(2). The public comment process allows the opportunity for members of the communities to review the YOP and ROW maps, request updates to maps and or comment on any relevant information concerning the YOP. Communities are encouraged to review the maps following the links below and identify any private drinking wells that fall within 100 feet of the ROW. Please register any private well not included in the maps via MDAR - Private Well Registration Form (<https://massnrc.org/pwr/>) and inform Keolis and FDCE.

Please review your mailing address and the ten-digit police department emergency telephone number listed in the YOP and notify us of any required revisions. Hard copies of all documents are available upon request. Keolis Commuter Services 2022 YOP, the EMN and map(s) for each municipality can be found electronically at:

<https://www.fdcerrailroadvegetation.com>

- ➡ KEOLIS Commuter Services
- ➡ Environmental Monitor Notice
- ➡ 2022 Yearly Operational Plan
- ➡ "YOUR MUNICIPALITY"
- ➡ Right-of-Way Maps

For questions, comments, or concerns related to the above, please follow the EMN Public Comment process and email the Keolis Environmental Department at environmental@keoliscs.com. For any questions accessing the electronic documents, maps, or request for hard copies, please email Matt Donovan at Matt@FDCEngineers.com. All responses to concerns will be coordinated by Tim Dermody from FDCE.

Sincerely,
Clary Coutu, *Keolis Director of Environment and Sustainability*

CC: Janis O. Kearney, *MBTA Director of Compliance*

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RECEIVED
FEB 18 2022
SELECTMEN'S OFFICE



February 15, 2022

Board of Selectmen
Town of Lakeville
346 Bedford Street
Town Office Bldg.
Lakeville, MA 02347

Dear Chairman and Members of the Board:

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV services, we wanted to update you that effective March 31, 2022, Fox Life will cease operations.

Customers are receiving notice of this information in their bill. Please feel free to contact me at **Michael_Galla@cable.comcast.com** should you have any questions.

Very truly yours,

Michael Galla

Michael Galla, Sr. Manager
Government Affairs

5



TOWN OF LAKEVILLE

SELECT BOARD OFFICE

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

TO: Ari J. Sky, Town Administrator

FROM: Tracie Craig-McGee, Executive Assistant *tem*

RE: Earth Removal Permits – 2022

DATE: March 3, 2022

The Attorney General has approved our by-law changes from the last Town Meeting. Two (2) current permits have expiration dates of March 31, 2022:

T.L. Edwards – off Bedford Street

Glenn Chistolini – 1 Elliot's Way

Both permits fall under the 5,000 cubic yards threshold as stated in the by-law and therefore do not require a permit going forward.