

# TOWN OF LAKEVILLE MEETING POSTING & AGENDA

*Town Clerk's Time Stamp  
received & posted:*

*48-hr notice effective  
when time stamped*

Notice of every meeting of a local public body must be filed and time-stamped with the Town Clerk's Office at least 48 hours prior to such meeting (excluding Saturdays, Sundays and legal holidays) and posted thereafter in accordance with the provisions of the Open Meeting Law, MGL 30A §18-22 (Ch. 28-2009). Such notice shall contain a listing of topics the Chair reasonably anticipates will be discussed at the meeting.

Name of Board or Committee:	<u>Select Board</u>
Date & Time of Meeting:	<u>Monday, April 22, 2024 @ 5:30 PM</u>
Location of Meeting:	<u>Lakeville Police Station 323 Bedford Street</u>
Clerk/Board Member posting notice:	<u>Tracie Craig-McGee</u>

Cancelled/Postponed to: \_\_\_\_\_ (circle one)

Clerk/Board Member Cancelling/Postponing: \_\_\_\_\_

**PLEASE ASK IF ANYONE IS RECORDING THE MEETING AND ANNOUNCE THAT LAKECAM IS RECORDING**

## R E V I S E D   A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Introduction of new Firefighters
4. Select Board Announcements
5. Town Administrator's Report
6. 6:15 PM Meet with Town Moderator and Lakeville Members of the Freetown/Lakeville Regional School Committee for reappointment of Donald Foster to the Old Colony Regional Vocational Technical High School Committee
7. Discuss and possible vote to approve Select Board Meeting Minutes of April 3, 2024 and April 9, 2024
8. Discuss and possible vote to schedule Special Town Meeting for June 10, 2024 and open the warrant
9. Discuss and possible vote on American Rescue Plan Act Capital Projects
10. Discuss the role of the Select Board in any and all Town owned property construction projects, procurement and project oversight
11. Discuss the concept of creating a Parks & Recreation Department under the Department of Public Works
12. Discuss the concept of de-enterprising the Parks and Transfer Station
13. Discuss request from Public Employee Committee and possible vote to continue 25% savings in Health Reimbursement Account through June 30, 2026
14. Review and possible vote on the Town Administrator's job description
15. Review the Community Profile for the Town Administrator search
16. Discuss and possible vote to amend Wage and Personnel Plan regarding lunch breaks
17. Discuss and possible vote to approve sick leave buyback exception for Norman Taylor

18. Discuss and possible vote to set mileage reimbursement rate
19. Discuss and possible vote regarding revision of Capital Expenditures Committee General By-law
20. Discuss and vote Notice of Intent to Layout Gillian Drive as a public roadway
21. Discuss Priority Protection and Priority Development Areas for Lakeville
22. Discuss and possible vote to appoint Lori Fahey as Lakeville's Representative to Old Colony Elder Services Board
23. Discuss and possible vote to accept resignation of Nancy Richmond from the Council on Aging Board
24. Discuss notification from Town Clerk regarding vacancies on Cemetery Commission and Park Commission
25. Discuss and possible vote on request from the Zoning Board of Appeals to appoint Eric Anderson as Associate Member
26. Discuss and possible vote on comments regarding Zoning Board of Appeals petition for Buds Goods and Services at 475 Kenneth Welch Drive
27. Review and possible vote to renew Junk Dealer, Junk Collector, and Auctioneer License for Anthony and Dorita Morris - 33 Myricks Street and Junk Dealer and Junk Collector Licenses for Stephen Joseph Davoili, dba The Antique Mall Inc.
28. Discuss and possible vote to amend previously issued one-day wine and malt special license for The Bartending Service of New England to May 17, 2024 for 141 County Street
29. New Business
30. Old Business:
  - a. Schedule goal setting workshop
  - b. Revisit and possible vote to publish entire warrant in the Nemasquet Week
  - c. Revisit and possible vote to require all Board, Committees and Commission to place the name of the person preparing the minutes and the dates approved on the front page of the minutes
  - d. Discuss and possible vote to issue a Request for Proposals for Property and Liability Insurance and Worker's Compensation Insurance
  - e. Discuss and possible vote to issue a Request for Proposals for Internet Technology Services
31. Announce next Select Board meeting date
32. Correspondence
33. Possible Executive Session pursuant to M.G.L c.30A Sec. 21(a)(6) to consider the purchase, exchange, lease or value of real estate (parcel 057-001-008 aka 338 Bedford Street, parcel 057-001-007 aka 340 Bedford Street, parcel 057-001-006 aka 344 Bedford Street) if the Chairman declares that an open meeting may have a detrimental effect on the negotiating position of the public body and not to return to Open Session.

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

**AGENDA ITEM # 1**  
**APRIL 22, 2024**

**CALL TO ORDER**

**AGENDA ITEM #2**  
**APRIL 22, 2024**

**PLEDGE OF ALLEGIANCE**

**AGENDA ITEM #3**  
**APRIL 22, 2024**

**INTRODUCTION OF NEW FIREFIGHTERS**

# **AGENDA ITEM #4**

## **APRIL 22, 2024**

### **SELECT BOARD ANNOUNCEMENTS**

A reminder that dog licenses are due by April 30<sup>th</sup>. If you no longer have your dog, please call the Town Clerk's Office to let them know.

The Treasurer/Collector would like to remind residents that 4<sup>th</sup> quarter real estate taxes are due on May 1, 2024.

Transfer Station stickers will be available for purchase on Tuesday, April 16<sup>th</sup>.

- Stickers may be purchased in person at the Transfer Station (cash or check only) or online using the link in the sidebar.
- The price remains unchanged from last year - the first vehicle is \$70.00 and all additional vehicles are \$10.00 each.

Contact the DPW office with any questions - 508-947-9521!

The DPW has scheduled a Hazardous Waste Day on May 18, 2024 to be held at the Transfer Station. Please visit the Town's website at [www.lakevillema.org](http://www.lakevillema.org) for details under the Home Page News tab.

Construction of the MassDOT Pickens St. bridge project is scheduled to begin in August 2025 and run through September 2026. There will be one-way alternating traffic for entirety of project. There were no questions or concerns raised from residents in Lakeville. If anyone is interested in watching presentation it will be available on MassDOT website under Events. The DPW Director will keep everyone updated if anything changes on this project.

List of vacancies: Cable Advisory Committee; Capital Expenditure Committee (Town Moderator appointment); Cemetery Commission (elected); Energy Advisory Committee; Park Commission (elected); Lakeville Arts Council; Council on Aging (they are looking to move up an alternate) and Open Space Committee.

Fun fact:

The Lakeville Fire Department was founded in 1949 partially due to the voter's reaction to Middleboro raising their annual fee to provide fire protection to \$10,000. 2024 marks the Department's 75<sup>th</sup> anniversary!

**AGENDA ITEM #5  
APRIL 22, 2024**

**INTERIM TOWN ADMINISTRATOR REPORT**

Please see attached.



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

**Interim Town Administrator's Report**  
**April 8, 2024 – April 18, 2024**

**Meetings with Department Heads**

- 1. Select Board Member Maureen Candito**
  - a. Town issues
- 2. Department Head Meeting**
  - a. FY25 Budget
  - b. Health Insurance
  - c. Department Head Contracts
  - d. Department Online Survey
  - e. Roundtable
- 3. Town Accountant**
  - a. School Bus transportation for Bristol Aggie and Norfolk Aggie
- 4. Human Resources Director, Assistant to the TA**
  - a. Code of Conduct
- 5. Building Commissioner**
  - a. Route 18 site for new Fire Station
  - b. Stream
- 6. Building Commissioner, Select Board Member Brian Day, Vice Chair of the Planning Board**
  - a. Planning Board Town Meeting Articles
  - b. 43 Main Street project
  - c. Planning Board issues/projects
  - d. Planner position/Land Use Coordinator
- 7. Select Board Member Brian Day**
  - a. ARPA projects
- 8. Town Accountant**
  - a. ARPA
  - b. School Transportation
  - c. Town Meeting Articles
- 9. Town Accountant, Assistant to the Town Administrator**
  - a. Review budget sheets
- 10. Facilities Manager**
  - a. Site visit Peach Barn, Betty's Neck
- 11. Fire Chief**
  - a. ARPA projects
- 12. DPW Director**
  - a. Site visit, Parks, DPW Garage, Animal Shelter



**Meetings with Town Personnel (Non-Department Heads)**

1. Discussion on school bus transportation to Norfolk Aggie and Bristol Aggie with a representative of First Student, Inc.

**Meetings/Telephone Calls/Zoom Meetings with Non-Town Personnel**

None

**Building Committee**

1. **Fire Station**
  - a. Project Update
  - b. Project Schedule
  - c. Design Development
  - d. Project Budget
  - e. Town Meeting Article
  - f. Invoices

**Committees**

1. **Capital Expenditures Committee**
  - a. Capital Plan
  - b. ARPA projects

**AGENDA ITEM #6  
APRIL 22, 2024**

**MEET WITH TOWN MODERATOR AND LAKEVILLE  
MEMBERS OF THE FREETOWN/LAKEVILLE REGIONAL  
SCHOOL COMMITTEE MEMBERS FOR REAPPOINTMENT  
OF DONALD FOSTER TO THE OLD COLONY REGIONAL  
VOCATIONAL TECHNICAL HIGH SCHOOL COMMITTEE**

Donald Foster appointment to the Old Colony Regional Vocational Technical High School District Committee expires on May 1, 2024. Mr. Foster has indicated that he wishes to be reappointed to the position. His new appointment expiration date will be May 1, 2027.

The appointment committee is comprised of the Town Moderator, who acts as the Chairperson, Select Board and the Lakeville Members of the F/L Regional School Committee.

The Town Moderator will run the appointment meeting and entertain a motion.

**Proposed Motion:** To appoint Donald Foster as a member of the Old Colony Regional Vocational Technical High School Committee with an expiration date of May 1, 2027.

## Tracie Craig-McGee

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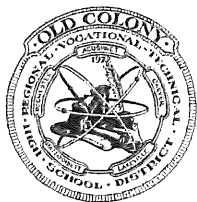
**From:** Don Foster <foster@tmlp.net>  
**Sent:** Monday, February 26, 2024 3:14 PM  
**To:** Tracie Craig-McGee  
**Cc:** Jolene Costa  
**Subject:** Old Colony Voc-Tec appointment

Hi Tracie,

I was reminded that my term on the Old Colony School Committee expires this year, and that I should convey my intentions to you.

I would like to be reappointed for another three-year term and continue serving on the Old Colony School Committee for Lakeville.

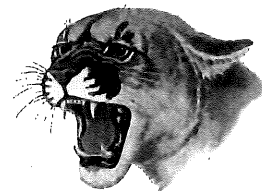
Don



# OLD COLONY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT  
476 NORTH AVENUE, ROCHESTER, MASSACHUSETTS 02770-1899

Telephone: 508-763-8011 • Fax: 508-763-9821



Gary Linehan  
Assistant Principal

Aaron L. Polansky  
Superintendent-Director

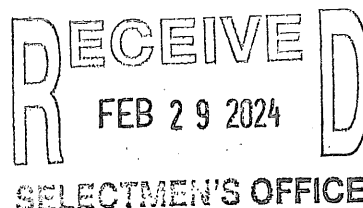
J. Michael Parker  
Principal

Sarah Griffith  
Business Manager

Krista Sylvain  
Special Services Coordinator

Bethany Botelho  
CVTE Coordinator

Carmen Amaral  
Academic Coordinator



February 26, 2024

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

**RE: Old Colony Regional Vocational Technical  
High School District Agreement Section 1  
Paragraph C (As Amended)**

Enclosed please find a Notice relative to the appointment of school committee members by the member towns of the District, which pursuant to the District Agreement, must be made on or before May 1, 2024.

Sincerely,

Aaron L. Polansky  
Superintendent-Director

ALP:jc

Enclosure

cc: Mrs. Shirley Bourque, Chairman, O.C.R.V.T.H.S. District Committee  
Mr. Donald Foster

**MEMORANDUM:                    CONCERNING THE APPOINTMENT OF MEMBERS TO  
SERVE ON THE OLD COLONY REGIONAL  
VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT  
COMMITTEE**

**The Agreement between the Towns of Acushnet, Carver, Lakeville, Mattapoisett, and Rochester, Massachusetts with respect to the establishment of a regional vocational high school district provides that on or before May 1st of the year next following the year in which the regional district school has enrolled pupils, each member town shall appoint three (3) members to serve on the district school committee, one for a term of one year, one for a term of two years, and one for a term of three years. Thereafter in every year in which the term of office of a member expires, the member town involved shall appoint one member to serve on the committee for a term of three years from May of the year in which the appointment is required to be made.**

**Further, the Agreement provides that all appointments to the committee as outlined above shall be made by an appointing Committee; consisting of three (3) members of the Board of Selectmen; three (3) members of the Local School Committee and the Town Moderator, who shall be the Chairperson. The Board of Selectmen and the Local School Committee shall designate the members of their respective Boards who will serve on the appointing Committee. If a member town has no local school committee because it is a member of a kindergarten through twelve regional school district, the appointments and filling of vacancies to be made by such town shall be made by the joint action of the Board of Selectmen, the members from the town's membership on a kindergarten through grade twelve regional district school committee and the Town Moderator, who shall be the Chairman. All members of the Committee shall serve until their successors are appointed and qualified.**

**NOTE: LAKEVILLE                    DONALD FOSTER                    TERM EXPIRES - 2024**

**Reference**

**DISTRICT AGREEMENT -**

- (A) SECTION 1 PARAGRAPH A. COMPOSITION**
- (B) SECTION 1 PARAGRAPH B. INITIAL COMMITTEE**
- (C) SECTION 1 PARAGRAPH C. PERMANENT COMMITTEE**

**AGENDA ITEM #7  
APRIL 22, 2024**

**DISCUSS AND POSSIBLE VOTE TO APPROVE SELECT  
BOARD MEETING MINUTES OF APRIL 3, 2024 AND APRIL  
9, 2024**

**PROPOSED MOTION:** To approve the Select Board Minutes of (date) as presented (or amended).

**TOWN OF LAKEVILLE**  
**Select Board Meeting Minutes**  
**April 3, 2024 – 5:30 PM**

**Lakeville Police Station Meeting Room**  
**323 Bedford Street, Lakeville, MA**

On April 3, 2024 the Select Board held a meeting at 5:30 PM at the Lakeville Senior Center. The meeting was called to order at 5:30 PM by Chairman Day. Members present were Chairman Day, Member Fabian, Member Carboni, Member Candito and Member Donahue. Also present were Interim Town Administrator Robert Nunes and Tracie Craig-McGee, Executive Assistant to the Select Board and Town Administrator. LakeCAM was recording the meeting for broadcast.

**Welcome the new Select Board and member comments**

Chairman Day said for the first time ever we have five (5) members and all members are present. Normally we jump into reorganization, but being a special meeting, we are going to do a few things first. Lillian Drane, Town Clerk, read some history from 1853 when the Town was founded. Member Fabian noted that in 2019 the Board had the first ever woman majority on the Board. She welcomed the two (2) new members and is glad to have Member Carboni back. Member Candito and Member Donahue each made a brief statement. Member Carboni said she is grateful to be able to continue serving. Chairman Day summarized some of the inventions that were developed in the era when Lakeville was incorporated. He also spoke of some areas that he would like the Board to focus on in the future.

**Public comments on Select Board goals for the next year, limited to 15 minutes**

Susan Spieler asked why annual reports have not been put on the website since 2018. In looking at the Zoning Board of Appeals minutes from 2011, there has only been one (1) set of minutes for the whole year. Ms. Drane said we have a designated person that puts the minutes up. Ms. Spieler said she would like meetings posted earlier as tentative. She would like to see the Chapter 61 process revisited. We don't have a 5% minimum land area map. We need to know where we stand regarding housing and whether we are close to safe harbor or not. She asked if all Town-owned land can go under Park Commission and then lease out the land. If anyone is on a board that has financial interest in land or building, they should not be able to build in town. We need more stringent rules toward that. She asked if the Board knew Zoning Board of Appeals meeting on Rocky Woods? Mr. Nunes said he had spoken to John Olivieri who thought about Loon Pond Lodge being a better venue as it would be more interactive. They can't see people in the audience from the stage. Ms. Spieler said she is concerned about parking and lighting is not good in the parking lot. Mr. Nunes said he would pass on the concerns. Member Fabian said that the Town report for 2020 is done and we are waiting on the printer. She is almost done writing 2021 for the Select Board and she inherited 2022 so she has that one underway.

## **Reorganization of the Select Board**

Member Day noted the positions that are typically reorganized after the annual election

Upon a motion made by Chairman Day and seconded by Member Candito, it was:

VOTED: To appoint Lorraine Carboni as Chair of the Select Board.  
Unanimous in favor.

Upon a motion made by Member Donahue and seconded by Member Day, it was:

VOTED: To appoint Evagelia Fabian as Vice Chair of the Select Board.  
Unanimous in favor.

Upon a motion made by Member Fabian and seconded by Member Candito, it was:

VOTED: To appoint Brian Day as Veterans Services Agent.  
Unanimous in favor.

Upon a motion made by Member Candito and seconded by Member Donahue, it was:

VOTED: To appoint Evagelia Fabian as a member of the Plymouth County Advisory Board.  
Unanimous in favor.

Upon a motion made by Member Candito and seconded by Member Donahue, it was:

VOTED: To appoint Evagelia Fabian as a member of the Plymouth County Advisory Board.  
Unanimous in favor.

Member Day said there was one (1) hearing this year for three (3) tickets. Only one (1) person showed up and the parking tickets were absolved.

Upon a motion made by Member Fabian and seconded by Member Donahue, it was:

VOTED: To appoint Maureen Candito as Parking Clerk.  
Unanimous in favor.

Chair Carboni reviewed the liaison positions. Maybe in a future meeting we can discuss what this position actually means. Member Candito said perhaps instead of positions there should be topics like land use, infrastructure, emergency services and the Boards and Committees and Departments that fall under that would streamline the communication. She mapped out a few topics: budget; economic development; health and human services; schools; land use and emergency. We can perhaps make suggestions on how it makes sense to move forward to be more streamlined and the liaison role becomes more meaningful. Member Fabian said some of those overlap so there is some value. She would like to see these positions filled as they are important, but we can speak to



the Town Administrator on how to categorize them. Member Candito said we could put it back on an agenda after the fiscal year starts.

Upon a motion made by Member Fabian and seconded by Member Candito, it was:

VOTED: To appoint Brynna Donahue as the Regional School liaison.  
Unanimous in favor.

Upon a motion made by Member Candito and seconded by Member Donahue, it was:

VOTED: To appoint Evagelia Fabian as the Council on Aging liaison.  
Unanimous in favor.

Member Fabian said that this position overlapped with other meetings that she had to go to. Perhaps someone else should do this one. The Board will revisit this.

Upon a motion made by Member Fabian and seconded by Member Candito, it was:

VOTED: To appoint Brian Day as the Regional Finance Committee liaison.  
Unanimous in favor.

Chair Carboni noted that while the contracts have been negotiated, we should still probably have someone as the liaison.

Upon a motion made by Member Day and seconded by Member Fabian, it was:

VOTED: To appoint Maureen Candito as the union negotiations liaison.  
Unanimous in favor.

Chair Carboni said we do have one position that we need to fill for the Town Administrator Search Committee.

Upon a motion made by Member Donahue and seconded by Member Day, it was:

VOTED: To appoint Maureen Candito as a member of the Town Administrator Search Committee.  
Unanimous in favor.

Chair Carboni said we need to think about aligning the appointment dates that expire in July. Why not have all the appointments happen in April after the election? We could look at shifting the dates in July with an expiration date of April?

Member Fabian said that if Member Donahue would like to attend Plymouth County Advisory Board meetings with her as a non-voting member that would be okay so she could get familiar with it. The other Board members were in favor of that.

## **New Business**

There was no New Business discussed.

## **Old Business**

Chair Carboni said the Lakeville Emergency Committee met today due to the flooding situation. We walked away with this committee meeting more often rather just in emergencies . Information will be put on the Town website and social media channels. LakeCAM will also show information on channels 22, 26 and 9 for Comcast and 30, 31 and 32 for Verizon. Emergency situations should call 911.

Member Day said in preparing the draft agenda for next week, he did not put revisit the ARPA projects. Mr. Nunes said it can go on Monday's agenda if you want. He will email out the projects and a summary. Member Fabian said it is sort of time sensitive right now. We had a really good Capital Planning Meeting last week. We did not vote because there were certain things Mr. Nunes will work with Plymouth County to see if they will approve some of it. Member Day asked if the Capital Expenditures Committee membership was set by by-law.

Member Fabian noted that she has been the Pond Dam Management representative for five (5) years. These are some of the things that can be combined.

Ms. Drane addressed Ms. Spieler's question regarding the Zoning Board of Appeals minutes. She said looking at the website, there are minutes from 2007-2024, with the last one being January of 2024. Member Fabian noted that the Select Board packets are on the website on the Select Board page under the Agenda section. We have been doing this since COVID. Member Fabian said she doesn't remember if we have a Technology Liaison position. Chair Carboni said we can make a list. We talked about an IT committee. Member Day said he would like to look at bringing back Zoning Bylaws Review Advisory Committee or a new iteration. He spoke about the efforts to get new software for agenda preparation.

## **Adjournment**

Upon a motion made by Member Candito and seconded by Member Day, it was:

VOTED: To adjourn the Select Board Meeting at 6:28 PM.  
Unanimous in favor.

## **List of documents provided at the Select Board Meeting of April 3, 2024**

1. Agenda page

**TOWN OF LAKEVILLE**  
**Select Board Meeting Minutes**  
**April 9, 2024 – 5:30 PM**

**Lakeville Senior Center**  
**1 Dear Crossing, Lakeville, MA**

On April 9, 2024 the Select Board held a meeting at 5:30 PM at the Lakeville Senior Center. The meeting was called to order at 5:35 PM by Chair Carboni. Members present were Lorraine Carboni; Evagelia Fabian; Brian Day; Maureen Candito and Brynna Donahue. Also present were Interim Town Administrator Robert Nunes and Tracie Craig-McGee, Executive Assistant to the Select Board and Town Administrator. LakeCAM was recording the meeting for broadcast.

**Select Board announcements**

Chair Carboni read the announcements. She thanked Jennifer Jones and Theresa Mirra for stepping up during a meeting where there were a large amount of people and they set up a TV for the overflow to try to accommodate the crowd. She also announced that the Freetown-Lakeville Regional School District will soon be conducting a survey soon on the schools. Member Fabian noted that the Library put together a nice eclipse program and the Senior Center did something for the seniors also.

**Town Administrator announcements**

Mr. Nunes said there was a meeting with MassDOT regarding the Route 79 project. It is a \$20 million project. Approximately 2.5 miles long, funded by Lakeville, State and Federal monies. The Federal funding covers 80%; the State funding 20% and design and land taking costs are being paid for by the Town. There are 87 property owners where land takings are involved and they will receive a visit from a someone hired by MassDOT during July and August. Work will start in the spring of 2026 and it is a 3 to 5-year project. They are in the process of hiring an appraisal company as well.

**Discuss and possible vote to assign Plymouth County American Rescue Plan Act (ARPA) Certifier and Filer**

Mr. Nunes said Plymouth County has given the go ahead to expend the remaining ARPA funding balance. Before we submit the list, we need to assign a Plymouth County ARPA Certifier and Filer. He will be the certifier and the Town Accountant will be the filer.

Upon a motion made by Member Candito and seconded by Member Fabian, it was:

VOTED: That the Town Administrator is authorized to approve, finalize, and submit on behalf of the Town any such ARPA Grant applications and to make all representations and certifications required to be made on behalf of the Town to complete each such application, with such approval, representations, and certifications to be evidenced by the signature of the Town Administrator on such application; and if any such ARPA grant is awarded, the Town Administrator shall be the recipient of such grant on behalf of the Town and that the Town Accountant is authorized to prepare and enter information into the Plymouth County American Rescue Plan portal in support of one

or more applications to Plymouth County for grants (“ARPA Grants”) to be funded from a grant received by Plymouth County under the American Rescue Plan Act.  
Unanimous in favor.

### **Update and possible vote on Capital Project Requests for American Rescue Plan Act (ARPA) funding**

Mr. Nunes said there is a balance of \$818,384 for ARPA and a number of projects that we can move forward with. The Treasury has a list of projects that the money can be spent on. He would like to have the Capital Expenditures Committee (CEC) meet and discuss the capital budget so they can vote on this. The Board can vote on the projects you would like to see go forward. The last time the Board voted on the ARPA projects, CEC did not vote on them. Member Candito said CEC moved one thing onto the ARPA list. Member Fabian said the food pantry at the Council on Aging came off of the capital plan and went to ARPA. Mr. Nunes said there are some earmarks and grants that the Council on Aging has to contribute to that project. Member Day said he would not mind CEC’s input before taking a final vote. Chair Carboni said Plymouth County needs the vote by the end of the month.

Member Day said a lot of these amounts are To Be Determined (TBD). Have we gotten any estimates? Mr. Nunes said the Fire Chief had received quotes for his item. The irrigation well amounts came from the Department of Public Works (DPW) Director, as well as, the DPW items. The Town Hall roof repairs came from the Facilities Manager and the food pantry estimate came from the Facilities Manager and Building Commissioner. Member Day said TBD makes him nervous. He asked if the SCBA Equipment is a want or need; is it critical and what is the return. Can the prefab building be integrated into the Fire Station; can multiple Towns use it and chip in on it. Under the Park Department, is the skate park a real number? Member Candito asked if we are shy on the number; is there a statute that says we have to pay for it in total or can we use other funds. Mr. Nunes said we can use other funds. If there are remaining ARPA funds, we can use them, if not another source. The pavilion will be going out to bid again and most likely be higher than \$39,000. There will be \$10,000 from ARPA; \$10,000 from the Arts Council and \$10,000 from the Library Friends. We will have to use ARPA funds to offset the increase. Member Fabian said the sound system is new. Mr. Nunes said he is not sure if the \$83,700 includes the restroom and septic system. Member Day said in regards to Clear Pond, we have been asking for a master plan, but have not seen it. We have the playground and basketball courts there. Does \$45,000 include demolition and removal; same thing for John Paun Park playground. Mr. Nunes said they may be under estimated based on other projects. They have spoken to DPW about removing the existing playground.

Chair Carboni asked if we allocate funds and it is not enough and we can’t find additional funds to support the project, how would we go back and reallocate it for something else. Mr. Nunes said we would go to Town meeting to supplement. Member Fabian said at the Capital Expenditures Committee (CEC) meeting, she indicated that she is okay trying to put more money into the skatepark and maybe something at John Paun Park. Clear Pond Park is a tough one because it is open only eight (8) weeks a year. Otherwise it is locked and she doesn’t want to get in a situation of putting a playground in there that cannot be used 10 months of the year. Member Candito said having equipment that people can’t use as it is locked behind a fence could cause strife. Member Candito said maybe we should look at things that we agree on and move forward on. There are a lot of remaining questions. Member Fabian said regarding the irrigation wells, it is expensive to pay

for Taunton water. We may want to push them forward. Mr. Nunes said we could submit for Federal ARPA funds for those. Member Day said the project being requested for the north fields for the Park Commission should be on the regular Capital Expenditures Plan. Projects he would have liked to see for the Parks were ADA improvements for beach water access; refresh sand; improve fence sight lines from the parking lot; parking lot grading and grading at Ted Williams Camp/Loon Pond Lodge; three (3) wall handball courts; regrade and seed soccer fields; signage in the park. Under DPW he would like to have the BUD material removal expedited and extend water line to the north field. Do the Police need an ATV for community policing for places like Betty's Neck? Other things would be security camera for the park; ADA projects for Town buildings and Select Board agenda software. Member Candito asked about the \$15,000 for water/electricity for the North Fields. Member Day said if a well serves more than 25 people, it is a public water supply. Chair Carboni said she wants to hear from the CEC.

A motion was made by Member Candito and seconded by Member Fabian to recommend approval of the following ARPA Capital Projects: the food pantry addition for the Council on Aging at \$250,000; Town Hall roof repairs at \$10,000; trailer for Fire Department at \$9,800 and \$60,250 for crack sealing.

*Discussion:* Mr. Nunes said the Fire Chief is here for other agenda items so he doesn't want other Departments to think he was invited for this discussion. Chief O'Brien said the SCBA fill station broke down a few months ago and we were filling bottles in Berkley and Raynham. It cost \$7,000 to repair this year. The intent is to transfer this to a new Fire Station if it comes to be. Member Candito asked if it was movable. Chief O'Brien said yes; it will cost about \$5,000 to move it and is included in the price. Member Fabian said we are going to need one for the new station and this one is on its last leg. Chair Carboni wanted to include the SCBA system. Member Fabian said the CEC was pretty sure we needed to do these items, including the SCBA system. Chair Carboni said the total with the SCBA system is \$430,217; would this be direct funding. Mr. Nunes said the irrigation wells would be; the remainder would be through Plymouth County. Chair Carboni said that still leaves us with a bit over \$400,000.

The previous motion was amended to include the SCBA Fill Station for the Fire Department at \$100,167. The vote was four (4) in favor and one nay (Member Day).

A motion was made by Member Fabian and seconded by Member Day to fund the irrigation well at the Library and the irrigation well at the Police Station from the Direct Funding.

*Discussion:* Chair Carboni said that would be \$60,000. Member Candito said being hooked up to Taunton Water is more expensive, and there would be a 7-year recovery for the money and reduce our operation budget.

The vote on the previous motion for the irrigation wells was unanimous in favor.

Chair Carboni asked to place this back on the agenda for April 22<sup>nd</sup>.

Member Candito said we need to go back to the Department Heads and ask for clarification on remaining items and perhaps include Member Day's questions. Mr. Nunes said he will reach out to the Department Heads. Chair Carboni asked to have the summary sheet updated as well.

**Discuss and possible vote to approve Select Board Meeting Minutes of March 11, 2024 and March 25, 2024**

Upon a motion made by Member Day and seconded by Member Fabian, it was:

VOTED: To approve the Select Board Meeting Minutes of March 11, 2024 as amended.  
Three (3) in favor (Members Day and Fabian and Chair Carboni) and two (2) abstentions (Members Candito and Donahue).

Upon a motion made by Member Day and seconded by Member Fabian, it was:

VOTED: To approve the Select Board Meeting Minutes of March 25, 2024 as amended.  
Three (3) in favor (Members Day and Fabian and Chair Carboni) and two (2) abstentions (Members Candito and Donahue).

**Discuss and possible vote to appoint David Frates as Animal Control Officer and Constable and Lisa Podielsky, Darcy Lee, Ronnie Frates and Kathy Seeley as Assistant Animal Control Officers**

Chair Carboni said the Animal Control appointments were up for renewal.

Upon a motion made by Member Candito and seconded by Member Fabian, it was:

VOTED: To appoint David Frates as Animal Control Officer/Constable and Darcy Lee; Ronnie Frates; Lisa Podielsky; and Kathy Seeley as Assistant Animal Control Officers with all terms to expire April 30, 2025.  
Unanimous in favor.

**Discuss and possible vote to reappoint Wilford Corey as Veterans' Agent and Graves Officer**

Chair Carboni said it was time to renew the Veterans' Agent and Graves Officer appointment.

Upon a motion made by Member Day and seconded by Member Fabian, it was:

VOTED: To reappoint Wilford Corey as Veterans' and Graves Officer for a term to expire April 30, 2025.  
Unanimous in favor.

**Discuss and possible vote to appoint Patricia Mustacaros as Member of the Council on Aging Board**

Chair Carboni said the Board received a letter from the Council on Aging Board regarding this.

Upon a motion made by Member Candito and seconded by Member Fabian, it was:

VOTED: To appoint Patricia Mustacaros as a member of the Council on Aging Board for a term to expire July 31, 2025.  
Unanimous in favor.

**Discuss and possible vote to appoint Michelle Bouchard to the Conservation Commission as a full member and Brian Anderson as Associate Member**

Chair Carboni read the memo from the Conservation Commission requesting that Michelle Bouchard be appointed as a full member to fill a vacancy and Brian Anderson to be appointed as an Associate Member.

Upon a motion made by Member Candito and seconded by Member Fabian, it was:

VOTED: To appoint Michelle Bouchard to the Conservation Commission as a full member for a term to expire July 31, 2026.

Upon a motion made by Member Candito and seconded by Member Fabian, it was:

VOTED: To appoint Brian Anderson as an Associate Member for a term to expire July 31, 2025.  
Unanimous in favor.

Member Day said in reviewing the volunteer form, he noticed that Economic Development Committee was not on there. Ms. Craig-McGee will review the form to make sure all committees and commissions are there.

**Discuss and possible vote to accept resignation of Mark Knox from Conservation Commission**

Chair Carboni said the Board has received a letter of resignation from Mark Knox from the Conservation Commission. She thanked Mr. Knox for his work on the Conservation Commission. Member Fabian said she was sad to see him leave the Commission and hopes he comes back in some capacity. Member Candito said he has served in many capacities and thanked him for his time. Member Day thanked him for all his work and hoped he comes back in the future.

Upon a motion made by Member Fabian and seconded by Member Candito, it was:

VOTED: To accept the resignation of Mark Knox from the Conservation Commission.  
Unanimous in favor.

## **Revisit and possible vote to approve the Comprehensive Emergency Management Plan**

*Michael O'Brien, Fire Chief, was present for the discussion.* Chair Carboni said this came in front of the Board at our last meeting, and it was decided to bring it back to the five (5) member Board. Member Candito asked if this has been reviewed by Town Counsel. Chief O'Brien said it had not. The source is a template from MEMA and you plug the information in. Member Candito said perhaps we should have a review on anything policy wise. What was the working relationship with the other Town Departments, especially those that have duties assigned to them? Chief O'Brien said the original document provided generated some comments. Everyone named in it got a chance to review it. The only person that had comments were Mr. Sky who said the Town Administrator had very little responsibilities bestowed and wanted the role enhanced. Chair Carboni asked about a list of property addresses that were included in the plan because this will change. Chief O'Brien said the information was called for in the template. We can remove it as we do maintain a right to know list in the Fire Department. Chair Carboni said it should probably say the list is kept at the Fire Department. Member Day asked once the Board approves the plan, does it go to the State. Chief O'Brien said the plan was approved by MEMA, but any revisions have to go back to MEMA. Member Day said not sure if Region 2 needs to have this information. Chief O'Brien said the benefit of this document means that for mutual aid, other Fire Departments know where to look for the information in this plan. Chair Carboni asked are we providing any information that is considered a liability on the Town. Chief O'Brien said that could be answered by Town Counsel. Member Candito said page 19 is her concern. For chief municipal officer it cites the Chair of the Select Board. We would have to give some powers to the Chair. We don't have that position, but on Page 87 it switches to Chief Elected Official. Chief O'Brien said we can modify it, but the Chief Elected Officer in Chapter 4, Section 7 defines what it is and it is the Select Board, but you lean on the Chair. This is a fluid document. We are not adopting a law; it is a plan about the way we should conduct business. We should improve the plan as we go through experiences. We can go back and update it in five (5) years. Member Candito said on page 46 talking about the powers vested it seems a bit of overreach for what we are tasked with. Chief O'Brien said it is built into the template. Member Fabian said Assawompset School should be added under special facilities.

Chief O'Brien said the idea is to break the plan up and have people that are not familiar with the Town in assisting us. Chair Carboni said this is a higher-level document and a generalization that we have a plan in place. Chief O'Brien said having this plan in place allows him to score better on grant applications. Member Fabian said that is why she asked to have flooding added in. Member Day said this is a template document and there is a lot of stuff put on the Chair and that changes the role as we are all supposed to be equal members. It should be the Town Administrator. Chief O'Brien said he added that the Town Administrator would liaison between the executive officer. Member Fabian said can't we just write in Town Administrator. Chief O'Brien said yes. Member Candito said we would need to vote that. Member Donahue asked about the Emergency Manager Director will make sure all equipment is operational; where is that housed. Chief O'Brien said the Police Station has the IT in there and we have radios and Town laptops so there are no hidden expenses. Member Day said in a perfect world, you have a locked rack of gear ready to go. Member Candito said there was a portion that said they could command assets from the Town. We should have a list designated. Chief O'Brien said the Police Station meeting room has conferencing tools in there. Chair Carboni said we voted in the past that we were going to adopt a CEMP. Chief O'Brien asked each member if they could track their revisions on their electronic document and send



it to him and he will meld them and send to Town Counsel and then onto MEMA for approval. Chair Carboni asked if this could come back to the Board with the revisions prior to Town Meeting.

**Discuss and possible vote to request the Board of Assessors formalize a Chapter 61 land status report each year to the Select Board**

*John Olivieri, Jr., Board of Assessors Chairman, was present for the discussion.* Chair Carboni said the Select Board and Town Administrator worked to put together a procedure for when a property that was in Chapter 61 comes out, what happens and how does it pass through the proper decision makers. We had identified that it would be useful to have a status report each year from the Board of Assessors. Mr. Olivieri said the Assessors Consultant has the ability to give you that report. Member Candito asked about the recertification process. Mr. Olivieri said if they want out of Chapter 61, they don't submit their recertification application. Member Candito said it would be good for the report to have a map with parcels and acreage to be included. We could receive that in November of every year. Member Day said in addition, it would be useful to create a Chapter 61 layer on GIS. When land comes out, we ask is there value to the land and that would let us know what is around it. Chair Carboni ask Mr. Nunes to work with the Assessors to come up with that. Mr. Olivieri said he will check with the staff on the timing, which could be sometime in November. Member Candito said we would like one now also. Member Day said the report could include the status of the lot. There is a 5-year period that they have to pay the roll back taxes, so the lots should continue to be included for 5 years with the assessed value. Mr. Olivieri said the first report will go back as far as the rollback taxes that will go into effect. They can provide what has come out in the past few years and it will be a rolling list.

Member Fabian left the meeting at 6:55 PM.

**Discuss possible updates to the existing Chapter 61 procedures to account for land with no third-party Purchase and Sales Agreement currently place**

Member Day said this came up recently where land was presented to the Board. Recently land came before us without a Purchase and Sale Agreement or a Notice of Intent. We need something else in the current flow chart to address this. Perhaps we should form a working group. Chair Carboni said this would be an addition to the current policy. She suggested that Member Day meet with Mr. Nunes to go over things he would like to change. Chair Carboni asked for this to come back in June to the Board.

**Discuss and possible vote to approve Board of Assessors Office Assistant pay level/grade**

*John Olivieri, Jr., Chairman of the Board of Assessors and Lacey Marshall, Human Resources Director were present for the discussion.* Chair Carboni said this is for a change in staffing at the Assessors' Office. Ms. Marshall said we have internally put out a full-time Board of Assessors Office Assistant job opening. This is due to the full-time Assessors' Specialist retiring and would ensure that the office would have staff coverage hours of 8: 00 AM to 4:30 PM. The current part-time clerk who has been employed for seven (7) years applied and will be going from part-time to full-time. There were a few additional tasks in the full-time job. Her part time rate was \$24.02 per hour; the starting pay for the full-time position is \$19.67. The request is to start her at a higher step

that is comparable to what she is making now at \$23.74 per hour. The Assessors' FY25 budget is still \$20,000 less than in FY24 due to the full-time specialist going to part time. Chair Carboni asked when would the position start? Ms. Marshall said we have not submitted the offer of employment yet until we know what rate we are offering it at. As soon as we do that, she can start. Member Candito said she has never promoted someone from part time to full time with a decrease in the hourly rate. Ms. Marshall said in July of 2024 with the 3% increase for FY25, she will be above the \$24.02; it will bring her to \$24.19 per hour, in addition to being eligible for benefits.

Upon a motion made by Member Day and seconded by Member Candito, it was:

VOTED: To authorize the Human Resources Director to offer the full time Assessors' Office Assistant at a rate of \$23.74 per hour, level 4, step 6.  
Unanimous in favor.

**Discuss and possible vote to approve Public Way License Application for Tour de Crème Bike Ride/Fundraiser on May 19, 2024 and discuss request to waive the fee**

Chair Carboni said we have a public way license application for Tour de Crème Bike Ride Fundraiser on May 19, 2024. They are requesting a waiver on the \$250 fee. Chair Carboni said the fee was supporting any work the Department of Public Works (DPW) may do for the event. Member Donahue said the riders are probably staggered. Member Candito said we need to make sure that they take care of litter. Member Day asked if the Board has ever waived a fee? Ms. Craig-McGee said this was the first request.

Upon a motion made by Member Donahue and seconded by Member Day, it was:

VOTED: To accept the request to waive the fee for the Public Way License Application for the Tour de Crème Bike Ride/Fundraiser.  
Unanimous in favor.

**Committee Updates:**

**Senior Center Feasibility**

Member Candito said the scope of the project was reduced from a \$3 million project to a \$250,000 project to provide a food pantry and a place to do the Brown Bag program. She commended the people involved in the project.

**Fire Station Building Committee**

Chair Carboni said the Committee is meeting tomorrow night at 6:30 PM at the Police Station. After the Board's vote to support the recommendation of the Fire Station Building Committee's (FSBC) for the site location, she neglected to request a letter be sent to the Park Commission that Select Board supported the location and we will continue to inform them of updates. Member Day asked Chair Carboni if she anticipated the committee discussing the reuse, demolition and abatement of the current facilities. Chair Carboni said that is not in the change of the FSBC. The Select Board

could add it in there. Member Candito asked is there the capacity to do a change order? Chair Carboni said we are discussing that tomorrow. It was \$220,000 for the initial phase of the project. Member Candito said if we wanted we could create an additional set of criteria for the scope. Member Day said the funds voted at Town Meeting were specifically for the schematic design for the new station; the next phase would be the existing facility. Chair Carboni said she is not sure if they even included that in the feasibility study. Member Candito said we need to talk about the impact of moving the station and either demolition or rehabbing of the current space. Chair Carboni said we can bring that back.

#### Old Colony Regional Vocational Technical Building Committee

Member Day said there are no new updates. He reviewed the current situation for the new Board Members and the timeline for the project. It will be about 12-18 months when they come to the Towns for funding. They desire to add HVAC and Plumbing Programs. Chair Carboni said the Board has been extended the opportunity for a tour of the school.

#### Town Administrator Search Committee

Chair Carboni asked for this item to be included in the updates. Ms. Craig-McGee said the consultant has been asked to provide the contract.

#### **Schedule Select Board Goal Setting Meeting**

Chair Carboni said she anticipates this to be a 2-hour meeting with goal setting being the primary focus. She asked the Board to think of some goals to accomplish over the next year. The Human Resources Director has had training in facilitation of goals as part of the team and we would invite Ms. Craig-McGee and Ms. Cotsonidis to the meeting as it effects the Select Board Office. She would like to come up with five (5) goals for the Board to discuss. Member Day asked about the timing. Chair Carboni would like to meet before Town Meeting. Member Day suggested having one (1) meeting to bring the topics in and then start these meetings. Chair Carboni asked to leave this item under Old Business on the agenda.

#### **New Business**

Member Candito said she noticed that Middleborough publishes their full warrant in the Nemasket Week newspaper. She would like us to consider doing that. This will be discussed at the April 22<sup>nd</sup> meeting.

Member Candito said she would like us to consider adopting a code of conduct for interaction based on the Supreme Court decision. She is looking at Sandwich's that just passed and they use KP Law.

Chair Carboni asked Ms. Craig-McGee to prepare a list of action items from the meeting and that list will get shared with everyone.

Member Day said there was a comment made at a meeting that completely goes against public procurement procedures. It would be good for us to do something for our volunteers to discuss this. Member Candito said KP Law will do two (2) classes. Chair Carboni said KP Law provided a list of courses that they offer. She will meet with Mr. Nunes and identify what classes we should do. Member Day asked is there a cost. Mr. Nunes said there is no cost and he will forward the list.

### **Old Business**

#### a. Meeting Minutes Sample

Chair Carboni said this is based on a conversation at the last meeting. Minutes are a public recording of activity that has taken place at a meeting. When reviewing minutes, it doesn't say who drafted them and when they were adopted. She spoke to the Town Clerk and she liked the idea of having the name of the person recording the minutes and the date approved. Member Carboni said she would like to adopt this as a practice. This can come back on April 22<sup>nd</sup> meeting. Member Day said when meetings are posted, the subscribers get a notice saying just meeting minutes. Ms. Craig-McGee adds in the date of the minutes. We can ask the people posting the minutes to add the dates in. Chair Carboni said she and Ms. Craig-McGee spoke about gathering all the recording secretaries to discuss the etiquette of minutes. The Town Clerk would like to attend.

### **40R District**

Member Day said the Board had authorized him to meet with Building Commissioner, Chairman of the Planning Board and Town Counsel about creating another 40R subdistrict. He would like to continue working on this and has received word that another 40B is coming from the same developer. The Board had no concerns with Member Day continuing. Mr. Nunes said he will be meeting with the Building Commissioner and the Vice Chair of the Planning Board at 4:15 PM. He asked Member Day if he would like to join the meeting.

### **Subsidized Housing Inventory**

Member Day said we are still listed at 250 units and there is concern that there may be 20-30 missing new units. Member Candito asked if they fell off? Member Day said no, they are missing. The Town Administrator's Office was handling that. Member Day said that had landed with the Town Planner. Member Candito said the Building Commissioner has that information. Member Day asked if the Town Administrator is the reporting authority. Member Candito said yes; it is due in September. She can help with this. Member Day said we are at 5.71% right now.

Member Donahue left the meeting at 7:42 PM. She will be missing the next meeting as she is on vacation.

### **Correspondence**

1. Department of Environmental Protection Waterways Regulation Program

### **Announce next Select Board Meeting**

Chair Carboni announced the next Select Board Meetings.

**Executive Session**

At 7:44 PM, upon a motion made by Member Day and seconded by Member Candito, it was:

VOTED: To enter Executive Session pursuant to M.G.L c.30A Sec. 21(a)(6) to consider the purchase, exchange, lease or value of real estate (a portion of land located at 1 Elliot Way) if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and not to return to Open Session.

Roll call vote: Member Candito - aye; Member Day -aye; and Chair Carboni - aye.

**List of documents provided at the Select Board Meeting of April 9, 2024**

1. Agenda page
2. Agenda page
3. Agenda page
4. Agenda page; Town Administrator report
5. Agenda page
6. Agenda page; ARPA Summary; Capital Project Requests from ARPA funding
7. Agenda page; Select Board Meeting Minutes of March 11, 2024 and March 25, 2024
8. Agenda page
9. Agenda page
10. Agenda page; letter from Council on Aging Board Chairperson
11. Agenda page; memo from Conservation Commission; letters of interest from applicants
12. Agenda page; letter from Mark Knox
13. Agenda page; memo from Fire Chief; Comprehensive Emergency Management Plan
14. Agenda page
15. Agenda page; Chapter 61 Right of First Refusal Policy and Procedures;
16. Agenda page; memo from Human Resources Director
17. Agenda page; letter from Mattapoisett Land Trust, Inc. and Friends of the Mattapoisett Bike Path; Public Way License Application; route map; insurance certificate; letter requesting fee waiver
18. Agenda page
19. Agenda page
20. Agenda page
21. Agenda page; minutes page sample
22. Agenda page; Department of Environmental Protection Waterways Regulation Program notice
23. Agenda page
24. Agenda page

**AGENDA ITEM #8  
APRIL 22, 2024**

**DISCUSS AND POSSIBLE VOTE TO SCHEDULE SPECIAL  
TOWN MEETING FOR JUNE 10, 2024 AND OPEN THE  
WARRANT**

Attached is the draft schedule for the Special Town Meeting.

**PROPOSED MOTION:** To schedule a Special Town Meeting on June 10, 2024 at 6:30 PM and to open the warrant and to close the warrant on May 6, 2024.

**SPECIAL TOWN MEETING SCHEDULE**  
**JUNE 10, 2024**

<u><b>ACTION</b></u>	<u><b>MEETING DATE</b></u>
Schedule Special Town Meeting	April 22, 2024
Open Warrant	April 22, 2024
Warrant Closes	May 6, 2024 at 4:00 PM (last year you left it open for 2 weeks)
Send Articles to Town Counsel for review	May 7, 2024
Vote on Articles	May 20, 2024
Vote on Final Warrant	May 20, 2024
Legal ad in Paper	May 23, 2024 (ad will need to be placed prior to the Board voting on the warrant)
Warrant Posting	May 23, 2024
Warrant Review	June 3, 2024
Special Town Meeting	June 3, 2024

**AGENDA ITEM #9**  
**APRIL 22, 2024**

**DISCUSS AND POSSIBLE VOTE ON AMERICAN RESCUE  
PLAN ACT CAPITAL PROJECTS**

Attached is the ARPA Summary; updated summary of ARPA Projects as of April 18, 2024; Member Days' thoughts of the proposed ARPA projects and capital projects in general; and back-up information on various ARPA project requests.





SPENDING ON GOVERNMENT SERVICES

Recipients can use SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the above approach. Government services generally include *any service* traditionally provided by a government, unless Treasury has stated otherwise. Here are some common examples, although this list is not exhaustive:

- ✓ Construction of schools and hospitals
- ✓ Road building and maintenance, and other infrastructure
- ✓ Health services
- ✓ General government administration, staff, and administrative facilities
- ✓ Environmental remediation
- ✓ Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)

Government services is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements. Recipients should be mindful that certain restrictions, which are detailed further in the Restrictions on Use section and apply to all uses of funds, apply to government services as well.

## LAKEVILLE - ARPA SUMMARY

	Plymouth County		3/21/2024	
	<u>ARPA</u>	<u>Approved</u>	<u>Expended</u>	<u>Available</u>
Allocation (Phases 1, 2, & 4)	1,714,965.78	(905,203.49)		809,762.29
Water Project		332,800.00	34,077.00	
Ambulance		572,403.49	56,948.00	
Revenue Replacement (Ph 3)	362,329.00	(353,700.00)		8,629.00
Old Town Hall restroom		183,700.00	-	
Gamache Playground		170,000.00	152,069.64	
				<b><u>818,384.00</u></b>

	Direct Funding		3/21/2024	
	<u>ARPA</u>	<u>Approved</u>	<u>Expended</u>	<u>Available</u>
Allocation (Tranches 1 & 2)	1,210,073.16	(501,793.00)		708,280.16
Water Feasibility Study		14,800.00	17,400.00	
Covid-19 Vaccination/Testing		100,000.00	-	100,000.00
Outdoor Stage Cover		20,000.00	10,213.16	
TW Tennis Courts		44,785.00	44,785.00	
New Fields Project		120,000.00	52,480.00	
New Fields supplement		30,000.00	-	
Firefighter Staffing (4)	FY2024	172,208.00	26,778.23	
Firefighter Staffing (4)	FY2025	<u>Pending</u> 344,675		(344,675)
Investment earnings to-date	40,155.15			40,155.15
				<b><u>503,760.31</u></b>

## SUMMARY OF ARPA PROJECTS AS OF 4/18/24\*

DEPARTMENT	ESTIMATE	STATUS	SOURCE
<b>Arts Council</b>			
Sound system and speakers for the pavilion	TBD		
<b>Council on Aging</b>			
Addition for food pantry	250,000.00	Approved	County
<b>FACILITIES</b>			
Town Hall Roof (2 small sections)	10,000.00	Approved	County
Old Library Window Upgrade	See email		
<b>Fire Department</b>			
Transport Trailer for UTV	9,800.00	Approved	County
SCBA Fill Station	81,794.00	Approved	County
Prefabricated Training Building	150,600.00		
Water line to the site of the proposed new fire station	TBD		
<b>Library</b>			
Irrigation Well at Library	30,000.00	Approved	Direct
<b>Parks</b>			
Repair and renovate the existing skate park	150,000.00		
Replace the beach playground at Clear Pond Park	45,000.00		
Replace the basketball/volleyball courts at Clear Pond	65,000.00		
Renovate and add to the playground at John Paun Park	65,000.00		
Security Ted Williams Camp	22,256.00		
<b>Police</b>			
Irrigation Well at Police Station	30,000.00	Approved	Direct
<b>Public Works</b>			
Resurface Howland Road	713,000.00		
Resurface Southworth Street & Leonard Street	207,333.00		
Crack Sealing	60,250.00	Approved	County
<b>Traffic</b>			
Design/Traffic signalization at Bridge and Main Streets	TBD		
<b>Town Clerk</b>			
Vote Tabulators	40,600.00		

\*Does not include approved ARPA projects prior to 3/1/24

Plymouth County Balance	818,384.00
Approved	<u>411,844.00</u>
<b>Available Balance</b>	<b>406,540.00</b>

Federal Government Direct Balance	503,760.00
Approved	<u>60,000.00</u>
<b>Available Balance</b>	<b>443,760.00</b>

<b>Total Available</b>	<b>850,300.00</b>
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These thoughts about proposed ARPA projects (*and capital projects in general*) are my own and I am sharing them as directed by the Select Board at our April 9th, 2024, meeting. - Brian Day

## General thoughts

- We should not approve any project with a “TBD” cost until sufficient data backing the request exists. Do we have quotes? Have we done a similar project in the past? A few projects have been underfunded or their scope not well thought out in recent years. This needs to be fixed and all projects run through the proper channels.
- Let’s filter things on wants versus needs. Our foundation needs to be shored up before we start adding more things to take care of.
- Does a project come with additional operational overhead (i.e., maintenance, head count, future predictable replacement costs, etc.) or zero overhead?
- Does a project reduce operating expenses in any way?
- Does a project provide relief to 5-year future capital improvement plan in any way?
- Does this help execute any part of the Lakeville Master Plan?
- **ADA Projects:** Why do we not have a single ADA project on this list? Town Hall has no automated push-button door. The COA has a single ADA bathroom. Parks could benefit from ADA improvements. We could keep listing things. While we apply for ADA grants yearly, we will not always be successful in receiving them. The town’s population is trending older, and we should be focusing on making improvements where possible so all residents can be served equally.

## Arts Council

- **Sound system and speakers for pavilion:** Need a cost before any recommendation. Who is responsible for setting up/breakdown of the equipment each time there is a need to use it? Is it permanently mounted?

## Facilities

- **Old Library Window Upgrade:** Need more information.

## Fire

- **Transport Trailer for UTV:** From speaking to the Chief, he intends to purchase an enclosed trailer with these funds while other towns are purchasing “landscape-style” trailers for about one-third the cost for the same UTVs the state purchased for their departments. The chief identified lack of interior storage as this need. I suggest we purchase a landscape-style trailer and store the

trailer under the Police Station's outbuilding with permission from Chief Perkins if there is room. The Fire Station Building Committee should ensure storage of this new apparatus is considered in the new Fire Station needs. Another short-term option would be a UV/Rain proof cover for the vehicle easily removed when needed. A landscape-style trailer offers better rearwards sightlines to whomever is towing the trailer, which is helpful if they are not experienced towing an enclosed trailer. We should ensure all vehicles intended to tow the trailer are provisioned with appropriate towing hitches, trailer brake controllers, etc. as part of this funding request if they are not already equipped with them.

- **Prefabricated training building:** With a new station coming I would rather this be something considered as part of that project necessary, or this is a resource multiple towns could chip in and share so we do not cover the full cost load. This is a large cost which may be better suited to be redistributed to multiple smaller projects and added to our five-year capital projects plan. There's been talk of a "training tower" on the new station should it be approved, which may be redundant to this. Should we scrap this and the tower, then add the tower to the new station later on as long as the base is built with the add-on in mind?
- **Water line to new potential new Fire Station location:** If the new station does get built on Route 18 on the other side of the TWC entryway from LPD, then I'd prefer we see a figure to extend this water line to the new Parks' North Fields project. A potable water source at North Fields is something we should strive to have. This would avoid the risk of becoming labelled as a public drinking water supplier, which comes with regulatory requirements and heavy yearly costs should we choose to use a well. This is similar to the problem we have discussed at John Paun Park, where utilizing a well would introduce yearly monitoring overhead if we do not use a water line from the Taunton water department. It only takes a few people filling water bottles from a sink to run into this challenge.

## Parks

- **Ted Williams Camp Skate Park:** Is this a quoted figure with designs to get it to completion?
- **Clear Pond Playground:** Is this a quoted figure to get it to completion? Will it be a truly accessible playground? Is the cost of dismantling/removing both the large and small playgrounds at Clear Pond Park included? The toddler playground is also in poor shape and up against the roadway. I recommend avoiding using DPW time/resources to dismantle/remove the existing playgrounds as it takes away from responsibilities elsewhere in town.
- **Clear Pond Basketball/Volleyball courts:** Should we invest any money into basketball for a park open a few weeks a year? I suggest removing the basketball courts entirely and their higher cost of maintenance. Consider instead installing and maintaining volleyball courts which meet USA Volleyball requirements, which fit into the Clear Pond Park theme better. Perhaps this opens up summer tournament fundraising opportunities. A smaller version of Sand/Beach Soccer is another activity which can be played on volleyball courts if the nets are easily removed, and goals rolled into place when .

- **John Paun Park Playground:** Same general concerns as Clear Pond Park playground. Costs. Accessibility. Etc.
- **Missing all Parks:** ADA improvements at all parks including beach/water/playground access at Clear Pond Park. Improve the handicap parking. Add some kind of permanent or semi-permanent boardwalk. Add some kind of removable boardwalk to the water.
- **Missing Clear Pond Park:** Beach comb tractor attachment (purchase) or contracted services and refreshed sand for Clear Pond to not rely on donations.
- **Missing Clear Pond Park:** Fence/Sightline improvements. Exiting onto Clear Pond Road there is a dangerous sightline obstructing the view of traffic due to the mature trees and existing fence. I suggest we move the existing fence line back and remove the necessary trees to improve public safety for those visiting the park and those driving by the park. We should also ensure the fence line secures the entire park area as there are gaps near the basketball court at the end of the park.
- **Missing Ted Williams Camp:** Parking lot grading/drainage improvements at Ted William Camp near Loon Pond Lodge. Both the large and small lots by the tennis courts. Asphalt and space lining if possible. The town is marketing Loon Pond Lodge as a great wedding and event venue, yet after heavy rains attendees and voters walk through deep puddles to the venue.
- **Missing Ted Williams Camp:** Investigate installation of a couple simple cement 3-walled handball courts which are also multi-purpose for pickle ball and tennis practice.
- **Missing Ted Williams Camp:** Regrading, seeding, resting of existing fields now that North Fields will soon be open.
- **Missing all Parks:** New signage at all parks including illumination and message boards. Some parks have little to no signage, no message boards, and no permanent illumination.

## Police

- **Missing:** All Terrain Vehicles. With Fire showing how a UTV would be useful for Betty's Neck, train tracks, and other areas should we Police receiving one or two ATVs for enhanced community policing presence in similar areas? Taunton Police and Environmental Police both use these kinds of vehicles. An ATV could fit into the rear of the LPD pickup truck with the tailgate down and some aluminum ramps for easy loading/unloading.
- **Missing:** Security Camera Infrastructure Improvements. Parks had trouble integrating with the current security camera system. Can we identify those deficiencies and remove them? The town should have a goal of all security cameras being on a single system.

## Public Works

- **Resurface Howland Road:** Yes, it is one of the last major roads in need of major repairs. We need to get ahead of it before it costs us even more.
- **Resurface Southworth Street & Leonard Street:** Yes.
- **Crack Sealing:** Yes, any proactive work to reduce long-term expenses and extend the life of our public ways is worth it.
- **Missing:** BUD material removal. We should expedite if not complete the removal all remaining material from behind the DPW building. This soil has been declared contaminated by the state and we cannot use it locally for projects. There are concerns the removal cost will increase year after year and we may no longer have a location to move it to. We have been removing insignificant amounts of material yearly but should strongly consider finishing the job immediately to get this material away from Taunton's drinking water supply within Elders Pond.

## Traffic

- **Design/Traffic signalization at Bridge and Main Streets:** Need to follow up on the earlier work with the state to fully understand the town's responsibilities and associated costs.

## Town Clerk

- **Vote Tabulators:** No specific thoughts although the Clerk has mentioned we may be on the cusp of needing an additional precinct soon. This would assist in the graduation to four precincts.
- **Missing:** Town meeting voting devices. Would like to see the cost to begin purchasing/renting electronic voting devices for town meetings if the Clerk has interest. Perhaps there are up-front start-up costs to cover if there is interest, then a smaller annual operating cost moving forward. The towns I have talked to with these seem to feel they have sped up town meetings with reduced manual counting time and multiple-choice questions become easier.
  - An example of what some towns went to: <https://www.meridiaars.com/>

## Other miscellaneous missing items.

- **Constituent services technology upgrades:** Online agenda/packet/minutes/meeting recording system and/or website upgrades to provide better constituent services. Residents and ourselves struggle to easily navigate our current system to find schedules, agendas, minutes, and more in a timely fashion.
- **Audio/Visual upgrades for open meeting rooms:** We receive consistent complaints from residents sitting in these rooms that they cannot hear the discussion taking place a few feet away. The town and LakeCAM should certainly be able to determine what would help. Additionally, for some reason we removed the permanently mounted cameras from the COA and library rooms in the past. We should invest in putting the equipment back to reduce the effort



LakeCAM has to go through every time to set up and break down a meeting for recording and streaming purposes. They go beyond each time, and we should make their job easier while providing a solid dependable solution for residents in the room and watching from home. There is legislation pending to make all meetings available remotely and this may help us get ahead of it.

- **Preservation of recorded meetings:** Technology improvements to support receiving a digital and a hard copy of every meeting recorded by LakeCAM. We can then preserve them in the Clerk's records and make them available online. Residents should be able to easily find, click, and view a meeting from the Town's webpage instead of searching LakeCAM's site or YouTube for the proper video.
- **GIS platform layer updates:** Updates to the town's GIS system to ensure all the town's zones (e.g., residential, business, industrial, mixed use) are current and available to view on the live map. Consider additional layers such as but not limited to Chapter 61 parcels, 40R Smart Growth Districts, and priority protection/development parcels if not already available.

# **FACILITIES DEPARTMENT**

## Robert Nunes

---

**From:** Paul Nee - Facilities Manager  
**Sent:** Friday, April 12, 2024 10:58 AM  
**To:** Robert Nunes  
**Subject:** Historic Town Hall windows

Good Morning Bob,

I hope you had a great week. If I could bring up the windows again, here at the Historic Town Library (possible ARPA).. I just spoke with Nate, and he said that there is some interest with the Historical Committee to have a discussion regarding repairs to some of the windows (not all). There are (11) basement windows that are in tough shape as well as the frames. This is due in part to the age, design and condition of the old masonry. There are some area in the exterior masonry that could use some re-thinking. The upper windows on the 1<sup>st</sup> floor are in decent shape considering the age of the building.

I know when you asked me about it the other day, It was my intention to kick it down the road a bit, but where there is interest coming from the Historical Committee, I should reach out and have this discussion. I don't have enough information at this time to place it on the County ARPA train, but it may be a possibility for a federally funded ARPA project.

Please let me know your thoughts.

*Thank you,*

*Paul Nee  
Facilities Manager  
Town of Lakeville  
346 Bedford Street  
Lakeville, MA 02347  
[pnee@lakevillema.org](mailto:pnee@lakevillema.org)  
774-419-6615*



# **FIRE DEPARTMENT**

## Robert Nunes

---

**From:** Michael P. O'Brien, Fire Chief  
**Sent:** Friday, April 12, 2024 2:21 PM  
**To:** Robert Nunes  
**Subject:** Lakeville MA FD Bauer Compressor Quote 4-2024.pdf  
**Attachments:** Lakeville MA FD Bauer Compressor Quote 4-2024.pdf; Lakeville\_MA\_MBR-25\_4-11-2024 (004).pdf; Mobile Trainee.pdf

Mr. Nunes –

It became clear to me after the SB meeting that the board was struggling to stretch the ARPA dollars.

I have taken the liberty to modify my SCBA fill station spec. I am reusing the storage bottles, downsized the compressor by a few horsepower, and I got some trade in value for our existing machine. The result was an about \$18,000 in savings.

On the pre-fabricated burn building, I went with a smaller building and deleted the propane feature. The net savings was \$100,000.

I hope this helps fund the burn building and additional projects around town. Please see attached quotes.

Thank you,

Mike

**Michael P. O'Brien**

**FIRE CHIEF**

LAKEVILLE FIRE DEPARTMENT

346 Bedford Street

Lakeville, MA 02347

PH 508-947-4121





# Quote Only

## Industrial Protection Services, LLC

33 Northwestern Dr, Salem, NH 03079  
 125 Roberts Rd, Ste 4, South Portland, ME 04106  
[www.ipp-ips.com](http://www.ipp-ips.com)

Date: 11-Apr-2024

**Bill To:** Chief M. O'Brien  
 Lakeville Fire Dept  
 346 Bedford Street  
 Lakeville MA 02347  
 (774) 766-0247

**Ship to:** SAME

mobrien@lakevillema.org

Salesperson	Shipping Method	Purchase Order No
PLJ	Drop - Ship	Chf MO346 New HQ Bauer UN 4S

Qty	Item #	Description	Each Price	Line Total
1	UN 4S/13H-E1	Unicus 4S All In One High Pressure Compressor 6000 PSIG	\$65,871.00	\$65,871.00
1	GT/CO/III	CO Monitor with Cal Kit	\$4,548.00	\$4,548.00
1	RF-REG	Remote Fill Port with Regulator	\$1,802.00	\$1,802.00
3	MSA	Fill Port QD Adapter MSA Cyl	\$925.00	\$2,775.00
1	347-SCUBA	SUBA Yoke Adapter	\$448.00	\$448.00
1	CAS4-B	Whip Lines , Fittings and Adapters	\$850.00	\$850.00
1	Install	Delivery / Installation	\$1,500.00	\$1,500.00
1	Move	Remove/Re-Install Unit at New Location	\$2,500.00	\$2,500.00
1	Trade-In	Trade on Existing Compressor	(\$500.00)	(\$500.00)
		Using Customer Supplied Storage Cylinders 4ea 6K DOT's		
		Town is Responsible for all electrical and building modifications		





# Quote Only

## Industrial Protection Services, LLC

33 Northwestern Dr, Salem, NH 03079  
125 Roberts Rd, Ste 4, South Portland, ME 04106  
[www.ipp-ips.com](http://www.ipp-ips.com)

Date: 11-Apr-2024

**Bill To:** Chief M. O'Brien  
Lakeville Fire Dept  
346 Bedford Street  
Lakeville MA 02347  
(774) 766-0247

**Ship to:** SAME

[mobrien@lakevillema.org](mailto:mobrien@lakevillema.org)

Salesperson	Shipping Method	Purchase Order No
PLJ	Drop - Ship	Chf MO346 New HQ Bauer UN 4S

Qty	Item #	Description	Each Price	Line Total

*Paul Lamoureux*

Quoted Freight Charges \$ 2,000.00

Email: [plamoureux@ipp-ips.com](mailto:plamoureux@ipp-ips.com)  
Cell: 508.927.2900 Fax: 603.458.5958

**\$81,794.00**





April 11, 2024

**Proposal # 421140**

Thank you for your request. We appreciate your expressed interest in FFI Products. The following pricing is for our basic mobile burn trailer.

Price: (Mobile Trainee) **MBR-25**.....**\$144,500.00**

Mobile burn trailer.....See catalog or website

Note: 3 sets of removable stairs with railing.

Listed below are additional options you can add to the basic model, to enhance your training capabilities with the mobile burn trailer.

- Basement Trainer configuration (Add) \$17,200.00
- Hot-Dipped Galvanized Foldable roof safety railing (perimeter) \$19,704.00  
     With 6' Trailer Length Increase \$ 3,032.00 More
- Hot-Dipped Galvanized Exterior ladder \$ 2,231.00
- Movable wall system/maze \$ 395.00 ea  
     for quick change maze configurations.\*
- Movable half-wall system/maze. \* \$ 300.00 ea
- Artificial Smoke System (Mini Max) \$ 3,172.00  
     With 4 gallons of Dense Smoke Fluid
- Class 'A' Stainless Steel Burn Prop \$ 4,600.00
- 6' Trailer Length Upgrade/Increase \$17,980.00

Propane System starting at \$140,000.00 estimated.

For other special training configurations, there would only be additional materials cost. Please feel free to contact us with your concept or requirements.

Shipping (FOB Sun Prairie, WI) *Quoted by (int.):* **SRM** *Date:* **4/11/2024**

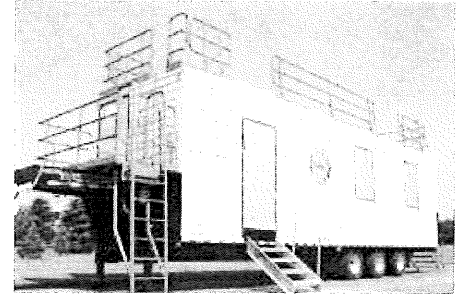
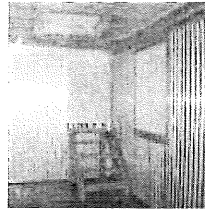
**Delivery Quote to: Lakeville, MA = \$6,100.00**

Customer pick-up available for no-charge.

\*Partition wall systems must be removed before burning.

# THE MOBILE TRAINEE

The Mobile Trainee is a portable fire training unit featuring a burn room. Complete with a trailer and leveling feet, the Mobile Trainee allows fire service instructors to conduct live Class A or B fire evolutions at multiple locations.

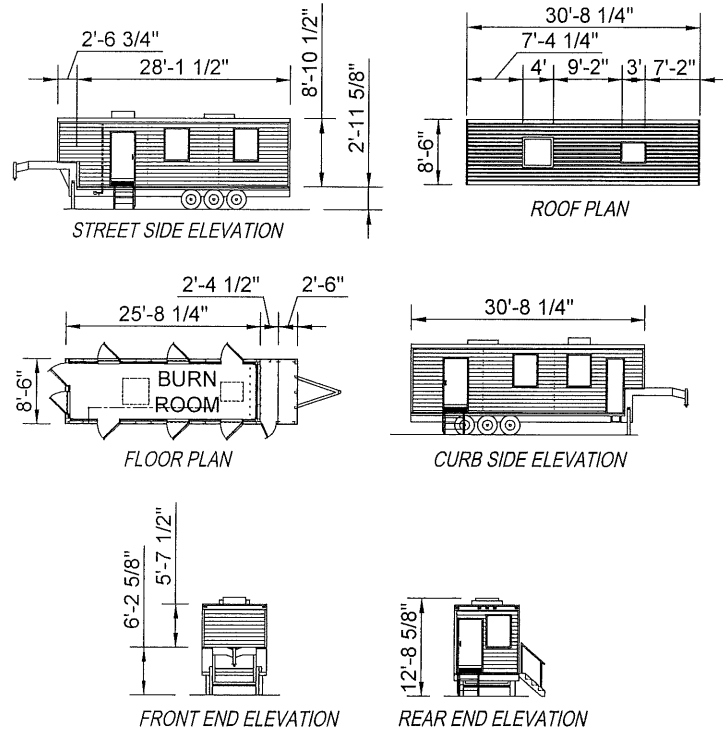


Wheaton, Missouri

All doors /shutters are operational from both sides.

## Trailer:

- Gooseneck Cargo Van
- GVWR: 21,000 lbs.
- O.A.L.: 30' 8-1/4"
- O.A.W.: 8' 6"
- O.A.H.: 12' 8-5/8"
- Floor Heights from Grade: 2' 11-5/8"
- Axles: (3) 7,000 lbs., Dexter
- Wheels: (6) 16" Rims
- Tires: (6) 235/85R, 10 Ply
- Hitch: 2" King Pin, Adjustable
- Brakes: Electric, Each Axle
- Levelers: (2) 2-Speed Double Leg, 50,000 lbs.
- Structural Steel Framing: 24" on Center
- Formed Trailer Cross Members: 12" on Center



## Body:

- 16-Gauge Steel Wall & Ceiling Framing
- Prepainted Steel Exterior, 18-Gauge
- 11-Gauge Steel Tread Floor Plate
- 18-Gauge Box Ribbed Steel Roof
- (3) Entrance Doors with Removable Stairs
- (5) 3' x 4' Window Openings with Steel Shutters
- (1) 4' x 4' Roof Chop-Out Curb
- (1) 2'6" x 3' Bilco Roof Hatch
- Front Storage Area with Cargo Door
- Lights: Running, Parking, Turning and Brake

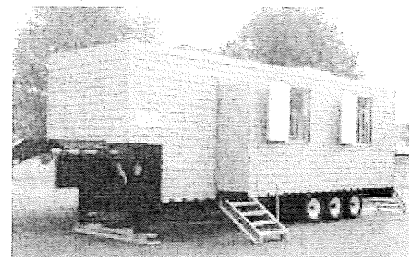
## Extended Length Mobile Trainers:

For greater training flexibility, extended size mobile burn room trainers are available up to 53'. Extended units can allow for larger burn rooms, basement fire simulation, additional storage, or they may provide the needed space to house the mechanical systems for available propane prop systems.

## Burn Room:

- 25' 8-1/4"L x 8' 6"W x 8' 10-1/2"H
- 3-Head Sprinkler System with 1 1/2" Connection
- (1) Westec® Insulation System
- (1) Scout Temperature Monitoring System

Wilmar, Minnesota



# **PARKS DEPARTMENT**



**Town of Lakeville**  
**PARK COMMISSION**  
346 Bedford Street  
Lakeville, Massachusetts 02347



April 16, 2024

Select Board  
Town of Lakeville  
346 Bedford Street  
Lakeville, MA

Dear Select Board,

The park commission would like to thank you for your support and granting the ARPA funds that have allowed us to complete some impactful renovations at Ted Williams Camp. The tennis and basketball courts wouldn't have been redone, the playground wouldn't have been revitalized and added on to, and the Commissioners Fields (formerly known as the North Fields) would still be sitting idle without those funds.

We would, once again, like to ask you to support more renovations throughout our parks. The last large, and most important, renovation is the Wills Skate park. We are asking for \$150,000 to resurface the cracked asphalt, add ramps and to make the skatepark safe for all skaters and bikers. Although Clear Pond is only open a short time, we believe that the current basketball court and playground pose such safety risks that they need to be redone. The new basketball court will be a huge improvement and give kids and adults a variety of activities that will keep their families happy to stay at the park longer. The addition of sand and woodchips (EWF) to the current structures fall zones is extremely important for the safety of everyone who uses them. Lastly, the replacement of the beach playground will give the smaller children a safe place to play. The playground at John Paun Park has the same issues as those at Clear Pond. There is no safety material under any of the existing equipment. We would like to rectify that while adding a play structure for families to use for a day at the park, or while a sibling or parent plays ball.

Thank you again for all of your support and we look forward to working with you to make our parks the center of our community.

Sincerely,

Melisa Turcotte  
Lakeville Park Commission

Dear Select Board,

On March 21, 2024 the Lakeville Park Commission voted to ask for \$150,000 in ARPA funding to renovate the skate park at Ted Williams Camp.

The skate park is the last large area that needs renovating at Ted Williams Camp. It is a 10,000 square foot asphalt area enhanced with 7 concrete ramps. The skate park is one of the most continuously used areas of the park, by everyone from moms clubs to adults, training wheeled bicyclists to skateboarders to roller derby enthusiasts, and everyone in between. Currently the skate park is overrun with cracks, fissures, and uneven asphalt. The skate park renovation will consist of repairing the fissures, smoothing out the uneven asphalt, removing 4 of the current pieces that are no longer usable, installing 3 new pieces and adding on to the remaining 2 pieces. The new placement of the ramps will allow the skate park to have a continuous flow instead of the stop and go movement it currently has. The current asphalt will be resurfaced and all of the cracks will be repaired. We will also be adding a graffiti wall along the back fence to curb the tagging that is currently a problem.

We are fortunate to have found two people that have grown up in Lakeville and learned to skate at the Wills Skatepark at Ted Williams Camp working with us to design a better, safer skatepark. Both of these men have grown up to have careers in skateboarding. One manages an indoor skatepark locally and the other works for a skatepark construction company out of state. They both come back to use our current skatepark and have dreamed of redoing it.

We can't wait to have Ted Williams Camp and the skate park be filled with people again. Thank you for all of your support.

Sincerely,

Melisa Turcotte  
Lakeville Park Commission

**BID PROPOSAL**

1 Coast Seacoasting Inc.

Box 455

ington, Mass. 02351

(781) 878-1900 / (800) 822-8105

Date: 3/1/2024

Job Name: **Town of Lakeville**

346 Bedford Street

Lakeville, Ma. 02347

**Wills Skate Park**

Skatepark remodeling \$100,000

Asphalt sealing & coating \$25,000

Graffiti Wall \$5,000

Miscellaneous \$20,000

=====  
**Total \$150,000**  
 =====

are pleased to submit the following cost estimate:

Skateboard Park

Recreation Department

Ted Williams Park

TERMS

DESCRIPTION

PRICE

TOTAL

Note: This Job will be paying prevailing wages to employees

Specifications: Skateboard Park Ted Williams Park

1. Air clean entire area to be coated.

2. Fill all cracks with Nova Bond crack repair.

3. Apply two coats of Resurfacer.

4. Apply two coats of Nova Combination Color Coat System.

5. Clean up General Work area.

**Total Cost of all Labor & Materials**

**\$22,750.00**

Total Cost of all Labor & Materials

Acceptance of Proposal:

\* Note: Work to be Completed in Four Trips, so no inconvenience to customers.

Authorized Signature: Harry Conover, President

Acceptance of Proposal:

Signature: Title:

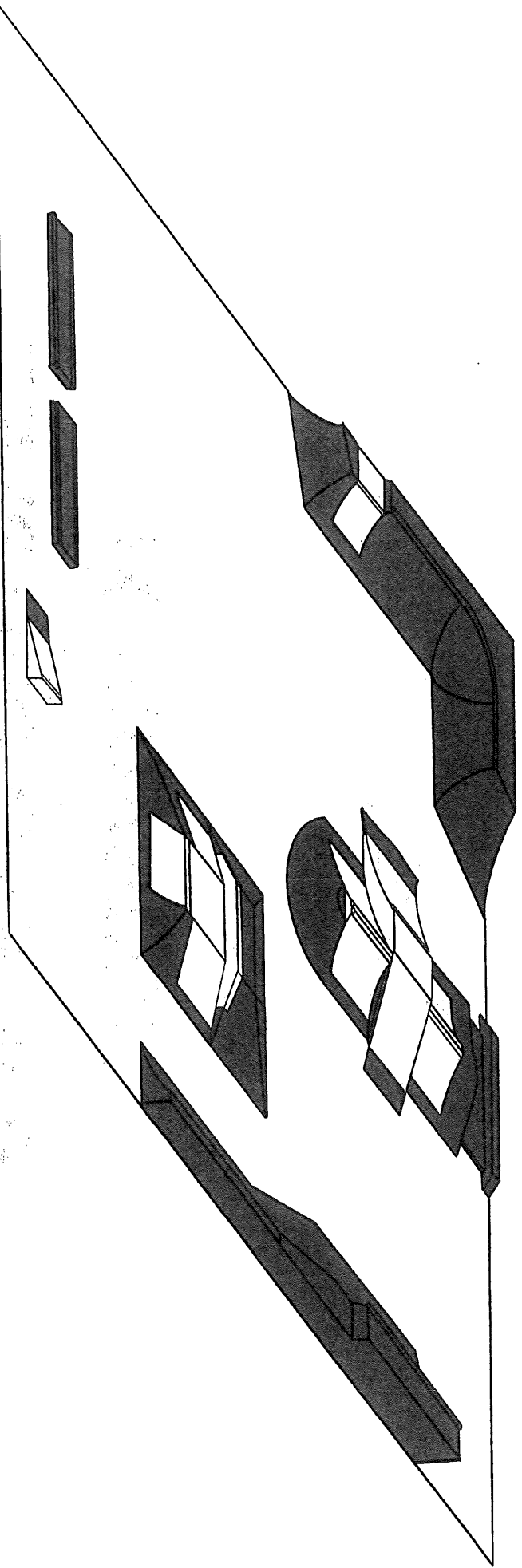
Date:

Materials and labor total

# Lakeville Skatepark Renovation

Ted Williams Camp  
Lakeville, MA 02347

# Proposed Skatepark Update



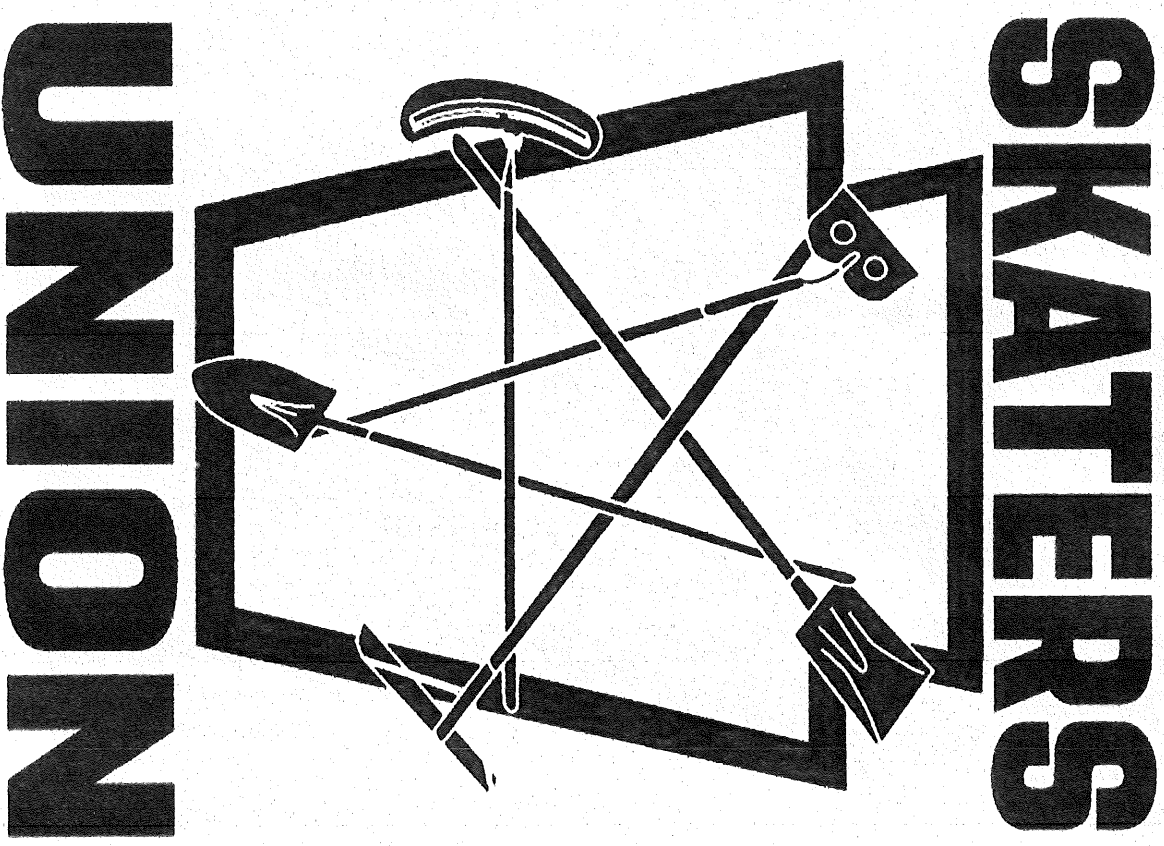
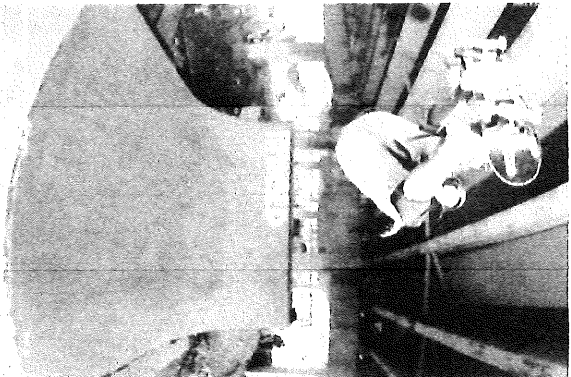
Red = New Ramps

Yellow = Existing Ramps



**FDR Skateparks -  
Skater's Union, LLC**

**Carlos Baiza**  
Harrisburg, PA  
717-329-4954



REBAR: CONCRETE: COPING CINDERBLOCK WOOD

<b>Ramp A</b>											
Material Cost:	\$7,250.00	Labor Cost:	\$22,000.00	<b>Total:</b>	\$29,250.00	<b>A</b>	\$550.00	\$3,500.00	\$1,000.00	\$1,200.00	\$1,000.00

<b>Ramp B</b>											
Material Cost:	\$7,300.00	Labor Cost:	\$24,000.00	<b>Total:</b>	\$31,300.00	<b>B</b>	\$600.00	\$4,000.00	\$500.00	\$1,200.00	\$1,000.00

<b>Ramp C</b>											
Material Cost:	\$1,750.00	Labor Cost:	\$7,500.00	<b>Total:</b>	\$9,250.00	<b>C</b>	\$150.00	\$1,200.00	\$0.00	\$0.00	\$400.00

<b>Ramp D</b>											
Material Cost:	\$2,170.00	Labor Cost:	\$9,500.00	<b>Total:</b>	\$11,670.00	<b>D</b>	\$200.00	\$1,400.00	\$120.00	\$0.00	\$450.00

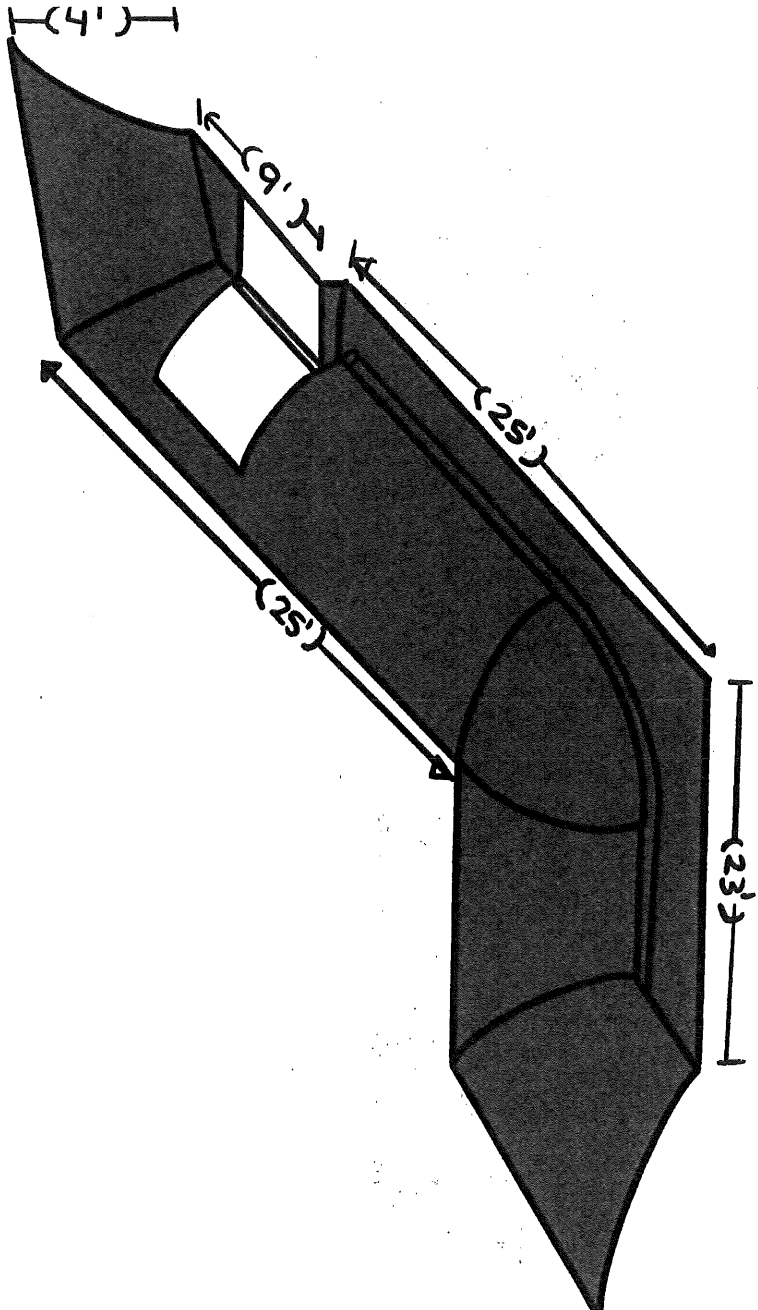
<b>Ramp E</b>											
Material Cost:	\$1,095.00	Labor Cost:	\$2,500.00	<b>Total:</b>	\$3,595.00	<b>E</b>	\$75.00	\$400.00	\$370.00	\$0.00	\$250.00

**Total Material Cost:**  
\$26,815.00

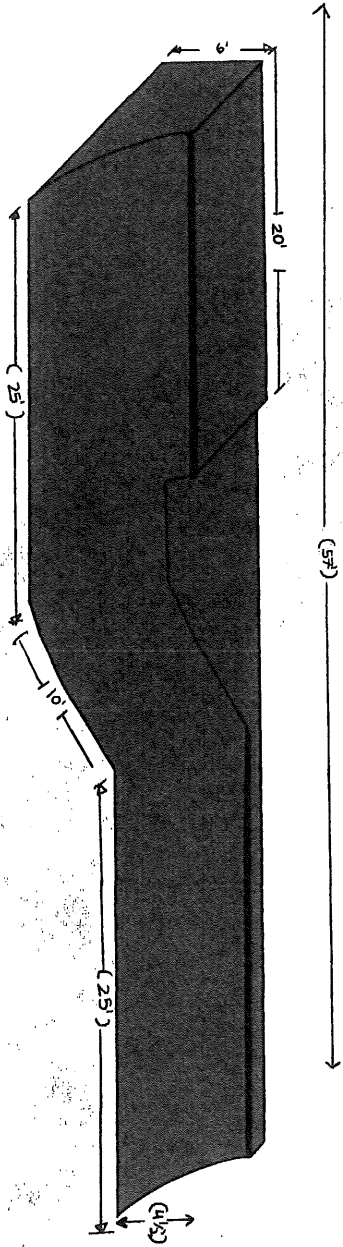
**Total Labor Cost:**  
\$65,500.00

**Grand Total:**  
\$85,065.00

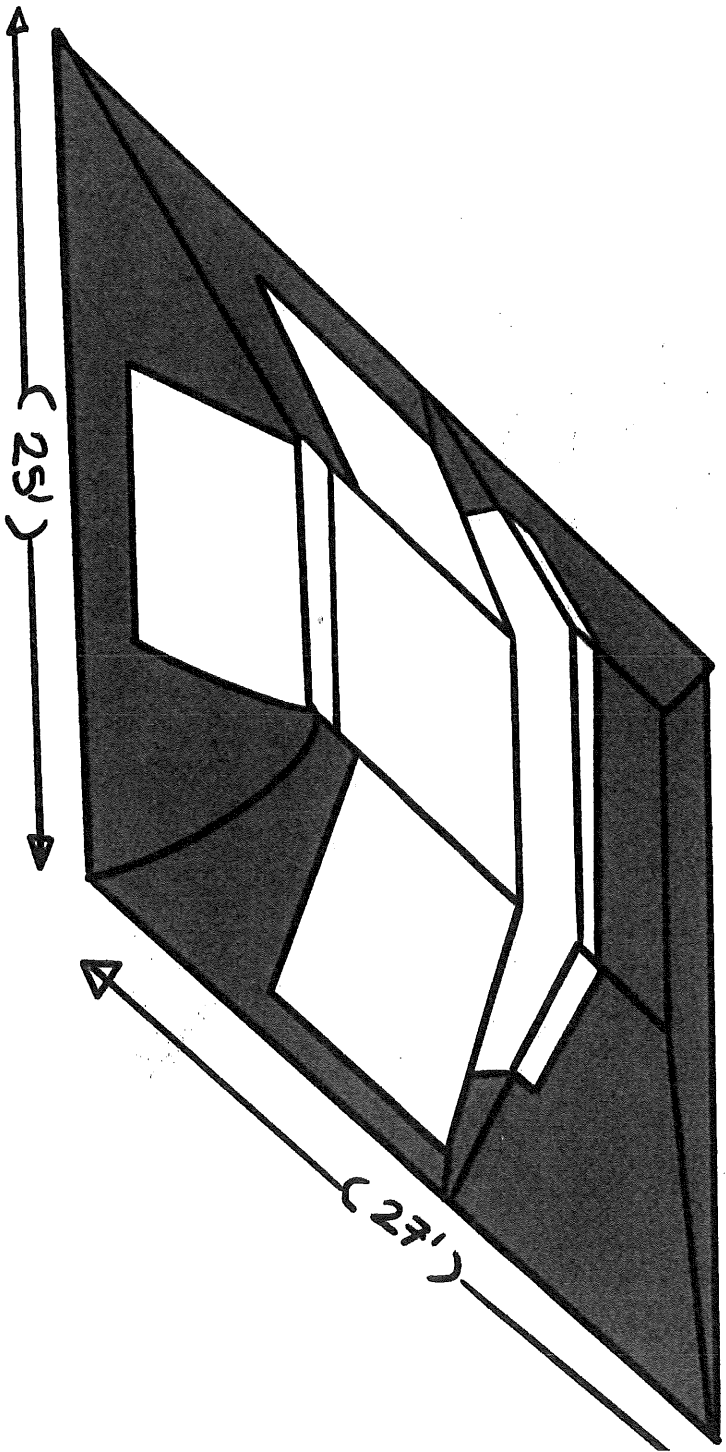
# Ramp A



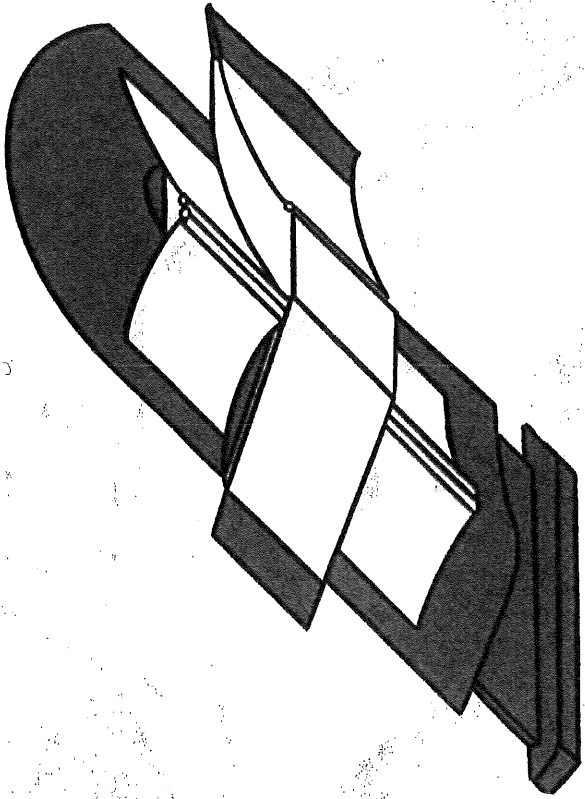
# Ramp B



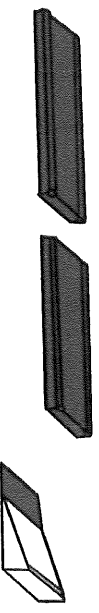
# Ramp C



# Ramp D



# Ramp E



Two Boxes + Lip

Dear Select Board,

The Lakeville Park Commission submitted a list to you in the fall of the repairs it would like to do at Clear Pond Park. We would like to ask for ARPA money to start on some of those items. Clear Pond Park is an asset to our community. It provides our residents with an affordable way to keep cool throughout the summer, offers swim lessons at an affordable price that helps to keep our children safe and provides jobs for some of our teenagers. Unfortunately, as you know Clear Pond Park is only open for 10 weeks out of the year, making it low man on the totem pole when it comes to funding. We are asking for \$110,000 to replace the current beach playground, remove the current basketball courts and replace it with a basketball court and a beach volleyball court.

We are looking forward to making Clear Pond Park a summer destination that offers more than just sitting on the beach. Doug Berry, the director, has already added summer movie nights and activities to the park and we are looking to enhance our company outings and parties this year. We believe these improvements will make Clear Pond more family friendly, giving families something for everyone, increasing gate revenue and outings. It will also keep families engaged at the park longer, increasing snack bar revenue.

Thank you for supporting us in making Clear Pond Park the destination it used to be.

Sincerely,

Melisa Turcotte



The current playground structure on the beach at Clear Pond Park is made up of parts from other playgrounds that have been donated over the years. It is held up with cinder blocks and is extremely unsafe. The Lakeville Park Commission voted to remove it from the park at their March 7, 2024 meeting. A playground can be placed on sand, as long as the fall zone has a maximum of 4 feet in height, and there is at least 9 inches of sand. We are asking for \$45,000, to replace the current beach playground and make the existing play areas safer.

CPP beach playground

	equipment	\$22,000	from \$28,000 ordered by 6/15/24
	Installation	\$5,000	
31 yds	Sand & installation for new playground	\$2,000	
33 yds	Sand & installation at current play area	\$2,000	
	Edging & installation @existing play area	\$4,000	
120 yds	EWF delivered & installed	\$5,000	changed from \$6,000
	New accessible swing	\$1,400	
3 new belt	swings & shipping	\$750	
	Miscellaneous	\$2,800	
			=====
	Total	\$45,000	





**Quote**  
# EST-001511

**UltiPlay**  
43 Main St  
Blackstone Massachusetts 01504

**Bill To**  
**Attn.: Tracie Craig-McGee**  
Lakeville Parks Department  
346 Bedford Street  
Lakeville, MA 02347

Date : Apr 10, 2024  
Quote Expires : Jun 18, 2024  
Sales Rep : Joe McMahon  
Rep Email : jcmahon@ultiplayus.com  
Rep Phone # : 508-294-6518

**Ship To**  
Clear Pond  
Lakeville Parks Department  
49 Clear Pond Road  
Lakeville, Massachusetts

#	Item & Description	Qty	Rate	Discount	Amount
1	Playworld Equipment Challenger promotional structure 350-2067 Offer valid until June 21,2024	1	29,122.00	25.00%	21,841.50
2	Shipping free with promotion	1	0.00	0.00	0.00
3	Installation of play equipment	1	4,480.00	0.00	4,480.00
<b>Subtotal</b>					<b>26,321.50</b>
<b>Total</b>					<b>\$26,321.50</b>

**Terms & Conditions**

Due to supply chain challenges, our manufacturers are facing longer lead times than usual. Most of our manufacturing partners are shipping 3-6 months out. Quote is valid for 30 days and requires our authorization thereafter. Trash and packaging materials will be consolidated and stacked neatly on Customer's site or placed in Customer's dumpster on site if other arrangements have not been agreed.

Prices in the above Quote are valid under the noted expiration date. If you choose to pay with a credit card, processing fees will be added to the total. Tax will be added to the final invoice unless a tax-exempt certificate is provided. For orders in an amount of \$100 or less, payment in full is required at the time of the order. For all other orders, a minimum 1/3rd deposit is required, unless expressly waived by UltiPlay (Orders from governmental entities are excluded from the deposit requirement).

Orders become final forty-eight (48) hours from receipt of Order Agreement. Orders may NOT be canceled or returned under any circumstances. Items which may be canceled or returned are subject to a twenty (20%) percent restocking fee, plus the cost of return freight. Returned items must be in original packaging, in new condition, and returned within ten (10) days. Authorization for the return must be obtained in writing from UltiPlay. Orders for products, other than those from Playworld, may NOT be canceled or returned.

If we can assist in any way, please reach out to your Sales Representative noted at the top of this document.

Currently there is a seventy six by ninety asphalt rectangle on a hill next to the beach at Clear Pond Park, that was used for 2 basketball courts. It has not been used in the last few years because the cracks have become too large, making it dangerous. We looked into filling the cracks, but they were too large and would need to be cut out and repaired. Unfortunately, cutting and repairing was more expensive than removing the whole thing and replacing it. We are asking for \$65,000 to fix up this area. We will have the asphalt removed and replace it with one basketball court and one volleyball court, along with hoops and nets, for \$43,000 and \$22,000 for the sealcoating and lining of the court.

#### Clear Pond Basketball & Volleyball Courts

Removal of asphalt	\$4,500	
Replace 1 basketball court with asphalt	\$20,000	changed from \$25,000
Sealcoating & lining	\$22,000	
2 new commercial basketball hoops	\$5,000	
166 tons Sand for volleyball court	\$4,500	
Volleyball poles & net	\$4,000	
Miscellaneous	\$5,000	
		=====
Total	\$65,000	
		=====
Total for both projects	\$110,000	

Morgado Company Inc

1 Annies Path Lakeville Ma 02347

774-263-4625

Date: March 15, 2024

Name: Lakeville Parks Department

c/o Melissa

Phone: 617-653-8821

Address: Clear Pond Park Lakeville Ma

Job Description: Asphalt Play Court

44 x 77 rip out and replace and paving

3" thick 1 ½" of base and 1 ½" of top \$19,800.00

Rip out tar and removal \$3,800.00

Job Total: \$23,600.00

**BID PROPOSAL**

East Coast Seacoasting Inc.

Box 455

Wilton, Mass. 02351

(781) 878-1900 / (800) 822-8105

Date: 3/1/2024

Job Name: **Town of Lakeville**

346 Bedford Street

Lakeville, Ma. 02347

are pleased to submit the following cost estimate:

Skateboard Park

Recreation Department

Ted Williams Park

**TERMS**

**DESCRIPTION**

**PRICE**

**TOTAL**

Note: This Job will be paying prevailing wages to employees

Specifications: Skateboard Park Ted Williams Park

1. Air clean entire area to be coated.
2. Fill all cracks with Nova Bond crack repair.
3. Apply two coats of Resurfacer.
4. Apply two coats of Nova Combination Color Coat System.
5. Clean up General Work area.

Total Cost of all Labor & Materials

\$22,750.00

Total Cost of all Labor & Materials

Acceptance of Proposal:

\* Note: Work to be Completed in Four Trips, so no inconvenience to customers.

Authorized Signature: Harry Conover, President

Acceptance of Proposal:

Signature: Title:

Date:

Materials and labor total

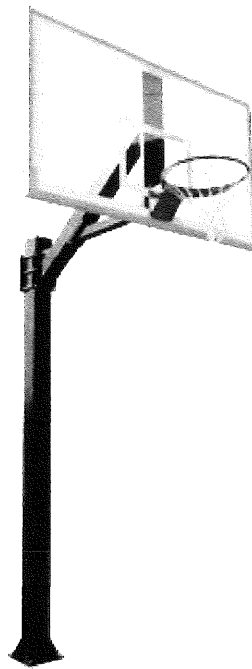
**Cart**

**\$4,298.00**

[Continue Shopping](#)

[Checkout](#)

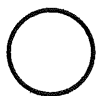
**2 Items**



**HERCULES Platinum**

**\$2,800.00**

**Version Standard**



**Tax Refund Sale**

**-\$651.00**

**Basketball**

**FREE**

**Pole & Gusset Pad**

**FREE**



WELCOME PEAK FLOW ATHLETES | CALL OR TEXT 646-921-5221 TO CHAT WITH AN EXPERT



Close



Login / Signup




My account ▾



Cart

## My cart

Product	Quantity	Total
 <p><b>FIRST TEAM</b>  <b>First Team Blast Outdoor Recreational Volleyball Net System - Sand Blast Complete - Blast Total (plus includes FT16 sleeves for sand)</b></p> <p><b>\$2,963.00</b> <b>\$3,300.00</b></p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <span>-</span> <span>1</span> <span>+</span> </div> <p>Remove</p>	<b>\$2,963.00</b>
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <span>-</span> <span>1</span> <span>+</span> </div> <p>Remove</p>		



Estimate shipping



### Country

### Province

### Zip code

Dear Select Board,

The Lakeville Park Commission would like to ask for \$65,000 (actual cost \$53,500) in ARPA money to bring the playground at John Paun Memorial Park up to safety standards and add an additional play structure.

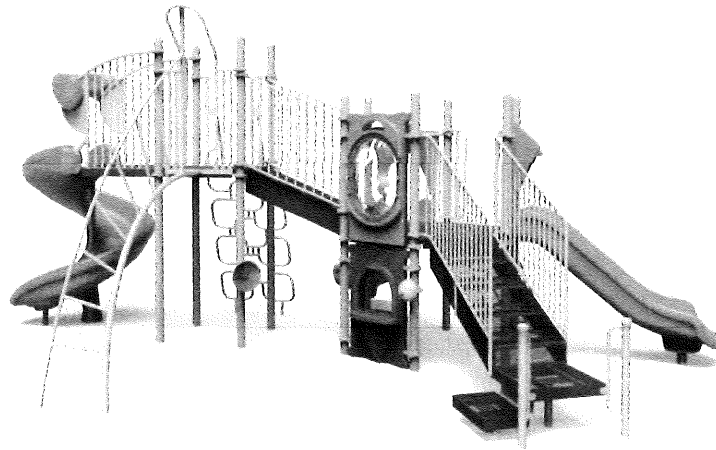
John Paun Park has been home to our local softball leagues for many years and is now home to our bloop ball leagues as well. The current playground consists of a swing set and a climber, which will both be staying, and a LittleTykes playscape someone dropped off from their backyard. It is surrounded by a 129 foot long fence with a 40 foot wide fence on one end. We would like to install EWF (engineered wood fiber) into a timbered frame around the whole playground, add a play structure for ages 5-12 and close in the fence while adding a 6 foot gate.

Unfortunately it is going to be years before John Paun Memorial Park gets the renovations it so desperately needs. Improving the playground is something we can do for our community and the families that use the park now.

Sincerely,

Melisa Turcotte  
Lakeville Park Commission





40 X 30 proposed playground with a 6 foot fall height.

Challengers Playset with Twisted Climber | 350-1832 (playworld.com)

**John Paun Memorial Park Playground Renovation**

New play structure	\$26,000	if ordered by June 15, 2024
Installation	\$10,000	
Edging Timbers	\$3,000	changed from \$9,000
240 yds EWF delivered	\$5,000	changed from \$9,000
EWF installation	\$4,500	
40' fence 4' tall with a 6' gate	\$2,000	changed from \$3,500
Swing seats & misc.	\$3,000	
	=====	
	\$53,500	changed from \$65,000



**Quote**  
# EST-001512

**UltiPlay**  
43 Main St  
Blackstone Massachusetts 01504

Bill To  
**Attn.: Tracie Craig-McGee**  
Lakeville Parks Department  
346 Bedford Street  
Lakeville, MA 02347

Date : Apr 10, 2024  
Quote Expires : Jun 18, 2024  
Sales Rep : Joe McMahon  
Rep Email : jmcMahon@ultiplayus.com  
Rep Phone # : 508-294-6518

Ship To  
John Paul Memorial Park  
Lakeville Parks Department  
Vaughn Street  
Lakeville, Massachusetts

#	Item & Description	Qty	Rate	Discount	Amount
1	Playworld Equipment Challenger promotional structure 350-1832 Offer valid until June 21,2024	1	35,655.00	30.00%	24,958.50
2	Playworld Equipment Accessible swing seat ZZXX0892	1	1,537.00	11.00%	1,367.93
3	Playworld Equipment Swing belt seats with chain ZZXX0260	2	170.00	11.00%	302.60
4	Action Play Systems Plastic border timbers 4 feet with stake 120 x 40 area	80	41.00	11.00%	2,919.20
5	Shipping of swings seats and timber Play structure free with promotion	1	570.00	0.00	570.00
6	Installation of play equipment and border timbers	1	10,300.00	0.00	10,300.00
7	Playground mulch for 4800 s,f 180 yards will be good for 10" of mulch	1	4,800.00	0.00	4,800.00
8	Installation of play ground mulch	1	3,400.00	0.00	3,400.00
<b>Subtotal</b>					<b>48,618.23</b>

*South east Fence 40', 4' high galvanized 1 1/2" gate* *2,000.-*

---

*# 51,000.-*

**Robert Nunes**

---

**From:** Michael Smith <hydrangea2011@gmail.com>  
**Sent:** Thursday, March 28, 2024 3:59 PM  
**To:** Todd Hassett, Lakeville Town Accountant; Robert Nunes; Lia Fabian; Maureen Candito  
**Subject:** Cameras quote for parks. ARPA  
**Attachments:** Lakeville Athletic Fields Video Surveillance Quote # 230105.pdf

Sent from my iPhone

**CC-Teknologies Inc.**

Phone: 508-444-8810  
 19 Memorial Dr  
 Avon, MA 02322



**Quote**

No.: **230105**  
 Date: 3/27/2023

Prepared for:  
 Ryan M Maltais (508) 947-4422  
 Lakeville Town Hall  
 346 Bedford Street  
 Lakeville, MA 2347 USA

Prepared by: Robert Armstrong  
 Account No.: 270841  
 Phone: (508) 946-8800

Quantity	Description	UOM	Sell	Total
1	X0408 S - 4 analog channel, 30 FPS per analog channel, recorder supporting up to 8 channels (analog or IP). Recorder comes complete with all I/O and 2	EA	\$2,823.75	\$2,823.75
1	NVR Wall Mount Bracket - Compatible with March Networks NVRs 8x16R/S, 8x32S/R, X12xx, 6708S, 6716R, and 6732R.	EA	\$142.50	\$142.50
1	APC Back-UPS 850VA, 2 USB charging ports APC Back-UPS Series	EA	\$200.00	\$200.00
1	ME3 Pendant IR PTZ 40x - 3MP Pendant Mount IR PTZ with 40x Lens, IP66 housing, UPOE / DC12V/ AC24V, LBR H.264, RS485 or IP PTZ control.	EA	\$2,062.50	\$2,062.50
3	VA4 IR DuraBullet - 2.7-12mm Motorized Lens, Dynamic IR, 4MP HDR, IK10, POE, 12VDC, 24VAC, LBR H.264, Alarm I/O, Audio I/O	EA	\$480.00	\$1,440.00
3	Pole Back Box for ME6, VA4, and SE4 Bullet Camera - Mounts to poles and provides a sealed junction for cables and connectors. <i>Mounts to poles and provides a sealed junction for cables and connectors.</i>	EA	\$75.00	\$225.00
1	Single port, 60W, IEEE 802.3bt-compliant indoor PoE midspan	EA	\$185.00	\$185.00
1	Optional tinted bubble for SE2 Pendant PTZ. Replaces the standard clear bubble.	EA	\$52.50	\$52.50
1	Pole Adaptor - Indoor-Outdoor pole adaptor for various domes. Pole Adaptor - Indoor pole mount adaptor for various domes. Requires compatible wall mount (HOMINIDOMEWB) and compatible 1.5 inch NPT mount adaptor, s	EA	\$52.50	\$52.50
1	Wall Mount 1.5in NPT with Back Box.	EA	\$116.25	\$116.25
1	Pole mounted Lighting Protection and POE power for cameras	EA	\$692.50	\$692.50
1	Misc. Job Material (Wire, Boxes, Plates, Hangers, Misc. Hardware)	EA	\$1,464.00	\$1,464.00
80.00	Labor - State of MA	EA	\$160.00	\$12,800.00

**Trenching between building and Pole provided by others. CC-Teknologies to provide conduit end to end. Closing trench and landscaping provided by others.**

**Your Price:** \$22,256.50  
**Total:** \$22,256.50

Prices are firm until 4/26/2023      Terms: Due Upon Receipt

**Quote**

No.: **230105**

Date: 3/27/2023

**Prepared by:** Robert Armstrong, rob@cc-tek.net

**Date:** 3/27/2023

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PUBLIC WORKS DEPARTMENT**

## Robert Nunes

---

**From:** Franklin Moniz, DPW Director  
**Sent:** Wednesday, April 10, 2024 1:03 PM  
**To:** Robert Nunes  
**Subject:** Howland Rd ARPA quote  
**Attachments:** Howland Rd 24.xlsx

See attached quote for Howland Rd. using SERSG contract pricing.

**Franklin Moniz**  
D.P.W. Director  
Lakeville, MA  
Phone: 508-947-9521



T/O Lakeville 2024

Grand Total:

#REF!

Current Liquid Escalation: \$637.50  
Time of bid: \$665.00

As of December 2023 escalation.

						Notes
	Howland Rd (Freetown TL - RR Tracks)	Quantity	UM	Unit Price	Total	
1	SSP HMA Lakeville	3,150	TON	\$ 101.00	\$ 318,150.00	
2	Bitumen Tack Coat	1450	GAL	\$ 6.00	\$ 8,700.00	
4	Warm Mix Additive	3,150	TON	\$ 2.00	\$ 6,300.00	
5	Cold Planing	26750	SY	\$ 2.40	\$ 64,200.00	
6	Structures Adjustments	9	EACH	\$ 450.00	\$ 4,050.00	

Total \$\$ \$ 401,400.00

						Notes
	Howland Rd (Assonet TL - RR Tracks)	Quantity	UM	Unit Price	Total	
1	SSP HMA Lakeville	2,450	TON	\$ 101.00	\$ 247,450.00	
2	Bitumen Tack Coat	1100	GAL	\$ 6.00	\$ 6,600.00	
4	Warm Mix Additive	2,450	TON	\$ 2.00	\$ 4,900.00	
5	Cold Planing	20550	SY	\$ 2.40	\$ 49,320.00	
6	Structures Adjustments	8	EACH	\$ 450.00	\$ 3,600.00	

Total \$\$ \$ 311,870.00

**TOTAL= \$713,270.00**



## Robert Nunes

---

**From:** Franklin Moniz, DPW Director  
**Sent:** Wednesday, April 10, 2024 12:55 PM  
**To:** Robert Nunes  
**Subject:** Southworth/Leonard ARPA Quote  
**Attachments:** T.O Lakeville - Spring 2024 - Estimates.xlsx

Her is quote for Southworth St/Leonard St from PJ Keating using SERSG contract pricing.  
Thanks

**From:** Demelo, David (PJ Keating) <ddemelo@pjkeating.com>  
**Sent:** Monday, March 18, 2024 10:05 AM  
**To:** Franklin Moniz, DPW Director <fmoniz@lakevillema.org>  
**Cc:** Pavao, Rick (PJ Keating) <rpavao@pjkeating.com>  
**Subject:** T.O Lakeville - Spring 2024 - Street Estimates

Frank –

Hope all is well. Attached you'll find the estimate for Southworth/Leonard St. If you need anything else priced, please just let me know.

Thanks, David.

**David DeMelo**  
**P.J. Keating**  
A CRH COMPANY  
998 Reservoir Rd.  
Lunenburg, MA 01462

**C:** 978-302-1873  
**E:** ddemelo@pjkeating.com



T/O Lakeville 2024 Estimates

Grand Total  
 \$ 207,333.00

Liquid Escalation  
 Time of bid: \$  
 Current : \$637.50

	Southworth/Leonard St(Taunton Rd-RI Rd)	Quantity	UM	Unit Price	Total
1	Super Pave HMA	1,647	TON	\$ 101.00	\$ 166,347.00
3	Bitumen Tack Coat	936	GAL	\$ 6.00	\$ 5,616.00
	Warm Mix Additive	1,647	TON	\$ 2.00	\$ 3,294.00
4	Cold Planing Incl Trucking & Sweeping	13,365	SY	\$ 2.40	\$ 32,076.00

<b>Total=</b>	<b>\$ 207,333.00</b>
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Notes
Surface 2"
Potential berm various area
Mill 2"

# **TOWN CLERK'S DEPARTMENT**

## Robert Nunes

---

**From:** Lillian Drane, Town Clerk & Chief Elections Officer, CMC, Commissioner to Qualify & Burial Agent  
**Sent:** Tuesday, March 26, 2024 1:13 PM  
**To:** Robert Nunes  
**Subject:** LAKEVILLE: New ICP2 machines?- ARPA FUNDS?  
**Attachments:** Quote Lakeville MA - Imagcast Upgrade to ICP 2\_V1 (1).pdf; IMAGECAST PRECINCT 2 BROCHURE MARCH 23.pdf

Hi Bob,

Here's the quote that LHS just sent me.

Looking to replace our 6 voting machines with 7... which will include a spare machine. The cost will include my trade-ins.

Please let me know at your earliest convenience if this is possible.

Thank you again for your help and guidance.

Respectfully,

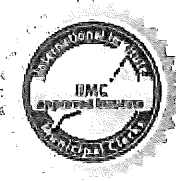
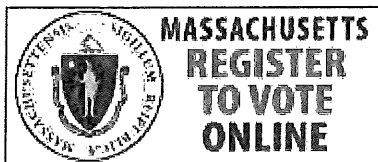
*Lillian*

**Lillian M. Drane, MMC/CMMC**

Town Clerk/Chief Elections Officer,  
Board of Registrar, Justice of the Peace,  
Notary Public, Commissioner to Qualify,  
Census Liason, Burial Agent & SRAO  
TriCounty City & Town Clerks Association, President

### Town of Lakeville

346 Bedford Street  
Lakeville, MA 02347  
Office: 508-946-8800  
Fax: 508-946-3970  
Email: [ldrane@lakevillema.org](mailto:ldrane@lakevillema.org)  
Web: [www.lakevillema.org](http://www.lakevillema.org)



*Presidential Primary: Tuesday, March 5, 2024*  
*Annual Town Election: Monday, April 1, 2024*  
*Annual Town Meeting: Monday, June 3, 2024*  
*State Primary, Tuesday: September 3, 2024*  
*State/Presidential Election: Tuesday, November 5, 2024*

*Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to public access under the Massachusetts Public Records Law, M.G.L. c.66.s.10*

**ATTENTION:**

If you are submitting a meeting posting, please note that the following applies to the meeting: Minutes of all open and executive sessions shall be and approved in a timely manner. A "timely manner" will be generally be considered to be within the next three public body meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay. The minutes of an open session, if they exist and whether approved or in draft form, shall be available upon request by any person within "10 days." MGL c30A, s22(c),(G2).

Open Meeting Notices must be submitted to the Town Clerk's Office at least 1 hour prior to the close of business. Except in an emergency, a public body must post a notice of a meeting at least 48 hours in advance, excluding Saturdays, Sundays, and legal holidays.

**From:** Brenda Merritt <bcm@lhsassociates.com>

**Sent:** Tuesday, March 26, 2024 12:48 PM

**To:** Lillian Drane, Town Clerk & Chief Elections Officer, CMC, Commissioner to Qualify & Burial Agent <ldrane@lakevillema.org>

**Subject:** Re: LAKEVILLE: New ICP2 machines?

*Hi Lillian, thank you for your patience, I do apologize for the delayed response. Attached is the quote to upgrade your existing ImageCast Precinct Machines to the new Generation 2 ImageCast Precinct Tabulator.*

*Below are some details between the two machine as we discussed.*

- *Boot-up speed - under 60 seconds vs. 4-5 minutes*
- *Scans double sided ballots in 3-4 seconds vs 8-10 seconds*
- *5.7" Color Touchscreen LCD vs Black & White*
- *Larger width Paper Roll for results vs. smaller paper roll with truncated results (no more truncated race titles or candidate names)*
- *2 SD memory Cards (Commercial off the shelf, 1/2 the cost) vs. 2 Compact Flash Cards*
- *Upgraded iMX6 Dual Core Processor (higher level of security)*
- *Internal battery life of 6 hours 1GB DDR3L Memory vs. 4 hours of battery life*

*Upgraded with today's technology, the ImageCast® Precinct 2 builds upon the legacy of its trusted and proven predecessor (ICP Gen 1). A faster processor, quicker scan speeds, longer battery life, and more intuitive functionality, the ImageCast® Precinct 2 sets the new standard for optical scan tabulators in the elections industry. Right now the cost to upgrade is 5,800.00 as described in the quote I had provided. The cost to purchase new machines without the trade-in is 7,000.00 each.*

*If you need anything else please let me know.*

*Respectfully,  
Brenda*

*Brenda L'Italien  
Director of Business Development  
LHS Associates, Inc.  
8A Industrial Way, Unit 100  
Salem, NH 03079  
(978)651-2511-Direct line  
(603)212-0027-Direct fax*

*CONFIDENTIALITY NOTICE: This document and the attached files, if any, are intended only for the addressee and may*



Company Address 8A Industrial Way  
Unit 100  
Salem, NH 03079  
US

Created Date 3/26/2024  
Quote Number 00001732

Contact Information

Prepared By Brenda L'Italien  
Title Director of Business Development  
Phone (978) 651-2511  
Email bcm@lhsassociates.com

Customer Name Lakeville  
Contact Name Lillian Drane  
Title Town Clerk  
Email ldrane@lakevillema.org

Address Information

Bill To Name Lakeville  
Bill To 346 Bedford Street  
Lakeville, MA 02347

Product Code	Product	Product Description	Sales Price	Quantity	Total Price
DVS-506	ImageCast Upgrade (ICP1 to ICP2) with 1 Year Warranty	ICP1 Tabulator is upgraded to New ICP2 Tabulator and Ballot Box is retrofitted with new adapter. Includes a One-Year Warranty. Includes Tabulator Training and area coverage for first election.	\$5,800.00	7.00	\$40,600.00

Subtotal \$40,600.00  
Total Price \$40,600.00

Signature

By signing below, you are acknowledging that the above pricing is accurate and within budget, and that you are ready to move forward with the official purchase and contract initiation:

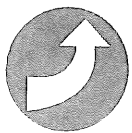
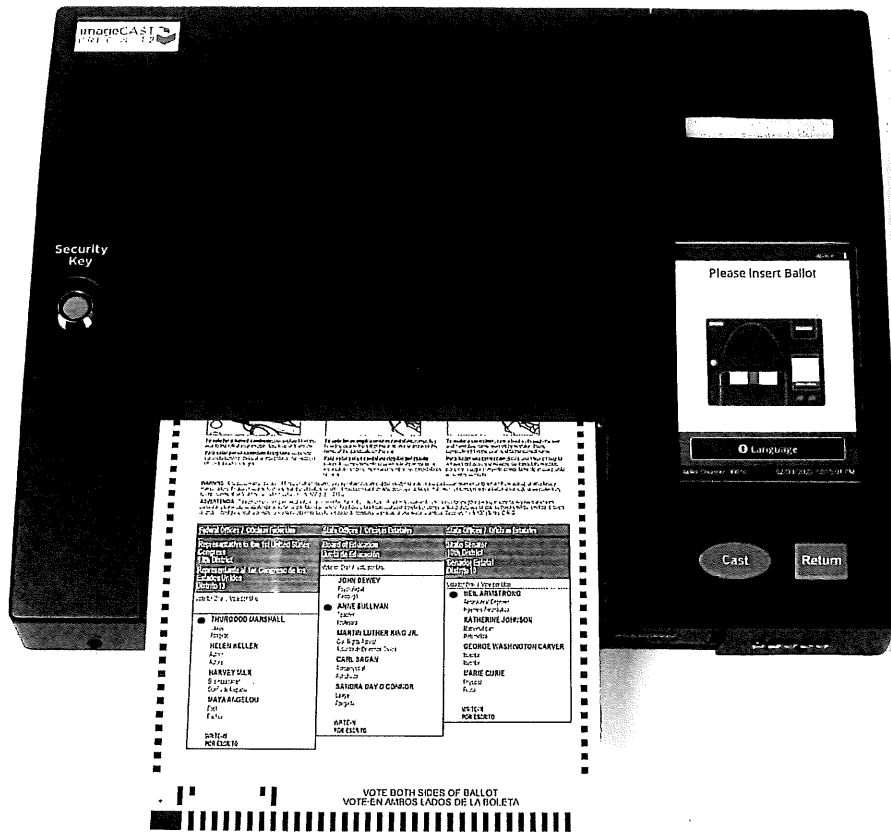
Customer Signature: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

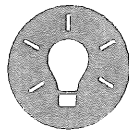
Anticipated First Use Date: \_\_\_\_\_

# IMAGECAST® PRECINCT 2



## EFFICIENT

Compact, lightweight, easy to store, and low maintenance.



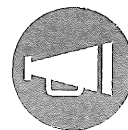
## SIMPLE

Color LCD touchscreen displays intuitive instructions for ease of use.



## SECURE

Lockable doors and multi-factor authentication prevents unauthorized access.



## INTEGRATED

Driven by Democracy Suite® EMS software, with flexible configurations.

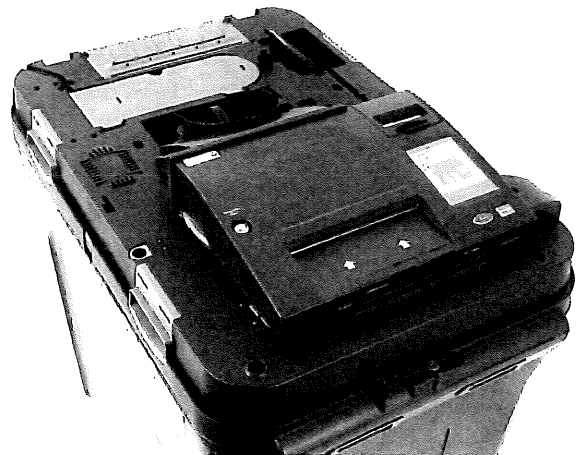
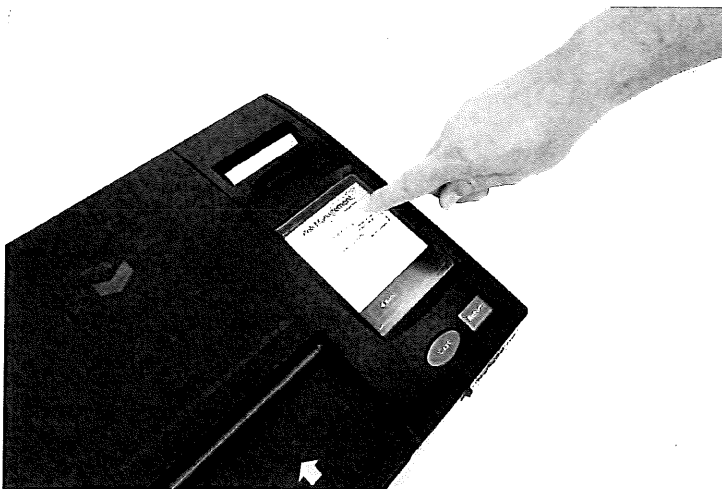
## Get in touch

1-888-547-8683  
info@lhsassociates.com  
www.lhsassociates.com





# LIGHTWEIGHT AND VERSATILE

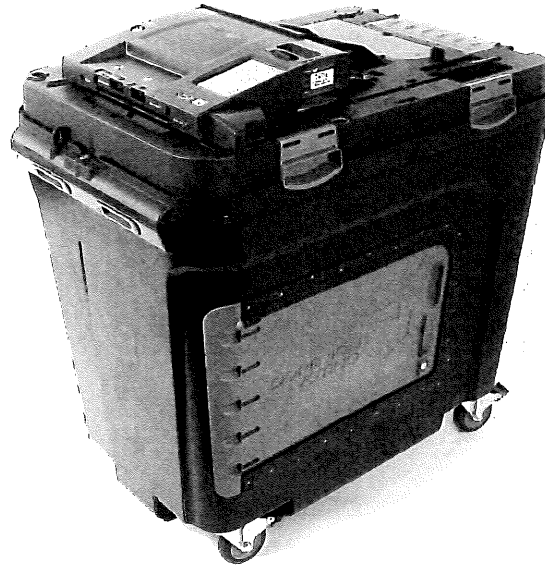


Upgraded with today's technology, the ImageCast® Precinct 2 builds upon the legacy of its trusted and proven predecessor. A faster processor, quicker scan speeds, longer battery life, and more intuitive functionality, the ImageCast® Precinct 2 sets the new standard for optical scan tabulators in the elections industry.



# SPECIFICATIONS

- Unit Dimensions (17" x 13" x 3.5")
- Storage Dimensions (18" x 18" x 8")
- Weight (14 lbs)
- Upgraded iMX6 Dual Core Processor
- Scans double sided ballots in 3-5 seconds
- 5.7" Color Touchscreen LCD
- 1GB DDR3L Memory
- Up to 4 USB 3.0 and 2 USB 2.0 Ports
- Thermal Report Printer
- Color LED Indicators
- Internal battery life of 6 hours



## Ensuring Accurate & Transparent Elections

Every ballot image is appended with Dominion's exclusive AuditMark® technology. The system digitally stores an image of every ballot cast along with a clear record of how the tabulator interpreted each vote, ensuring a completely transparent and auditable election.

All results and ballot images are stored on encrypted memory cards. No identifying information about the voter is recorded by the tabulator.

V-3.9.2023

### Get in touch

1-888-547-8683  
info@lhsassociates.com  
www.lhsassociates.com



**AGENDA ITEM #10**  
**APRIL 22, 2024**

**DISCUSS THE ROLE OF THE SELECT BOARD IN ANY AND  
ALL TOWN OWNED PROPERTY CONSTRUCTION  
PROJECTS, PROCUREMENT AND PROJECT OVERSIGHT**

Member Day had requested this item.

**AGENDA ITEM #11  
APRIL 22, 2024**

**DISCUSS THE CONCEPT OF CREATING A PARKS &  
RECREATION DEPARTMENT UNDER THE DEPARTMENT  
OF PUBLIC WORKS**

Member Day had requested this item.

Special Town Meeting - Nov 26, 1990

Unanimous

3) ARTICLE 2-  
6

TO SEE IF THE TOWN WILL VOTE TO AUTHORIZE THE PARK DEPARTMENT TO MANAGE AND SUPERVISE THE RECREATIONAL PORTION OF THE TED WILLIAMS CAMP (INCLUDING THE POND, MESS HALL, EQUIPMENT BUILDING, BATHROOMS, BASKETBALL COURT, TENNIS COURTS, AND SIX BALLFIELDS; OR ~~ACT ANYTHING WHEREIN~~.

Unanimously

ARTICLE 12: I move that the Town vote to transfer \$ 4,000. from the Engineering Account to the Baseball Camp Account to be used under the supervision of the Board of Selectmen for repairs, maintenance and expenses at the former camp property during fiscal 1991.

**AGENDA ITEM #12**  
**APRIL 22, 2024**

**DISCUSS THE CONCEPT OF DE-ENTERPRISING THE  
PARKS AND TRANSFER STATION**

Member Day had requested this item and sent in the attached information.

## OVERVIEW OF STATUTORY TREATMENT OF MUNICIPAL REVENUES

This summary is intended to provide general information about municipal revenues and special funds under Massachusetts law. It is not designed to address all questions or issues about these revenues or funds. Nothing contained in this summary changes the laws that govern municipal revenues and special funds.

### REVENUE TREATMENT

A fundamental principle of municipal finance in Massachusetts is that **all revenue received or collected from any source** by a city, town or district department or official **belongs to the general fund** and can be spent for any lawful purpose **only after appropriation by the legislative body**. G.L. c. 44, § 53. No revenues can be segregated from the general fund into a separate fund to be reserved for specific purposes or spent without appropriation **unless expressly authorized by a statute (general law or session act)**.

### GENERAL FUND REVENUES (Estimated Receipts)

**Definition: all unrestricted revenues, including real and personal property taxes, other local taxes, such as excises, special assessments and betterments, unrestricted local aid, investment and rental income, voluntary and statutory payments in lieu of taxes and other receipts not expressly dedicated by statute.** The anticipated general fund revenues for a fiscal year constitute the tax levy as a financing source (raise and appropriate), which may be appropriated until the tax rate is set. Collections during the year above the estimates used to set the rate are not ordinarily available for appropriation until after the close of the fiscal year and certification by the Director of Accounts as part of the municipality's undesignated fund balance (free cash). G.L. c. 59, § 23.

### SPECIAL REVENUE FUNDS

**Definition: Particular revenues segregated from the general fund into a separate fund and earmarked for expenditure for specified purposes by statute.** Special revenue funds may be classified or categorized based on the availability of the funds for expenditure and need for a prior appropriation. Special revenue funds include annual revenue funds, receipts reserved for appropriation and revolving funds. They also include gifts and grants from governmental entities and private individuals and organizations. Special revenue funds must be established by statute.

### Annual Revenue Funds (Estimated Receipts)

**Definition: Annual revenue streams segregated from the general fund into a separate fund and available as a separate financing source for services that generate, or for purposes supported by, those revenues.** These include the revenues of enterprise funds established for services typically financed and delivered in a manner similar to private enterprises for the purpose of accounting for all costs, direct or indirect, of providing the services. Anticipated fund revenues for the fiscal year may be appropriated until the tax rate is set.

Examples of Annual Revenue Funds are:

Enterprise Funds (Utility, Health Care, Recreational, Transportation, Cable Television Public Access Facility)	<u>G.L. c. 44, § 53F½</u>
Community Preservation Fund	<u>G.L. c. 44B</u>
Light Plant Receipts (Appropriated by Light Plant Board)	<u>G.L. c. 164, § 57</u>



### Receipts Reserved for Appropriation (Actual Collections)

**Definition:** Receipts from a specific revenue source segregated from the general fund into a separate fund and earmarked for appropriation for specified purposes by statute. Appropriations from the fund are limited to actual collections on hand and available (i.e., the unappropriated balance of actual collections).

Examples of Receipts Reserved for Appropriation Funds are:

Ambulance Receipts	<u>G.L. c. 40, § 5F</u>
Waterways Improvement and Maintenance Fund	<u>G.L. c. 60B, §§ 2(i) &amp; 4</u>
	<u>G.L. c. 40, § 5G</u>
Sale of Real Estate Proceeds	<u>G.L. c. 44, § 63</u>

### Revolving Funds (Actual Collections)

**Definition:** Receipts from a specific revenue source segregated from the general fund into a separate fund and earmarked for expenditure without appropriation for specified purposes by statute to support the activity, program or service that generated the receipts. Typically, revolving funds are authorized for programs or services with expenses that (1) fluctuate with demand and (2) can be matched with the fees, charges or other revenues collected during the year. The board or officer operating the program is usually given spending authority, but can only incur liabilities and spend from the actual collections on hand and available (i.e., the unspent and unencumbered balance of actual collections).

Examples of Revolving Funds are:

Arts Lottery Council Monies	<u>G.L. c. 10, § 58</u>
Municipal (if voted)/School Property Lease/ Rental Proceeds	<u>G.L. c. 40, § 3</u>
Parks and Recreation Fees	<u>G.L. c. 44, § 53D</u>
Departmental Revolving Funds	<u>G.L. c. 44, § 53E½</u>
Outside Consultants Revolving Funds	<u>G.L. c. 44, § 53G</u>
Student Athletic and Activities Fund	<u>G.L. c. 71, § 47</u>

### TRUST AND AGENCY FUNDS

**Definition:** Fiduciary funds segregated from the general fund to account for assets held in a trustee capacity or as an agent for individuals, private organizations, other governmental units, etc. These include expendable trust funds, non-expendable trust funds, pension trust funds and agency funds.

Examples of Trust Funds are:

Scholarship Fund	<u>G.L. c. 60, § 3C</u>
Veteran Assistance Fund	<u>G.L. c. 60, § 3F</u>
Cemetery Perpetual Care Fund	<u>G.L. c. 114, § 25</u>

Examples of Agency Funds are:

Fingerprinting Fees (portion held for state)	<u>G.L. c. 6, § 172B½</u>
Student Activity Agency Account (held for students)	<u>G.L. c. 71, § 47</u>
Sporting License Receipts (portion held for state)	<u>G.L. c. 131, § 18</u>

**APPROPRIATED SPECIAL PURPOSE RESERVE FUNDS**

**Definition: Statutory funds to account for allocation of general revenues or other financing sources reserved by the appropriating authority for particular purposes.**

Reserve Fund	<u>G.L. c. 40, § 5A</u> (cities)
	<u>G.L. c. 40, § 6</u> (towns)
Stabilization Fund	<u>G.L. c. 40, § 5B</u>
Pension Reserve Fund	<u>G.L. c. 40, § 5D</u>
Unemployment Compensation Fund	<u>G.L. c. 40, § 5E</u>
Conservation Fund	<u>G.L. c. 40, § 8C</u>
Overlay	<u>G.L. c. 59, § 25</u>

## SPECIAL PURPOSE FUNDS QUICK REFERENCE – NON-SCHOOL FUNDS

### ENTERPRISE REVENUES

Water Surplus	<u>G.L. c. 41, § 69B</u>
Landfill/Trash Collection Charges	<u>G.L. c. 44, § 28C(f)</u>
Landfill Closure Reserve	<u>G.L. c. 44, § 28C(f)</u>
Enterprise Funds (acceptance required)	<u>G.L. c. 44, § 53F½</u>
Light Plant Charges and Receipts	<u>G.L. c. 164, § 57</u>

### TEMPORARY FUNDS (EXPIRE AT YEAR'S END)

Reserve Fund	<u>G.L. c. 40, § 5A (cities)</u> <u>G.L. c. 40, § 6 (towns)</u>
Insurance/Restitution Proceeds up to \$150,000 (6/30 or 120 days after receipt if later)	<u>G.L. c. 44, § 53</u>
Free Cash (Must be certified by DOR)	<u>G.L. c. 59, § 23</u>
Enterprise Retained Earnings (Must be certified by DOR)	<u>G.L. c. 44, § 53F½</u>
Overlay Surplus	<u>G.L. c. 59, § 25</u>

### REVOLVING FUNDS (NO APPROPRIATION NEEDED)

Arts Lottery Council Monies	<u>G.L. c. 10, § 58</u>
Municipal (if voted) Lease/Rental Proceeds	<u>G.L. c. 40, § 3</u>
Centennial Celebration Receipts	<u>G.L. c. 40, § 5H</u>
Smart Growth Consultants Fees	<u>G.L. c. 40R, § 11</u>
Performance Bond Forfeitures (Up to \$100,000 acceptance required)	<u>G.L. c. 41, § 81U</u>
Expedited Permitting Fees (acceptance required)	<u>G.L. c. 43D, § 6(b)</u>
Special Detail Fees (appropriation not required)	<u>G.L. c. 44, § 53C</u>
Parks and Recreation Fund (acceptance required)	<u>G.L. c. 44, § 53D</u>
Departmental Revolving Funds	<u>G.L. c. 44, § 53E½</u>
Energy Revolving Loan Fund	<u>G.L. c. 44, § 53E¾</u>
Outside Consultant Fees	<u>G.L. c. 44, § 53G</u>
Performance/Surety Deposits	<u>G.L. c. 44, § 53G½</u>
Anniversary/Special Events Celebration Fund	<u>G.L. c. 44, § 53I</u>
Tax Title Revolving Fund (acceptance required)	<u>G.L. c. 60 § 15B</u>
Law Enforcement Trust	<u>G.L. c. 94C, § 47</u>
Wetlands Protection Fund	<u>G.L. c. 131, § 40</u> <u>St. 1997, c. 43, § 218</u> <u>St. 1998, c. 194, § 349</u>
Multi-community Yard Waste Program Fees	<u>St. 1993, c. 179</u>

**OTHER SPECIAL PURPOSE FUNDS (Held-Over From Year To Year)**

Fingerprinting Fees (local portion) Receipts Reserved	<u>G.L. c. 6, § 172B½</u>
Tax Credit Bond Proceeds	<u>G.L. c. 44, § 21B</u>
Self-Insurance Health Fund	<u>G.L. c. 32B, § 3A</u>
Other Post-employment Benefits (OPEB) Liability Trust Fund (acceptance required)	<u>G.L. c. 32B, § 20</u>
Stabilization Fund (acceptance of paragraph required to dedicate revenue source)	<u>G.L. c. 40, § 5B</u>
Pension Reserve Fund	<u>G.L. c. 40, § 5D</u>
Unemployment Compensation Fund	<u>G.L. c. 40, § 5E</u>
Ambulance Receipts Reserved; Beach and Pool Receipts Reserved; Golf Course Receipts Reserved; Skating Rink Receipts Reserved	<u>G.L. c. 40, § 5F</u>
Waterways Improvement and Maintenance Fund	<u>G.L. c. 40, § 5G</u>
Conservation Fund (acceptance required)	<u>G.L. c. 60B, § 2(i)</u>
Recycling Commission Fund	<u>G.L. c. 40, § 8C</u>
Building Insurance Fund (acceptance required)	<u>G.L. c. 40, § 8H</u>
Workmen's Compensation Fund (acceptance required)	<u>G.L. c. 40, § 13</u>
Parking Meter Fees Receipts Reserved (acceptance required)	<u>G.L. c. 40, § 13A</u>
Off-street Parking Receipts Reserved (acceptance required)	<u>G.L. c. 40, § 22A</u>
Commission on Disabilities Fund (acceptance of G.L. c. 40, § 8J required)	<u>G.L. c. 40, §§ 22B &amp; 22C</u>
Compensated Absences Fund (acceptance required)	<u>G.L. c. 40, § 22G</u>
Municipal Water Infrastructure Investment Receipts Reserved Fund (acceptance required)	<u>G.L. c. 40, § 13D</u>
Injured on Duty Fund (acceptance of paragraph required)	<u>G.L. c. 40, § 39M</u>
Bond Proceeds and Premiums	<u>G.L. c. 41, § 111F</u>
State Highway and Water Pollution Funds	<u>G.L. c. 44, § 20</u>
Grants and Gifts (appropriation not required)	<u>G.L. c. 44, § 53</u>
Cable Public, Educational, Governmental Access Fees Receipts Reserved (acceptance required)	<u>G.L. c. 44, § 53A</u>
Affordable Housing Trust Fund (acceptance required)	<u>G.L. c. 44, § 53F¾</u>
Betterments Receipts Reserved	<u>G.L. c. 44, § 55C</u>
Sale of Real Estate Proceeds	<u>G.L. c. 44, § 53J</u>
Community Preservation Fund (acceptance required)	<u>G.L. c. 44, § 63</u>
Overlay	<u>G.L. c. 44B, § 7</u>
Low Income Seniors and Disabled Tax Relief Fund (acceptance required)	<u>G.L. c. 59, §§ 25 &amp; 70A</u>
Veterans Assistance Fund (acceptance required)	<u>G.L. c. 60, § 3D</u>
Wastewater Disposal Receipts Reserved (acceptance required)	<u>G.L. c. 60, § 3F</u>
Estimated Sewer Betterments	<u>G.L. c. 83, § 1G</u>
Bicyclist Traffic Fines Receipts Reserved	<u>G.L. c. 83, § 15B</u>
Weight and Measure Fines Receipts Reserved	<u>G.L. c. 85, § 11E</u>
Cemetery Sale of Lots Fund	<u>G.L. c. 98, § 29A</u>
Cemetery Perpetual Care Funds	<u>G.L. c. 114, § 15</u>
Spay and Neuter Deposit Receipts Reserved	<u>G.L. c. 114, § 25</u>
Building and Fire Code Enforcement Fines Receipts Reserved	<u>G.L. c. 140, § 139A</u>
Extended Election Polling Hours (appropriation not required)	<u>G.L. c. 148A, § 5</u>
	<u>St. 1983, c. 503, § 3</u>

## SPECIAL PURPOSE FUNDS QUICK REFERENCE – SCHOOL FUNDS

### TEMPORARY FUNDS (Expire At Year's End)

Insurance/Restitution Proceeds Up to \$150,000 (6/30 or 120 days after receipt if later)	<u>G.L. c. 44, § 53</u>
Regional School Excess and Deficiency Funds (Must be certified by DOR)	<u>G.L. c. 71, § 16B½</u>

### REVOLVING FUNDS (No Appropriation Needed)

Surplus School Building and Space Lease/Rentals	<u>G.L. c. 40, § 3</u>
Non-resident Students' Tuition (Regional Schools)	<u>G.L. c. 71, 16D½</u>
Culinary Arts Programs (acceptance required)	<u>G.L. c. 71, § 17A</u>
School Extended Programs	<u>G.L. c. 71, § 26C</u>
Student Athletic and Activities	<u>G.L. c. 71, § 47</u>
Student Activity Agency	<u>G.L. c. 71, § 47</u>
Community Schools Programs	<u>G.L. c. 71, § 71C</u>
Adult Continuing Education and Fitness Programs; Summer School and Enrichment Programs (acceptance required)	<u>G.L. c. 71, § 71E</u>
School Parking and Use of School Property Fees (acceptance required)	<u>G.L. c. 71, § 71E</u>
Non-resident Students' Tuition (acceptance required)	<u>G.L. c. 71, § 71F</u>
Vocational Education Programs (acceptance required)	<u>G.L. c. 74, § 14B</u>
School Choice	<u>G.L. c. 76, § 12B(o)</u>
School Bus Advertising	<u>St. 2002, c. 184, § 197</u>
School Lunch	<u>St. 1948, c. 548, as amended by St. 1969, § 650</u>

### OTHER SPECIAL PURPOSE FUNDS (Held-Over From Year To Year)

Other Post-employment Benefits (OPEB) Liability Trust Fund (acceptance required)(Regional School)	<u>G.L. c. 32B, § 20</u>
Special Education Reserve Fund (acceptance required)	<u>G.L. c. 40, § 13E</u>
Lost School Books/Electronic Devices/Industrial Arts Supplies	<u>G.L. c. 44, § 53</u>
Grants and Gifts	<u>G.L. c. 44, § 53A</u> <u>G.L. c. 71, § 37A</u>
Local Education Fund (acceptance required)	<u>G.L. c. 60, § 3C</u>
Scholarship Fund (acceptance required)	<u>G.L. c. 60, § 3C</u>
Regional School Transportation Reimbursements (1 year carry over)	<u>G.L. c. 71, § 16C</u>
Regional School Stabilization Fund (acceptance required)	<u>G.L. c. 71, § 16G½</u>
Educational/Instructional Materials Trust Fund	<u>G.L. c. 71, § 20A</u>

<b>Part I</b>	ADMINISTRATION OF THE GOVERNMENT
<b>Title VII</b>	CITIES, TOWNS AND DISTRICTS
<b>Chapter 44</b>	MUNICIPAL FINANCE
<b>Section 53D</b>	RECREATION AND PARK SELF-SUPPORTING SERVICE REVOLVING FUNDS; CREATION; AUTHORIZED USE OF FUNDS; ANNUAL REPORT; REVOCATION OF PROVISIONS

Section 53D. Notwithstanding the provisions of section fifty-three, any city or town which accepts the provisions of this section may establish in the city or town treasury a revolving fund which shall be kept separate and apart from all other monies by the treasurer and in which shall be deposited the receipts received in connection with the conduct of self-supporting recreation and park services of said city or town. The principal and interest thereon shall be expended at the direction of the authority, commission, board or official of such city or town with said responsibility without further appropriation, but only with the written approval of the mayor in cities, or city manager in Plan E cities, or the selectmen in towns, or in towns which have adopted the town manager form of government the town manager and only for the purpose of operating self-supporting recreation and park services. The city auditor or town accountant shall submit annually a report of said revolving fund to the mayor, city council, city manager, board of selectmen or town manager for their review and a copy of said report shall be submitted to the director of the bureau of accounts; provided, however, that funds in said revolving fund shall not be used for the purpose of paying any wages or salaries for full-time, as defined in the guidelines issued by the director of accounts, recreation and park employees; provided, further, that the unreserved fund balance shall not exceed ten thousand dollars at the close of each fiscal year and any such amount in excess of ten thousand dollars shall be paid into the city or town treasury as provided in section fifty-three.

A city or town which has accepted the provisions of this section may, in like manner, revoke its acceptance; provided, however, that any city or town may require by by-law or ordinance, that the provisions of this section may be subject to annual authorization by a vote of the annual town meeting or city council.

**Part I** ADMINISTRATION OF THE GOVERNMENT**Title VII** CITIES, TOWNS AND DISTRICTS**Chapter 44** MUNICIPAL FINANCE**Section 53F1/2** ENTERPRISE FUNDS

Section 53F1/2. Notwithstanding the provisions of section fifty-three or any other provision of law to the contrary, a city or town which accepts the provisions of this section may establish a separate account classified as an "Enterprise Fund", for a utility, school transportation service, cable television public access, health care, recreational or transportation facility, and its operation, as the city or town may designate, hereinafter referred to as the enterprise. Such account shall be maintained by the treasurer, and all receipts, revenues and funds from any source derived from all activities of the enterprise shall be deposited in such separate account. The treasurer may invest the funds in such separate account in the manner authorized by sections fifty-five and fifty-five A of chapter forty-four. Any interest earned thereon shall be credited to and become part of such separate account. The books and records of the enterprise shall be maintained in accordance with generally accepted accounting principles and in accordance with the requirements of section thirty-eight.

No later than one hundred and twenty days prior to the beginning of each fiscal year, an estimate of the income for the ensuing fiscal year and a proposed line item budget of the enterprise shall be submitted to the mayor, board of selectmen or other executive authority of the city or town by the appropriate local entity responsible for operations of the enterprise; provided, that for a school transportation service the appropriate local entity shall be the school committee. Said board, mayor or other executive authority shall submit its recommendation to the town meeting, town council or city council, as the case may be, which shall act upon the budget in the same manner as all other budgets.

The city or town shall include in its tax levy for the fiscal year the amount appropriated for the total expenses of the enterprise and an estimate of the income to be derived by the operations of the enterprise. If the estimated income is less than the total appropriation, the difference shall be added to the tax levy and raised by taxation. If the estimated income is more than the total appropriation, the excess shall be appropriated to a separate reserve fund and used for capital expenditures of the enterprise, subject to appropriation, or to reduce user charges if authorized by the appropriate entity responsible for operations of the enterprise. If during a fiscal year the enterprise incurs a loss, such loss shall be included in the succeeding fiscal year's budget.

If during a fiscal year the enterprise produces a surplus, such surplus shall be kept in such separate reserve fund and used for the purposes provided therefor in this section.

For the purposes of this section, acceptance in a city shall be by vote of the city council and approval of the mayor, in a town, by vote of a special or annual town meeting and in any other municipality by vote of the legislative body.

A city or town which has accepted the provisions of this section with respect to a designated enterprise may, in like manner, revoke its acceptance.

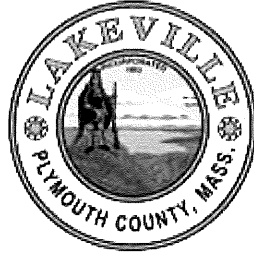
**AGENDA ITEM #13  
APRIL 22, 2024**

**DISCUSS REQUEST FROM PUBLIC EMPLOYEE  
COMMITTEE AND POSSIBLE VOTE TO CONTINUE 25%  
SAVINGS IN HEALTH REIMBURSEMENT ACCOUNT  
THROUGH JUNE 30, 2026**

Attached is a memo from the HR Director regarding the above. If the Board is in favor of the request, the motion below is a draft for your consideration.

**PROPOSED MOTION : To continue the 25% savings in the Health Reimbursement Account through June 30, 2026.**





## MEMO

To: Lakeville Select Board  
From: Lacey Marshall  
Date: April 18, 2024  
CC: Robert Nunes, Town Administrator  
Subject: Public Employee Committee (PEC)  
Negotiation

The purpose of this memo is to discuss the meeting and request from the PEC

On April 2, 2024 Bob, Edd (Gateway Health insurance advisor), and I met with the PEC concerning the changes in the health insurance plan through the implementation of Section 21-23.

1. The changes require the Town to provide 25% of the 1<sup>st</sup> years savings to the subscribers.
2. The PEC is requesting the board to discuss and possibly vote on allowing the 25% savings be continued until June 2026.

**AGENDA ITEM #14**  
**APRIL 22, 2024**

**REVIEW AND POSSIBLE VOTE ON THE TOWN  
ADMINISTRATOR'S JOB DESCRIPTION**

Attached is the current Town Administrator's job description for your review.

## JOB DESCRIPTION

### TOWN OF LAKEVILLE TOWN ADMINISTRATOR

**GENERAL STATEMENT OF DUTIES:** Administer and coordinate Town departments, personnel, and programs for the effective delivery of governmental services to the residents of the Town of Lakeville.

**SUPERVISION RECEIVED:** General supervision received from the Board of Selectmen.

**SUPERVISION EXERCISED:** Town employees specified by Town By-law, Town Meeting vote, or Board of Selectmen vote.

#### **ESSENTIAL RESPONSIBILITIES:**

*The essential functions of 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.*

**General Administration:** Administer and coordinate the day-to-day activities of Town departments and employees in accordance with the job description and “An Act Providing for a Town Administrator in the Town of Lakeville”.

Keep the Board of Selectmen fully informed regarding all departmental operations, fiscal affairs, general problems, and administrative actions; submit periodic reports to the Selectmen; recommend operational policies and procedures to the Selectmen, including improved organization of Town departments.

Administer and ensure that the Town government complies with the provisions of general or special laws applicable to the Town, all By-laws, and all regulations established by the Board of Selectmen.

Work with Town Counsel on matters affecting Town government and matters involving litigation.

Coordinate the activities of any board, commission, and committee concerned with long-range planning, including the physical, economic, and environmental development of the Town.

Research and prepare grant applications.

Oversee and direct the maintenance and repair of all Town buildings and land.

Maintain an inventory of all Town-owned real and personal property.

Act as the Town's Coordinator for ADA (Americans with Disabilities Act). Ensure compliance with government regulations such as OSHA (Occupational Safety and Health Act).

Work in conjunction with the Director of Emergency Management, ensuring that employees and volunteers have received adequate emergency training. Confirm that Town's written emergency response plan is up to date.

Ensure all Town departments and employees maintain effective public relations by courteously and competently dealing with the citizens of Lakeville. Maintain contact with local, state, and federal officials as well as members of the business community.

Respond to requests for information from Town officials, residents, the media, and the general public by phone, through the mail, social media, and in person on a wide range of topics including budgets, purchasing, town policies and regulations, and general information about Lakeville and organizations and events within the Town.

Review and approve the annual Town report.

**Finances and Budgets:** Prepare, submit, and present the Town Budget, supplemental appropriations, and special fund budgets to the Board of Selectmen, Finance Committee, and Town Meeting. This includes reviewing individual departmental budgets, salary plans and union contracts, purchasing plans, debt schedules, past expenditure patterns, revenue and price forecasting, and policy direction from the Selectmen.

Assist the Board of Selectmen in presenting their budget to the Finance Committee and assist the Finance Committee in obtaining any budget information requested.

Exercise fiscal authority to ensure that all Town departments and employees stay within their allotted budgets. Approve all bills paid by the Town and all checks issued by the Town. Prepare and submit routine and special Town activity and financial reports to the Board of Selectmen. Prepare, with the assistance of the Town Accountant, year-end financial transfers in order to balance the budget.

Keep the Board of Selectmen informed regarding the availability of federal and state funds and how such funds might relate to unmet long-range needs.

Oversee the work performed by the Town's financial advisor, bond counsel, Town Treasurer, and Town Accountant for the issuance of municipal bonds and notes.

**Capital Plan:** Work with the Board of Selectmen, Finance Committee, Capital Expenditures Committee, Town Accountant, and Department Heads in the development and implementation of the long-range capital plan. Survey departments for their requests, assess priorities, and determine the costs and financial impact of the plan and the Town's fiscal capability to carry it out. Ensure the development and maintenance of computer applications and records for all capital items.

**Personnel Administration:** Supervise and direct the activities of the Town's employees under the jurisdiction of the Board of Selectmen. This shall include, but not be limited to: providing recommendations for the hiring of Town employees, executing or following existing procedures for handling employee complaints, draft and recommend job descriptions with collaboration from Human Resources and the Department Heads, reviewing job performance of direct reports, and recommending salary increases. The discharge of Town employees shall be with the concurrence of the Board of Selectmen. The policies within the Employee Personnel Handbook/Classification and Compensation Plan must be followed when making any personnel decisions outlined in this paragraph.

Work with the Board of Selectmen and Town's labor negotiators to monitor and arrive at fair and equitable collective bargaining agreements.

Administer the Town's Employee Personnel Handbook/Classification and Compensation Plan in conjunction with the Human Resources Director.

**Purchasing:** Serve as the Town's Chief Procurement officer for the bidding and purchasing of equipment, materials, supplies, and services for all Town departments, excluding the schools; the Town Administrator shall only purchase items for departments not under his/her supervision if requested in writing. Develop specifications for products and services needed by the Town. Analyze all bids, review with appropriate Department Head or Elected Board and award contracts in accordance with the Board of Selectmen's policies. Develop and maintain lists of firms interested in bidding.

**Insurance:** Administer the Town's property/casualty insurance. Work with the Human Resources Director, the Town's insurance agents, consultants, or other administrators to ensure that the insurance programs are cost-effective and include all necessary items.

**Construction Projects:** Oversee all Town construction projects. This includes: working with the Building Committee, Board of Selectmen, Finance Committee, and Town Meeting to obtain approval of projects; reviewing bids; working with the construction administrator and contractors; evaluating the progress of projects on a periodic basis; approving all bills; administering all grants; and properly maintaining all records.

Perform other duties, as may be assigned, from time to time, by the Board of Selectmen.

#### **OTHER REQUIRED RESPONSIBILITIES:**

**Pension:** Oversee the administration of the Town's pension plan.

**Computers:** Ensure all computer operations of the Town are being done in accordance with recommended business practices.

#### **QUALIFICATIONS AND SKILLS:**

Ability to supervise Department Heads and subordinates.

Ability to organize and follow through on long-range projects.

Ability to deal tactfully with the public, media, and other employees.

Ability to communicate effectively in written and oral expression.

Knowledge of municipal budgets and financial processes.

Knowledge of municipal, federal, and state grants.

Ability to handle expected and unexpected emergencies. Strong realization that small town government requires flexibility in what is entailed in the position.

Microsoft Office proficient.

Valid Driver's license.

#### **EXPERIENCE AND TRAINING:**

Bachelor's degree and/or Master's degree in a field related to municipal management or in an equivalent field, such as accounting, business management, or law. A minimum of one to three (1-3) years' experience as a Town/City Manager/Administrator or Assistant Town/City Manager/Administrator, or education and experience that is equivalent showing a progressive leadership history in public and/or private organizations.

#### **IDEAL CANDIDATE**

The ideal candidate may possess one or more of the following: Massachusetts Certified Public Purchasing Official (MCPPO), a successful grant writing record, knowledge of Massachusetts General Laws, knowledge of ADA laws, and experience with Town Planning.

#### **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 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:**

Regular hours of work are 9:00 a.m. to 5:00 p.m., Monday through Friday. However, it is expected that the Town Administrator will work a number of evenings each year in order to meet time deadlines (such as the Town budget) and will attend all Board of Selectmen meetings (held on weekday evenings). In addition, the Town Administrator will attend all meetings of the Finance Committee (held on weekday evenings), Town Meetings, and meetings of many other Town boards and committees. Furthermore, attendance will be required at an occasional early morning or weekend meeting. The Town Administrator shall be present within the Town's boundaries during emergency management situations unless assigned elsewhere by the Selectmen.

*This position is an exempt position as regarding federal and state minimum wage and overtime requirements and, therefore, is not eligible to be paid overtime for work performed beyond forty hours in a workweek.*

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***