

**AGENDA**  
**Board of Selectmen Meeting**  
**Remote Location Meeting**  
**May 18, 2020 – 3:00 PM**

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

1. In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §20, relating to the 2020 novel Coronavirus outbreak emergency, the May 18, 2020 public meeting of the **Board of Selectmen** shall be physically closed to the public to avoid group congregation. **However, to view this meeting in progress, please go to [facebook.com/lakecam](https://www.facebook.com/lakecam) (you do not need a Facebook account to view the meeting). This meeting will be recorded and available to be viewed at a later date at <http://www.lakecam.tv/>**
2. Selectmen Announcements
3. Meet with Police Chief to discuss revised Job Descriptions for the following: Lieutenant; Sergeant; Police Officer; Court Prosecutor; Detective; School Resource Officer; Police/Fire Dispatcher; and Matron
4. Discuss FY21 Budget
5. Review and possible vote on FY21 Capital Plan
6. Review and vote on articles for Annual and Special Town Meeting Warrants – June 23, 2020
7. Discuss postponing public events in Lakeville through September 7, 2020
8. Discuss letter received from Lakeville Arts Council regarding Summer Concerts and Annual Arts and Music Festival
9. Discuss and vote to send memo to Treasurer/Tax Collector to release Performance Bond for old Police Station
10. Discuss Early Voting for September and November Elections
11. Review and vote to sign deed for property donated to the Town – Evergreen Road – Map 4-Block 7-Lot 13
12. Review and vote to award SERSG bids for Department of Public Works Supplies and Paper
13. Request from Old Colony Elder Services to appoint Lakeville representative to the Board of Directors
14. New Business
15. Old Business: Update on former Lakeville Hospital property  
Update on sale of Lakeville Country Club
16. Any other business that may properly come before the meeting

17. Possible Executive Session pursuant to M.G.L. c.30A, §21a (3) to discuss strategy with respect to collective bargaining, specifically the Firefighters' Union, Police Union and Laborers' Union if an open meeting may have a detrimental effect on the bargaining position of the Board, and the Chair so declares.

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

**AGENDA ITEM #1**  
**MAY 18, 2020**

In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §20, relating to the 2020 novel Coronavirus outbreak emergency, the May 18, 2020 public meeting of the **Board of Selectmen** shall be physically closed to the public to avoid group congregation. **However, to view this meeting in progress, please go to [facebook.com/lakecam](https://www.facebook.com/lakecam) (you do not need a Facebook account to view the meeting). This meeting will be recorded and available to be viewed at a later date at <http://www.lakecam.tv/>**

**AGENDA ITEM #2  
MAY 18, 2020**

**ANNOUNCEMENTS**

**Miscellaneous**

In response to the ongoing COVID-19 pandemic, Early Voting by mail is available for elections held before June 30, 2020. This will give voters an opportunity to vote by mail to eliminate large turnouts at the polling place. We highly recommend that voters take advantage of this option and early vote by mail for the Annual Town Election scheduled for June 16, 2020. You can obtain an early voting ballot by sending a signed request to the Town Clerk's office or by filling out and returning the early voting application available on the Town's website.

Applications can be returned by mail, dropped off in the silver box in front of the Town Hall, or submitted by email to [ldrane@lakevillema.org](mailto:ldrane@lakevillema.org) if your signature is visible on the application. Your early voting ballot must be received by the Town Clerk before the polls close 8:00 PM on election day.

The Town Clerk is urging residents to return the Local Census. The census can be mailed back to her or dropped off in the drop box in front of Town Hall.

The Animal Control Officer would like to remind residents that the Town has a leash law and that all dogs must be leashed when not on your property, including on Betty's Neck.

**AGENDA ITEM #3  
MAY 18, 2020**

**MEET WITH POLICE CHIEF TO DISCUSS REVISED JOB DESCRIPTIONS FOR THE FOLLOWING: LIEUTENANT; SERGEANT; POLICE OFFICER; COURT PROSECUTOR; DETECTIVE; SCHOOL RESOURCE OFFICER; POLICE/FIRE DISPATCHER; AND MATRON**

Attached are the 8 job descriptions that the Police Chief is asking the Board to approve.

The old job description is attached in the back of the proposed one.

Tracie



# LAKEVILLE POLICE DEPARTMENT

323 Bedford St.  
Lakeville, MA 02347



Matthew J. Perkins  
Chief of Police

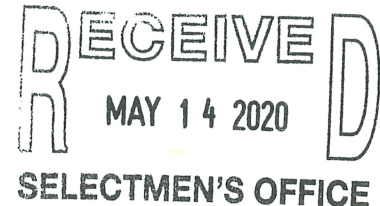
Phone: 508-947-4422  
Fax: 508-946-4422

To: Board of Selectmen

From: Matthew J. Perkins  
Chief of Police

Date: May 14, 2020

Subject: Lakeville Police Department Job Descriptions



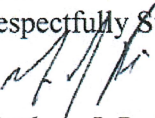
Honorable Board,

I respectfully request your review and approval of updated job descriptions for positions at the Lakeville Police Department. The majority of our job descriptions were last made official in 1998. Since this time, duties and responsibilities have been updated or implemented through personnel order outlined in rules and regulations pursuant to the authority contained in section 97A of Chapter 41 of the General Laws of the Commonwealth of Massachusetts. Updating job descriptions will allow me to rescind old personnel orders, streamline the posting of positions, and be compliant with the Massachusetts Police Accreditation Commission. The job descriptions were reviewed by Human Resource Director Clorinda Dunphy who edited and added protective language. Please review the following job descriptions:


- Lieutenant
- Sergeant
- Police Officer
- Court Prosecutor
- Detective
- School Resource Officer
- Police/Fire Dispatcher
- Matron

I have also submitted those descriptions approved in 1998 for your comparison.

Respectfully Submitted,

  
Matthew J. Perkins  
Chief of Police  
Lakeville Police Department

# JOB DESCRIPTION

|  |   |                                     |
|--|---|-------------------------------------|
|   | <h2 style="margin: 0;">Police<br/>Lieutenant</h2> | <p>ISSUE<br/>DATE: 00/00/00</p>     |
| <p style="text-align: center;">MASSACHUSETTS POLICE<br/>ACCREDITATION STANDARDS<br/>REFERENCED: [33.6.1], [54.1.1], [33.5.4],<br/>[72.1.1], [84.1.1], [84.1.2], [84.1.3], [84.1.4],<br/>[84.1.5], [84.1.6]</p> |   | <p>EFFECTIVE<br/>DATE: 00/00/00</p> |
|  |   | <p>REVISION<br/>DATE: _____</p>     |

1. SUMMARY

- a. Under the supervision of the Captain, Lieutenants are responsible for the supervision and direction of all subordinate officers to ensure their efficiency and effectiveness as members of the Department. Lieutenants are part of the Department’s management team and performs various functions relating to the administration and operation of the Department.
- b. Lieutenants shall thoroughly acquaint themselves with the duties of police officers and employees under their supervision and shall assist and instruct in the proper discharge of those duties. They shall be responsible for proficiency, morale, discipline, training, conduct, appearance and strict attention to duty of all personnel under their command.

2. ESSENTIAL FUNCTIONS

The list of essential job functions or duties listed below is intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The qualifications and skills are not exclusive and may be supplemented at any time if necessary.

It is the duty and responsibility of a Lieutenant to:

- a. Be familiar with the authority and responsibilities of the Lieutenant's position and all subordinate positions within the Department.
- b. Investigate disciplinary matters and report those matters to the Captain for further investigation.
- c. Be ultimately accountable for the actions or omissions of those under his/her supervision.
- d. Ensure that all subordinates properly complete all required records and reports.
- e. Faithfully implement all orders from the Chief of Police; including communicating to subordinates the details of any orders, which affect them.
- f. Maintain awareness and availability to respond to any emergency or incident of a serious nature and take command of the situation.
- g. Supervise, coordinate, and direct police prosecution responsibilities of the Department.
- h. Report to the FBI the appropriate data for the purposes of compiling crime statistics for the National Incident Based Reporting System (N.I.B.R.S.).
- i. Keep informed of all events or developments in dispatch procedures and/or regulations which affect the Department and advise the Chief of same. If changes or revisions in any dispatch procedure in the present policies, procedures or practices of the Department seem advisable, submit oral or written reports detailing the revisions.
- j. Perform the duties of Public Information Officer. Under the direction of the Chief of Police, develop and coordinate the department's public information and community relations programs. [33.6.1], [54.1.1]
- k. Be accountable for department evidence, including tracking, storing, and handling of any object considered property or evidence to be located in the police evidence room. Be familiar with and follow all guidelines outlined in the



department's policies and procedures regarding the handling and storage of evidence. [84.1.1 – 84.1.6]

1. Under the direction of the Chief of Police the Lieutenant assigned as Accreditation Manager will ensure that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished, in accordance with Massachusetts Police Accreditation Commission standards. Lieutenants assigned as Accreditation Managers shall receive training in Accreditation Management within one (1) year of being assigned. [33.5.4], [33.6.1]
- m. Ensure that all members, civilian, and sworn, receive, at a minimum, the required number of hours to maintain certifications. The Lieutenant will coordinate with MPTC and State 911 to ensure mandatory training is met.
- n. Oversee the general operation of dispatch and coordinate with Fire Department Personnel to recommend and implement training, equipment, and procedures that improve dispatch services.
- o. Supervise and oversee the School Resource Officer program.
- p. Perform other related duties as required or assigned by the Chief of Police.

### 3. TRAINING AND EXPERIENCE

- a. Ten years' experience as a police officer of which three years should be at a supervisory level at the rank of Sergeant in a municipal, state or federal law enforcement agency.
- b. A newly promoted Lieutenant shall complete a refresher seminar in suicide prevention within one year of being promoted as outlined in MGL Chapter 40 Section 36C. [33.6.1], [72.1.1]

### 4. KNOWLEDGE, ABILITIES AND SKILLS

- a. Considerable knowledge of state statutes applicable to law enforcement and of by-laws of the Town of Lakeville. Additionally, the candidate should have knowledge of complex technical administrative procedures in the municipal police services, federal law and its application of

local government including court decisions affecting such application.

- b. Considerable knowledge of the principals and practices of police administration and of approved police methods and procedures.
- c. Ability to coordinate and manage diverse activities and to direct employees performing functions directly related to law enforcement in both office and field duties.
- d. Excellent oral and written communication skills, excellent organizational skills and excellent skills in the delivery of services.

5. WORKING CONDITIONS/ENVIRONMENT

This position is required to work a variety of schedules in a 24-hour, 7-day-a-week period, which may include, nights, weekends, holidays, and during natural disasters and emergency situations. Ability to operate a motor vehicle while under normal, emergency and pursuit conditions. Ability to maintain a professional demeanor when confronted with stressful situations or verbal opposition. Ability to make quick decisions and process information based on limited information. Requires a high degree of individual tolerance to combinations of extremely unpleasant elements or mental stress from urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety are constantly compromised.

6. PHYSICAL REQUIREMENTS

Work is typically in an office setting involving sitting, with intermittent periods of walking and standing. When in the field, the following applies:

Physical Demands: Subdue resisting individuals; run a short distance to individuals requiring emergency assistance or apprehension; lift, carry, move, and/or drag objects occasionally more than 100 lbs.; force entry into buildings; climb flights of stairs, ladders, fences; walk, stand, stoop, crouch, crawl or sit for long periods of time (including driving); reach, grasp, push, pull, perform repetitive motions for extended periods of time; load and discharge firearms.

Vision: see in the normal visual range with or without correction.

Hearing: hear in the normal range.

The Municipal Police Training Committee (MPTC) sets the standards for physical abilities testing (PAT) and has the right to change and introduce additional physical requirements.

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

*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 requirement of the job change.*

## LIEUTENANT

### A. SUMMARY

Subject to the direction and control of the chief, a Lieutenant is responsible for the supervision and the control of all officers and is responsible for their efficiency and effectiveness as members of the department.

In the absence of the chief, a Lieutenant will assume the powers, duties and responsibilities of the Chief, subject to any limitation set by the Chief.


### B. DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of a Lieutenant to:

1. Familiarize him/her self with the authority delegated to them. Understand the responsibilities of those under his/her command.
2. Coordinate the training of all members of the department. Be sure that all officers are knowledgeable of all new developments in federal law, state law and department regulations.
3. Obey and transmit promptly all order of the Chief, ensuring uniform interpretation and full compliance.
4. Handle serious infractions of department standards. When a member of the department has consistently refused to improve conduct, despite efforts by himself and his officer-in-charge, require that a written report be submitted. Full details of the incident or series of incidents shall be included in the report. Convey the report to the Chief with written comments on the situation and a recommendation for action to be taken.

5. Assist in the administration of the department program for:
  - a. Organizing and conducting personnel training programs
  - b. Improving working conditions for maximum efficiency and moral.
  - c. Using personnel records and performance evaluations for individual guidance and improvement.
  - d. Ensuring the proper and economical use of police Manpower, property and equipment.
  - e. Promoting personnel safety.
6. Examine reports for conformity with approved procedures as outlined by previous departmental instructions.
7. Ensure prompt reporting to other municipal agencies and outside authorities of any Important matter within their jurisdiction.
8. Keep members and his/herself informed of all significant events or developments in law enforcement which effect the Department If changes or revisions in any practice of the Department seem advisable, submit oral or written reports detailing recommendations.
9. Inform authorized personnel of any other significant events or developments affecting the Department.
10. Perform such other duties, which may from time to time assigned by the Chief of Police.

# JOB DESCRIPTION

|   |                                      |                             |
|---|--------------------------------------|-----------------------------|
|            | <h2 style="margin: 0;">Sergeant</h2> | ISSUE<br>DATE: 00/00/00     |
|   |                                      | EFFECTIVE<br>DATE: 00/00/00 |
| MASSACHUSETTS POLICE<br>ACCREDITATION STANDARDS<br>REFERENCED: [33.8.2], [33.6.1], [72.1.1] |                                      | REVISION<br>DATE: _____     |

## 1. SUMMARY

- a. Under the supervision of the Lieutenant, Sergeants provide the first level of supervision in the Department. Sergeants are primarily responsible for the proper performance of Police Officers assigned to duty within the area subject to their supervision.
- b. Sergeants are charged with ensuring compliance with the Department's regulations. Sergeants handle all minor infractions using their best judgment and report all serious violations to the Lieutenant.
- c. Sergeants shall be responsible for the efficiency, discipline, conduct, appearance and strict attention to duty of all Police Officers under their supervision.
- d. Patrol Officers who are promoted to the rank of Sergeant shall attend First Line Supervisor Training and/or Basic Sergeants Training within one year of receiving the promotion: [33.8.2]

## 2. ESSENTIAL FUNCTIONS

It is the duty and responsibility of a Sergeant to:

a. Supervision

- i. Supervise Police Officers assigned to their shift and be responsible for their effectiveness. Sergeants must be thoroughly acquainted with the duties of Police Officers in order to assist and instruct them in the proper discharge of their duties.
- ii. Be fully familiar with the current departmental regulations and developments in the law that affect them and their departmental personnel.
- iii. Monitor the duty performance of departmental members and employees, and ensure that it is satisfactory through encouragement, explanation, discipline, and referral to their superior officer or other methods consistent with departmental policy.
- iv. Ensure that when the performance of a member under their command is unsatisfactory, measures are taken through encouragement, explanation, referral to the Lieutenant or other means consistent with departmental policy to see that the officer's future conduct is up to department standards.
- v. Submit written reports regarding any member when they commit a breach of rules, regulations, policies or procedures of the department and indicate the corrective or disciplinary action taken or recommended.
- vi. Submit written reports regarding members who produce exemplary service, who discharge duties above and beyond the call of duty.
- vii. Keep up-to-date on current developments in the law and police practices affecting their area of assignment.
- viii. Implement all orders received from superior officers. Explain to officers the content of new orders that affect their responsibilities. Request clarification whenever uncertain as to what is expected of him/her.

- ix. Be accountable for the actions or omissions of officers under their supervision which are contrary to departmental regulations and which would have been avoided if he/she had been properly executing his/her supervisory responsibilities.
- x. Respond to any emergency or incident of a serious nature, which may occur within his patrol area, and take command of the situation until relieved by an officer of superior rank.
- xi. Ensure that all Police Officers receive warrants, summonses, subpoenas or other official papers, and serve or deliver or perform their duties regarding such papers promptly and accurately.
- xii. Before beginning their tour of duty familiarize themselves with all important matters that have occurred since his last tour. Make certain that the Police Officers under their supervision are made aware of such matters.
- xii. May serve as the assistant accreditation manager. The assistant accreditation manager shall be responsible for making appropriate updates, as required, and that all accreditation standards are compliance. The assistant accreditation manager works under the direction of the accreditation manager to ensure that all appropriate updates to files and accreditation standards are in compliance.
- xiv. Perform other related duties as required.

3. REPORTING AND WRITING PROCEDURES

- a. Be familiar with the Department's records and reporting system in detail and instruct officers in the proper method of reporting.
- b. Report to the Lieutenant all serious or unusual occurrences immediately.
- c. Cause reports to be filed on preliminary investigations and periodic reports on the status of more in-depth investigations.



4. TRAINING AND EXPERIENCE

- a. Five years' experience as a police officer in a municipal, state or federal law enforcement agency.
- b. A newly-promoted Sergeant shall complete a refresher seminar in suicide prevention within one year of being promoted as outlined in MGL Chapter 40 Section 36C. [33.6.1], [72.1.1]

5. KNOWLEDGE, ABILITIES AND SKILLS

- a. Working knowledge of town by-laws and state statutes affecting police work and the department's rules and regulations.
- b. Working knowledge of the principals and practices of police administration and of approved police methods and procedures.
- c. Ability to lead and supervise subordinates and to interpret and execute general and detailed instructions, and possess skill in maintaining good public relations.

6. WORKING CONDITIONS/ENVIRONMENT

This position is required to work a variety of schedules in a 24-hour, 7- day-a-week period, which may include, nights, weekends, holidays, and during natural disasters and emergency situations. Ability to operate a motor vehicle while under normal, emergency and pursuit conditions. Ability to maintain a professional demeanor when confronted with stressful situations or verbal opposition. Ability to make quick decisions and process information based on limited information. Requires a high degree of individual tolerance to combinations of extremely unpleasant elements or mental stress from urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety are constantly compromised.

7. PHYSICAL REQUIREMENTS

Physical Demands: Subdue resisting individuals; run a short distance to individuals requiring emergency assistance or

apprehension; lift, carry, move, and/or drag objects occasionally more than 100 lbs.; force entry into buildings; climb flights of stairs, ladders, fences; walk, stand, stoop, crouch, crawl or sit for long periods of time (including driving); reach, grasp, push, pull, perform repetitive motions for extended periods of time; load and discharge firearms.

Vision: see in the normal visual range with or without correction.

Hearing: hear in the normal range.

The Municipal Police Training Committee (MPTC) sets the standards for physical abilities testing (PAT) and has the right to change and introduce additional physical requirements.

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

*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 requirement of the job change.*

## SERGEANT

### A. SUMMARY

A Sergeant provides the first level of supervision in the Department. They are primarily responsible for the proper performance of the Patrol Officers assigned to duty within the area subject to their supervision.

A Sergeant is charged with ensuring compliance with the Department's regulations. They handle all minor infractions using their best judgement and report all serious violations to their superior.

A Sergeant shall be responsible for the efficiency, discipline, conduct, appearance and strict attention to duty of all Patrol Officers under their supervision.

### B. DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of a Sergeant to;

#### 1. SUPERVISION

- a. Supervise Patrol Officers assigned to their shift and be responsible for their effectiveness. They must be thoroughly acquainted with the duties of Patrol Officer in order to assist and instruct them in the proper discharge of their duties.
- b. Be fully familiar with the current departmental regulations and developments in the law that affect them and their departmental personnel.
- c. Monitor the duty performance of the departmental members and employees, and ensure that it is satisfactory through encouragement, explanation, discipline, and referral to their superior officer or other methods consistent with departmental policy.


- d. Submit a written report to the superior officer of any member of the Department when they commit a serious breach of the regulations of the Department, and informal corrective measures prove inadequate. Include in such report the complete details of the misconduct and of those corrective measures attempted. Examples of types of misconduct which would ordinarily be considered "serious" in their respect are:
  - i) Flagrant refusal to obey orders.
  - ii) The commission of any criminal offense.
  - ✱ iii) Verbal and/or physical abuse of a member of the public.
  - iv) Excessive use of force with a prisoner or other person.
  - v) Absence without leaves.
  - vi) Excessive Tardiness.
  - vii) A conflict of interest.
  - viii) Negligent failure by the departmental personnel to discover or act upon a felony or upon the existence of conditions dangerous to the health or safety of the public.
  - ix) Repeated failure to respond to orders, instructions or other admonitions to correctly execute their duties.
- e. Seek officers' opinions about their assignments and police policies generally.
- f. Keep up-to-date on current developments in the law and police practices affecting their area of assignment.

- g. Implement all orders received from superior officers. Explain to officers the content of new orders that affect their responsibilities. Request clarification whenever uncertain as to what is expected of them.
- h. Be accountable for the actions or omissions of officers under their supervision, which are contrary to departmental regulations and which would have been avoided if they had been properly executing their supervisory responsibilities.
- i. Respond to any emergency or incident of a serious nature, which may occur within their patrol area, and take command of the situation until relieved by an officer of superior rank.
- j. Ensure that all Patrol Officers receive warrants, summonses, subpoenas or other official papers, and serve or deliver or perform their duties regarding such papers promptly and accurately.
- k. Before beginning their tour of duty, familiarize themselves with all-important matters that have occurred since their last tour. Make certain that the Patrol Officers under their supervision are made aware of such matters.

2. **REPORTING AND WRITING PROCEDURES**

- a. Be familiar with the Department's records and reporting system in detail and instruct officers in the proper method of reporting.
- b. Report to their Commanding Officer all serious or unusual occurrences immediately.
- c. Cause reports to be filed on preliminary investigations and periodic reports on the status of more in-depth investigations, calling to their Commanding Officer's attention any significant developments in all investigations.

# JOB DESCRIPTION

|   |  |                             |
|---|--|-----------------------------|
|  | <h2 style="margin: 0;">Police Officer</h2> | ISSUE<br>DATE: 00/00/00     |
|   |  | EFFECTIVE<br>DATE: 00/00/00 |
| MASSACHUSETTS POLICE<br>ACCREDITATION STANDARDS<br>REFERENCED: <b>None</b>        |  | REVISION<br>DATE: _____     |

1. SUMMARY

- a. Under the supervision of their Shift Supervisor/OIC, Police Officers shall be responsible for the efficient performance of their duties in conformance with the rules, regulations, and policies.
- b. Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the stability and safety of the community. Police Officers shall be expected to:
  - i. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
  - ii. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
  - iii. Aid individuals who are in danger of physical harm.
  - iv. Facilitate the movement of vehicular and pedestrian traffic.

- v. Identify problems that are potentially serious law enforcement or governmental problems.
- vi. Create and maintain a feeling of security in the community.
- vii. Promote and preserve the peace.
- viii. Provide other services on an emergency basis.
- ix. Perform other related duties as required.

2. ESSENTIAL FUNCTIONS

The essential functions of a police officer are extremely wide and varied, but may be divided into the following broad areas of general responsibilities:

- a. Exercise authority consistent with the obligations imposed by their oath of office and be accountable to their superior officers, promptly obeying legitimate orders.
- b. Coordinate efforts with those of other members of the Department so that their teamwork may ensure continuity of purpose and maximum achievement of police objectives.
- c. Communicate to superiors and to fellow officers all information he/she may obtain which is pertinent to the achievement of police objectives.
- d. Respond punctually to all of their assignments.
- e. Acquire, by reading logs, reports and e-mails, information concerning events that have taken place since their last tour of duty.
- f. Record their activity during their tour of duty in the manner prescribed by their superiors. Complete detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report.

- g. Maintain assigned weapons and equipment in a functional, presentable condition, and immediately report defects, damage or loss of department equipment to the shift supervisor.
- h. Assist citizens requesting service, assistance, or information, and courteously explain any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.
- i. Be accountable for the securing, receipting, and proper transporting of all evidence and property coming into his/her custody.
- j. Be alert to the development of conditions tending to cause crime, take preventive action to correct such conditions, and inform his/her superiors as soon as the situation permits.
- k. Conduct a thorough investigation of all offenses and incidents within his/her area of assignment and scope of activity. Officers shall collect evidence and record data, which will aid in identification, apprehension, and prosecution of offenders and the recovery of property.
- l. Patrol an assigned area for general purposes of crime prevention and law enforcement. Pay special attention to any conditions conducive to crime or indicative of criminal activity. Patrol includes: apprehending persons violating the law or wanted by the police; public assembly checks; building security checks; observation and interrogation of suspicious persons; issuing traffic citations; locating fires; reporting out-of-order street lights and traffic signals, street hazards and any conditions that endanger public safety; checks of schools, parks and playgrounds; responding to any public emergency.
- m. Respond to situations brought to his/her attention while in the course of routine patrol or assigned by radio. Render first aid to persons who are seriously ill or injured. Assist persons needing police services.
- n. Answer questions asked by the general public, assist juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.



- o. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
- p. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately; when so directed by a superior officer.
- q. Confer with court prosecutors and testify in court.
- r. If assigned to operate motor vehicle, see that it is well maintained mechanically and that it is kept clean both inside and out. Inspect the vehicle at the beginning of the tour of duty or as soon after, as practical, for any defects or missing equipment. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures. Use the call number assigned to the car to contact headquarters. Operate the radio in line with FCC regulations and current departmental procedures.
- s. Remain on his/her assigned route throughout his/her tour of duty except when a police emergency necessitates a temporary absence, or when a superior officer or the Desk Officer/Dispatcher has issued such authorization. If more than a temporary absence from their regular duties is required, notify the Commanding Officer.
- t. Patrol every part of their assigned area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, officers shall not patrol their area according to any fixed route or schedule, but shall alternate frequently and back track in order to be at the location least expected.
- u. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within his patrol area.
- v. Take measures to direct the flow of traffic in their area during periods of congestion.
- w. Make periodic reports to the station house.
- x. Handle dispatching duties, when required and trained to do so. Keep communications (radio, telephone, etc.) equipment

in operation at all times and be thoroughly familiar with departmental policy concerning use of the radios.

- y. Observe the following when assigned to traffic duty:
  - i. Direct and expedite the flow of traffic at assigned intersections keeping in mind his/her duty as a traffic Police Officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.
  - ii. Enforce the parking ordinances and motor vehicle laws in their area.
  - iii. When called from a traffic post for emergency police service, respond immediately and notify the station at the earliest possible opportunity.
  - iv. Wear the prescribed traffic safety clothing and equipment.
  - v. Officers shall maintain good physical condition in accordance with standards determined by the Chief of Police and any applicable statute, regulation or collective bargaining provision. All officers are expected to keep themselves as physically fit as their age permits and the nature of their duties require.

### 3. TRAINING AND EXPERIENCE

- a. High school diploma or equivalent is required. College degree from an accredited college or university with major course work in police science, criminal justice, political science, behavioral science, business or public administration, or a related field is strongly preferred.
- b. Qualified Police Officer candidates must successfully graduate from the Basic Recruit Police Academy and become certified as a full-time police officer by the Municipal Police Training Committee (MPTC). Qualified Reserve Police Officer candidates must graduate from the Basic Reserve/Intermittent Police Academy and become certified as part-time police officer by the MPTC.
- c. Applicants must possess strong written and verbal communication skills.

- d. Patrol Officers must possess a valid Massachusetts Operator's License, and a valid Massachusetts LTC.
- e. The successful candidate will be required to undergo an extensive background investigation, medical examination and psychological evaluation. In addition, the successful candidate will be required to pass the Physical Abilities Test (PAT), administered by the Human Resources Division of the Commonwealth of Massachusetts.

4. KNOWLEDGE, ABILITIES AND SKILLS

- a. Officers should possess a working knowledge of town by-laws and state statutes affecting police work and the department's rules and regulations.

5. WORKING CONDITIONS/ENVIRONMENT

This position is required to work a variety of schedules in a 24-hour, 7 day a week period, which may include, nights, weekends, holidays, and during natural disasters and emergency situations. Ability to operate a motor vehicle while under normal, emergency and pursuit conditions. Ability to maintain a professional demeanor when confronted with stressful situations or verbal opposition. Ability to make quick decisions and process information based on limited information. Requires a high degree of individual tolerance to combinations of extremely unpleasant elements or mental stress from urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety are constantly compromised.

6. PHYSICAL REQUIREMENTS

Physical Demands: Subdue resisting individuals; run a short distance to individuals requiring emergency assistance or apprehension; lift, carry, move, and/or drag objects occasionally more than 100 lbs.; force entry into buildings; climb flights of stairs, ladders, fences; walk, stand, stoop, crouch, crawl or sit for long periods of time (including driving); reach, grasp, push, pull, perform repetitive motions for extended periods of time; load and discharge firearms.

Vision: see in the normal visual range with or without correction.

Hearing: hear in the normal range.

The Municipal Police Training Committee (MPTC) sets the standards for physical abilities testing (PAT) and has the right to change and introduce additional physical requirements.

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

*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 requirement of the job change.*

## PATROL OFFICER

### A. SUMMARY

A Patrol Officer shall be responsible for the efficient performance of their duties in conformance with the rules, regulations, and policies contained in their Manuel.

Their duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the stability and safety of their community. They shall be expected to:

1. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
2. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
3. Aid individuals who are in danger of physical harm.
4. Facilitate the movement of vehicular and pedestrian traffic.
5. Identify problems that are potentially serious law enforcement or governmental problems.
6. Create and maintain a feeling of security in the community.
7. Promote and preserve the peace.
8. Provide other services on an emergency basis.
9. Perform such other related duties as assigned.

B. DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of a Patrol Officer to;

1. Exercise authority consistent with the obligations imposed by their oath of office and is accountable to their superior officers, promptly obeying legitimate orders.
2. Coordinate their efforts with those of other members of the Department so that their teamwork may ensure continuity of purpose and maximum achievement of police objectives.
3. Communicate to their superiors and to fellow officers all information they have obtained which is pertinent to the achievement of police objectives.
4. Respond punctually to all of their assignments.
5. Acquire and record information concerning events that have taken place since their last tour of duty.
6. Record their activity during their tour of duty in the manner prescribed by their superiors. Complete detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report.
7. Maintain their weapons and equipment in a functional, presentable condition.
8. Assist citizens requesting service, assistance, or information, and courteously explain any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.


9. Be accountable for the securing, receipting, and proper transporting of all evidence and property coming into their custody.
10. Be alert to the development of conditions tending to cause crime, take preventive action to correct such conditions, and inform their superiors as soon as the situation permits.
11. Conduct a thorough investigation of all offenses and incidents within their area of assignment and scope of activity. They shall collect evidence and recorded data that will aid in identification, apprehension, and prosecution of offenders and the recovery of property.
12. Patrol an assigned area for general purposes of crime prevention and law enforcement. Pay special attention to any conditions conducive to crime or indicative of criminal activity. Patrol includes: apprehending persons violating the law or wanted by the police; public assembly checks; building security checks; observation and interrogation of suspicious persons; issuing traffic citations; locating fires; reporting street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety; checks of schools, parks and playgrounds; responding to any public emergency.
13. Respond to situations brought to their attention while in the course of routine patrol or assigned by radio. Render persons needing police services.
14. Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
15. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
16. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately; when so directed by a superior officer.

17. Confer with court prosecutors and testify in court.
18. If assigned to operate a motor vehicle, see that it is well maintained mechanically and that it is kept clean both inside and out. Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures. Use the call number assigned to the car to contact headquarters. Operate the radio in line with FCC regulations and current departmental procedures.
19. Remain on their assigned route throughout their tour of duty except when a police emergency necessitates a temporary absence, or when a superior officer or the Communications Officer has issued such authorization.
20. Patrol every part of their beat giving particular attention to and frequently rechecking locations where the crime hazard is great. In so far as possible, they shall not patrol their area according to any fixed route or schedule, but shall alternate frequently and back track in order to be at the location least expected.
21. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within their patrol area.
22. Take measures to direct the flow of traffic in their area during periods of congestion. If more than a temporary absence from their regular duties is required, notify the Commanding Officer.
23. Make periodic reports to the station house.
24. Keep radio equipment in operation at all times and be thoroughly familiar with the departmental policy concerning use of the radios.



25. Observe the following when assigned to traffic duty:
- a. Direct and expedite the flow of traffic at assigned intersections keeping in mind their duty as a traffic Patrol Officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.
  - b. Enforce the parking ordinances and motor vehicle laws in their area.
  - c. When called from a traffic post for emergency police services, respond immediately and notify the station at the earliest possible opportunity.
  - d. Wear the prescribed traffic safety clothing and equipment.

# JOB DESCRIPTION

|   |   |                             |
|---|---|-----------------------------|
|  | <h2 style="margin: 0;">Court<br/>Prosecutor</h2>                                  | ISSUE<br>DATE: 00/00/00     |
|   | MASSACHUSETTS POLICE<br>ACCREDITATION STANDARDS<br>REFERENCED: [33.6.1], [33.8.2] | EFFECTIVE<br>DATE: 00/00/00 |
| MASSACHUSETTS POLICE<br>ACCREDITATION STANDARDS<br>REFERENCED: [33.6.1], [33.8.2] |   | REVISION<br>DATE: _____     |

1. SUMMARY

Under the supervision of a Lieutenant, the Court Prosecutor is responsible for the preparation and presentation of cases. The Court Prosecutor will be the Department's liaison with the Courts and District Attorney's Office. The Court Prosecutor will have sufficient authority to make recommendations to the Court concerning case disposition.

The Court Prosecutor will have the duties and responsibilities of a Detective, and under the supervision of the Captain, conduct criminal investigations as assigned.

2. ESSENTIAL FUNCTIONS

It is the duty and responsibility of the Court Prosecutor to:

- a. Maintain an effective working relationship between the court and the Department.
- b. Coordinate the scheduling of cases for the Police Department, including scheduling of witnesses sworn and civilian.
- c. Assure that witnesses are notified and that evidence is available when needed.

- d. Minimize time spent in court by police officers.
- e. Notify the Chief of any unusual occurrences requiring his/her personal attention.
- f. Cooperate with the District Attorney's Office in the scheduling and presentation of cases to the Grand Jury or in the Superior Court.
- g. Be responsible for ensuring the punctual attendance of all departmental members and their effective preparation and presentation of cases before the courts.
- h. Maintain a record of time spent in court by police officers.
- i. Review all court complaints and documents for completeness and legality.
- j. Fulfill records requests in accordance with discovery compliance.
- k. Participate in court proceedings, including citation appeals and magistrate hearings. When appropriate, appeal magistrate decisions to a Judge.
- l. Be familiar with the duties and responsibilities of a Detective.
- m. Perform other such duties as required or assigned.

3. TRAINING AND EXPERIENCE

- a. High school diploma or equivalent is required. College degree from an accredited college or university with major course work in police science, criminal justice, political science, behavioral science, business or public administration, or a related field is strongly preferred.
- b. Officers who are assigned to the position of Court Prosecutor shall receive training in advanced investigative techniques such as basic investigation, sexual assault investigation, and Interview and Interrogation. [33.6.1], [33.8.2]
- c. Applicants must possess strong written and verbal communication skills.

4. KNOWLEDGE, ABILITIES AND SKILLS

- a. Comprehensive Constitutional knowledge. Comprehensive knowledge of judicial process. Knowledge of current case law. Knowledge of principles, practices, laws, statutes, codes, ordinances and department rules and regulations relating to police services.
- b. Ability to deal effectively and diplomatically with governmental agencies, coworkers, other town employees and the general public, often in highly stressful situations. Ability to carry out required duties and responsibilities firmly, professionally, and impartially.
- c. Basic computer skill and ability to duplicate recordings and videos.
- d. Excellent oral and written communication skills, excellent organizational skills and delivery of service skills.

5. WORKING CONDITIONS/ENVIRONMENT

This position is typically an administrative position Monday through Friday but does require working a variety of schedules in a 24-hour, 7-day-a-week period, which may include, nights, weekends, holidays, and during natural disasters and emergency situations. Ability to operate a motor vehicle while under normal, emergency and pursuit conditions. Ability to maintain a professional demeanor when confronted with stressful situations or verbal opposition. Ability to make quick decisions and process information based on limited information. Requires a high degree of individual tolerance to combinations of extremely unpleasant elements or mental stress from urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety are constantly compromised.

6. PHYSICAL REQUIREMENTS

Work is typically in an office setting involving sitting, with intermittent periods of walking and standing. When in the field, the following applies:

Physical Demands: Subdue resisting individuals; run a short distance to individuals requiring emergency assistance or apprehension; lift, carry, move, and/or drag objects occasionally

more than 100 lbs.; force entry into buildings; climb flights of stairs, ladders, fences; walk, stand, stoop, crouch, crawl or sit for long periods of time (including driving); reach, grasp, push, pull, perform repetitive motions for extended periods of time; load and discharge firearms.

Vision: see in the normal visual range with or without correction.

Hearing: hear in the normal range.

The Municipal Police Training Committee (MPTC) sets the standards for physical abilities testing (PAT) and has the right to change and introduce additional physical requirements.

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

*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 requirement of the job change.*

## PROSECUTOR

### A. SUMMARY


The Police Prosecutor is responsible for the preparation and presentation of cases on the District Court level. As the Department's liaison with the court, the Prosecutor coordinates the scheduling of cases and witnesses.

### B. DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Police Prosecutor to;

1. Maintain an effective working relationship between the court and the Department.
2. Coordinate the scheduling of cases for the police department.
3. Assure that witnesses are notified and that evidence is available when needed.
4. Minimize the time spent in court by police officers. Maintain a record of time spent in court by police officers.
5. Notify the Chief of any unusual occurrences requiring their personal attention.
6. Cooperate with the District Attorney's Office in the scheduling and presentation of cases to the Grand Jury or in the Superior Court.
7. Be responsible for ensuring the punctual attendance of all departmental members and their effective preparation and presentation of cases before the courts.

# JOB DESCRIPTION

|   |  |                             |
|---|--|-----------------------------|
|  | <h2 style="margin: 0;">School<br/>Resource<br/>Officer</h2>  | ISSUE<br>DATE: 00/00/00     |
|   | MASSACHUSETTS POLICE<br>ACCREDITATION STANDARDS<br>REFERENCED: [4.28], [44.2.4], [33.6.1],<br>[33.8.2] | EFFECTIVE<br>DATE: 00/00/00 |
| REVISION<br>DATE: _____   |  |                             |

1. SUMMARY

Under the supervision of the Lieutenant, the School Resource Officer (SRO) has the primary responsibility of being a visible and active law enforcement figure in the school system. The SRO has direct contact with school-age students, guardians, and school officials in order to educate, preserve the peace, protect persons and property, and enforce the law. The SRO will be the liaison between the Freetown Lakeville Regional School District and the Lakeville Police Department.

2. ESSENTIAL FUNCTIONS

It is the duty and responsibility of the School Resource Officer to:

- a. Operate in cooperation with school staff, but shall not interfere in school matters. School authorities should handle infractions of school rules and policies. The SRO may be available for assistance and consultation regarding these matters, but school officials maintain responsibility for the enforcement of school rules and regulations.
- b. Establish liaison with school administration, faculty, parents and students and work with them on matters related to school safety and law enforcement.

- c. Be available to consult with the school's crisis intervention teams on an as needed basis.
- d. Gather information regarding potential safety problems in the schools and confer with the school's administration to develop strategies to prevent or minimize dangerous situations on or near school grounds.
- e. While on duty, investigate crimes that occur on school grounds as well as matters that concern the safety of students and school employees.
- f. Counsel students in situations, such as students engaging in criminal misconduct, when requested by the school's administration or by parents of the student.
- g. Refer students and their families to the appropriate agencies for assistance when a need is determined.
- h. Assist in the investigation of crimes committed by any person(s) within the school and by juveniles within the town.
- i. Assist other law enforcement officers with investigations concerning students attending the school.
- j. File reports as required by the Lakeville Police Department, including but not limited to, monthly activity reports.
- k. Perform other such duties as required or assigned.

### 3. TRAINING AND EXPERIENCE

- a. High school diploma or equivalent is required. College degree from an accredited college or university with major course work in police science, criminal justice, political science, behavioral science, business or public administration, or a related field is strongly preferred.
- b. Officers who are assigned to the position of School Resource Officer shall be trained in the Basic SRO course. [33.6.1], [33.8.2]
- c. Applicants must possess strong written and verbal communication skills and desire to work with students, teachers, school staff members, and parents.



4. KNOWLEDGE, ABILITIES AND SKILLS

- a. Comprehensive knowledge in juvenile law.
- b. Ability to deal effectively and diplomatically with students and parents.
- c. Ability to speak in public in an educational setting.
- d. Excellent oral and written communication skills, excellent organizational skills and delivery of service skills.

5. WORKING CONDITIONS/ENVIRONMENT

This position is typically an administrative position Monday through Friday but does require working a variety of schedules in a 24-hour, 7 day a week period, which may include, nights, weekends, holidays, and during natural disasters and emergency situations. Ability to operate a motor vehicle while under normal, emergency and pursuit conditions. Ability to maintain a professional demeanor when confronted with stressful situations or verbal opposition. Ability to make quick decisions and process information based on limited information. Requires a high degree of individual tolerance to combinations of extremely unpleasant elements or mental stress from urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety are constantly compromised.

6. PHYSICAL REQUIREMENTS

Work is typically in an office setting involving sitting, with intermittent periods of walking and standing. When in the field the following applies:

Physical Demands: Subdue resisting individuals; run a short distance to individuals requiring emergency assistance or apprehension; lift, carry, move, and/or drag objects occasionally more than 100 lbs.; force entry into buildings; climb flights of stairs, ladders, fences; walk, stand, stoop, crouch, crawl or sit for long periods of time (including driving); reach, grasp, push, pull, perform repetitive motions for extended periods of time; load and discharge firearms.

Vision: see in the normal visual range with or without correction.


Hearing: hear in the normal range.

The Municipal Police Training Committee (MPTC) sets the standards for physical abilities testing (PAT) and has the right to change and introduce additional physical requirements.

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

*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 requirement of the job change.*

# JOB DESCRIPTION

|   |                  |                             |
|---|------------------|-----------------------------|
|  | <b>Detective</b> | ISSUE<br>DATE: 00/00/00     |
|   |                  | EFFECTIVE<br>DATE: 00/00/00 |
| MASSACHUSETTS POLICE<br>ACCREDITATION STANDARDS<br>REFERENCED: [33.6.1], [33.8.2] |                  | REVISION<br>DATE: _____     |

1. SUMMARY

- a. Under the supervision of the Captain, a Detective will be responsible for the follow-up investigation and prosecution of all crimes and offenses.

2. ESSENTIAL FUNCTIONS

It is the duty and responsibility of a Detective to:

- a. Conduct thorough investigations into all assigned cases and assist officers by providing investigative/technical assistance. Provide similar assistance to outside agencies as requested and authorized. In addition, be prepared to aid them in the apprehension of suspects or offenders, and generally, act as liaison officer between this Department and all similar bureaus or units in other police departments and law enforcement agencies.
- b. Conduct self-initiated investigations, and take any appropriate action regarding these investigations, under a supervisor's direction.
- c. Maintain current knowledge regarding laws, statutes, by-laws, court decisions and departmental policies and procedures relative to investigative practices,

interrogation procedures, drug investigations and all specialized assignments within the division.

- d. Be familiar with known criminals and their associates. Know their general behavior patterns, their hangouts, and their modus operandi. Be alert for sources of information and cultivate them.
- e. Investigate promptly and diligently all crimes assigned, utilizing all available resources. Upon receipt of the case, immediately interview the complainant, victim, and witness. When any person is interviewed or interrogated, identify themselves properly before asking any questions.
- f. Keep the supervisory officer informed of the progress of the investigations and request additional instructions when further progress appears impossible. Communicate to the supervisory officer any information uncovered which relates to criminal activity beyond the scope of the immediate investigation.
- g. Submit a written report of activities regarding assigned cases to the proper authority.
- h. Follow up all cases until there is a disposition or the case is officially declared inactive.
- i. Periodically contact the complainant or victim to apprise him or her of the state of the investigation.
- j. Keep an accurate, up-to-date account of expenses incurred when on assignment. Submit this account to proper authority for approval before presenting it for reimbursement.
- k. Carefully prepare cases for court. Prepare the presentation of facts, and ensure that witnesses appear. Obtain the court disposition of all cases in which the Detective was involved.
- l. Be available by telephone, pager, or radio during the tour of duty, when the situation permits. Maintain off-duty availability, if necessary.
- m. Maintain custody and control of all evidence submitted unless properly turned over to the Evidence Officer.
- o. Develop the ability to recognize the need for on-scene and evidentiary photography and specialized evidence collection.

- p. Provide crime scene support as necessary and required, ensuring that all crime scenes are properly processed and that crime scene activities are properly documented.
- q. Be knowledgeable in the preparation of court complaints, affidavits, search warrants and other official documents necessary for the proper performance of police duties. Present, prosecute or testify in court cases as required.
- r. Enforce laws, statutes and ordinances as appropriate. Arrest, summons or warn violators in conjunction with investigations as appropriate. Execute arrest and/or search warrants as necessary. Properly document any action taken.
- s. Engage in surveillance operations or undercover police operations as assigned.
- t. Respond to crime scenes, either as investigating officers or support personnel. Respond to general information questions from the public and receive and evaluate requests for service from the public. Refer citizens to the appropriate social service or public agencies who can best serve their needs.
- u. If assigned to operate a motor vehicle, see that it is well maintained mechanically and that it is kept clean both inside and out. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required for such by current procedures. Use the call number assigned to the car to contact headquarters. Operate the radio in line with FCC regulations and current departmental procedures.
- v. Report all information received or known which may affect the safety of other members of the Department in the execution of their duties.
- w. Perform other related duties as required and described in applicable policies and procedures.

### 3. TRAINING AND EXPERIENCE

- a. High school diploma or equivalent is required. College degree from an accredited college or university with major course work in police science, criminal justice, political science, behavioral

science, business or public administration, or a related field is strongly preferred.

- b. Officers who are assigned to the position of Detective shall receive training in advanced investigative techniques such as Basic Investigation, Narcotic Investigation, Sexual Assault Investigation and Interview and Interrogation. [33.6.1], [33.8.2]
- c. Applicants must possess strong written and verbal communication skills.

4. KNOWLEDGE, ABILITIES AND SKILLS

- a. Comprehensive knowledge of current principles, practices, laws, statutes, codes, ordinances and department rules and regulations relating to police services.
- b. Ability to deal effectively and diplomatically with governmental agencies, coworkers, other town employees and the general public, often in highly stressful situations. Ability to carry out required duties and responsibilities firmly, professionally, and impartially.
- c. Basic computer skill. Ability to operate vehicles in hazardous and severe weather conditions.
- d. Excellent oral and written communication skills, excellent organizational skills and delivery of service skills.

5. WORKING CONDITIONS/ENVIRONMENT

This position is required to work a variety of schedules in a 24-hour, 7-day-a-week period, which may include, nights, weekends, holidays, and during natural disasters and emergency situations. Ability to operate a motor vehicle while under normal, emergency and pursuit conditions. Ability to maintain a professional demeanor when confronted with stressful situations or verbal opposition. Ability to make quick decisions and process information based on limited information. Requires a high degree of individual tolerance to combinations of extremely unpleasant elements or mental stress from urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety are constantly compromised.

6. PHYSICAL REQUIREMENTS

Work is typically in an office setting involving sitting, with intermittent periods of walking and standing. When in the field, the following applies:

Physical Demands: Subdue resisting individuals; run a short distance to individuals requiring emergency assistance or apprehension; lift, carry, move, and/or drag objects occasionally more than 100 lbs.; force entry into buildings; climb flights of stairs, ladders, fences; walk, stand, stoop, crouch, crawl or sit for long periods of time (including driving); reach, grasp, push, pull, perform repetitive motions for extended periods of time; load and discharge firearms.

Vision: see in the normal visual range with or without correction.

Hearing: hear in the normal range.

The Municipal Police Training Committee (MPTC) sets the standards for physical abilities testing (PAT) and has the right to change and introduce additional physical requirements.

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

*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 requirement of the job change.*

## DETECTIVE

### A. SUMMARY

The Detective will be responsible for the follow-up investigation and prosecution of all crimes and offenses.

### B. DUTIES AND RESPONSIBILITIES


It is the duty and responsibility of a Detective to;

1. Cooperate fully with other units within the Department and with other law enforcement agencies. Make investigations for them and provide criminal records and other information to them, where such action does not conflict with any investigation being conducted by the Bureau or Department. In addition, be prepared to aid them in the apprehension of suspects or offenders, and generally, act as liaison officer between their Department and all similar bureaus or units in other police departments and law enforcement agencies.
2. Be familiar with known criminals, and their associates. Know their general behavior patterns, their hangouts, and their modis operandi. Be alert for sources of information and cultivate them.
3. Investigate promptly and diligently all crimes assigned, utilizing all available resources. Upon receipt of the case, immediately interview the complainant, victim and witness. When any person is interviewed or interrogated, identify themselves properly before asking any question.
4. Keep their supervisory officer informed of the progress of their investigations and request additional instructions when further progress appears impossible. Communicate to their supervisory officer any information uncovered which relates to criminal activity beyond the scope of the immediate investigation.
5. Submit a written report of their activities regarding assigned cases to the proper authority.



6. Follow up all cases until there is a final disposition or the case is officially declared inactive.
7. Periodically contact the complainant or victim to apprise them of the state of the investigation.
8. Keep an accurate, up-to-date account of expenses incurred when on assignment. Submit their account to proper authority for approval before presenting it for reimbursement.
9. Carefully prepare cases for court. Prepare the presentation of facts, and ensure that witnesses appear. Obtain the court disposition of all cases in which he was involved.
10. Unless excused for any reason, report in person at the beginning of the tour of duty or at such hour as may be designated by the Chief. Report by telephone when a case prevents their reporting in person before a tour of duty. When detailed to a specific location for continuous service, report by telephone at the time of arrival and at the time of departure.
11. If assigned to operate a motor vehicle, see that it is well maintained mechanically and that it is kept clean both inside and out. Immediately report all defects and damages sustained to the proper authority and complete all reports and forms required for such current procedures. Use the call radio in line with FCC regulations and current departmental procedures.
12. Report all information received or known which may affect the safety of other members of the Department in the execution of their duties.

# JOB DESCRIPTION

|   |  |                             |
|---|--|-----------------------------|
|  | <h2 style="margin: 0;">Police / Fire<br/>Dispatcher</h2> | ISSUE<br>DATE: 00/00/00     |
|   |  | EFFECTIVE<br>DATE: 00/00/00 |
| MASSACHUSETTS POLICE<br>ACCREDITATION STANDARDS<br>REFERENCED: <b>None</b>        |  | REVISION<br>DATE: _____     |

1. SUMMARY

- a. Under the supervision of the Police Shift Supervisor/OIC, the Dispatcher/Desk Officer receives all communications from the public, law enforcement personnel, and fire personnel coming into the police station. By following established procedures and employing common sense, he/she transmits requests for service to the appropriate location.
- b. Subject to the provisions in the Policies and Procedures Manual, the Dispatcher/Desk Officer has the primary responsibility for the initial deployment of law enforcement and fire personnel and equipment.

2. ESSENTIAL FUNCTIONS

It is the duty and responsibility of the Dispatcher/Desk Officer to:

- a. Assign officers, under the direction of the Shift Supervisor/OIC, to investigate complaints, accidents and all other incidents brought to his/her attention. Transmit to the officer in the field all calls for help and assistance and log such assignment.
- b. Log the time whenever a departmental patrol unit goes on the air and the time and location when a patrol unit goes off the air.

- c. Become thoroughly familiar with the Department's procedures relating to the use of radio and other equipment.
- d. Respond to any complaints received in a calm and civil manner.
- e. Acquire a thorough knowledge of the location and layout of streets, buildings, parks, housing projects and other significant areas of the community so as to maximize the accuracy and speed of dispatchers.
- f. Become familiar with emergency procedures that relate to matters requiring urgent police, fire, or EMS attention so as to be capable of activating them immediately.
- g. Keep personnel who have been dispatched on calls fully informed of all facts affecting the safety or efficiency of their response to the call.
- h. Inform the Shift Supervisor when contact with an officer on patrol cannot be made after a reasonable amount of time.
- i. Maintain equipment, especially the emergency calls lines, in working order and immediately report any malfunction or defect to the Shift Supervisor.
- j. Transmit on the computer all requests for information requested by members of the Police Department.
- k. Answer all E 9-1-1 telephone calls promptly and respond as trained.
- l. Provide Emergency Medical Dispatch information to callers in accordance with established guidelines and training.
- m. Answer all telephone calls promptly and respond by stating "Lakeville Police Dispatcher/Officer" followed by his/her rank and surname.
- n. Perform periodical checks of prisoners as per department policy.
- o. Familiarize him/herself with the Criminal Offenders Record Information (C.O.R.I).
- p. Perform other related duties as required or assigned.

### 3. TRAINING AND EXPERIENCE

- a. High school diploma or equivalent is required. College degree from an accredited college or university with major course work in police science, criminal justice, political science, behavioral science, business or public administration, or a related field is strongly preferred.
- b. Certification as an E 9-1-1 Call Taker and Emergency Medical Dispatch is required.
- d. Applicants must possess strong written and verbal communication skills.

### 4. WORKING CONDITIONS/ENVIRONMENT

This position is required to work rotating shifts within a 24-hour, 7-day-a-week period, which may include nights, weekends, and holidays. Work as a dispatcher can be stressful. This position requires the ability to make quick decisions calmly and process information based on limited details. The Communications Desk is subject to continuous calls, interruptions, high noise levels, and extensive public contact.

### 5. PHYSICAL REQUIREMENTS

This position may be required to sit for extended periods of time. There may be a need to lift, drag and push files, paper and documents weighing up to 30 pounds. The employee will need to speak, hear, and use hands to operate office equipment. Vision requirements include the ability to read and analyze documents and a computer.

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

*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 requirement of the job change.*

## **DESK OFFICER/DISPATCHER**

### **A. SUMMARY**

The Dispatcher or Desk Officer receives all oral communications from the public and law enforcement personnel coming into the station. By following established procedures and employing common sense, they transmit requests for service to the appropriate location.

### **B. DUTIES AND RESPONSIBILITIES**

It is the duty and responsibility of the Dispatcher or Desk Officer to;

1. Immediately report any deployment of police officers beyond their regularly assigned routes or sectors to the Patrol Supervisor.
2. Immediately inform the Officer-in-Charge whenever a police vehicle is out of service.
3. Periodically announce the call letters of the Department as issued by FCC.
4. Be thoroughly familiar with the Department's procedures relating to the use of radio and other communications equipment.
5. Acquire a thorough knowledge of the location and layout of streets, buildings, parks, and other significant areas of the community so as to maximize the accuracy and speed of dispatches.
6. Accept all complaints in a calm civil manner, thereafter recording and dispatching appropriate personal. As such information shall be confidential.
7. Be familiar with emergency procedures that relate to matters requiring urgent police attention so as to be capable of activating them immediately.
8. Keep personnel who have been dispatched on calls fully informed of all facts affecting the safety or efficiency of their response to the call.

9. Inform the Patrol Supervisor when contact with an officer on patrol cannot be made after a reasonable amount of time.
10. Maintain equipment, especially the emergency call lines, in working order and immediately report any malfunction or defect to the Officer-in-Charge.
11. Record all significant communications as required by current department directives.
12. Answer all telephone calls promptly and responds by stating "Lakeville Police Dispatcher/Officer" followed by their rank and surname.
13. Periodical checks prisoners as per department policy.
14. Familiarize his/her self with the Criminal Offenders Record Information, here in after (C.O.R.I.).

## COMMUNICATIONS OFFICER

### A. SUMMARY

The Communications Officer receives all oral communications from the public and law enforcement personnel coming into the police station. By following established procedures and employing common sense, they transmit requests for service to the appropriate location.

### B. DUTIES AND RESPONSIBILITIES


It is the duty and responsibility of the Communications Officer to;

1. Immediately report any deployment of police officers beyond their regularly assigned routes or sectors to the Patrol Supervisor.
2. Immediately inform the Officer-in-Charge whenever a police vehicle is out of service.
3. Periodically announce the call letters of the Department as issued by the FCC.
4. Be thoroughly familiar with the Department's procedures relating to the use of radio and other communications equipment.
5. Acquire a thorough knowledge of the location and layout of streets, buildings, parks, housing projects and other significant areas of the community so as to maximize the accuracy and speed of dispatches.
6. Respond to all complaints received in a clam civil manner.
7. Be familiar with emergency procedures that relate to matters requiring urgent police attention so as to be capable of activating them immediately.

8. Keep personnel who have been dispatched on calls fully informed of all facts affecting the safety or efficiency of their response to the call.
9. Inform the Patrol Supervisor when contact with an officer on patrol cannot be made after a reasonable amount of time.
10. Maintain equipment, especially the emergency call lines, in working order and immediately report any malfunction or defect to the Officer-in-Charge.
11. Record all significant communications as required by current departmental directives.
12. Answer all telephone calls promptly and respond by stating, "*Police communications, recorded line,*" followed by their rank and surname.



# JOB DESCRIPTION

|  |                             |
|--|-----------------------------|
|  <p style="font-size: 1.2em; font-weight: bold; margin-top: 20px;">Matron</p> | ISSUE<br>DATE: 00/00/00     |
|  | EFFECTIVE<br>DATE: 00/00/00 |
|  | REVISION<br>DATE: _____     |
| MASSACHUSETTS POLICE<br>ACCREDITATION STANDARDS<br>REFERENCED: [33.6.1]  |                             |

1. SUMMARY

The Matron assists with the supervision of female prisoners as directed by the Shift Supervisor/OIC.

2. ESSENTIAL FUNCTIONS

It is the duty and responsibility of the Matron to:

- a. Search all women prisoners when ordered to do so by the Patrol Supervisor, take possession of all articles, which might be used to affect an escape or suicide or be used as weapons. Handle all property taken in accordance with regular departmental procedures.
- b. Under the direction of the Shift Supervisor/OIC, be responsible for the well-being and safekeeping of all female prisoners.
- c. Communicate all significant information to the Patrol Supervisor.
- d. Care for lost or endangered children brought into the station when requested to do so by the Shift Supervisor/OIC.
- e. Comply with all Lakeville Police Department rules and regulations, policies and procedures and any orders issued by the Department.

f. Perform other such duties as required or assigned.

3. TRAINING AND EXPERIENCE

a. High school diploma or equivalent is required. College degree from an accredited college or university with major course work in police science, criminal justice, political science, behavioral science, business or public administration, or a related field is strongly preferred.

b. Matrons must be trained in Suicide Prevention and search techniques and must complete the MPTC Matron Training Course. [33.6.1]

c. Applicants must possess strong written and verbal communication skills.

4. KNOWLEDGE, ABILITIES AND SKILLS

Basic knowledge of police procedures such as body search and self-defense. Ability to handle emergency situations calmly, promptly, and efficiently. Ability to think clearly in crisis situations.

5. WORKING CONDITIONS AND ENVIRONMENT

This position is required to work a variety of schedules in a 24-hour, 7-day-a-week period, which may include nights, weekends, holidays, and during natural disasters and emergency situations.

6. PHYSICAL REQUIREMENTS

This employee performs body searches of prisoners and may need to physically defend self from prisoners. This employee may be required to sit for extended periods of time. There may be a need to lift, drag and push files, paper and documents weighing up to 30 pounds. The employee will need to speak, hear, and use hands to operate office equipment. Vision requirements require routinely reading documents for general understanding and analysis.

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

*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 requirement of the job change.*

## MATRONS

### A. SUMMARY

The Matron assists female prisoners as directed by the Officer-in-Charge.

### B. DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Matron to;

1. Maintain the Matron's Quarters and women's cells in a state of cleanliness, order and good repair.
2. Search all women prisoners when ordered to do so by the Officer-in-Charge, taking possession of all articles that might be used to effect an escape or suicide or be used as weapons. Handle all property taken in accordance with regular departmental procedures.
3. Under the direction of the Officer-in-Charge, be responsible for the well being and safekeeping of all women prisoners.
4. Communicate all significant information to the Officer-in-Charge of the desk.
5. Care for lost children brought into the Department when requested to do so by the Officer-in-Charge.

**AGENDA ITEM #4  
MAY 18, 2020**

**DISCUSS FY21 BUDGET**

**AGENDA ITEM #5  
MAY 18, 2020**

**REVIEW AND POSSIBLE VOTE ON FY21 CAPITAL PLAN**

I have attached the Capital Plan that has been revised and items that were discussed for funding are in highlighted.

Tracie

Town of Lakeville FY2021 Five-Year Capital Plan DRAFT 2021

5.13.20

| Department  | APPROVED           | REQUEST            | FY2022             | FY2023             | FY2024           | FY2025           |
|---|--------------------|--------------------|--------------------|--------------------|------------------|------------------|
|   | FY2020             | FY2021             |                    |                    |                  |                  |
| <b>HISTORICAL COMMISSION</b>  |                    |                    |                    |                    |                  |                  |
| National Register Listing and Preservation Plans for 2 Cemeteries           | \$10,000           |                    |                    |                    |                  |                  |
| Inventory of Historic and Archaeological Assets Survey                      | \$25,000           |                    |                    |                    |                  |                  |
| Reconnaissance Archaeological Survey & Preservation Plan                    |                    | \$30,000           |                    |                    |                  |                  |
| <b>TOTAL HISTORICAL COMMISSION</b>  | <b>\$35,000</b>    | <b>\$30,000</b>    | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>       | <b>\$100,000</b> |
| <b>LANDFILL/TRANSFER STATION</b>  |                    |                    |                    |                    |                  |                  |
| 40 CY Container (Open Top) Installation                                     |                    |                    | \$10,000           |                    |                  |                  |
| Sealcoating   |                    | \$21,000           |                    |                    |                  |                  |
| <b>TOTAL LANDFILL/TRANSFER STATION</b>                                      | <b>\$0</b>         | <b>\$21,000</b>    | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>       | <b>\$21,000</b>  |
| <b>GENERAL GOVERNMENT-TECHNOLOGY</b>  |                    |                    |                    |                    |                  |                  |
| New Town-Wide Phone System (re-wiring with Cat 5 not included)(TM2019)      | \$40,000           |                    |                    |                    |                  |                  |
| Town Clerk Database Software Codification (TM 2019)                         | \$10,000           |                    |                    |                    |                  |                  |
| Munis Modules Purchase Orders/Fixed Assets (TM 2019)                        | \$14,000           |                    |                    |                    |                  |                  |
| Document Management--Town Clerk (TM 2019)                                   | \$75,000           |                    |                    |                    |                  |                  |
| Records Retention Town-Wide (King Systems)                                  |                    |                    |                    |                    |                  |                  |
| It Strategic Plan Budget  |                    | \$10,000           | \$82,000           | \$20,000           |                  |                  |
| Security Systems Town Locations   |                    | \$23,000           |                    |                    |                  |                  |
| Create Emergency Operations Center Support Technology                       |                    |                    |                    |                    |                  |                  |
| <b>TOTAL GENERAL GOVERNMENT-TECHNOLOGY</b>                                  | <b>\$139,000</b>   | <b>\$33,000</b>    | <b>\$82,000</b>    | <b>\$20,000</b>    | <b>\$0</b>       |                  |
| <b>PARK COMMISSION</b>  |                    |                    |                    |                    |                  |                  |
| Irrigation System and field work for One (2) New Fields at TWC & Irrigation | \$75,000           | \$15,000           |                    |                    |                  |                  |
| Pick Up Truck(USED)   |                    |                    | \$15,000           |                    |                  |                  |
| Kubota Loader/Backhoe   |                    | \$20,000           |                    |                    |                  |                  |
| Utility Vehicle for transporting Equipment                                  |                    |                    |                    |                    |                  |                  |
| Tennis Courts Repair and Paint  |                    |                    | \$28,500           |                    |                  |                  |
| Re-surface TWC Basketball Courts  |                    |                    |                    | \$15,000           |                  |                  |
| Parking Lot Lights at TWC   |                    |                    | \$17,500           |                    |                  |                  |
| Repave Clear Pond Basketball Courts   |                    |                    | \$34,000           |                    |                  |                  |
| Repairs to John Paun Park   |                    |                    | \$20,000           |                    |                  |                  |
| Bathrooms for new fields on Rte. 18   |                    |                    | \$50,000           |                    |                  |                  |
| Drainage material for TW Parking lots                                       |                    | \$30,000           |                    |                    |                  |                  |
| <b>TOTAL PARK COMMISSION</b>  | <b>\$75,000</b>    | <b>\$65,000</b>    | <b>\$165,000</b>   | <b>\$15,000</b>    | <b>\$0</b>       |                  |
| <b>COA</b>  |                    |                    |                    |                    |                  |                  |
| New Flooring  |                    | \$22,000           |                    |                    |                  |                  |
| <b>TOTAL COA</b>  | <b>\$0</b>         | <b>\$22,000</b>    | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>       |                  |
| <b>Conservation</b>   |                    |                    |                    |                    |                  |                  |
| Peach Barn Roof   | \$0                | \$15,000           |                    |                    |                  |                  |
| <b>Building Department</b>  |                    |                    |                    |                    |                  |                  |
| Air Scrubber for Health and Safety (other funding)                          |                    | \$15,000           |                    |                    |                  |                  |
| <b>TOTAL</b>  | <b>\$0</b>         | <b>\$15,000</b>    | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>       |                  |
| <b>GOVERNMENT-FACILITIES FOR FUTURE CONSIDERATION</b>                       |                    |                    |                    |                    |                  |                  |
| Renovations to Town Office/Fire Station Building                            |                    |                    |                    |                    |                  |                  |
| Fire Sub-Station  |                    |                    |                    |                    |                  |                  |
| New Highway Garage/Facility (\$179,000 approved TM 2017)                    |                    | \$50,000           |                    |                    |                  |                  |
| <i>Annual Town Meeting June 23rd 2020</i>                                   |                    | <i>\$515,000</i>   |                    |                    |                  |                  |
| <b>Total Town</b>   | <b>\$1,182,300</b> | <b>\$1,376,800</b> | <b>\$1,536,160</b> | <b>\$1,186,218</b> | <b>\$874,379</b> |                  |

Town of Lakeville FY2021 Five-Year Capital Plan DRAFT 2021

5.13.20

| Department  | APPROVED         | REQUEST          | FY2022           | FY2023           | FY2024           | FY2025             |
|---|------------------|------------------|------------------|------------------|------------------|--------------------|
|   | FY2020           | FY2021           |                  |                  |                  |                    |
| <b>POLICE DEPARTMENT:</b>   |                  |                  |                  |                  |                  |                    |
| One (1) Police Cruiser  | \$35,900         |                  |                  |                  |                  |                    |
| One (1) Unmarked Cruiser  | \$31,800         |                  |                  |                  |                  |                    |
| Ballistic Shields and Helmet  | \$22,600         |                  |                  |                  |                  |                    |
| Two (2) Police Cruisers   |                  | \$84,000         |                  |                  |                  |                    |
| One (1) Unmarked Cruiser  |                  | \$28,000         |                  |                  |                  |                    |
| Two (2) Police Cruisers   |                  |                  | \$84,000         |                  |                  |                    |
| Two (2) Police Cruisers   |                  |                  |                  | \$84,000         |                  |                    |
| Three (3) Police Cruisers   |                  |                  |                  |                  | \$120,000        |                    |
| <b>TOTAL POLICE DEPARTMENT</b>  | <b>\$90,300</b>  | <b>\$112,000</b> | <b>\$84,000</b>  | <b>\$84,000</b>  | <b>\$120,000</b> |                    |
| <b>FIRE DEPARTMENT:</b>   |                  |                  |                  |                  |                  |                    |
| Jaws of Life  | \$45,000         |                  |                  |                  |                  |                    |
| New Pumper (Replace 2003 Engine 2)  | \$425,000        |                  |                  |                  |                  |                    |
| Command Vehicle (Deputy Chief) to Replace 2008 Ford Taurus                | \$38,000         |                  |                  |                  |                  |                    |
| Health and Safety-Anti-Cancer Measures                                    |                  |                  |                  |                  |                  |                    |
| Pickup Truck 4x4 1 Ton w/plow to Replace 2008 Ford Pick up Truck          |                  | \$50,000         |                  |                  |                  |                    |
| New Pumper (Replace 1991 Engine 3)  |                  |                  | \$550,000        |                  |                  |                    |
| New Ambulance (To replace 2015 Ambulance #5)                              |                  |                  |                  | \$275,000        |                  |                    |
| <b>TOTAL FIRE DEPARTMENT</b>  | <b>\$508,000</b> | <b>\$50,000</b>  | <b>\$550,000</b> | <b>\$275,000</b> | <b>\$0</b>       |                    |
| <b>EMERGENCY MANAGEMENT</b>   |                  |                  |                  |                  |                  |                    |
| Generator TO/FS- \$84,000 less \$17,000 already approved                  | \$0              | \$55,000         |                  |                  |                  |                    |
| Public Safety Communications - <b>Removed \$292,000</b>                   |                  | \$0              |                  |                  |                  |                    |
| Small Boat  |                  | \$13,000         |                  |                  |                  |                    |
| <b>TOTAL EMERGENCY MANAGEMENT DEPARTMENT</b>                              | <b>\$0</b>       | <b>\$68,000</b>  | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |                    |
| <b>HIGHWAY DEPARTMENT</b>   |                  |                  |                  |                  |                  |                    |
| Used Cab & Chasis w/multiuse Body, Sander & Plow (Replace 1990)           | \$75,000         |                  |                  |                  |                  |                    |
| Two (2) 40 x 30 Storage Sheds w/ staging materials (replace salt shed)    | \$75,000         |                  |                  |                  |                  |                    |
| Engineer, move & grade BUD Permit material                                | \$50,000         |                  |                  |                  |                  |                    |
| Used 38ft Bucket Truck w/Safety Equipment (Replace 1994)                  | \$60,000         |                  |                  |                  |                  |                    |
| One (1) Debris (Leaf) Loader, One (1) Riding Mower, One (1) Zero turn Mow | \$25,000         |                  |                  |                  |                  |                    |
| Roadway Work  | \$0              | \$375,000        | \$375,000        | \$375,000        | \$375,000        |                    |
| Stormwater Management Consulting Services                                 |                  | \$100,300        | \$45,160         | \$72,218         | \$64,379         |                    |
| New 1 Ton w/ Sander & Plow, New 4x4 pick up w/plow( Replace 93,95)        |                  | \$113,000        |                  |                  |                  |                    |
| Used Cab and Chasis w/multiuse body Sander & Plow (replace 2003)          |                  | \$80,000         |                  |                  |                  |                    |
| Used Sweep Sweeper (replace 2005)ms4                                      |                  | \$150,000        |                  |                  |                  |                    |
| New Skid Steer w/attachments  |                  | \$92,500         |                  |                  |                  |                    |
| Highway Site Work-Move & Grade BUD Permit Material                        |                  |                  | \$50,000         |                  |                  |                    |
| Used 1 Ton Pickup with Mini Sander, 4x4 pick up w/plow( 1997/2001)        |                  |                  | \$85,000         |                  |                  |                    |
| Used Sidewalk Plow w Vplow  |                  |                  | \$75,000         |                  |                  |                    |
| One (1) Riding Mower, One (1) Zero Turn and Equipment                     |                  |                  | \$25,000         |                  |                  |                    |
| One (1) 40/x30 Storage Shed w/Staging Material & Electrical               |                  |                  |                  | \$40,000         |                  |                    |
| Used 1 Ton Pick-up w/Mini Sander, Chop Box & Plow                         |                  |                  |                  | \$55,000         |                  |                    |
| Loader with Attachements  |                  |                  |                  | \$200,000        |                  |                    |
| Highway Site Work-Move & Grade BUD Permit Material                        |                  |                  |                  | \$50,000         |                  |                    |
| Used Sander Truck/Dump Truck  |                  |                  |                  |                  | \$90,000         |                    |
| One (1) Riding Mower, One (1) Zero Turn and Equipment                     |                  |                  |                  |                  | \$25,000         |                    |
| Pave HWY Parking Lot with Drainage  |                  |                  |                  |                  | \$200,000        |                    |
| <b>TOTAL HIGHWAY DEPARTMENT</b>   | <b>\$285,000</b> | <b>\$910,800</b> | <b>\$655,160</b> | <b>\$792,218</b> | <b>\$754,379</b> | <b>\$4,057,557</b> |
| <b>ANIMAL CONTROL</b>   |                  |                  |                  |                  |                  |                    |
| New 4 Wheel Drive Pick Up (Replace 2005 Truck)                            | \$30,000         | \$0              |                  |                  |                  |                    |
| Pave Driveway & Parking Lot   | \$20,000         | \$0              |                  |                  |                  |                    |
| <b>TOTAL ANIMAL CONTROL</b>   | <b>\$50,000</b>  | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$100,000</b>   |



**AGENDA ITEM #6  
MAY 18, 2020**

**REVIEW AND VOTE ON ARTICLES FOR ANNUAL AND  
SPECIAL TOWN MEETING WARRANTS – JUNE 23, 2020**

I have attached the draft warrants for the Annual and Special Town Meetings on June 23, 2020.

The Annual Warrant is up with Town Counsel; Maureen or I will forward a final copy to you when we receive it.

Last year, the Board voted to place the articles by number on the warrant. If you wanted to do that again, the motion would be:

MOTION: To place Articles 1-5 on the Special Town Meeting Warrant for June 23, 2020.

MOTION: To place Articles 1-11 on the Annual Town Meeting Warrant.

Tracie

COMMONWEALTH OF MASSACHUSETTS

**Town of Lakeville**

**Annual Town Meeting**

Tuesday, June 23, 2020

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

Greetings:

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

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

On Tuesday, June 23, 2020 at 7:00 PM, then and there to act on the following articles:

**ARTICLE 1:** To see if the Town will vote to transfer from available funds certain sums of money to defray unanticipated costs for unpaid bills for Fiscal 2020 for various accounts in the General Fund, or take any action relative thereto.

Board of Selectmen

**ARTICLE 2:** To see if the Town will vote to transfer from available funds or appropriate a sum of money for prior fiscal year bills.

Board of Selectmen

**ARTICLE 3:** To see if the Town will vote to transfer from available funds, a sum of money to defray unanticipated costs for Fiscal Year 2020 for various accounts in the General Fund, including but not limited to, the Park Enterprise and the Landfill Enterprise, or take any action relative thereto.

Board of Selectmen

**The List of Transfers is on Page....**

**ARTICLE 4:** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum of money for capital improvements and equipment and all costs incidental or related thereto as follows: -----Town Officials to take such action as may be

necessary to effectuate the purposes of this vote, or take any action relative thereto.

Board of Selectmen

**ARTICLE 5:** To see if the Town will vote to amend the vote taken pursuant to Article 1 at the June 12, 2017 Annual Town Meeting, which appropriated the sum of \$...,000 from Free Cash to purchase and install with fixtures and equipment a modular office for the Highway Department, by adding to the existing purpose “and/or to design and build, with fixtures, furniture and equipment, an office for the Highway Department, and anything incidental or related thereto”; and to raise and appropriate and/or transfer from available funds a sum of money to increase the existing appropriation, or take any other action relative thereto.

Board of Selectmen

**ARTICLE 6:** To see if the Town will vote to determine the salaries of all elected officers and to raise and appropriate and/or transfer from available funds such sums of money as may be necessary to defray Town expenses for the fiscal period July 1, 2020 to June 30, 2021, inclusive, said sums to be allocated in accordance with the budget document to be presented at Town Meeting, and to make appropriation, or take any other action relative thereto.

Board of Selectmen

**ARTICLE 7:** To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as may be necessary to operate the Park Department for the fiscal period July 1, 2020 to June 30, 2021, inclusive, and to make appropriation, or take any other action relative thereto.

Board of Selectmen

**ARTICLE 8:** To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as may be necessary to operate the Landfill/Transfer Station for the fiscal period July 1, 2020 to June 30, 2021, inclusive, and to make appropriation, or take any other action relative thereto.

Board of Selectmen

**ARTICLE 9:** To see if the Town will vote, in accordance with the Freetown-Lakeville Regional School District Agreement, to raise and appropriate and/or transfer from available funds a sum of money to pay the Town's share of the costs of purchasing and installing a network infrastructure for the Freetown-Lakeville Regional School District, including but not limited to purchase and installation of a new wireless local controller or cloud based network, enterprise class wireless network compatible with a HP Procurve wired network, or similar technology and anything incidental or related thereto, or take any other action relative thereto.

Freetown-Lakeville Regional School Committee

**ARTICLE 10:** To see if the Town will vote to delete Section 3.2.3 in the Lakeville Zoning Bylaw in its entirety and replace it with the following: "The Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas within the Town of Lakeville designated as Zone A and AE on the Plymouth County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program (NFIP). The map panels of the Plymouth County FIRM that are wholly or partially within the Town of Lakeville are panel numbers 25023C0314J, 25023C0408J, 25023C0409J, 25023C0417J, 25023C0419J, 25023C0425J, 25023C0426J, 25023C0428J, and 25023C0436J, dated July 17, 2012; panel numbers 25023C0311K, 25023C0313K, 25023C0318K, 25023C0427K, 25023C0429K, 25023C0431K, 25023C0433K, 25023C0434K, and 25023C0437K, dated July 16, 2015; and panel numbers 25023C0441L, and 25023C0442K, dated July 22, 2020. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Plymouth County Flood Insurance Study (FIS) report dated July 22, 2020. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk."

Planning Board

**ARTICLE 11:** To see if the Town will vote to:

- A) Authorize the Board of Selectmen to acquire, by purchase, gift and/or eminent domain, the fee to and/or permanent and/or temporary easements, for public way purposes, including without limitation, for the construction, installation, maintenance,

improvement, repair, replacement and/or relocation of rights of way, sidewalks, drainage, utilities, driveways, retaining walls, guardrails, slopes, grading, rounding, construction, landscaping, and other appurtenances and/or facilities, to enable the Town to undertake the Route 79 (Myricks St./Rhode Island Road) Rehabilitation Project and for any and all purposes incidental or related thereto, in, on and under certain parcels of land located on or near Route 79 Street and approximately shown on plans entitled "Massachusetts Department of Transportation Highway Division Plan and Profile of Route 79 (Myricks St./Rhode Island Road) in the Town of Lakeville Plymouth County", prepared by Beta, Inc. on file with the Town Clerk, as said plans may be amended and/or incorporated into an easement plan, and land within 200 feet of said parcels;

- B) Transfer the care, custody, and control of a portion or portions of the Town-owned property or properties shown on the aforementioned plans from the board or officer having custody of the same for the purposes for which such properties are currently held to the Board of Selectmen for public way and utility purposes and further to dedicate said portions of the Town-owned properties to the foregoing purposes, and, if applicable, authorize the Board of Selectmen to submit petitions to the General Court to authorize the foregoing under Article 97 of the Massachusetts Constitution or otherwise;
- C) Authorize the Board of Selectmen to dispose of any excess land located outside the altered layout of Route 79 on such terms and conditions and for such consideration as the Selectmen deem appropriate;
- D) Raise and appropriate, transfer from available funds, and/or borrow the sum of \$2,300,000 to fund the foregoing project and any and all costs incidental or related thereto, including, without limitation, the cost of any land/easement acquisitions, appraisals, and surveys, and, to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44, Section 7 or 8, as amended, or any other enabling authority, and to issue bonds or notes of the Town therefor; any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such

bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. Chapter 44, Section 20, as amended, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; provided, however, that the appropriation authorized hereunder shall be contingent upon approval by the voters of a ballot question to exclude the amounts required to pay for the bonds or notes issued for such project from the provisions of Proposition 2 ½, so called; and

- E) Authorize the Board of Selectmen to enter into all agreements and take any and all actions as may be necessary or appropriate to effectuate the aforesaid purposes.

Or take any other action relative thereto.

Board of Selectmen

You are directed to serve this warrant by posting an attested copy hereof fourteen (14) days at least before the day appointed for the Special Town Meeting and seven (7) days at least before the day appointed for the Annual Town Meeting at the following places: Town Office Building, Baldies Pizzeria, Cisco's Pizza, the Clark Shores Association Bulletin Board, Apponequet Regional High School, Lakeville Senior Center, and Assawompset Elementary School.

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

Given under our hands this \_\_\_\_\_ day of May, 2020.

\_\_\_\_\_  
Evagelia Fabian, Chairman

\_\_\_\_\_  
Richard LaCamera

**LAKEVILLE BOARD OF SELECTMEN**

A true copy, Attest:

\_\_\_\_\_  
Constable

Lakeville, MA \_\_\_\_\_, 2020

COMMONWEALTH OF MASSACHUSETTS

**Town of Lakeville**  
**Special Town Meeting**

Tuesday, June 23, 2020

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

Greetings:

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

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

On Tuesday, June 23, 2020, at 8:00 PM, then and there to act on the following articles:

**ARTICLE 1:** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation, as set forth below, to change to position of treasurer-collector from an elected position to a position appointed by the Board of Selectmen; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition; or take any other action relative thereto.

Board of Selectmen

The petition for special legislation shall take the following form:

**AN ACT RELATIVE TO THE POSITION OF TREASURER COLLECTOR IN THE TOWN OF**  
**LAKEVILLE**

*Be it enacted by the Senate and House of Representatives in General Court assembled,  
and by the authority of the same as follows:*

**SECTION 1.** Notwithstanding section 1 of chapter 41 of the General Laws or any other general or special law, rule or regulation to the contrary, there shall be a treasurer/collector for the town of Lakeville. The treasurer/collector shall have all the powers, perform the duties and be subject to the liabilities and penalties now or hereafter conferred and imposed by law on town treasurers and town collectors of

taxes. The treasurer/collector shall be appointed and may be removed, after the opportunity for a hearing, by the board of selectmen of the town. The board of selectmen may establish an employment contract, subject to annual appropriation, with the treasurer/collector for salary, fringe benefits and other conditions of employment, including, but not limited to, severance pay, reimbursement for expenses incurred in the performance of the duties of office, liability insurance and conditions of discipline, termination, dismissal, reappointment, performance standards and leave.

**SECTION 2.** Upon the effective date of this act, the elected offices of treasurer/collector shall be abolished and the term of the incumbent of such office terminated. Notwithstanding the foregoing, the elected incumbent holding the offices of treasurer/collector on the effective date of this act shall continue to hold such offices and perform the duties of those offices until the expiration of the term for which the town treasurer/collector was elected, unless he or she sooner vacates such offices or until a new treasurer/collector is appointed by the board of selectmen in accordance with section 1 of this act.

**SECTION 3.** No contracts or liabilities in force on the effective date of this act shall be affected by the abolition of the elected office of treasurer/collector or the creation of the appointed office and the appointed treasurer/collector shall, in all respects, be the lawful successor of the office so abolished. All records, property and equipment of the offices of the elected treasurer/collector shall be assigned to the office of the appointed treasurer/collector.

**SECTION 4.** This act shall take effect upon its passage.

Board of Selectmen

**ARTICLE 2:** To see if the Town will vote to accept the provisions of G.L. c. 40, §57, as amended by Chapter 408 of the Acts of 1993, and adopt the General By-Law appearing below, which would permit the licensing authority to deny an application, to revoke or suspend any local license or permit including renewals and transfers issued by any board, officer, department for any person, corporation or business enterprise who has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges, or take any other action relative thereto.

**DENIAL, REFUSAL OR SUSPENSION OF LICENSES AND PERMITS OF DELINQUENT TAXPAYERS**

**SECTION 1** List of Persons Neglecting or Refusing to Pay Taxes, Assessments or Municipal Charges. The Tax Collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the Tax Collector, shall annually, and may periodically, furnish to each Department, Board, Commission or Division, hereinafter referred to as the licensing authority that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments,



betterments or other municipal charges and that such a party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the Appellate Tax Board.

**SECTION 2** Denial, Refusal or Suspension of License; Hearing. The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the Tax Collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the Tax Collector; provided, however, that written notice is given to the party and the Tax Collector, as required by applicable provisions of law and the party is given a hearing, to be held not earlier than fourteen (14) days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The Tax Collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the licensing authority receives a certificate issued by the Tax Collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges, payable to the municipality as of the date of issuance of said certificate. Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

**SECTION 3** Waiver of Denial, Suspension or Revocation. The Board of Selectmen may waive such denial, suspension or revocation if it finds there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family, as defined in Section 1 of Chapter 268A in the business or activity conducted in or on said property.

**SECTION 4** Exceptions. This By-Law shall not apply to the following licenses and permits: Open burning, Section 13 of Chapter 48; bicycle permits, Section 11A of Chapter 85; sales of articles for charitable purposes, Section 33 of Chapter 101; children work permits, Section 69 of Chapter 149; clubs, associations dispensing food

or beverage licenses, Section 27E of Chapter 140; dog licenses, Section 137 of Chapter 140; fishing, hunting, trapping licenses, Section 12 of Chapter 101; marriage licenses, Section 28 of Chapter 207; and theatrical events, public exhibition permits, Section 181 of Chapter 140.

Board of Selectmen

**ARTICLE 3:** To see if the Town will vote to amend the Zoning By-Law, **Section 8.7 Temporary Licenses** to change the licensing authority for mobile homes and storage boxes from the Board of Selectmen to the Building Commissioner and to make the changes shown below, with the additions in **bold** and deletions in ~~strike through~~, or take any other action relative thereto:

### MOBILE HOME-STORAGE BOXES-TRAILERS

#### 8.7 Temporary Licenses

Notwithstanding the other provisions of this by-law, the owner and occupier of a residence which has been unintentionally destroyed or the owner of a conforming lot under these by-laws and permitted for building a single family residence, may apply for a license from the Building Commissioner to place a mobile home as defined herein and to reside in such home for a period not to exceed twelve months while the residence is being built or rebuilt. Any such mobile home shall be subject to the provisions of the State Sanitary Code. Such a license may be issued for a period of six (6) months and may be reserved by written request thirty (30) days prior to expiration for an additional six (6) months due to unforeseen circumstances or other unavoidable delays.

*(Adopted June 16, 2003; approved by Attorney General September 9, 2003)*

8.7.1 Upon application from the owner of a parcel of land, the Building Commissioner may issue a temporary license to place a mobile home as defined herein, on such land of the applicant for a temporary residence of transient non-paying guests for a period not to exceed three months. Such license shall be non-renewable. Any such mobile home shall be subject to the provisions of the State Sanitary Code.

*(Adopted June 16, 2003; approved by Attorney General September 9, 2003)*

8.7.2 Upon application from the owner of a parcel of land, the Building Commissioner may issue a temporary license to place an unoccupied mobile home as defined herein, for storage on such lot for a period not to exceed one year, but may be renewed annually.

*(Adopted June 16, 2003; approved by Attorney General September 9, 2003)*

8.7.3 Upon application from the owner of a parcel of land, the Building Commissioner may issue a Temporary License to place a storage box, as defined herein, on the subject property to be used for storage of vehicles or other personal property for a

period not to exceed one year and may be renewed annually subject to review by the **Board Building Commissioner**.

*(Adopted June 14, 2004; approved by Attorney General September 16, 2004)*

**Mobile Home:** Same as house trailer, meaning a dwelling unit built on a chassis and containing complete electrical, plumbing and sanitary facilities, designed and intended to be moved as a unit to a fixed location and installed on a permanent or a temporary foundation or support for use as stationary living quarters. This definition shall not include a travel or camping trailer which is a vehicle designed to travel on highways on rubber-tired wheels and used as living quarters for a period not to exceed several weeks at any one location.

**Storage Boxes, Trailers:** any trailer completely enclosed or covered in any way; shipping containers, also referred to as cargo boxes; and trailers which are or were part of a tractor trailer unit. This definition shall not include a travel or camping trailer which is a vehicle designed to travel on highways on rubber-tired wheels and used for recreational purposes.

Or take any other action relative thereto.

Board of Selectman

**ARTICLE 4:** To see if the Town will vote to amend the Town’s Zoning By-Law and Zoning Map with the respect to the regulation of Marijuana Uses by taking the following actions, or any other action relative thereto:

- (1) Amend the Town of Lakeville Zoning Map to create a “Marijuana Overlay District” comprised of parcels located within the Town’s Industrial District as shown on the Town’s Zoning Map.

MILLENNIUM CIRCLE – HARDING STREET

| Address               | Map-Block-Lot  |
|-----------------------|----------------|
| 4 Harding Street      | 022-001-004    |
| 8 Harding Street      | 022-001-003-01 |
| 10 Harding Street     | 022-001-003-05 |
| 12 Harding Street     | 022-001-002    |
| 14 Harding Street     | 022-001-003-07 |
| 155 Millennium Circle | 022-001-003-03 |
| 200 Millennium Circle | 022-001-003-04 |
| 215 Millennium Circle | 022-001-003-09 |
| 240 Millennium Circle | 022-001-003-06 |
| 415 Millennium Circle | 022-001-003-02 |

GREAT PONDS INDUSTRIAL PARK – KENNETH WELCH DRIVE

| Address                   | Map-Block-Lot |
|---------------------------|---------------|
| Kenneth W Welch Drive     | 024-006-004C  |
| Kenneth W Welch Drive     | 024-006-009   |
| Kenneth W Welch Drive     | 024-006-007   |
| Kenneth W Welch Drive     | 024-006-009A  |
| Kenneth W Welch Drive     | 060-008-002D  |
| 100 Kenneth W Welch Drive | 060-008-017   |
| 100 Kenneth W Welch Drive | 060-008-018   |
| 100 Kenneth W Welch Drive | 060-008-018A  |
| 170 Kenneth W Welch Drive | 060-008-019   |
| 175 Kenneth W Welch Drive | 060-008-002F  |
| 200 Kenneth W Welch Drive | 060-008-014A  |
| 210 Kenneth W Welch Drive | 060-008-014B  |
| 220 Kenneth W Welch Drive | 060-008-014C  |
| 230 Kenneth W Welch Drive | 060-008-014F  |
| 234 Kenneth W Welch Drive | 061-002-009   |
| 240 Kenneth W Welch Drive | 061-002-003C  |
| 260 Kenneth W Welch Drive | 061-002-003B  |
| 303 Kenneth W Welch Drive | 061-003-001A  |
| 305 Kenneth W Welch Drive | 061-003-001   |
| 308 Kenneth W Welch Drive | 061-002-003A  |
| 310 Kenneth W Welch Drive | 061-002-003   |
| 475 Kenneth W Welch Drive | 024-006-008   |
| 520 Kenneth W Welch Drive | 024-006-004A  |
| 540 Kenneth W Welch Drive | 024-006-004   |

(2) Amend the Town’s Zoning By-Law Section 3.1 Zoning Districts to include the following new provisions shown below in **bold**:

**3.1.10 – Marijuana Overly District**

**3.2.9 – The Marijuana Overly District shall be comprised of parcels located within the Town’s Industrial District as shown on the Town’s Zoning Map.**

(3) Amend the Town’s Zoning By-Law Section 7.4.6 “Marijuana Uses” as follows, with deletions noted in ~~strikethrough~~ and additions in **bold** and underlined:

Marijuana Uses - Adult Use Marijuana Establishments, and Marijuana Retailers, and Registered Marijuana Dispensaries SPGA – Zoning Board of Appeals; Industrial District **Marijuana Overlay District**.

A. All Marijuana Uses, including Adult Use Marijuana Establishments, Marijuana Retailers, and Registered Marijuana Dispensaries, shall require a Special Permit from the Zoning Board of Appeals, **and shall only be permitted to locate within the Marijuana Overlay District, as shown on the Town's Zoning Map.**

(4) Amend the Zoning By-Law Section 4.1 Table of Use Regulations by striking the following uses from Section 4.1.3 Industrial Uses:

~~Adult Use Marijuana Establishment (not including Marijuana Retailers)~~

~~Adult Use Marijuana Retailers~~

~~Registered Marijuana Dispensary (as defined by MGL)~~

*See Page # 8 of this Warrant for the Marijuana Overlay District Maps*

Planning Board

**ARTICLE 5:** To see if the Town will vote to accept Satucket Trail as a Town Way, as heretofore laid out by the Board of Selectmen, and to authorize the Selectmen to acquire by gift, purchase, or eminent domain, an easement in or fee simple title to the way and any related easements, all as shown on the road layout plan entitled "Street Acceptance Plan Satucket Trail in Lakeville, MA dated December 26, 2018", drawn by Allen & Major Associates, Inc., on file with the Town Clerk, or take any other action relative thereto.

Board of Selectmen

You are directed to serve this warrant by posting an attested copy hereof fourteen days at least before the day appointed for a Special Town Meeting and seven days at least before the day appointed for the Annual Town Meeting at the following places: Town Office Building, Baldie's Pizzeria, Cisco's Pizza, the Clark Shores Association Bulletin Board, Apponequet Regional High School, Lakeville Senior Center, and Assawompset Elementary School.

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

Given under our hands this            day of May, 2020.

\_\_\_\_\_  
Evagalia Fabian, Chairman

A true copy, Attest:

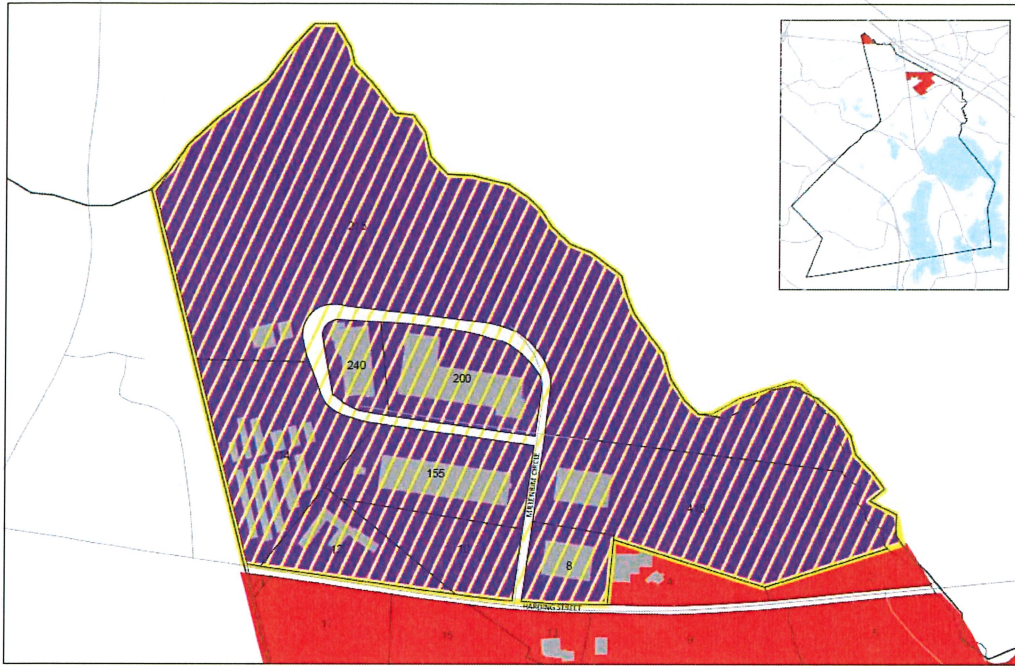
\_\_\_\_\_  
Richard LaCamera

\_\_\_\_\_  
Constable

**LAKEVILLE BOARD OF SELECTMEN**

Lakeville, MA    May            2020

# MARIJUANA OVERLAY DISTRICT MAPS



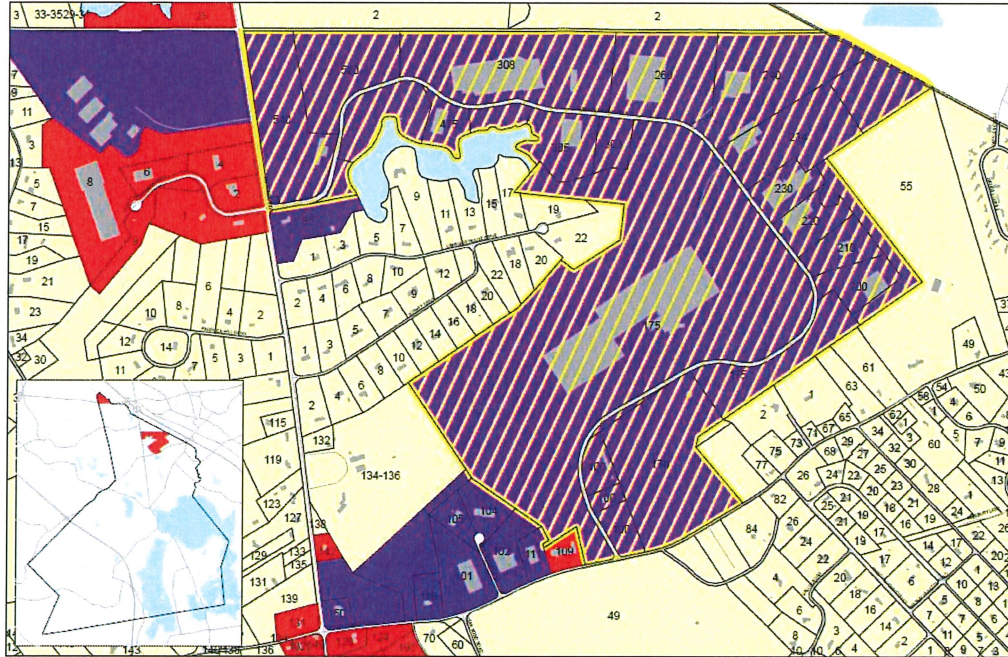
Town of Lakeville - Proposed Marijuana Overlay District Map  
Millennium Circle

© 2018. Map prepared by CREDITS for the use and purpose of zoning mapping services and was not intended for any other use. This map is not intended for engineering, map of record purposes. Data courtesy of CREDITS, MapInfo and the town of Lakeville.

**Legend**

- Industrial
- Business
- Proposed Marijuana Overlay District (MOD)
- Water
- Municipal Boundaries
- Structures
- Interstates
- Arterials and Collectors
- Local Roads

500 feet ①



Town of Lakeville - Proposed Marijuana Overlay District Map  
Great Pond Industrial Park

© 2018. Map prepared by CREDITS for the use and purpose of zoning mapping services and was not intended for any other use. This map is not intended for engineering, map of record purposes. Data courtesy of CREDITS, MapInfo and the town of Lakeville.

**Legend**

- Residential
- Industrial
- Business
- Proposed Marijuana Overlay District (MOD)
- Water
- Municipal Boundaries
- Structures
- Interstates
- Arterials and Collectors
- Local Roads

1000 feet ①

**AGENDA ITEM #7  
MAY 18, 2020**

**DISCUSS POSTPONING PUBLIC EVENTS IN  
LAKEVILLE THROUGH SEPTEMBER 7, 2020**

Rich asked that this be placed on the agenda.

As of today, the Tour de Crème; PMC Kids Ride and Mix Tape Cycling Events have been cancelled.

I have spoken to Mark Walter of Sun Multisports and so far, he is planning on going ahead with the August Cranberry Triathlon, but will cancel if the Selectmen want it cancelled. The Patriot Triathlon has been rescheduled until September 5, 2020.

The Sunken Island Road Race is scheduled for July 25, 2020. Derek Savas said that he had been waiting to hear from the State and Town on what they will be doing. He will cancel if the Town decided not to hold public events.

The Lakeville Arts Council has 2 summer concerts scheduled for July.

Tracie

**AGENDA ITEM #8  
MAY 18, 2020**

**DISCUSS LETTER RECEIVED FROM LAKEVILLE ARTS  
COUNCIL REGARDING SUMMER CONCERTS AND ANNUAL  
ARTS AND MUSIC FESTIVAL**

The Lakeville Arts Council has submitted a letter to the Board detailing their proposed changes to their Summer Concerts and the Annual Arts and Music Festival.

They have proposed 2 summer concerts: July 7th and July 21<sup>st</sup>.

The Arts & Music Festival is proposed for October 3<sup>rd</sup>.

Tracie



May 5, 2020

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

RECEIVED  
MAY - 6 2020  
SELECTMEN'S OFFICE



Dear Chairwoman Fabian and Selectman LaCamera,

The Arts Council seeks to continue it's mission during this time of COVID-19.

The Arts Council as sponsor of the annual Summer Concerts and the Lakeville Arts & Music Festival which occur in July and October would like to propose changes to abide by the guidelines for the COVID-19.

We hope that these suggested changes will be agreeable and enable the Council to hold these events for 2020.

To hold these events with adjustments will assist the arts in our community to continue to thrive by affording them Lakeville's annual opportunities to perform, to raise funds and/or to sell their art.

There will only be 2 Summer Concerts for 2020. These are scheduled for Tuesday evening, July 7 & 21 (6-8PM) to take place on Center Stage located outside. The audience will bring their own chairs or blankets or sit on the grass. The number of attendees is usually around 100 people. If the weather does not cooperate we take it inside to the Meeting Room of the Library.

For 2020: We propose to keep these scheduled...that is IF the Selectmen agree. Here is what we would do different to keep within the guidelines of the COVID-19:

- 1) We would recommend anyone who comes to the concert wear a mask and to social distance when they chose their seating location.
- 2) The back-up plan in case of inclement weather would NOT be to use the Meeting Room inside the library on the same evening, as we have done in the past. Instead we would work with the performers to select another evening that week based on the projected weather forecast. So the July 7 concert if there is inclement weather could be held July 8, 9 or 10 and the July 21 concert could be held July 22, 23 or 24 if the weather does not cooperate initially.

If the Selectmen have other suggestions, we would welcome them and add them to our list.

The Lakeville Arts & Music Festival is scheduled for Saturday, October 3 (10-4). This event is also held outside plus inside the library. For 2020: We propose to keep this event scheduled...that is IF the Selectmen agree. Here is what we would do different to keep within the guidelines of the COVID-19:

- 1) We would cut back on the number of booths and crafters from prox 50 to prox 38. We would do this by not placing booths side by side...instead leaving 4 feet between booths.
- 2) We would also use a section of Dickran Diran not used in the past which is beyond the driveway in front of the LUCC to Gammons Insurance. This would allow room for additional booths to bring out count to prox 38.
- 3) We would recommend anyone who comes to the Festival wear a mask and to social distance when at a booth. This may also be something the crafter will need to also assist with.
- 4) Our volunteers will need to wear a mask and will be asked to assist to monitor the number of people inside the Historic Town House (HTH) and perhaps in lines at booths.
- 5) There will be no live entertainment inside the HTH as in the past. We would have music stream inside via iPod, iPad or other.
- 6) There will be no demonstrations inside the HTH only the Silent Auctions items spread out more than in the past. Plus we will allow for only 10 visitors to come in at a time.
- 7) Entertainment we have hired to date: A stilt walker to walk the grounds for 2 hours, a town crier to walk the grounds for 5 hours, a single singer/guitarist to perform on the stage for 2 hours, a balloon artist to be stationed inside the library--- he can be placed outside the library if the weather permits or in the Meeting Room with the same stipulation as the HTH: only 10 people at a time and an acapella Chorus to perform for 1 hour.
- 8) Entertainment still needed for the outside: a magician and/or a single or duo singer and possibly the Highlander Pipe Band? This needs to be discussed.
- 9) Entertainment possibly on hold for 2020? The Pumpkin decorating for young children generally held inside the library between 11:30-1:30 or 12-2 and the chalk drawing for the children on the HTH parking lot.

10)The nonprofit area (the black top parking lot for the HTH) will be laid out the same as the crafter booths with 4 ft between booths.

11)Lakeville UCC and the First Unitarian-Universalist Society of Middleboro will be invited to participate with food as in the past. The Yakisoba Noodles will also be invited. (They join us every other year and 2020 is the year!)

If the Selectmen have other suggestions, we would welcome them and add them to our list.

We understand the two events are not on your current radar. However, we want you to know we are thinking about the future and we want to be smart about whatever event we can hold.

Plus the planning specifically for the Festival needs to begin soon to enable us to be ready for October 3. We are asking for some indication since we need to start our fundraising, advertise for additional crafters, contact additional performers, order two tents and portable bathrooms.

It is important to us, as mentioned above that our events take place to support the residents of Lakeville as a whole and especially to give our cultural community the opportunity to prosper.

Thank you,

J.L. Corrieri-Upham

JL Corrieri-Upham  
Lakeville Arts Council Chair

**AGENDA ITEM #9  
MAY 18, 2020**

**DISCUSS AND VOTE TO SEND MEMO TO TREASURER/TAX  
COLLECTOR TO RELEASE PERFORMANCE BOND FOR  
OLD POLICE STATION**

Now that the old Police Station has been demolished, does the Board vote to release the Performance Bond associated with that.

I have attached the page from the Purchase and Sale Agreement that references the bond.

Tracie

|              |  |
|--------------|--|
| \$ 1,000.00  | has been paid as a binder, to be credited to the deposit   |
| \$ 2,000.00  | has been paid as the balance of deposit on this day; and   |
| \$ 27,000.00 | are to be paid at the time of delivery of the deed by certified,<br>treasurer's, or bank check or by wire transfer, at SELLER'S<br><u>discretion</u> |
| <hr/>        |  |
| \$ 30,000.00 | TOTAL  |

8. CONDITIONS. BUYER acknowledges that SELLER is conveying the premises to BUYER on the condition that BUYER shall demolish the existing building on the premises (previously used as a police station), remove all construction and other debris from the premises, and obtain a building permit to reconstruct a building on the premises (the "Conditions"), all within one (1) year from the date on which the deed to the premises is recorded, as said deadline may be extended by the Lakeville Board of Selectmen for delays in obtaining said permits caused by events outside BUYER'S reasonable control, but in no event later than two (2) years from the date on which the deed is recorded (either, the "Performance Date"). BUYER shall, at closing, either pay SELLER the sum of \$60,000.00 (the "Performance Deposit") to secure BUYER'S performance of the Conditions, which SELLER shall be permitted to retain for BUYER'S failure to fulfill the Conditions in compliance with the terms hereof; alternatively, BUYER shall provide SELLER with a performance bond in the amount of the Performance Deposit from a responsible surety reasonably acceptable to SELLER, which shall perform BUYER'S obligations hereunder if BUYER fails to perform the same in accordance with this Agreement. In the event that BUYER performs the Conditions in compliance with the provisions of this Section and provides proof of such compliance to SELLER on or before the Performance Date, SELLER shall return the Performance Deposit to BUYER within fourteen (14) days thereafter, or discharge the performance bond, as the case may be.

9. POSSESSION AND CONTROL OF PREMISES. Full possession of said premises free of all tenants and occupants is to be delivered at the time of the delivery of the deed, said premises to be then (a) in the same condition as they now are, reasonable use and wear thereof excepted, and (b) in compliance with provisions of any instrument referred to in Section 4 hereof. The BUYER shall be entitled personally to inspect said premises prior to the delivery of the deed in order to determine whether the condition thereof complies with the terms of this clause.

10. EXTENSION TO MAKE TITLE OR PREMISES CONFORM. If the SELLER shall be unable to give title or to make conveyance, or to deliver possession of the premises, all as herein stipulated, or if at the time of the delivery of the deed the premises do not conform with the provisions hereof, then any payments made under this agreement shall be forthwith refunded and all other obligations of the parties hereto shall cease and this agreement shall be void without recourse to the parties hereto, unless the SELLER elects, in its sole discretion, to use reasonable efforts to remove any defects in title, or to deliver possession as provided herein, or to make the said premises conform to the provisions hereof, as the case may be, in which event the SELLER shall give written notice thereof to the BUYER at or before the time for performance hereunder, and thereupon the time for performance hereof shall be extended for a period of thirty calendar days. In no event, however, shall reasonable efforts require the SELLER to expend more than \$300.00, including attorneys' fees.

**AGENDA ITEM #10  
MAY 18, 2020**

**DISCUSS EARLY VOTING FOR SEPTEMBER  
AND NOVEMBER ELECTIONS**

Maureen asked for this to be placed on the agenda.

Tracie

**AGENDA ITEM #11  
MAY 18, 2020**

**REVIEW AND VOTE TO SIGN DEED FOR PROPERTY  
DONATED TO THE TOWN – EVERGREEN ROAD –  
MAP 4-BLOCK 7-LOT 13**

At your meeting on February 10<sup>th</sup>, the Board accepted the donation of a vacant piece of land on Evergreen Road.

Town Counsel has prepared the deed for your signatures. Town Counsel recommended that the Board take an actual vote to sign the deed. Once signed, the Estate's attorney will record the deed.

I have been in contact with the Estate's attorney, and a check is being sent out to pay the \$31.40 in taxes.

Tracie

## Quitclaim Deed

I, Michael Fiore, as Personal Representative of the Estate of Rose M. Nasuti, Suffolk County Probate and Family Court as Docket No. SU19P0606EA, ~~acting as~~ pursuant to the power of sale conveyed in Will, of 1107 Rutledge Street, Madison, Dane County, Wisconsin 53707, for consideration paid and in full consideration of One and no/100 (\$1.00) Dollar

**GRANTS TO** the Town of Lakeville, a Massachusetts municipal corporation, having an address of Lakeville Town Hall, 346 Bedford Street, Lakeville, MA 02347,

With ***QUITCLAIM COVENANTS***

the land in Lakeville, Plymouth County, Massachusetts, being Lot Number 271 as shown on plan entitled "Plan of Buena Vista Shores, New England Acres, Inc. Prop., Lakeville, Mass. , Scale 1" equals 100', June 1954, Benj. R. Evans, Surveyor, Revised July 9, 1955" recorded at Plymouth County Registry of Deeds, being further bounded and described as follows:

NORTHERLY 50' by Hemlock Road;

EASTERLY 100' by Lot No. 270;

SOUTHERLY 50' by Lot No. 272;

WESTERLY 100' by Maple Street; and all according to said plan.

Being the same premises conveyed to Nicholas Nasuti and Rose M. Nasuti by deed dated October 26, 2008 ~~and dated October 26, 2008~~ and recorded with the Plymouth County Registry of Deeds in Book 365053, Page 346.

Nicholas Nasuti died on May 11, 2011. See death certificate and estate tax affidavit recorded herewith.

Rose M. Nasuti died on November 28, 2018. See death certificate and estate tax affidavit recorded herewith.



Grantor hereby states under oath that this is not his primary residence and certifies under the pains and penalties of perjury that there are no other persons entitled to the protection of the Homestead Act.

Grantor certifies compliance with the provisions of G.L. c. 59, §72A.

The Town of Lakeville's Acceptance of Deed is attached hereto and incorporated herein.

Witness my hand and seal this \_\_\_\_\_ day of March, 2020.

\_\_\_\_\_  
Michael Fiore, as Personal Representative  
of the Estate of Rose M. Nasuti

STATE OF WISCONSIN

County: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned notary public, personally appeared Michael Fiore, as Personal Representative of the Estate of Rose M. Nasuti, the above-named and proved to me through satisfactory evidence of identification being \_\_\_\_\_, to be the person whose name is signed on this document, and acknowledged to me that he signed it voluntarily for its stated purpose and that the foregoing instrument is his free act and deed.

\_\_\_\_\_  
Notary Public: \_\_\_\_\_  
My Commission Expires:

ACCEPTANCE OF DEED

On this \_\_\_\_ day of \_\_\_\_\_, 2020, the Town of Lakeville, acting by and through its Board of Selectmen pursuant to Chapter III, Section 17A of the Town's General Bylaws, hereby accepts the foregoing deed from Michael Fiore, as Personal Representative of the Estate of Rose M. Nasuti, to property located on Evergreen Road, Lakeville, for general municipal purposes.

TOWN OF LAKEVILLE,  
By its Board of Selectmen

\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

COMMONWEALTH OF MASSACHUSETTS

Plymouth, ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned notary public, personally appeared \_\_\_\_\_, member of the Lakeville Board of Selectmen, as a foresaid, proved to me through satisfactory evidence of identification which was \_\_\_\_\_, to be the person whose name is signed on the proceeding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose on behalf of the Town of Lakeville.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

**AGENDA ITEM #12  
MAY 18, 2020**

**REVIEW AND VOTE TO AWARD SERSG  
DPW SUPPLY AND PAPER BIDS**

SERSG has gone out to bid for DPW Services from July 1, 2020 to June 30, 2020. I have attached the bid results for your review.

The bids that need to be awarded are:

| <u>Product</u>              | <u>Winning Bidder</u> | <u>Winning Price</u> |
|-----------------------------|-----------------------|----------------------|
| Dense Graded Crushed Stone  | Lorusso Corp.         | \$14.45 per ton      |
| ¾" Stone                    | Lorusso Corp.         | \$18.25 per ton      |
| Catch Basin Square Grates   | John Hoadley & Sons   | \$124.00 each        |
| Recycled Asphalt            | Lorusso Corp.         | \$9.80 per ton       |
| Hot Fix (FOB)               | T.L. Edwards          | \$63.85 per ton      |
| Winter Mix (FOB)            | T.L. Edwards          | \$94.75 per ton      |
| Mid-Grade Unleaded Gasoline | Dennis K. Burke, Inc. | \$.0552 per gallon   |
| Ultra Low Sulfur Diesel     | Dennis K. Burke, Inc. | \$.0582 per gallon   |

Franklin Moniz has reviewed the bid results and recommends approval.

The paper bids are as follows:

| <u>Product</u>                | <u>Price</u>       |
|-------------------------------|--------------------|
| 20 lb white 8.5" x 11 carton  | \$31.00 per carton |
| 20 lb white 8.5" x 14" carton | \$34.30 per carton |

Tracie

**SERSG Contract Award  
FY21 DPW Supplies**

The Board of Selectmen of the Town of Lakeville voted at their meeting held on \_\_\_\_\_ to award contracts to the bidders listed below under the SERSG DPW Supplies IFB for a twelve month period commencing July 1, 2020. This award is conditioned upon the receipt of the appropriate documents specified in the above IFB. The SERSG Regional Administrator will collect these documents on behalf of the Board of Selectmen and present them to the Board for final approval and signature.

| <i>winning vendor</i>  | <u>Estimated<br/>Quant.</u> | <u>Bid Price</u><br>per quantity     | <u>Est. Value</u> |
|--|-----------------------------|--------------------------------------|-------------------|
| <b>1 Dense Graded Crushed Stone</b><br>Lorusso Corp., Plainville, MA   | 30                          | 14.45 per ton                        | \$433.50          |
| <b>4 3/4" Stone</b><br>Lorusso Corp., Plainville, MA   | 30                          | 18.25 per ton                        | \$547.50          |
| <b>22 Catch Basin Square Grates</b><br>John Hoadley and Sons, Rockland, MA   | 25                          | 124.00 per each                      | \$3,100.00        |
| <b>27 Recycled Asphalt</b><br>Lorusso Corp., Plainville, MA  | 60                          | 9.80 per ton                         | \$588.00          |
| <b>30 Hot Mix (FOB)</b><br><b>Zone E: Dighton, Lakeville, Middleborough, Raynham, Taunton</b><br>T L Edwards, Inc., Avon, MA | 175                         | 63.85 per ton                        | \$11,173.75       |
| <b>31 Winter Mix (FOB)</b><br><b>Zone D: Dighton, Lakeville, Raynham, Taunton</b><br>T L Edwards, Inc., Avon, MA             | 75                          | 94.75 per ton                        | \$7,106.25        |
| <b>36 Mid-Grade Unleaded Gasoline</b><br>Dennis K Burke Inc, Chelsea, MA   | 45,000                      | \$ 0.8892 per gallon **<br>*\$0.0552 | \$40,014.00       |

**SERSG Contract Award  
FY21 DPW Supplies**

| <i>winning vendor</i>  | <u>Estimated<br/>Quant.</u> | <u>Bid Price</u>                     | <u>Est. Value</u> |
|--|-----------------------------|--------------------------------------|-------------------|
| <b>38 Ultra Low Sulfur Diesel</b><br>Dennis K Burke Inc, Chelsea, MA | 17,000                      | \$ 1.3282 per gallon **<br>*\$0.0582 | \$22,579.40       |

**Total Estimated Value                    \$85,542.40**

**\*Fixed Bid Increment and tax are added to the Boston Low from the Journal of  
Commerce for the date of fuel delivery.**

**\*\*Based on reference price of 4/10/20**

**Signatures**

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Chair, Board of Selectmen

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Selectman

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Selectman

SERSG PAPER Contract Award  
for July 1, 2020 - June 30, 2021

The Board of Selectmen of the Town of Lakeville at its meeting on \_\_\_\_\_, 2020 voted to award a contract for paper supplies to W.B. Mason Co. Inc. as detailed below for a twelve month period commencing July 1, 2020. This award is conditioned upon the receipt of the appropriate documents specified in the above IFB. The SERSG Regional Administrator will collect these documents on behalf of the Board of Selectmen and present them to the Board for final approval and signature.

|                                       |   | Estimated<br>Bid Price | Estimated<br>Quantity | Estimated<br>Value |
|---------------------------------------|---|------------------------|-----------------------|--------------------|
| <b>TYPE OF PAPER</b>                  |   |                        |                       |                    |
| <b>COMPUTER PAPER -92 BRIGHTNESS</b>  |   |                        |                       |                    |
| 4                                     | 20 lb. White, 8 1/2" x 11" (Carton- 5000 sheets) LETTER | \$ 31.80               | 70                    | \$ 2,226.00        |
| 7                                     | 20 lb. White, 8 1/2" x 14" (Carton- 5000 Sheets) LEGAL  | \$ 34.30               | 6                     | \$ 205.80          |
| <b>TOTAL ESTIMATED CONTRACT VALUE</b> |   |                        |                       | <b>\$ 2,431.80</b> |

Signature(s)

\_\_\_\_\_  
Chair, Board of Selectmen

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

RECEIVED  
MAY - 8 2020  
SELECTMEN'S OFFICE

**AGENDA ITEM #13  
MAY 18, 2020**

**REQUEST FROM OLD COLONY ELDER SERVICES TO APPOINT  
LAKEVILLE REPRESENTATIVE TO BOARD OF DIRECTORS**

The Board has received a request from Old Colony Elder Services to appoint a representative for Lakeville to serve on their Board of Directors. Currently Kelly Howley is Lakeville's representative.

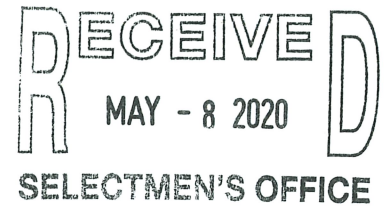
The appointment term would expire June 30, 2021.

Tracie



May 7, 2020

Evagelia Fabian, Chairman  
Board of Selectmen  
346 Bedford Street  
Lakeville, MA 02347



Dear Ms. Fabian:

On June 23, 2020, Old Colony Elder Services (OCES) will hold its annual election of Board Directors to serve for the next fiscal year (July 1, 2020 – June 30, 2021). In order to facilitate the voting process, we ask that your nomination be chosen by May 31 or earlier. **Kelly Howley** is the current OCES Board Director from Lakeville.

Per OCES' By-Laws, each of the 23 cities and towns in OCES' state-designated service area may be represented by 1 Board Director; the Town is invited to nominate 1 representative to OCES' Board of Directors for 2020-2021 following recommendations from the Council on Aging. **Please notify us by letter on official town letterhead by May 31 or earlier.** You can sign, scan and email this letter to Barbara Bartone at [bbartone@ocesma.org](mailto:bbartone@ocesma.org).

When selecting your nominee please consider carefully the responsibilities of an OCES Board Director as stated in OCES' By-Laws, outlined below.

- All Directors have the duty to act in the best interest of the organization and in accordance with the organization's mission; take reasonable care when making decisions; and, stand aside when there is a conflict of interest.
- All new Board Directors must participate in the annual orientation session.
- Attendance at full board and committee meetings is a very important aspect of fulfilling the role of an OCES Board Director. All Directors are expected to follow the Board attendance policies. If a Board member is absent from three (3) consecutive board meetings, he/she forfeits his/her directorship on the Board.

If you have any questions, please call Barbara Bartone at 508-584-1561 x238 (or email Barbara at [bbartone@ocesma.org](mailto:bbartone@ocesma.org)).

Thank you,

A handwritten signature in blue ink that reads "Nicole M. Long".

Nicole Long, MSW, LICSW  
Chief Executive Officer  
CC: Kelly Howley, COA Director



**AGENDA ITEM #14  
MAY 18, 2020**

**NEW BUSINESS**

Just a placeholder.

**AGENDA ITEM #15**  
**MAY 18, 2020**

**OLD BUSINESS**

Update of former Lakeville Hospital property

Update on sale of Lakeville Country Club