

**Town of Lakeville**  
**Joint Meeting of Selectmen and Finance Committee**  
**Tuesday, March 18, 2014**  
**6:30 PM – Town Office Building**

On March 18, 2014, the Board of Selectmen held a meeting at 6:30 PM at the Town Office Building. The meeting was called to order by Chairman Belliveau at 6:30 PM. Members present: Selectman Belliveau and Selectman Powderly. Selectman Burke was absent. The Lakeville Finance Committee Meeting was called to order by Chairman Petruzzo at 6:33 PM. Members present: Michael Petruzzo, Donna Winters, Maureen Candito and George Vlahopoulos. Ted Bunn entered at 7:11 PM. Also present: Rita Garbitt, Town Administrator and Christine Weston, Recording Secretary. LakeCAM was recording the meeting for local community broadcast, and Matthew Ferreira of the Middleboro Gazette was recording the meeting.

**Discuss and Vote on Appointment for New Finance Committee Member**

Upon a motion made by Ms. Candito; seconded by Ms. Winters it was:

VOTED: To appoint George Vlahopoulos as a member of the Finance Committee to fill the balance of the term from member Melissa Hopkins who has resigned from the Finance Committee.  
Unanimous in favor.

Upon a motion made by Selectmen Powderly; seconded by Chairman Belliveau it was:

VOTED: To appoint George Vlahopoulos to the Lakeville Finance Committee.  
Unanimous in favor.

**Meet with Department Heads to review their FY15 Budgets**

**6:30 PM Superintendent of Streets – Jeremy Peck**

*Mr. Peck was present for the discussion.* Mr. Peck reviewed his FY15 budget with those present. He stated that the salary will be the same for the Superintendent of Streets. The wages for the full time Highway Department employees has decreased because a person has left. The Longevity Account has also decreased for the same reason. However, overtime has increased for the additional Police details necessary when doing catch basin repairs. The work is done both in-house and contracted out. Additional funds are also necessary due to Police details being needed for general maintenance road work. It is \$14,000 for the repairs and \$10,000 for the Police details. Line painting was \$16,000 this year. There are new mandates requiring educational training for the new hoisting license certification. This cost is new to all cities and towns across the State. Some other required trainings are being offered online for the employees, which they will be able to do as needed and ahead of time. That includes air brake training for the Mechanic. The one (1) day training will provide the Mechanic with certification on air brakes and other experience that he needs. Those costs increase that line by \$1,200.

Selectman Powderly asked about the line painting, since the company that has painted the lines for the past two (2) years in the Town has been the low bidder however, the lines have been wavy, and the paint has faded or peeled up. If that company is low bidder again, the company should not be

awarded the bid. Mr. Peck explained that he is working with Ms. Craig on the bid specifications, and bids will be opened after Patriot's Day. Mr. Peck stated that the FY 14 Snow and Ice Deficit is \$174,216. Minor further discussion took place regarding the Highway Department budget.

Landfill Budget– Mr. Peck explained that the Landfill Personnel Account is decreasing due to the annual premium for Workers Compensation. He has reviewed the SEMASS and bulky waste costs with the Town Administrator, and based on what was actually spent, those accounts have been reduced by \$5,000. Contracted Services has been increased by \$5,000 to cover the cost of grinding the brush and the stumps at the Transfer Station. The Printing line account has been increased by \$3,000 for the printing of the trash bags, which also includes the permits and stickers. The overall budget request is \$4,000 less than FY14's. Discussion took place regarding the SEMASS contract, and it was agreed to see if the contract could be renegotiated.

### **6:50 PM Town Clerk – Janet Tracy**

*Janet Tracy was present for the discussion.* Ms. Tracy stated that her FY 15 budget request has been increased by \$730 to cover in-state travel and registration costs for conferences. This account has been increased now in order to accommodate these continuing costs. Postage has increased due to the price of postage increasing and the amount of mailings that have had to be done for registration and elections. Dues have increased for the associations that the Town belongs to. There is also increased costs for dog tags and the printing of the dog tags and e-cartridges. Ms. Tracy pointed out that in 2016 there may be a change by the State to have early voting, which will then mean the polls will be open two (2) weeks prior to an election, and the Town will have to pay for the election workers to be available at the polls, when this takes place. Also, the polls will have to open the Saturday and Sunday prior to an election. Absentee voting requirements are not known yet, and there will be additional costs for that. Other areas to consider is the need to have the Park Commissary building open and available for the early voting, and costs associated with that are heat and electricity. Selectman Powderly asked Ms. Tracy what is going on regarding the signs for elections, since it seems that people are still illegally putting up their signs on properties, where it is not allowed. Ms. Tracy indicated that she is working on a Political Sign Policy for the Selectmen.

### **7:10 PM Treasurer/Collector – Debra Kenney**

*Debra Kenney was present for the discussion.* Ms. Kenney commented that there was an error with her Longevity. She will be in her 20<sup>th</sup> year in FY 15, so the budget has been corrected. Ms. Kenney stated that on her "wish list" she would like an additional full time person in her office to help with the workload. Computer and Banking Services have increased, since there have been deficits. A printer has been purchased, and the Office Supplies account was used up in August. Ms. Garbitt stated that Ms. Kenney had reviewed her records from when a person was lost in her office, and her total Expense Budget was \$40,000. She has been able to absorb a lot of the costs with office efficiencies, however, postage has gone up three (3) times in three (3) years. Further discussion took place on the need for the additional person in the Treasurer/Collector's Office to train to do payroll and allowing the office to be more accessible to the taxpayer. 5,500 real estate bills are mailed out from her office, and every cent that comes into the Town comes through her office. All of the office staff need to be cross-trained in order to be able to do any job necessary in the office when the workloads are even at a higher demand. There is also HIPPA guidelines, so certain information is confidential. It has been seven (7) years, since she agreed not to fill the vacant position in her office. Selectman Powderly and Selectman Belliveau were in favor of a part time

position with someone being added for 20 hours a week who would be cross-trained in order to be a floater throughout the office.

Upon a motion made by Selectman Powderly; seconded by Selectman Belliveau it was:

VOTED: To approve the amount of \$16,986.00 for a part time (20 hour) person/floater to be cross-trained in the Treasurer/Collectors office.  
Unanimous in favor.

Upon a motion made by Ms. Candito; seconded by Ms. Winters it was:

VOTED: To approve the amount of \$16,986.00 for a part time (20 hour) person/floater to be cross-trained in the Treasurer/Collectors office.  
Unanimous in favor.

### **7:30 PM Conservation Commission – Robert Bouchard**

*Robert Bouchard was present for the discussion.* Mr. Bernard stated that the only increase is with payroll, since the hourly people have increased from 52.2 weeks in FY 15 from to 52.1 weeks in FY 14. There was minor discussion regarding his budget.

### **7:50 PM Board of Health – Robert Poilluci**

*Mr. Robert Poilluci was present for the discussion.* Mr. Poilluci stated that the salaries have been set as per the union negotiations. An additional \$1,500 is being requested for education and training, since the Assistant Health Inspector needs certain certifications, as well as, the Health Agent. He mentioned that about 6-7 years ago the Board of Health personnel had uniforms. At this time, they do not have uniforms, and it would be preferable to purchase a few uniforms for them including sweatshirts and t-shirts in order that the employees look more professional representing the Town. Money has been included in the budget to do this. The staff also has to take classes in order to keep their licenses current. Discussion took place on the employees in the Board of Health office and their duties. Selectman Powderly asked about the Animal Inspector cost of \$6,000 and if that should be a two (2) person job. Mr. Poilluci stated that the duties are split. Selectman Powderly suggested that it be broken down with the names of the people and what they are paid.

### **8:10 PM Library Trustees – Olivia Melo, Ruth Gross**

*Ms. Melo and Ms. Gross were present for the discussion.* Ms. Melo stated that the Library is doing very well. There are never any parking spaces available! She is looking into having a preventative maintenance contract for the HVAC, since there have just been too many issues with the system. There are also the necessary maintenance needs such as filters changed, coolant maintained, etc. The cost would be \$3,000 to do this. The Library received a \$10,000 grant this year for the programs. The Library budget is \$300,000 which is on target for where it needs to be. Ms. Melo then distributed a color grid regarding the past three (3) years and the appropriation for the Library and where it needs to be with percentages in order to receive State funding. The Town has provided money for materials and the difference of what needs to be spent will be made up with other funds, the Gifts and Grants account, money from the “friends” and some State aid revenue. The Library tries to meet its necessary quota in order to remain certified and receive its full awards in funding. The Library needs to be sustainable, and in order to have this happen, it needs to “wean” off the

money that is being provided by the “friends”, since their balance is almost depleted, and they will not be able to provide \$5,000 this year. The request is \$35,000 from the Town. Also from other funds \$12,639 is needed. LakeCAM provided \$2,600 this year. The rest typically comes from “friends” and those who provide memorial funds in the name of someone who has passed. Selectman Belliveau asked if a transfer could be done from the Stabilization Fund. Ms. Garbitt stated that would require a Special Town Meeting. Ms. Melo stated that her biggest concern is the utilities, since this account is always at a deficit, and the Library has no control over it. Last year there were not as many problems with repairs as there have been this year. Ms. Gross stated that even though the building is the newest one in the Town, it is starting to show its age.

### **8:30 PM Town Accountant – Cindy McRae**

*Cindy McRae was present for the discussion.* Ms. McRae stated that technology is getting pretty exciting throughout Town, since it is being built out. Switches have been installed, and the Town is able to deploy a lot more exciting software. Some of the items that were being planned for growing the technology last year had to wait, however, a good amount of it will take place this year. The infrastructure improvements will be done by TMLP. They are able to purchase the necessary needed items at their cost, which is more economical for the Town. The cost savings will be passed on to Lakeville. The modifications to the technology is allowing the employees to be more productive. The IT Computer Consultant is still in place.

### **Old Business**

The Selectmen then reviewed their budget. The new position that they would like to set into place is being termed: Economic Director/Planner. Some towns are changing how they utilize this position. Typically it is hoped that this position brings in enough in grants to the Town to pay for the position. There are a lot of requirements that need to be met when grants are submitted. Selectman Belliveau stated that the Town will need someone in place when the new Storm Water Management Permit is finalized. Selectman Powderly stated that he would like to check with other Towns to get more information.

### **New Business**

Ms. Garbitt stated that she received a letter from Old Colony Voke indicating that they have voted their budget in the amount of \$1,367,000. This is a significant increase since last year. There was an increase of 20 students.

The School Budget for FY 15 was briefly discussed.

### **Any other business that may properly come before the meeting**

The Job Description for the Board of Health agent was then discussed.

Upon a motion made by Selectman Powderly; seconded by Selectman Belliveau it was:

VOTED: To approve the Job Description submitted by the Board of Health for the Board of Health Agent dated March 18, 2014.  
Unanimous in favor.

## **Adjournment**

Upon a motion made by Selectman Powderly; seconded by Selectman Belliveau it was:

VOTED: To adjourn the Board of Selectmen at 8:43 PM.  
Unanimous in favor.

Upon a motion made by Mr. Bunn; seconded by Ms. Candito it was:

VOTED: To adjourn the Finance Committee at 8:43 PM.  
Unanimous in favor.