

**TOWN OF LAKEVILLE**  
**Selectmen's Meeting Minutes**  
**March 28, 2013 - 7:00 PM**

On March 28, 2013, the Board of Selectmen held a meeting at 7:00 PM at the Town Office Building in Lakeville. The meeting was called to order by Acting Chairman Belliveau at 7:01 PM. Selectmen present were: Selectman Belliveau and Selectman Powderly. Selectman Maksy was absent. Also present were: Rita Garbitt, Town Administrator, Cynthia McRae, Town Accountant, and Tracie Craig, Executive Assistant. LakeCAM was recording the meeting.

Also present were Michael Petruzzo, Melissa Hopkins, Norman Orrall and Edward Bunn of the Finance Committee. Chairman Petruzzo called the Finance Committee Meeting to order at 7:01 PM.

**Meet with Department Heads to review their FY 14 Budgets**

**7:00 PM      Town Clerk**

*Janet Tracy, Town Clerk, was present for the discussion.* Ms. Tracy said there is additional money in the Town Clerk's budget under Personnel for training and additional money in the Elections budget. Ms. Tracy said the training increase is for two (2) classes that she and the Assistant Town Clerk have been paying for themselves, and another conference that the Assistant Town Clerk has been paying for herself. Ms. Garbitt noted that the Town Clerk received a grant for the Assistant Town Clerk to attend the conference. Ms. Tracy said the cost of the Dog Licenses increases each year. There is money for mileage for when the Assistant Town Clerk travels to New Hampshire for school. Discussion occurred regarding the repair and maintenance line item for the voting equipment. Ms. Tracy felt that could be reduced by \$400. The postage has increased and more money is needed under Voter Registration. An increase for office and professional supplies is needed for ink cartridges for Voter Registration. Acting Chairman Belliveau summarized that there is an increase of \$220 in education and training and another for \$116.22 in Voter Registration. Selectman Powderly asked if the \$1,200 is just for ink or other supplies. Ms. Tracy said it is for everything.

Ms. Garbitt said that for anyone in the new union, the FY13 salaries do not reflect the 1% increase. We will have to do a transfer at the Special Town Meeting on June 10, 2013. Ms. Tracy said she is still holding off on voting booths. Acting Chairman Belliveau asked that Ms. Tracy put voting booths on her Capital Expenditure Request next year.

**7:10 PM      Treasurer/Tax Collector**

*Debra Kenney, Treasurer/Tax Collector, was present for the discussion.* Ms. Kenney said the only increases are in salary. She said that five (5) or six (6) years ago, she lost a Clerk in her office. Ms. Kenney now has a Clerk in her office that is doing both jobs. She would like to amend the job description and present it to the Board to reflect the work that she is now doing. She has a wish list of another staff member to be cross trained with the Town Clerk, so that she and the Town Clerk can concentrate on being Supervisors, instead of Clerks. Ms. Garbitt said that Ms. Kenney is looking to combine the Collector's Clerk and Treasurer Clerk's into one (1)

position. The Treasurer's Clerk is at Level 4 with \$18.01 per hour being the highest rate and the Collector's Clerk has a maximum salary rate per hour of \$16.38 per hour. Ms. Kenney said she would like to fill the vacant position with a Clerk that can do payroll, since we have no one besides the Payroll Processor to do payroll. Ms. Kenney said she could do payroll, but that would take her away from her own job duties. Ms. Garbitt said that the job description would go before the Board first, then to the Union. Acting Chairman Belliveau asked why the hourly wage payroll decreased. Ms. Garbitt said the 1% increase from FY13 is not reflected. It was decided that the new job description would be put on the Selectmen's April 23<sup>rd</sup> meeting.

### **7:20 PM Council on Aging Director**

*Vicki Souza, Council on Aging Director, was present for the discussion.* Acting Chairman Belliveau asked if being open on Fridays was working out good. Ms. Souza said it has been excellent. They had 76 people attend the St. Patrick's Day Dinner. Ms. Souza said the movie and lunch programs are going good. Acting Chairman Belliveau asked about the hourly van driver wages. Ms. Souza said previously the Senior Center was open four (4), but as of February 1<sup>st</sup>, they have been open five (5) days, with the van running all five (5) days. She noted that the van drivers' salaries are reimbursed. The increase is for Fridays next year. The hours increased to 19 hours each (two (2) drivers). Ms. Souza discussed increasing the Clerk's hours to 35 hours a week. The other part time Clerk was decreased to one (1) hour a week from three (3) hours a week. Because her hourly pay is lower, and she will not be getting longevity, the Clerk's salary would only increase \$870 for FY14 if her hours were increased. Selectman Powderly said he would like to increase the Clerk to 40 hours. Ms. Souza noted that activities, foot traffic and phone calls have increased. Acting Chairman Belliveau said he was not sure that the Clerk can be increased to 40 hours a week. Ms. Garbitt said increasing the Clerk to 40 hours is in the wish list column.

### **7:30 PM Veterans' Agent**

*Robert Mello, Veterans' Agent was present for the discussion.* Mr. Mello spoke about the Medical and Fuel Benefits. These line items are already overspent. These amounts will increase due to outreach to the veterans who are senior citizens, so these line items will need to increase. Mr. Mello noted that Medical and Fuel Benefits are reimbursed 75%. Ms. Garbitt said the reimbursements occur a year behind. We will have to transfer money at the Special Town Meeting. She asked if the Board wanted to increase these line items. Mr. Mello noted that two (2) veterans moved into Lakeville from Middleborough. Ms. Garbitt noted that these accounts are \$8,000 in deficit. Acting Chairman Belliveau suggested budgeting an additional \$5,000 for Medical Benefits and \$3,000 for Fuel Benefits. Mr. Mello noted that he has mostly seniors that are coming in. Most of the younger veterans are going to the Veterans Administration for Federal benefits. Selectman Powderly asked if the reimbursements are offset in the budget lines. Ms. Garbitt said the money goes into the General Fund. The Town will receive \$13,700 in FY14 for FY13's budget. Ms. McRae noted the Town can deficit spend in this account. Mr. Mello said the numbers should stabilize, once we find the veterans out there that need benefits. The income standard is very low to receive these benefits.

## **7:40 PM Conservation Committee**

Acting Chairman Belliveau said the budget has increased a little. Selectman Powderly asked about the Clerk's wages. Ms. Garbitt said the Clerk works 12 hours a week. Ms. McRae said previously 100% of the Clerk's wages were being taken from the Agency Account. However, it was discovered that some of the hours that she is working are for Conservation Commission business, not hearings for the Wetlands Protection Act. Ms. Garbitt said after meeting with the Conservation Commission and the Town Accountant, only 50% of the Clerk's wages should be coming from the fees collected. Acting Chairman Belliveau said the Conservation Agent's wages have increased. Ms. Garbitt said they have increased the hours to 19 hours a week so the Agent can be in the office on Fridays. Selectman Powderly asked what fees were being used. Ms. Garbitt said the fees for the Wetland Protection Act. Acting Chairman Belliveau noted that Instate Travel was reduced. Ms. Garbitt said the Agent has a fuel efficient car. Selectman Powderly said this figure should be based on the IRS reimbursement for mileage. Selectman Powderly did not feel the instate travel should be reduced by this amount. Ms. Garbitt said the Conservation Agent has placed on the wish list \$100 for the Online Handbook. It was asked if the \$100 fee for the Online Handbook was a onetime fee. Ms. Garbitt will check on that.

## **7:50 PM Library Trustees**

*Nancy LaFave, Elizabeth Walters and Ruth Gross, Library Board of Trustee Members and Olivia Melo, Library Director, were present for the discussion.* Selectman Powderly said the water line item has been reduced. They are going to try to install a well for the sprinkler system, but will have to run three (3) lines for that. He said it was going to cost approximately \$6,000 to draw water from the pond next door. We need to find an alternative, or go back to using Taunton water for the sprinkler system. Mr. Orrall asked if the pond goes dry in the summer. Selectman Powderly said no, it is deep. Ms. Garbitt said the Library windows need to be cleaned and the building needs to be power washed. Selectman Powderly said the Senior Center needs to be power washed also and have the trim painted. We can rent one (1) power washer to power wash both buildings. Ms. Garbitt said when we hired a Custodian for the Senior Center and the Library, those wages were put in the Selectmen's budget. However the Library has its own part time Custodian, so those wages should be in the Library budget. The Town Custodian is now taking care of the Senior Center.

Ms. Walters said that the total budget of \$288,500 puts the Library into compliance, except for materials. We still don't spend enough on materials. The Friends of the Library funding does not count; the Town has to support the Library. Ms. Walters said that Ms. Melo has prepared a maintenance budget and full compliance budget. Ms. Melo said that to be in full compliance, we need to spend \$46,160 for materials; we are at \$28,227 right now. Acting Chairman Belliveau asked if we need to apply for a waiver. Ms. Melo said she will need to apply for a waiver for materials. In 2010, we were at almost full funding in materials. Ms. Melo said when cuts were made in 2010, the only place to cut was materials. This money has never been replaced. Ms. Melo said there is still work to be done on the Library's budget. The Friends of the Library donations count as funds being raised outside of the appropriated budget. We must spend 16% on materials based on population. In 2010, wages were cut \$25,000 and

expenses were cut \$30,000. Ms. Melo said when the cuts were made in 2010, she spoke about how the cuts will affect the Library for years to come.

Acting Chairman Belliveau asked about the Lake CAM funds that are paid to the Library. Ms. Garbitt said the \$2,400 per year goes to the General Fund. Ms. Melo noted that Lake CAM also donated \$2,400 towards materials. Acting Chairman Belliveau suggested speaking to Lake CAM to see if this will be an annual donation. However, that money should go to the General Fund. Ms. Gross said it was a gift to the Library. Acting Chairman Belliveau said if it goes in the General Fund, we can allocate it to the Library. Selectman Powderly suggested reducing electricity and heat, and add that amount to the materials. Ms. Garbitt said being this far into the year, we should reduce the electricity for FY13.

Discussion occurred regarding the air conditioning expense. Ms. Garbitt said the Library Trustees have spent a lot of money from Gifts and Grants to get the heat and air conditioning running properly. Currently they are at 56% on electricity and 60% on heating. Ms. Melo said she would be comfortable reducing the electricity budget and putting \$3,000 in books for next year. Ms. Melo said most Towns fund their libraries at 1% of their annual budget. Lakeville funds at .53%. We are conducting surveys for the long range plan for the Library. In the first year survey that she was here, there were a lot of responses that the Library doesn't do this or that. Now the responses have changed and people are happy with what is being done. We have become the Community's Geek Squad with people coming in for technical assistance. Ms. Melo said people want EBooks. In 2011, 261 EBooks were downloaded. In 2012, 1,500 EBooks were downloaded. Ms. Melo said she has applied for a grant for digital workshops for the staff. She is certified now, so she can apply for grants.

Discussion took place regarding the LakeCAM funds. The Selectmen requested that a meeting be set up with Robert Marshall to discuss the monthly funds.

### **8:00 PM Assessors**

*Dana Lucas, Janet Black and Paul Meleedy, members of the Board of Assessors, were present for the discussion. Also present was Molly Reed, Assessor/Appraiser.* Mr. Lucas said the Assessors would like to increase their stipends back to the 2010 level. Acting Chairman Belliveau said all the Elected Boards were cut, not just the Assessors. Mr. Lucas said this was supposed to be for one (1) year. Ms. Garbitt noted it was cut in FY09. Mr. Lucas said the largest expenses are the valuation upgrade and map upgrade. Those lines in FY13 were \$22,775. In FY14, we are realigning line items to properly reclassify. There is nothing substantially different, except ordinary price increases. There is an additional \$4,500 for the Geo Map online mapping system. We will take the outdated hard copy Assessors Maps and have Geo Map update them and put them online. Acting Chairman Belliveau asked if this was a one time fee or annual fee. Ms. Reed said it is a one time fee with an annual maintenance of \$3,000. Mr. Lucas said each Department would be able to access the service for roughly \$500. Acting Chairman Belliveau asked about a presentation on the software. Ms. Reed said it was shown at a Department Head Meeting. Ms. Garbitt said we have this item on the Technology wish list for Capital Expenditures. Ms. McRae noted that ongoing maintenance will have to be budgeted for. Mr. Lucas said under Education and Training, they would like to increase the budget from

\$1,500 to \$2,000. Discussion took place on the revaluation warrant article. Ms. Reed said the last revaluation was done in FY10. Mr. Lucas said the next revaluation should be done in FY15.

### **8:10 PM Cemetery Commission**

*Kenneth Upham is present for the discussion.* Selectman Powderly asked about the condition of the cemeteries after the recent storms. Mr. Upham said three (3) cemeteries have damage. Selectman Powderly asked if the Repairs and Maintenance should go up. Mr. Upham said he is hoping to keep it at \$5,000. The tree removal company wants \$800 to remove one (1) tree. Mr. Upham said we still have funds available this year. Ms. Garbitt said the Cemetery Commission had to use some of their Trust Fund. They cannot touch the Perpetual Care Fund, only the interest. Acting Chairman Belliveau asked if this expense could be put in our storm reimbursement. Mr. Upham replied the damage was from the second storm. Mr. Upham said the Cemetery Commission is maintaining cemeteries.

### **8:20 PM Board of Health**

*Robert Poillucci, Board of Health Member, is present for the discussion.* Mr. Poillucci said the Board had made some changes last year. The budget is looking on track for this year. We did not put the software that Mr. Lucas was talking about in our budget, but it is a really good program. It would help reduce foot traffic to our Department. Ms. Garbitt noted the syringe disposal should not be a wish; it should be part of the regular budget. The law requires that we take used syringes at the Transfer Station; and we pay the bill for hazardous material removal. The cost is \$200 and it is the Board of Health's responsibility. We will need to fund this wish item. Acting Chairman Belliveau asked about the additional State license requirements. Mr. Poillucci said that the Health Agent has training he needs to do. Mr. Poillucci said it is less expensive to have the Health Agent certified to do pool inspections than to pay someone to do it. Mr. Orrall said this should be in the regular budget; not the wish list. Acting Chairman Belliveau said the total budget will be \$142,431 if we add those two (2) items.

### **Discuss Regional School Budget and Meeting with Freetown Board of Selectmen**

Acting Chairman Belliveau discussed the FY14 budget. The School Department is looking for an additional \$1,481,781 from Lakeville above Net School Spending (NSS). A level service budget from last year would be \$33,876,000. Mr. Orrall asked if they were including the \$1,000,000 in debt last year. Ms. Garbitt said they are including the debt. Acting Chairman Belliveau said they are looking at a 6.6% increase, but they still have the debt in there. The number they are looking for is 14.42% above NSS. He said Ms. Garbitt is using the NSS number, plus a \$71,000 increase in transportation. Acting Chairman Belliveau said they are looking for an additional \$284,430 from Lakeville and we don't have it. Right not, we are \$191,000 in the hole. Even to make the base request, we will need an override. The figure is \$915,599 for a Tier 1 budget above NSS. Michael Ward, Business Manager for the Region, said we would save \$2.6 million in debt services, but they keep comparing to FY13. You need to take it out of FY13 to compare. The Selectmen are meeting with the Freetown Selectmen on April 4<sup>th</sup> at 6:30 PM at the Senior Center in Freetown to see what we can do. At the April 8<sup>th</sup> Selectmen's meeting, we will discuss putting an override on the ballot.

Selectman Powderly said he is in favor of letting the voters decide, but is not in favor of the override. We need input from the Finance Committee on the override amount. Acting Chairman Belliveau asked the Finance Committee if the Town should present one (1) number or two (2). Mr. Orrall asked if there would be two (2) budgets at Town Meeting. Selectman Powderly said the override vote is scheduled before Town Meeting. Acting Chairman Belliveau said we don't want to go to Town Meeting with two (2) budgets. If the Selectmen vote on April 8<sup>th</sup>, the vote can be held on May 18<sup>th</sup>. We are going to propose a number on the 8<sup>th</sup> for what the Schools need, plus what they need to sustain themselves for the next five (5) years, with no more than a 3.5% increase. That number he would propose would be more than what the Schools are looking for, but we can put some in Stabilization and for road improvements in Lakeville. Selectman Powderly said if we are \$191,000 in the hole and with a \$340,000 increase to NSS, if you did \$1.5 million, this \$340,000 can be funded out of the \$1.5 million. The override is only needed for the Schools. We don't want to mislead the taxpayers saying that we need some for the roads and Town services. It would be nice, but we don't need it. Mr. Bunn asked if the amount would be \$2.5 million total. Acting Chairman Belliveau said that is what the School Committee voted. That is not the number he would be looking at. He believes there is still a wish list in there. We will do what the taxpayers can afford, if they vote for it. Mr. Bunn asked what happens if Freetown needed an override also and one of the overrides doesn't pass. Ms. Garbitt said there would be a Joint Town Meeting. Selectman Powderly said that Freetown does not want to do an override. Acting Chairman Belliveau said they have some additional funds they can use. This is why the vote would be held before Town Meeting, because if Town Meeting votes the budget, we have to fund it. \$1.5 million would devastate the Town. Selectman Powderly said if the override doesn't pass, the Schools would get NSS. Acting Chairman Belliveau said unless at Town Meeting, a larger budget is approved. Selectman Powderly said the Town can probably find the money for NSS, but anything over that, we need an override.

### **Adjournment**

Upon a motion made by Mr. Orrall, seconded by Ms. Hopkins, it was:

VOTED: To adjourn the Finance Committee's Meeting at 9:27 PM.  
Unanimous in favor.

Upon a motion made by Selectman Powderly, with Acting Chairman Belliveau stepping down to second and stepping back up to vote, it was:

VOTED: To adjourn the Selectmen's Meeting at 9:27 PM.  
Unanimous in favor.