

**TOWN OF LAKEVILLE**  
**Selectmen's Meeting Minutes**  
**May 23, 2013 - 7:00 PM**

On May 23, 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 Chairman Belliveau at 7:01 PM. Selectmen present were: Selectman Belliveau and Selectman Powderly. Selectman Burke entered the meeting at 7:45 PM. 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, and Donna Winters of the Finance Committee. Chairman Petruzzo called the Finance Committee Meeting to order at 7:12 PM.

**Meet with LakeCAM and Library Trustees**

*Present at the meeting were Robert Marshall, Donald Foster, Jose Invencio, James Kenney of LakeCAM and Nancy Lafave, Elizabeth Walters and Ruth Gross, Library Trustees and Olivia Melo, Library Director.* Chairman Belliveau said that the Town has fully funded the General Budget for the Library, but not materials. We asked LakeCAM to attend tonight to discuss charging them some rent and utility fees, since private donations cannot be counted towards General Funding. Ms. Melo said gifts can be counted for materials, but not for the municipal appropriation.

Ms. Melo reviewed the Library's budget. The budget for FY12 is less than in FY09. The formula for the State says this is your budget. The gray column shows the numbers she must meet, and the green column is for FY13. Other funds are Gifts and Grants. The Library has not been fully funded in materials since she has started working for the Town. She has been using Gifts and Grants to supplement the materials budget. Ms. Melo said the Library's bottom line is \$288,500. She only has \$26,000 for materials, and will have to find \$18,000 from outside revenue. Ms. Melo said the amount is in relation to how much we spent in materials. Chairman Belliveau asked if there is any way to project what the Friends of the Library will raise. Ms. Melo said at this point, she has \$5,000 from the Friends and \$2,400 from LakeCAM. My goal has been to get to 16% to get the most money from the State. Chairman Belliveau said the Town will not have the ability to fund the \$45,000 (green column). Are you going to be short? Ms. Melo said if she cannot go for the 16%, we will try for 14% or 12.8%.

Chairman Belliveau said when we met with you last, he was under the assumption that gifts didn't count. Can we funnel LakeCAM money through the Town so that we can use it towards funding the Library? Ms. Melo said this Board may say let's use the LakeCAM money to help fund the Library, but Boards in the future may take it back. Chairman Belliveau said we need an iron clad agreement that says that if LakeCAM is paying rent, it goes to the Library.

Selectman Powderly said statistically, you will probably have between \$15,000 to \$18,000 for gifts this year. Ms. Melo said ideally, it would be great if the Town starts putting money back into the materials line item. Chairman Belliveau asked the amount that Ms. Melo is short on

materials for FY14. Ms. Melo said she needs \$46,160, and is short \$15,000. However, she anticipates \$5,000 from the Friends.

Mr. Marshall said LakeCAM has not made any decisions about funding. The agreement that the Selectmen and the Trustees signed originally states that LakeCAM will contribute a monthly amount towards heat, electricity and other costs. The Library shall not be responsible for additional costs caused by the Cable Studio. Mr. Marshall said that the Cable Studio space is 1.28% of the total square footage of the building. Our Cable Studio uses more electricity per square foot than the rest of the Library. Our environment is controlled by the air handling unit in that room, so heating expenses are probably covered under the electricity. Keep in mind, at the time of the agreement, it was his understanding that the \$200 per month was to be given to the Library to spend as they wished. We discovered that the Selectmen had a different understanding, and they felt that LakeCAM owed the Town \$200 a month, so we pay that. Currently LakeCAM is paying \$4,800 a year. Chairman Belliveau asked if LakeCAM was willing to continue paying the same amount. Mr. Marshall asked if the Selectmen will keep coming back to LakeCAM asking for more money. Chairman Belliveau said we are looking for a reasonable amount for rent, which has to go to the General Fund. We take the money and give to the Library. We are trying to come up with a figure so we don't leave money from the State on the table. Mr. Marshall asked what the specific amount would be that the Selectmen are asking for. Chairman Belliveau said the \$2,400 that you pay to the Town for rent is reasonable. We are wondering if LakeCAM will be able to give a donation to the Library for FY14. The LakeCAM Members exited the meeting to discuss contributions for FY14.

Ms. Melo pointed out that at some point, the Library should not have to rely on gifts. She has not been able to buy new computers or printers because she is using all the State funds to buy materials. Chairman Belliveau said we are assuming you will receive \$5,000 from the Friends of the Library and \$2,400 from LakeCAM. Ms. Melo said she sometimes receives a donation from the Lakeville Haunted House, in addition to, some grant money and donations from individuals. If the Library budget increases, then the material amounts need to be increased. Chairman Belliveau asked what will be left in electricity and heat this year. Ms. Garbitt said approximately \$10,000. Ms. Melo said there are still some outstanding electric bills, and the water for irrigation just got turned on. Selectman Powderly said that Ms. Melo has found \$15,000 statistically three (3) years in a row. Ms. Melo said that that includes \$10,000 in State aid. A discussion occurred regarding previous years budgeting and technology issues. Ms. Melo said she will meet the materials amount for FY13, and believes she will meet FY14 material needs.

The LakeCAM Members entered the meeting. Mr. Marshall said that LakeCAM will commit \$200 a month to the Town for rent for FY14 and a \$2,600 gift to the Library for FY14. These amounts will need to be inserted into the agreement we currently have. Mr. Foster noted that LakeCAM does not want to commit to this amount annually. Chairman Belliveau thought that there was a rental agreement in place. Ms. Garbitt said there is a one (1) year agreement in place.

Upon a motion made by Selectman Powderly, seconded by Selectman Burke, it was:

VOTE: To accept a rental rate of \$200 per month for a one (1) year period from LakeCAM for the space they occupy in the Library.  
Two in favor, with Selectman Burke abstaining.

**Revisit Library Page position/Discuss Library Clerk Substitute Position**

Ms. Melo spoke about the Library Page Position. She told the Board that there were two (2) staff members who went on long term sick leave in the summer. The current Page has been a volunteer for years, and has gone to school for Library Science. Ms. Melo requested an emergency hire at a different wage scale, and the Page was used to fill staff shortages. There is a need to have coverage in the Children's Department for Tuesdays and Thursdays. The Children's Librarian has not wanted to go to training because there is no one to cover for her. The Page's pay grade was a minimum wage for the work she was performing. Ms. Melo designed the Job Description for the Library Clerk Substitute based on the current Page's duties. She has enough State Aid funds to pay her. This will all be paid out of State money, but it needs to be on the Wage Scale.

Selectman Powderly said that the letter we received stated that the Library Trustees voted on the Job Description for the Library Clerk Substitute Position. You are creating a new position. Ms. Melo said it was never the intent to do away with the Page Position. Selectman Powderly pointed out that the Trustees voted to change the levels, and are changing the rate for the Page. Ms. LaFave said that was not our intention. Selectman Powderly said that the Trustees need to vote on the new position, and send us a letter, creating the new job with the classification. Ms. Garbitt suggested making it effective July 1, 2013.

Upon a motion made by Selectman Powderly, seconded by Selectman Burke, it was:

VOTED: To approve the Library Clerk Substitute Position, subject to receiving a letter from the Library Trustees creating the Library Clerk Substitute Position at Level X, effective July 1, 2013.  
Unanimous in favor.

**Review and vote on Reserve Fund Transfer Required for the Town Clerk:**

Ms. Garbitt told the Finance Committee that the Board of Selectmen had voted to approve the Reserve Fund Transfer of \$11,400 for the Town Clerk. This shortage was due to three (3) unforeseen elections this year.

Upon a motion made by Ms. Winters, seconded by Ms. Hopkins, the Finance Committee:

VOTED: To approve the Reserve Fund Transfer of \$11,400 for the Town Clerk.  
Unanimous in favor.

### **Review and vote on Transfers for FY13**

Ms. Garbitt said that salaried employees have 27 pay periods instead of 26 this year. This creates a difference of \$42,441. The funds will be transferred from Employee Benefits Health Insurance. This doesn't happen with hourly employees.

Upon a motion made by Ms. Winters, seconded by Ms. Hopkins, the Finance Committee:

VOTED: To transfer \$42,441 from Employees Benefits to Payroll Expenses for each Department.  
Unanimous in favor.

Upon a motion made by Selectman Powderly, seconded by Selectman Burke, it was:

VOTED: To transfer \$42,441 from Employees Benefits to Payroll Expenses for each Department.  
Unanimous in favor.

### **Review Special Town Meeting Warrant Article #1**

Ms. Garbitt said the largest transfer was for the Snow and Ice Account, which is \$167,000. We know the Veterans Benefits is going to be short. The other transfers are small interdepartmental transfers. She said that the Town Accountant is still working to double check everything. Ms. Garbitt said there is a new statute that allows you to make transfers just before and after Town Meeting, as long as the transfer is 3% or less than the budget of the Department.

### **Review Budget Summary for FY14**

Ms. Garbitt distributed a revised Budget Summary. Chairman Belliveau will call Mike Ward on the Transportation Figure. Ms. Garbitt said they received an additional \$120,000, but the number didn't change. Chairman Belliveau noted that there was \$11,000 moved to the Selectmen's Budget for a Clerk, who was previously being paid as a Water Department Clerk. Since we are not operating a Water Department, the Clerk is now working on Selectmen business. Chairman Belliveau said there is a \$5,000 stipend in the Town Accountant's budget to compensate her for the IT work that she does. Cindy Dow asked if the Town Accountant's salary had been previously increased at Town Meeting a few years ago. Ms. Garbitt said that was back in 2006, and the workload has changed. Ms. Dow asked if an IT person is hired, will that money be deducted from the Town Accountant's salary. She has already been paid since 2006/2007 for an increase for IT duties. Ms. McRae said that salary increase was to bring her up to the typical salary of other Town Accountants in Plymouth County. Ms. Garbitt said it was a combination of both. Ms. Garbitt said the Board has not yet voted on the promotion for the Treasurer/Town Collector Clerk. The Clerk is doing Treasurer and Tax Collector's work. So they will reclassify from Level 5 to Level 4, which is a \$1.18 an hour increase, for approximately \$2,450 a year. Chairman Belliveau said the Board is also considering reclassifying the Clerk in the Accountant's office to an Administrative Assistant, which would be an increase of approximately \$2,125. We have not voted on that position yet. Chairman Belliveau said we

budgeted \$13,000 for the generator; we did receive some FEMA funds for this. We have also adjusted the Building Commissioner car allowance \$2,680 as he is doing 10,000 miles a year. Chairman Belliveau said \$25,000 was budgeted for Snow and Ice Repairs. The Superintendent of Streets had been using his Snow and Ice Budget, but we have been told we can't do that. Ms. McRae said oil changes and sandblasting are operational maintenance. Selectman Powderly noted that the trucks must be serviced after the winter season. This is all snow and ice related. Ms. Garbitt said the Department of Revenue has said no. Selectman Burke said all of that maintenance is a direct result of snow and ice removal. Ms. Garbitt will get a copy of the decision to the Board. Selectman Powderly asked for the three (3) largest expenses and what trucks they were for.

Chairman Belliveau said the Stabilization Fund/Debt Service account for Capital Projects has been increased by \$50,000. Selectman Powderly noted the \$104,000 subsidy for the Transfer Station. Chairman Belliveau said we are waiting for the new Superintendent of Streets to decide what direction we are going in with the Transfer Station. Selectman Burke asked if there was a statutory obligation to have the Transfer Station. Ms. Garbitt said when the landfill was closed, we asked residents if they wanted curbside pickup and they voted no. Chairman Belliveau said we can get rid of the Enterprise Fund and bring it back as a Town Department. Taxpayers will be supplementing the people that use the Transfer Station. Selectman Burke said we need to know what level of services the residents want.

### **Review FY14 Capital Plan**

The FY14 Capital Plan was reviewed. Chairman Belliveau noted that the Selectmen voted to remove the vehicle for the Board of Health like the Finance Committee did.

### **New Business**

Ms. Garbitt distributed the Warrant for the Annual Town Meeting. The Planning Board recommends removal of the Temporary License Bylaw.

Chairman Belliveau said that the Board had reviewed the salaries of the Department Heads. A survey had found that some of our Department Heads salaries are low in similar size towns. Selectman Powderly said you just can't compare salaries. You must also look at health insurance. If these positions didn't get raises previously, then shame on us. We have said before we do not want to do catch up. We could have given people appropriate raises in past years, but the money was given to the schools. Chairman Belliveau said we didn't have money before. Selectman Powderly said the schools had money left over. The teachers got raises, but the Town employees didn't get them. Ms. Hopkins asked if the raises were performance based. Chairman Belliveau said he has no idea how to implement it. We didn't think it would work for a municipality. Selectman Powderly said if raises were based on performance, some employees would get 1% and some would get 3%. It doesn't seem to work in the public setting. We should be consistent. Selectman Burke said you want to make sure people are competent in their jobs. Ms. Hopkins said it is wrong to give raises just because we have the money. Selectman Powderly said we have given money to the schools above Net School Spending, but skipped raises to the Town employees. Selectman Burke said this could foster resentment from Town

employees towards the school system. Selectman Powderly said this is why we have the new unions to protect the Town employees. If the teachers get a 3% raise, then the Town employees should get it. Chairman Belliveau noted that we gave some employees raises, but not others. We gave raises to the unions, but no raises to the non union employees. We always follow suit with raises. In 2009, we didn't give non union employees raises and gave to the unions only. Selectman Powderly said most employees are looking for respect. We have been inconsistent giving out raises to certain groups of people, and it should cease. Chairman Belliveau said this is just something to look at. Chairman Belliveau said we could pick a number and have Town Meeting approve it and just let it sit there until we make a decision. Ms. Garbitt noted we would have to go to Town Meeting to transfer the money. She said she needs another budget meeting next week on May 29, 2013 at 7:00 PM. The Finance Committee has not voted on any recommendations on the budget. Warrant review is scheduled for June 3<sup>rd</sup>.

Chairman Belliveau said in FY12, \$20,000 was approved for the repaving of parking lot at the Police Station. However, the paving was donated. Ms. Garbitt said the Police Station roof is in poor condition. We were hoping to transfer the \$20,000 at the Special Town Meeting, but Bond Counsel said we need a warrant article. We should look at this at a Fall Town Meeting.

### **Adjournment**

Upon a motion made by Selectman Powderly, seconded by Selectman Burke, it was:

VOTED: To adjourn the Selectmen's Meeting at 9:23 PM.  
Unanimous in favor.

Upon a motion made by Ms. Hopkins, seconded by Ms. Winters, the Finance Committee:

VOTED: To adjourn at 9:23 PM.  
Unanimous in favor.