

TOWN OF LAKEVILLE
Selectmen's Meeting Minutes
June 3, 2013 - 7:00 PM

On June 3, 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, Selectman Burke and Selectman Powderly. Also present were: Rita Garbitt, Town Administrator, Tracie Craig, Executive Assistant and Christine Weston, Recording Secretary. Cindy Dow of The Middleboro Gazette was recording the meeting along with LakeCAM recording for local community broadcast.

7:00 PM Meet with Town Moderator for appointment of Capital Expenditure Committee Member

Norman Orrall, Town Moderator, was present. Mr. Orrall said that that a letter of interest had been received from Donald Healy requesting to be appointed to the Capital Expenditure Committee. Mr. Orrall would recommend Mr. Healy's appointment and Mr. Morwick for terms to expire on July 31, 2014. He would also like to reappoint David Morwick whose term ends July 31, 2013, who is a Town Moderator appointment, so he doesn't have to come back in July. Chairman Belliveau said he did not have an issue with that.

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

VOTED: To appoint Donald Healy to the Capital Expenditure Committee for a term to expire July 31, 2014, and to reappoint David Morwick to the Capital Expenditure Committee for a term expiring July 31, 2014.
Unanimous in favor.

7:05 PM Meet with Park Commission to Review and Vote on Job Descriptions and Pay Rates for the Director of Clear Pond Park (Seasonal) and Events Coordinator/Park Department Assistant

Darryl Bernier, Barry Evans, Michael Nolan and Jaime Velazquez, Park Commissioners, were present for the discussion. The Commission stated that they would like to have the Clear Pond Park Director instead be a Supervisor. That would add hours to the present 10-15 hour per week position to 26-28 hours for the ten (10) to eleven (11) week season. Some of the items on the job description do not apply for the position, such as CPR as the person would not be involved with lifeguarding. Ms. Garbitt provided the Park Commissioners with an updated job description, which does not include CPR certification and suggested that the Park Commission add this as a new position and still leave open the Director position. The new position could be titled Supervisor Seasonal. Selectman Powderly asked who is responsible for collecting the fees. Mr. Nolan responded that it is the people that work in the concession stands. Selectman Powderly suggested that this be tightened up to make sure that people do stop and pay their fees. Possibly just one (1) or two (2) people should be responsible for collecting the fees.

Ms. Garbitt mentioned that there is still some work to do on the job classifications. If the Board votes on the job descriptions, the motion should include that they are subject to the final

job description. Selectman Powderly noted that the working conditions are wrong and that section needs to be modified. Ms. Garbitt will work with the Park Commission on this. Mr. Bernier asked to table this for the time being. Chairman Belliveau stated that the Board will officially vote on the job description at the next meeting. Chairman Belliveau asked what category the position was in? Mr. Nolan responded it is Level 1, Step 10 right now at \$12.46 per hour. The position is due for a step change July 1st of this year, and the pay will increase to \$13.04.

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

VOTED: To approve the classification for Clear Pond Park Supervisor at Level 10, Step 2 as of July 1, 2013.
Unanimous in favor.

Mr. Nolan stated that the Park Commission no longer has a secretary, so the same person will be coordinating the events when the Commissary opens. Chairman Belliveau stated that the position could need 50-60 hours a week when it gets going. Right now it is only 18-20 hours a week. Mr. Bernier stated that the Events Coordinator will open the buildings, clean them and be there during the event. Mr. Evans stated that a maintenance person will be there for smaller events, and the Coordinator will be there for large events. Ms. Garbitt noted that the Park Commission cannot add line items for employees once the budget is approved by Town Meeting. The position needs to have an amount provided. Also, the position may be benefit eligible, and health insurance has not been budgeted for this position. The Town has also not been allocating the costs for Worker's Compensation to the Park Commission. We may need to start asking them to budget for that. Ms. Velazquez stated that there was an amount budgeted for the Health Insurance. Ms. McRae, Town Accountant, stated that two lines could be set up for staff members in their budget. Chairman Belliveau stated that once the Commissary is fully functional, and the word gets out about its availability, the Park Commission should anticipate its growth. Perhaps they could contact other places that host events to find out what kind of salary their Event Coordinator makes and their duties. This is typically a top position requiring a lot of time. Discussion ensued regarding possibly creating a fund for the Park Commission so that a reserve fund of sorts could be available if it is needed.

The Park Commissioners stated that they had not considered this being a big business and were proceeding with caution. This would be the first year that the Commissary is open. There are a lot of unknown costs at this time regarding the utilities, etc. The fees are set, but the costs are unknown. Ms. Garbitt stated that the Commission is probably better off using more in Retained Earnings. Chairman Belliveau said the Selectmen want the Park Commission to succeed with the Commissary. Perhaps they can put together a business plan to provide to the Town in the fall. Functions that are recession proof are weddings and funerals. Money will need to be spent to market the Commissary as well. Ms. Garbitt suggested that since they need a Clerk to take minutes, the Park Commission might want to advertise this as a temporary position to coordinate the planning until they have a business plan. The Clerk could attend meetings and process invoices. This could be a part time position at Level 9. That person may want to apply for the Events Coordinator position once it is advertised.

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

VOTED: To approve the Part Time Non Union Event Coordinator/Park Assistant at Level 7, Step 1 through 3, subject to a final job description.
Unanimous in favor.

The Park Commissioners will wait to advertise the position until next Monday, when the final job description is ready.

7:15 PM Meet with Animal Control Officer to discuss increase in Surrender Fees and Increase in Adoption Fees and Hiring of an Additional Assistant Animal Control Officer

David Frates, Animal Control Officer, was present for the discussion. Mr. Frates stated that the Pound Hounds Grant has ended, so he would like to increase some of the fees since there are now increased costs for the Shelter. At this time, it costs \$194 to have dogs spayed or neutered prior to being adopted and for the dogs to receive Bordadella and Rabies shots. In order for the Town to cover the cost of sterilization and vaccinations, the price of adoption fees should increase from \$100 to \$230. This will allow \$30 to be put in the General Fund for each adoption. He has done some research of other shelters and dog rescue groups, and they have adoption fees in the range of \$200-\$400 per dog. Mr. Frates stated that he will withdraw the surrender fee increase, if the adoption fee is being increased.

Mr. Frates told the Board that he also needs an additional Assistant Animal Control Officer for coverage when he takes time off.

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

VOTED: To increase the adoption fees at the Animal Shelter to \$230, effective June 4, 2013.
Unanimous in favor

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

VOTED: To hire an additional Assistant Animal Control Officer.
Unanimous in favor.

7:30 PM Warrant Review – Special and Annual Town Meeting – June 10, 2013

Michael Petruzzo and Maureen Candito, Members of the Finance Committee, were present. Ms. Garbitt stated that the budget is still short approximately \$20,000, so the figure being provided is not the final number. She said the Finance Committee will meet this Wednesday night to vote on their recommendations.

Ms. Garbitt then reviewed the Warrant and its Articles with the Board. She stated that the Planning Board has voted to withdraw two (2) articles (Article 21 and 22). They will go forward with the Temporary Moratorium on Medical Marijuana. They voted to do the rezoning for Route

18. The amounts were provided for the Annual Town Meeting articles by Ms. Garbitt. The new pages for the budget books were distributed to the Board, Finance Committee and Town Accountant since the budget meeting had made changes.

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

VOTED: To approve the budget as presented, reviewed and discussed.
Unanimous in favor.

Review Mileage Reimbursement Rates for Use of Personal Vehicles on Town Business

Chairman Belliveau went over the amounts and the current reimbursement rate for the IRS. The current IRS rate is 56.5 cents per mile.

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

VOTED: To set the mileage reimbursement rate at 56.5 cents, in line with the IRS Mileage Rate, effective July 1, 2013. The Town will change the rate accordingly in the future with the IRS reimbursement rates.
Unanimous in favor.

Discuss Response from Board of Health Agent regarding a Monthly Car Allowance

Ms. Garbitt stated that the Board had requested that she speak to the Board of Health Agent about a monthly car allowance. Chairman Belliveau stated that the Health Agent does not wish to accept the car allowance at this time.

Review and vote on Job Description and Pay Rate for Administrative Assistant to the Town Accountant

Chairman Belliveau read the memo received from the Town Accountant. The proposed job description for the position of Administrative Assistant was provided. The Town Accountant has requested that the current Accounting Clerk, Laurie Catalano, be promoted to the new position, and that the new position be classified at Level 1 on the Wage Scale for Union Employees. Chairman Belliveau has requested that \$2,126.00 be included in the FY14 Budget, which is Level II, Step 3 at \$19.21 per hour. The Union has been notified that the Board of Selectmen will be discussing this at its June 3rd meeting.

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

VOTED: To approve the job description for the Administrative Assistant to the Town Accountant, effective July 1, 2013, subject to the review of the job description.
Unanimous in favor.

Review and vote on Job Description and Pay Rate for Treasurer/Collector Clerk

Chairman Belliveau said the Board received the proposed Job Description for the Treasurer/Collector Clerk. This was previously approved, subject to review of the proposed Job Description.

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

VOTED: To approve the proposed Treasurer/Collector Clerk Job Description at Level 4, Step 4, effective July 1, 2013.
Unanimous in favor.

Review and vote on Job Description and Pay Rate Part Time Police Station Custodian

Ms. Garbitt stated that the Police Chief would like to advertise the position initially on the website and Town Meeting Board for two (2) weeks, since advertising costs are \$600. If there is not sufficient interest, the position will be advertised.

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

VOTED: To approve the job description and pay rate (Level 10) for a Part Time Police Station Custodian and to allow the Police Chief to offer the position within a specific range.
Unanimous in favor.

Discuss Invitation to attend meeting with Regional School District Committee on June 19, 2013

Chairman Belliveau stated that he has spoken with the new Interim School Superintendent, Dr. Kristine Nash, and she has put forth an invitation of the Board to attend the next Regional School Committee meeting where she will introduce the new staff.

Review and vote to approve Warrant to Animal Control Officers

Chairman Belliveau said the Board issues a warrant annually to the Animal Control Officers to allow them to pick up stray and loose dogs.

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

VOTED: To waive the reading of the Annual Warrant to Animal Control Officers.
Unanimous in favor.

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

VOTED: To issue the warrant to the Animal Control Officers, effective June 2, 2013.
Unanimous in favor.

Request from Old Colony Elder Services for Representative to Old Colony Elder Services Board of Directors

Chairman Belliveau read the request from Old Colony Elder Services for a representative from Lakeville to be appointed to the Old Colony Elder Services Board of Directors.

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

VOTED: To nominate Vickie Souza as representative to the Old Colony Elder Services Board of Directors for a term to expire until July 1, 2014.
Unanimous in favor.

Request for Outdoor Entertainment Permit for a Wedding – Back Nine Club – August 24, 2013

Chairman Belliveau reviewed the application for a permit for Outdoor Entertainment for a wedding on August 24, 2013 at the Back Nine Club.

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

VOTED: To approve the request for an Outdoor Entertainment Permit for the Back Nine Club for a wedding on August 24, 2013 from 4:00 PM to 11:00 PM.
Unanimous in favor.

Request for Renewal of Unregistered/Ungaraged Vehicles Permit- 1 Fern Avenue

Chairman Belliveau reviewed the application for renewal of an Unregistered/Ungaraged Vehicles Permit for 1 Fern Avenue.

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

VOTED: To approve the permit for Affordable Auto Repair & Towing to store Ungaraged/Unregistered Vehicles at 1 Fern Avenue with an expiration date of June 7, 2014.
Unanimous in favor.

Review ZBA petition for 109 Hemlock Shore Road

Chairman Belliveau said that the Board had received a petition from the Zoning Board of Appeals for the property located at 109 Hemlock Shore Road.

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

VOTED: That the Board of Selectmen had no comments, except that the Zoning Board of Appeals should conform to the current Zoning By-laws.
Unanimous in favor.

Any other business that may properly come before the meeting

Ms. Garbitt stated that the Town received eight (8) applications for the Superintendent of Streets position. She has been trying to contact Cliff Chausse who sat on the last Search Committee. Is there anyone else that the Board would like to recommend that she contact to be on the Search Committee? It was suggested to contact Roger Hamilton. The committee currently consists of Aaron Burke, Selectman, the Police and Fire Chief, and the Planning Board Chairman.

Other Items

1. Notice from Board of Health on Inspector of Animals and Alternate Inspector of Animals appointments
2. Letter from Verizon responding to the Selectmen's letter of April 25, 2013
3. Invitation from Plymouth County Extension 4-H to attend 2013 Club Expo – June 29, 2013
4. GATRA Meeting Notice – June 5, 2013
5. Notice from Comcast regarding Rate Increase Hearing
6. Wright Pierce Insights Newsletter
7. NSTAR Community Update
8. Proposed FY14 Budget for the Regional Transit Authorities (RTAs)

At 9:10 PM, upon a motion made by Selectman Burke; seconded by Selectman Powderly it was:

VOTED: To enter Executive Session and not return to Open Session pursuant to M.G.L. c. 30A, §21 (3) to discuss strategy with respect to Collective Bargaining with the new Unions because an open meeting may have a detrimental effect on the negotiating position of the Board, and pursuant to M.G.L. c. 30A, §21 (2) to discuss strategy in preparation for contract negotiations with non-union personnel, specifically the Police Chief's contract.
Polled vote: Selectman Belliveau-Aye, Selectman Burke-Aye, and Selectman Powderly-Aye.