



**TOWN OF FREETOWN
BOARD OF SELECTMEN**
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Ja Brown

**MINUTES OF MEETING OF
MONDAY, MARCH 19, 2018
COUNCIL ON AGING
227 CHACE RD, EAST FREETOWN, MA 02717**

6:00 P.M. **Call to Order** Chairman Lisa A. Pacheco calls the meeting to order at 6:04pm. Also present is Selectman Robert P. Jose, Selectman Charles B. Sullivan, Town Administrator David DeManche and Administrative Assistant Ali Golz. The meeting is being recorded by Mrs. Golz and by FREECAM.

6:00 P.M. Public Hearing Joel and Sandra Plissey/Jaysan Gas, Inc. - application to increase their current License to 120,000 Gallon storage containers for a site located at 80 County Road

Selectman Sullivan reads the green abutters cards aloud, followed by the certified receipts for the green cards not yet received back. Doug and Shelly Plissey are representing Jaysan Gas, Inc., and they have a consultant here, Jodi, for any questions. Mr. Plissey explains the history of the license. They had requested that the license be combined for 90,000 gallons back in 1996, but it wasn't combined to the correct address. They would like it to be increased to 120,000 gallons to cover any necessary expansion on site. Fire Chief Gary Silvia said in the mid 1990s, the licenses were split, and they want to combine those to one address and to add another tank. Selectman Jose clarifies that this is to solely add another tank, and that Chief Silvia has reviewed this; this is the case and Chief Silvia recommends this.

VOTE: Motion (Sullivan/Jose) to accept the application as presented, passed
unanimously.

6:15 P.M. Meet with Cable Advisory Committee and Lakeville Community Access Media, also Discuss/Vote Lakeville Community Access Media (LakeCam) and Middleboro Community Cable Access Media (MCCAM). Present: Cable Advisory Committee members Bruce Wilbur and Rev. Curtis Dias, as well as Jose Inventario from LakeCam. Note: Selectman Pacheco is also a member of the Cable Advisory Committee (CAC).

Mr. DeManche goes through the options he's found for community access media, which involve some combination of MCCAM, LakeCam and being independent. The Board has seen the list of proposals and dollar figures at a prior meeting. Mr. DeManche has met with the Cable Advisory Committee on this as well. Currently, Freetown has their educational meetings through LakeCam and government meetings through MCCAM. Mr. DeManche has had discussions with Karen Foye from MCCAM, who suggests LakeCam is better equipped for the educational coverage, as Middleborough

is not in our district. Selectman Pacheco loves the working relationship with both MCCAM and LakeCAM and says we may want to move to just LakeCAM ultimately, but we aren't at a point where we can do that just now. Because of this, she's been pushing for a short-term extension for what we currently have. Mr. Wilbur shares Selectman Pacheco's opinion, but notes LakeCAM is mostly Lakeville oriented from what he's seen. Mr. Invencio speaks to the programming LakeCAM offers. Rev. Dias also appreciates LakeCAM but agrees with Mr. Wilbur, and he would like more information on getting Freetown on there. Rev. Dias would also like someone to help us get on Mass Access, as Freetown isn't on that map. Mr. Invencio says he believes that is an annual fee of \$100/year, and he says it's a great way to learn about the industry, but he isn't sure Freetown can join. Regarding coverage of Freetown Elementary School events, Mr. Invencio says LakeCAM has had issues in the past getting into the schools, even the high school, because some students don't have signed media release waivers, so they are limited in what they can do. Rev. Dias is interested in what LakeCAM does with students. Mr. Invencio says there are also issues with studio space and equipment at Apponequet, so he isn't sure what can be done there. He says they have internships for students, and they produced 198 programs, mostly from Apponequet and Old Colony, in the last year. Selectman Jose notes they also televise Regional School Committee and Regional Finance Committee meetings, which Mr. Invencio says are expensive productions.

Mr. Wilbur says in 1996, when he was on the Board of Selectmen, they had a studio in Berkley that we did a lot with, asking what happened to that? Mr. Invencio says he knows they are building a new studio on Padelford Street, but it's a long process as it is all volunteer work. He calls their work up and coming. Selectman Pacheco says that was all before we were fully regionalized, and Berkley is now set up with Somerset. She says if they are up and coming and we are up and coming, maybe it would behoove us to get in on the ground floor.

Mr. DeManche says another consideration is that the town's contract with Comcast is up in 2020. He echoes Mr. Wilbur and Rev. Dias's feelings on LakeCAM and MCCAM, speaking specifically to Middleborough not exercising an escalator clause that is present in the contract. He is thankful for that. Rev. Dias also appreciates the grace period from both communities while we try to figure this out. Mr. Wilbur would like to keep both for now, and Selectman Pacheco agrees, for the rest of the year. Mr. DeManche says that now the CAC is active again, we can take a look at things. Selectman Pacheco asks if the CAC's recommendation is the option that costs \$21,819 combined for both MCCAM and LakeCAM, going year-to-year. This is the CAC's recommendation.

VOTE: Motion (Jose/Sullivan) to approve \$21,819 for both MCCAM and LakeCAM per year, passed unanimously.

Mr. Invencio clarifies that this dollar amount would be pro-rated for this year and then the full amount next year. Mr. DeManche says that is true. Selectman Pacheco says we'll be in contact with LakeCAM as we go along. Mr. Wilbur would like to see the CAC set up goals for the years ahead.

Weekly Public Discussion – There were no residents with weekly public discussion topics.

Consent Agenda:

Board of Selectmen: Action relative to:

- Discuss/Approve increasing Purchase Order limits, as submitted by Town Administrator David DeManche. Mr. DeManche explains that this came from a discussion at our Department Head meetings, as well as our Finance Team meetings. The Finance Team felt that the \$1,000 limit was too low, and often, items were already purchased so the purchase order was pointless. The \$3,000 limit and purchase order form would now allow people to obtain the proper signatures before purchase and this also will fall under 30B and follow best practices.

VOTE: Motion (Jose/Sullivan) to approve the increase of the purchase order threshold from \$1,000 to \$3,000, passed unanimously.

- Discuss/Approve increase in ambulance rates with Chief Silvia. Chief Silvia explains that this is the time for an annual increase and the COMSTAR rates are on a sheet he provided the Board. We can go with the COMSTAR rate. Selectman Jose asks what the rate increase was last year; Chief Silvia says 25%. Chief Silvia says we are still well below compared to other towns. Berkley and Lakeville go with what COMSTAR recommends while Rochester didn't increase rates this year. Chief Silvia would recommend going up 25% and then stopping at the COMSTAR rates and then going up the COMSTAR rates at that time, which generally goes up 2% yearly. Selectman Pacheco notes that with higher rates, there will be more abatements. Selectman Jose says he's concerned about the older generation just not even filing the abatements. Selectman Jose thinks a 10% would be fair. Selectman Sullivan thinks that would take us longer to match with the COMSTAR rates; Selectman Jose doesn't know if that's the objective here. Selectman Pacheco asks if we are getting more up front and is it getting off set by abatements. Chief Silvia says we have contracts with Health insurance companies and Medicare/Mass Health. Selectman Sullivan is at 25% and Selectman Jose is at 10%. Selectman Jose is fine with 25%, he is just concerned with this impacting the most vulnerable patients, who won't be able to pay and won't ask for abatements. The Board doesn't like having to do these increases, but understands them.

VOTE: Motion (Jose/Sullivan) to approve the rates at a 25% increase, passed unanimously.

- Town Administrator's Report.
 - Mr. DeManche thanks Fire, Police and Highway for their work during our last snowstorm. They did an excellent job in keeping us safe.
 - Mr. DeManche has received an inquiry from a company that wants to put solar on the transfer station land. He explains that the first step would be an article on town meeting to authorize the Board of Selectmen to lease the land in question and then develop a Request for Proposals (RFP) to bid on that land. Mr. DeManche asks if the Board is interested; the Board agrees that they want him to move forward on this.
 - The budget discussion schedule for more departments will be decided in the days ahead.
- Approve extension of current Freetown Lakeville Athletic Association (FLAA) Lease, as requested by Jack Taylor, President of FLAA. The necessary insurance paperwork has been received by the Selectmen's office.

VOTE: Motion (Jose/Sullivan) to approve, passed unanimously.

- Sign Health Insurance Contract, as recommended by the Health Insurance Advisory Committee. Mr. DeManche says at their last meeting, the Health Insurance Advisory Committee recommended a 7.56% increase in health insurance rates for the next fiscal year, and a 0.86% increase in dental insurance rates. This contract reflects that recommendation.

VOTE: Motion (Jose/Sullivan) to approve at the recommended rates, passed unanimously.

- Approve Harpers Personnel Module, as submitted by Town Administrator David DeManche. Mr. DeManche says we need a way to accurately capture payroll data and to approve, correct and respond to time off requests, and this module will allow for us to do that. We are debating the hardware portion of this, whether it be via smartphone, timeclock or time sheet. The cost is \$3.25 per employee per month, and after the other fees associated, works out to approximately \$1,830 per year. There will be additional time clock/tablet/training cost but overall, Mr. DeManche believes this will be a good way to implement change. Mr. DeManche goes over some of the customizable features of the system, saying this will allow us to plan out our schedules more efficiently. Selectman Pacheco says this will be easier for the employee to see their time as well. Selectman Jose clarifies who this is for; Mr. DeManche says fire & police are excluded from this, but everyone else is included.

VOTE: Motion (Sullivan/Jose) to approve the Harpers module, passed unanimously.

- Discuss FY19 Fire Budget and Highway Budget. Town Accountant Kimberley Fales and members of the Freetown Finance Committee (for informational purposes) are present for this discussion.

Highway Budget Discussion

Highway Surveyor Charles Macomber and Senior Clerk Mike McCue are present. Mr. Macomber says this is a level funded budget, with the only increases being a retirement incentive and a sick leave buyout. Selectman Pacheco wants to make sure that they are separate line items so they don't get carried over to the following year. Ms. Fales confirms that it is in a separate line item in the accounting system. Selectman Pacheco thinks it would be helpful to save that column as a history of things. For capital purchases, Mr. Macomber has asked for \$3,200 for a tractor to be used for mowing and snow removal, which will replace a piece of equipment from 1966. Selectman Pacheco asks how he is staffing wise; Mr. Macomber says he is fine on staffing.

Fire Budget Discussion

Chief Silvia is present. He says this is a level funded budget, which actually went down by \$20,000 due to retirement things coming out. Selectman Pacheco asks about the certification renewal for \$17,000; Chief Silvia says this is a certification year. Selectman Pacheco confirms this will go away next year. In terms of Capital expenditures, Chief Silvia says Engine 1 for Assonet is in the budget, and a chat needs to be held about the aerial ladder as

well. Selectman Jose agrees with this. Chief Silvia has a grant pending on that, but he doubts a town our size would get a million dollars for an aerial ladder. Chief Silvia asks for \$100,000 to be put aside to obtain a new or used one, but this won't be until the fall after the grant decision is made. The ladder will be tested again in April. Selectman Pacheco would like the money placed in the budget in here now, so we can get away from supplementing the budget in the fall, which Ms. Fales adds to her paperwork. The Board agrees to add this in to the capital budget. Selectman Pacheco asks about personnel; Chief Silvia says they are holding their own. Selectman Sullivan asks if he has looked into a safe grant for personnel. Chief Silvia says he hasn't, because they usually give back to bigger towns and cities. Those bigger towns end up giving the money back because they don't want to keep them after the 3 years. Mr. Grunwald asks why they are losing firefighters; Chief Silvia says we are losing call firefighters to fulltime positions in other towns.

Board of Health:

- Discuss/Adopt new Marijuana Board of Health regulations, as submitted by Health Agent Derek Macedo. Mr. Macedo is present for this discussion. He says he has received an email from the Massachusetts Cannabis Control Center and their feeling is that the Board would accept this as a placeholder for regulations before April 1st. We have received an email from Town Counsel however they don't think this needs to be before April 1st, that we can wait and see what happens on at the Special Election on March 24th, and deal with this on April 3rd. Selectman Pacheco wants more time to look this over, especially since counsel has redlined the document Mr. Macedo provided. Mr. Macedo notes most of Town Counsel's notes were about fees we needed to determine and touch points we want to shore up. Selectman Pacheco asks why they need to have them in place by April 1st. Mr. Macedo says an establishment can challenge them if we try to shut them down. Selectman Jose thinks this should be in place before April 1st, but the Board should vote on it on March 26th. He says it won't do any harm in having them here. Selectman Jose would like to know what other communities are doing for fees etc. Mr. Macedo says they are typically going with their tobacco regulations. This will be revisited if necessary.

Personnel Board:

- Approve new Change of Status Form to be used for all departments. Mr. DeManche says Mrs. Golz and Timm McIntosh in the Selectmen's office set out to change this form, so going forward, change of status forms are approved in a more timely manner and everything on it is correct.

VOTE: Motion (Sullivan/Pacheco) to approve, passed unanimously.

- Approve new Employment Application. Mr. DeManche says this is a simple change, put together by Mr. McIntosh, as we are no longer allowed to ask for certain data. Our old application was very outdated. We also took the opportunity to add things we felt were important like language about CORI checks, a duration of time the app is considered valid (45 days), etc. Selectman Jose wants to add that if a position is required to drive, we can check that driving background.

- Copy of Public Notice for 45 Middleboro Road
- Certified abutter's list for 45 Middleboro Road
- Tear Sheet from New Bedford Standard Times
- Application for License, submitted by Joel & Sandra Plissey
- License for Joel & Sandra Plissey, approved July 3, 1996
- Map of area of 45 Middleboro Road/80 County Road
- Letter from Fire Chief Gary Silvia re: Ambulance Rates
- Draft 2018 COMSTAR Rate Change Form
- Letter from Freetown Lakeville Athletic Association (FLAA) re: lease extension
- FLAA Certificate of Liability Insurance
- Copy of Amendment to Lease Agreement between Town of Freetown and Freetown Lakeville Athletic Association, Inc., signed 2017
- Minutes from Health Insurance Advisory Committee meeting of March 8, 2018
- Draft Massachusetts Interlocal Insurance Association renewal form
- Draft Regulation to Ensure the Sanitary and Safe Operation of Marijuana Establishments and the Sale of Marijuana, submitted by Health Agent Derek Macedo
- Draft Employee Change of Status Report Form
- Draft Employment Application
- Certificate of Appointment for L. Podielsky and R. Klevecka