



TOWN OF FREETOWN BOARD OF SELECTMEN

MINUTES

Monday, March 18, 2019, 6:00pm
Council on Aging – 227 Chace Road, East Freetown

RECEIVED
FREETOWN TOWN CLERK
2019 APR -4 AM 11:51
J. J. Brown

6:00 P.M. Call to Order Chairman Robert P. Jose calls the meeting to order at 6:00pm. Selectman Charles B. Sullivan and Selectman Lisa A. Pacheco are present. Also present: Town Administrator David DeManche and Administrative Assistant Timm McIntosh. The meeting is being recorded by FREECAM. Chairman Jose leads the Pledge of Allegiance. The Board signs the weekly warrants.

Executive Session:

At 6:02pm, motion (Sullivan/Pacheco) to enter into executive session, under the following exemption, and to return into open session following. Roll call Chairman Robert P. Jose, Selectman Charles B. Sullivan and Selectman Lisa A. Pacheco; all voted in the affirmative when polled.

1. For the purpose of discussing an employment matter, M.G.L. c. 30A, sec. 21(a) (1), to discuss the reputation, character, physical condition or mental health of an individual, or to discuss complaints or charges brought against an individual; as well under sec. 21(a) (7), to comply with the provisions of any general or special law, namely, M.G.L. c. 214, sec. 1B and M.G.L. c. 6, sec. 167 et seq. and implementing regulations.

Executive Assistant/HR Director Alexandra Golz and Individual A enter into executive session with the Board.

At 6:14pm, motion (Sullivan/Pacheco) to exit executive session and return to open session. Roll call Chairman Robert P. Jose, Selectman Charles B. Sullivan and Selectman Lisa A. Pacheco; all voted in the affirmative when polled. The Board re-adjourns in open session at 6:16pm.

Personnel Board:

2. Discuss/Appoint an assistant transfer station attendant, and sign a change of status form for the appointee, effective March 19, 2019. Mr. James Reilly is before the Board for this appointment. Selectman Pacheco reminds him of the 6-month probation period for all new employees; Mr. Reilly is aware.

VOTE: Motion (Pacheco/Sullivan) to appoint James Reilly as assistant transfer station attendant, effective March 19, 2019. Motion carries 2-1 with Selectman Jose opposed.

VOTE: Motion (Pacheco/Jose) to sign the change of status for Mr. Reilly. Motion carries 2-1 with Selectman Jose opposed.

3. Appoint Jeffrey Chandler as Building Commissioner, effective March 19, 2019. Selectman Pacheco congratulates Mr. Chandler on all his hard work, gaining certification as Building Commissioner.

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

4. Re-Appoint Lisa Podielsky as Animal Control Officer/Inspector, effective May 1, 2019.

VOTE: Motion (Pacheco/Jose) to appoint, passed unanimously.

5. Appoint Austin R. Alves as Dispatch Trainee, effective March 18, 2019.

VOTE: Motion (Pacheco/Jose) to appoint, passed unanimously.

6. Sign Change of Status form for Austin R. Alves, Dispatch Trainee, effective March 18, 2019.

VOTE: Motion (Pacheco/Jose) to approve the change of status form for Austin R. Alves, passed unanimously.

7. Approve CORI Policy, as submitted by Executive Assistant Ali Golz and Town Administrator David DeManche. This agenda item taken together with the next item.

8. Approve Amended Equal Employment Opportunity, Discrimination, and Sexual Harassment Policy, as submitted by Executive Assistant Ali Golz and Town Administrator David DeManche. Mr. DeManche says both the CORI Policy and the Equal Employment Opportunity, Discrimination, and Sexual Harassment Policy came directly from Town Counsel, so they are approved to that end. He has spoken with Atty. Joseph Fair about whether or not the Unions need to be involved; Atty. Fair said these are a requirement by law, so it is not a policy change. He suggests approval and bringing it back to the Union, and come back if they have any issues.

VOTE: Motion (Pacheco/Jose) to approve both policies, pending any feedback by any of the unions, passed unanimously.

Fiscal Year 2020 Budget

Chairman Jose uses the Chairman's Prerogative to take the agenda out of order, taking the Board of Selectmen's section ahead of the budget discussions. These minutes are presented in posted agenda order.

9. Fire Department

Town Accountant Kimberley Fales and Chief Gary Silvia are present. Chief Silvia goes over his budget, highlighting increases. The Chief intends to begin the retirement process in November, so there is a retirement incentive included. There are contractual increases in personnel, and other increases to reflect a larger Fire Department due to the SAFER grant.

Utilities are being sent to the consolidated facilities budget. The medical supplies line is up, as

costs are up and they need to replace some medication this year. Medical billing is a placeholder at this time, as the Comstar contract is pending. In terms of Capital, an ambulance is due for replacement, with \$90,000 budgeted for the first year of a four-year lease. Ms. Fales says they are carrying \$138,500 for the Station 1 door improvements, which does not include the engineering. This will be revisited. Chief reminds the Board that he still has not replaced Engine 1 due to the Station 1 doors, so prices may have gone up.

10. Highway Department

Ms. Fales, Highway Surveyor Charles Macomber and Senior Clerk Mike McCue are present, as is Executive Assistant Ali Golz. Mr. Macomber's budget has contractual increases for personnel, but is actually down overall due to a retirement. Mr. Macomber and Mr. McCue moved some line items around to better reflect how money is actually spent. He says catch basin sweepings are up in the air, since we are changing the way we do that. Today was sweeping day one and everything is segregated as it is supposed to be. The destination for that is still up in the air, either Crapo Hill, which will be expensive, or John Mello's yard. For the catch basin stuff, we'll cross that bridge when we get to it, but Mr. Mello is a certified hauler, he can deal with it properly. Mr. Macomber expects street sweepings to be very light this year. He would prefer the materials not be on site. Uniforms are level funded right now, as that's still being sorted out. Mrs. Golz confirms the number will be more than enough. Capital requests will be revisited, but Mr. Macomber says he is requesting a dump truck and a pickup truck, which will allow for the existing pickup trucks to be cycled around.

Board of Selectmen

11. Discuss/Open the warrants for insertion of articles for Special Town Meeting and Annual Town Meeting. Selectman Jose says Mr. McIntosh sent along a calendar with suggested dates/deadlines in preparation for the Town Meeting. Selectman Pacheco reads them aloud.

VOTE: Motion (Pacheco/Sullivan) to open the warrants on Tuesday, March 19th, and close them on Wednesday, April 10th at noon, passed unanimously.

12. Discuss existing lease for Freetown Elementary School. Superintendent Richard Medeiros and Finance Director Ashley Lopes are present. Mr. Medeiros says the lease was sent over five years ago, but was never approved by the Board. He understands there are some discrepancies in how the lease describes the land, which he understands, but he requests this get done in the next few months. Selectman Pacheco explains that the lease refers to the entire parcel of Town owned land, not just where the school stands. Selectman Jose, who is also a member of the Planning Board, thinks it would be a simple Form A subdivision, which would not be complex. Selectman Pacheco says we'd need a warrant article to pay for that; Mr. DeManche says the engineering account may cover it. Selectman Jose thinks it should cost \$2,000-5,000, since we meet all the requirements already and it's not complex; he

thinks dealing with the subdivision issue would be much more complex if the lease was actually signed. Mr. DeManche will get a price on the subdivision.

13. Discuss funding of installation of new security system at Freetown Elementary School. Mr. Medeiros explains this was a two phase project, and the first phase is complete. This was to be paid with a donation, but that donation was returned. Payment for phase one has slowed down phase two, so Mr. Medeiros wants to know about the best practice here. He says the Town receives payment for lease of classrooms at Freetown Elementary, suggesting that as a means to pay. He says both phases are just for Freetown Elementary. Selectman Pacheco thinks security is of utmost important, and says that turning away the donation put a hindrance on the school, she thinks the Board should step up. She explains that the classroom money goes directly to the general fund, so it can't simply be spent like Mr. Medeiros is suggesting. She suggests the school send a bill with a warrant article, like was done with the bus issue surrounding the bridge construction. Mr. Medeiros says the project is \$18,000 between the two phases. Selectman Jose asks if the project came about based on the donation; Mr. Medeiros says the project was in the works prior to the donation, but the donation accelerated the timeline. Without the donation, it would have been phased in more slowly. They signed the contract once they got the donation in hand. Selectman Jose asks if there was initially funding; Mr. Medeiros said there was, but it wasn't earmarked specifically for Freetown Elementary. He says it would be accurate to say the donation changed their plans. Selectman Sullivan asks that they forward an article for the Special Town Meeting. After a discussion on procedure, it was decided that Ms. Lopes will work on an article for Phase 1 for the Special Town Meeting and for Phase 2 for the Annual Town Meeting.
14. Discuss and approve "The Mix Tape" event for April 14, 2019. Mike O'Connell of Rock Hard Racing & Spark Bike Run Sports is present. Chief of Police Carlton Abbott is not present but has sent questions along for the Board. The event will see 250 participants, who will be in really small groups once they get to Freetown. There is no racing in this event. All traffic laws will be obeyed, and a police detail will be utilized at the intersection of Braley and Chace Road, where participants will be staggered. They will be using the intersection twice, between 9:30 & 10:30 and again between 12:30 & 1:30, with the Police detail there for the duration. Mr. O'Connell has spoken to Sgt. Scott Rose about the details who believe he'd only need one, but Mr. O'Connell initially requested a second to be used at the Valero Station. He has asked Chief Abbott to recommend how many details were needed. Selectman Pacheco would want the entire course cleaned at the end of the event. Mr. O'Connell understands, saying the participants are more experienced than other events in the area, and that they understand this is their event to lose.

VOTE: Motion (Sullivan/Pacheco) to approve The Mix Tape event for April 14, 2019, with 2 detail officers as proposed by the applicant and with review by the Chief, passed unanimously.

15. Discuss and approve Change Order No. 2 for Rehabilitation of Two Bridges project with Aetna Bridge Company. James Noyes of Greenman-Pederson Inc is present, along with Mr. Macomber. Selectman Jose says the Board can't make heads or tails of the change order, asking for an explanation from Mr. Noyes. Selectman Jose gives a brief history of the project, which is complete for the Locust Street Bridge, but the South Main Street Bridge has been something of an albatross. Mr. Noyes explains the change order closes out the Locust Street portion of the contract and covers changes to the processes needed for the South Main Street Bridge. He walks the Board through specifics about the processes. The Board understands now. Mr. DeManche asks for an update on the timeline; Mr. Noyes says it is up to the Army Core of Engineers, but an update is expected by the end of the month. The change order before the Board is -\$2,588.02.

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

16. Approve Ambulance Abatements – Write Offs for February 2019. Selectman Jose reads through the memo, which says contractual allowances for the month of February are in the amount of \$72,650.94, and write-offs are in the amount of \$12,925.60, for a total of \$85,576.54.

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

17. Discuss/Sign Renewal Proposal for Massachusetts Interlocal Insurance Association (MIIA) Health Benefits, as recommended by the Health Advisory Committee. Mr. DeManche recaps the February 28th meeting of the Health Insurance Advisory Committee. The rates offered are actually a reduction from last year.

VOTE: Motion (Pacheco/Sullivan) to approve at the recommendation of the Health Insurance Advisory Committee, passed unanimously.

18. Accept letter of retirement from FREECAM Videographer Lynn Rocha, effective March 12, 2019. Selectman Jose reads the letter from Ms. Rocha. Ms. Rocha has been with the Town for 7 years. Selectman Jose says replacement videographer Lori Ashley has big shoes to fill. A letter will be sent to Ms. Rocha.

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

19. Approve minutes of February 19th and March 4th, 2019 meetings of the Board of Selectmen.

VOTE: Motion (Pacheco/Jose) to approve the minutes for February 19, passed 2-0 with Selectman Sullivan abstaining.

VOTE: Motion (Sullivan/Jose) to approve the minutes for March 4, passed 2-0 with Selectman Pacheco abstaining.

20. Town Administrator's Report.

- MassDevelopment has approved the extension of the Freetown Screw grant. Mr. DeManche has submitted a grant application for Real Estate technical assistance, as discussed at the last meeting. This grant is for \$40,000, but additional funds could be available. Next step on the Freetown Screw Project is legislative approval to get the Acushnet parcel included.
- Mr. DeManche has received notice from MAPC that we are eligible for \$9,000 in reimbursable funds for LED streetlights, which is in next year's budget.
- The kick-off meeting for the Municipal Vulnerability Preparedness program was held, next is two workshops on April 26th and May 3rd. This program opens up grant money.
- Finally, Mr. DeManche has a meeting scheduled for Friday with the Department of Ecological Restoration regarding the water level of Long Pond and surrounding areas. Lakeville is invited. He thanks Keven Desmarais and Senator Rodrigues for helping to set up that message.

21. Remarks from Board of Selectmen Chairman Robert P. Jose. As this is his last scheduled meeting as Chairman of the Board of Selectmen, Selectman Jose issues a few remarks regarding his time on the Board. He thanks Mr. George Grunwald, who is running unopposed for the vacancy created by Selectman Jose, for attending tonight's meeting to make the transition easier. Selectman Jose thanks the voters for allowing him to serve, as well as current and former Board members for serving alongside him. He recaps accomplishments of the Board and Town for the last three years, saying the Town has moved forward during his time on the Board, and he is proud to be a small part of that. He hopes the next Board continues the upward trajectory. Selectman Sullivan thanks Selectman Jose for his service.

New Business:

22. Dates for upcoming Board of Selectmen Meetings: Tuesday, April 2nd, Tuesday, April 16th, Monday, May 6th, Monday, May 20th

At 7:26pm, motion (Sullivan/Pacheco) to adjourn, passed unanimously.

Respectfully submitted,



Timm McIntosh
Administrative Assistant

List of documents/exhibits used in this meeting, pursuant to M.G.L. c. 30A, § 22(a)

- Calendar of recommended dates for 2019 Special/Annual Town Meeting Preparation
- Memo from Fredrick Baker, Director of Finance, to Town Administrator Jack Healey, dated September 12, 2014, regarding and including lease for Freetown Elementary School
- E-mail from Chief of Police Carlton Abbott to T. McIntosh re: questions about Mix Tape Event

- Draft event notification form for The Mix Tape event, to be held on April 14, 2019
- Letter from J. Noyes, Greenman-Pedersen, Inc., re: change order number 2 on Bridge Rehabilitation project
- Memo to Aetna Bridge Company re: draft change order number 2 on Bridge Rehabilitation project
- Draft memo from the Board of Selectmen to Town Accountant Kimberley Fales re: Ambulance Abateements-Write-Offs for February 2019
- Monthly Contribution Rates offer sheet, from the Massachusetts Interlocal Insurance Association
- Minutes of February 28th meeting of the Health Insurance Advisory Committee
- Letter of resignation from L. Rocha, dated March 7, 2019
- Draft minutes of February 19, 2019 and March 4, 2019 meeting of the Board of Selectmen
- Draft Amended Equal Employment Opportunity, Discrimination, and Sexual Harassment Policy, dated March 18, 2019
- Draft Criminal Offender Record Information (CORI) policy, dated March 18, 2019
- Draft Draft change of status report for J. Reilly and A. Alves
- Draft certificate of appointment for J. Reilly, J. Chandler, L. Podielsky and A. Alves