



TOWN OF FREETOWN BOARD OF SELECTMEN

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MINUTES

J. Brown

Monday, March 9, 2020 - 5:00pm
Council on Aging (Lower Level)
227 Chace Road, East Freetown, MA 02717

5:00 PM **Call to Order** Chairman Charles B. Sullivan calls the meeting to order at 5:00pm. Present: Selectman George L. Grunwald and Selectman Lisa A. Pacheco; also present: Town Administrator David DeManche and Administrative Assistant Timm McIntosh. The meeting is being recorded by FREECAM and by resident Mark Rosofsky.

Please note: Selectman Pacheco will need to depart from the meeting early due to family commitments. She requests to take agenda item #26 out of order to start the meeting.

Executive Session

At 5:01pm, motion (Pacheco/Grunwald) to enter into executive session, under the following exemptions, and to return to open session following. Roll Call: Chairman Charles B. Sullivan, Selectman Lisa A. Pacheco, Selectman George L. Grunwald; all voted in the affirmative when polled.

26. M.G.L. c. 30A, sec. 21(a)(2) – to conduct strategy sessions in preparation for contract negotiations with non-union personnel (Administrative Assistant Timm McIntosh)

At 5:10pm, motion (Pacheco/Grunwald) to exit from executive session and return to open session. Roll Call: Chairman Charles B. Sullivan, Selectman Lisa A. Pacheco, Selectman George L. Grunwald; all voted in the affirmative when polled.

Board of Selectmen:

1. Weekly Warrants for the month of March 2020, numbered 036 through 040

VOTE: Motion (Pacheco/Grunwald) to approve; passed unanimously.

2. Library Director position following retirement of D. Stanley-Ballard.

Also present: Library Director Dorothy Stanley-Ballard, Chairman Paul Sadeck of the Library Trustees and members of the Library Trustees.

Mr. Sadeck says the Trustees have begun planning for the replacement of Dorothy Stanley, who is retiring in July. They have updated the job description, which Mr. Sadeck distributes to the Board. The Trustees are looking to hire a full-time Library Director at \$31.00/hour and are seeking the Board's support and the go-ahead to begin the hiring process. Selectman Sullivan notes that the Library Trustees are empowered by the Massachusetts General Laws to enter into a contract, so he thinks this is their purview. The Board has no problem with this.

VOTE: Motion (Pacheco/Grunwald) to move this forward; passed unanimously.

3. Set Fiscal Year 2021 Budget & Warrant Review meetings timeline

Mr. McIntosh has prepared a proposed budget/warrant timeline, which would see a warrant review on March 16th and budget meetings on April 13th and April 27th, with warrant finalization on May 4th and budget finalization on May 18th at the latest. April 7th would see a very light agenda, due to the composition of the Board potentially changing with the Annual Town Election, and the cancelling of the April 21st meeting. Mr. McIntosh notes the Planning Board has a public hearing at the Council on Aging scheduled for April 21st, but the Board opts to move their meeting to April 22nd if they need to meet.

VOTE: Motion (Pacheco/Grunwald) to approve as proposed by Mr. McIntosh; passed unanimously.

4. Articles to be submitted by the Board of Selectmen for future Special or Annual Town Meetings

Mr. McIntosh has put together a running list of topics the Board has discussed in recent months that will require a warrant article submitted on their behalf. Selectman Pacheco says the Board will keep them in mind going forward, but doesn't think they are ready to act on anything tonight; the rest of the Board agrees.

Mr. DeManche notes that he will be having experts from the Commonwealth in next week to discuss the stretch code & becoming a green community, but the Building Commissioner will not be able to attend; Selectman Pacheco had previously asked that he be present. Mr. DeManche is seeking guidance, as postponing the discussion will surely mean the article must wait for a later Town Meeting. Selectman Pacheco says she won't decide without the Building Commissioner's input. The Board agrees to have the experts in next week, with the Building Commissioner in at a later meeting.

5. Elimination of Farm Animal Excise Tax

Mike Motta, Chairman of the Board of Assessors, and senior clerk Mike McCue are present. The Board previously had questions on this regarding the amount of money this was referring to, and Mr. McIntosh has found the answers and distributed more information to the Board. Selectman Pacheco has no problem leaving this up to the voters, as it needs to go to Town Meeting for final approval anyway.

VOTE: Motion (Pacheco/Grunwald) to place this on the Annual Town Meeting warrant; passed unanimously.

6. Warrant for the 2020 Annual Town Election – April 6, 2020

VOTE: Motion (Pacheco/Grunwald) to approve; passed unanimously.

7. Engagement Letter with Roselli, Clark & Associates for Annual Audit for Fiscal Years 2020-2022

VOTE: Motion (Grunwald/Pacheco) to accept; passed unanimously.

8. Spending Plans for \$25,000 Earmark Grants for Council on Aging

This agenda item is not yet ready for the Board but was left on the agenda in error.

9. Renewal Proposal for Massachusetts Interlocal Insurance Association (MIIA) Health Benefits

Mr. DeManche recaps the proposal from MIIA, and the recommendation from the Town's Health Insurance Advisory Committee, which is a rate increase of 2.8% for health insurance and a decrease of 6.7% for dental insurance.

VOTE: Motion (Pacheco/Grunwald) to approve according to the recommendation of the Health Insurance Advisory Committee; passed unanimously.

10. Reserve Fund Transfer for Finance Committee Personnel Wages

11. Reserve Fund Transfer for Highway Department Overtime

These agenda items taken together. The Finance Committee is seeking \$800 for clerical wages, as their clerk is paid per meeting instead of hourly, which was changed after the budget was created, and the Highway Department is seeking \$250 for employee overtime, which is a recurring request.

VOTE: Motion (Pacheco/Grunwald) to forward both requests to the Finance Committee; passed unanimously.

12. Agreement with Sheehans Furniture for purchase, delivery and installation of furniture at the new Police Station

13. Agreement with Wright Line for dispatch consoles and peripheral equipment for the new Police Station

14. Agreement with Vertical Communications for purchase and delivery of a communications system for the new Police Station

These agenda items discussed together. Mr. DeManche worked on these contracts for the new Police Station project. The Sheehans Furniture contract is for \$152,164.36, the Wright Line contract is for \$49,557.01, and the Vertical Communications contract is for \$28,534.37. Mr. DeManche says he's still waiting for a few documents to complete some exhibits, so he recommends voting contingent on approval by the Town Accountant and receiving all those documents. Selectman Pacheco says all of these agreements were reviewed and are recommended by the Police Sub-Committee, and notes all came in under budget. Selectman Sullivan requests a separate vote on each contract.

VOTE: Motion (Pacheco/Grunwald) to approve each, pending approval by the Town Accountant; all three votes passed unanimously.

15. March 30th Town Hall Closure for Phone System Installation/Training

The long-awaited new phone system at the Town Hall is going to be installed the week of March 23rd and switched over on March 24th, but Town Hall staff will need some training to be able to utilize the phone system. Office staff is requesting opening the Town Hall at 9:30am on Monday, March 30th, an hour and a half late, to facilitate that training. Selectman Pacheco wishes there was another time to do this and would want this thoroughly advertised; Mr. McIntosh says that is why we are asking three weeks in advance, to allow for plenty of time.

VOTE: Motion (Pacheco/Grunwald) to approve the request; passed unanimously.

16. Town Administrator's Report

- Mr. DeManche says Executive Assistant Ali Golz has set up trainings regarding workplace violence prevention for next week for all employees to take, and an active shooter situation training session will be scheduled in the future. Mr. McIntosh has also scheduled an Open Meeting Law Training Session for Town Boards and Committees, to be held on April 16th.
- A department head meeting was held earlier today, discussing what sort of preparations are being down for the spread of coronavirus/COVID-19. New cleaning procedures are being put in place, and ideas for how we could operate if we need to shut down are being thrown around.

Mr. McIntosh has been working with the Board of Health and getting information up on the Town website regularly, as soon as it is available.

- Finally, Mr. DeManche has been in touch with Jean Fox, the South Coast Rail team and the MBTA about exploring a revenue sharing agreement regarding the parking lot for the new MBTA, as requested by Selectman Grunwald. These were very preliminary discussions, and Mr. DeManche will keep the Board updated.

17. Police Station Update

Selectman Pacheco says most of the work is going on inside the building at this time, and everything is on track. She says she loves going by there and seeing the progress.

Board of Health:

17. Announcement: Funding for Boat Ramp

Selectman Pacheco says she has worked with Representative Fiola and Representative Schmid and has secured an earmark of \$25,000 in the state budget for the Boat Ramp. While this still needs final approval, it would certainly be a help for various and improvements at the boat ramp. Selectman Grunwald asks if this has any effect on the Lake District proposal; Selectman Pacheco says we'd need to work it out with those.

Note: Selectman Pacheco departs from the meeting at 5:53pm, during the following discussion.

18. Ticket kiosks for Boat Ramp & Transfer Station.

Chief Abbott has provided the Board with some research on the ticket kiosks, which would cost around \$8,000 plus installation. Selectman Grunwald says this would eliminate us having someone there to collect fees, but it will allow for 24/7 revenue, we'd just need someone to monitor that. He asks if anyone knows anything about that; Selectman Sullivan thinks the police department would be responsible, as parking is their purview. Selectman Grunwald says it was relayed to him that that wasn't feasible; Selectman Sullivan doesn't understand how it wouldn't be feasible. Selectman Grunwald asks to hear from the Police Chief on this. Selectman Sullivan notes that this idea of kiosks for the Boat Ramp has been kicked around for 7 years now. He noticed in South Carolina that these kiosks were everywhere, it's almost all credit cards, and by now, these kiosks are probably on the state bid list. He thinks this is a way to answer the questions at the Transfer Station, as well, speaking to how the process would work, paying the kiosk instead of the attendant. Transfer Station Attendant Vicki King is present, she asks if the same kiosk would be used to sell stickers every year; Selectman Sullivan says we'd need to get the equipment to see first, but notes that stickers can be purchased at the Town Hall as well.

Selectman Sullivan makes a motion to instruct the Town Administrator to investigate purchasing two kiosks, one for the transfer station and one for the boat ramp, and to bring the costs back to the Board. Before a second can be made, Mr. DeManche asks if this would be a FY21 purchase; Selectman Sullivan believes there is an independent fund for the Boat Ramp, where the fees can be used to purchase this, he recalls around \$30,000 in there now. He says we collect \$7,000/year in fees over 14 weekends at the boat ramp currently, this would be a way to up that by making it year-round. He also doesn't think fees have been increased in years. Selectman Grunwald would want to know if the Police Department is going to monitor this, he would want to wait to hear from Chief Abbott. He would also like to wait to see what happens with the Lake District. Selectman Sullivan says in terms of enforcement, we are the Board of Selectmen; in his 33 years of police work, it's part of the job. He's very comfortable that they will be

monitoring this. Selectman Grunwald says that's good enough for him. Mr. Macedo asks if this would be separate from the \$25,000 that Selectman Pacheco spoke about; Selectman Sullivan and Selectman Pacheco say they would think so. Mr. DeManche says we'd need to figure out traffic flow as well. Selectman Sullivan speaks to there being no traffic flow issue currently, that this wouldn't cause new issues. Mr. Macedo believes the kiosk will slow the process down. Selectman Sullivan says any traffic on route 18 is out of our control, people are just going to have to wait their turn. Selectman Grunwald says you could also put your boat in and then pay the kiosk; Mr. Macedo says we should be setting it up so that you cannot put your boat in until you pay the kiosk. Selectman Grunwald and Selectman Sullivan agree that there's no way to enforce that. Mr. Rosofsky says he knows Plymouth has these kiosks, he can supply the Board with the Plymouth harbormaster's phone number if it's wanted. He asks if this kiosk is for parking or for launching boats; Selectman Grunwald says both, and Selectman Sullivan agrees. Selectman Grunwald says it is strictly for monitoring the parking. Mr. Rosofsky gives a scenario where someone drops off the boat and a friend, then leaves and comes back to pick up the boat, would he have to pay? He says rules must be established before you buy the machine. Selectman Sullivan says Mr. Rosofsky is looking way ahead, all these things can be ironed out, noting that we haven't decided on making the purchase. Selectman Grunwald says this is done at many ramps and it works. Mr. Rosofsky says parking enforcement is one thing, asking if the Police Chief has said that will be taken care of with a visual inspection, because just driving through is easily fooled; Selectman Sullivan says how a police officer does his or her job is on them, they have to answer to their superiors. Tom Ashley, of the Highway Department, notes that you'd also need electricity for the kiosks; Selectman Sullivan says they are solar powered. Mr. DeManche notes that you would also need an internet connection for credit cards; Selectman Sullivan says it is his understanding that there is no wiring required.

VOTE: Motion (Grunwald/Sullivan) to accept; motion carries two votes to none, with Selectman Pacheco no longer present.

19. Trash & Recycling options beyond June 30, 2020

Board of Health Agent Derek Macedo is present. He says we are still in a holding pattern with Republic, as he is still awaiting their extension offer on paper. He sent them the prevailing wage information they need last week and is expecting to hear back any time now.

Personnel Board:

18. Sick leave donation policy for by-law employees and employees with individual contracts

This was previously requested by the Board before Selectman Sullivan's vacation, but not voted on yet. Selectman Sullivan has no problems with this policy as it is presented, his concerns come with later collective bargaining.

VOTE: Motion (Grunwald/Sullivan) to accept; motion carries two votes to none, with Selectman Pacheco no longer present.

Mr. McIntosh notes that the documentation provided by Mrs. Golz asks the Board to decide if these sorts of requests be handled by the Board or if they want to be handled administratively. Selectman Sullivan thinks if the sick leave donation requests match the criteria laid out by the policy, they should just be approved administratively; Selectman Grunwald agrees.

VOTE: Motion (Grunwald/Sullivan) to have the Town Administrator act administratively on these requests; motion carries two votes to none, with Selectman Pacheco no longer present.

19. Salaries for By-Law Employees

Before the Board is a salary survey conducted by Mrs. Golz in recent months and was distributed to the Board in January. Selectman Sullivan says it is important to decide this as a Board and come up with a plan going forward. He notes the Library Director is a by-law employee, but the Library Trustees have the authority to enter in a contract with that employee; the \$31.00 per hour is consistent with a 2% raise. Selectman Grunwald wants to wait on this, as he has not seen this information previously.

20. Resignation: Kent Wilkins from Finance Committee, effective February 12, 2020

Mr. DeManche recommends sending a letter to Mr. Wilkins recognizing his service to the Town.

VOTE: Motion (Grunwald/Sullivan) to accept Mr. Wilkins' resignation; motion carries two votes to none, with Selectman Pacheco no longer present.

21. Appointment: Christine Shea Dupras to Finance Committee, effective March 10, 2020

VOTE: Motion (Grunwald/Sullivan) to accept Mr. Wilkins' resignation; motion carries two votes to none, with Selectman Pacheco no longer present.

Executive Session

At 6:10pm, motion (Grunwald/Sullivan) to enter into executive session, under the following exemptions in agenda items 24 and 25, and to return to open session following. Roll Call: Chairman Charles B. Sullivan, Selectman George L. Grunwald; all voted in the affirmative when polled.

22. M.G.L. c. 30A, sec. 21(a)(3) – to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares – Marie's Way Solar 1, LLC v. Board of Assessors of the Town of Freetown
Guest: Board of Assessors & Town Counsel
23. M.G.L. c.30A, Sec. 21(a)(3) – to discuss strategy with respect to collective bargaining with the Public Employees Union, Local 1144 LIUNA (Highway Bargaining Unit) because an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares.

The Board will re-convene on the second level of the Council on Aging, and will be joined by the Board of Assessors (Chairman Mike Motta and member Jeffrey Fields), and Senior Clerk Mike McCue, and Atty. Jeff Blake of KP Law will be conferenced in via phone.

Note: the Board does not discuss item #25 this evening.

At 6:48pm, the Board exits from executive session and returns downstairs.

6:30 PM Special Recognition for a South Coast Rail Worker Taking Life-Saving Action

Representative Fiola, Representative Paul Schmid (on behalf of Senator Michael Rodrigues) and Selectman Sullivan present a certificate of appreciation to Aleksander Marinkovic, an employee of the South Coast Rail's Program

Management/Construction Management team, who saved the life of another project employee recently, here in Freetown. Mr. Marinkovic performed the Heimlich Manuever to stop the employee from choking. On behalf of the Town of Freetown, Selectman Sullivan thanks Mr. Marinkovic for his quick thinking and his service.

The meeting is adjourned at 7:10pm.

Respectfully submitted,



Timm McIntosh,
Administrative Assistant

List of Documents/Exhibits Used in This Meeting

- Proposed Budget/Warrant Timeline, as prepared by Administrative Assistant
- Running List of Proposed Articles to be submitted by the Board of Selectmen for future Special or Annual Town Meetings
- Letter from Town Moderator re: consideration of articles re: special legislation & quorum
- Email from T. McIntosh to Town Administrator re: consideration of articles re: Town Meeting date
- Letter from Administrative Assistant re: Farm Animal Excise Tax, and supplemental material from Board of Assessors
- Draft warrant for Annual Town Election, April 6, 2020
- Letter of Engagement for FY20-22 Audit from Roselli, Clark & Associates
- Letter from K. Desmarais, Vice-Chairman, Health Insurance Advisory Committee, re: recommendation on FY21 insurance rates
- Draft minutes, March 4, 2020 meeting of the Health Insurance Advisory Committee
- Proposed rates from MIIA Health Benefits Trust for FY21
- Two (2) Requests for Transfer from the Reserve Fund, submitted by the Finance Committee and the Highway Department
- Draft agreement with Sheehans Furniture for purchase and delivery of installed furniture at the new Police Station
- Draft agreement with Wright Line for purchase, delivery and installation of dispatch consoles and peripheral equipment at the new Police Station
- Draft agreement with Vertical Communications for the purchase and delivery of a Communications System for the new Police Station
- Letter from Administrative Assistant re: request for Town Hall Closure for training on new Town Hall phone system
- Assorted information on kiosks, prepared by Chief of Police Carlton Abbott in August 2013
- Letter from Administrative Assistant re: Sick Leave Donation Policy
- Draft Sick Leave Donation Policy
- Salary comparison for By-Law Employees, compiled by Executive Assistant in January 2020
- Letter of Resignation from Finance Committee from K. Wilkins
- Letter from Finance Committee Chairman G. Martin re: recommendation of appointment for C. Shea Dupras
- Draft certificate of appointment for C. Shea Dupras.