



TOWN OF FREETOWN BOARD OF SELECTMEN

MINUTES

Monday, June 29, 2020 - 5:00pm  
Meeting Will Be Held Virtually and Livestreamed At  
[youtube.com/FreetownMA](https://youtube.com/FreetownMA)

RECEIVED  
FREETOWN TOWN CLERK  
2020 AUG -4 AM 9:35  
*J. Brown*

**5:00 P.M. Call to Order** Chairman Lisa A. Pacheco calls the meeting shortly after 5:00pm. Present: Selectman George L. Grunwald and Selectman Trevor R. Matthews. Town Administrator David DeManche and Administrative Assistant Timm McIntosh are also present. All participants are participating remotely, and the meeting is being livestreamed at [youtube.com/FreetownMA](https://youtube.com/FreetownMA).

Chairman Pacheco asks Mr. McIntosh to read the following statement: "Pursuant to Governor Baker's March 12th, 2020 Order Suspending Certain Provisions on the Open Meeting Law, G.L. chapter 30A, section 19, and the Governor's March 15th, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Freetown Board of Selectmen is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort is being made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to view this meeting while in progress may do so by accessing the live stream of this meeting on the Town's YouTube channel, [youtube.com/FreetownMA](https://youtube.com/FreetownMA), or accessible by visiting [freetownma.gov/FREECAM](https://freetownma.gov/FREECAM). In the event the live stream is unsuccessful, I am recording this meeting, and the recording will be posted to the Town's YouTube channel as soon as I am able to following the conclusion of this meeting."

The Board takes the agenda out of order; these minutes are presented in posted order.

**Board of Selectmen:**

1. Weekly Warrants Numbered 054-056 for the Month of June 2020, and 001-005 for the Month of July 2020

VOTE: Motion (Grunwald/Matthews) to approve the warrants for June 2020 and July 2020; motion carries unanimously after a roll call vote.

2. Change Orders #014, 015 & 016 for General Construction Contract for Police Station Project  
Selectman Pacheco explains that change order #014, covering proposed change orders #34, 35, 37 and 38, is COVID-19 related costs in the amount of \$15,400.58; these increases were mandatory to get work completed, and will hopefully be returned through the CARES Act. Change order #015 is proposed change order #28, is \$14,415.28 for excavation and additional materials for the leech field, which was mandated by the Board of Health agent and people on site. Finally, change order #16, covering proposed change order #36, is a savings of \$13,658.65; the Board previously approved a "not to exceed" figure for a previous change order, this adjusts that figure to the correct dollar amount.

VOTE: Motion (Matthews/Grunwald) to approve the change orders as submitted; motion carries unanimously after a roll call vote.

3. July 1<sup>st</sup> Late Fees for Dog Licenses

Selectman Pacheco says there is a letter from the Town Clerk and the Animal Control Officer, again asking the Board to consider waiving the late fees on dog licenses. Everyone is in agreement that they understand residents are having trouble getting their dogs to the vet for rabies shots.

VOTE: Motion (Grunwald/Matthews) to waive the July 1st late fee; motion carries unanimously after a roll call vote.

4. Review of Procedures and Ongoing Projects & Issues before the Board of Selectmen, Board of Health & Personnel Board – *Action will not be taken on any issues at this meeting.*

Prior to agenda item #5, in response to some confusion by Selectman Matthews, Selectman Pacheco explains how each Board member runs their own portion of the agenda: Board of Selectmen, Board of Health and Personnel Board.

#### Board of Health

First, Selectman Grunwald would like to go over a number of Transfer Station issues, and discuss them in depth at the Board's next meeting: cash registers & credit cards, surveillance cameras and the mattresses. He says these have been discussed since at least last September. One of his major concerns is the lack of control about what goes on at the Transfer Station.

- On the mattresses, Selectman Pacheco says we previously discussed that they'd be taken care of after July 1, when funding became clearer. Mr. DeManche confirms that he's spoken to Mr. Macedo, and that is the case. Selectman Grunwald says there was previously money in grants that were lost. Mr. DeManche says he's aware of two grant applications that were submitted. Selectman Grunwald says he wants to discuss how the grants were lost; Mr. McIntosh says that Mr. Macedo explained to the Board that the grant in question was a one-time grant that ran out but could not be renewed, that he was working towards re-working the application to qualify once more, and it has been submitted. Mr. DeManche confirms that, citing an email that was sent to both he and Selectman Grunwald previously. Selectman Grunwald insists it was a grant that lapsed because it was not used. Selectman Pacheco notes that disposal of the mattresses is in the works, with Borges.
- On cash registers, Selectman Pacheco says the hang up is getting a system that will sync to the Town Hall, that Mr. DeManche and Mr. Macedo were tasked with taking care of this. Mr. DeManche says Mr. Macedo is trying to get in touch with Unibank to find a compatible system.
- On credit cards, Selectman Grunwald wants an explanation on why credit cards have not been accepted for months; Mr. McIntosh notes that Mr. Macedo said it was a temporary outage that Selectman Grunwald witness, which had since been fixed.
- On surveillance cameras, Selectman Grunwald says they are nowhere in sight after 6 months of discussion. Selectman Pacheco says this was left that Selectman Grunwald should be visiting the Transfer Station once more with Mr. Macedo & Mr. DeManche, to decide what we needed to do; Selectman Grunwald says he previously visited himself and found that 6 cameras were needed, but the project has come to a total halt. Selectman Pacheco says she will visit, and suggests Selectman Matthews do the same. Selectman Grunwald wants to discuss this further.

#### Personnel Board

Selectman Pacheco says all union contracts are expiring on June 30, 2021, so the Board should be reviewing that now and meet sometime in the early fall to determine our 3 priorities going into negotiations. Personnel contracts are also expiring at the end of Fiscal Year 2021, so she suggests Selectman Matthews should be meeting with them at some point if that's how he wants to proceed.

#### Board of Selectmen

Selectman Grunwald seeks clarity on the role of a Chairman, as decisions should be made by Boards, not

individuals. Selectman Pacheco says that Chairs should not make decisions on behalf of the Board, but each Chair should or could be meeting with department heads to work out the minutiae prior to the Board making decisions; they certainly cannot promise anything or make a deal, but conversations should be started this way. Selectman Grunwald agrees that it should work that way, but says this Board does not function in that fashion, as he lacks the authority to sit down with Mr. Macedo as Selectman Pacheco just indicated; the Board should be sitting with Mr. Macedo. Selectman Pacheco says the Board laid out the framework previously, but it's Selectman Grunwald's job to make sure that it is carried through and to come back to the Board following; the Board cannot be bogged down by working on the minutiae on every matter. Selectman Grunwald says per the Town's by-laws, the Board is supposed to be directing the Town Administrator, and the Town Administrator should be doing as Selectman Pacheco is describing, not an individual Board member. He does not believe the Board should be speaking to individual employees, we should be talking to the Town Administrator, who's job it is to deal with the nitty gritty. Selectman Pacheco believes the Town Administrator's role is to carry out the Board's votes, that the Chairs should be doing the work ahead of time. Selectman Grunwald disagrees, believing the Board gets involved at too deep of a level. Selectman Grunwald and Selectman Pacheco agree to disagree.

#### Personnel Board (Continued)

Returning to the Personnel Board updates, Selectman Pacheco notes that the employee handbook is still in progress. The Board has to decide at some point whether we are hiring a town custodian or a cleaning service, and also whether we are hiring an Assistant Assessor, a Head Assessor or a company; she suggests Selectman Matthews get with Mr. DeManche to get up to speed on those choices.

In response to the numerous and ongoing issues at the Boat Ramp, basketball courts, ballfields and Town Beach, Selectman Pacheco would also like to see the Board explore re-establishing a Parks & Recreation Committee. She says the Board can give this Committee a charge or charter, to have them examine these problems. This could be a way to get more people involved. Selectman Matthews thinks that is a great idea. Selectman Pacheco says that the Committee could also provide the Board guidance on how to direct fees collected at the Boat Ramp, and also help establish what rules and policies are necessary at all these locations. She adds that one thing we must remember is that the Freetown Lakeville Athletic Association is in charge of their own fields, which includes trash and keeping them clean.

Selectman Matthews thinks enforcement at the Town Beach is a real problem, specifically people with no sticker, asking if the fines can be increased; Selectman Pacheco says we can Chief Abbott research that, and Mr. DeManche can research the fines in other Towns. Selectman Matthews notes that Mattapoisett is extremely strict, but isn't sure that would be cost effective, he would need to see a cost benefit analysis, and Selectman Grunwald agrees; Mr. DeManche says he will have this ready for the Board for their next meeting. In terms of the sticker, Mr. McIntosh reports the cost is \$30 for Town residents, who must verify their residence; Selectman Matthews thinks a hire non-resident fee would make sense, but there is currently no mechanisms for non-residents to even get a sticker. This could be a subject of the charge for the Parks & Recreation Committee. On the Boat Ramp, Selectman Pacheco says she was told, pre-COVID, from Representatives Fiola and Schmid that additional funding was being set aside in the State budget, she will try to get an update on that. Selectman Grunwald speaks to limiting the Boat Ramp to town residents only; Mr. DeManche says the fact that it is a State-owned boat ramp could prevent that. The Board will go into more specifics on the boat ramp at our next meeting.

Moving on, Selectman Pacheco says other issues before the Board or issues that are upcoming include:

- A replacement Town Administrator – Selectman Grunwald thinks we need to discuss whether it is an external hire or an internal hire, or if we want a Town Administrator at all. This will be discussed at the next meeting.
- Phone System
- Lockbox – how is this working?
- Centralized Payments – should we be increasing this?
- Fob System / Time Clock – Mr. DeManche says a time clock system is in place using the key fobs
- Trash contract – this contract is up June 30, 2021, and Selectman Pacheco wants to get out ahead of this. Selectman Matthews agrees. Selectman Grunwald thinks going out to bid is very important. The Board will take this up at the end of the summer.

#### Board of Selectmen

Selectman Matthews would like more information on the solar field being installed in East Freetown; Selectman Pacheco says it is the purview of the Planning Board, and we are going to have a meeting with the Chair of the Planning Board and Conservation Commission regarding Copart, so we can ask questions of him then. Selectman Pacheco explains that there is a matter of PILOT programs vs. tax revenues the Board is being faced with as well. Selectman Pacheco says there are many outstanding questions on solar, as there are many unknowns regarding solar fields; Selectman Matthews says he isn't opposed to solar fields, but he wants to make sure it is done the right way, with the Town not being taken advantage of. Selectman Pacheco would like an update on the PILOT vs. tax situation.

On Old Colony & vocational education, we are waiting to hear back from Superintendent Aaron Polansky. She gives Selectman Matthews a brief background, saying that we have reached out to Old Colony about joining their district, but also to Bristol-Plymouth, as we are already a member there, going back to the formation of the school. For Old Colony, she says we would have to buy-in; when Lakeville did that, it was around \$1,000,000 plus \$20,000 a year to catch up. She thinks between the Board and the Freetown members of the Regional School Committee, we should come up with options and determine the best course of action for our students and quickly, targeting the end of July to allow for preparations for Town Meeting.

On the Police Station, Selectman says it should be opening around Labor Day. The project's contingency is health, and as previously noted, the COVID costs are hopefully going to be returned there. She would be happy to set up a tour if any Board member wants, though it would have to be after hours. Selectman Matthews asks how the process starts to lease space on the communications tower to cell phone providers; Mr. DeManche says it would be a request for proposals eventually, but the focus right now is to prepare it for communications purposes. He expects the leases will quickly pay for the tower, and the hope is that there is interest, but there is no guarantee.

With no other topics for discussion or questions from the Board, Selectman Grunwald makes a motion to adjourn (below)

#### Personnel Board:

5. Request from Working Foreman E. Richard re: Fiscal Year 2020 Vacation Time  
Selectman Pacheco notes that Mr. Richard had his vacation time scheduled, but was forced into quarantine instead.

VOTE: Motion (Pacheco/Grunwald) to approve, as Mr. Richard already had the days scheduled; motion carries unanimously after a roll call vote.

Before discussing item #4, Mr. DeManche explains that he has had some troubles submitting the grant application for reimbursement for the freezer at the Council on Aging, which is due by the end of business on June 30. The freezer was installed this weekend, and the \$20,000 earmark grant is all set, as unpaid invoices were allowed to process those funds. On the \$25,000 earmark grant, however, they wanted proof of payment, which has not been done yet, given the project was completed on Saturday. An emergency warrant is being prepared and will be processed tomorrow. Selectman Pacheco understands this is last minute, so it had to be taken care of, but asks why it we didn't know the requirements ahead of time. Mr. DeManche says he's had a number of emails asking for receipts, which he interpreted to mean invoices; it was made clear today that he misinterpreted that. All other guidelines were met, except that. This will be taken care of by the deadline.

At 6:24pm, motion (Grunwald/Matthews) to adjourn; motion carries unanimously after a roll call vote.

Respectfully submitted,

Timm McIntosh  
Administrative Assistant

List of Documents Used by the Board in this Meeting

- Memo from Town Clerk J. Brown re: Waiving of July 1<sup>st</sup> Late Fees for Dog Licenses
- Draft Change Orders numbered #014, 015 & 016 for General Construction Contract for Police Station Project
- E-mail from E. Richard re: remaining Fiscal Year 2020 vacation time