

Freetown Board of Selectmen  
Meeting Minutes  
Monday, October 3, 2022 – 6:00pm  
Police Station Community Room  
15 Memorial Drive, East Freetown, MA

RECEIVED  
FREETOWN TOWN CLERK  
2022 OCT 19 PM 4:25

### **Call to Order**

Selectmen Trevor Matthews called the meeting to order at 6:00pm. Selectmen Jared Zager, Selectmen Carlos Lopes, Interim Town Administrator Deb Pettey and Executive Assistant Lu-Ann Souza were also in attendance. Also in attendance are Transfer Station Vicky King, Police Chief Carlton Abbott.

Selectmen Matthews noted this meeting is being recorded and will be available on our Town's YouTube channel.

### **Board of Selectmen**

Discussion/possible action on the following topics:

1. Discussion, and vote on whether to approve the meeting minutes from 9/22/22.
  - Motion to approve the meeting minutes from 9/22/22 made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote
2. Discussion, and vote on reviewing, revising, and breaking current lease into one agreement per organization for the use of Town-owned Ball Fields and designation of this project the Town Administrator to work with Town Counsel.

Matt Salmond from Assonet involved in softball and soccer. No soccer fields in Freetown, yet we are Freetown Lakeville Soccer Club. Parents and families from Freetown must drive 20 minutes to Lakeville. He would like to see soccer brought back to Freetown. The softball field at KRR in Assonet has been renovated and they had their home games there last spring. Selectmen Matthews stated there is space there to make soccer fields. Mr. Salmond stated he worked closely with the Rezendes and found out the back area was designed by him which were intended to be soccer fields. Selectmen Matthews mentioned Selectmen Lopes is involved in this area and stated it does make sense to look at the leases and make sure everyone has a seat at the table and move forward so that the kids in town have access to great facilities. Selectmen Lopes stated back in February we had a meeting with the football people that play on Long Pond, FLAA also has Central Park and a lease at KRR. Softball wanted to get rid of the sublease and give them the lease itself. There is competing sports that all want to use the field. A Babe Ruth field and T-ball field are not being used on the right side; can it be converted into a larger field? Selectmen Zager suggested having Ms. Pettey work with them, having each sport having their own locations. Ms. Pettey needed clarification if

they want FLAA whose lease might be expired. She will bring this up with Town Counsel. She needs to know if we have FLAA as one in compassing lease and then all the sub-leases or sub-leases to each individual sport. And how do we regulate them? Maintenance? Selectmen Zager suggested each sport has its own lease and find out what their needs are. While we have a football association, we have competed soccer people, softball, and a new field hockey. The conundrum is who do we lease the fields too? Mr. Salmond mentioned the Freetown Lakeville Youth Soccer is non-profit for our residents, Selectmen Lopes continued that Southeast Soccer Academy is now a non-profit. Ms. Pettey asked Mr. Salmond if it is true the Association pays rent to Lakeville to use their field. Freetown has never charged for that. Selectmen Lopes said they pay Lakeville around Thirty-Five Hundred to Four Thousand a year for baseball. He has sent an email to the commissioner in Lakeville to see if we can remove or reduce the stipend because we don't pay here in Freetown. They just cut the grass. The team does everything else, fix bases, the fields, and changes light bulbs. He is waiting to hear back from them.

- Motion to have Ms. Pettey review, reviewing, revising, and breaking current lease into one agreement per organization for the use of Town-owned Ball Fields and designation of this project the Town Administrator to work with Town Counsel made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved in a unanimous roll call vote

3. Discussion, and vote whether to approve the Agreement between the Town of Freetown and Full Circle Technology for online permitting.

Ms. Pettey stated this was an article that got passed at the June Special Town Meeting. There is a cost to install it and a yearly fee. We will start with the Building Dept. We plan to do one department at a time. Ultimately the whole town will be connected by an online permitting system. This will give residents more access to town departments on their own schedule.

- Motion to approve the Agreement between the Town of Freetown and Full Circle Technology for online permitting made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved in a unanimous roll call vote

4. Discussion, and vote to award the Master Site Plan Feasibility Study bid.

Selectmen Zager recused himself due to a relation to a bidder. Selectmen Matthews stated GCG Associates came in at Twenty-Eight Thousand Seven Hundred and Forty (\$28,740.00), Zenith Consulting at Forty-Nine Thousand (\$49,000.00) and GPI at Fifty-Eight Thousand Two Hundred (\$58,200.00). He and Ms. Pettey discussed the differences in price. GCG uses drone technology, she checked out the company and they understand what we needed.

- Motion to award the Master Site Plan Feasibility Study bid to CGC Associates made by Selectmen Lopes and seconded by Selectmen Matthews
  - Vote: was approved in a unanimous roll call vote
5. Discussion, and vote to award the Painting of Exterior of the Village School House Building bid.

The Board has tabled this until the next meeting

6. Discussion, and vote to award the Feasibility Study of Town Buildings bid.

Ms. Pettey stated Architectural Consulting Group did our 2014 feasibility study and came within our budget. Their timeline is thru to next summer.

- Motion to award the Feasibility Study of Town Buildings bid to Architectural Consulting Group made by Selectmen Zager and seconded by Selectmen Lopes.
  - Vote: was approved in a unanimous roll call vote
7. Discussion, and vote to approve the agreement between the Town of Freetown and GCG Associates for the Master Site Plan Feasibility Study bid.
- Motion to approve the agreement between the Town of Freetown and GCG Associates for the Master Site Plan Feasibility Study bid made by Selectmen Lopes and seconded by Selectmen Matthews
  - Vote: was approved in a unanimous roll call vote
8. Discussion, and vote to approve the agreement between the Town of Freetown and Architectural Consulting Group for Feasibility Study of Town Buildings.
- Motion to approve the agreement between the Town of Freetown and Architectural Consulting Group for Feasibility Study of Town Buildings made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote

9. Review UMASS Collins Center Organizational Study and discuss next steps.

Selectmen Matthews stated that it was a critical but fair result and agreed with everything they said. We have been taking actions on some of the issues. Their findings included departments budgets are underfunded and critical staffing needs can hamper the towns ability to further professional services of the town residents. They also provided our budgets compared to 13 other comparable towns and we were below on everything, but we know that. They also gave recommendations on having a floater clerical staff. They also evaluated all the departments duties. Establishing a Human Resource professional which we are working on. He feels these findings should be a guiding light for the town.

Having this third party come to the same conclusions gives it more weight. Selectmen Lopes stated this prepares us for the future as the town grows within budget and proper staffing for the future. Selectmen Zager mentioned they have the experience with seeing what other towns are doing versus what we are doing here in Freetown. It is eye opening. Selectmen Matthews also read they recommend a separate appointed Board of Health and a more vertical hierarchy where right now we are very horizontal. We don't have many layers of management. Which leads to our town administration staff working on a lot of them. We do have the hardest working staff around. It also stated we have critical space limitations and library situations, which we already know of and are working on. Good news is that we are in good financial shape. Our ratings are high with Standards and Poor. Selectmen Lopes took away that we have a lot of roles in our departments, and we should start to branch out and hire more. Selectmen Mathews suggested having action items that come from this to show the progress where we are on these issues. Maybe reference these items quarterly to see where we are at. Also, to bring them back in a couple of years to see our progress and make sure we are keeping up with the times. Ms. Pettey asked about publishing it on the website for residents. Selectmen Matthews said yes so that residents can read this as well. It supports our requests for what the town really needs.

10. Discussion, and vote on whether to approve the charge for Council on Aging/Library Community Building Committee.

Ms. Pettey stated in the past committees were made without a charge. The building committee also doesn't have a charge. Discussion of do we appoint these people to the building committee first and therefore to the subcommittee so that there are not two simultaneous building committees in action. This will also make having 25 people on the building committee. A quorum for the building committee will now need to be 13 to 15 people present. Will this hamper or help the committee? Some people are on both. There are 17 people on the building committee now. The thought process as the subcommittee would work on the design of the building but the ultimate design would come back to the Building Committee and the Selectmen for approval. The appropriated budget will be set up by Selectmen and the town's people at a town meeting. Selectmen Matthews suggested waiting one more meeting to discuss the committees and just voting on the charge today.

Charge for Council on Aging /Library Community Building Committee

On September 22, 2022, the Board of Selectmen established the Council on Aging /Library Community Building Committee. The committee will consist of eleven (11) members. Three (3) Library Representatives, three (3) Council on Aging Representatives, four (4) At Large Members and one (1) Selectmen.

The Council on Aging/Library Community Building Committee was formed to create a combined Council on Aging /Library facility to meet the existing and future needs

of the residents of the Town of Freetown. This committee will work collaboratively with the Project Manager and Architect to develop a final design of the building that will meet the critical needs of the COA and the Library. Once the architectural design is approved the committee will oversee the building project, select specific aspects of the building project (i.e., flooring, paint colors, kitchen cabinets etc.), meet with the Project Manager and ensure the Construction stays within the appropriated budget. The committee will keep the Building Committee and Board of Selectmen updated on the status of the project.

- Motion to approve the charge for Council on Aging/Library Community Building Committee made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved in a unanimous roll call vote

11. Discussion and vote on which company to use for clothing, textiles, and shoes. Planet Aid or CMRK.

Transfer Station Victoria King recommended CMRK over Planet Aid. They both pay us .07 cents pound, but CMRK has local community affiliations, residents can scan a QR code to arrange pickup, and they will pick up small bulky items. This will help keep the swap shed from overflowing. Cost is the same, but we get more services from CMRK. Ms. King also stated CMRK would like to put other containers around town but felt we should wait on that.

- Motion to use choose CMRK for clothing, textiles, and shoes made by Selectmen Zager and seconded by Selectmen Lopes
- Vote was approved in a unanimous roll call vote

12. Discussion, and vote on whether to approve the Library Trustees request to accept a restricted donation with the terms the donor has put in place.

- Motion to approve the Library Trustees request to accept a restricted donation with the terms the donor has put in place was made by Selectmen Zager and seconded by Selectmen Lopes
- Vote was approved in a unanimous roll call vote

13. Discussion, and vote whether to use American Rescue Plan Act (ARPA) monies to fund the digital frequency for new Fire Department radios in the amount of \$70,000.

The Fire Station has been on analog frequency. This is going to allow them to go digital in the future.

- Motion to use American Rescue Plan Act (ARPA) monies to fund the digital frequency for new Fire Department radios in the amount of \$70,000 made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved in a unanimous roll call vote

14. Discuss use of former Santander Bank space as Town Hall Annex.

The Board went to visit the location. Selectmen Matthews stated he thinks it will meet our needs for space and parking. It alleviated items mentioned in the Collins Center report. Selectmen Zager mentioned logistics of who goes where still needs to be ironed out but feels it's a great opportunity. Ms. Pettey stated with our needs it is a great customer facing interactions spot. Certain departments have a lot of foot traffic. She would like to reach out to the Collins Center or the people doing the building feasibility study to get an outside point of view and what makes the most sense. Town Clerk, Tax Collector, Assessors, Board of Health. The drive-through window for paying taxes will come in handy. Moving one department with three employees will alleviate some parking. With 24 employees and only 18 spots, this will give the residents more parking within the town hall. Selectmen Matthews wants to move forward with it. It is an article on the warrant for next week's Special Town Meeting.

15. Discussion, and vote on whether to approve the request for a manager change by Neon Beverage, LLC.

This has been skipped as it requires a public hearing that is scheduled for 11/7/22

16. Discussion and vote on whether to approve the Excel complaint protocols and procedures.

Selectmen Matthews read the following: Town of Freetown Excel Recycling, LLC Complaint Protocols and Procedures 10/3/2022. In an effort to streamline and effectively monitor complaints regarding Excel Recycling, LLC the Town of Freetown asks residents to follow these steps. To report complaints regarding Excel Recycling, LLC please follow these steps: If it is an emergency, please call 9-1-1. To log a complaint with Excel Recycling, LLC directly: Call the Excel Recycling, LLC hotline at (508) 213-3570, Email Excel at [info@excelrecycle.com](mailto:info@excelrecycle.com). To log a complaint with The Town of Freetown, Call the Excel Complaint Line at 774-256-2295 (this line is not staffed. It is checked and reviewed periodically. Note: these calls are translated to text and auto forwarded to [ExcelComplaints@freetownma.gov](mailto:ExcelComplaints@freetownma.gov). Email [ExcelComplaints@freetownma.gov](mailto:ExcelComplaints@freetownma.gov) Note: This email is reviewed periodically. Review of all complaints to the Town will be done quarterly by the Town Administrator, Building Commissioner and Board of Health Agent. An update will be provided to the Board of Selectmen after these quarterly reviews.

Ms. Pettey read the Board of Health Agent Protocol Relative to Excel Complaints: BOH office receives complaint. It can be an email, written letter, or a phone message. The person making the complaint does not need to give their personal information, but it is helpful for follow up. The BOH office has a complaint form that we use for all complaints. Typically, someone from our office can be on site within an hour but it usually is less than 15 minutes. After a site visit, we usually try to touch base with the concerned party to let them know what we found. The office will then reach out to the company to let them know we received a complaint, and we ask that they remedy the situation. In instances where other departments involvement is needed, we will contact that department and forward all relevant materials. Memorialize the complaint and follow up. We place a copy of the complaint in a separated file on our computers.

Ms. Pettey continued that the BOH Agent and I will be meeting monthly or if there is a more immediate need. The BOH will bring his complaints to her, and they will be reviewing them with department heads. At some point we may open them up to the public for comment and to Excel so that they can see what we have. Our email is also being auto forwarded to Excel, so they are also getting the complaints as we are getting them. At the meetings we will be discussing further protocols in terms of testing and any issues with Excel.

- Motion to approve the Excel complaint protocols and procedures made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved in a unanimous roll call vote

### **Personnel Board**

Discussion/possible action on the following topics:

#### **17. Discussion, and vote whether to approve the revised Police Chief job description.**

Chief Abbott mentioned at the last meeting he shared a draft and recommended changes. This new job description reflects the duties in the Police Chiefs contract and successors contracts that were agreed too. There were two elements that were not included in the job description. Now they have been included and do reflect all the tasks in the contract. Under the Police Reform Bill, it requires a police officer to have a POST certification.

- Motion to approve the revised Police Chief job description made by Selectmen Matthews and seconded by Selectmen Zager.
- Vote: was approved in a unanimous roll call vote

#### **18. Discussion, and vote whether to approve the revised Fire Chief job description.**

- Motion to approve the revised Fire Chief job description made by Selectmen Matthews and seconded by Selectmen Zager

- Vote: was approved in a unanimous roll call vote

19. Determine qualified internal candidates for Police Chief & Fire Chief.

Selectmen Lopes stated Police Chief Abbott gave a list of eligible intradepartmental personnel who meet the current job description for the position of Chief of Police. Selectmen Matthews asked about the Lieutenant, if he is retiring. Chief Abbott said yes in August. Selectmen Lopes announced the two individuals that Chief Abbott has proposed that are eligible for the position are Lieutenant Steve Abbott which was just discussed and retiring in August and Sergeant Scott Rose. Fire Chief Gary Silvia stated Harrie E. Ashley III to become the new Fire Chief.

20. Discussion, and vote whether to approve the following appointments

- a. Matthew M. Bomes as Communications – Signal Operator Part-Time Trainee effective 10/10/22-6/30/23.
  - b. Cheryl B. Quinlan as recording clerk Economic Development & Building Committees effective 10/4/2022-6/30/2023.
  - c. Vanessa Blanchette as recording clerk Economic Development & Building Committees effective 10/4/2022-6/30/2023.
  - d. Melissa Frappier as Payroll Coordinator 10/5/22-6/30/23.
- Motion to approve a - d appointments made by Selectmen Matthews and seconded by Selectmen Zager
  - Vote: was approved in a unanimous roll call vote

21. Discussion, and vote whether to approve the Memorandum of Agreement (MOA) between the Town of Freetown and Patricia Rodrick.

Ms. Pettey stated that last year with no Town Administrator in place, and her being a department head she was only allotted five sick days in her contract, where the union gives 12 sick days.

- Motion to approve the Memorandum of Agreement (MOA) between the Town of Freetown and Patricia Rodrick made by Selectmen Matthews and seconded by Selectmen Zager
- Vote: was approved in a unanimous roll call vote

22. Discussion, and vote whether to approve the Memorandum of Agreement (MOA) between the Town of Freetown and Lola Furtado.

Ms. Pettey stated as an Administrative Assistant she was being paid less than a senior clerk and Selectmen Lopes agreed to increase her pay to the next step.



- Motion to approve the Memorandum of Agreement (MOA) between the Town of Freetown and Lola Furtado made by Selectmen Matthews and seconded by Selectmen Zager
- Vote: was approved in a unanimous roll call vote

23. Discussion, and vote on who to appoint to the Council on Aging/Library Community Building Committee.

This agenda item has been tabled to a future meeting

### **Board of Health**

Discussion/possible action on the following topics:

- No topics for discussion

### **Board of Parks Commission**

Discussion/possible action on the following topics:

- No topics for discussion

### **Town Administrator's Report**

Discussion/possible action on the following topics:

Ms. Pettey stated her, Robin Kendrick and Bruce Wilbur visited the classroom Pods in Lakeville as a possible fix for the COA. The Board is on board with leasing or purchasing a Pod to alleviate their space needs. Selectmen Lopes asked about pricing. A 2-year lease is One Hundred and Twenty Thousand Dollars (\$120,000.00) and they take care of cleaning. To purchase it, it is about Two Hundred and Fifty Thousand Dollars (\$250,000.00). The size is 24 x 60. It has heating and air-conditioning, electricity nice bathrooms and windows. It is a good classroom size. It will help the COA have more open space without lolly columns being in the way. It comes on a trailer bed and sets down. If we purchase one, it will take up to 10 months to come in. But you can design it the way you want it. It is a lot of money but trying to build one that size with prices the way they are and municipal construction projects. She is trying to address critical needs and long term needs for the seniors now. If we purchase it, we can repurpose it afterward at other locations.

### **Old Business:**

Potential discussion on pending items – action will not be taken at this meeting:

- Town Buildings

### **Public Input**

The Board signed various documents related to this evening's meeting

- Motion to adjourn the meeting was made by Selectmen Zager and seconded by Selectmen Lopes at 7:07pm
- Vote was approved in a unanimous roll call vote

Respectfully submitted,

*Lola Furtado*

Lola Furtado

Administrative Assistant

List of Documents/Exhibits utilized by the Board during this meeting:

- Meeting Agenda
- Meeting Minutes 9/22/2022
- Full Circle Technologies -E-Permitting Software Solution
- Site Master Plan Bid Tally Sheet
- ZCE Zenith Consulting Engineers Proposed Site Master Plan
- GCG Associates Inc. Proposed Site Master Plan
- GPI Proposed Site Master Plan
- Exterior Painting Schoolhouse Bid Tally Sheet
- MG Painting LLC. Proposal
- Alpha Contracting Associates Inc.
- Feasibility Study of Town Buildings Bid Tally Sheet
- Sample Standard Contract
- Agreement Draft with Architectural Consulting Group
- Collins Center Organizational Review for Town Hall, Council on Aging and Library
- Charge for Council on Aging /Library Community Building Committee
- Transfer Station Textile Collection Comparison Chart
- Donation Letter to Library Trustees
- Excel Recycling Complaint Protocols and Procedures
- Board of Health Protocol Relative to Excel Complaints
- Chief of Police Job Description
- Fire Chief Position Description
- Letter from Chief Carlton Abbott
- Note of Fire Chief Position
- Memo – Communications Signal Operator Part-Time Trainee
- Certificate of Appointment - Matthew M. Bomes
- Certificate of Appointment – Cheryl B. Quinlan
- Certificate of Appointment – Vanessa Blanchette
- Certificate of Appointment – Melissa Frappier
- MOA Board of Selectmen and Patricia Rodrick
- MOA Board of Selectmen and Lola Furtado
- Memo – Council on Aging/Library Community Building Committee