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2023 SEP -6 AM 10:18

Freetown Board of Selectmen  
Meeting Minutes  
Monday, August 21, 2023, 6:00pm  
Police Station Community Room  
15 Memorial Drive, East Freetown, MA  
Meeting will also be available virtually on Zoom

### Call to Order

Selectmen Trevor Matthews called the meeting to order at 6:02pm, Selectmen Jared Zager, Selectmen Carlos Lopes, Town Administrator Deb Pettey, Executive Assistant Lu-Ann Souza and Administrative Assistant Lola Furtado were also in attendance. Selectmen Matthews read the Governors Order below.

The meeting will be available for in person attendance and on Zoom – On March 29, 2023 Governor Healey signed into law Chapter 2 of the Acts of 2023 which, among other things, extends the expiration of the provisions pertaining to Open Meeting Law to March 31, 2025. Specifically, this extension allows public bodies to continue holding meetings remotely without a quorum of the public body physically present at a meeting location, and to provide “adequate, alternative” access to remote meetings. This meeting of the Freetown Board of Selectmen will be conducted in person as well via remote participation to the greatest extent possible. Specific information and general guidelines for remote participation by members of the public can be found on the Town of Freetown’s website, [freetownma.gov](http://freetownma.gov)

For this meeting, members of the public who wish to listen to the meeting may do so in the following manner: downloading Zoom and entering the meeting ID below, calling the number listed below and entering the Meeting ID listed below, or by going to <https://us02web.zoom.us/join> and entering the Meeting ID listed below.

Although in person attendance is available for this meeting every effort will be made to ensure that the public can adequately access the proceedings in real time via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town’s website and YouTube Channel an audio or video recording, transcript. Or other comprehensive record of proceedings as soon as possible after the meeting.

### Join Zoom Meeting

<https://us02web.zoom.us/j/82656458383?pwd=amlibTFWRmJXVnZnYjdiTitlcFJFUT09>

Meeting ID: 826 5645 8383

Passcode: 604010

### One tap mobile

+16465588656,,88653237962#,,, \*672206# US (New York)

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• +1 689 278 1000 US

## Dial by location

1 646 558 8656 US (New York)  
305 224 1968 US  
1 669 900 9128 US (San Jose)  
1 253 205 0468 US  
1 507 473 4847 US

1 646 931 3860 US  
1 309 205 3325 US  
1 719 359 4580 US  
1 386 347 5053 US  
1 669 444 9171 US

1 301 715 8592 US (Washington DC)  
1 312 626 6799 US (Chicago)  
1 564 217 2000 US  
1 253 215 8782 US (Tacoma)  
1 346 248 7799 US (Houston)

## Board of Selectmen

Discussion/possible action on the following topics:

1. Discussion, and vote on whether to approve, not release, the executive session minutes from 8/7/23.
  - Motion to approve, not release, the executive session minutes from 8/7/23 was made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote
  - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes
2. Discussion, and vote on whether to approve the 7/24/23 & 8/7/23 open session meeting minutes.
  - Motion to approve the 7/24/23 & 8/7/23 open session meeting minutes was made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote
  - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes
3. Presentation and discussion on codification of Town By-laws with General Code and Town Clerk, Cheryl C.A. Estrella, CMC.

Town Clerk Ms. Estrella explained codification is an easy way to have our staff and residents access our Municipal Bylaws and regulations, to search and use across a range of applications. It will also undertake a complete review of the bylaws to ensure they do not contain discrepancies, inconsistencies, errors or outdated information. It will digitally link our bylaws, general and zoning codes and other public service procedures. The project ranges from 18 to 24 months to complete the draft of the code, how far away our annual town meeting is and how long the Attorney General's office takes to sign off. The cost would be under Ten Thousand Dollars. Annual fee to keep the feed live of One Thousand One Hundred Ninety-Five Dollars a year. A second fee is for supplementary changes to your code. Depending on how many changes if any, per year.
4. Discussion and vote whether to approve the amended language for H.3931 An Act authorizing the appointment of retired police officers as special police officers in the town of Freetown as presented in Attachment A.
  - Motion to approve the amended language for H.3931 An Act authorizing the appointment of retired police officers as special police officers in the town of

Freetown as presented in Attachment A, was made by Selectmen Zager and seconded by Selectmen Lopes

- Vote: was approved in a unanimous roll call vote
- Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes

5. Update from Conservation Commission Chairman on ongoing enforcement issues and enforcement policy.

Charlie Sullivan discussed issues such as wetlands, notice of intent, violations, enforcement order and of enforcing polices in the future. The Commission wants to review their regulations which have not been amended or reviewed in 16 years to be in compliance with the law. They will have a public hearing on the regulations with the input from the Board of Selectmen and how to enforce fines. This will fall on the town to pay legal fees to pursue enforcement action that they may take. Issues such as septic systems and/or garages etc. Victoria Alfaro Duran mentioned looking at what other towns have for enforcement polices to update our own regulations. Such as informal enforcement first, then a more formal enforcement order route if needed. Once the commission comes up with the updated regulations, they will bring it before the Board of Selectmen for their consent and vote.

6. Discussion, and vote on adding GPS to town vehicles.

- No action was taken on this agenda

7. Discussion, and vote on placement of retired K-9.

Selectmen Matthews read a prepared statement. The Board feels Sgt. Thomas Long and his family is the best placement for the dog.

- Motion to place retired K-9 Koda with Sgt. Thomas Long was made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved in a unanimous roll call vote
- Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes

8. Discussion, and vote on whether to approve the agreement between the Town of Freetown and Thomas Long.

Sgt. Long stated the union attorney advised several items in the contract exceed the language of the Collective Bargaining Agreement. It was sent back to Attorney Fair. The response from the town was that if he does not sign this agreement as it stands, he would be forfeiting his right to take Koda as a member of his family. In the contract, #5 was the issue. The words “including payment of reasonable attorney’s fees” was stricken out, and everyone was in agreement and Sgt. Long signed the contract.

- Motion to approve the agreement between the Town of Freetown and Thomas Long with the amendment was made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved in a unanimous roll call vote
- Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes

9. Discussion, and vote to confirm the location for the Special Town Meeting (STM) on 10/23/23, 7pm to be Apponequet Regional High School Auditorium as the first choice, Middle School was not available.
  - Motion to confirm the location for the Special Town Meeting (STM) on 10/23/23, 7pm to be Apponequet Regional High School Auditorium was made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote
  - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes
10. Discussion, and vote whether to approve the agreement between The Town of Freetown and Carlton E. Abbott, Jr. effective August 22, 2023 – October 11, 2023.

Agreement is for Mr. Abbott to be an independent contractor.

  - Motion to approve the agreement between The Town of Freetown and Carlton E. Abbott, Jr. effective August 22, 2023 – October 11, 2023 was made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote
  - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes
11. Discussion, and vote whether to approve signing of the letter of intent with Solec Energy Development LLC for solar at the Police Station on Memorial Drive.

Discussion was held about the new roof leaking at the Police Station and if they should wait.

  - Motion to approve signing of the letter of intent with Solec Energy Development LLC for solar at the Police Station on Memorial Drive was made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote
  - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes
12. Discussion, and vote whether to approve the Town Administrator to sign documents with Solec Energy Development LLC.
  - Motion to approve the Town Administrator to sign documents with Solec Energy Development LLC was made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote
  - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes
13. Discussion, and vote whether to approve the road opening permits for Memorial Drive and Kelly Drive/Quanapoag Rd roadway improvements.
  - Motion to approve the road opening permits for Memorial Drive and Kelly Drive/Quanapoag Rd roadway improvements was made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote
  - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes

14. Discussion, and vote whether to approve the write off request for Police in the amount of \$911.10.
  - Motion to approve the write off request for Police in the amount of \$911.10 was made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote
  - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes
15. Discussion, and vote on whether to approve the ambulance abatements and write-offs for the month of July 2023 in the amount of \$91,343.18.
  - Motion to approve the ambulance abatements and write-offs for the month of July 2023 in the amount of \$91,343.18 was made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote
  - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes
16. Discussion and vote on whether to create a sewer line extension committee.

This has a lot of moving parts to it, such as Planning, Economic Development, the Water Commissioners, Sewer Department and Board of Health. They all bring a different perspective to the table.

  - Motion to create a sewer line extension committee was made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote
  - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes
17. Discussion and vote on whether to approve Caroline Sadler, a yoga teacher to host yoga classes at the Town Beach.

An insurance form is on file and a town waiver was sent to Ms. Sadler for her participants to fill out before participating. Ms. Souza asked about parking for non-residents. The Board liked the suggestion to letting the police know about the event so as not to ticket cars.

  - Motion to approve Caroline Sadler, a yoga teacher to host yoga classes at the Town Beach was made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote
  - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes

### **Personnel Board**

Discussion/possible action on the following topics:

18. Acknowledge the resignation of Cheryl Quinlan effective 8/4/23 as Recording Clerk for Building Committee, COA/Library Community Building Committee, Economic Development Committee & Finance Committee
19. Acknowledge the resignation of Paula Chretien
20. Acknowledge the disclosure form submitted by Nick Velozo

- Selectmen Lopes acknowledged 18 thru 20
21. Discussion, and vote whether to approve the Memorandum of Agreement (MOA) between the Town of Freetown and Freetown Employees Association to increase Van Driver Step 1 starting rate to \$15.00/hour effective 7/1/23
    - Motion to approve the Memorandum of Agreement (MOA) between the Town of Freetown and Freetown Employees Association to increase Van Driver Step 1 starting rate to \$15.00/hour effective 7/1/23 was made by Selectmen Matthews and seconded by Selectmen Zager
    - Vote: was approved in a unanimous roll call vote
    - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes
  22. Rescind the appointment of Carlton E. Abbott, Jr. as Consultant
    - No action was taken on this agenda
  23. Discussion, and vote on whether to authorize Lt. Benjamin Levesque to sign payroll and bills in the absence of the Police Chief
    - Motion to authorize Lt. Benjamin Levesque to sign payroll and bills in the absence of the Police Chief was made by Selectmen Matthews and seconded by Selectmen Zager
    - Vote: was approved in a unanimous roll call vote
    - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes

#### **Board of Parks Commission**

Discussion/possible action on the following topics:

24. Discussion and vote on compensation for staff covering boat ramp season  
 Ms. Pettey stated with no Community Program Director in place, Lu-Ann Souza stepped up to the plate without being asked and has been managing the boat ramp from Thursdays to Sundays since Jeff Amaral resigned. Selectmen Zager was all for compensating Ms. Souza for working above and beyond her normal day job.
  - Motion to compensate for staff covering boat ramp season was made by Selectmen Matthews and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote
  - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes

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

Discussion/possible action on the following topics:

**Public Hearing – 7pm**

## **TOWN OF FREETOWN PUBLIC NOTICE**

08/07/2023

Notice is hereby given that the Board of Selectmen will review and decide whether to vote to accept the ADA Self-Evaluation and Transition Plan. The draft is available for public review at the Town Hall and on the Town website. Comments may be submitted for up to ten (10) days following public hearing. If you need an accommodation to participate, please contact the Board of Selectmen's office by telephone 508-644-2201 or by email at [lsouza@freetownma.gov](mailto:lsouza@freetownma.gov).

A public hearing to consider the above matter will be held on

**Monday, August 21, 2023, at 7:00pm**

Police Station Community Room

15 Memorial Drive

East Freetown, MA 02717

FREETOWN BOARD OF SELECTMEN

Trevor R. Matthews, Chairman

Jared C. Zager

Carlos A. Lopes

Selectmen Matthews opened the public hearing at 7:18pm.

25. Presentation from Planning Land Use Admin regarding ADA Self-Evaluation & Transition Plan by Institute for Human Centered Design.

Victoria Alfaro, Planning and Land Use Administrator for the Town of Freetown presented Megan Dufresne and David West from the Institute for Human Centered Design. The evaluation on what needs to be done in town to meet ADA requirements. They evaluated programs, services, activities and facilities. Town Hall, outdoor areas such as parks, bandstand and sports areas. They shared goals for the town. The Board found it interesting and agreed to the self-evaluation and their findings.

- Motion to close the public hearing at 7:44pm was made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved in a unanimous roll call vote
- Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes

26. Discussion, and vote on whether to adopt the ADA Self-Evaluation and Transition Plan.

- Motion to adopt the ADA Self-Evaluation and Transition Plan was made by Selectmen Zager and seconded by Selectman Lopes
- Vote: was approved in a unanimous roll call vote
- Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes



27. Presentation on Grant Opportunity for ADA Improvement Projects by Victoria Alfaro. Victoria Alfaro, Planning and Land Use Administrator for the Town of Freetown stated following the Public Hearing and the Adoption of the Self-Evaluation and Transition Plan we have the opportunity to apply for an Implementation Grant. Maximum Grant Award is Two Hundred and Fifty Thousand Dollars, we can improve our grant score by selecting the Public Accessibility Best Practice through the Community Compact and establishing a Commission on Disability. We can submit multiple applications on high usage areas at the same time. 15 areas were discussed around the town. Proposed Projects are Town Hall, Council on Aging, and the Police Station. Once we apply for a project, we can work on other things that are no or low cost to the Town.
28. Discussion, and vote on which projects to choose to apply for the ADA Transition Plan.
- Motion to choose the top three choices as Town Hall, Council on Aging and the Police Station to apply for the ADA Transition Plan was made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote
  - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes
29. Discussion and vote regarding which Community Compact Best Practices to apply for. Ms. Alfaro continued this compact agreement includes many areas of best practices including education, energy and environment, housing and livable communities, public safety etc. Compact agreement runs for two years. We entered into the Community Compact back in 2017. We completed a Housing Production Plan completed in 2017. Open Space & Recreation Plan completed in 2023 and Develop a Regional Shared IT Services Plan completed in 2019. She is proposing that we choose Public Accessibility Self-Evaluation & Transition Plan and the Resilient & Reliable Transportation Multi-Year Asset Management Plan. This will help increase our grant score.
- Motion to go forward with the Public Accessibility and Resilient & Reliable Transportation Community Compact Best Practices and apply for those made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote
  - Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes
30. Discussion and vote on whether to create a Commission on Disabilities. Ms. Alfaro stated this will require an article at town meeting to establish. It will help with having a group that is focused on ADA items and get input from the public of what we need as a town. We will try to get people that have disabilities or mobility issues because they bring in a different perspective than anyone to help educate us. We need to know what is best for them.
- Motion to create a Commission on Disabilities made by Selectmen Zager and seconded by Selectmen Lopes
  - Vote: was approved in a unanimous roll call vote



- Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes

### **Old Business:**

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

### **Public Input**

The Board signed documents associated with tonight's meeting.

- Motion to adjourn the meeting was made at 8:35pm by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved in a unanimous roll call vote
- Vote: Selectmen Lopes - yes, Selectmen Zager - yes, Selectmen Matthews – yes

Respectfully submitted,



Lola Furtado

Administrative Assistant

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

- Meeting Agenda
- Meeting Minutes from 7/24/23 and 8/7/23
- House of Representatives No. 3931
- Conservation Commission - Timeline of Violations
- Memo – GPS in Town Vehicles
- Agreement for Disposition of Police Dog
- Agreement for Independent Contractor Carlton E. Abbott, Jr.
- Street Opening Permit – Memorial Drive
- Street opening Permit – Kelly Drive & Quanapoag Road
- Police Department - Write-Offs
- Fire Department - Coastal Ambulance Write-Offs
- E-Mail - Caroline Sadler - Yoga Instructor
- Letter of Resignation – Cheryl Quinlan
- Letter of Resignation – Paula Chretien
- Disclosure by Special Municipal Employee – Nicolas Veloze
- MOA – Town of Freetown and Clerical / Library Union
- Police Department – Lt. Benjamin Levesque Alternate Signatory
- Public Notice 8/7/23 for Public Hearing 8/21/23