

Freetown Board of Selectmen
Combined meeting with Finance Committee
Meeting Minutes
Monday, January 29 2024, 6:00pm
Police Station Community Room & Virtually
15 Memorial Drive, East Freetown, MA

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

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/81601045023?pwd=TFo1UGllTWw4YUdMTndiYks2NlZFZz09>

Meeting ID: 816 0104 5023

Passcode: 276667

One tap mobile

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- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 669 900 9128 US (San Jose)

- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- 1 564 217 2000 US
- 1 386 347 5053 US
- 1 507 473 4847 US
- 1 669 444 9171 US

Call to Order

Selectmen Jared Zager called the meeting to order at 6:00pm. Selectmen Carlos Lopes, Town Administrator Deb Pettey and Executive Assistant Lu-Ann Souza were also present. Selectmen Matthews was not present. Selectmen Zager noted the meeting was being recorded and would be available on the Town's YouTube Channel. He also noted the Board would be going into Executive Session for reason number one below and would be returning to open session. Selectmen Zager read the Governors statement above regarding virtual meetings.

- Motion to go into Executive Session was made at 6:01pm by Selectmen Lopes and seconded by Selectmen Zager.
- Vote: was approved in a unanimous roll call vote
- Vote: Selectmen Lopes – yes, Selectmen Zager – yes

Executive Session:

Discussion/possible action on the following topics:

1. M.G.L. c.30A, Sec. 21(a)(1) – To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual
- Motion to adjourn executive session and return to open session was made by Selectmen Lopes at 6:12pm and seconded by Selectmen Zager.
 - Vote: was approved in a unanimous roll call vote
 - Vote: Selectmen Lopes – yes, Selectmen Zager – yes

Combined Meeting with Board of Selectmen and Finance Committee

Discussion/possible action on the following topics:

2. Discussion, and vote on whether to approve the following appointment:
 - a. Kayla Churchill to Finance Committee effective 1/30/24 - Annual Town Election 4/1/24

Finance Committee Chair Margret French announced the Finance Committee could not get a quorum to meet tonight. Selectmen Zager announced that the Finance Committee and the Board of Selectmen need to be here in order to vote on this. We will be in touch once we have a quorum from the Finance Committee.

Board of Selectmen

Discussion/possible action on the following topics:

3. Discussion, and vote whether to approve, not release, the executive session minutes from 1/8/24
- Motion to approve, not release the executive session minutes from 1/8/24 was made by Selectmen Lopes and seconded by Selectmen Zager

- Vote: was approved in a unanimous roll call vote
 - Vote: Selectmen Lopes – yes, Selectmen Zager – yes
4. Discussion, and vote whether to approve the open session meeting minutes from 1/8/24
- Motion to approve the open session minutes from 1/8/24 was made by Selectmen Lopes and seconded by Selectmen Zager
 - Vote: was approved in a unanimous roll call vote
 - Vote: Selectmen Lopes – yes, Selectmen Zager – yes
5. Presentation from Planning Land Use Admin on Mass Trails Grant Application for Central Park Trail Renovation
- Victoria Alfaro, The Planning and Land Use Administrator presented a proposal of the Central Park Trail Renovation which she hoped to have funded through the Mass Trails Grant Program. Located at 2 Memorial Drive. Access from Council on Aging and Central Park parking lot. Includes excavating, adding accessible trail materials, reduce slopes, install culvert, wayfinding signage, benches and picnic tables. Improving the trail would expand usage to seniors and youth population due to the proximity to the Council on Aging and Freetown Elementary School. Estimated project cost of \$100,000.00. \$75,000.00 from a grant and \$25,000.00 match from highway staff time. We would have 2 years for the construction grant.
6. Discussion, and vote whether to sign the Public Landowner Permission form to apply for the Mass Trails Grant Application for Central Park Trail Renovation
- Motion made to sign the Public Landowner Permission form to apply for the Mass Trails Grant Application for Central Park Trail Renovation was made by Selectmen Lopes and seconded by Selectmen Zager
 - Vote: was approved in a unanimous roll call vote
 - Vote: Selectmen Lopes – yes, Selectmen Zager – yes
7. Discussion, and vote on whether to approve the applications for the Patriot Half Marathon on 6/15/24 and Cranberry TriFest on 8/25/24
- Motion to approve the applications for the Patriot Half Triathlon on 6/15/24 and Cranberry TriFest on 8/25/24 was made by Selectmen Lopes and seconded by Selectmen Zager
 - Vote: was approved in a unanimous roll call vote
 - Vote: Selectmen Lopes – yes, Selectmen Zager – yes

8. Discussion, and vote on whether to approve the one-day liquor license application from Outsider Endurance for the Patriot Half Marathon on 6/15/24 for Cathedral Camp location

- Motion to approve the one-day liquor license application from Outsider Endurance for the Patriot Half Triathlon on 6/15/24 for Cathedral Camp location was made by Selectmen Lopes and seconded by Selectmen Zager
- Vote: was approved in a unanimous roll call vote
- Vote: Selectmen Lopes – yes, Selectmen Zager – yes

9. Discussion, and vote on additional drop box for document collection at an East Freetown location

Selectmen Zager mentioned this was a location that was suggested but was worried about receiving it at in timely manner and safety of transportation. The Town Clerk is concerned about the mail-in ballots and Mike McCue from the Assessors was concerned about tax abatement deadlines. Rules and deadlines need to be defined for residents and by departments.

10. Discussion, and vote on renovation for Town Hall bathrooms

We applied for an ADA Grant to update the bathrooms, which should be out this week. 2 designs were discussed with the employees, and a redesign was suggested and done. Porta johns will need to be ordered and the logistics of removing the asbestos. Selectmen Lopes would like to see a 4th option with a break room for employees. Option C is the best option for the handicap accessible issues and not having to move or lose office walls.

- Motion to recommend option C with the caveat that the men's room is handicap accessible for renovations on the town hall bathroom was made by Selectmen Lopes and seconded by Selectmen Zager
- Vote: was approved in a unanimous roll call vote
- Vote: Selectmen Lopes – yes, Selectmen Zager – yes

11. Discussion, to utilize the IRS annual mileage rate unless otherwise voted by the Board of Selectmen

- Motion to utilize the IRS annual mileage rate unless otherwise voted by the Board of Selectmen was made by Selectmen Lopes and seconded by Selectmen Zager
- Vote: was approved in a unanimous roll call vote
- Vote: Selectmen Lopes – yes, Selectmen Zager – yes

12. Discussion, and vote whether to approve the Annual Town Meeting and Special Town Meeting to be on 6/3/24 at the Apponequet Regional High School Auditorium

- Motion to approve the Annual Town Meeting and Special Town Meeting to be on 6/3/24 at the Apponequet Regional High School Auditorium was made by Selectmen Lopes and seconded by Selectmen Zager
 - Vote: was approved in a unanimous roll call vote
 - Vote: Selectmen Lopes – yes, Selectmen Zager – yes
13. Discussion, and vote whether to approve the proposed timeline for Annual Town Meeting and Special Town Meeting on 6/3/24
- Motion to approve the proposed timeline for the Annual Town Meeting and Special Town Meeting on 6/3/24 was made by Selectmen Lopes and seconded by Selectmen Zager
 - Vote: was approved in a unanimous roll call vote
 - Vote: Selectmen Lopes – yes, Selectmen Zager – yes
14. Approval of student nurse working with Public Health Nurse one day a week
- Motion to approve the student nurse working with Public Health Nurse one day a week was made by Selectmen Lopes and seconded by Selectmen Zager
 - Vote: was approved in a unanimous roll call vote
 - Vote: Selectmen Lopes – yes, Selectmen Zager – yes
15. Discussion, and vote on whether to approve the agreement between the Town of Freetown and Carlton E. Abbott, Jr. for consulting services 1/30/24-6/30/24
- Motion to approve the agreement between the Town of Freetown and Carlton E. Abbott, Jr. for consulting services 1/30/24-6/30/24 was made by Selectmen Lopes and seconded by Selectmen Zager
 - Vote: was approved in a unanimous roll call vote
 - Vote: Selectmen Lopes – yes, Selectmen Zager – yes
16. Discussion, and vote on whether to approve the agreement between the Town of Freetown and Kimberley S. Fales for Department Assistant services 1/30/24-6/30/24
- Motion to approve the agreement between the Town of Freetown and Kimberley S. Fales for Department Assistant services 1/30/24-6/30/24 was made by Selectmen Lopes and seconded by Selectmen Zager
 - Vote: was approved in a unanimous roll call vote
 - Vote: Selectmen Lopes – yes, Selectmen Zager – yes
17. Discussion, and vote to increase the videographers payrate to \$250 per Selectmen's meeting, \$250 for first two hours and \$125 per additional hour for Town Meetings

- Motion to increase the videographers payrate to \$250 per Selectmen's meeting, \$250 for first two hours and \$125 per additional hour for Town Meetings was made by Selectmen Lopes and seconded by Selectmen Zager
 - Vote: was approved in a unanimous roll call vote
 - Vote: Selectmen Lopes – yes, Selectmen Zager – yes
18. Discussion, and vote whether or not to put in for the MIIA Wellness Grant to partially fund a pickleball court
- Motion to put in for the MIIA Wellness Grant to partially fund a pickleball court was made by Selectmen Lopes and seconded by Selectmen Zager
 - Vote: was approved in a unanimous roll call vote
 - Vote: Selectmen Lopes – yes, Selectmen Zager – yes
19. Discussion, and vote whether to approve the request for test borings on North Main Street by New England Boring Contractors
- Motion to approve the request for test borings on North Main Street by New England Borings Contractors was made by Selectmen Lopes and seconded by Selectmen Zager
 - Vote: was approved in a unanimous roll call vote
 - Vote: Selectmen Lopes – yes, Selectmen Zager – yes
20. Discussion, and vote whether to approve the agreement between the Town of Freetown and Greenman-Pedersen, Inc. for survey and design for Council on Aging building expansion
- Motion to approve the agreement between the Town of Freetown and Greenman-Pedersen, Inc. for survey and design for Council on Aging building expansion was made by Selectmen Lopes and seconded Selectmen Zager
 - Vote: was approved in a unanimous roll call vote
 - Vote: Selectmen Lopes – yes, Selectmen Zager – yes
21. Discussion, and vote whether to approve the Annual Town Report for Fiscal Year 2023

The Selectmen decided to push this discussion to a future meeting.

Personnel Board

Discussion/possible action on the following topics:

22. Acknowledge the disclosure form from Nadine Devine-Dimond

Selectmen Lopes acknowledged the disclosure form from Nadine Devine-Dimond

23. Acknowledge the resignation of Timmothy J. McIntosh as Recording Clerk for Building Committee, By-Law Review Committee, COA/Library Community Building Committee, Economic Development Committee, and finance committee effective 1/31/24

Selectmen Lopes acknowledged the resignation of Timmothy J. McIntosh as Recording Clerk for Building Committee, By-Law Review Committee, COA/Library Community Building Committee, Economic Development Committee, and finance committee effective 1/31/24

24. Discussion and vote on whether to approve the appointment of Kimberley S. Fales as Department Assistant effective 1/30/24-6/30/24

- Motion to approve the appointment of Kimberley S. Fales as Department Assistant effective 1/30/24-6/30/24 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

25. Discussion, and vote on whether to hire a Laborer or Truck Driver for Highway Department

- Motion to hire a Truck Driver for Highway Department 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

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:

26. Cost of water line (dam)

The Town Administrator asked the Selectmen to push this discussion to the next meeting.

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 7:50pm by Selectmen Lopes and seconded by Selectmen Zager
- Vote: approved by a unanimous roll call vote
- Vote: Selectmen Lopes – yes, Selectmen Zager – yes

Respectfully Submitted,



Lola Furtado
Administrative Assistant

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

- Agenda
- Draft Appointment Materials for Finance Committee
- Meeting Minutes 1/8/24
- Freetown Central Park Trail Renovation – Masstrails FY24 Grant Application
- Outsider Endurance LLC Letter, Event Notification Forms
- One Day Liquor License Application
- Town Hall Bathroom Renovations Option A, B & C
- IRS issues 2024 Mileage Rates
- Memo – Annual and Special Town Meeting Timeline
- Independent Contractor Agreement – Carlton E. Abbott, Jr.
- Service Agreement – Kimberley S. Fales
- Memo – Videographer Pay Rate Increase
- Pickleball Court Estimate from Highway Surveyor
- New England Boring Contractors Email
- Agreement Survey & Design for Building Expansion Council on Aging Senior Center
- Draft Annual Town Report will be sent as soon as available
- Disclosure of Appearance of Conflict of Interest – Nadine Devine-Diamond
- Resignation of Timmothy J. McIntosh as Recordings Clerk
- Certificate of Appointment - Kimberley S. Fales