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2020 DEC 22 AM 8:29  
*J. Brown*

Freetown Board of Selectmen  
Meeting Agenda  
Friday December 11, 2020 – 9:00am  
Meeting Held Virtually

**\*\*Open Session livestreamed at [freetownma.gov/FREECAM](https://freetownma.gov/FREECAM)\*\***

**9:00am: Call to Order**

Chairman Lisa A. Pacheco calls the meeting to order at 9:00am. Selectman George L. Grunwald and Selectman Trevor R. Matthews are present. Also present: Town Administrator David DeManche, Town Clerk Jacqueline Brown, Assistant Town Clerk Cheryl Estrella, Executive Assistant Timm McIntosh and Senior Clerk Lu-Ann Souza. Following executive session, the meeting was live-streamed at [freetownma.gov/FREECAM](https://freetownma.gov/FREECAM).

**Executive Session**

Discussion/possible action on the following topics:

1. M.G.L. c.30A, Sec. 21(a)(2) – to conduct strategy sessions in preparation for negotiations with non-union personnel (Potential Town Administrator Peter Jankowski)
2. M.G.L. c. 30A, sec. 21(a)(3) – to discuss strategy with respect to collective bargaining with the Public Employees Union, Local 1144 (Clerical Bargaining Unit) because an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares

**Board of Selectmen**

Discussion/possible action on the following topics:

3. Day-to-Day operations in absence of the Town Administrator  
Selectmen Pacheco said Mr. McIntosh questioned if someone contracted COVID in the Town Hall how would this be managed. Selectmen Pacheco said in all cases we should have an emergency meeting ASAP but if there is an issue like electricity went out or something happened at Town Hall who would make the decision at Town Hall. Selectmen Pacheco asked Mr. McIntosh to speak more on this subject. Mr. McIntosh said the Board can delegate it to a staff member or one Board member to make these emergency types of situations. Selectmen Pacheco stated this rarely happens and most times it is weather related. Selectmen Pacheco also said COVID has taught us that everyone could work from home so if we had to close for one of these situations everyone could work from home. Selectmen Grunwald noted that on a routine basis the Town Administrator should be doing this. Selectmen Pacheco clarified that this is just for the next three weeks until the new Town Administrator arrives on January 4,

2021. Selectmen Grunwald suggests Mr. McIntosh does this in conjunction with the chairperson of the Board to make these decisions until the Town Administrator aboard on January 4, 2020

Mr. McIntosh asked if this was going to include the bills and other day to day documents. Selectmen Pacheco clarified that these things would be included as long as the other Selectmen were in agreement. Selectmen Grunwald and Selectmen Travers agreed.

- Motion: Selectmen Matthews makes a motion to have Timm McIntosh in conjunction with the Chair of the Board of Selectmen make these decisions, including paying bills and other day to day documents until the new Town Administrator starts on January 4, 2021. Selectmen Grunwald seconds the motion.
- Vote: approved in a unanimous roll call vote.

4. Town Buildings Closure in the event of an emergency

Selectmen Pacheco prior committee relied on the school district and followed their direction in closing Library, Town Hall, and Council of Aging. This would be full closings and early closures. Are we all still good with this? Everyone agreed we would continue using this procedure.

5. Minutes: November 16<sup>th</sup>, November 18<sup>th</sup>, November 23<sup>rd</sup> & November 30<sup>th</sup>

- Motion proposed by Selectmen Matthews to approve the meeting minutes from the November 16<sup>th</sup>, November 18<sup>th</sup>, November 23<sup>rd</sup> & November 30<sup>th</sup> meetings. Seconded by Selectmen Grunwald
- Vote: approved in a unanimous roll call vote

Personnel Board

Discussion/possible action on the following topics:

6. Town Clerk Position after retirement of Jacqueline Brown

Selectmen Matthews let the group know that we will keep Cheryl Estrella as Assistant Town Clerk and should be able to do all applicable duties and this was run by Attorney's and we should be all set. Selectmen Matthews noted that Town Clerk Jacqueline Brown has sent him some other documentation on this subject. Selectmen Matthews feels we will be OK to proceed with Ms. Estrella as the Assistant Town Clerk and will rely on the

Attorney's opinions. Selectmen Travers feels this will make the transition easier and give more stability to Ms. Estrella for the future. The Board will bring Ms. Estrella's pay up as if she was the Town Clerk to carry through until the April Election. Next step Selectmen Matthews will work with Mr. McIntosh on a MOA, get approval from the Union of MOA and then the Board of Selectmen will sign off and approve. Selectmen Pacheco noted that the position of Town Clerk was approved at Town Meeting to be paid X amount so they will continue with that amount. Even though you are the Assistant you are assuming the role of Town Clerk and should be compensating accordingly.

Ms. Estrella thanked the Board.

Ms. Estrella and Mr. McIntosh wished Mr. DeManche the best on his last day.

7. Recession of December 7, 2020 vote appointing Cheryl Estrella as Burial Agent, Census Liaison, Local Emergency Planning Committee and Master Public Records Access Officer, effective December 24, 2020

Mr. McIntosh noted that the year was incorrect when this was voted on 12/7/2020 so we will rescind and then reappoint Ms. Estrella in next action point with correct date.

- Motion by Selectmen Pacheco to rescind the vote appointing Cheryl Estrella as Burial Agent, Census Liaison, Local Emergency Planning Committee and Master Public Records Access Officer, effective December 24, 2020. Seconded by Selectmen Grunwald.
  - Vote: approved in a unanimous roll call vote
8. Appointment of Cheryl Estrella as Burial Agent, Census Liaison, Local Emergency Planning Committee and Master Public Records Access Officer, effective January 1, 2021
    - Motion by Selectmen Pacheco to Appointment of Cheryl Estrella as Burial Agent, Census Liaison, Local Emergency Planning Committee and Master Public Records Access Officer, effective January 1, 2021. Seconded by Selectmen Grunwald.
    - Vote: approved in a unanimous roll call vote
  9. Assistant for Public Health Nurse to aid in COVID-19 community contact tracing  
Selectmen Pacheco said Public Health Nurse, Lori Desmarais is having a hard time keeping up with the contract tracing and needs help in this area with either a nurse or

data entry. Also, Mary Kellogg-Friere from Board of Health has applied and received a grant to assist with this endeavor. The Board of Selectmen will have to sign off on how we will use that grant money. Selectmen Pacheco noted that there is also COVID CARES money that falls under Chief Silvia so that money would not need Board approval. Selectmen Pacheco feels it is important to keep up with the contract tracing and noted how overwhelmed the Public Health Nurse is and would like us to approve an assistant for the Public Health Nurse.

- Motion by Selectmen Pacheco to get an assistant for Public Health Nurse and use the grant when it is available. Selectmen Matthews seconded
- Vote: approved in a unanimous roll call vote

#### Seasonal Highway Department Employees

Selectmen Pacheco would like to discuss how the Highway Surveyor asked for two people to be approved to be seasonal personnel over the winter months. Selectmen asked to do a transfer from the Reserve Fund to cover the Highway help which was denied. Selectmen Pacheco asked the Selectmen Matthews to follow-up to see where we are on this and how we can get these funds approved. Selectmen Pacheco noted that it may have been denied as there is still money in the budget and perhaps once that money has been used the transfer would be approved. Selectmen Travers said he was reached out to about this and that he would reach out to see what can be done to rectify this situation.

Selectmen Pacheco asks to add to the next agenda what we did last year to discuss getting the Highway Surveyor his truck, phone and what he needs for plowing

#### Snow Plowing

Mr. McIntosh said we have a couple contractors wanting to add second trucks to their existing contracts does the board need to approve. Board said no. Mr. McIntosh said Mr. Macomber is still looking for more drivers/trucks and asked would we extend the time to accept contracts. Selectmen Travers asked where we were in comparison to other years in the number of trucks/drivers we have already. Mr. McIntosh said we usually have number in the mid-thirties and this year we are a bit behind that number at about twenty-eight. Selectmen Pacheco noted that last year we did not have any seasonal employees and this year we are adding two temporary drivers which will help with this. Mr. McIntosh noted that these seasonal drivers were added for just town properties. Selectmen Pacheco agreed and noted that this still alleviates helps somewhat. Mr. McIntosh wants some guidance if the Board will entertain extra contracts? Selectmen Pacheco said have the Highway Surveyor to put what he wants in writing. Selectmen Grunwald said should not we give him what he needs. Selectmen Pacheco said that the Highway Surveyor should put his needs in writing for the Board of Selectmen to review.

#### Food Bank

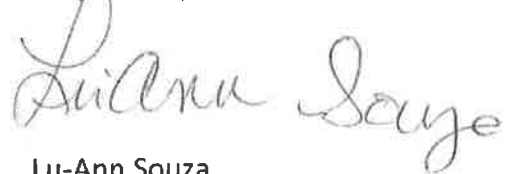
Town Administrator David DeManche received a call from Jim Labrecque from Stop & Shop who is willing to donate a tractor trailer of food and leave trailer at highway dept. so w can use it to get the not income-based food bank opened. Mr. DeManche noted he will continue to work on this as a volunteer as it is important to him and that Jean Fox and Greg O'Brien will be working on this worthy project. Selectmen Pacheco noted that Town Administrator David DeManche and Jean Fox spearheaded this, and this is really needed and noted they have done a great job.

Selectmen Pacheco thanked Town Administrator David DeManche for his service and wished him well. Selectmen Pacheco suggested putting something on the website letting people know about the availability. Selectmen Pacheco noted she will have her family sign up to assist.

- Motion to adjourn meeting was proposed by Selectmen Matthews at 9:30am and seconded by Selectmen Grunwald.
- Vote: approved in a unanimous roll call vote

Please note: The Board may take up any other business to properly come before the Board that was not reasonably anticipated 48 hours before this meeting.

Respectfully submitted,



Lu-Ann Souza  
Senior Clerk

#### List of Documents/Exhibits Used by the Board in this Meeting

- Day to Day Operations in the Absence of the Town Administrator letter
- Meeting minutes 11/16/2020
- Meeting minutes 11/18/2020
- Meeting minutes 11/30/2020
- Cheryl Estrella's certificate of appointment with incorrect date
- Email from Selectmen Pacheco re: Lori Desmarais, Town Nurse, needing assistance