

Freetown Board of Selectmen  
Meeting Minutes

Monday, January 4, 2021 – 4:30pm  
Meeting Will Be Held Virtually

RECEIVED  
FREETOWN TOWN CLERK

2021 FEB 18 AM 10:35

*Cheryl A. Gribble*

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

Executive Session

Discussion/possible action on the following topics:

At 4:34pm, motion (Matthews/Pacheco) to enter executive session, under the following exemptions, and to return to open session following; motion carries unanimously after a roll call vote.

1. M.G.L. c. 30A, sec. 21(a)(3) – to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares – Excel Recycling, LLC vs. Town of Freetown
2. M.G.L. c. 30A, sec. 21(a)(3) – to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares – Copart of Connecticut, Inc. v. Lisa A. Pacheco, George L. Grunwald and Trevor R. Matthews, all as they are the Board of Selectmen of the Town of Freetown
3. M.G.L. c.30A, Sec. 21(a)(3) – to discuss strategy with respect to collective bargaining with Public Employees Union, Local 1144 LIUNA (all bargaining units), the Freetown Police Association and the Freetown Full-Time Firefighters Association because an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares

Note: The Board will not be discussing item #2 this evening

At 5:10pm, motion (Matthews/Grunwald) to exit from executive session; motion carries unanimously after a roll call vote.

Board of Selectmen

Selectmen Pacheco called the open meeting to order at 5:10pm. Selectmen Grunwald, Selectmen Matthews, Town Administrator Peter Jankowski, Paul Sadeck Library Trustees Chairman, Executive Assistant Timm McIntosh and Senior Clerk Lu-Ann Souza are also present.

Mr. McIntosh read this statement

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, sec. 18, and the Governors March 15, 2020 Order imposing strict

limitation on the number of people that may gather in one place, this meeting of the Freetown Board of Selectmen will be conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. A recording, transcript or other comprehensive record of proceedings will be posted to the Town's YouTube Channel and/or the Town of Freetown Website [www.freetownma.gov](http://www.freetownma.gov)

Selectmen Pacheco welcomed Town Administrator noting we searched this country far and wide to find him. Town Administrator said he was glad to be here.

Discussion/possible action on the following topics:

4. Weekly Warrants Numbered 028-032 for the Month of January 2021

- Motion to approve weekly warrants numbers 028-032 was proposed by Selectmen Matthews and seconded by Selectmen Grunwald.
- Vote: Roll call vote, Selectmen Grunwald yes, Selectmen Matthews yes, Selectmen Pacheco yes.

5. IRS Mileage Rate for 2021

Selectmen Matthews asked if the rate went down. The Board agreed that it went down. Selectmen Pacheco stated we just go with what the state suggests.

- Motion to increase the mileage rate set by the IRS to .56 cents per mile was proposed by Selectmen Matthews and seconded by Selectmen Grunwald.
- Vote: Roll call vote, Selectmen Grunwald yes, Selectmen Matthews yes, Selectmen Pacheco yes.

6. James White Memorial Library

*Guest:* Paul Sadeck, Chairman, Library Trustees joined the meeting.

Mr. Sadeck noted the Hathaway Library is across from the Town Hall and has not been open during COVID. They are doing book pickup outside. He noted that facility has no bathroom or running water and utilizes the Town Hall parking lot and restrooms. Mr. Sadeck noted that when the library is open and staffed bathrooms and water must be accessed at Town Hall. He notes this is not an ideal situation. He continued that the James White Library has been open throughout COVID, at first pickup only, and now has up to three people at a time in the building. They have no drinkable water, no hot water and one bathroom which is very discolored by the poor-quality water. The library is not owned by the town, it is owned by the James White Library Trust, but we pay for the heat and light and when furnace broke down, we had to pay to replace it. Mr.

Sadeck says we could use new carpets in the building. The last James White Library Trustees meeting, Lucille a member of the board asked would the Board fund new carpet. The James White Library Trust Board said they will not pay for carpet. Generally, we do not pay for things in that building as we do not own it. Mr. Sadeck noted they when to bid for new carpet and got a quote of \$8,000 and feels that is too costly. Mr. Sadeck strongly believes in doing a combined Council on Aging/Library Building. He noted that Andy DiGiammo is conducting a study on the Council of Aging/Library and is interested in that outcome. Mr. Sadeck noted that the James White Library does not have a parking lot but can park using six spots at the East Freetown Congregational Christian Church across the street. Mr. Sadeck noted that the last storm the parking lot was a mess, not plowed well and was very icy. The Library Director called the Highway Dept to sand but was told that was not possible as it is not our property. The library Director called Mr. Sadeck who spoke to the Highway Surveyor and asked him to plow and sand those six spots. Highway Surveyor, Chuck Macomber said that was not a problem and took care of it. Mr. Sadeck asked if we could just set this up as a permanent thing. All Selectmen felt this was not an issue and will let Mr. Macomber know that it is OK to take care of plowing this lot and sanding. Selectmen Pacheco noted that Andy DiGiammo from Compass Group is looking over three proposals and once received we will look them over as a Board and Building Committee and will then have a better understanding of how we will proceed. Selectmen Pacheco asked for the immediate time who will be taking care of the James White Library, who is taking care of the hot water? Mr. Sadeck noted they have never had hot water as there is no hot water heater at the library. He continued that a few weeks ago they did not have any water and it took almost two weeks to get a plumber to come out and fix it. The small tank had a leak in the bladder so they could not even flush a toilet. Town Administrator asked about an instigator. Mr. Sadeck said we have no gas or propane to power one perhaps has one that works on number two oil. Mr. Sadeck suggested to meet with Mr. Jankowski at the James White Library to see the property. Selectmen Grunwald asked should we consider using the old police station. Selectmen Pacheco said the Police Station has cement walls which cannot be torn down, leaks everywhere so it will not hold heat, and water leaks. We had talked about knocking the building down as the land is more valuable than the building itself. Selectmen Pacheco said we had talked about combine Library and COA in this area. She suggests we should hold and look at what is best for the town, the library, and the Council on Aging. Selectmen Matthews noted we need to look at the Town Hall as well. Selectmen Pacheco noted that one of the suggestions is to build onto the existing town hall and connect it to the schoolhouse next door and renovate. Selectmen Pacheco noted there is available monies through the states historical society of Massachusetts to save and rehabilitate

historical buildings. Selectmen Pacheco continued once we have a plan and say we are going to build a combined Council on Aging/Library that would free up existing Council on Aging building that may be used as an overflow for Town Hall staff. Selectmen Pacheco noted that the town's people had listed priority was police station, then library, council on aging and then a town hall. Mr. Sadeck noted that he worked out of the old police station for thirty years and it is not conducive to opening and making it into a library. Mr. Sadeck noted that when he was on the Board of Selectmen, we put a lot of money into that building and it did not really help. Selectmen Pacheco stated it is good for a warehouse not an office and that we need to wait to see what Mr. DiGiammo comes up with in his study. Mr. Sadeck thanked the Board of Selectmen for allowing him to come speak with them this evening and offered to be on any committee for a new building. Selectmen Pacheco said Peter Jankowski or Timm McIntosh will reach out to Chuck Macomber at the Highway Department to set up things on the parking lot being taking care of in the snow.

7. Goals for new Town Administrator Peter Jankowski

Selectmen Grunwald and Selectmen Matthews both sent their goal suggestions over to Timm McIntosh. Selectmen Grunwald feels we should give Town Administrator Jankowski a few weeks to get the lay of the land and come up with some of his own goals as a fresh perspective. Selectmen Matthews likes this hybrid approach. Selectmen Pacheco agrees and noted there are some things like contract negotiations that need to be in his goals and is all for this approach as well. Selectmen Pacheco noted that Mr. McIntosh will edit and send out the goals to everyone. The goals will be discussed at the next Board of Selectmen meeting.

8. Future of Previous Freetown Police Department Building

Selectmen Pacheco noted someone from the Building Department who wanted to turn this into a Building/Board of Health Department. Selectmen Pacheco noted that when we stated we wanted to separate Building and Board of Health that was not meant to happen right away but a long-term goal. Selectmen Pacheco would like to move all the food pantry stuff into the old police station so we can get the trailer out of the school. Selectmen Matthews agrees this is a good plan. Selectmen Matthews agrees as we have to keep heat and water on anyways. Selectmen Pacheco believes we do not need to insure much so there should not be any additional costs. She noted this could be additional storage for the Council on Aging brown bag program if needed. Selectmen Matthews said we could consolidate things from the Council on Aging and additional food pantry. Selectmen Grunwald agrees with this idea. Selectmen Matthews noted the Council on Aging has a container behind their existing building and that may be a

rental so moving into the old police station and could save on the rental if we ensue any fees. Town Administrator Peter Jankowski asked are we a USDA Site? Selectmen Pacheco said Stop & Shop donated a tractor trailer full of food for this pantry, but suggested Mr. Jankowski check in with the Council on Aging to see if that is something they would like to look into for the future. Selectmen Pacheco noted there have been two pickups at the food pantry and both have gone very well. Town Administrator asked if the Council on Aging ran the food pantry. Selectmen Pacheco noted that the Council on Aging runs the Brown Bag program monthly and that the food pantry is a separate entity.

- Motion to use the old police station for the food pantry was proposed by Selectmen Matthews and seconded by Selectmen Grunwald.
- Vote: Roll call vote, Selectmen Grunwald yes, Selectmen Matthews yes, Selectmen Pacheco yes.

#### 9. Town Meeting Signs

Selectmen Grunwald noted that he sent Timm McIntosh the information. Mr. McIntosh noted that he received it. He continued that there are signs used in Raynham that are like street signs that say Raynham Town Meeting with a space you can add dates in as needed. The signs Selectmen Grunwald suggested are three feet tall and not permanent so the highway type of sign may be a better option and be able to have multiples instead of just two. Selectmen Grunwald said any sign is fine with him and if we can have more spots for them around time that is fine. Mr. McIntosh will send Selectmen Grunwald a screen shot of the signs. Selectmen Grunwald would like himself and Mr. McIntosh to handle the purchase of these signs. Selectmen Pacheco said that is perfect and that long term solution we can use those signs but would like to put a warrant article or capital budget item on the next town meeting for the town's approval.

#### 10. Agreement with JJ Manning Auctioneers for auction of parcels 227-015 and 204-018

- Motion to sign the agreement with JJ Manning Auctioneers to auction of parcels 227-015 and 204-018 was proposed by Selectmen Matthews and seconded by Selectmen Grunwald.
- Vote: Roll call vote, Selectmen Grunwald yes, Selectmen Matthews yes, Selectmen Pacheco yes.

#### 11. Snowplow Contract for 2020/2021 Snow Season for Michael Trahan

- Motion to approve Michael Trahan to snowplow for the 2020/2021 season was proposed by Selectmen Matthews and seconded by Selectmen Grunwald.
- Vote: Roll call vote, Selectmen Grunwald yes, Selectmen Matthews yes, Selectmen Pacheco yes.

## 12. Cameras at Transfer Station

Selectmen Grunwald noted that the last time we met we discussed the police station was cost prohibitive. He continued that he has a quote from Comcast to install the cameras and monthly fee of \$154/month \$100 of this is a business phone line that Selectmen Grunwald does not believe is needed. Selectmen Grunwald noted there are other ways to process credit cards, perhaps a cell phone would be a cheaper option. There was a discussion on switching all cell phones over to Comcast. Mr. McIntosh noted cell phones are \$51.49 each. Selectmen Grunwald noted his cell through Comcast is \$30/month so may be good to investigate a switch. Selectmen Grunwald feels we would be able to have two-three cameras installed and monitored by Comcast for the same amount we are paying now. Mr. McIntosh noted Comcast is usually a bundled so if we decrease one service it may increase the cost of the other service and there would be little to no savings. Dominic Ciano Comcast representative is the person Selectmen Grunwald spoke with and suggested Town Administrator Peter Jankowski to discuss with Mr. Ciano. Selectmen Grunwald will get Peter Jankowski all the information to continue this conversation with Comcast. Mr. Jankowski stated he will go over to the Transfer Station on Thursday and will meet up with Selectmen Grunwald to discuss this matter further. Selectmen Grunwald wants to know if we are OK with not doing it through the police station. Selectmen Pacheco said if it were going to be more money it may be better to go the police station route but that would need approval at Town Meeting and adding to capital budget. She continued that if it is a small amount to accomplish your vision then we can proceed now. Selectmen Grunwald said it will very little to do through Comcast. Mr. McIntosh asked if Selectmen Grunwald was suggesting switching all cell phones over to Comcast? Selectmen Grunwald said he was only discussing the transfer station at this time, but it may be a good idea for Town Administrator to investigate cost savings if we switched.

## 13. Requests for Transfer from the Reserve Fund for Town Administrator Personnel and Transfer Station Personnel

Selectmen Pacheco noted that adding these additional positions for the transfer station we will be able to open the transfer station more hours. Mr. McIntosh noted we have two internal candidates who have applied for this position. Each of the employees

applying are a step 5 and we originally were going to hire a step 1 employee. This position will be to replace Vicky King's former position left vacant due to her promotion. Selectmen Pacheco noted long term goal is to have the transfer station open seven days a week and this is the first step towards attaining that goal.

- Motion to approve a transfer from the Reserve Fund for the Town Administrator in the amount of \$8,646.95 and was proposed by Selectmen Grunwald and seconded by Selectmen Matthews.
- Vote: Roll call vote, Selectmen Grunwald yes, Selectmen Matthews yes, Selectmen Pacheco yes.
- Motion to approve a transfer from the Reserve Fund for the Highway Department in the amount of \$10,500.00 for full time Transfer Station Attendant proposed by Selectmen Matthews and seconded by Selectmen Grunwald.
- Vote: Roll call vote, Selectmen Grunwald yes, Selectmen Matthews yes, Selectmen Pacheco yes.

#### 14. Minutes: December 21<sup>st</sup> & December 28<sup>th</sup>, 2020

- Motion to approve the minutes from the December 21, 2020 and December 28, 2020 meetings was proposed by Selectmen Matthews and seconded by Selectmen Grunwald.
- Vote: Roll call vote, Selectmen Grunwald yes, Selectmen Matthews yes, Selectmen Pacheco yes.

#### Personnel Board

Discussion/possible action on the following topics:

#### 15. Pay Rate & Vacation Time for the Board of Health Agent

Mr. McIntosh noted the board is empowered by bylaw changes to set the payrate for the Board of Health Agent and additional vacation time in an effort to be more competitive in the job market. Ms. Daigneault is a very qualified candidate she has requested one dollar more per hour than what was in place for the last Board of Health Agent. Ms. Daigneault is also asking for two weeks of vacation which would be an additional week's vacation. Selectmen Matthews also noted Ms. Daigneault has also requested to work remotely on Fridays. Selectmen Pacheco is not sure the bylaw allows the Board to approve working from home on Fridays. Selectmen Grunwald noted that he spoke with Ms. Daigneault and that Fridays are half days (4 hours) and that if we do not go along with this, she will not take the position. Selectmen Pacheco would like to

get some advice on if the bylaw allows them to make this decision. Selectmen Grunwald suggests having Mr. Jankowski to check the bylaws and get back to the Board. Selectmen Grunwald noted that others work from home on Fridays. Selectmen Pacheco stated only contract employees and feels like this is setting a precedence and opening a can of worms. Selectmen Pacheco is not sure how a Board of Health Agent can work from home when someone needs septic systems looked at on a Friday and is concerned for internal staff being in there with no agent in the office on Fridays. Selectmen Grunwald said perhaps to offer working from home on Fridays for six months and reevaluate. Selectmen Matthews suggests approving the payrate and additional vacation time tonight and come back to the Friday remote issues.

Mr. McIntosh noted the bylaws state: Article 10.6A the workweek for positions in the classification and compensation plan shall be established and maintained by the Board of Selectmen based on the needs of the town.

- Motion to approve the pay rate of \$1.00 mor an hour (\$35.29) per hour and 2 weeks' vacation time and working remotely on Fridays for the Board of Health Agent was proposed by Selectmen Grunwald and seconded by Selectmen Matthews
- Vote: Roll call vote, Selectmen Grunwald yes, Selectmen Matthews yes, Selectmen Pacheco no.

16. Appointment of Tanya Daigneault as Board of Health Agent, effective January 4, 2021

- Motion to approve Tanya Daigneault as Board of Health Agent, effective January 4, 2021 expiring June 30, 2021 was proposed by Selectmen Pacheco and seconded by Selectmen Grunwald.
- Vote: Roll call vote, Selectmen Grunwald yes, Selectmen Matthews yes, Selectmen Pacheco yes.

17. Appointment of Ali Pereira as Election Worker, effective January 4, 2021

- Motion to appoint Ali Pereira as Election Worker, effective January 4, 2021 expiring August 31, 2021 was proposed by Selectmen Pacheco and seconded by Selectmen Grunwald.
- Vote: Roll call vote, Selectmen Grunwald yes, Selectmen Matthews yes, Selectmen Pacheco yes.
- Motion to adjourn the meeting was proposed by Selectmen Pacheco at 6:00pm and seconded by Selectmen Grunwald.



- Vote: Roll call vote, Selectmen Grunwald yes, Selectmen Matthews yes, Selectmen Pacheco yes.

Selectmen Pacheco noted that the Board will need to review contracts and information Mr. McIntosh will send out on Board of Health.

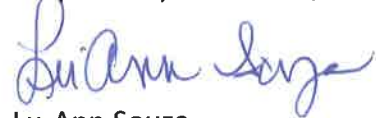
Please note: The Board may take up any other business to properly come before the Board that was not reasonably anticipated 48 hours before this meeting.

Old Business:

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

- Phone System Upgrades
- Town of Freetown Hiring Policy
- Job Descriptions & Job Description Review
- Town Hall Computer Replacement

Respectfully submitted,



Lu-Ann Souza

Senior Clerk

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

- Email from Kimberley Fales, Accountant regarding standard mileage rates for 2021
- Letter re: James White Library re: conditions parking lot
- Letter from JJ Manning re: absolute auction listing agreement
- Letter re: Snowplow contract adding Mr. Trahan for 2020/2021 season
- Request to transfer funds from the reserve fund in amount of \$8,646.95
- Request to transfer funds from the reserve fund in amount of \$10,500.00
- Meeting minutes 12/21/2020 & 12/28/2020
- Letter from Tanya Daigneault R.S. to accept Board of Health Agent position
- Certificate of Appointment Tanya Daigneault
- Certificate of Appointment Aly Pereira