

Freetown Board of Selectmen

Meeting Minutes

Tuesday, February 16, 2021 – 4:30pm

Meeting Will Be Held Virtually

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Cheryl C. Selby

4:30pm Call to Order

Chairman Lisa A. Pacheco calls the meeting to order at 4:30pm. Selectman Trevor R. Matthews and Selectman George L. Grunwald are present. Also present: Town Administrator Peter Jankowski and Executive Assistant Timm McIntosh. Once in open session, the meeting will be livestreamed on the Town's YouTube channel, accessible at freetownma.gov/FREECAM.

Executive Session

Discussion/possible action on the following topics:

At 4:31pm, motion made by Selectman Matthews, seconded by Selectman Grunwald, to enter into executive session under the following exemptions, and to return to open session following. Roll call: Selectman Pacheco, aye; Selectman Grunwald, aye; Selectman Matthews, aye. Motion carries unanimously.

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 – 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

2. 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

The Board is joined in executive session by Atty. Gregg Corbo of KP Law.

At 5:20pm, motion made by Selectman Matthews, seconded by Selectman Grunwald, to exit executive session and return to open session. Roll call: Selectman Pacheco, aye; Selectman Grunwald, aye; Selectman Matthews, aye. Motion carries unanimously.

The Board is joined in open session by Public Health Nurse Lori Desmarais, Board of Health Agent Tanya Daigneault and Senior Clerk Lu-Ann Souza.

Board of Health

Discussion/possible action on the following topics:

3. COVID-19 Vaccine

We have everything in place. We have MCVP Agreement and MIAS. We applied to state last week and did not get vaccine and applied again this week and are waiting. Tanya Daigneault is helping set up reimbursement with Commonwealth Medicine for administration. Selectmen Grunwald asked for a timeline. Lori Desmarais said that is dependent on the MA Dept of Public Health. Lori Desmarais noted that they pulled vaccines to mass vaccination sites, CVS, Walgreens and those sites and are waiting for state to give us the vaccine. Lori Desmarais has been in touch with the Fire Chief Gary Silvia and have a plan for a drive through COVID vaccine clinic at station 3. Selectmen Pacheco asked how we will prioritize who would get the vaccine? And where we are for COVID cases and tests. Lori Desmarais stated we have 791 cases currently have 51 cases that are active. We had 244 in Dec 222 in Jan 64 for Feb so appears numbers are coming down. She noted school vacation is this week and hopes we do not have a spike after vacation. Contact tracers are doing well and we are making contacts with town. We are making contact with our residents which is good. So far we have had 26 who have been hospitalized with 5 deaths. Selectmen Pacheco asked if anyone in Freetown has new strain. Lori Desmarais said as of now we do not have anyone, but the technology is new and as of right now she has not been informed of anyone having the new strains. Lori Desmarais said for prioritization we are in phase two step one so healthcare, home health care, first responders and ages 75 and older can now get the vaccine. COA has been a big help reaching out to the 75 and older population in other communities calling seniors and getting them registered. Ms. Desmarais noted that some towns have done lotteries or gone oldest to youngest to dole out the vaccines and noted that we will have to decide how we wish to do this. She continued that the Council on Aging (COA) is a huge piece in other communities helping seniors to schedule these appointments. Selectmen Pacheco asked is there any way we can work with Barbara Place at the COA to help on this and wants to check in with Bruce Wilbur for any Vets who have not gotten the vaccine through the VA hospital. Selectmen Grunwald asked how we will notify when vaccines are available in town. Lori Desmarais noted Timm McIntosh has been helping with the Freetown Flash, Facebook Page. She continued that Barbara Place probably has contact information for the Seniors. Lori Desmarais noted we currently do not have vaccines but will bring to Town once we have vaccines. Selectmen Pacheco asked what the number of doses towns is are receiving. Lori Desmarais said the most few will probably get would be 100. Selectmen Pacheco asked should we make a list of 100-120 people who would be eligible for the vaccine. Lori Desmarais said yes, put together a list so we are ready but make sure people on the list do not wait if they can get vaccine elsewhere do that. Lori Desmarais thinks we

should prioritize vaccine to the homebound population. She continued and said she could reach out to Barbara Place at the COA. Selectmen Pacheco, Selectmen Matthews thanked Public Health Nurse, Lori Desmarais for attending the meeting. Ms. Desmarais left the meeting.

Mr. McIntosh did a roll call of everyone on the meeting.

4. Goals for Board of Health Agent Tanya Daigneault

Selectmen Grunwald asked if we had goals put together. He noted that he had not seen a list of goals and asked if we had one? Mr. McIntosh stated no and that the Board decided at the last meeting to push this topic off to this meeting. Selectmen Grunwald suggested we put together goals for discussion at the next meeting unless someone has goals ready. Selectmen Pacheco noted her goals are:

- Get up to date on everything Excel through the Board of Health
- A way to streamline permits, wells, and variances. Perhaps Agent has meeting with engineer and homeowner then give a list of things towards the end of the month to Board of Selectmen.
- Selectmen Pacheco asked Selectmen Grunwald and Selectmen Matthews where we left the Boat ramp stuff is it under parks & recreation or Board of Health? She would like to take about this sooner than later. Selectmen Grunwald and Selectmen Matthews agreed with Selectmen Pacheco that this should not be under the Board of Health. Selectmen Pacheco asked Timm McIntosh if we had a full parks & recreation committee. Mr. McIntosh noted that the way the Board wanted this committee set up was as an advisory committee who would look at the rules and regulations and report back to the Board. Mr. McIntosh continued and noted that there is currently only one member and he feels they are not ready to manage this whole department. Selectmen Pacheco agrees should not belong to Board of Health but need to figure out where it will go. Selectmen Grunwald said they take care of things like collecting fees, policing the area and it will take a few hours a week to take care of this and does not feel this should fall under Board of Health Agent. Selectmen Matthews noted that this ended up under Board of Health because it did not fit anywhere else. Selectmen Pacheco added that the only thing the Board of Health do over there is to monitor the height of the water from floods in the past and tests the water. She agrees that it does not belong with Board of Health but to take it away we need to figure out where it will land. Town Administrator Peter Jankowski asked if we have a Harbor Master. Selectmen Pacheco said yes, we do but it is only \$100/year. Mr. Jankowski continued that back in Millbury he oversaw the Town Beaches and if the Board of Health did the testing that would be even better. The Town Administrator said between himself, Timm McIntosh and Lu-Ann Souza we will get it done. Selectmen Matthews noted we had issues with trash at both Town Beach and

Boat Ramp. Mr. Jankowski said to put it under his office, and we will do what we need to do.

- Selectmen Pacheco asked Tanya Daigneault anything you want to work on? Tanya Daigneault said she is working on a list of things she has observed over the past month which go hand in hand with the streamlining mentioned above in regard to jurisdiction with Title IV. She continued that she could provide examples of processes so the Board can say which they are most comfortable with. She noted some Boards want to see everything no matter how much the Agent communicates with the Engineer so that needs to be clarified. Ms. Daigneault continued, one thing that is missing in Freetown is an abutter notification which would protect the Town in many ways and allows the abutters to be involved at the Agent level and gives them the opportunity to communicate with the Board for their review. Sometimes she will give the Board an inhouse variance packet which is established by Title IV since 1995 or can give the full packet, whichever the Board prefers. Ms. Daigneault noted we have one coming up on the 22nd which she has asked that the abutters are notified. She noted the property is very tight and is on the river etc. etc. Some of those are critical variances and not so much standard variances where it is the best practice possible. The definition of best practice varies from engineer to engineer. Selectmen Pacheco noted all of these do not need to come in front of the Board and is open to a better process. She suggests just a list of ones that the prior Board of Health Agent agreed to and a list of ones that had abutter list in front of us. She noted if there is a better process, she is open to one. Selectmen Matthews noted there are some problem properties that he gets emails and complaints about leaking things, trash etc. and best-case scenario take care of the issue and have the homeowners take care of their mess or at least be able to give the abutters information on what is going on. Tanya Daigneault asked Selectmen Mathews to let her know the site and the concern as she is new to Town. Problematic systems is something that she has been dealing with since 1992 and noted there are things that can be done that is fiscally prudent but also gain some greater treatment. She has not seen much of that but having spoken to engineers in the area who are open to that and she would not make these changes before going before the Board for approval. Right now, she is going right by the code and the Board is seeing only the variances of concern and not seeing set back distances that are not including private well supply or proximity to wetland resources.
- Selectmen Grunwald thanked Tanya Daigneault for attending the meeting and Tanya Daigneault left the meeting.

5. Request for Proposals for Municipal Solid Waste & Single Stream Recycling Services

Town Administrator Peter Jankowski stated that he finished the RFP for trash and recycling. He feels the automated option is going to be pricey and he put that portion

out for 5 years to reduce pricing. He is looking at a 3- and 5-year agreement with options for automatic and manual systems. Mr. Jankowski asked the Board to look at the questions about the vendors in the appendix and is happy to add anything further the Board desires. He has requested dates from the Board so he can add them in and asked the BOS to look at the RFP and it will be put on the next agenda for approval with a date of 3/1/21 to put it out with a 30-day return. Mr. Jankowski requested the Board to take it home, review it and we can revisit at the next meeting. He noted Timm McIntosh or Lu-Ann Souza put together a list of potential vendors to send the RFP. Selectmen Pacheco said we will put it on the next meeting's agenda for approval with plan to send it out on 3/1/21.

Board of Selectmen

Selectmen Pacheco called the meeting to order at 5:00pm. In attendance were Selectmen Pacheco, Selectmen Grunwald, Selectmen Matthews, Public Health Nurse Lori Desmarais, Board of Health Agent Tanya Daigneault, Town Administrator Peter Jankowski, Executive Assistant Timm McIntosh and Senior Clerk Lu-Ann Souza.

Discussion/possible action on the following topics:

6. Security Cameras for Transfer Station

Town Administrator received quotes from Nationwide Alarms and Comcast and have included a memo regarding these in tonight's packet. Looking for 3 cameras at the Transfer Station 1 inside and 2 outside. Right now, we have 1 camera outside. In addition, we would have 1 camera the Town Hall pointing at the drop box. Using the Comcast Business line, we already have now both cameras would require Installation fee \$275 overall it will be about \$2,200/year. He will request \$2,500 only because we currently get at \$30 credit on these lines, but Comcast may be getting rid of this credit. One thing he liked about Comcast was you can view it on your computer, and it has a 30-day hold, so after 30 days it will go away but you can hold snippets up to a year. It requires 2-year service agreement. The system that is used at the COA is more expensive. Selectmen Pacheco asked where this money is coming from. Peter Jankowski said he was going to ask the Fin Comm to request the funds. Selectmen Pacheco said if we can do it out of either our budget or Transfer Station Budget without going to Fin Comm as it is not an unforeseeable expense for this fiscal year and put in as a capital for next year. Peter Jankowski will work with Kim Fales from Accounting on the funding.

- Motion to approve to go according to the recommendation of the Town Administrator for cameras for the Transfer Station and Town Hall cameras for \$2,200 was proposed by Selectmen Matthews and seconded by Selectmen Grunwald.

- Vote was approved in a unanimous roll call vote
- Vote, Selectmen Grunwald, yes, Selectmen Matthews, yes Selectmen Pacheco, yes. Selectmen Pacheco wanted to make sure this was not going to go to collective bargaining. Peter said he has already gone to Vicky King at the Transfer Station and Union Rep. at the Union and they have already signed off on it so we are good to go.

7. Snowplow Contract for 2020/2021 Snow Season for Jefferson DeMoranville

- Motion to approve the snowplow contract for Jefferson DeMoranville for the 2020-2021 season was proposed by Selectmen Matthews and seconded by Selectmen Grunwald.
- Vote was approved in a unanimous roll call vote
- Vote, Selectmen Grunwald, yes, Selectmen Matthews, yes Selectmen Pacheco, yes.

8. Review of Revised Snowplow Agreement

Town Administrator Peter Jankowski noted that Lu-Ann Souza picked it up that we did not require the independent contractor to name the Town as an additionally insured. He asked for that to be added, as well as, certificate of non-collusion, certificate of tax compliance, incorporated use of alcohol and substance abuse certification in the agreement, and the rates incorporated within the agreement. The big one is the addition of the naming the town as an additionally insured to protect the town. . Peter Jankowski sighted the incident a couple weeks ago if the driver did not name the Town we are on the hook. He continued that the person is in critical condition in the hospital and if it was an independent contractor for the Town and we were not named as additionally insured the Town is on the hook. Mr. Jankowski noted the additional amount is a tax write off. Selectman Pacheco noted we did not add this in for a specific reason as about twenty plowers came into Town to complain Selectmen Grunwald said a lot of these people are not doing this anymore because the insurance is too expensive. So, before she would entertain this, she would like to make sure there is no crazy amount going to be added to their insurance. Selectmen Grunwald asked if we are short on drivers. Mr. Jankowski said the Highway Surveyor, Chuck Macomber said he was short 2 drivers this year. Selectmen Grunwald suggests reviewing what we are paying them and what the extra insurance is. Mr. Jankowski suggested a sign on bonus of \$100-\$200 to help cover the cost of insurance. He continued that if this case that just happened goes through it could be a lot of money. Selectmen Pacheco noted this is a hit and run and they do not know who the driver was. Mr. Jankowski stated they have video now. Selectmen Pacheco said oh good. Selectmen Pacheco noted that we are in line, payment wise, Timm McIntosh agreed. Selectmen Pacheco suggested if we do an early sign on bonus of \$100-\$200 to get them in early. Selectmen Pacheco does not think we are not losing them to the state but that they are just doing independent

driveways themselves and do not need that additional insurance. Selectmen Pacheco said we should think out of the box on how to attract drivers. Peter Jankowski said money is the attraction and noted that when they plow driveways it is their insurance. Peter Jankowski noted that right now we have people out there plowing that are not naming the town and if they hit someone we are paying for their negligence. He continued that we have people that are plowing without approved agreements. Selectmen Grunwald asked how they are getting paid without an agreement. Mr. Jankowski said he did not know if they were getting paid without an agreement. Timm McIntosh noted they are not getting paid without an approved contract and the driver in question is Jefferson DeMoranville which is on the agenda to approval tonight is the only one who is currently plowing without an agreement. Timm McIntosh said he was. Selectmen Matthews asked is that just because we have not had a meeting. Mr. McIntosh said yes. Peter Jankowski said there were others that the Highway Surveyor has told them to just go out and plow and that is a situation that the Board of Selectmen needs to look at. Selectmen Pacheco agreed that all our drivers should do the drug and alcohol policy should be done in the agreement and their driving record should be in there too and we should be working on over the summer to be prepared for next season. Selectmen Grunwald asked what does the drug and alcohol policy mean? Town Administrator Peter Jankowski said it is a statement they would sign agreeing that they would not use drugs or alcohol while plowing for the town. Selectmen Pacheco stated its just signing off that they will not use drugs or alcohol. Mr. Jankowski suggests having the drug and alcohol as part of the contract and include certificates of non-collusion and tax compliance the latter two required by the state. Selectmen Pacheco noted we will continue to work on this, find out what additional costs would be for drivers and Town Administrator will update the Board at the next meeting.

9. Memorandum of Agreement with Tanya Daigneault regarding uniform allowance

Timm McIntosh noted per the bylaws for employees to get this clothing allowance the Board just needs to sign off on the Memorandum of Agreement. Selectmen Pacheco noted it is for shirts, boots, vests, coats, and pants.

- Motion to approve the Memorandum of Agreement with the Board of Health Agent Tanya Daigneault regarding uniform allowance in the amount of up to \$500 was proposed by Selectmen Matthews and seconded by Selectmen Grunwald.
- Vote was approved in a unanimous roll call vote
- Vote, Selectmen Grunwald, yes, Selectmen Matthews, yes Selectmen Pacheco, yes.

10. Preliminary Discussion of a Five-Member Board of Selectmen

Mr. McIntosh noted this discussion was requested by Selectmen Grunwald. Selectmen Pacheco said it was something we talked about in the summer and she feels the Town

needs this due to growth and is something we should consider. Selectmen Grunwald said people he has talked, Town Administrators, said that five member boards seem to work better. He does not have any details on why but one thing he would find helpful that one Selectmen could talk to another Selectmen without violating anything. Selectmen Matthews would like to see what other towns our size is doing and look at what our growth projected for 5-10 years, with the train coming in to look at towns that size. Selectmen Pacheco said we should have Mark Reich look at it and draw up a timeline of what that would entail. It may need to go to Town Meeting where one person would run for a 1 year, another for 2 years, and another 3 years so we would not have everyone in 1 year but a rotation.

-Motion for Town Administrator Peter Jankowski to reach out to Mark Reich to move ahead with a 5-member Board was proposed by Selectmen Matthews and seconded by Selectmen Grunwald

- Vote was approved in a unanimous roll call vote
- Vote, Selectmen Grunwald, yes, Selectmen Matthews, yes Selectmen Pacheco, yes.

Peter Jankowski noted we will also do a survey as well.

11. Timeline for 2021 Annual Town Meeting

Timm McIntosh noted we do not need to set the timeline or the date for the Annual Town Meeting as it is a bit early for that yet but we were talking about the budget today and thought to get warrant done as much as possible in March so the Board of Selectmen can work on budget in April. In order to do this, he would need to know the date for the articles to be due and how long Board of Selectmen would like the window to be open. Selectmen Grunwald asked Timm McIntosh what was done in the past. Timm McIntosh asked if it should be reviewed before counsel reviews. Selectmen Pacheco said Board should review and take out any warrants needed and then send along to Counsel for review. Selectmen Pacheco suggests going with the timeline for the budget and give Board the timeline at the next Board of Selectmen Meeting on 2/22/21. Selectmen Pacheco said not to open too early so there are not additions and suggest having it open 3/1-4/5/21 and be able to start the process at the meeting on 4/12/21. Everyone agreed of this timeline. Timm McIntosh will send this date out to everyone.

12. Approval of Minutes of Previous Meetings

- Motion to approve the meeting minutes from January 4, 2021, January 11, 2021, January 19, 2021, meetings was proposed by Selectmen Matthews and seconded by Selectmen Grunwald.

- Vote was approved in a unanimous roll call vote
- Vote, Selectmen Grunwald, yes, Selectmen Matthews, yes Selectmen Pacheco, yes.

13. Town Administrator's Report

a. Street Signs on Alexandra Drive

One of the neighbors contacted us that a lot of trucks trying to go to Excel are going down Alexandra Drive. Peter Jankowski is suggesting posting signs No Commercial Trucks on either end of Alexandra Drive. Alexandra Drive is a private road so we cannot post signs but can post on the public part of Alexandra Drive. We can also post it to TomTom, the GPS System used for commercial trucks to note it is not open to trucks. Selectmen Grunwald suggested to make it a one way. Peter Jankowski said we probably do not have jurisdiction as it is a private road. Peter Jankowski spoke with Chuck Macomber and the signs are about \$50 each and he has the posts already so the cost would be minimum. Selectmen Pacheco stated that anything you can do as a deterrent for trucks going down there is a wise idea. Selectmen Matthews saw a screenshot of the GPS TomTom on Facebook in regard to Stop & Shop where they could not go and said we should get this information added there Peter Jankowski noted Lu-Ann Souza's husband was a professional driver and Lu-Ann Souza reached out to TomTom to see how to get Alexandra Dr. corrected on their system. She is going to reach back out to them and have Alexandra Dr. updated and will also put in a request for the Stop & Shop area as well.

- Motion to move ahead with the signs was proposed by Selectmen Matthews and seconded by Selectmen Grunwald.
- Vote was approved in a unanimous roll call vote
- Vote, Selectmen Grunwald, yes, Selectmen Matthews, yes Selectmen Pacheco, yes.

b. Seasonal Worker for Snow Removal

We have one guy doing all the snow removal from all facilities. He is in at 7:30am and leaves early and we are getting some complaints from some of our facilities. So snow that is before or after he leaves does not get shoveled. Peter Jankowski is looking for hiring someone part time as needed to come in to cover those off hours. He noted our base pay is \$15.30 and with COVID we can probably find an out of work landscaper/contractor. This was a request from Jeff Chandler in facilities. This position would be under Building Commissioner and would be for the Council on Aging, Library and Town Hall. Selectmen Pacheco wanted to confirm this was only when there was a storm. Mr. Jankowski agreed.

- Motion to hire a seasonal worker made by Selectmen Grunwald and seconded by Selectmen Matthews.
- Vote was approved in a unanimous roll call vote
- Vote, Selectmen Grunwald, yes, Selectmen Matthews, yes Selectmen Pacheco, yes.

Personnel Board

Discussion/possible action on the following topics:

14. Transfer Station Attendant Vacancy

Mr. McIntosh noted it is partially funded and the funding in place would basically get us started to get a Step 1 worker. We have a couple of internal candidates so they would make a bit more than that amount. The Finance Committee recommended we should find monies elsewhere which has been accomplished. We are looking for the Board to allow to continue the hiring process.

- Motion to continue the hiring process made by Selectmen Pacheco and seconded by Selectmen Grunwald.
- Vote was approved in a unanimous roll call vote
- Vote, Selectmen Grunwald, yes, Selectmen Matthews, yes Selectmen Pacheco, yes.

15. Town of Freetown Hiring Policy

Selectmen Matthews noted that he has reviewed the policy and it looks good. Town Administrator Peter Jankowski noted it is basically the process you have in place now just memorializes it. If you have exempt employees, you can have a hiring committee and non-exempt go through the normal hiring process. We just did not have anything in writing so it will keep everyone on the same path/track.

- Motion to approve hiring policy made by Selectmen Pacheco and seconded by Selectmen Grunwald.
- Vote was approved in a unanimous roll call vote
- Vote, Selectmen Grunwald, yes, Selectmen Matthews, yes Selectmen Pacheco, yes.

16. Resignation from Vincent D'Oliveira as Council on Aging Van Driver, effective January 29, 2021

- Motion to approve the resignation and send a letter of thanks from Vincent D'Oliveira as Council on Aging Van Driver effective January 29, 2021 and to send a letter of thanks was proposed by Selectmen Pacheco and seconded by Selectmen Grunwald
- Vote was approved in a unanimous roll call vote
- Vote, Selectmen Grunwald, yes, Selectmen Matthews, yes Selectmen Pacheco, yes.

17. Resignation from Huguette Lord from Finance Committee, effective February 1, 2021
 - Motion to approve the resignation from Huguette Lord from the Finance Committee and send a letter of thanks effective February 1, 2021 was proposed by Selectmen Pacheco and seconded by Selectmen Grunwald
 - Vote was approved in a unanimous roll call vote
 - Vote, Selectmen Grunwald, yes, Selectmen Matthews, yes Selectmen Pacheco, yes.
18. Appointment of Kent Wilkins to Finance Committee, effective February 2, 2021
 - Motion to approve Kent Wilkins to the Finance committee effective February 2, 2021 was proposed by Selectmen Pacheco and seconded by Selectmen Grunwald.
 - Vote was approved in a unanimous roll call vote
 - Vote, Selectmen Grunwald, yes, Selectmen Matthews, yes Selectmen Pacheco, yes.
19. Appointment of Board of Selectmen Representative to the Freetown-Lakeville Regional School Finance Committee, effective February 8, 2021

Selectmen Pacheco noted she cannot serve in this capacity. It would be a Selectmen and Town Administrator and you are involved with the review of the budget. Selectmen Grunwald asked who was on it last year. Selectmen Pacheco said it was Selectmen Sullivan .

 - Motion to have Selectmen Grunwald to be the representative for the Town to the Freetown-Lakeville School Finance Committee was proposed by Selectmen Pacheco and seconded by Selectmen Grunwald
 - Vote was approved in a unanimous roll call vote
 - Vote, Selectmen Grunwald, yes, Selectmen Matthews, yes Selectmen Pacheco, yes.
20. Appointment of Alyssa J. Silva as Library Technician, effective February 16, 2021

Other candidates interviewed: Anna Macomber, Melyna K. Lemon & Diane M. Scott

 - Motion to approve Alyssa J. Siva as Library Technician effective February 16, 2021 was proposed by Selectmen Pacheco and seconded by Selectmen Grunwald.
 - Vote was approved in a unanimous roll call vote
 - Vote, Selectmen Grunwald, yes, Selectmen Matthews, yes Selectmen Pacheco, yes.

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:

- Council on Aging Project Study – Selectmen Pacheco asked when this will be done. Timm McIntosh said Andy DiGiammo said he is still waiting to set a meeting with the Council

on Aging Board. Peter Jankowski noted he was meeting with Barbara Place tomorrow and would discuss it. Selectmen Pacheco asked what the delay was. Timm McIntosh said he sent an email to Andy DiGiammo a month ago which was forwarded to COA and to the best of Timm McIntosh's knowledge they have not responded. Selectmen Grunwald noted COA had not heard. Timm McIntosh said Barbara Place has been in/out and is back full time so it should be moving ahead now. The first step is the COA to meet with Andy DiGiammo to go over the needs of the COA and what sort of programming they wish to add. Selectmen Grunwald will get in touch with COA and will report back in at 2/22/21 meeting.

- Vocational Education for Freetown Students in 2021/2022 Academic Year and Beyond – this can be removed as it is settled.
- Phone System Upgrades - Timm McIntosh noted Town Hall is up and running. Just waiting on Highway Dept., Fire Dept., COA as soon as Mr. McIntosh gets a spare moment it will be first on his list. He cautioned it may be a while.
- Information Technology Grant with Town of Lakeville – Lu-Ann Souza we did have a meeting set up with Kings information systems for 2/10 which was canceled and now rescheduled for 2/25/21. Selectmen Camara of Lakeville had met with Kings and got a quote of \$80,000 for their sample box for their building dept. and it would cost another \$200,000 to scan the remainder of their office which seems prohibitively expensive to both Selectmen Camara and myself. We have different departments to come to the meeting on 2/25/21 with a sample of what they wish to have digitized and the quantity of items they have so Kings can give us a quote by department and we can see what the best use of the grant monies would be. The Board of Health Agent has given some recommendations on a plotter/scanner that we are looking to purchase for the Town. So, we are out on the COMMBUYS bid list to see who carries this, getting quotes to assist with what the best device would be for the town to purchase. Lakeville has also expressed interest in purchasing a scanner/plotter. I let them know I would share the information on the device we decide to purchase and since we hold the grant monies, we would be happy to purchase one on their behalf as well if they wish. We did get an extension on the grant as it was going to end on 2/14/21 and will now be extended to 6/30/2022.
- Job Descriptions & Job Description Review – Peter Jankowski is looking for direction on this. Selectmen Pacheco said the feedback is that some people are working within their job description, some people are not working to the potential of their job descriptions and others are working above and beyond their job description. Selectmen Pacheco noted an employee survey. Peter Jankowski noted he is working with Timm McIntosh and Lu-Ann Souza on the employee satisfaction survey which was one of his goals from Selectmen Matthews and hopes to send it off to Selectmen Matthews next week and then get it out to staff once approved. It will give us a baseline some of the questions

are you satisfied with your job, how is your job duties, are they reasonable? Selectmen Pacheco noted that will coincide with what they were looking for some time ago.

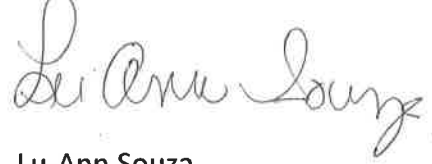
- Town Hall Computer Replacement – Selectmen Pacheco said we need a 5-year plan to ensure Town Hall is keeping up with new information and new technology as it becomes available. Peter Jankowski noted Timm McIntosh has been working on this and noted Town Hall is happy with the current improvement. Timm McIntosh noted all offices in Town Hall have new computers installed or being installed over the next week. He noted old computers were 6-8 years so they were out of date and he noted Vadar will note support Microsoft 7 any longer, so software is being upgraded as well. Selectmen Grunwald asked about the servers. Timm McIntosh said we have been updating them as needed. Selectmen Pacheco thinks we should have 5-year plan. Timm McIntosh noted monies were rolled over from last year's budget to cover these costs.
- Boat ramp/town beach – Peter Jankowski asked if both are coming under Town Administrator. Selectmen Pacheco noted that they would both be under the Town Administrator. Peter Jankowski asked if he should talk to harbor master. Timm McIntosh noted Harbor master only covers the Assonet River. The harbor master has no jurisdiction on Long Pond. Selectmen Pacheco noted Hathaway Park also has a boat ramp. Selectmen Pacheco asked Peter Jankowski to see what it entails and then we can have further discussions on this topic.
- Motion to adjourn meeting was proposed by Selectmen Pacheco at 6:22pm and seconded by Selectmen Matthews.
- Vote was approved in a unanimous roll call vote
- Vote, Selectmen Grunwald, yes, Selectmen Matthews, yes Selectmen Pacheco, yes.

List of Documents/Exhibits Used by The Board in this meeting.

- Memo from Peter Jankowski, Town Administrator regarding security cameras
- Memo from Peter Jankowski, Town Administrator regarding snow plowing agreement – hired equipment services updates
- Proposed snowplow agreement
- Note regarding uniform allowance for Tanya Daigneault, Board of Health Agent
- Road opening permit for 133 County Road
- Donation to Council on Aging from Annie Maxim House, Inc.
- Letter from Timm McIntosh regarding Annual Town Meeting setup.
- Meeting notes from January 4, 2021, January 11, 2021, January 19, 2021, February 10 & February 11, 2021 for approval
- Request for Proposal – Municipal Solid Waste and Single Stream Recycling Services
- Request for Transfer from the Reserve Fund denial
- Town of Freetown Hiring Policy

- Email from Timm McIntosh regarding Vince D'Oliveira resigning as a van driver for the Council on Aging.
- Letter from Huguette Lord resigning from the Finance Committee
- Letter from Kent Wilkins requesting to be appointed to Finance Committee
- Email from Gary Martin approving the appointment of Kent Wilkins to the Finance Committee
- Certificate of Appointment for Kent Wilkins to Finance Committee
- Email from Lisa Pacheco regarding FLRSD Regional Finance Committee meeting on Wednesday February 10, 2021 @ 6:30pm in the ARHS High School Library.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Lu-Ann Souza".

Lu-Ann Souza
Senior Clerk