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*Cheryl A. A. Sallie*

Freetown Board of Selectmen  
Meeting Minutes

Monday, March 15, 2021 – 4:30pm  
Meeting Will Be Held Virtually

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

4:30pm      Call to Order

Chairman Lisa A. Pacheco calls the meeting to order at 4:31pm. Selectman Trevor R. Matthews and Selectman George L. Grunwald are present. Also present: Executive Assistant Timm McIntosh and Town Administrator Peter Jankowski. Once in open session, the meeting was livestreamed at [freetownma.gov/FREECAM](http://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 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 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
2. M.G.L. c.30A, sec. 21(a)(2) – to conduct contract negotiations with non-union personnel – Lu-Ann Souza, Administrative Assistant (potential)

At 4:51pm, motion made by Selectman Matthews, seconded by Selectman Grunwald, to return to open session. Roll Call: Selectman Pacheco, aye; Selectman Grunwald, aye; Selectman Matthews, aye. Motion carries unanimously.

5:00pm      Public Hearing

Selectmen Pacheco opened the public hearing at 5:00pm. Selectmen Grunwald, Selectmen Matthews, Town Administrator Peter Jankowski, Transfer Station Supervisor Vicky King, Executive Assistant Timm McIntosh, Senior Clerk Lu-Ann Souza, Alexander Furey Attorney for M & H Grandpas & M & H Juniors Inc, Tej Patel, Tapan Patel, Nick Velozo were also in attendance.

Public Hearing to consider the transfer of the Wine & Malt Beverage Package Store license of Grandpa's Place, Inc. of 9 South Main Street, Assonet, MA 02702 (Manager: Thomas A. Borges) to M & H Grandpas, Inc. (Manager: Tapan Patel).

Selectmen Pacheco asked if Mr. Tapan Patel or Mr. Tej Patel were present or if Attorney Furey was there to represent them? Attorney Furey noted that both Mr. Tapan Patel and Mr. Tej Patel were both on the meeting and that he was here representing them. Attorney Furey began with the liquor license transfer at M & H Grandpas to Mr. Tapan Patel. He noted that Mr. Tapan Patel owned multiple other liquor stores and is TIP certified. Attorney Furey noted Mr. Tapan Patel is logged into the meeting, is happy to become a member of the community and looks forward to working with the community.

Selectmen Pacheco asked will you be continuing with the gas services or will this strictly be alcoholic beverage and convenience store? Attorney Furey stated the business will stay the same as it is now. Tapan Patel confirmed this is accurate. Selectmen Pacheco asked with any of your other stores have you ever had any problems or citations for any tobacco and/or carding. Mr. Patel noted he has been in this business for more than fifteen years and has no citations. He noted he and his managers are TIP certified. He plans to implement strict measures and have a robust id checking machine will be implemented to ensure no sales to minors.

The rest of the Board had no questions.

- Motion to transfer the license from Thomas A. Borges to Tapan Patel proposed by Selectmen Matthews and seconded by Selectmen Grunwald
- Vote – Approved in a unanimous roll call vote
- Vote: Selectmen Matthews – yes, Selectmen Grunwald – yes, Selectmen Pacheco - yes.

5:00pm          Public Hearing

Public Hearing to consider the All-Alcoholic Beverage Package Store license of Assonet Star Market, Inc. d/b/a Junior's Convenience Store of 58 South Main Street, Assonet, MA 02702 (Manager: Gerald Velozo) to M & H Juniors, Inc. Manager: Tej Patel.

Attorney Furey is going to have the new owner/operator/manager of this location is, Tej Patel, and staff become TIP certified and will run the business as it is currently run and plan to make no changes. Selectmen Matthews asked do they continue to run the deli at Juniors. Mr. Patel said yes, they plan to continue the deli and noted he has been shadowing them to ensure a

smooth transition. Selectmen Pacheco asked if he has any citations or problems in the past. Mr. Patel said he has not.

- Motion to approve the transfer the All-Alcoholic Beverage Package Store License  
Manager: Gerald Velozo to M & H Juniors, Inc. Manager: Tej Patel
- Vote – Approved in a unanimous roll call vote
- Vote- Selectmen Matthews – yes, Selectmen Grunwald – yes, Selectmen Pacheco - yes.

Mr. McIntosh noted that he has some certifications from the ABCC that he will electronically send over to the Board for signatures.

Selectmen Pacheco welcomed Mr. Tapen Patel & Mr. Tej Patel to the community. Attorney Furey, Mr. Tapen Patel & Mr. Tej Patel left the meeting. Selectmen Pacheco closes the public hearing by unanimous roll call vote.

#### Board of Selectmen

Discussion/possible action on the following topics:

3. Approve the meeting minutes from 3/1/21
  - Motion to approve the meeting minutes from the 3/1/21 meeting was made by Selectmen Matthews and seconded by Selectmen Grunwald.
  - Vote: Motion approved in a unanimous roll call vote
  - Vote: Selectmen Matthews – yes, Selectmen Grunwald – yes, Selectmen Pacheco - yes.
4. 2021 Annual Town Election Warrant
  - Motion to approve the 2021 annual town election warrant proposed by Selectmen Matthews and seconded by Selectmen Grunwald
  - Vote: Motion approved in a unanimous roll call vote
  - Vote: Selectmen Matthews – yes, Selectmen Grunwald – yes, Selectmen Pacheco - yes.
5. Change Order No. 24 to General Construction Contract with HV Collins for Freetown Police Station.
  - Motion to approve the Change Order No. 24 to General Construction Contract with HV Collins for Freetown Police Station in the amount of \$8916.37, number 60 & 68 relocate wiring in the IT Work Room, and added security cameras was proposed by Selectmen Matthews and seconded by Selectmen Grunwald
  - Vote: Motion approved in a unanimous roll call vote

- Vote: Selectmen Matthews – yes, Selectmen Grunwald – yes, Selectmen Pacheco - yes.
6. Ambulance abatements in amount of \$62,383.44 and write offs in the amount of \$6,031.77 totaling \$68,415.21 for February 2021
- Motion to approve Ambulance abatements in amount of \$62,383.44 and write offs in the amount of \$6,031.77 totaling \$68,415.21 for February 2021 proposed by Selectmen Matthews and seconded by Selectmen Grunwald
  - Vote: Motion approved in a unanimous roll call vote
  - Vote: Selectmen Matthews – yes, Selectmen Grunwald – yes, Selectmen Pacheco - yes.
7. Request to plant a tree at bandstand for Freetown Cultural Council
- Selectmen Pacheco noted we had a request from the Freetown Cultural Council to plant a tree to replace one of the yearly donated one which would cut down more trees and will protect trees in our community.
- Motion to approve the Freetown Cultural Councils request to plant a tree that will donated by Mr. John Ashley at the bandstand was proposed by Selectmen Matthews and seconded by Selectmen Grunwald.
  - Vote: Motion approved in a unanimous roll call vote
  - Vote: Selectmen Matthews – yes, Selectmen Grunwald – yes, Selectmen Pacheco - yes.
8. Request from Freetown Conservation Commission to read thank you letter regarding recent diesel spill.
- Mr. McIntosh read the letter that was submitted. Selectmen Pacheco noted that she and the other Selectmen got tons of calls as soon as this spill happened. Selectmen Pacheco noted that the Board of Selectmen would send letters of thanks for each department that was involved with the diesel spill. She continued when something catastrophic happens our community really works together to take care of that and that is what our community is all about.
9. Signing of Warrants and other routine documents on behalf of the Board of Selectmen after 4/5/2021.
- Mr. McIntosh would typically sign off on abatements, weekly warrants, appointment slips and said documents. Since he is leaving how would the Board like to do future signings? Does the Board wish to sign everything electronically or delegate to Peter Jankowski or Lu-Ann Souza? Selectmen Grunwald asked Mr. Jankowski if he was OK with Lu-Ann Souza signing. Mr. Jankowski said yes this is fine as the Board would be

approving and Lu-Ann Souza would just be signing on their behalf. Selectmen Matthews and Peter Jankowski feel it is fine that Lu-Ann Souza will sign off on the Board's behalf.

10. Request from Transfer Station to transfer \$40,000 from Reserve Fund.

Town Administrator, Peter Jankowski noted that they may need \$50,000 based on projections with about \$49,000 left in expenses. This shortfall is due to mattresses, stuff that carried over from the year before and with COVID more people are staying home and volume is up. He noted Kim Fales, The Town Accountant, did up a spreadsheet that showed a potential shortfall of \$49,000. Mr. Jankowski referred the Board to the spreadsheet in their packet. Selectmen Grunwald asked if we should look at our current fees? Mr. Jankowski said yes as last year the Transfer Station operated at a \$123,000 loss. He suggests taking a look at fees and noted that costs will go up especially when we bring another transfer station attendant on.

-Motion was proposed to move along the transfer from the Board to the Finance Committee in the amount of \$50,000 was proposed by Selectmen Matthews and seconded by Selectmen Grunwald

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

Selectmen Pacheco asked for an update on the next meeting on the 29<sup>th</sup> regarding staff and where we are on that.

- Motion to close the public portion of the meeting was proposed by Selectmen Matthews at 5:10pm and seconded by Selectmen Grunwald.
- Vote: approved in a unanimous roll call vote
- Vote: Selectmen Matthews – yes, Selectmen Grunwald – yes, Selectmen Pacheco - yes.

11. MIIA Health Benefits Trust Renewal Proposal

Selectmen Pacheco asked if the Board had a chance to review the letter from Mr. Sawicki regarding the insurance. Selectmen Grunwald and Selectmen Matthews noted they had. Selectmen Pacheco noted there will be a 3.16% rate increase, dental insurance 3.6%, one month hiatus where employees will not have to pay for one month. We also have the opportunity to buy into a Vision Plan. Selectmen Pacheco noted we needed a minimum of seven employees and we already have that.

- Motion to approve the letter from Walter Sawicki to continue with MIIA and the Health Benefits Trust and also allow for the voluntary vision plan application to move forward was proposed by Selectmen Matthews and seconded by Selectmen Grunwald.
- Vote: Motion approved in a unanimous roll call vote
- Vote: Selectmen Matthews – yes, Selectmen Grunwald – yes, Selectmen Pacheco - yes.

## 12. Voluntary Vision Plan Application

This was combined with number eleven in the motion

### Board of Health

Discussion/possible action on the following topics:

No new business

Selectmen Matthews would like an update on where we are for COVID19 at our next meeting. Selectmen Pacheco noted that all guidelines we have implemented we are following all CDC guidelines. She noted we had planned to do a local vaccination clinic however the state has routed all vaccines to large sites and not sending any to local communities. Selectmen Pacheco noted we had everything ready to go but unfortunately it is out of our hands as the state made the decision to send vaccines to the larger sites. Selectmen Matthews wants the public to know we are trying very hard to get a vaccination clinic in town but the state is not providing vaccines at this time. Selectmen Pacheco agreed and noted that it would be good for people to know what we are working on.

Timm McIntosh noted Lu-Ann Souza has done a phenomenal job updating the website [freetownma.gov/covid](http://freetownma.gov/covid) with the statistics. Currently we have 39 cases in town and have had a total of 847 cases in Freetown.

Public Health Nurse Lori Desmarais and/or Board of Health Agent Tanya Daigneault will be invited to the next meeting for an update.

### Personnel Board

Discussion/possible action on the following topics:

## 13. Pay rate for seasonal conservation employee

Selectmen Matthews noted that at the October Town Meeting the Conservation Commission received funding for properties including part time employees to open and close the gate at Port of Pasture and Keven Desmarais suggested starting this person at minimum wage. Selectmen Grunwald asked what this person will be doing, how many



hours will this person work. Selectmen Grunwald would like to see more information. Selectmen Matthews asked if we can approve the payrate? Selectmen Grunwald asked that we get more of what they will be doing. Selectmen Pacheco noted we can wait until the 29<sup>th</sup> to move forward on this. Selectmen Pacheco noted Keven Desmarais does have a job description but it is not included in this packet.

14. Letter of resignation from Timm McIntosh, Executive Assistant

Selectmen Matthews noted it is with deep regret that we have to accept Timm McIntosh's resignation as Executive Assistant. He thanked him for all the help he has given him and is sad to see him go. Selectmen Pacheco noted she will have a lot more to say on this topic on the 29<sup>th</sup>.

- Motion to regretfully accept the resignation from Timm McIntosh, Executive Assistant was proposed by Selectmen Pacheco and seconded by Selectmen Grunwald.
- Vote: Motion approved in a unanimous roll call vote
- Vote: Selectmen Matthews – yes, Selectmen Grunwald – yes, Selectmen Pacheco - yes.

15. Appointment of Lisa Marie Podielsky as Inspector of Animals effective May 1, 2021 – April 30, 2022.

- Motion to appoint Lisa Marie Podielsky as Animal Control Officer effective May 1, 2021 – April 30, 2022 was proposed by Selectmen Pacheco and seconded by Selectmen Grunwald
- Vote: Motion approved in a unanimous roll call vote
- Vote: Selectmen Matthews – yes, Selectmen Grunwald – yes, Selectmen Pacheco - yes. Mr. Jankowski noted that Ms. Podielsky does both the Animal Control Officer and Inspector of Animals.

16. Appointment of Evelyn Alves to the Council on Aging Board of Directors effective March 16, 2021 – June 30, 2021.

- Motion to appoint Evelyn Alves to the Council on Aging Board of Directors
- Vote: Motion approved in a unanimous roll call vote
- Vote: Selectmen Matthews – yes, Selectmen Grunwald – yes, Selectmen Pacheco - yes.

17. Appoint a parking control officer for the Town Beach and Long Pond Boat Ramp.

- Peter Jankowski said he is working with the Police Chief on these details and language we need to do this and will put off until next week.

18. Appoint seasonal staff for Long Pond Boat Ramp and Town Beach.

Lu-Ann Souza noted she sent letters to both workers from last year to see if they were still interested in this position at the same rate of pay and hours they had last season. Mr. Maciel responded that he was and Lu-Ann Souza had not heard back from the other person yet. Selectmen Pacheco asked if we wanted to wait until the next meeting for this. Mr. Jankowski said yes, we would wait for the next meeting.

Town Administrators Report

19. Reimbursement for Town Administrator's personal cell phone use

Town Administrator, Peter Jankowski noted he did not take a town cell phone and is requesting \$35/month for use of his personal phone. He noted that the average for town cell phones is \$39-\$51/month. Selectmen Pacheco asked if people would have Peter Jankowski's cell phone? Mr. Jankowski stated that he gives out his number regularly.

- Motion to approve was proposed by Selectmen Matthews and seconded by Selectmen Grunwald.
- Vote: Motion approved in a unanimous roll call vote
- Vote: Selectmen Matthews – yes, Selectmen Grunwald – yes, Selectmen Pacheco - yes. Selectmen Pacheco asked if his personal cell is available to the public. Mr. Jankowski said he gives it out all the time.

Mr. McIntosh will draw an MOA for the Board of Selectmen to sign off on this.

20. IT Support for Town

Peter Jankowski will put a hold on this topic for now.

21. Annual Town Report Printing Quotes

Peter Jankowski would like to go with local company and print 150 copies as apposed to the 200 done in the past. He noted the local company is \$474 dollars cheaper than our current vendor.

- Motion to approve the recommendation of the Town Administrator for the printing of the Town Report was proposed by Selectmen Matthews and seconded by Selectmen Grunwald



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

22. Make 50 yards outside of Town Beach Gate on Long Pond Road a no parking zone and post signs so enforcement can be done.

Peter Jankowski noted that we have had a discussion with the Highway Surveyor to put down some millings in the parking area, to make it more organized and to do some hand stripping but at the same time we do not want folks parking outside the gate and the sand dune area but has future plans to make that area into more parking. He feels we have some good plans for improvement and notes the area has been neglected for some time. He noted that we would like to cap it this year with how many people can be done there due to COVID and it not being a large beach. Selectmen Matthews and Selectmen Pacheco would both like to not see jet ski's being dragged over the sand and launched at the beach. Mr. Jankowski said there are horseshoes and shuffleboard pits in the woods we are going to try to uncover as well.

Motion to adjourn the meeting was proposed by Selectmen Pacheco at 5:28pm and seconded by Selectmen Matthews

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:

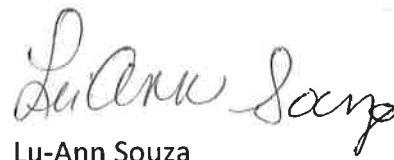
- Council on Aging Project Study
- Phone System Upgrades
- Information Technology Grant with Town of Lakeville
- Job Descriptions & Job Description Review
- IT Replacement Plan
- Town Beach
- Town Boat Ramp

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

- Meeting Agenda
- Application for Transfer of License Grandpa's Place for both Town of Freetown and Alcoholic Beverage Control Commission.

- Application for Transfer of License Juniors for both Town of Freetown and Alcoholic Beverage Control Commission.
- Meeting Minutes from 3/1/2021
- Memo from Asst. Town Clerk re: Election on 4/5/2021
- Change Order #24 Police Station
- Letter from Fire Dept to Town Accountant re: Ambulance Abatements & Write Offs for February 2021
- Letter from Cultural Council re: planting of a tree at village green.
- Letter from Conservation Commission re: diesel spill
- Request for Transfer from Reserve Fund from Transfer Station
- Summary of the Transfer Station Waste & Removal Costs
- Ledger History Transfer Station Waste & Removal Costs
- Town of Freetown Insurance Advisory Committee Letter
- MIIA Health Benefits Trust
- Vision Plan Enrollment Form
- Letter from Conservation Commission re: seasonal employee to open/close Port of Pasture Gate pay rate
- Letter of resignation Timm McIntosh
- Certificate of Appointment Lisa Marie Podielsky as Inspector of Animals
- Letter from Department of Agricultural Resources re: Nomination of Inspector of Animals
- Certificate of Appointment for Evelyn Alves to Council on Aging Board of Directors
- Letter from Council on Aging re: Evelyn Alves recommendation to the COA Board
- Letter from Evelyn Alves re: interest in joining COA Board
- Memo from Town Administrator re: personal cell phone use
- IT companies' proposals
- Proposals for Annual Town Report

Respectfully Submitted,



Lu-Ann Souza