

Freetown Board of Selectmen
Meeting Minutes
Monday, June 14, 2021 – 3:00pm
Meeting to be held Virtually



3:00pm Call to Order

Lu-Ann Souza read the following 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

Board of Selectmen

Selectmen Trevor Matthews called the meeting to order, in attendance was Selectmen Jared Zager, Town Administrator Peter Jankowski, Executive Assistant Lu-Ann Souza and Administrative Assistant Lola Furtado.

Discussion/possible action on the following topics:

1. Approval of the meeting minutes from 5/17/21.
 - Motion to approve the minutes from 5/17/21 was made by Selectmen Jared Zager, seconded by Trevor Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews – yes.

2. Approval of the weekly warrants numbered 050-053.
 - Motion to approve the weekly warrants numbered 050-053 was made by Selectmen Jared Zager, seconded by Trevor Matthews.
 - Vote: approved in a unanimous roll call vote

- Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
3. Discussion, and vote on the Transfer Request for wages for Town Administrator and Executive Assistant in the amount of \$10,511.00 from the reserve fund.
 - Motion was made to approve the Transfer Request for wages for Town Administrator and Executive Assistant in the amount of \$10,511.00 from the reserve fund was made by Selectmen Jared Zager, seconded by Trevor Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
 4. Discussion, and vote on the Budget Transfer in the amount of \$402.91 from Professional & Tech-Consulting to TA Admin Asst. Additional Gross Overtime.
 - Motion was made on the Budget Transfer in the amount of \$402.91 from Professional & Tech-Consulting to TA Admin Asst. Additional Gross Overtime was made by Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
 5. Discussion, and vote on the Budget Transfer in the amount \$1,100.86 from Operator Wages to Transfer Station Additional Gross Overtime.
 - Motion made on the Budget Transfer in the amount \$1,100.86 from Operator Wages to Transfer Station Additional Gross Overtime by Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
 6. Discussion, and vote on the transfer request from Highway Department in the amount of \$3,175.00 for purchase of Tommy Gate for Highway Department Truck.
 - Motion made on the transfer request from Highway Department in the amount of \$3,175.00 for purchase of Tommy Gate for Highway Department Truck by Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
 7. Discussion, and vote on the road opening permits for 95 & 99 South Main Street, Assonet.
 - Motion made on the road opening permits for 95 & 99 South Main Street, Assonet by Selectmen Zager and Selectmen Matthews.

- Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
8. Discussion, and vote on accepting the bid of \$290,000 plus 10% BP plus \$2,500 plus \$155 from the second backup bidder for the property at 106 North Main St, Assonet, MA and/or authorize the Town Treasurer to re-auction the property. The original bidder who still is holding the escrow amounts wants a meeting with the Town Administrator Jankowski and Selectmen Matthews or have Jessica Thomas sit in for getting the refunded (\$30,000.00) Thirty Thousand Dollars. Its non-refundable but the Board can change that. Town Administrator suggested not 100%, taking out for expenses such as Jessica and the auctioneer. Otherwise, it's a tax-lien auction.
- Motion made to deny the seconded bidder of \$290,000 plus 10% BP plus \$2,500 plus \$155 from the second backup bidder for the property at 106 North Main St, Assonet, MA, by Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
 - Motion made to re-authorize the Town Treasurer to re-auction the property by Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
9. Discussion, and vote on the License to enter and use real property between the Town of Freetown and Freetown Regional Food Pantry. We received from Maya Insurance Agency for the 501 C 3 of what they require, they will comply with that so it shouldn't have a issues. Once you sign it we will give them the lease once the demonstrate certificate of insurance for that property. No vehicles and no workman's comp required. All volunteered based.
- Motion made on the License to enter and use real property between the Town of Freetown and Freetown Regional Food Pantry by Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
10. Discussion, and vote on the Roadway Materials and Services contract for Fiscal Year 7/1/21-6/30/22. Lowest bidders were accepted, prices did not go up.
- Motion made on the Roadway Materials and Services contract for Fiscal Year 7/1/21-6/30/22 by Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.

11. Discussion, approval/denial on surplus vehicles and equipment recommendations from Highway Surveyor Charles Macomber. Surplus Items for discussion listed in attached Appendix A. Town Administrator Jankowski recommended an inventory on what we are throwing away and what is going to auction from Highway Surveyor Charles Macomber.
- Motion to approve on surplus vehicles and equipment recommendations from Highway Surveyor Charles Macomber. By Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
12. Discussion on encroachment issues on KRR Rezendes Park and next steps. There are two properties that have some permanent structures and improvements to the land on them that is technically KRR property. A firepit and a gated fence. Asking the Board to have legal counsel send letters to them regarding these encroachments.
- Motion made to have Town Council reach out to the owners of the property letting them know they are encroaching on KRR Rezendes fields by Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
13. Rescind the vote taken on 5/10/21 for Open Space and Recreation Advisory Committee for up to (15) fifteen members. Difficulty to get a quorum if we have that many members.
- Motion made to rescind the vote taken on 5/10/21 for Open Space and Recreation Advisory Committee for up to (15) fifteen members by Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
14. Discussion, and vote on the number of members for the Open Space and Recreation Advisory Committee to be up to (9) nine members. Right now, we have 7 members and looking to have a member join from the neighborhood group on Hathaway Park to join and have (1) one member at large. Also, Town Administrator Jankowski working on a Parks and Rec By-Laws. Kudos to Highway Dept for working on the beach area. Selectmen Matthews requested this be a standing agenda item. Boat ramp is operated by us but the State owns it, versus the town beach is ours.
- Motion made on the number of members for the Open Space and Recreation Advisory Committee to be up to (9) nine members by Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote

- Mass general law Vote: Selectmen Zager – yes, Selectmen Matthews - yes.

15. Discussion on Selectmen's goals. (p. 50)

Selectmen Matthews –

- #1 Improve morale among town employees.
- #2 More grants for the town. Work with departments heads assistance that that need.
- #3 Create a Town Planner position.
- #4 Reduce turnover.

Selectmen Zager –

- #1 Communications on this side of town, to work properly for first responders. Police, Fire and Highway Depts.
- #2 Vocational Schooling at Old Colony and Bristol Plymouth, which school makes the best fit/direction for our students. (Lu-Ann Souza to set up a workshop for this.)

Selectmen Grunwald –

- #1 An overview of control systems. One is cash control off site locations. Best practices.

16. Discussion and vote on the open meeting law violation dated 6/8/2021 and to direct Town Administrator to respond to the complaint as required by Massachusetts General Law. Town Administrator Jankowski referring to the agenda on June 8, Freetown was using a double start time agenda of 3:00pm and 5:00pm. We had the 3pm was short and Town Administrator Jankowski admitted it was his mistake he forgot about the 5 pm and we started right in with the 5:00pm items, someone complained that the public would not have been known to look at 5. In the future we will not do a double start time have one start time and go through the items and keep going just like a normal regular meeting. Under Mass General Law we will be required to respond to the individual back in 14 days either the board chairmen or they can instruct me to respond back that I will comply with the Mass General Law, write back to the individual and back to the Attorney General.

- Motion to have Mr. Jankowski respond back to the attorney, back to the individual who file the complaint as soon as possible with our remedy to the situation. Motion made by Selectmen Zager, seconded by Selectmen Matthews.
- Vote: approved in a unanimous roll call vote
- Vote: Selectmen Zager – yes, Selectmen Matthews - yes.

Board of Health

Discussion/possible action on the following topics:

No topics for discussion.

Personnel Board

17. Acknowledge the resignation of Debra J. Souza as dispatch supervisor effective 6/30/2021.
18. Discussion, and vote on the approval of the job description for Confidential Secretary – Police Department.
 - Motion made to approve the job description for Confidential Secretary – Police Department. by Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
19. Discussion, and vote on the approval of Offer and Acceptance of Employment Confidential Secretary – Police Department agreement between the Town of Freetown and Debra J. Souza.
 - Motion made to approve the Offer and Acceptance of Employment Confidential Secretary – Police Department agreement between the Town of Freetown and Debra J. Souza. by Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
20. Appointment of Debra J. Souza as Full-Time Confidential Secretary at a payrate of \$23.93 per hour for 32 hours per week effective 7/1/2021-6/30/2022.
 - Motion made to approve the Appointment of Debra J. Souza as Full-Time Confidential Secretary at a payrate of \$23.93 per hour for 32 hours per week effective 7/1/2021-6/30/2022. by Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
21. Appointment of Margaret Dwyer as Full-Time Dispatch Supervisor a/k/a Head Signal Operator at a payrate of \$20.63 per hour for 40 hours per week effective 7/1/2021-6/30/2022.
 - Motion made to approve the Appointment of Margaret Dwyer as Full-Time Dispatch Supervisor a/k/a Head Signal Operator at a payrate of \$20.63 per hour for 40 hours per week effective 7/1/2021-6/30/2022 by Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote

- Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
22. Discussion and vote on the contract extension for Chief of Police effective 7/1/2021-10/1/2021.
- Motion made to approve the contract extension for Chief of Police effective 7/1/2021-10/1/2021. by Selectmen Zager, seconded by Selectmen Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
23. Appointment of Humberta St. Louis as the Part-Time Senior Clerk for the Board of Health at a pay rate of \$17.30/hour up to 19 hours effective 6/9/2021.
- Motion made to approve the Appointment of Humberta St. Louis as the Part-Time Senior Clerk for the Board of Health at a pay rate of \$17.30/hour up to 19 hours effective 6/9/2021 by Selectmen Zager, seconded by Selected Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
24. Discussion, and vote on the contract extension through 7/31/21 for Timm McIntosh.
- Motion made to approve the contract extension through 7/31/21 for Timm McIntosh by Selectmen Zager, seconded by Selected Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
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25. Discussion and approval of the Memorandum of Agreement between the Board of Selectmen and Town Administrator. Clarification of vacation time.
- Motion made to approve the Memorandum of Agreement between the Board of Selectmen and Town Administrator by Selectmen Zager, seconded by Selected Matthews.
 - Vote: approved in a unanimous roll call vote
 - Vote: Selectmen Zager – yes, Selectmen Matthews - yes.
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26. Discussion, and vote on the wage increase for Public Health Nurse Lori Desmarais to \$36/hour effective 7/1/21. Selectmen Matthews wants to discuss this when Selectmen Grunwald returns. Previous vote at \$36/hour is null and void. Pay stays at \$35/hour.
27. Discussion, and vote on rolling over of (4) four hours to the next fiscal year for Mike McCue due to the addition of Juneteenth as a paid holiday.

- Motion made to approve the rolling over of (4) four hours to the next fiscal year for Mike McCue due to the addition of Juneteenth as a paid holiday by Selectmen Zager, seconded by Selectmen Matthews.
- Vote: approved in a unanimous roll call vote
- Vote: Selectmen Zager – yes, Selectmen Matthews - yes.

28. Discussion, and vote on rolling over of unused vacation time for Lu-Ann Souza, Peter Jankowski and Nadine Dimond into next fiscal year. Going forward Selectmen Matthews suggested making a rule for automatic rollover of a certain amount of unused hours policy.

- Motion made on rolling over of unused vacation time for Lu-Ann Souza, Peter Jankowski and Nadine Dimond into next fiscal year by Selectmen Zager, seconded by Selected Matthews.
- Vote: approved in a unanimous roll call vote
- Vote: Selectmen Zager – yes, Selectmen Matthews - yes.

29. Appoint Peter Jankowski SRPEDD Commission Member effective 5/21/21-5/20/22.

- Motion made on the appointment Peter Jankowski SRPEDD Commission Member effective 5/21/21-5/20/22 by Selectmen Zager, seconded by Selected Matthews.
- Vote: approved in a unanimous roll call vote
- Vote: Selectmen Zager – yes, Selectmen Matthews - yes.

30. Appoint Amanda Barlow Vice-Chair of the Open Space and Recreation Advisory Committee effective 6/8/21.

- Motion made to appoint Amanda Barlow Vice-Chair of the Open Space and Recreation Advisory Committee effective 6/8/21 by Selectmen Zager, seconded by Selected Matthews.
- Vote: approved in a unanimous roll call vote
- Vote: Selectmen Zager – yes, Selectmen Matthews - yes.

Discussion/possible action on the following topics:

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:

- No topics for discussion

Respectfully submitted by



Lola Furtado

List of Documents / exhibits used by the board during this meeting.

- Agenda
- Appendix A
- Meeting Minutes – May 17, 2021
- Request of Transfer from the Reserve Fund
- Request for Appropriation Transfer Between or Within Departments – Town Administrator
- Request for Appropriation Transfer Between or Within Departments – Transfer Station
- Leger History – Allocated Summary – with PO - -Expenditure Ledger
- Request for Appropriation Transfer Between or Within Departments – Highway Department
- Town of Freetown Purchase Order over \$3,000.00 – Highway Department
- Red's Truck Equipment & Repair
- Street and Sidewalk Opening Permit – 95 S. Main St.
- Street and Sidewalk Opening Permit – 99 S. Main St.
- Memo From Lu-Ann Souza RE: 106 North Main St. Assonet
- Email from Lu-Ann Souza RE: Food Pantry Lease / Insurance
- MIIA Property And Casualty Group, Inc. – Schedule of Locations
- License to Enter and Use Real Property – 225 Chase Rd East Freetown MA 02717
- Freetown Highway Department Bid Results for Roadway Materials and Services
- Freetown Highway Department Letter of Surplus Vehicles and Equipment
- Memo from Peter Jankowski about Encroachment Letter
- Email from Mike McCue to Lu-Ann RE: Addresses of property owners
- Selectmen's Goals
- Open Meeting Law Complaint Form
- Meeting Notice sent in by Patrick Higgins
- Commonwealth of Massachusetts Open Meeting Law Complaint Form
- Personnel Board- Full Time Appointment - Debra J. Souza
- Job Description – Confidential Secretary, Automatic Disqualification List
- Offer and Acceptance of Employment Confidential Secretary Police Department
- Abbreviated Summary of Freetown General & Zoning By-Laws Article, Personnel Classification Plan
- Certificate of Appointment – Debra J. Souza - Full-Time Confidential Secretary

- Town of Freetown Communication Center – Appointment Dispatch Supervisor
- Certificate of Appointment – Margaret Dwyer – Full-Time Dispatch Supervisor a/k/a Head Signal Operator
- Memo – Carlton E. Abbott, Jr Chief of Police – Contract Extension
- Memorandum of Agreement between Town of Freetown & Carlton Abbot Jr., Freetown Chief of Police
- Certificate of Appointment – Humberta St. Louis – Part time Board of Health Senior Clerk
- Contract Extension for Timm McIntosh
- Memorandum of Agreement between Board of Selectmen and Peter M. Jankowski
- Memo – Public Health Nurse Wage Comparison
- Email from Mike McCue Vacation Time Request
- Memo from Lu-Ann Souza – Executive Assistant - Rolling Over Vacation Time
- Memo from Peter Jankowski – Town Administrator - Rolling Over Vacation Time
- Memo from Jeffery Chandler – Building Commissioner - Rolling Over Vacation Time
- SRPEDD Commission Member Appointment Form – Peter Jankowski
- Certificate of Appointment – Peter Jankowski – SRPEDD Commission Member
- Certificate of Appointment – Amanda Barlow – Vice -Chair Open Space and Recreation Advisory

Appendix A

Surplus Items list from Highway Surveyor

- a. 2 ice boats (Fire Dept.)
- b. 1 trailer (Fire Dept.)
- c. 1 pontoon boat with trailer (Fire Dept.)
- d. 1 outboard motor (60hp) (Fire Dept.)
- e. 1 air compressor (Fire Dept.)
- f. 1968 Louisville fire engine (Fire Dept.)
- g. Late 1960's/early 1970's Ford 4400 tractor with rotary flail mower (Highway Dept)
- h. 1978 Ward LaFrance ladder truck (Fire Dept.)
- i. 2 Ford Crown Victoria police cruisers (both numbered 552)(Police Dept.)
- j. For van (Water Dept.)
- k. Chrysler PT Cruiser (Council on Aging)
- l. 1996 GMC 1-ton dump truck (Highway Dept.)

- m. 9-foot Snow King plows (Highway Dept.)
- n. 9-foot Snow King plows (Highway Dept.)
- o. 3, 10-foot plows (Highway Dept.)
- p. 1 Reid's tag along trailer (Highway Dept.)
- q. 1 Torwell Sander (Highway Dept.)
- r. 2 homemade trailers/sanders (Highway Dept.)
- s. 7 storage trailers ("Fusaro", etc.) (Highway Dept.)
- t. 4 truck bodies (box style) (Highway Dept.)
- u. File cabinets (not including those stored by the Building Dept. in the Village School)
- v. Desk
- w. Lockers