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Freetown Board of Selectmen

Meeting Minutes

Tuesday, August 17, 2021 – 4:00pm
Police Station Community Room
15 Memorial Drive, East Freetown

Call to Order

Selectmen Matthews opened the meeting at 4:02pm and noted we will be going into Executive Session and will be returning to open session.

- Motion made by Selectmen Zager and seconded by Selectmen Grunwald.
- Vote: Approved in a unanimous roll call vote

In attendance are Selectmen Trevor Matthews, Selectmen Jared Zager, Selectmen George Grunwald, Executive Assistant Lu-Ann Souza, and Administrative Assistant Lola Furtado.

Executive Session

1. M.G.L. c. 30A, sec. 21(a)(3) – to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. Interim Town Administrator.

Board of Selectmen

Discussion/possible action on the following topics:

Back to open session at 4:15 by Selectmen Matthews. Selectmen Mathews explained that they will be interviewing the candidates for the Interim Town Administrator position and asking all 5 candidates the same 9 questions. We have a ranking sheet that we will be giving to Lu-Ann Souza to tabulate the results. We will be making a decision at the next meeting, Thursday August 19th.

In attendance is Paul Sadek, Bob Parker, Jim Rezendes, Bob Jose, Gary Martins, Lee Baumgartner and Kim Fales.

2. Interviews with Interim Town Administrator Candidates.

- a. Deborah L. Pettey
- b. John "Jack" Healey
- c. Timmothy J. McIntosh
- d. David DeManche
- e. Carlos Lopes

Deborah L. Pettey

Question 1. Review your last 3 positions where, what, how and why did you leave these and what are you doing now?

- Currently not working. Prior position at Town of Hanson for 4 years, prior to that self-employed developer building houses. Practiced Law from 8 years.

Question 2. Please rank the following areas, in order from strongest to weakest based on your experience and skills: Budget, IT, HR, Procurement.

- 1) Budget 2) Human Resources 3) Procurement 4) IT.

Question 3. What municipal or government experience do you have?

- Town planner, oversaw all the land use departments, zoning, conservation, and planning, applied for, and oversaw grants, managed, and oversaw all aspects. Highway director oversaw and procurement, anything that anybody else couldn't get too.

Question 4. What leadership experience do you have?

- Self-employed managed 42 sub-contractors, Responsible and all the boards in Hanson and 4 administrators.

Question 5. What in your past experiences makes you a good fit for the Town of Freetown?

- Born and raise here, knows town history, background of both the private sector and public sector. Has applied for permits from every single board at town hall. Board of Health, Planning. Conservation. Understands their roles and as boards from both sides of the table. Being a lawyer and knowing municipal law. Well-rounded those fits into this position. Advising the boards.

Question 6. Describe your communication skills? How have you handled difficult situations in the past?

- Sit face to face, have a discussion, find the discrepancy. People want to be heard. Validate that you're hearing them. The start of any resolution is communication. Also, would end with an action plan. Or have them propose a resolution.

Question 7. This position will be for no longer than six months during this time what would be your goals?

- Assess where we are at, what the board needs are, what the selectmen needs and the townspeople. Focus on grants lay the groundwork for them. Master plan with train station and big developments.

Question 8. Tell us the worst decision you've made on the job and how you corrected it, also what was your best decision?

- Was building a house and trying to save money, made short cuts which ended up having to be redone at a high cost. Best decision, hiring good and competent people around me.

Question 9. Do you have any questions for us?

- What is the biggest challenge facing Freetown in the short term? Selectmen Matthews mentioned turnover at town hall. We want to have stability and management who understands the town. And make a master plan with the railroad coming and municipal building issues.
- Selectmen Zager's goals are schools such as Old Colony and BP, dynamic of the town changing for the good and growth being control and smart.
- Selectmen Grunwald will like to see strong leadership.

John "Jack" Healey

Question 1. Review your last 3 positions where, what, how and why did you leave these and what are you doing now?

- 25 years Town Manager of Middleboro, Retired, 3 years in Freetown as Town Administrator, 3 years in Westport and another 3 years back in Freetown.

Question 2. Please rank the following areas, in order from strongest to weakest based on your experience and skills: Budget, IT, HR, Procurement.

- 1) Budget 2) Human Resources 3) Procurement 4) IT

Question 3. What municipal or government experience do you have?

- Planning Department in Springfield, Commission on Human Rights and Opportunities in Hartford Conn., Planning Director for Community Organization and Development in Taunton. Town Administrator for Norton, Community Development Director in Wareham and built their two industrial parks with federal grants.

Question 4. What leadership experience do you have?

- Forced into being a leader when you become a Town Administrator. Relationships with Department Heads and employees who worked for me or with me. Spending 6 years here in Freetown.

Question 5. What in your past experiences makes you a good fit for the Town of Freetown?

- Loves Freetown spent 6 years here. Lots of community spirit.

Question 6. Describe your communication skills? How have you handled difficult situations in the past?

- Had to terminate a Director of DPW and offered to give him a ride home and we shook hands, and we had a successful closure.

Question 7. This position will be for no longer than six months during this time what would be your goals?

- Goals are where your needs are and what's changed here. Talk to the Board of Selectmen and see what items need to have attention. It's a team effort. I'm a team player. The Board and all the department heads working together.

Question 8. Tell us the worst decision you've made on the job and how you corrected it, also what was your best decision?

- The Director of DPW had great paper credentials and I thought he would be a real star as a DPW Director. He was the worst decision I made. I was a Town Administrator in Southbridge with a 9-member council. There was a 3-million-dollar shortfall. I worked with the attorney and had a company take over the land fill, manage it and paid the town. It generated enough money to avoid layoffs.

Question 9. Do you have any questions for us? Not yet.

Timothy McIntosh

Question 1. Review your last 3 positions where, what, how and why did you leave these and what are you doing now?

- Last 3 positions were with the town. Started as a clerk and floater, Senior Clerk in the Selectmen's office, Administrative Assistant to the Board and worked directly with the Town Administrator. Became an Executive Assistant when the position opened. Filled in as Town Administrator when we didn't have one.

Question 2. Please rank the following areas, in order from strongest to weakest based on your experience and skills: Budget, IT, HR, Procurement.

- 1) IT 2) Human Resources 3) Budget 4) Procurement

Question 3. What municipal or government experience do you have?

- Been with the town since 2016, full time in the Selectmen's Office since 2018

Question 4. What leadership experience do you have?

- The Administrative Assistant position helps the town residents needing guidance. During the pandemic, we kept the town running with virtual meetings which was my niche.

Question 5. What in your past experiences makes you a good fit for the Town of Freetown?

- There's not really issues or projects since 2018 that I didn't have a part in, I wouldn't need much time to catch up because I was only gone for four months. Since this is a short-term position, it would be invaluable.

Question 6. Describe your communication skills? How have you handled difficult situations in the past?

- Dealing with members of the public coming in with assorted issues, you need to think on your feet and how to help them. People need to be heard and talk them down, get to the root of the problem and get them where they need to be.

Question 7. This position will be for no longer than six months during this time what would be your goals?

- Main goal to keep the town running well while waiting for the big boss.

Question 8. Tell us the worst decision you've made on the job and how you corrected it, also what was your best decision?

- Best decision was setting up zoom, live streaming the meetings so taxpayers were informed in town can see what was happening. Worst decision. Nothing.

Question 9. Do you have any questions for us?

- Yes. What is the boards expectation of this position? Do you see it more like a caretaker's kind of thing to get to the next towns administrator or viewing this person as the town administrator?
- Selectmen Matthews personal view is to get some short-term goals started on long terms projects. Like a master plan and getting ready for the town meetings, sewer and grants coming up. The day-to-day operations are well handled. Getting us started on the longer-term goals. If this person works well, turning it into a longer position as well.
- Selectmen Grunwald officially sees it as an interim position.
- Selectmen Zager sees it as an interim position, having strength to act upon it and bring the town forward.

David DeManche

Question 1. Review your last 3 positions where, what, how and why did you leave these and what are you doing now?

- Before working for Freetown for three years and four months, Plymouth for a Community Development Director, Cornerstone Academy as the business manager for 13 years. Retired after working for Freetown, He feels he is qualified for the job, Has knowledge of the community and of the people. Projects that are still ongoing that he is familiar with is an asset and he could hit the ground running.

Question 2. Please rank the following areas, in order from strongest to weakest based on your experience and skills: Budget, IT, HR, Procurement.

- 1) Procurement 2) IT 3) Budget 4) Human Resources

Question 3. What municipal or government experience do you have?

- 24 years of Municipal Manager, Oxford Carlisle, Bolton, Millbury

Question 4. What leadership experience do you have?

- Open door policy, discussions with people, work closely with the board, give you update every other week, leadership style as a manager/delegate is to the help others keeping them on task to accomplish what needed to be done.

Question 5. What in your past experiences makes you a good fit for the Town of Freetown?

- I like Freetown, I retired prematurely, I would have stayed on. I have a lot to offer, still have the skill set, love working with people and projects. My commitment to Freetown hasn't ended. Still actively involved with the food pantry, He wants to have the opportunity to get back here to serve people.

Question 6. Describe your communication skills? How have you handled difficult situations in the past?

- I have an open-door policy to talk to me. I am a resource for them to help them accomplish what they need to do. The key for a coach is not how to play every position, it's how to utilize the people we have to make a team that actually can win. Help them do better in the job they are doing.

Question 7. This position will be for no longer than six months during this time what would be your goals?

- Projects the board is working on, budgets, outstanding litigations. Any other projects developed since he left in December. Anything pressing needing a specific task or skill or ability I don't have. Over 25 years of experience but I still have a network of people that are resources to me.

Question 8. Tell us the worst decision you've made on the job and how you corrected it, also what was your best decision?

- I've made a lot of good decisions in different communities. Certain projects have benefited people. I was able to acquire funding for a baily bridge to help a mill complex receive their products and keep local people working. Worst decision, retiring to early.

Question 9. Do you have any questions for us?

- No, I am aware it's a temporary thing for six months and willing to make the commitment to the hours but will always be available after hours by text, phone or video call or a meeting to solve a problem that might come up when I'm not here. Something that is important is that for the next round of interviewers for the town administrator, hiring a company to help you with that. Advantage to hiring a

consulting firm is they will give you candidates who have worked in the field and have connections. A pool of people who want another opportunity in other towns.

Carlos Lopes

Question 1. Review your last 3 positions where, what, how and why did you leave these and what are you doing now?

- Current position is working for the Federal Government as a Security Contracting Officer for the United States Navy since 2011, with top secret clearance. I applied for this position because it is what I am doing now but in a smaller scale. Application we put out is what he does day in and day out. Prior job was a US Marine now retired. Prior to that was a flight attendant, inflight director Transparent Airlines, hiring and training flight attendants for the federal government establishing the department of homeland security airport terminals for security and TSA.

Question 2. Please rank the following areas, in order from strongest to weakest based on your experience and skills: Budget, IT, HR, Procurement.

- 1) Budget 2) Procurement 3) IT 4) Human Resources

Question 3. What municipal or government experience do you have?

- Security Officer, Procurement Contract Officer. Researching policies and procedures. Presentations on trainings. Face to face, online videos, power points across the US. Budget procurements, command infrastructure projects/capital improvements. Research and grant writing, federal business operations, writing bid contracts. Stakeholder meetings. Talking to people, hiring professionals. Best use to government and taxpayer dollars.

Question 4. What leadership experience do you have?

- Being a Marine I lead by example. No blemishes on my record. I speak with positivity and an attitude but not to talk down to anybody but express to you That you can be confident in me. Look at me and hear my words and know those words mean something, That's leadership and respect.

Question 5. What in your past experiences makes you a good fit for the Town of Freetown?

- It's my home, my town. I coach baseball, help direct the league. I volunteer at the food bank. I volunteer at the schools. I do this because I love my town. I love the people I work with I see every single day. If you want someone to represent your town in the most positive way every single day with the head up squared away, I'm your guy. Yes, you guys are in my community, you're also my neighbors and I treat my neighbors very well.

Question 6. Describe your communication skills? How have you handled difficult situations in the past?

- Communication, it can make or break a relationship at the local or federal level. Without positive communication you're not getting anywhere. What helped me was I became a six-sigma process improvement guru. The principal of six sigma is stakeholder buy-in. Communication. Communication as an email needs to be appropriate. Communication is speaking directly to the individual eyes. Follow through in what you say, Words mean something. When those principles are in place people tend to want to work with you, gravitate towards you. Communication is the most important thing in a small community. Locally you talk to, to get to know everybody. Make sure you have their trust. You do what you say and mean what you do.

Question 7. This position will be for no longer than six months during this time what would be your goals?

- Say hello to every single person who works at town hall and remote department locations and learn what they do. Meet committees introduce myself, sit down at those meeting and learn what they do. Knowing what every single person's job is will make town hall run a little more efficiently. Continuity of operations is number one.

Question 8. Tell us the worst decision you've made on the job and how you corrected it, also what was your best decision?

- I was deployed overseas, got injured, came home. 2 choices, maintain the status quo and go through my recovery phase or muscle through it and give me another job and learn as I go. Choosing 2, I don't sit around and doesn't do anything. In the political world people are always listening and watching, the attitude is you do everything right it doesn't matter what other people say and do. I became a liaison and had to introduce families to local communities. Show the support they can have locally and outside the homes. Families become family. The sense of family

clouds your judgment in the way because you want to do everything you can for that individual and sometimes you put things on your own self that you don't make time for everything. You're working so hard on x amount of things that you forget there is only eight or ten hours a day, 40 hours in week. You're trying to prove in a way, and you lost sight of the main goal. What the means, which is you have more than just one person you have hundreds of families that have to be taken care of. Take a little-by-little piece and give instead of just take it all in. So, you learn to slow down, take little by little and then everything will open up. I like to be busy but take a step back and kind of look at the whole thing versus trying to take it all upon yourself. Translates to working for the town, how the town helps me do my job.

Question 9. Do you have any questions for us?

- Is there an aspect of the position that you find more challenging than another that I should be concentrating on?
- Selectmen Matthews mentioned morale issues in town hall and a lot of turnovers, not just the town administrator. We need someone with leadership skills and the ability to bring people together.
- Selectmen Jager agrees with Selectmen Matthews. Someone who will bring people and departments together and not feeling like they are in their own section. There might be a wall in between, but they're still all part of the team.
- Selectmen Grunwald asked for clarification on his 20 years of federal service before your retiring from that. Mr. Lopes stated no he has plenty of years before he retires from anywhere. He is a 10 year deploy so he can retire today if he chooses to do so, it would just be very early retirement. He understands it's a six-month position. X amount of hours per week until they decide to become a more permanent position. He stated he could maintain both if he needed to, but if that's what he chose to do. The work he has no problem with, it's the sense of community.

3. Discussion, and vote to appoint one Selectmen to negotiate contract with Interim Town Administrator.

- Motion to appoint Selectmen Grunwald to negotiate contract with Interim Town Administrator was made by Selectmen Zager and seconded by Selectmen Grunwald
- Vote: Approved in a unanimous roll call vote

4. Approve the meeting minutes form 7/13/21, 7/19/21, 7/28/21 & 8/2/21.
 - Motion to Approve the meeting minutes form 7/13/21, 7/19/21, 7/28/21 & 8/2/21 was made by Selectmen Zager seconded by Selectmen Grunwald
 - Vote: Approved in a unanimous roll call vote
5. Discussion on the Town of Freetown acquiring the pump station, Tisdale Pond Dam and water line located at 0 Elm Street, Assonet, from Churchill & Banks for \$1.
 - Discussion was started by Bob Jose and Jim Rezendes. Mr. Rezendes read from a list of for the four and half acre property and suggests that include where the parking lot is the dam itself that all encompasses. There is also a water withdrawal take up to 200 gallons that has expired. I don't see the need for the town to meet that anymore anyway. 200 gallons a day isn't very much so certainly wouldn't help you. You're allowed up to a hundred thousand gallons a day. If you ever decided, you need it in the future would not be a real big deal it will take some time, but I don't see that to be any problems. He doesn't see the need in the future for the town to put the pump station back together or need it. I have been in contact with Churchill & Banks, and I have a report from GZA that lists some of the things from the inspection that they would have fixed the dam is approved and is what they call up to standard, but they still have recommendations that they like to see done. So those recommendations have been listed here and Churchill & Banks has instructed our company to go in and do the work, we want conservation on the 23rd to get approval with an RDA basically there is some brush that's growing in the dam itself. They would like to see that removed both sides around the planks have some brush and miscellaneous cement that's come loose. So, we will address all those problems. They'd like to see new planks, so we will put new planks in. Some deterioration in the bottom of one of the footings so we will drain the water to do the work anyway and then we'll patch those areas and as far as I can see the town side, we can do everything that should be necessary to take the town forward and have it acceptable.
Selectmen Matthews asked what do you think the timeline is to get all that work done once you know?
Once I go to conservation and be within 30 days, we'd have everything done right. The longest thing would be how long it takes to drop the water out, we pull a plank a day basically. If we get a real heavy storm and the water is over the planks it may be 2 days between pulling planks but basically has to drain the upper side,

but you can't pick a better time of year than August, early September to do that. I would say 30 day we would have it all done.

Selectmen Grunwald asked for people listening, could you just explain to us the advantage of taking this over?

Sure, as being on the economic development committee for a while working on both water and sewer in this town most of my life working here, we put that main in, I was still in college and around New England gas, I have a lot of knowledge of what's in the ground this water main is going to serve 2 purposes. One it goes from the pump station to the other side of Elm St bridge through the water, so it's going to give the town if they ever need a way to get their portable water to the other side of Elm St bridge they could tie these two mains together, chlorinated and now have water on the other side of the bridge. The rest of the main, I believe the cost of the sewer just under the Mass Highway Rt. 24 bridge was between three to four million dollars. This is going to give you a 12 in sleeve beside slightly sewer force main through with very minimal cost. It might cost you a hundred thousand dollars to do what would be commensurate mass highway for road openings plus our work so that's a huge advantage. I see the section between the four corners and maybe the plazas have a nice sleeve for the sewer that would help get sewer from the town hall all the way to the plazas at some point they would be a pump station along the four corners, but you may not need a gravity sewer in that location because I don't believe most homeowners are going to tie into the sewer right away. Until they have to, right to the septic. They're not going to want to pay a water bill to build and add something they already have. I don't see a lot of tie-ins right off the bat. There are going to be people that need to but at that point the town will figure out ways to get homeowners that they can tie into it whether they go down to the pump station through a gravity system at some point or tie into the porcelain for those areas. I think it's a big asset for the town to obtain the waterline. I think that's the whole jest of this whole thing you'd be able to get that existing water main. The dam is a big historical area and it'd certainly be nice for the town to control that.

Selectmen Zager asked do you know if anything been sent down that line to see what condition it's in? The line is a 12-minute left to line pipe those last for a hundred years. As far as he knows the last time we worked on it I didn't see any kind of growth inside of it or anything I would bother and to be a sleeve for assuming all you need is an air space to be able to slide your pipe through you really don't need perfect underling is not going to go away its always going to be

solid so even if it's got a little bit of dirt or debris inside which we would run it once a year. I think Tim Pillarella ran it twice a year Mike when he was alive exercise all the pumps flush the line out so it's not that it's just sitting there for a year.

Probably only been the last two years that hasn't been.

Selectmen Matthews asked about the grant money that were getting and putting towards this project were going to have an analysis of this and a feasibility study and know that will include sending something down there and figure it out.

That wasn't something that was done in the original because it wasn't available so the studies that were done originally didn't even take that into consideration, but now I think the study on way you can use it. The part of 24 just that alone is worth taking the whole thing and I think it would save you years of work to be able to get a sewer from the town hall over to the pump station off the Fall River line. Mass Highway alone would be a 2-year project.

Bob Jose mentioned we started this with the economic development committee. We were tasked by the selectmen probably about 2 and half years ago, more as originally as economic development that South Main St. from each artery of the town but it also passes our business zone business area it also passes the entrance to our zoned industrial area and it serves the center of town which the town hall, library, so there was a dual system =, its wasn't necessary for residential as much at first but there is a component to that too because when peoples septic systems do fail it crosses the river. So there's a couple of points in there not only it cross Mass Highway which is one major concern but it also crosses the river at the one arch bridge which we just had repointed and secured because of having some problems underneath it still might have to address it somewhere down the road but were good for a long time. Just not doing construction on that as I'm sure the three of you realize it's a very narrow area, there is a small sidewalk area there, to open that up and do construction across that to run a sewer system across sewer line can be very difficult you can amount of volume traffic that goes through is in the tens of thousands a day. It was a very difficult position when the town administrators' major concerns that the town had was how do we close this, Do we close the bridge, should we close a lane, because its tight area tractor trailers go across that there's a radius that's involved so it was a major concern. Prices when we did the feasibility study it was around 2017 or 2018 it was 22 million dollars for a complete system. 12 million for just a truncated system which is basically what you are looking at here is a major trunk line to come down and then later on you can put feeders off of it. Our estimates at that time well our more

recent estimates are at least half of that maybe a quarter of the cost of a major system like a 22 million dollars system, so it is a significant saving for the town. I don't know how you are going to write the article for the town meeting but if you wrote it as an authorization for the selectmen to do this it wouldn't commit you to do anything. if you wanted to do your due diligence possibly hire a company to snake the line remotely access the line. I know there are companies that do that. They have small like ROV type things that can crawl up the line then you can see the integrity of the line. Like Jim said it should be there for hundreds of years. Fall River is still running lines from the 1800's. and the fact that he said it been tested, the reality is that it's going to be a sleeve to run a smaller line in it. I don't see the integrity as a problem. It could sit there for 50 years. The dam, we didn't care about taking it. But there has to be something for something, so they want to turn this over to the town for a dollar, but they also don't want the responsibility. With the infrastructure bill coming there's some federal money we can get to take care of the dam and maybe upgrade it. The timing kind of works. Chuck Macomber has replaced some of the logs over the years. It's not a big deal, the cost isn't much. To maintain these tree's, it's been at least ten years since we've cut down any brush. We do much of the work for Churchill banks on any kind of maintenance. Over ten years we have not spent ten thousand dollars on repairs or anything. We did the planks once for them and the walls where they saw some deterioration, and we also built a wall with some riff raff. Through GCA's reports that the elevation of the grass was not sufficient and then a 100yr storm happened, so we had to build a 10-foot wall from the sluiceway in the planks going in the west direction only up about thirty feet to build up the ground so that allowed the dam to be suitable for a hundred years. That was done about 15 years ago. I can't see the town needing to spend more than three or four thousand dollars a year to do reports and any maintenance.

6. Discussion, and vote on letter from Water & Sewer Commission's request to become a Town Department rather than an Enterprise Fund.

- Paul Sadek over time it was changed to an enterprise fund we have a total of six hundred and seventy customers and we have two commercial sewer customers and one residential customer and it's hard to run our dept on an enterprise fund.

We have one employee Kevin that handles everything. We're commissioners, elected non-paid. You have Kevin getting ready to retire in two years. We have another individual Chandler who works in the office and does the billing. We've got to do something to get somebody in to learn the job before Kevin goes and we don't have the money to do it. We also have a situation with we're getting charged with the only operational accounting with indirect costs. Our bill has gone up from ninety-three thousand to ninety-eight thousand. I don't know how much we can suck out of our six hundred and seventy customers. We had two hydrants get hit we still have not gotten any money from the insurance company. We scrambled to pay for the resources. Every time we have an incident we have to hire outside contractors. Generally, we go through Rezendes to come in and handle it. We have no mechanism of digging up a hydrant or a line. Its difficult and I wish we could move from being an enterprise fund to a town department so when something happens, we won't be on pins and needles every time.

- The DEP told us they had no idea how the water and sewer dept can run on such a small amount of customers. They recommended last meeting that we get back to a regular town department. All our money would go into the town coffers and go from there. We did some research on a revolving fund that was established in nineteen seventy-six so that money coming in could go back out like you have a revolving fund for the police details so we can pay for the water and so forth. Then the enterprise fund came in the late eighties or nineties. It's been very difficult.
- Selectman Grunwald asked why did we move to an enterprise fund?
- Originally, we had to put a pump station up for Brayley Road because they had no water pressure. The cost of the pump station was borrowed money. The notes were part of the water dept for the town of Freetown. When we went to an enterprise fund that debt, we owed was shifted to the customers who were receiving water. Most of our customers, are on water to mitigate problems not caused by them. In Assonet a big gas tank leaked, and polluted people wells. That's when people had to shift from wells to town water. We want a sewer line, it's a great idea, but we cannot fund it with the enterprise fund.
- Kim Fales: It's an accounting mechanism to track the activity that revenues and the expenses in a separate fund outside the general fund. This is viewed as a business. Charging customers, a rate to use a service to recruit your costs. Because you're and enterprise fund it doesn't mean you have to be one hundred percent self-sufficient. You can have a subsidy that would come from the town that can mitigate extraordinary charges to your water/sewer customers. That's all part of

the budgeting process that happens annually at the town meeting for the enterprise fund. The reserve fund for the finance committee is an available resource that could be transferred to an enterprise fund. They have their own emergency reserve as well. The town can always vote to appropriate money for a specific project. It may be time for the commissioners, finance committee and board of selectmen to have a work session to talk about how to address capital needs and other extraordinary type items in a cost plan. Whether there is some sort of split between the town and water customers or a probation of costs. All these issues can be addressed in a document everyone agrees to. The dept of revenue recognizes the enterprise fund and the best practice, this is what you should be doing for a business type of activity. We are in the business of selling water. My recommendation is that the enterprise fund stay in place but to address the concerns the commissioners have. There can be subsidies that go towards the enterprise fund. You can have a plan to address capital.

- What about Kevin? Will the replacement be a town employee?
- You could use an outside firm if you can't find someone to fill all the requirements. It would be ideal to hire a qualified person to run the water. Whitewater is costing us seventy thousand a year. If we find someone who is licensed to test the waters, we could have that person and a backup part timer to save us money.
- Motion to put it up for a vote at the special town meeting on the letter to approve this being in the warrant article for the water and sewer commissioners request to become a town department rather than an enterprise was made by Selectmen Zager. Selectmen Grunwald said no, Selectman Matthews seconded.
- Vote: Approved in a 2 yes, 1 no, roll call vote

7. Discussion, and vote on approval of contract between the Town of Freetown and Environmental Partners LLC for MS4 Stormwater compliance work.

- Motion to approve the contract between the Town of Freetown and Environmental Partners LLC for MS4 Stormwater compliance work was made by Selectmen Zager seconded by Selectmen Grunwald
- Vote: Approved in a unanimous roll call vote

8. Discussion, and vote on Special Town Meeting Warrant Articles and approval to send to Town Counsel and Finance Committee.

Selectmen Matthews discussed the Parks and Rec Committee being an elected committee not just yet. It started and seemed to be going really well. He feels we're doing these folks a disservice by changing it so soon after creating the appointed positions. In the long term it's a good idea to have them elected. Generally, I kind of side with elected officials right, but as I thought of this more, I think that changing it like we just did. I want to get more people involved and keep people engaged in town and this might have the opposite effect of that. Selectmen Grunwald stated he preferred it elected versus appointed. Selectmen Matthews agreed but would think a year from now we make that decision. He feels its unfair that these people signed up, they're involved in town now and all of a sudden, we switch it up. An updated copy was passed out due to an additional article was added. Its air conditioning at town hall. Selectmen Grunwald suggested that Town Hall is in bad shape but has all these window units that are uncomfortable and noisy. We should really put in a decent air conditioning system. Selectmen Zager agreed. Kim Fales mentioned they are noisy. Selectmen Grunwald stated the building inspector showed him damage to the outside of the building that was being done by the water that runs off. Something to consider. Selectmen Zager wants to make sure we can have dollar amounts in front of people and keep the historic aspect of the building. Article #6 COA Selectmen Matthews wanted clarification on the amounts. Lu-Ann Souza stated the final five hundred and fifty just to cover design services project management bidding that's listed in the article. Kim Fales mentioned like we did for the police station, we had a seven hundred- and fifty-thousand-dollar article to do the engineering, design and get the OPM so that they could all work together to come up with the bid package that would go out for the actual construction. It was a two-part type of thing. Everything you need to do before your actually ready to commit to a project and then one you know how much your project is then you will have another article that would go to town meeting to fund the actual cost in the construction. There was a petition article from the COA for five hundred and fifty thousand that's already in a capital project fund but the is just to renovate the existing building. Leaving Article #6 as written, double-checking wording on Article # 5.

- Motion to approve all the Articles except Article #4 as stated with some minor tweaks of taking off elected board of park commissioners. Motion made by Selectmen Zager seconded by Selectmen Grunwald
- Vote: Approved in a unanimous roll call vote

9. Discussion, and vote on no longer accepting cash.

Selectmen Matthews requested and got a list of where in town departments that are accepting cash, we got a lot of input. Across the board, except for the boat ramp, not take cash, no more than fifty dollars, a majority of the transactions will be check or credit cards.

Selectmen Grunwald-I don't think it's the over fifty-dollar payments, it's the small stuff where there is issues. We shouldn't be taking cash due to it being difficult to get good accounting of cash flow. We have legal opinions but it's a little gray. Selectmen Grunwald stated some towns around are not accepting cash, Lu-Ann Souza said that all surrounding towns are accepting cash, she called them. George asked Kim Fales if we have good accountability. Kim said cash is a challenge, but she does not think legally you can refuse to accept what is legal tender in the United States. If we had a system in place where you have a kiosk type of system and there's no cash option, that's absolutely fine. But you're not going to be able to tell someone they can't pay in cash, she doesn't think if someone is coming into a department to make a payment, you can't tell somebody you can't pay your real estate taxes in cash if that's what they want to do. She stated that we do have employee that typically handle a lot of money are bonded so that is one safeguard, people are issued receipts when there is a cash payment so there is a log of that transaction. Selectmen Zager appreciate the fact of no cash as safety but doesn't want to do a disservice to our town resident by saying we don't accept cash. Selectmen Matthews doesn't want to get sued for not taking cash. We can't make a blanket vote on just not accepting cash seems clear, but they will talk to department heads and see how the process is for taking cash. We don't have a clear policy for cash transactions. Selectmen Zager suggested handling of cash from the customer to the time it hits bank. So that people have a clear-cut idea of yes, we're not saying don't accept cash but I'm going to accept cash, and this is how I'm going to account for it and how it's going to get to the bank. Kim thinks a review would a great start. Town hall there is a lot of consistency how cash transitions occur. In terms of remote locations there are 4 of them, police department (accidents reports, bail), fire department (fire permits) all departments are required to turn in their deposits every week. You can have some more frequent turnovers; say if they have \$50 in cash then they are required to do a turnover. You can accelerate that process. Selectmen Zager said that he liked that idea. Library is only fines that they collect, COA doesn't really have any fees only donations, Transfer station is a problem and accepts cash and has the most income, and the boat ramp. Selectmen Matthews says the most cash comes from the transfer station. Kim everyday someone might need turnover the receipts, or it might be best to get them bonded if they are handling a lot of cash. Certainly, increasing the number of turnovers rather than holding it for a whole week. Selectmen Zager suggested a night drop for cash for the off-site departments. Bristol County Saving Bank in East Freetown. Jessica Thomas may be able to work an arrangement where they have a night drop

service that we could participate in. Need to formalize a review for the interim town administer.

- No Vote

10. Discussion and vote to approve Board of Selectmen Chairman, Trevor Matthews to sign the All-American Investment Group, LLC paperwork for the two police cruisers.

- Motion to approve Board of Selectmen Chairman, Trevor Matthews to sign the All-American Investment Group, LLC paperwork for the two police cruisers was made by Selectmen Zager seconded by Selectmen Grunwald
- Vote: Approved in a unanimous roll call vote

11. Discussion, and vote on the approval of contract between the Town of Freetown and WasteZero effective 8/17/21-8/17/24.

- Motion to approve the contract between the Town of Freetown and WasteZero effective 8/17/21-8/17/24 was made by Selectmen Zager seconded by Selectmen Grunwald
- Vote: Approved in a unanimous roll call vote

12. Discussion, and vote on the approval of the contract between the Town of Freetown and Comcast Business for the Council on Aging phone upgrade and installation.

- Motion to approve the contract between the Town of Freetown and Comcast Business for the Council on Aging phone upgrade and installation was made by Selectmen Zager seconded by Selectmen Grunwald
- Vote: Approved in a unanimous roll call vote

13. Discussion, and vote on the approval of the contract between the Town of Freetown and Comcast Business for cameras at the Transfer Station.

- Motion to approve of the contract between the Town of Freetown and Comcast Business for cameras at the Transfer Station was made by Selectmen Zager and seconded by Selectmen Grunwald
- Vote: Approved in a unanimous roll call vote

14. Discussion, and vote on the approval of the contract between The Town of Freetown and Bulldog Fire & Emergency Apparatus.

We're buying the same engine we bought two years ago for Assonet village and East Freetown. They are system trucks, but we want it to mirror each other. Timeline late 2022 or early 2023.

- Motion to approve the contract between The Town of Freetown and Bulldog Fire & Emergency Apparatus was made by Selectmen Zager seconded by Selectmen Grunwald
- Vote: Approved in a unanimous roll call vote

15. Discussion, and vote on the approval of a construction trailer being placed at 10 N Hillside Rd and hooked up to the septic and water due to fire damage of the home.

- Motion to approve the construction trailer being placed at 10 N Hillside Rd and hooked up to the septic and water due to fire damage of the home for the next year expiring on 8/17/2022 was made by Selectmen Zager and seconded by Selectmen Grunwald
- Vote: Approved in a unanimous roll call vote

Board of Health

Discussion/possible action on the following topics:

16. Discussion, and vote on the proposals from River Hawk Environmental, Woodard & Curran and Tighe & Bond for Landfill & Transfer Station monitoring and testing.

Original quote for environmental monitoring and testing the transfer station, quote seemed out of whack for Selectmen Zager. We ended up getting two more quotes and after reviewing them all, River Hawk Environmental comes in the cheapest 4,500 less than everyone else. He is recommending that we go with River Hawk. Quote was for twenty-six thousand five hundred.

- Motion to accept the proposals from River Hawk Environmental 26,500 for Landfill & Transfer Station monitoring and testing was made by Selectmen Grunwald and seconded by Selectmen Matthews
- Vote: Approved in a unanimous roll call vote

Personnel Board

Discussion/possible action on the following topics:

17. Acknowledge the resignation of Kevin D. Rezendes from Freetown Fire Department effective 7/1/2021.

18. Acknowledge the resignation of Breanne Abreu as Part Time Signal Operator effective 1/26/2021.

19. Approve the appointment of Breanne Abreu as Call Firefighter/EMT effective 7/1/2021-6/30/2022.

20. Approve the appointment of Paul Darling as Measurer of Wood & Lumber effective 8/17/2021-6/30/2022.
21. Approve the appointment of Steven Chandler to the Freetown Historical Commission effective 8/18/2021-6/30/2022.
22. Approve the appointment of Dr. Christopher Lebo as Town Doctor effective 8/18/2021-6/30/2022.
23. Approve the appointments of Gerald H. Santos, Caitlin Kosinski, Henry Viens, and Nancy Viens as Election Workers effective 8/16-2021-8/15/2022.
24. Change the name of the Tax Relief Committee to the Taxation Aid Committee effective 8/18/2021.
25. Approve the appointments of Jessica Thomas and Mike Motta to Taxation Aid Committee effective 8/18/2021-6/30/2022.
26. Approve the appointment of Michael R. Dagenais as full time Signal Operator effective August 12, 2021-6/30/2022.
 - #19 was discussed and previously appointed.
 - Motion to accept #20-26 by Selectman Matthews and seconded by Selectman Zager
 - Vote: Approved in a unanimous roll call vote
27. Discussion, and vote on forms to use and process for performance reviews for positions the Board of Selectmen conduct.
 - Discussion was tabled for a later date
28. Discussion, and vote on posting the Request for Proposals (RFP) for Town Administrator Search Firms to the Town's website and sending the RFP to qualified firms.

Kim Fales spoke to have an RFP you have to have a designated procurement officer, Selectmen Matthews suggest putting on hold until we have an interim town administrator, they can be the procurement officer.

 - Discussion was tabled until Interim Town Administrator is hired

Board of Park Commissioners

Discussion/possible action on the following topics:

29. Discussion, and vote on Beach/Boat Ramp Working Group recommendations.
 - a. Implement the use of a park mobile app collect parking fee by credit card only at the beach and boat ramp in 2022
 - b. Appoint the summer 2022 staff to the parking attendants who once trained by the Chief of Police will issue parking tickets at both locations

- c. Increase the day fee at both locations to \$15 a car
- d. Increase the pay rate for the summer 22 staff to 15 an hour.

Selectmen Matthews was asking can the parking attendants issue parking tickets. Lu-Ann Souza said that Chief Abbott said that he can appoint them to do that. Selectman Matthews stated because the boat ramp is state owned, we need to justify to the state as why we are raising the rate. Employee turnover and need to pay more for them to stay. We need to reach out to the state for permission to do that. Were asking the state to make all of these improvements. Ask for the rate change if we can go with Park Mobile.

- Selectman Mathews made a motion to go forward with all the beach/boat ramp working group recommendations. Motion made by Selectmen Zager, seconded Selectmen Grunwald.
- Vote: Approved in a unanimous roll call vote

30. Discussion, and vote on how to proceed with collecting parking fees for Boat Ramp and Beach.

Raising the amount to \$15.00 per car, asking the state,

- Selectmen Matthews authorized Lu-Ann Souza to go to the state to inquire about all the recommendations we are making and get approval. Motion made by Selectmen Zager and seconded by Selectmen Grunwald
- Vote: Approved in a unanimous roll call vote

31. Discussion, and vote on ParkMobile Zone Pricing Proposal.

App on phone, no kiosk, they will give us the signs and stickers. We may have to look at some infrastructure, purchase a device for each location to see the admin app to see who has paid or not paid. Also, electricity at the boat ramp shed to charge devices. Beach may need solar chargers. Working group is working on discussions about to eliminate stickers but then how to identify if you're a town resident. Leave the boat and beach issues separate. One sticker does all doesn't make sense. Separate sticker from transfer station for beach and parks. Like a recreational sticker, keeping boat ramp separate. Selectmen Grunwald suggested leaving it up to the working committee.

- Motion to approve the ParkMobile zone pricing proposal made by Selectmen Zager and seconded by Selectmen Grunwald.
- Vote: Approved in a unanimous roll call vote

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

Old Business:

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

- Town Beach – electricity
 - Boat Ramp – sticker cost, separate from transfer station, more like a recreational sticker
 - Town Administrator Search/Coverage
-
- Motion made to adjourned at 7:14 by Selectmen Zager and seconded by Selectmen Grunwald
 - Vote: approved in a unanimous roll call vote

Respectfully submitted,



Lola Furtado

Administrative Assistant

List of Documents/exhibits used by the Board during this meeting

- Meeting Agenda 8/17/2021
- Job Posting Interim Town Administrator
- Resume of Deborah L. Pettey
- Resume of John F. "Jack" Healey
- Resume of Timmothy J. McIntosh
- Resume of David DeManche
- Resume Carlos A. Lopes
- Meeting Minutes 7/13/2021
- Meeting Minutes 7/19/2021
- Meeting Minutes 7/28/2021
- Meeting Minutes 8/2/2021

- Letter From Freetown Water and Sewer Commissioners
- Agreement for Engineering & Supplemental Services in Connection with Municipal Separate Storm Sewer Systems (MS4) Compliance
- Warrant for the Special Town Meeting 10/18/2021
- Items the Town accepts cash payments
- WasteZero Supplies and Services Agreement
- Comcast Business Service Order for Council on Aging
- Comcast Business Service order for Town of Freetown
- Bulldog Fire & Emergency Apparatus Agreement of Sale
- Memo from Jeffrey Chandler Building Commissioner, 10 N Hillside Rd
- River Hawk Environmental Howland Road Landfill
- Woodard & Curran, Inc. FY 2022 Environmental Services
- Tighe & Bond Engineers /Environmental Specialists
- Certificate of Appointment Breanne Abreu, Call Firefighter/EMT
- Certificate of Appointment Paul Darling, Measurer of Wood & Lumber
- Certificate of Appointment Steven Chandler, Freetown Historical Commission
- Certificate of Appointment Dr. Christopher Lebo, Town Doctor
- Certificate of Appointment Gerald H. Santos, Election Worker
- Certificate of Appointment Caitlin Kosinski, Election Worker
- Certificate of Appointment Henry Viens, Election Worker
- Certificate of Appointment Nancy Viens, Election Worker
- Certificate of Appointment Michael Motta, Taxation Aid Committee
- Certificate of Appointment Jessica Thomas, Taxation Aid Committee
- Certificate of Appointment Michael R. Dagenais, Full Time Signal Operator
- Annual Employee Reviews Conducted by Board of Selectmen
- Performance Appraisal Self-Assessment
- Annual Employee Performance Evaluation
- Advertisement for Request for Proposals for search firms to assist with Town Administrator Recruitment
- Request for Proposals search firm to assist with Town Administrator Recruitment Overview
- Memo Beach-Boat Ramp Working Group
- Memo Park Mobile App
- ParkMobile Zone Parking Pricing Proposal