

Freetown Board of Selectmen  
Meeting Minutes  
Monday, November 29, 2021, 6:00pm  
Police Station Community Room  
15 Memorial Drive, East Freetown, MA

*Chrysia A. Furtado*  
RECEIVED  
FREETOWN TOWN CLERK  
2021 DEC 14 AM 9:35

### Call to Order

Selectmen Matthews called the meeting to order at 6:01pm. Selectmen Grunwald, Selectmen Zager, Interim Town Administrator Deb Pettey, Michael Motta Board of Assessors Chairman, Michael McCue Assistant Assessor, Executive Assistant Lu-Ann Souza, Administrative Assistant Lola Furtado were also in attendance.

### 6:00pm Public Hearing

1. In conjunction with the Board of Assessors, relative to selection of the residential factor to determine the percentage of the tax burden to be borne by each class of property.

Michael Motta explained what the options were for the Selectmen to decide to vote to set the Residential Factor for 2022. Mr. Motta noted that the goal for this evenings meeting was for the Board of Selectmen to set the tax shift not the tax rate. The shift is the percentage of the tax rate that residential and commercial taxpayers will pay. Mr. Motta shared documents with the Board showing the history of the shift and current values of properties in Town and what each level of shift would equate to for commercial verses residential tax amounts. The Selectmen discussed the options and decided to go with the shift of 0.8626 rate for 2022.

- Motion to set the residential factor for 2022 at 0.8626 was made by Selectmen Zager and seconded by Selectmen Grunwald
- Vote: approved in a unanimous roll call vote.
- Motion to close the public hearing was made at 6:19pm by Selectmen Zager and seconded by Selectmen Grunwald
- Vote: approved in a unanimous roll call vote.

### Board of Selectmen

Discussion/possible action on the following topics

2. Discussion, and vote to establish a COA Sub-Committee for the Council on Aging project.

The Board discussed establishing a COA Sub-Committee to work with the Building Committee on the Council on Aging renovation/addition project. All members agreed this was a good step towards getting this project accomplished. The makeup of the committee would be one Selectmen, one Finance Committee member, two council of aging members, two building committee members, one person from each precinct. Selectmen Matthews noted we will not be appointing specific people to the

committee this evening as we would like to have the full complement of who is interested in being on the committee before appointing anyone.

- Motion to establish a COA Sub-Committee for the Council on Aging project consisting of one Finance Committee member, two council of aging members, two building committee members, one person from each district was made by Selectmen Zager and seconded by Selectmen Grunwald
- Vote: approved in a unanimous roll call vote.

## **Personnel Board**

Discussion/possible action on the following topics:

3. Rescind the appointment of Lynn Furtado as Senior Clerk for the Council on Aging.
  - Motion to rescind the appointment of Lynn Furtado was made by Selectmen Zager and seconded by Selectmen Matthews.
  - Vote: approved in a unanimous roll call vote.
4. Acknowledge the resignations of:
  - a. Janet Pilotte as Senior Clerk at the Council on Aging effective 12/1/21.
  - b. Lee Baumgartner from Water and Sewer Commission effective 12/1/21.The Board acknowledged these resignations.

5. Approve the Following Appointments:
  - a. Courtney Brightman, Jeannine Ludovicz, and Amy Sypher as Election workers effective 12/1/21-8/15/22.
  - b. Mike McCue to the Library Planning Committee effective 12/1/21-6/30/22.
  - c. Thomas E. Matthews to the Library Planning Committee effective 12/1/21-6/30/22.
  - d. Kent Wilkins to the COA Sub-Committee effective 12/1/21-6/30/22.
  - e. George Grunwald to the COA Sub-Committee effective 12/1/21-6/30/22.
  - f. Andrea Lima as Council on Aging Senior Clerk effective 12/1/21-6/30/22.
  - g. Jacqueline Garell as Part-Time CARES Act Senior Clerk for the Council on Aging effective 12/1/21-12/31/21.
  - Motion to appoint all excluding COA Sub-Committee was made by Selectmen Matthews and seconded by Selectmen Zager.
  - Vote: approved in a unanimous roll call vote.
6. Discussion, and vote on the contract extension for Jessica Thomas as Department Assistant through 12/30/21.
  - Motion to approve the contract extension to Jessica Thomas' contract as Department Assistant through December 2021 was made by Selectmen Matthews and seconded by Selectmen Zager
  - Vote: approved in a unanimous roll call vote.

7. Discussion, and vote on approval of the MOA between the Town of Freetown and the Freetown Full-Time Firefighters Association.
  - Motion to approve the MOA between the Town of Freetown and the Freetown Full-Time Firefighters Association was made by Selectmen Matthews and seconded by Selectmen Zager
  - Vote: approved in a unanimous roll call vote.

### **Board of Selectmen**

Discussion/possible action on the following topics:

8. Approve the meeting minutes from 11/1/21, & 11/10/21.
  - Motion to approve the meeting minutes form 11/1/21 & 11/10/21 was made by Selectmen Zager and seconded by Selectmen Grunwald
  - Vote: approved in a unanimous roll call vote.

9. Update on Council on Aging renovation and building project.

Deb Pettey let the group know that she was working on the Request for Proposals for the Project Manager and hoped to have that ready by the 12/13/21 meeting for the Boards approval. Selectmen Matthews noted the COA Sub-Committees formation tonight was another important step in this process. Deb Pettey noted that next step is to get the required people on the COA Sub-Committee so they can move forward as they will choose the OPM and other aspects of the project.

10. Discussion, and vote on License Agreement and Points of Purchase Understanding between The Town of Freetown and Master Meter for upgrades to water meter reading equipment

Deb Pettey explained that the Water & Sewer Department need to upgrade their current Master Meter water meter reading software and that this was vital to the departments functioning. She noted contract was sent to Town Counsel who made some changes. Master Meter incorporated some of those changes but not others. She noted there really wasn't another choice as we already have this software.

- Motion to approve the License Agreement and Points of Purchase Understanding between the Town of Freetown and Master Meter was made by Selectmen Zager and seconded by Selectmen Grunwald
- Vote: approved in a unanimous roll call vote.

11. Discussion, and vote to approve the following snowplow agreements for the winter 2021-2022 season:

- a. Russell Sherman
- b. Michael Lizotte
- c. Salem Alzaibak
- d. Shane Tavares
- e. Wayne Croteau
- f. Barry Amaral
- g. Ronnie Frates

- Motion to approve the snowplow agreements for winter 2021-2022 winter season was made by Selectmen Zager and seconded by Selectmen Grunwald.
  - Vote: approved in a unanimous roll call vote.
- Selectmen Grunwald asked how short we were for trucks at this point? Lu-Ann Souza noted that there are 20 approved contracts totaling 24 trucks. She noted Highway Surveyor would like 34.
12. Discussion, and vote to approve the Town Administrator to approve and sign off on Chapter 90 requests.
- Selectmen Matthews noted he was currently doing this and having someone at Town Hall manage this would streamline the process and get these items approved quicker which would be best for all involved.
- Motion to approve the Town Administrator to sign off on Chapter 90 requests was made by Selectmen Zager and seconded by Selectmen Matthews.
  - Vote: approved in a unanimous roll call vote.
13. Discussion, and vote on the estimated temporary increased resident population of 9,153 for the Alcohol and Beverage Control Commissions 2022 Seasonal Population Increase Estimation Form.
- Selectmen Zager explained this was a form the ABCC requires to be updated every ten years and will not affect the number of licenses the Town of Freetown has in its possession.
- Motion to approve the estimated temporary increased resident population of 9,153 for the Alcohol and Beverage Control Commissions 2022 Seasonal Population Increase Estimation Form was made by Selectmen Zager and seconded by Selectmen Grunwald
  - Vote: approved in a unanimous roll call vote.
14. Discussion, and vote on approval of the agreement between The Town of Freetown and Greenman-Pedersen, Inc.
- Deb Pettey explained this was for the engineer who is overseeing the services for the S. Main Street sidewalk project.

- Motion to approve the agreement between the Town of Freetown and Greenman-Pederson, Inc. 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:

- No topics of discussion

### **Board of Parks Commission**

Discussion/possible action on the following topics:

15. Discussion, and vote to approve the Privileges stickers policy for the Transfer Station and the Town Beach.

There was a discussion on having separate stickers for Transfer Station and Beach. Selectmen Grunwald had some concerns about having two stickers instead of one. Deb Pettey noted that the Board had voted at their last meeting to have the separate stickers as it will help to better track beach usage and future plans. She continued that this would just be voting on the paperwork that outlines the rules and regulations around both stickers.

- Motion to approve the Privileges stickers policy for the Transfer Station and the Town Beach was made by Selectmen Zager and seconded by Selectmen Grunwald.
- Vote: approved in a unanimous roll call vote.

### **Town Administrator's Report**

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 building

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.

- Motion to adjourn the meeting was made by Selectmen Zager and seconded by Selectmen Grunwald at 6:40pm
- Vote: was approved by a unanimous roll call vote

### **List of Documents and Exhibits used by the Board during this meeting**

- Agenda
- Public hearing notice
- Tax Rate Shift Documents from Assessors (4 pages)
- Resignation letters from Janet Pilotte & Lee Baumgartner

- Appointment of Election Workers Document from Town Clerk
- Appointment slips for:
  - o Mike McCue - Library Planning Committee
  - o Thomas Matthews – Library Planning Committee
  - o Andrea Lima – Senior Clerk COA
  - o Jacqueline Garell – Part Time Senior Clerk COA
- Letter from COA recommending Andrea Lima and Jacqueline Garell
- Service Agreement between the Town of Freetown and Jessica Thomas
- Meeting Minutes 11/1/21, & 11/10/21.
- Master Meter Agreement
- Chapter 90 sign off sheet
- 2022 Seasonal Population Increase Estimation Form
- Agreement between The Town of Freetown and Greenman-Pedersen
- Resident Privileges Stickers Policy & Procedure
- Snowplow applications for all those listed in #11

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Lu-Ann Souza". The signature is fluid and cursive, with the first name "Lu-Ann" and the last name "Souza" clearly distinguishable.

Lu-Ann Souza  
Executive Assistant