

Board of Selectmen
Meeting Minutes
Monday, April 25, 2022– 6:00pm
Police Station Community Room
15 Memorial Drive, East Freetown, MA

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2022 MAY 17 AM 10:15
Ad. Ex. 11/22

Call to Order

Selectmen Trevor called the meeting to order at 6pm. In attendance were Selectmen Jared Zager, Selectmen Carlos Lopes, Interim Town Administrator Deborah Pettey and Executive Assistant Lu-Ann Souza. Also, Police Chief Carlton Abbott and Paul Sadeck. Jeffrey Amaral, Amanda Barlow, Lynn Furtado, Brian Almeida, and Brian Miller.

Board of Selectmen

Discussion/possible action on the following topics:

1. Approve the meeting minutes from 3/28/22.
 - Motion to approve the meeting minutes from 3/28/22 made by Selectmen Zager and seconded by Selectmen Lopes
 - Vote: was approved in a unanimous roll call vote
2. Open Meeting Law Complaint, Patrick Higgins (April 20, 2022) – acknowledge receipt and review complaint; authorize response by Town Counsel
 - Motion to authorize the response prepared by Town Counsel made by Selectmen Zager and seconded by Selectmen Lopes
 - Vote: was approved in a unanimous roll call vote
3. Vote to open the Annual Town Meeting Warrant.
 - Motion to open the Annual Town Meeting Warrant made by Selectmen Zager and seconded by Selectmen Lopes
 - Vote: was approved in a unanimous roll call vote
4. Discussion, and vote on whether to approve adding two articles from the Conservation Commission and update one from Police Chief.

Police Chief Abbott discussed if the Town would amend a General Bylaws of the use of a traffic controller instead of flag man. Bylaw needs to be amended to authorize the use of a parking kiosk at

the boat ramp and to accurately identify the applicable section of the general laws relative to parking ticket penalties.

Conservation Commission- Rollback taxes generally represent open land being slated for development, and a well-funded Land Fund would allow the future purchase of open land to protect it from development. These funds represent the amount assessed and collected for rollback taxes in Fiscal Year 2021.

Ms. Pettey stated the amount is incorrect. And only one article for Conservation Commission is attached. We will hold off on these articles until next meeting.

- Motion to approve the Police Chief's article made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved in a unanimous roll call vote

5. Discussion, and vote on whether to approve the content of the flyer from the Open Space and Recreation Advisory Committee Pamphlet.

- Motion to approve the flyer from the Open Space and Recreation Advisory Committee Pamphlet was made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved in a unanimous roll call vote

6. Discussion, and vote on whether to approve the proposal from Environmental Partners to complete the MS4 Stormwater permit for year four of the ten (10) year permit.

Interim Town Administrator Ms. Pettey stated we are behind, and we have the money for this. She completed the annual report for year three. They gave us a revise proposal saving us some money. She will be looking for help from different departments such as highway and planning. Basic education about the storm drains. This is the agreement to keep Environmental Partners to continue the work.

- Motion to approve the proposal from Environmental Partners to complete the MS4 Stormwater permit for year four of the ten (10) year permit made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved in a unanimous roll call vote

7. Discussion, and vote on which company to utilize for Assessor Tax Book Scanning project. Selectmen Matthews stated we are waiting on one more quote.

- This agenda item has been pushed to a future meeting

8. Discussion, and vote on whether to approve the Agreement between the Town of Freetown and Morgan Records Management for Assessor Tax Book Scanning project.
Selectmen Matthews stated we are waiting on one more quote.
 - This agenda item has been pushed to a future meeting
9. Discussion on the existing conditions of the Town Hall and need for improvements to better serve the Town of Freetown's employees and residents.
Selectmen Lopes listed the following as issues needing to be addressed, parking for employees and residents. Roof, HVAC, windows, bathrooms, no kitchen facilities. Selectmen Zager agreed over the years everything has had a band-aid effect. Town hall is historic and extremely expensive to fix. Selectmen Matthews mentioned the analysis of the area near the Police Station to build a town hall or a multi-unit, multi-purpose municipality building. Ms. Pettey stated there are two articles on the warrant, for engineering, for the fifty-two-acre parcel right behind the Police Station here, to see if existing conditions and to assess the land for the COA and Library. Making sure we can add future buildings. We also have an article on the update of the feasibility study on town hall to help make decisions in the future. The building committee is vital to discussion and any decisions as well.
10. Discussion, and vote on whether to approve renewal proposal with MIIA Member Services for Fiscal Year 2023 Property, Liability and Workers Compensation Coverage.
Selectmen Matthews stated the renewal proposal has a 2.2 percent increase.
 - Motion to approve the renewal proposal with MIIA Member Services for Fiscal Year 2023 Property, Liability and Workers Compensation Coverage made by Selectmen Zager and seconded by Selectmen Lopes
 - Vote: was approved in a unanimous roll call vote
11. Discussion, and vote on sending postcards to residents regarding Annual and Special Town Meeting date, time, location and warrant articles.
Selectmen Matthews likes the idea to get information out to residents who are not online to see them. Selectmen Zager mentioned anything to help increase awareness is good. Selectmen Lopes suggested looking into grants to pay for this in the future. Paul Sadeck mentioned using Freetown Flash and sending an attachment of the warrants. Selectmen Matthews will collaborate with the office.
 - Motion to approve sending postcards to residents regarding Annual and Special Town Meeting date, time, location and warrant articles with Selectmen Matthews as point person to approve the content made by Selectmen Zager and seconded by Selectmen Lopes
 - Vote: was approved in a unanimous roll call vote

Personnel Board

Discussion/possible action on the following topics:

12. Rescind the appointment of Michael Motta on Tax Increment Finance Board and Taxation Aid Committee due to Assessors Board reorganization and new Chairman in place.

- Motion to Rescind the appointment of Michael Motta on Tax Increment Finance Board and Taxation Aid Committee due to Assessors Board reorganization and new Chairman in place made by Selectmen Zager and seconded by Selectmen Matthews
- Vote: was approved in a unanimous roll call vote

13. Acknowledge the resignation of Carlos A. Lopes from the Open Space and Recreation Advisory Committee effective 4/19/22.

- Motion to acknowledge the resignation of Carlos A. Lopes from the Open Space and Recreation Advisory Committee effective 4/19/22 by Selectmen Zager and seconded by Selectmen Matthews
- Vote: Selectmen Matthews -yes, Selectmen Zager – yes, Selectman Lopes - abstain

14. Approve the following appointments:

- a. Timm McIntosh as Part-Time Temporary Indexer effective 4/26/2022-6/30/22.
- b. Patricia Rodrick as Tax Possession Custodian effective 4/25/22-6/30/22.
- c. Robert Klevecka as Veterans' Agent Director & Veterans' Graves Officer effective 5/1/22-4/30/23.
- d. Jeff Field to Tax Increment Finance Board effective 5/1/22-4/30/23.
- e. Jeff Field to Taxation Aid Committee effective 4/26/22-6/30/22.
- Motion to approve a-e made by Selectmen Zager and seconded by Selectmen Matthews
- Vote: was approved in a unanimous roll call vote

15. Discussion, and vote on whether to establish the Library/Senior center Building sub-committee. Committee to be made up of four (4) from Library, four (4) from Council on Aging/Senior, four (4) At Large Members and one (1) Selectmen or their designee.

- Motion to approve the forming of the sub-committee made by Selectmen Zager and seconded by Selectmen Matthews
- Vote: was approved in a unanimous roll call vote

16. Discussion, and vote on which Selectmen will serve on the Library/Senior Center Building Sub-Committee.

- Motion to approve Selectmen Lopes to serve on the Library/Senior Center Building Sub-Committee made by Selectmen Zager and seconded by Selectmen Matthews
- Vote: was approved in a unanimous roll call vote

17. Discussion on filling the permanent Town Administrator position.

Selectmen Matthews stated once our former Town Administrator left; Ms. Pettey came in as Interim. Discussion at the time was to do a nation-wide search to fill a permanent role. From that idea was to do an assessment of what the town really needs. To have a study done to figure out if we need to have a Town Administrator or keep the person, we have now, who is a great fit and doing a great job. Selectmen Zager mentioned the Collins Group doing the study. The study will take up to 6 months. Once the study is done it will take time to get things in motion. He suggested extending out the contract with Ms. Pettey who has been fantastic for us, it gives her and the town stability. Selectmen Lopes agrees continuity and succession plans are his big thing for the next three years. Paul Sadeck had kudos for Ms. Pettey and Town Accountant Kim Fales. Selectmen Lopes would like to see the contract extended for a year until the Collins Group study is back. He would like to give her continuity and benefits. Selectmen Zager stated if it wasn't for the Collins Group study this would have been done a long time ago. Selectmen Matthews agrees with Mr. Sadeck, and that it would benefit the town to have her work in some capacity no matter what. The continued that the Collins Group might say its not a Town Administrator we need but a Town Planner or have other positions the town may benefit by. He wants to keep Ms. Pettey, regardless of the study, and employed by the town in a leadership position. He suggested Ms. Pettey and the Personnel Chair sit down and go over her contract extension. Police Chief Abbott mentioned by-laws for Town Administrator and/or Town Manager back in 2004. He suggested looking at the job description in the bylaws. Selectman Matthews said we will look at the bylaws and make them clean. Chief Abbott also stated our incumbent has been outstanding to work with, excellent demeanor, excellent knowledge, well suited for the town.

- Motion to have the Personnel Chair iron out a contract with the Town Administrator made by Selectmen Matthews and seconded by Selectmen Zager.
- Vote: Selectmen Matthews -yes, Selectmen Zager-yes

Board of Health

Discussion/possible action on the following topics:

18. Discussion and vote on whether to approval of COVID Return to Work Policy.

- Motion to approve the COVID Return to Work Policy made by Selectmen Matthews and seconded by Selectmen Lopes
- Vote: was approved in a unanimous roll call vote

Board of Parks Commission

Discussion/possible action on the following topics:

- No topics for discussion.

Town Administrator's Report

Discussion/possible action on the following topics:

19. Update on Complete Streets Grant.

Ms. Pettey worked with Victoria D'Antoni on the Complete Streets Grant and received Thirty-Eight Thousand Dollars for engineering on intersections that may need sidewalks. They will come up with 10 different scenarios and then prioritize the scenarios. The next step will be the project funding. The grants will be due in October. They will grant up to Four Hundred Thousand Dollars per project. They are smaller projects but good for the town to get done. Sometimes safety issues like crosswalks.

20. Update on Shared Streets.

Ms. Pettey applied for this small grant to put a nice crosswalk with a beacon, from the elementary school over to the ball field, Little Fenway. Part of the Shared Streets grant was for equipment only. She reached out to the Highway Surveyor and the Police Chief for feedback. Suggestions of signs telling you how fast you are going, also a little tractor to plow the sidewalks. She is expecting to hear back by the end of this month.

21. Hazard Mitigation Grant.

Ms. Pettey applied for this grant last October and we did not receive it. A second round came up and she worked again with Victoria to get the grant application in, and we again have not heard because we currently don't have a Hazard Mitigation Plan in place. Selectmen Lopes asked where does the Hazard Mitigation Plan fall under? The team consists of the Chiefs and planning department will work with integral people to come up with a Hazard Mitigation Plan. Chief Abbott stated we have a separate Community Management Plan which is dated and is time to move forward.

- Motion to adjourn made by Selectmen Zager and seconded by Selectmen Lopes.
- Vote: was 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:

- Council on Aging building

List of Exhibits and Documents utilized by the Board during this meeting

- Agenda
- Meeting Minutes from 3/28/2022
- Open Meeting Law Complaint
- Conservation Commission Proposed Article
- Police Chief Proposed Article
- Open Space and Recreation Advisory Committee Pamphlet
- Environmental Partners
- Quotes for Assessors Tax Book Scanning Project
- Agreement with Morgan Records Managements
- MIIA Member Services Renewal Proposal 2023
- Memo: Post Card regarding Town Meeting and Warrant for 6/6/2022
- Resignation of Carlos Lopes
- Certificate of Appointment Timm McIntosh
- Certificate of Appointment Patricia Rodrick
- Certificate of Appointment Robert Klevecka
- Certificate of Appointment Jeff Field
- Certificate of Appointment Jeff Field
- Covid Return to Work Policy

Respectfully submitted,



Lola Furtado

Administrative Assistant