

**BOARD OF SELECTMEN**  
**JULY 22, 2020**  
**REGULAR SESSION**

Members Present: Justin Sullivan, Chris Zorra, David Viera,  
David Andrade, Adam Petronio

Town Administrator Shawn E. Cadime

Chairman Sullivan opened the meeting at 7 p.m. followed by the Pledge of Allegiance and moment of silence.

The meeting was held at the Senior Center at 540 Arcade Avenue.

Chairman Sullivan announced that, per Governor Baker's order suspending certain provisions of the Open Meeting Law, M.G.L. Chapter 30A, Section 20, the number of attendees at this meeting is limited to ten. People who want to attend a meeting should pre-register. Public comments and questions may also be submitted to the Board in advance of the meeting by completing the Google Form prior to the meeting by Monday at noon.

In accordance with M.G.L. Chapter 30A, Section 20(f), any person recording the meeting must notify the Chairman.

**BOARD AND COMMITTEE OPENINGS**

Mr. Petronio announced that volunteers are needed on the Capital Improvement Committee (2 Board of Selectmen appointments), Commission of Disability (5-13 BOS), Cultural Council (1 BOS), Economic Development Committee (5 BOS), Energy Committee (1 BOS), Finance Committee (1 Moderator), Historical Commission (3 BOS), Recycling Committee (3 BOS), South End Fire Station Building Committee (5 Moderator); Zoning Board of Appeals (2 Alternates).

**COMMUNITY SPEAKS** – None.

**PRORITY MATTERS**

**Consider Appointing Keith Perry to the Human Services Council for a Three-Year Term, Effective through June 30, 2023**

A motion was made by Mr. Andrade, seconded by Mr. Viera, and it was unanimously

**VOTED:** To appoint Keith Perry to the Human Services Council for a 3-year term, effective through June 30, 2023.

The vote: Mr. Petronio – Aye; Mr. Viera – Aye; Mr. Zorra – Aye; Mr. Andrade – Aye; Chairman Sullivan – Aye.

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Mr. Viera said he is a good fit for the center. Mr. Cadime said the seniors love him.

**Consider the Conditional Offer of Employment to Michael A. Gagne, Jr. for the Position of Truck Driver/Laborer for the Department of Public Works**

DPW Supt. David Cabral and Asst. Supt. Scott Olobri were in attendance.

Mr. Olobri recommended a conditional offer of employment for Michael A. Gagne, Jr. He first interviewed on October 23, 2019. He noted that Mr. Gagne is also a mechanic. There is an opportunity for promotion going forward.

Mr. Viera asked if there is any way to speed up the hiring process.

Mr. Olobri said the COVID-19 pandemic had a lot to do with it.

Mr. Cadime said it is the background check and workload.

Mr. Viera said it is not a reflection on the Police Department.

Mr. Andrade said it might be beneficial if the applicant would personally follow up with the Police Department.

A motion was made by Mr. Petronio, seconded by Mr. Zorra, and it was unanimously

**VOTED:** To extend a conditional offer of employment to Michael A. Gagne, Jr.  
as truck driver/laborer for the Department of Public Works.

The vote: Mr. Petronio – Aye; Mr. Viera – Aye; Mr. Zorra – Aye; Mr. Andrade – Aye;  
Chairman Sullivan – Aye.

**Consider the Conditional Offer of Employment to Timothy Malo for the Position of Patrolman Third Class**

Interim Chief David Enos requested a conditional offer of employment to Timothy Malo for the position of Patrolman Third Class.

A motion was made by Mr. Viera, seconded by Mr. Andrade, and it was unanimously

**VOTED:** To extend a conditional offer of employment to Timothy Malo for  
the position of Patrolman Third Class, with the stipulation that he  
move into the 15 mile radius within six months.

The vote: Mr. Petronio – Aye; Mr. Viera – Aye; Mr. Zorra – Aye; Mr. Andrade – Aye;  
Chairman Sullivan – Aye.

Interim Chief Enos noted officers have been hired from Nantucket and they have moved off the island.

**Consider the Conditional Offer of Employment to Kourtney DeForitis to the Position of Academy Recruit Officer**

Interim Chief Enos requested a conditional offer of employment to Kourtney DeForitis to the position of Academy Recruit Officer.

A motion was made by Mr. Viera, seconded by Mr. Zorra, and it was unanimously

**VOTED:** To extend a conditional offer of employment to Kourtney DeForitis to the position of Academy Recruit Officer.

The vote: Mr. Petronio – Aye; Mr. Viera – Aye; Mr. Zorra – Aye; Mr. Andrade – Aye; Chairman Sullivan – Aye.

**Consider the Conditional Offer of Employment to Nicholas Faria to the Position of Academy Recruit Officer**

Interim Chief Enos requested a conditional offer of employment to Nicholas Faria to the position of Academy Recruit Officer.

A motion was made by Mr. Viera, seconded by Mr. Zorra, and it was unanimously

**VOTED:** To extend a conditional offer of employment to Nicholas Faria to the position of Academy Recruit Officer.

The vote: Mr. Petronio – Aye; Mr. Viera – Aye; Mr. Zorra – Aye; Mr. Andrade – Aye; Chairman Sullivan – Aye.

In response to Mr. Zorra's question, Interim Chief Enos explained both candidates need to go to the Police Academy. So far, the academy in Reading is available. That will start in the fall. The academies in Plymouth and Boylston are not available.

Interim Chief Enos noted this would put the Police Department at 39 officers plus the Chief to 40, which the department has budgeted.

**Discussion Regarding the Reopening of Town Offices/Buildings and Board/Committee Public Meetings**

Mr. Cadime advised the Town Hall reopened to the public as of July 6. He recognized Mr. Cabral and Mr. Olobri who prepared the building to make sure of social distancing. Human Services and Veterans Agent still maintain appointments only. Employees are asked to refrain

from leaving their personal work space unless absolutely necessary and not socialize in common areas. Tables and mail bins are placed outside offices. Face coverings must be worn. Employees are asked to avoid sitting in people's offices, especially Finance and Tax Collector.

Employees are cooperating.

Chairman Sullivan felt it is important that town residents know it was the unanimous decision of the Board to allow residents and department heads to attend meetings in a safe manner. The Board of Health has determined that ten people can pre-register. That number could change depending on the agenda. People can reserve a seat on line and must sign in when they attend. People who did not register can attend if open seats are available. Face masks are required.

Mr. Viera felt there should be guidelines for other committees.

There was discussion about all meetings held at Human Services.

Mr. Andrade motioned, seconded by Mr. Viera, and it was unanimously

**VOTED:** To continue with the format identified for tonight's meeting and that Boards and Committees have the ability to meet at Human Services with the maximum of ten people and continue with Zoom.

The vote: Mr. Petronio – Aye; Mr. Viera - Aye; Mr. Zorra – Aye; Mr. Andrade – Aye; Chairman Sullivan – Aye.

## **OLD BUSINESS**

### **Discussion of the Town Administrator's Evaluation**

Chairman Sullivan said the rating scale is as follows: 1 - Improvement Needed, 2 – Meets Job Standards, 3 – Exceeds Job Standards, 4 - Outstanding and N/O – Not Observed.

Mr. Petronio stated he cannot make observations on FY'20. He doesn't think the tool captures the goals and evaluation going forward. He felt the Board should have an initial sit down with Mr. Cadime. He felt 360 evaluations are very important.

Chairman Sullivan stated Mr. Cadime was given an average of 3.4 on Section 1 Board Support and Relations, 3.7 on Section 2 Financial Management, 3.3 on Personnel Management/Organizational Leadership, and 3.2 on Community Leadership/Public Relations.

Mr. Viera said they were really so close especially since they did the evaluations independently. It is a good evaluation.

Mr. Petronio cautioned about setting the bar. This evaluation is a reflection of the Board's ability to evaluate as well as Mr. Cadime's performance.

Chairman Sullivan said this is an opportunity to give scores and provide comments – to congratulate accomplishments and highlight areas of growth.

Mr. Viera felt scores can only go up with the new position coming on board to assist Mr. Cadime.

Mr. Andrade said these scores are a testimony of Mr. Cadime's ability to handle tough situations. Comments are from five individuals. The averages across the board exceed standards.

Mr. Petronio said a lot of developmental comments are included, especially to leadership and organization. Need to look at development point.

Mr. Andrade said this tool and the results of the evaluation speak to what the Board has been saying that we have a strong leadership team.

Mr. Viera said residents and people outside do not know the workings of what is going on. They don't know what the Board is going through at this point and time. Board members have been telling Mr. Cadime for four years that he needs to get help. It overwhelming passed at Town Meeting and will help free him to address other issues that need to be addressed but not necessarily by the Town Administrator. It gives him an opportunity to oversee other departments properly. Mr. Viera continued it is sad that some of the people making the comments know what is going on. They sat on the Board of Selectmen. A little patience goes a long way.

Mr. Cadime thanked Board members, department heads and employees. He is very pleased with the evaluation. His success rides on a good relationship with the Board of Selectmen. He can only be successful if they are all on the same page. That does not mean they always agree. He has been blessed to have boards that truly have the best interest of Seekonk. When first hired, the concern was that he would be able to handle Seekonk politics. The over and under was 1 ½ years. As of last year, he was officially the longest serving town administrator in Seekonk. It comes down to the management and support of the Board. The willingness to allow a town administrator to be part of a team. Without a good executive team, his success would be minimal. There is a shared vision of Seekonk.

Mr. Cadime expressed concern about a 360 evaluation. Taking him out of the picture, without a strong leader, a 360 evaluation would not be beneficial to the town. It is important that it is weighed properly or try to minimize feedback that will be coming in. There have been administrators in the past that have not taken a leadership because they did not want to rock the boat. Everybody wants morale; but, sometimes it is not enough no matter what is done.

Mr. Cadime said there is nothing in the Charter that dictates an evaluation tool. It is in the contract between the Town Administrator and Board.

Mr. Viera said a 360 evaluation diminishes the authority of the town administrator. It might work in the private sector but not municipalities.

Mr. Andrade said it is opening the door for an employee to be vindictive.

Chairman Sullivan said, in his experience, it is good in seeking areas of development and training, but detrimental when talking about performance.

Mr. Petronio said he was looking for feedback the Board would need in order to establish a development section. It is a matter of how questions are formed.

Mr. Andrade said that should be a separate survey of personnel.

Chairman Sullivan said he is very impressed with Mr. Cadime. His level of productivity, professionalism, vision in terms of the Town and how he works with the Board. There is a lot that is not discussed publicly for obvious reasons. Proud to have him as Town Administrator. People would be equally as proud if they knew Mr. Cadime's passion for the Town. He has done an outstanding job, particularly this year with the COVID-19 situation.

Mr. Viera said there has never been this kind of movement in getting things accomplished. He pointed to Fire and Police Departments, buildings, finances.

Mr. Cadime said it is with the leadership of the Board. He is impressed by the work done by DPW and, more importantly, the pride of the workers in what they have accomplished. The Superintendent and Asst. Superintendent recognize and are looking for different areas of expertise in order to do a lot of the work in house. Everybody is doing more with town meeting support.

Mr. Petronio said he has seen greater interaction between departments in the last five years.

A motion was made by Mr. Andrade, seconded by Mr. Viera, and it was

**VOTED:** 4 Ayes; 1 Abstention; To accept the Town Administrator's Evaluation and place in his personnel file.

The vote: Mr. Petronio – Abstained; Mr. Viera – Aye; Mr. Zorra – Aye; Mr. Andrade – Aye; Chairman Sullivan – Aye.

Chairman Sullivan requested the Board think about goals for the next evaluation and that Mr. Cadime prepare to initiate evaluation process. Further discussion at the second meeting in August.

## **NEW BUSINESS**

### **Consider the Fiscal Year 2020 Year-End Transfers**

Mr. Cadime reviewed the transfers totaling \$116,269.65. It was less than half percent. He noted that expected turn back surplus to be certified by the Department of Revenue is \$1.8M. It was a very strong year even with COVID-19. Just over \$2M was certified in FY 2019. It will help to bolster capital needs and stabilization accounts.

A motion was made by Mr. Andrade, seconded by Mr. Petronio, and it was unanimously

**VOTED:** To approve the FY'20 year-end transfers.

The vote: Mr. Petronio - Aye; Mr. Viera – Aye; Mr. Zorra – Aye; Mr. Andrade – Aye; Chairman Sullivan – Aye.

### **Consider the Request for a Curb Cut Permit to Provide Public Water Service at 0 Avon Street While Under a Moratorium**

Mr. Kevin Almeida stated that he has a purchase and sales to build a home. The water main is on the other side of the road.

A motion was made by Mr. Andrade, seconded by Mr. Petronio, and it was

**VOTED:** 4 Ayes; 1 Abstention; To deny the request for a curb cut at 1 Avon Street while under a moratorium based on the fact that it is not an emergency and the matter of ownership is in Probate Court.

The vote: Mr. Petronio – Aye; Mr. Viera – Aye; Mr. Andrade – Aye; Chairman Sullivan – Aye; Mr. Zorra – Abstained.

In discussion prior to the vote, Mr. Andrade said he doesn't see an emergency to lift the moratorium. It ends in 2022. The reason is not an emergency nature. The current seller was aware of the moratorium. The property is in Probate.

Mr. Zorra said he would not vote until he knows exactly who owns the property based on the e-mail the Board received today.

Mr. Viera said they don't know exactly who has authority to sell the property,

DPW Supt. David Cabral stated he is not in favor of the moratorium being lifted based on the By-law. Depending on how the Board votes, he would provide input on reconstruction of the roadway.

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Mr. Andrade said Mr. Almeida could build a house on there and come before the Board with an emergency situation.

**Consider Accepting the Donation of 20 Yards of Loam from MDC Trucking/Excavation for the Playground Site**

A motion was made by Mr. Andrade, seconded by Mr. Petronio, and it was unanimously

**VOTED:** To accept the donation of 20 yards of loam from MDC Trucking/  
Excavation for the playground site.

The vote: Mr. Petronio – Aye; Mr. Viera – Aye; Mr. Zorra – Aye; Mr. Andrade – Aye;  
Chairman Sullivan – Aye.

Board members expressed their appreciation. Mr. Zorra noted he has made other donations in the past.

**Consider Accepting Various Donations in the Amount of \$1,085.00 to the Seekonk Animal Shelter Gift Account**

A motion was made by Mr. Andrade, seconded by Mr. Zorra, and it was unanimously

**VOTED:** To accept the various donations in the amount of \$1,085.00 to the  
Seekonk Animal Shelter.

Board member expressed their appreciation to the individuals.

**Consider the Job Description for the Assistant Town Administrator/Human Resources Director Position and Consider Posting the Position**

Mr. Cadime said he incorporated items from various job descriptions from other communities. He included an organizational chart.

A motion was made by Mr. Andrade, seconded by Mr. Viera, and it was unanimously

**VOTED:** To approve and post the job description for the position of Assistant Town  
Administrator/Human Resources Director.

The vote: Mr. Petronio – Aye; Mr. Viera – Aye; Mr. Zorra – Aye; Mr. Andrade – Aye; Chairman Sullivan – Aye.

There was discussion prior to the vote. Under “Supervision,” Mr. Petronio asked if that is standard.



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Mr. Cadime explained all department heads report to the town administrator and the town administrator to the Board of Selectmen.

Mr. Petronio said Human Services should be its own chart

Mr. Andrade said this position is a dual entity.

Mr. Petronio said he has questions about the overall organizational chart. This generates a ton of conversation.

Mr. Andrade said the organizational chart is in alignment with what was discussed previously.

Mr. Viera said we have to get the individual on board and then can address concerns. Right now the job description is important.

Chairman Sullivan said the main concern is how to go about with supervision of the town administrator and assistant town administrator. The assistant town administrator oversees all town hall departments. The town administrator oversees Public Safety and DPW. The assistant would be responsible for all employee matters according to the job description.

Mr. Viera felt the organizational chart should stay as is. He said it is not good to break up departments.

Mr. Cadime said the main function of the assistant town administrator is Human Resources. Then training the individual on budgetary issues. The assistant should attend budget meetings. It is not going to be an issue with the current department heads. He said this position is to help with the workload, not to circumvent the Charter.

He said they need to work on job descriptions. The goal is to have a book with all job descriptions.

Chairman Sullivan talked about hiring process.

Mr. Cadime said he would put together an interview panel to recommend to the Board.

Mr. Viera and Mr. Petronio wanted to do in-house and outside search.

Talked about staggering the contract date with the town administrator.

Mr. Cadime said could be done as a policy or with charter change.

### **Consider Accepting the Regular Session Minutes of July 8, 2020**

A motion was made by Mr. Zorra, seconded by Mr. Viera, and it was unanimously

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**VOTED:** To accept the Regular Session minutes of July 8, 2020.

The vote: Mr. Petronio – Aye; Mr. Viera – Aye; Mr. Zorra – Aye; Mr. Andrade – Aye; Chairman Sullivan – Aye.

### **COMMUNITY SPEAKS**

Former Selectman Nelson Almeida congratulated Florice Craig, David Andrade, and Adam Petronio on their election. He thanked residents who supported him. He appreciated working with the Board, department heads and employees. Today he was interviewed, appointed and sworn in to the Finance Committee. He resigned as an alternate on the Zoning Board of Appeals. He suggested that a Board member could sit on the ZBA as an alternate if there are no volunteers to serve.

Mr. Almeida is not surprised with Mr. Cadime's evaluation. He has always done a good job.

With the possibility that schools may open and some parents might not want their children to ride the bus, Mr. Almeida asked that the crosswalks are done because more children will be walking to school.

**OTHER BUSINESS** – None.

### **TOWN ADMINISTRATOR'S REPORT**

#### **Radio Project**

Mr. Cadime advised the old tower will be dismantled next week and stored at DPW. The electrical work was completed at Public Safety to allow the new desk top radio sets to be installed within the next two weeks. Radio programming need to be completed.

#### **DPW Facility**

Mr. Cadime met with Mr. Cabral and Mr. Olobri to review initial drawings sent by the architect. Some changes were made. Hopefully, getting close to presentation to the Board of Selectmen.

#### **Senior Center Phase II/540 Arcade**

Documents including Phase I drawings and as built were forwarded to the new architect. Mr. Cabral working on scope of service for hazard remediation plan.

#### **Playground at Town Hall**

DPW did great job on stairs and retaining wall. The company did edging.

### **Cable Contract**

The committee includes Bruce Alexander, Michelle Hines, Brittney Faria, Shawn Cadime, Cody from Cable 9 and KP Law attorney. Looking to draft a notification letter to Comcast and prepare a survey to subscribers. Mr. Cadime noted that some people think the cable contract is to negotiate rates. That is not true. They can only negotiate senior citizens discount. Money coming back from Comcast is basically coming from subscriber payments. They will prepare a business plan to talk about the town future – should it be TV9, high school replacement equipment. The Board of Selectmen will handle contract negotiates. There will be public hearings so residents can provide input. The goal is to have something before the Board in September.

Mr. Viera noted the more the Town gets from Comcast that amount will be added to subscribers' bills.

Chairman Sullivan said fewer subscribers mean others pay more money.

Mr. Viera said Comcast is the only option in town. The equipment is old and would be costly to replace.

Mr. Cadime said Verizon considered coming in but it was too much money.

Chairman Sullivan would like to know how many households in Seekonk.

He said they need to look at what the schools need. It is important that TV9 put emphasis on the on-line component. The website is less than standard. There are a lot of issues. Funding should go toward the on-line component.

Mr. Petronio asked if there has been any discussion on IT network infrastructure for the town.

Mr. Cadime said they talked about increase in fiber optic. They tried to figure out what could be done internally.

Mr. Petronio said maybe just to be able to get on-line.

### **BOARD OF SELECTMEN LIAISON REPORTS AND COMMENTS**

**Bristol County Advisory Board** – Nothing to report.

### **Aitken School Expansion Building Committee Report**

Mr. Zorra reported there are updates on Facebook at Aitken School Expansion Project. He outlined the projects.

There was discussion on work by National Grid. No date yet.

Mr. Cabral said National Grid received the easement.

Mr. Andrade suggested Mr. Cabral make a phone call.

Mr. Zorra said he would contact the project manager to find out if work has been scheduled.

Mr. Cabral said he would follow up and report back to Mr. Cadime.

**540 Arcade Avenue Building Committee Report** – Nothing to report.

Mr. Viera would like to see the old mailbox at Town Hall painted. He noted the emblems went out to be painted about a year ago and are not back.

Mr. Viera asked if the Veterans Agent is calling veterans to make sure they are getting their checks and services. He asked to see a log of calls made by the Veterans Agent.

Mr. Zorra noted the Human Service Director has contacted all seniors. He should do the same thing. They work in the same building.

Mr. Petronio said there is a welcome home bonus.

Mr. Cadime said he has spoken to the Veterans Agent.

Mr. Petronio said there is the widow's benefit.

**EXECUTIVE SESSION**

At 9:29 p.m. Mr. Andrade motioned, seconded by Mr. Viera, to go into Executive Session to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual per M.G.L Chapter 30A, Section 21(a)(1) as having the discussion in open session would be detrimental to the litigation or bargaining position of the town; to conduct strategy sessions with respect to negotiations with the Fire Chief per M.G.L. Chapter 30A, Section 21(a)(2), as having the discussion in open session would be detrimental to the litigation or bargaining position of the town; negotiations with Dispatch AFSCME Council 93 per M.G.L. Chapter 30A, Section 21(a)(3); negotiation with DPW AFSCME Council 93 per M.G.L. Chapter 30A, Section 21(a)(3); negotiations with United Steelworkers of America Clerical Unit Local 9517-10 per M.G.L. Chapter 30A, Section 21(a)(3); and negotiations with United Steelworkers of America Supervisors Unit Local 9517-09 per M.G.L. Chapter 30A, Section 21(a)(3) as having the discussion in open session would be detrimental to the litigation or bargaining position of the town; not to return to open session.

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The vote: Mr. Petronio – Aye; Mr. Viera – Aye; Mr. Zorra – Aye; Mr. Andrade – Aye;  
Chairman Sullivan – Aye.

Respectfully submitted,

David Viera, Clerk

Prepared by:

Patricia Gamer, Secretary

Items Distributed at the July 22, 2020 Board of Selectmen Meeting

Talent Bank Form for Keith Perry

Resume and application for Michael A. Gagne, Jr. for DPW truck driver/laborer

Memo from Interim Chief David Enos for conditional offers of employment to Timothy Malo,  
Kourtney DeForitis and Nicholas Faria

Town Administrator's Evaluation

FY 2020 Year End Transfers

Request from Kevin Almeida for curb cut at 0 Avon Street during moratorium

Job Description for Assistant Town Administrator/Human Resource Director