

PRESENT: Selectmen Patrick J. McNabb, Joseph Hallisey and Joseph A. Sergi, John F. Moak, Town Administrator; Peggy Mazzola, Administrative Assistant

The meeting was called to order at 7:02 PM.

ACCEPTANCE OF MINUTES: On a motion by Mr. Hallisey and seconded by Mr. Sergi, the minutes of the meeting of May 24, 2010 were unanimously approved.

APPROVE WARRANT/SIGN PURCHASE ORDERS: The Board signed the warrants.

PUBLIC COMMUNICATIONS: Mr. Sergi commented on the Memorial Day parade, stating it was an great event and Mr. McNabb did an excellent job on his speech.

Mr. Hallisey read a letter from the 4th of July Committee requesting that the Town Hall be open from 11 a.m. to 12:30; the Board will assure the building is open.

Mr. McNabb announced the Ambulance Service will be holding a fundraiser on Saturday, June 19th at 7 PM at the VFW to help raise money to buy a heart monitor as part of the Paramedic upgrade.

Mr. McNabb announced the debt exclusion vote for the purchase of a new fire truck will take place on Monday, June 21st from 7 AM to 8 PM at the Varnum Brook School. This requires a majority vote, and will result in a 10-year tax increase of approximately \$10 per year on the average household. Mr. Moak stated we will be using paper ballots for this election, not electronic ballots, in order to save the cost of programming the electronic voting machines and printing the ballots.

APPOINTMENTS/RESIGNATIONS:

Item #1 – Joint Appointment: Planning Board Associate Member, with Planning Board: Present were Planning Board members Steve Themelis, Mark Marston, Dennis Kane, Richard McHugh, Matt Nesbit, Associate member Steve Brittain, and Planning Administrator Susan Snyder. Following a brief discussion, and on a motion by Mr. Hallisey and seconded by Mr. Themelis, it was unanimously voted to reappoint Stephen Brittain to the position of Associate member to the Planning Board, term to expire 6/30/2011.

Item #2 – New Appointments – Registrar; IST Committee; Police Dept. Administrative Assistant; Dispatcher: Mr. Hallisey read a memo outlining the new appointments. On a motion by Mr. Sergi and seconded by Mr. Hallisey, it was unanimously voted to appoint Heather M. Zacharakis to the position of Registrar, term to expire 6/30/13. The term was later amended to expire 6/30/11.

On a motion by Mr. Sergi and seconded by Mr. Hallisey, it was unanimously voted to appoint John O'Neil to the Information Systems Technology Committee, term to expire 6/30/11.

Chief David Scott and Administrative Assistant Cathy Forrest were present to discuss the appointment of a new Administrative Assistant as Ms. Forrest will be retiring in August. Chief Scott introduced Heather Ganley, his candidate for the position. Chief Scott read his letter of recommendation for appointment and provided the Board with an overview of the search process. Mr. McNabb invited Ms. Ganley to speak to her candidacy for the position. Ms. Ganley outlined her background and stated she felt she would be a good fit for the position. A lengthy discussion ensued relative to the training period for the new administrative assistant, with Chief Scott and Ms. Forrest explaining the myriad of responsibilities and training required. Chief Scott stated that his preference is for a start of June 21st; she would work 20 hours per week for five weeks, and two weeks at 40 hours per week prior to Ms. Forrest's retirement. It was determined there is sufficient funding to cover this training period. The Board agreed to support the Chief's training request. On a motion by Mr. Sergi and seconded by Mr. Hallisey, it was unanimously voted to appoint Heather Ganley to the position of Administrative Assistant to the Police Department beginning part-time on June 21, 2010 at the discretion of the Chief, and full time on July 26, 2010, term to expire 6/30/11.

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Assistant Communications Director David Stairs was present to discuss the dispatcher appointment and to introduce candidate Amanda Turcotte. Mr. McNabb read a letter from Communications Director Frank Quattrochi relative to the appointment. It was noted that Mr. Quattrochi was unable to attend the meeting due to a prior commitment and was going to delay the appointment; however Mr. Moak recommended moving forward. Mr. Stairs stated that no other applicant had the experience and background of their candidate. Ms. Turcotte outlined her background and experience, and stated she has the experience and just needs the opportunity to learn Pepperell's system. Following a brief discussion, and on a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to appoint Amanda Turcotte to the position of Communications Dispatcher, term to expire 6/30/11.

Item #3 – Reappointments: Following discussion regarding the various positions, motions were made and seconded, and it was unanimously voted to make the following appointments, all with terms to expire 6/30/2011 unless otherwise indicated:

Administrative Assessor: Maureen Bolger

Administrative Assistant to the Building Inspector/Zoning Officer: Susan H. Smith

Animal Control:

Alicia M. Flagg, Animal Control Officer
Christopher Comeau, Assistant Animal Control Officer
Kathleen Comeau, Assistant Animal Control Officer
Wayne, Comeau, Assistant Animal Control Officer

Board of Public Works: Lewis Lunn, term to expire 6/30/2012. Mr. McNabb abstained from this vote.

Board of Survey: Harry Cullinan

Lisa Ferolito, PT Activity Coordinator

Communications Department:

Frank Quattrochi, Director
David Stairs, Assistant Director
Tracey L. Rancourt, Dispatcher
Justin D. Zink, Dispatcher
Ryan Fogarty, Dispatcher
Rosemarie Page, Spare Dispatcher
Nicholas Pentedemos, Spare Dispatcher

Designer Selection Committee:

John F. Moak

Emergency Management:

George Ux, Director
Nikolaos Livadas, Deputy Director
David Peabody, Communications Officer

Emergency Planning Committee:

John Marriner
Sharon Mercurio
Frank Quattrochi
Police Chief David Scott
Peter J. Shattuck
Fire Chief Toby Tyler
George Ux

Conservation Commission:

Kris Masterson, term to expire 6/30/13
Linda A. Moody, term to expire 6/30/2013

Fence Viewer: Richard Aubin

Constables:

Ernest Archambault
Neil J. McGorty
David H. Muscovitz
Frank Quattrochi
Robert Russell

Finance Committee (term to expire 6/30/12):

Chris Johnson
Mellisa M. Tzanoudakis
George Zacharakis

Council on Aging:

Nancy Harris, term to expire 6/30/13
Dianne H. Kazanjian, term to expire 6/30/13
Sharon Mercurio, Director
Virginia Spinney, Coordinator of Volunteers
Albert Harris, Custodian
Joan Goddard, Outreach Coordinator

Forest Warden: Peter Shattuck

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GIS Committee:

Martin Beck
John F. Moak
Frank Quattrochi
Gregory J. Rice
Susan Smith
Susan Snyder

Historical Commission:

Hillary Pember, term to expire 6/30/13

Inspection Department:

Harry Cullinan, Inspector of Buildings/Zoning Enforcement Officer
Ralph Gilmore, Assistant Electrical Inspector
John Dee III, Electrical Inspector
Eugene Douglas, Gas Inspector, term to expire 6/30/13
Robert Russell, Assistant Gas Inspector
Eugene Douglas, Assistant Plumbing Inspector
Rudy Schultz, Local Inspector

Labor Counsel: Mirick, O'Connell

Local Licensing Authority:

Todd W. Blain
William Greathead
Armando Herrera
Alan Lessieur
James Peters
Chief David Scott

LRTA Advisory Board:

Barry Fuller, Selectmen's representative (appointed by Chairman of the Board of Selectmen)

Pepperell Auxiliary Police Department:

David Querze, Captain
Jason Antin, Lieutenant
Edward Lane, Lieutenant
Paul Nelson, Lieutenant
Glenn B. Caswell, Sergeant
Joseph W. Hauptman, Sergeant
David J. Richardson, Sergeant
Richard E. Baum, Jr.
Shawn R. Drinkwine
Ryan P. Fogarty
James Greatorex
Mike P. Kyle
Mitchell T. Lambert
Lawrence J. McNamara
David W. Miller
Jeffery J. Noble
Andrew L. Riccio

Personnel Board:

Judy Dalton, At-Large Representative, term to expire 6/30/12
Peter J. Shattuck, Employee Representative

The Chairman designated Joseph M. Hallisey III to serve as the Selectmen's representative to the Personnel Board.

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Radio Amateur Civil Emergency Services (RACES):

Tony Dicenso
James Hein
Peter N. Nordberg
David Peabody
Lynda Pozerski
Stanley Pozerski

Registrars: Mr. Sergi abstained from this vote.

Patricia A. Sergi, term to expire 6/30/13
Barbara A. Smith, Assistant Registrar

Sealer of Weights & Measures: Eric Aaltonen

Sexual Harassment Grievance Officer:

John F. Moak
Susan Gurney, Alternate

Systems Administrator: Joseph Traverso

Town Counsel:

Edward J. Richardson
Peter A. Zahka, II, Assistant

Town Forest Committee: Peter J. Shattuck

Trustees of the Brooks Educational & Entertainment Fund: Edward P. McDuffee, term to expire 6/30/13

Veterans' Service Officer: Joseph J. Mazzola

Veterans' Grave Officer: Terrence Spaulding

Vietnam Memorial & Honor Roll Committee:

Michael A. Flaminio
James M. McKenna
Joseph M. Moore

Webmaster: Jeffrey Sauer

Zoning Board of Appeals:

Cheryl A. Lutcza, ZBA Assistant
Sherrill Rosoff (term to expire 6/30/2013)
Sean E. McCaffery, Associate Member (term to expire 6/30/2012)
Bruce A. Roberts, Associate Member (term to expire 6/30/11)

Police Department:

William	Greathead	Pepperell Police Department Detective
Deborah A.	Bezanson	Pepperell Police Department Detention Room Monitor
Glenn B.	Caswell	Pepperell Police Department Detention Room Monitor
Cathy	Forrest	Pepperell Police Department Detention Room Monitor
Edward	Lane	Pepperell Police Department Detention Room Monitor
Nikolaos	Livadas	Pepperell Police Department Detention Room Monitor
Eileen	Lundstrom	Pepperell Police Department Detention Room Monitor
Paul	Nelson	Pepperell Police Department Detention Room Monitor
Rosemarie	Page	Pepperell Police Department Detention Room Monitor

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Police Department (continued):

Nicholas	Pentedemos	Pepperell Police Department Detention Room Monitor
Justin D.	Zink	Pepperell Police Department Detention Room Monitor
Steven	Bezanson	Pepperell Police Department Officer
Haylie	Boutwell	Pepperell Police Department Officer
Steven A.	Burke	Pepperell Police Department Officer
Jared J.	Carrubba	Pepperell Police Department Officer
Bruce	Haskins	Pepperell Police Department Officer
Stephen	Mulkerin	Pepperell Police Department Officer
Nick	Parker	Pepperell Police Department Officer
Richard	Smith	Pepperell Police Department Officer
Fabrizio	Vestri	Pepperell Police Department Officer
Paul	Nelson	Pepperell Police Department Part-time Officer
David	Querze	Pepperell Police Department Part-time Officer
Eileen	Lundstrom	Pepperell Police Department Senior Clerk
Todd W.	Blain	Pepperell Police Department Sergeant
Armando	Herrera	Pepperell Police Department Sergeant
Alan	Lessieur	Pepperell Police Department Sergeant
James	Peters	Pepperell Police Department Sergeant
Gordon A.	Candow	Pepperell Police Department Special Police Officer
Jeremiah	Friend	Pepperell Police Department Special Police Officer

Special Police: Dunstable:

George	Aggott
James	Dow
James	Downes III
Darrell	Gilmore
Eric	Hoar
Daniel	Kowalski
John J.	Koyutis
Michael	Lynn
Nicholas	Papageorgiou
Sean	Ready
Gregg	Sanborn
Benjamin	Sargent
Michael	Tedesco

Special Police: Groton:

Robert	Brealt
Peter	Breslin
Edward	Bushnoe
Paul	Connell
James	Cullen
Richard	Elie
Kevin	Feeley
Derrick J.	Gemos
Jeffrey	Gigliotti
Jason	Goodwin
Kevin	Henehan
Stephen	McAndrew
Donald L.	Palma, Jr.
Irmin	Pierce, III
Dale	Rose
Edward	Sheridan
Timothy	VanNostrand
Cory	Waite
Eric M.	Watkins

Special Police: Townsend:

Tony	Brennan
Austin	Cote
Mark	Francis
Mark	Giancotti
Randy	Girard
John	Johnson
James	Landi
James	Marchand
Erving	Marshall
Cheryl	Mattson
Ryan	Monahan
Thomas	Pearson
David	Profit
Joseph	Quinn
Kimberly	Mattson
Robert	Rebovich
George	Reidy
Thaddeus	Rochette
Jeffrey	Thibodeau
Joshua	Tocci
Christopher	VanVoorhis

The Board unanimously voted to approve the following appointments:

- Debbie J. Nutter, Assistant Tax Collector and Jane Carrubba, Assistant Treasurer/Benefits Coordinator, by Michael Hartnett, Treasurer/Collector
- Margaret M. Mazzola, Administrative Assistant to the Board of Selectmen/Town Administrator, by John F. Moak, Town Administrator
- Lynette Y. Sharpe, Assistant Town Accountant, by Thomas Wilson, Town Accountant.

ACTION ITEMS:

Item #1 – Discussion – Waiver of hiring freeze; end of year line item transfers, with Police Chief: Chief Scott read a memo to the Board requesting a waiver of the hiring freeze to be allowed to hire a patrol officer to fill one of three vacancies. He would like to start the process of searching for a new patrol officer shortly after the start of the next fiscal year with an estimated appointment date of early September. Chief Scott stated this position has been budgeted for in FY '11. Chief Scott also noted that one of our officers has met with a career counselor for the US Army and will be joining the Army Reserves. He will be leaving in September for training, and will not be back from training until May. Chief Scott noted he can not fill this position on a permanent basis because the officer will return. Chief Scott stated he went over budget on overtime by \$15,000 this year. Mr. McNabb asked if there is a way to calculate or project savings if a new patrol officer was hired. Chief Scott stated this year he could save four shifts of overtime every four days. Mr. McNabb asked if an evaluation has been done to determine if hiring another officer would save overtime. Chief Scott stated this is difficult to predict. Mr. Moak stated we could try to project at a certain level of manpower, but at this time, with current staffing levels, this position won't do that. Mr. Moak noted that this position has been included in the budget. Chief Scott stated the Board has indicated to him that we should stay at 16 officers; his budget is for 16 officers, and he is also without a Lieutenant; the budget allowed for replacement of the Lieutenant position after January 1st. Mr. Sergi stated the dollars saved from not replacing the Lieutenant were coming back to the Town, but he does have an operational concern, and believes that folks don't want to see the Police Department cut any more. Mr. Moak remarked

that the department would still be down one man when the police officer leaves for the Army Reserve, however even if the officer was not going into the Army Reserve, this position has been budgeted for.

A lengthy discussion ensued relative to staffing and projections for FY '12. The Board indicated they were unaware that we would be filling a patrol officer position. On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to allow the position of Patrol Officer to be posted and advertised. Chief Scott will come back to the next Board meeting for further discussion.

The Board reviewed a transfer request from Chief Scott to cover unexpected costs of electricity; Chief Scott is requesting that \$2,900 be transferred from Uniform Accessories (\$1,400), Ammunition (\$800) and Uniforms (\$700) to the Electricity Account. On a motion by Mr. Sergi and seconded by Mr. Hallisey, it was unanimously voted to recommend the transfer as submitted. A second request to transfer \$15,000 from Wages Hourly to Overtime was reviewed by the Board. Chief Scott explained the transfer is necessary to cover unexpected costs due to an officer out for 38 shifts sick, and the costs associated to fill shifts due to reduced staffing. On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to recommend the transfer as submitted.

Item #2 – Licensing Authority – Class II License Transfer: Mr. Hallisey read a memo regarding the transfer of the Class II License at 8 Townsend Street from Tim Woodard, TNT Auto Works, to Thomas Toomey and Sheila Stone, d/b/a Toomstone Auto Sales and Repair. Mr. McNabb noted that a response of “no comment” was received from the Conservation Commission and Tax Collector. Ms. Mazzola stated the office has received the required bond, Workers’ Compensation Affidavit and license fee of \$75.00. On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to approve the license transfer as discussed.

Item #3 – Discussion – Audit and Management Report: Mr. Sergi had asked for this agenda item, and was concerned with the lateness of the report; this is no reflection on administration, but he felt we should receive this report before the end of the calendar year. Mr. McNabb noted the auditor weighed in on bi-weekly payroll and direct deposit. Mr. Moak remarked that they commented on these items relative to efficiencies; implementing these two items would not be a huge savings to the Town, but would save time for staff to work on other projects. Mr. Sergi commented on a memo from Town Accountant Tom Wilson relative to the Sewer Enterprise Fund Free Cash certification, and expressed concern relative to the discrepancies in the balance. When the Sewer Balance Sheet was submitted to DOR for Free Cash calculation, combined in it were activities of the Sewer Betterment and Capital Accounts, which should not have been included. In removing that activity the amount of free cash went from a positive \$280,748 to negative \$34,643. Mr. Moak stated this is the first time the auditor detected this error. Mr. Sergi questioned whether there was a change in methodology. Mr. Moak will look into this and get back to the Board.

Item #4 – Discussion – Reserve Fund Transfer Requests – Postage Account; Ambulance Service: The Board reviewed a memo and reserve fund transfer request for the postage account from Treasurer/Collector Michael Hartnett. On a motion by Mr. Sergi and seconded by Mr. Hallisey, it was unanimously voted to recommend a transfer from the reserve fund in the amount of \$750.00 to the Postage Account.

Fire Chief Toby Tyler explained the need for a departmental transfer request required for the ambulance service to cover outstanding expenses for the remainder of the year. The request would transfer \$5,000 from Ambulance Supplies to three accounts: \$1,000 to Ambulance, Other Charges and Expenses; \$1,000 to Ambulance, Purchase of Services, and \$3,000 to Ambulance, Wages Hourly. On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to recommend the transfer as requested. Also before the Board was a reserve fund transfer request for the Ambulance Department. Chief Tyler explained the \$6,000 reserve fund transfer request, along with the previously voted \$3,000 departmental transfer request, was necessary due to an increase in calls. Chief Tyler explained the budget has been increased for FY '11.

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On a motion by Mr. Sergi and seconded by Mr. Hallisey, it was unanimously voted to recommend a transfer from the reserve fund in the amount of \$6,000 to the Ambulance, Wages Hourly account.

Mr. Moak explained a previously approved departmental transfer request for \$5,000 from Town Administrator, Wages Hourly to the Legal Account was deemed by the Town Accountant to be in excess of what the law allows. Mr. Moak presented a revised departmental transfer request, transferring \$5,000 from the General Insurance Account to the Legal Account. On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to rescind the previously approved departmental transfer and to recommend the revised transfer as requested.

OLD/NEW BUSINESS:

Item #1 – Discussion: Town Administrator Report: Mr. Moak reviewed his report with the board, most of which had been discussed throughout the course of the meeting. We have hit a few snags with the move of the Board of Health to the Town Hall; there was a pipe leading to an outside spigot that was leaking, and this should be repaired this month. Moody’s should be getting back to us with our bond rating this week; they were concerned with our reserve balances. Highway Superintendent Peter Shattuck is concerned with staffing due to the Foreman being out; we will address this at the next meeting. The Finance Team is working on a plan for FY ’12 funding scenarios; we hope to have a report to the Board on Thursday. This will be for discussion purposes, and would not be set in stone. National Grid is conducting an energy audit of four municipal buildings, generally focusing on lighting. Town Hall painting is moving ahead; we have paid the architect an additional \$200 to look at the building prep prior to painting. We are pushing to get answers on the replacement of the boiler and specifications this week. Information regarding the wild and scenic rivers designation is included in the Board’s packets; we will review this at the next meeting.

Item #2 – Any other Old/New Business: There was no other business before the Board.

ADJOURNMENT: On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to adjourn at 9:30 PM.

Respectfully submitted,

Peggy Mazzola, Administrative Assistant

APPROVED:

Patrick J. McNabb, Chairman

Joseph M. Hallisey III, Clerk

Joseph A. Sergi