

FINANCE COMMITTEE REPORT

Introduction

Welcome to the Finance Committee Report and Town Warrant. If you are reading this, you are probably planning to attend Annual Town Meeting. If you are **not** planning to attend Town Meeting, we highly recommend it. Town Meeting is democracy in its purest form. It requires active participation by the citizens of the Town to succeed. Although the Selectmen and other elected boards represent the executive government of Town, it is the Town Meeting that makes the ultimate decision as to how and where money will be spent.

Please take the time to read this report. The Finance Committee (FinCom) has spent many hours, some of them quite noisy, attempting to make sense of the budget situation for the Town. This report represents a distillation of FinCom opinions on the budget and other Annual Town Meeting Articles, and the discussion may be of value, whether you agree with Finance Committee recommendations or not. **If you don't want to read the whole report**, use the discussion of recommendations on specific articles of interest.

Purpose of the Finance Committee

The Finance Committee consists of seven citizens appointed by the Board of Selectmen for two year terms. The principal function of the Committee is the development of the Town budget, and to make recommendations to Town Meeting regarding any Article that has a financial impact upon the Town.

The Finance Committee can also meet with Town departments during the year to discuss matters that have financial impact upon the Town

The Finance Committee has power only to the extent that Town Meeting agrees with its recommendations; Town Meeting is free to ignore irresponsible recommendations from the Finance Committee. As a result, the Finance Committee is obligated to make sensible recommendations and explain them well if it wishes to avoid rejection by Town Meeting. At Town Meeting, members of the Finance Committee will speak to explain the Committee's recommendations.

Glossary of Terms

A number of terms are tossed about by those used to budget operations in the Town. For those who may not be so familiar with these terms, but who do not wish to be snowed by those who are, we present a glossary of some of the more popular buzzwords:

Appropriate

To set aside or assign money "so that the executive officers of the government are authorized to use that money, and no more, for that object and no other". Money that is appropriated for a purpose may not be spent for any other purpose unless Town Meeting approves such a transfer.

Raise

To tax.

Raise and Appropriate

This is the standard term used for money Articles at Annual Town Meeting. This terms grants authority to tax and spend for a specified purpose. Certain Articles at Town Meetings will have other wordings. For example, a capital purchase may be funded from the Stabilization Fund, and thus the motion would be read with the phrase "appropriate from Stabilization Fund".

Levy Limit

This is the maximum money the Town can raise under Proposition 2-1/2.

Free Cash (Available Funds)

This fund is certified annually by the Bureau of Accounts as available for appropriation. The amount of money in Free Cash presents a quick picture of a Town's financial health. Bond rating agencies look for a Free Cash amount of roughly 3% to 5% or more of total budget as an indication that things are OK. For Pepperell, this 3% to 5% figure is \$659,435 to \$1,009,058. The Town's recently adopted funds balance policy established 3% of the total budget as a goal for the free cash balance. Please note that Free Cash is an accounting device and does not represent the actual cash in the Town's accounts.

Pepperell's certified free cash as of September 18, 2006 was \$1,845,341. Actions of Special Town Meetings since have resulted in a balance of \$1,214,056 as of April 23, 2007.

☐ Stabilization Fund

A special account that is created to provide for future large expenditures. It represents an actual amount of money that is invested until appropriated by 2/3 vote of Town Meeting. The Stabilization Fund had a balance of \$1,870,509 as of April 23, 2007. The funds balance policy established a targeted minimum balance of 5% of budgeted expenditures, which translates to approximately \$1,099,058.

☐ Conservation Fund

A fund backed by invested money that is earmarked for purchase and maintenance of Conservation land. Conservation Fund Balance was \$30,955 as of April 23, 2007.

☐ Land Fund

A special account created to stabilize the impact of land purchases on Pepperell taxpayers and to respond in a timely manner to available parcels of real estate. The fund is to be used for acquiring options for the purchase of conservation restrictions, agricultural preservations rights, and real estate for general municipal purposes. Land Fund Balance was \$230,431 as of April 23, 2007.

☐ Retirement Fund

The Retirement Fund was established by the Town to set aside money to offset pension liabilities. The Town is required to pay an actuarially determined rate. The Retirement Fund balance as of April 23, 2007 was \$1,647,692.

☐ Reserve Fund

The Reserve Fund is a fund amount not to exceed 5% of the previous year's tax levy. For Pepperell, this maximum would represent roughly \$605,920. However, the Finance Committee typically budgets \$75,000. The Reserve Fund is under exclusive control of Finance Committee for "extraordinary or unforeseen expenditures". For instance, unexpected large repair costs could deplete a department's budget for Purchase of Services. Upon request from the elected board in control of the account, the Finance Committee could authorize transfer from the Reserve fund to the specified account. This is the only transfer that can be made without Town Meeting approval. Un-spent Reserve Fund amounts are closed out at the end of the Fiscal Year to Free Cash.

☐ Allowance for Abatements and Exemptions

The Allowance for Abatements and Exemptions (formerly Overlay) is an amount determined by the Board of Assessors to cover the cost of tax abatements.

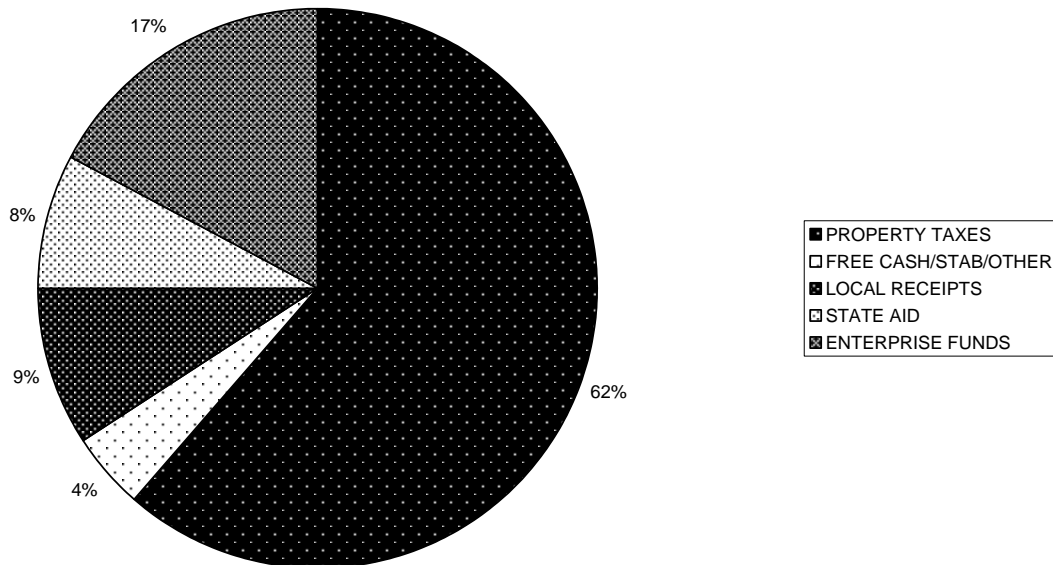
☐ Cherry Sheet

The name comes from the color of paper upon which they were once printed. The Cherry Sheets are two state forms that spell out all revenues that the state will give the Town, and all charges and assessments that the Town must pay the state and county.

Revenue Sources

Where does the Town of Pepperell get money to pay its bills?

FISCAL YEAR 2007 REVENUES



❑ Property Tax

As might be expected, the largest source of revenue comes from local property tax. Under the terms of Proposition 2-1/2, this can increase by only 2.5% per year except for new growth or an override. In FY 2008 new growth is estimated at \$125,000. Estimated total property tax revenues for FY 2008 are \$13,178,605.

❑ State Revenue Sharing

Pepperell receives relatively little direct state revenue sharing (also known as local aid). The majority of the estimated \$1,675,492 is an estimated \$1,591,572 in lottery revenue. Note that although the original bill authorizing the lottery specified that all earnings were to be distributed to the cities and towns, the state government has taken to withholding a portion of the money each year to satisfy its own budget demands. The formula used to calculate state aid is, essentially, unknown. Under the governor's new proposed budget plan, a number of categories that were formerly spelled out separately on the Cherry Sheet have been consolidated into one, smaller, amount. Pepperell receives a very small amount of Chapter 70 Aid (formerly called resolution aid), but it does indirectly receive a relatively large amount of Education Foundation aid via the North Middlesex Regional School District.

❑ Local Revenues

Local revenues represent a miscellaneous revenue grouping. The largest piece of local revenues is the motor vehicle excise tax. Also included are building permits, dog licenses, and traffic tickets, etc. This number is an estimate generated by the Town Treasurer, Town Accountant, Assessors, and Finance Committee Chairman,

in conjunction with various department heads, based on trends and projections. In other words, it's an educated guess. This is typically estimated conservatively, as a revenue surplus is easier to handle than a shortfall. We try to avoid excessive conservatism, as this leads to an unduly pessimistic estimate.

❑ Enterprise Revenues

Enterprise revenues are the money taken in by the Sewer, Water, and Transfer Station departments. These numbers also represent a forecast by the respective departments.

❑ Stabilization Fund

To date, no capital items for this year are recommended to be funded through this fund. This may be revisited at the fall Town Meeting

❑ Free Cash

Special Town Meeting in the fall usually applies Free Cash to balance the budget. This tradition has developed due to the continual uncertainty in Cherry Sheet aid.

GENERAL COMMENTS TO THE 2007 ANNUAL/SPECIAL TOWN MEETING

Usually, you are accustomed to finding in this space a letter from the Chairman of the Finance Committee detailing the fiscal state of our Town. Unfortunately, at the time of the printing of this document, we were unable to ascertain our fiscal status due, primarily, to uncertainty about the amount of the North Middlesex School budget. While neither of the proposed amounts bodes well for Pepperell, one is better than the other and our future course of action depends on which amount is selected.

As you entered Town Meeting this evening you should have been given a separate document providing the customary information. Not to overly dramatize the situation but these are exceedingly difficult times for both the Town and the Schools. Your understanding, good judgment and patience with the process will be and is greatly appreciated. Thank You.

Respectfully submitted,

Chris De Simone, Chairman
Pepperell Finance Committee

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss:

To either of the constables of the Town of Pepperell, in said county,

GREETINGS:

In the name of the Commonwealth aforesaid, you are hereby required to notify and warn the inhabitants of said Town qualified according to law to vote in state, county, district and town affairs to assemble at the NISSITISSIT MIDDLE SCHOOL, in said Town, on Monday, the 7th of May, A.D. 2007 at 7:30 PM to act on the following articles:

ANNUAL TOWN MEETING
May 7, 2007

ARTICLE 1
TOWN OFFICERS AND COMMITTEES

To choose all Town Officers and Committees for the ensuing year (July 1, 2007 - June 30, 2008) not required to be elected by ballot.

Recommended by Finance Committee.

ARTICLE 2
ELECTED OFFICIALS COMPENSATION

To see if the Town will vote to fix the salary and compensation of Elected Officers of the Town for the Fiscal Year July 1, 2007 - June 30, 2008, as provided by Section 108 of Chapter 41 of the Massachusetts General Laws, as amended; or take any other action relative thereto.

Salaries of the Elected Officers are included in the Departmental Appropriations.

Table with 4 columns: Elected Official, Recommended Salaries 7/1/06-6/30/07, Voted Salaries 7/1/06-6/30/07, Requested Salaries 7/1/07-6/30/08. Rows include Town Clerk, Treasurer/Tax Collector, Assessors, Board of Health, Board of Public Works, Lawrence Library Trustees, Moderator, Planning Board, Recreation Commission, Selectmen, and Tree Warden.

* Shall be the pay for anyone who is not the incumbent officeholder as of 7/1/07 and who is appointed or elected during the fiscal year. The above salary recommendations to become effective under the dates specified above.

Recommended by Finance Committee.

**ARTICLE 3
COMPENSATION PLAN**

To see if the Town will vote to amend its Compensation Plan established pursuant to Chapter 41, Section 108A, of the Massachusetts General Laws, and Pursuant to Chapter 31 of the Code of the Town of Pepperell, for the Fiscal Year July 1, 2007 through June 30, 2008, by deleting Appendices B, C and D of the Compensation Plan, and by inserting the text of said Appendices as follows:

**APPENDIX B
COMPENSATION PLAN
FISCAL 2008 (EFFECTIVE JULY 1, 2007)
REGULAR FULL-TIME AND REGULAR PART-TIME HOURLY
EMPLOYEES**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	12.77	13.28	13.81	14.36	14.94	15.54
2	13.54	14.08	14.64	15.23	15.84	16.47
3	14.90	15.50	16.12	16.76	17.43	18.13
4	16.38	17.04	17.72	18.43	19.16	19.93
5	18.03	18.75	19.50	20.28	21.09	21.94
6	19.83	20.62	21.45	22.31	23.20	24.13
7	21.81	22.68	23.59	24.63	25.51	26.54
8	24.00	24.96	25.96	27.00	28.08	29.20
9	26.40	27.46	28.55	29.70	30.88	32.12
10	29.02	30.18	31.39	32.64	33.95	35.31

**APPENDIX C
COMPENSATION PLAN
FISCAL 2008 (EFFECTIVE JULY 1, 2007)
REGULAR FULL-TIME AND REGULAR PART-TIME SALARIED
EMPLOYEES**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	12.77	13.28	13.81	14.36	14.94	15.54
2	13.54	14.08	14.64	15.23	15.84	16.47
3	14.90	15.50	16.12	16.76	17.43	18.13
4	16.38	17.04	17.72	18.43	19.16	19.93
5	18.35	19.08	19.85	20.64	21.47	22.33
6	20.56	21.38	22.24	23.13	24.05	25.01
7	23.02	23.94	24.90	25.89	26.93	28.01
8	25.79	26.82	27.89	29.01	30.17	31.38
9	28.87	30.02	31.23	32.47	33.77	35.12
10	32.34	33.63	34.98	36.38	37.83	39.35

APPENDIX D
 COMPENSATION PLAN
 FISCAL 2008 (EFFECTIVE JULY 1, 2007)
 SEASONAL, TEMPORARY & NON-REGULARLY SCHEDULED
 EMPLOYEES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
0	8.47	8.81	9.16	9.53	9.91	10.30
1	12.77	13.29	13.82	14.36	14.95	15.55
2	13.55	14.09	14.65	15.23	15.84	16.48
3	14.90	15.50	16.12	16.76	17.43	18.13
4	16.39					19.93
5	18.02					21.92
6	19.83					24.12
7	21.81					26.54
8	24.00					29.20

Special Rates: Special Police Officer: Step 1 from Patrolmen's Contract
 Detention Room Monitor: C3-1
 Entry Level Playground Assistants/Dispatcher Trainees - \$1.00 less than
 Grade 0 Step 1

Recommended by Finance Committee.

**ARTICLE 4
 BUDGETS**

To determine the specific sums the Town will vote to raise and appropriate or appropriate from available funds, to defray the regular expenses of the Town for the Fiscal Year July 1, 2007 through June 30, 2008 for General Government; Public Safety; Education; Public Works and Facilities; Human Services; Culture and Recreation; Debt Service; Employee Benefits and Insurance; Ambulance Fund; Sewer Enterprise Fund; Water Enterprise Fund; and Transfer Station Fund, or take any other action relative thereto. The following budgets are for the fiscal year covering the twelve-month period July 1, 2007 through June 30, 2008:

Recommended by Finance Committee.

ARTICLE 5

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT ASSESSMENT

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$9,706,742.50 for the purpose of funding the Town's apportioned share of the North Middlesex Regional School District operating budget and debt service for the fiscal year July 1, 2007 through June 30, 2008, as most recently certified to the Town by the District Treasurer, and, by virtue of appropriating this sum, approve the certified budget for the said fiscal year, or, by not appropriating this sum, explicitly disapprove the certified budget; or take any other action relative thereto.

Recommendation to be given at Town Meeting.

ARTICLE 6

NASHOBA VALLEY TECHNICAL HIGH SCHOOL ASSESSMENT

To see if the Town will vote to raise and appropriate or appropriate from available funds, the sum of \$1,005,242 for the purpose of providing funds for the Town's apportioned share of the Nashoba Valley Technical High School operating budget and debt service for the fiscal year July 1, 2007 through June 30, 2008, as most recently certified to the Town by the District Treasurer, and by virtue of appropriating this sum, approve the certified budget for the said fiscal year, or by not voting to appropriate the sum, explicitly disapprove the certified budget; or take any other action relative thereto.

Recommended by Finance Committee.

ARTICLE 7

By: Board of Selectmen, by Request

SUMMER BAND CONCERTS

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$5,000 for the annual Summer Band Concert Program for FY 2008; or take any other action relative thereto.

This is a request for Town funding for a public event, sponsored by private parties. The amount requested is a \$3,000 increase over the request for FY 06.

Not recommended by Finance Committee.

ARTICLE 8

By: Board of Selectmen

POLICE CONTRACT

To see what sum of money the Town will vote to raise and appropriate or appropriate from available funds to implement the terms of a contract entered into between the Town and the Pepperell Police Department Superior Officers' Association, Masscop Local 288A; or take any other action relative thereto.

The subject contract was signed by the parties on April 17th, after the Warrant had been posted.

Recommendation to be given at Town Meeting.

ARTICLE 9

**By: Board of Selectmen
POLICE CONTRACT**

To see what sum of money the Town will vote to raise and appropriate or appropriate from available funds to implement the terms of a contract entered into between the Town and the Pepperell Police Officers' Association, MASSCOP Local 288; or take any other action relative thereto.

The subject contract was signed by the parties on April 17th, after the Warrant had been posted.

Recommendation to be given at Town Meeting.

ARTICLE 10

**By: Board of Selectmen
ADOPTION OF STATUTE**

To see if the Town will vote to accept the provisions of MGL Ch. 39, s. 23D, relative to attendance of board members at certain types of hearings; or take any other action relative thereto.

Certain Town boards (notably the Zoning Board of Appeals) must produce decisions arrived at by vote of members who were present at all of the sessions in which a particular case was discussed. In the event of a hearing that runs over many separate sessions, there is always a danger that some member will have an unavoidable absence. This relatively new statute provides a mechanism whereby that member can "make up" the absence and prevent the creation of an obstacle to the conclusion of the case.

ARTICLE 11

**By: Board of Library Trustees
ROOF REPAIRS**

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$2,500 for the purpose of repairing seams on the copper roof of the Lawrence Library; said appropriation to be under the control of the Board of Library Trustees; or take any other action relative thereto.

This is the latest installment of the long, ongoing saga of the copper roof, but the repairs are necessary to stop existing leaks.

Recommended by Finance Committee.

ARTICLE 12

**By: Board of Fire Engineers
NEW TANKER TRUCK**

To see if the Town will vote to raise and appropriate, appropriate from available funds or borrow the sum of \$385,000 for the purpose of procuring a new tanker truck, to replace the existing, deteriorating vehicle, including any other expenses related thereto; said appropriation to be under the control of the Board of Fire Engineers (or any successor to same); or take any other action relative thereto.

The existing tanker is 23 years old, leaking, tired, and subject to constant maintenance repairs. The proposed new vehicle will fit into the existing Fire Stations.

Recommended by CAProgram

Recommended by Finance Committee.

ARTICLE: 13

By: Board of Library Trustees

NEW CARPET

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$12,000 for the purpose of replacing the worn and treacherous carpet in the Main Hall of the Lawrence Library; said appropriation to be under the control of the Board of Library Trustees; or take any other action relative thereto.

The existing carpet is old, tired and wrinkled. The inspector for the Town's insurance carrier has declared it a tripping hazard, and has recommended replacement.

Recommended by CAProgram

Not recommended by Finance Committee.

ARTICLE 14

By: IST Committee

NEW HARDWARE, SOFTWARE

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$12,400 for the purpose of funding the FY 08 segment of the IST Committee's multi-year plan for upgrade and replacement of software and hardware components; said appropriation to be under the control of the Town Accountant; or take any other action relative thereto.

This is a planned, incremental element of phased maintenance and replacement of equipment.

Recommended by CAProgram.

Recommended by Finance Committee.

ARTICLE 15

By: Police Department

POLICE CRUISERS

To see if the Town will vote to raise and appropriate or appropriate from available funds a sum not to exceed \$55,000, for the purpose of purchasing and equipping two (2) police cruisers, along with any related expenses, said appropriation to be under the control of the Chief of Police, and to allow for the disposal of used police vehicles by trade, transfer, or sale; or take any other action relative thereto.

This is the FY 08 installment of an annual, phased replacement of Police vehicles

Recommended by CAProgram.

Recommended by Finance Committee.

ARTICLE 16

By: Board of Fire Engineers

AIR PACK BOTTLES

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$10,000 for the purpose of replacing obsolete air bottles used in Scott Packs; said appropriation to be under the control of the Board of Fire Engineers (or any successor to same); or take any other action relative thereto.

The subject bottles are at or near the age at which they are, by regulation, declared to be obsolete and required to be replaced. Further batches of bottles must be replaced in subsequent years.

Recommended by CAProgram.

Recommended by Finance Committee.

ARTICLE 17

By: Board of Selectmen and the Board of Fire Engineers

FIRE EASEMENT

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, eminent domain, or otherwise an easement, for Fire Access purposes, across the property located at 47 Groton Street, Pepperell, and shown as Parcel 53 on Pepperell Assessors' Map 26, now or formerly in the possession of Ivan K. Hoyt. Said Fire Access easement is to be co-extensive with the existing sewer utility easement located on said property, as shown on a plan entitled "Town of Pepperell/ Proposed Easement at Intersection of Main Street and North Groton Street, Pepperell, Mass.," by Thomas F. Moran, dated September 12, 1975, and on file in the Office of the Board of Selectmen; said sewer easement also being more particularly referenced in a deed from John F. and Harriet Rogers to the Town of Pepperell, dated February 6, 1976, and on file with the Middlesex Registry of Deeds at Page 382 of Book 13327; and that, to provide for any damages associated with said acquisition, to see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$500; or take any other action relative thereto.

This is the culmination of several years' effort to get a viable access for fire vehicles to the rear of the stores on Main Street. Unable to effect an agreement with the land-owner, the Town believes that the expanded use of the existing sewer easement is the most practical approach to resolution, with the least additional impact on the subject property.

Recommended by Finance Committee.

ARTICLE 18

By: Building Inspector

ZONING AMENDMENT

To see if the Town will vote to amend Section 3432 of the Zoning By-law by striking said section and replacing it with a new Section 3432, to read as follows:

One of the two dwelling units shall be occupied by the owner of the property, except for bona fide temporary absence(s). At the hearing on the application for the special permit, the applicant shall provide an affidavit of intent to occupy one of the two dwelling units. Any special permit for an accessory apartment shall lapse if neither unit is owner-occupied.

or take any other action relative thereto.

ARTICLE 19

By: Communications Department
FACILITY IMPROVEMENTS

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$12,000 for the purchase and installation of raised flooring, and the relocation of the radio console and related equipment in the Communications Center, as well as any allied expenses; said appropriation to be under the control of the Communications Director; or take any other action relative thereto.

Like all spaces containing large quantities of electronic equipment, there is a huge tangle of wires that has to be accommodated somewhere, preferably in locations where the help won't be tripping over them. Given that the existing carpet is itself badly worn and a tripping hazard, as well as the requirement that the monitors be re-located for security purposes, it only makes sense that all three issues be addressed at one time.

Recommended by CAProgram

Not recommended by Finance Committee.

ARTICLE 20

By: Communications Department
ALARM MONITORING SYSTEM

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$25,000 for the purchase and installation of a replacement alarm monitoring system in the Communications Center; said appropriation to be under the control of the Communications Director; or take any other action relative thereto.

The existing system is an antique, for which replacement parts are near-impossible - if not outrightly impossible - to get. Time for a new one.

Recommended by CAProgram.

Recommended by Finance Committee.

ARTICLE 21

By: Conservation Commission
CONSERVATION FUND

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$3,450 to the Conservation Fund, which was established on February 15, 1965 by Article 21 of the Annual Town Meeting, pursuant to MGL Ch. 40, s. 5(51); or take any other action relative thereto.

This is an annual transfer, unremarkable and routine.

Recommended by Finance Committee.

ARTICLE 22

**By: Board of Public Works
NEW DUMP TRUCK**

To see if the Town will vote to raise and appropriate, appropriate from available funds, or borrow the sum of \$120,000 for the purpose of procuring a new replacement for a failing 1978 truck in the Highway Division; said appropriation to be under the control of the Board of Public Works; or take any other action relative thereto.

Despite its well-known practice of buying used vehicles and rehabilitating them, the Highway Superintendent realizes that it is occasionally necessary to add a brand new unit to the mix, lest everything wear out in a short time frame. Now is the time.

Recommended by CAProgram

Recommended by Finance Committee.

ARTICLE 23

**By: Board of Public Works
REPLACE PLOWS, SANDERS, DUMP BODIES**

To see if the Town will vote to raise and appropriate, appropriate from available funds or borrow the sum of \$75,000 for the purpose of replacing worn out plows, sanders, and dump bodies in the Highway Division; said appropriation to be under the control of the Board of Public Works; or take any other action relative thereto.

These are replacements for aging units that are rusting or wearing out, and would be undependable for use in another snow season.

Recommended by CAProgram

Recommended by Finance Committee.

ARTICLE 24

**By: Board of Public Works
HIGHWAY GARAGE REPAIRS**

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$26,000 for replacement of overhead doors and office windows at the Highway Garage; said appropriation to be under the control of the Highway Superintendent; or take any other action relative thereto.

The garage doors are balky, cranky, and leak wind. The windows are neither thermo-pane nor air-tight.

Recommended by CAProgram

Not recommended by Finance Committee.

ARTICLE 25

**By: Board of Public Works
HIGHWAY GARAGE WINDOWS**

To see if the Town will vote to extend the scope of Article 17 of the May 2005 ATM (“Salt Shed Roof”), to include purchase and installation of new replacement windows for the Highway Garage Office area; or take any other action relative thereto.

This is a \$3,900 remaining balance from a completed Highway facilities project, to be re-directed for the window replacements.

Recommended by CAProgram

Recommended by Finance Committee.

ARTICLE 26

By: Council on Aging

SENIOR CITIZEN TAX WORK-OFF PROGRAM

To see if the Town will vote to accept the provisions of MGL Chapter 59, s. 5K, relative to a Senior Citizen Tax Work-Off Program, and raise and appropriate or appropriate from available funds the sum of \$6,000 to fund the program for FY 08; or take any other action relative thereto.

This would provide limited financial assistance to qualified parties, in the form of a credit against a real estate tax bill. If passed, the Board of Selectmen would set the qualification threshold(s) and the maximum amount (within the statutory cap) that may be earned.

Not recommended by Finance Committee.

ARTICLE 27

ZONING AMENDMENT

To see if the Town will vote to amend Section 5527 of the Zoning By-law by adding, at the end thereof, the following new sentence:

Except for agricultural or firefighting purposes, no person shall be permitted to pump surface water from ponds, streams, rivers, or wetlands.

or take any other action relative thereto.

ARTICLE 28

By: Building Inspector

ZONING AMENDMENT

To see if the Town will vote to amend Section 4412 by changing the threshold figure for the square footage of an affected building or structure from 100 square feet to 120 square feet; or take any other action relative thereto.

ARTICLE 29

By: Building Inspector

ZONING AMENDMENT

To see if the Town will vote to amend section 8154 of the Zoning By-law by inserting the word “area” after the word “restricted,” so the phrase will read, “...reduction of the 100 foot restricted area...”; or take any other action relative thereto.

ARTICLE 30

By: Board of Public Works

SEWER EXTENSION/WATER LINE REPLACEMENT

To see if the Town will vote to raise and appropriate, appropriate from available funds, or borrow the sum of \$625,000 for the purpose of installing, under the laws relating to Betterments, sections of main line sewer at locations previously planned and approved in Groton Street, Tucker Street, Parker Hill Way, and Oak Hill Street, but currently remaining incomplete; as well as \$75,000 for the replacement of an existing water line in Parker Hill Way; said appropriation to be under the control of the Board of Public Works; or take any other action relative thereto.

This represents installation projects for long-promised, relatively short segments of the Town's sewer system.

Recommended by CAProgram

Recommended by Finance Committee.

ARTICLE 31

By: Board of Selectmen

STRONG CHIEF

To see if the Town will vote to accept the provisions of MGL Ch. 48, s. 42, relative to the establishment of the position of a "Strong Chief" in the Fire Department; or take any other action relative thereto.

This relates to an intended upgrade of management capability and authority in the Fire Department.

Not recommended by Finance Committee.

ARTICLE 32

By: Building Inspector

ZONING AMENDMENT

To see if the Town will vote to amend Section 10000 of the Zoning By-law ("Definitions") by adding the words "or structure." after the word "building" in the first sentence of each of the definitions for "Yard: Front," "Yard, Rear," and "Yard, Side"; or take any other action relative thereto.

ARTICLE 33

By: Board of Public Works

WATER DEPARTMENT HEADQUARTERS

To see if the Town will vote to raise and appropriate, appropriate from available funds, or borrow the sum of \$500,000 for the purpose of effecting repairs and improvements to the Water Division's existing Canal Street facility, or, in the alternative, for the purpose of acquiring and/or renovating and fitting out a Water Division facility at a different location; said appropriation to be under the control of the Board of Public Works; or take any other action relative thereto.

Professional architectural review of the existing building has found it to be far short of current code requirements, and in need of significant renovation or repairs. Relocation of the Water Division to another Town-owned facility is also being considered.

Not recommended by Finance Committee.

ARTICLE 34

By: Board of Public Works

NASHUA ROAD WELL SITE

To see if the Town will vote to raise and appropriate, appropriate from available funds or borrow the sum of \$200,000 for the purpose of installing water lines and other appurtenances relating to an agreement for a Town well site located off Nashua Road near the New Hampshire Border; said sum to be under the control of the Board of Public Works;

And further,

to see if the Town will vote to rescind the \$600,000 bonding authorization granted under Article 27 of the 2003 ATM relative to land acquisition at the subject well site;

or take any other action relative thereto.

The prior bond authorization related to a proposed Town purchase of the subject property, and is now irrelevant. A new owner of the site is proposing a gift of land to the Town, in exchange for considerations relative to the water installation that the Town would have to build anyway, to access the proposed well.

Recommended by Finance Committee.

ARTICLE 35

By: Department of Public Works

CHAPTER 90 FUNDING

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$310,957 for resurfacing and related expenses on eligible roads, said funds having been approved for 100% reimbursement by the Commonwealth under the provisions of Section 34(2)(a) of MGL Ch. 90, said appropriation to be under the control of the Highway Superintendent; or take any other action relative thereto.

This is an annual activity, the appropriated funds being fully reimbursed by the State.

Recommended by Finance Committee.

ARTICLE 36

By: Board of Public Works

EPA COMPLIANCE – Highway Garage

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$27,150 for the purpose of achieving compliance with emergency-preparedness EPA requirements at the Highway Garage and the fuel dispenser; said appropriation to be under the control of the Board of Public Works; or take any other action relative thereto.

These monies will implement the findings and recommendations of a study already performed. Failure to follow through with this project could result in serious financial penalties being imposed by DEP.

Recommended by CAProgram.

Recommended by Finance Committee.

ARTICLE 37

By: Board of Public Works

UPGRADE WATER METER READING DEVICES

To see if the Town will vote to appropriate from available funds the sum of \$25,000 for purchase of replacement hand-held meter readers and additional radio-read units; said appropriation to be under the control of the Board of Public Works; or take any other action relative thereto.

These new units are necessary for an efficient, accurate, and reliable process for the entire water/sewer billing cycle.

Recommended by CAProgram

Recommended by Finance Committee.

ARTICLE 38

By: Board of Public Works

LOADER – SEWER DIVISION

To see if the Town will vote to raise and appropriate, appropriate from available funds or borrow the sum of \$125,000, for the purpose of procuring a new loader for use at the Wastewater Treatment Plant, in accordance with a requirement of the Plant’s operating permit from EPA; said appropriation to be under the control of the Board of Public Works; or take any other action relative thereto.

This is a required piece of equipment, and there is no other vehicle available for this purpose.

Recommended by CAProgram

Recommended by Finance Committee.

ARTICLE 39

By: Board of Public Works

UV SYSTEM ENCLOSURE

To see if the Town will vote to raise and appropriate, appropriate from available funds or borrow the sum of \$75,000 for the purpose of covering and enclosing the UV treatment system at the Wastewater Treatment Plant, in order to prevent degraded treatment of effluent prior to discharge into the Nashua River; said appropriation to be under the control of the Board of Public Works; or take any other action relative thereto.

This structure is necessary to protect the equipment that ensures that what comes out at the end of the treatment process does not contain more evil (albeit minute) wildlife than the River should have to handle..

Recommended by CAProgram

Recommended by Finance Committee.

ARTICLE 40

By: Board of Public Works

WATER SYSTEM HYDRAULIC STUDY

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$30,000 for the purpose of performing a comprehensive hydraulic study of the Pepperell water system, as directed by the DEP; said appropriation to be under the control of the Board of Public Works; or take any other action relative thereto.

It’s been mandated by DEP, and we have no choice.

Recommended by CAProgram

Recommended by Finance Committee.

ARTICLE 41

By: Board of Selectmen

ROAD ABANDONMENT

To see if the Town will vote to discontinue and abandon a certain section of road, formerly part of River Road, but cut off and made irrelevant by the new layout of River Road approved by the Middlesex County Commissioners in 1931, said section being designated “Old Road,” as more particularly shown on a plan dated December 2, 1975, entitled “Plan of Land in Pepperell... belonging to Grant Gardner,” on file in the office of the Board of Selectmen; or take any other action relative thereto.

Subsequent to the posting of the Warrant, it was discovered that the intent of this article had already been addressed by a prior Town Meeting, and the subject matter is moot.

ARTICLE 42

By: Board of Selectmen

BY-LAW AMENDMENT

To see if the Town will vote to amend Chapter 22 of the Code of the Town of Pepperell (“Land Fund”) by deleting, in the first line thereof, the words “public hearing;” or take any other action relative thereto.

As written, the section requires a public hearing prior to any action involving an expenditure from the Land Fund, even if it is so basic as an appraisal fee, or so minor an issue as a filing fee, or a fee for a document copy from a surveyor or outside agency. Further, the public hearing process could severely hamper activities relating to mere investigation of a potential land transaction – if the spotlight shines bright enough, prices tend to rise, and other wanna-be sellers can flock to the fore. In any case, no purchase or binding transaction could ultimately be implemented without a vote of Town Meeting.

Recommended by Finance Committee.

ARTICLE 43

By: Board of Public Works

SEWER CAMERA

To see if the Town will vote to raise and appropriate or appropriate from available funds the sum of \$45,000 for the purpose of replacing the Town’s antiquated sewer-line camera; said sum to be under the control of the Board of Public Works; or take any other action relative thereto.

It is necessary to be able to see and evaluate problems in locations where no man has gone before – and where, frankly, no man wants to go. The existing camera is limited in range and technical capabilities, and getting tired. A new one will get us past the tight spots.

Recommended by CAProgram

Recommended by Finance Committee.

ARTICLE 44

By: Building Inspector

ZONING AMENDMENT

To see if the Town will vote to amend the Zoning By-Law by revising the chart, under Appendix A (“Table of Principal Uses”), Section F (“Industrial Uses”) to indicate that a Contractor’s yard or outdoor storage facility; landscaping yard will be allowed in the Rural, Recreational, Town, Urban and Suburban Districts with a Board of Appeals Special Permit; or take any other action relative thereto.

ARTICLE 45

By: Building Inspector

SPRINKLER REQUIREMENT

To see if the Town will vote to adopt the provisions of MGL Ch. 148, s. 26G, relative to establishing a 7,500 square foot threshold for required installation of sprinklers in a non-residential building or addition thereto; or take any other action relative thereto.

And you will serve this warrant by posting a true and attested copy of same, in said Town, seven days prior to the time of said meeting. Hereof fail not and make due return of your doings herein to the Town Clerk on or before the time appointed for said meeting. Given under our hands this 13th day of April, A.D. 2007.

John W. Lynch, Jr., Chairman

Darrell Gilmore, Clerk

Lyndon B. Johnson

PEPPERELL BOARD OF SELECTMEN

CONSTABLE OF PEPPERELL

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss:

To either of the constables of the Town of Pepperell, in said county,

GREETINGS:

In the name of the Commonwealth aforesaid, you are hereby required to notify and warn the inhabitants of said Town qualified according to law to vote in state, county, district and town affairs to assemble at the NISSITISSIT MIDDLE SCHOOL, in said Town, on Monday, the 7th of May, A.D. 2007 at 8:00 PM to act on the following articles:

SPECIAL TOWN MEETING

May 7, 2007

ARTICLE 1

By: Board of Fire Engineers

TRANSFER OF FUNDS

To see if the Town will vote to transfer the sum of \$1,400 from “Ambulance-Supplies” to “Ambulance-Overtime;” or take any other action relative thereto.

Recommended by Finance Committee.

ARTICLE 2

By: Communications Department

TRANSFER OF FUNDS

To see if the Town will vote to transfer the sum of \$3,000 from “Communications Department-Wages Hourly” to “Communications Department – Overtime;” or take any other action relative thereto.

Recommended by Finance Committee.

ARTICLE 3

By: Police Department

TRANSFER OF FUNDS

To see if the Town will vote to transfer the following sums of money:

AMOUNT	FROM	TO
\$9,000	Police Department-Wages	Police Department-Overtime
\$5,000	Police Department-Wages	Police Department-R&M Cruisers
\$4,000	Police Department-Wages	Police Department Gasoline

or take any other action relative thereto.

Recommended by Finance Committee.

ARTICLE 4

By: Board of Public Works

TRANSFER OF FUNDS

To see if the Town will vote to transfer the following sums:

\$1,902 from “Water Department – Consulting Services” to Article 27 of the 2003 ATM (“Nashua Road Well Site”);

\$176.29 from “Water Department – Consulting Services” to Article 24 of the 2004 ATM (“Lowell Road Water Line);”

or take any other action relative thereto.

Recommended by Finance Committee.

ARTICLE 5

By: Board of Public Works

TRANSFER OF FUNDS

To see if the Town will vote to transfer the sum of \$6,699 from “Sewer Department – Professional and Technical Miscellaneous & Other” to “Sewer Debt – Wastewater Treatment Plant/MWPT;” or take any other action relative thereto.

Recommended by Finance Committee.

ARTICLE 6

By: Tax Collector/Treasurer

SUPPLEMENTAL APPROPRIATION

To see if the Town will vote to appropriate from available funds the sum of \$1,200 for supplemental funding of the FY ‘07 Postage budget; or take any other action relative thereto.

Recommended by Finance Committee.

And you will serve this warrant by posting a true and attested copy of same, in said Town, fourteen days prior to the time of said meeting. Hereof fail not and make due return of your doings herein to the Town Clerk on or before the time appointed for said meeting. Given under our hands this 13th day of April, A.D. 2007.

John W. Lynch, Jr., Chairman

Darrell Gilmore, Clerk

Lyndon B. Johnson

PEPPERELL BOARD OF SELECTMEN

CONSTABLE OF PEPPERELL

Pepperell Town Meeting

Introduction

Open Town Meeting is the form of municipal government for Pepperell. In the Commonwealth of Massachusetts, this is the basic form of governance for most small municipalities. The town is the basic unit, and Town Meeting is the method provided by the Constitution and the State legislature for the governance of towns. Property ownership is not a requirement for voting at Town Meeting. Renters as well as owners, *if registered to vote*, may attend and vote at Town Meeting.

In the Open Town Meeting form of government, any registered voter may attend, speak and vote. Attendance must be in person; there is no absentee voting in a Massachusetts Town Meeting. State law requires the town to hold at least one Town Meeting each year in the early spring. This is an Annual Town Meeting and the principal business of the Meeting is to appropriate money to fund the Town's expenses for the fiscal year which commences the following July 1st. Money may be provided by appropriation directly against the municipal tax rate, which is levied on real and personal property, or money may be borrowed within limits set by the Commonwealth. The Annual Town Meeting allows for action on other subjects also. If additional matters come up at a later time, they may become the subjects of a Special Town Meeting which may be called by the Selectmen or by citizens' petition.

The Warrant

The Warrant is the notice to the voters of matters to be considered and acted on at an Annual or Special Town Meeting. Sometimes the articles in the Warrant are quite general and sometimes they are very detailed and specific. Town departments and officials may request of the Board of Selectmen the insertion of articles in the Warrant during the period in which the Selectmen publicly declare that the Warrant is "open." Citizens may also petition to place articles on an "Annual Town Meeting" Warrant. Petitions require 10 signatures of registered voters for an Annual Town Meeting Warrant or 100 signatures of voters for a Special Town Meeting. A copy of the Warrant is posted by a Constable at the Town Hall, Post Office, Police Station, McNabb's Pharmacy, and Mel's Barber Shop at least 14 days before any Town Meeting.

In the Warrant, the Selectmen call the Meeting to convene at a certain time and place within Pepperell, usually at the Varnum Brook Middle School. If the Meeting does not complete its business in its first session, the Meeting will decide to what date and time it wishes to adjourn. However, the Selectmen generally have suggested additional dates, reserved the facilities and made arrangements for public address systems and the like so the Meeting usually decides to reconvene on the dates suggested by the Selectmen.

Annual Town Meeting

Pepperell holds one Annual Town Meeting (ATM) the first Monday in May, primarily consisting of financial articles and the budget. The meeting usually adjourns to a Special Town Meeting, called for by the Board of Selectmen to take care of any financial matters from the previous fiscal year. The ATM is called to order at 7:30 PM. There is a quorum requirement of 75 for Town Meetings, which means the meeting can not begin until there are 75 registered voters in attendance.

Special Town Meeting

Special Town Meetings (STM) may be called by the Board of Selectmen or by any person by petition to the Selectmen. Petitions require 200 signatures, or 20% of the registered voters, whichever is less. These meetings usually reflect the specific need of a group or committee; however, once the Warrant is opened, other business may be added to this meeting by a vote of the Board of Selectmen or by a petition with 100 signatures of registered voters. The Board of Selectmen must call the meeting for a date no later than 45 days after the petition is filed. STM must be publicized and announced early enough to alert all citizens. There is a quorum requirement of 75 needed to open a Special Town Meeting.

Rules and Procedures of Town Meeting

Pepperell's rules are those established in the book Town Meeting Time, a handbook of parliamentary law prepared under the auspices of the Massachusetts Moderators Association. This guide may be simpler and easier to understand than the more widely known and consulted Robert's Rules of Order. Both books are available for reference at the Lawrence Library.

The Moderator

Town Meeting is conducted by the Moderator, an elected position with a term of three years. The Moderator serves as the presiding officer, regulating the proceedings, deciding all questions of order and making public declaration of all votes. The vote recorded by the Town Clerk is the official vote. The Moderator's goal is to conduct the Town Meeting in a fair yet expeditious manner, allowing all points of view a fair hearing while still keeping the process moving.

Town Meeting Agenda

The voter should take a copy of the Warrant, as well as separate copies of information regarding each article, available in the lobby at the entrance to the auditorium. The Warrant is the official agenda for the ATM. A copy of the Warrant is given to all committee members, and is available for the public at the Town Hall prior to the Town Meeting.

The printed Warrant contains all the articles for consideration, together with such recommendations to the Town as were available from the Capital Program Committee, Finance Committee and the Selectmen. The voter needs the Finance Committee Report and the handouts since the Moderator generally refers to articles by subject matter only, and frequently will not read the full text of motions to be made under the articles, but may refer instead to the Warrant.

Articles are usually considered in the order in which they appear in the Warrant. The articles appear in the Warrant in no particular order, randomly placed by the Selectmen. The Selectmen determine the order in which articles are placed on the Warrant taking into consideration appropriateness of subject matter, the need for professional support personnel, such as engineering consultants, to be present, and other relevant interests. Articles dealing with similar subject matter are often grouped together: financial, school, planning and zoning, etc.

There are occasions when common sense or expediency dictates that articles should be considered in a different order from that in the Warrant and the Meeting has the power to change the order. If the desired change is to defer consideration of an article, it may be accomplished by a "motion to postpone action" until after a specified article. If the desired change is advancement of a later article, it may be presented as a main motion if, and only if, no other motion is pending. Votes to change the order of consideration normally require majority vote for passage, but if the motion is mere jockeying for position, the Moderator may, under his power to regulate the proceedings, require a two-thirds vote. A motion "to postpone *indefinitely*" or a motion to "take no action" effectively kills action on an article.

Articles and Motions

To vote effectively at Town Meeting requires both understanding the issues and understanding the wording of the motion on which one is voting. An *article* (as printed in the Warrant and Capital Program Committee & Finance Committee Report) describes the subject under discussion, while a *motion* made under the article describes the specific action on which one is voting. In some cases the article fully and accurately describes the action, and the motion may simply be "to take affirmative action under article ____." Motions must be seconded before discussion may begin or a vote taken. The group or groups submitting the motion for consideration may make a presentation of the article.

Frequently it happens that the wording of a *motion* differs from the wording of an *article*. The wording of the article must be settled prior to the close of the Warrant. The Moderator will not allow any expansion of the intent of the article since the voters must be properly warned in advance of actions they will be asked to approve. Great efforts are made to have the wording of motions in hand a few days before ATM in order to permit review by the Moderator and Town Counsel.

Speaking on a Motion

When speaking on a motion, a voter must be recognized by the Moderator and go to the microphone, if one is available, and give name and address and committee association (if speaking on behalf of a committee). All remarks and questions should be addressed to the Moderator. When it is apparent that several people wish to be heard, lining up expedites the proceedings. In recognizing persons who wish to speak, the Moderator gives preference to those who have not already spoken on the article currently under discussion.

Within the general framework of parliamentary procedures, as presented in ATM, the goal of the Moderator is basic fairness in the consideration of issues before the ATM. This does not mean that everyone who wishes to speak will be heard. The Meeting decides that it has heard enough discussion and is ready to vote.

A motion may be made from the floor to “move the question.” Such a motion must be seconded, there is no further debate, and must be voted on immediately. The Moderator will not hear a motion to move the question if it is presented at the end of a statement or opinion.

Amendments

If a voter wishes to change a motion in some fashion, the procedure is to amend the motion. All motions to amend must be in writing and must present exactly how the voter wishes to change the motion so that the Moderator can know exactly what it is the voter wants to move before ruling on the motion. A voter who wishes to amend a *main motion* must have the amendment in writing and available to hand to the Moderator *before* rising to be recognized and offer the amendment. The Moderator may refuse to put to the Meeting an amendment which is not immediately available in writing - the Moderator may rule out of order any motion to amend which changes the original motion so drastically that, in the Moderator's opinion, the motion is no longer within the “four corners” of the article.

An amendment may consist of adding, deleting or substituting words in the motion. It may take the form of a “motion to substitute” a different motion. Sometimes a speaker tries to amend “the article,” but this is improper language. It is the motion on the floor, not the article on the Warrant, that is to be amended.

A motion to amend requires only a majority vote, even though the motion to be amended may require two-thirds or more for final passage.

Size of Vote

A majority vote is required for passage of a motion unless otherwise specified. Most votes are voice votes, the results determined by the Moderator.

Any seven voters who doubt a voice vote result as announced by the Moderator have the right to require a division of the Meeting with a standing vote. This action must be taken immediately after the Moderator declares the vote result. A standing vote simply means a visual counting of “yes” or “no” votes by raised hands, or members asked to vote by standing. These votes are counted by Tellers, registered voters in attendance who come forward and are sworn in by the Town Clerk to count the vote.

Some motions require a two-thirds vote for passage. Included in this category are votes which authorize borrowing, property transfers, and zoning bylaw changes. A few motions require even higher levels of affirmative vote for passage.

Ballot Voting

While most voting on government matters takes place at Town Meeting, ballot voting does exist in Pepperell for these occasions:

- * Local, State, National elections
- * Funding for expenditures approved at Annual or Special Town Meeting that go beyond the *levy limit*; these require an *override*, a *capital outlay exclusion* or a *debt exclusion*.
- * The *levy limit* is a restriction on the amount of property tax a community may levy. Under state law (Proposition 2½), a community may not increase taxes more than 2½% over the previous year's levy (plus the value of any new growth that has occurred in the Town) and may not levy more than 2½% of the total full and fair cash value of all taxable real and personal property in the community.
- * An *override* seeks a permanent increase in the levy limit of a community.
- * A *capital outlay exclusion* seeks a temporary increase over the levy limit to raise funds for the cost of a specific capital project
- * A *debt exclusion* seeks to add to the levy limit an amount equal to the annual debt service for a specific project; the increase continues only for the life of the debt.
- * Certain other main issues.

For local elections, the ballot vote is held on the fourth Monday of April. The polling center is open from 7 a.m. to 8 p.m.

Voter Registration

Residents may register to vote at the Town Clerk's office in Town Hall in Pepperell or at any other Town Hall in the State. You may only vote in the town you choose to register to vote in. Voters must be registered to vote for Town Meetings 20 days before the Annual Town Meeting and 10 days before the Special Town Meeting. On the last day, the registrars of voters must hold a registration. Once registered, voters are always registered unless you move to another town. However, failure to respond to the Census could cause your name to be placed on the inactive voting list by requirement of the office of Secretary of State. Special registration dates are announced by the Town Clerk.

Miscellaneous Matters

The tables in the lobby are reserved for materials voters will need for the Meeting such as copies of motions, the Finance Committee Report and Recommendations, Capital Program Committee Report and Recommendations and similar materials. Within the limits of available space, persons wishing to distribute materials relating to matters to be considered at the Meeting may place copies on the tables. People wishing to distribute information usually contact the Selectmen's office first; such materials must be cleared in advance by the Moderator. Sufficient copies must be provided for all voters who attend the Meeting. Individual distribution of materials, signing of petitions and similar activities must be done outside the lobby space, in order to permit orderly check-in by voters and efficient distribution of materials needed for the Meeting.

In addition to Town Meeting, Pepperell's municipal government is made up of many officials and committees, of which approximately 75% are appointed by the Board of Selectmen. A few positions are appointed by the Moderator. Together, these officials conduct the business of the Town, providing administrative, public health and safety, financial, utility, recreation and other services.

Broadcast

ATM and STM are taped for broadcast on local Pepperell access cable channel 15.

Refreshments

Refreshments are made available at Town Meetings by various civic groups in town as a fundraising event for that group. Those interested in providing refreshments should contact the Board of Selectmen's office prior to a Town Meeting.