

PRESENT: Selectmen Melissa M. Tzanoudakis, Roland P. Nutter and Lisa M. Ferolito; Mark Andrews, Town Administrator; Peggy Mazzola, Administrative Assistant

The meeting was called to order at 7:00 PM. Pledge of Allegiance was said. Ms. Tzanoudakis announced that the meeting is being broadcast live and recorded for rebroadcast.

1/8/2018 - Minutes

1. Acceptance Of Minutes

2. Approve Warrant And Sign Purchase Orders

The Board signed the warrants in advance of the meeting.

3. Public Communications

Mr. Nutter announced the next Veterans' Breakfast will be held on Saturday, January 13th at the Pepperell VFW from 8:30-10 AM and will be sponsored by the Pepperell Fire Department. All veterans and their families are invited to attend this free breakfast.

Ms. Tzanoudakis announced the Immediate Care center is now open 7 days per week.

4. Town Administrator's Report

Mr. Andrews reported that the Nashoba Valley Town Administrator's Collaborative met with Jay Ash, Massachusetts Secretary of Housing and Economic Development, at the MassDevelopment Offices at Devens on December 19th. Discussion centered on the continuous development of "economic development projects index" for the 16 towns in the region.

Mr. Andrews updated the Board on the recent meeting of the Local Emergency Planning Committee. Mr. Andrews thanked Emergency Management Director Dave Querze for his efforts to obtain a \$3,200 MEMA grant to purchase a trailer. Mr. Andrews will ask Mr. Querze to attend a future meeting to provide more in-depth information to the Board.

Mr. Andrews updated the Board on the progress of the FY 2019 budget development. Mr. Andrews informed the Board that the Town received a \$2,121 check from National Grid for our Green Communities program for an efficiency incentive for work at the Nissitissit Middle School.

Mr. Andrews included in his Town Administrator's report an "Update on the State of the Town Report" and self-evaluation for 2017; Mr. Andrews suggested the Board review his report and the Board will be provided with the standard evaluation forms. Mr. Andrews summarized his report.

5. Appointments / Resignations

5.1. Appointing Authority -- Police Officer Appointment

Chief David Scott was present to introduce John Coburn for appointment to the Pepperell Police Department. Chief Scott explained the hiring process, and gave a brief description of Mr. Coburn's background and experience. Chief Scott remarked Mr. Coburn will replace Sgt. Greathead, who recently retired, and is present at the meeting. A brief question and answer session between the Board and Mr. Coburn took place. On a motion by Mr. Nutter and seconded by Ms. Ferolito, it was unanimously voted to appoint John Coburn to the position of Pepperell Police Officer effective January 22, 2018, term to expire 6/30/18.

5.2. Appointment: Personnel Board Employee Representative

Present was Maureen Bolger, Assistant Assessor, who has requested to be appointed as the employee representative to the Personnel Board. Ms. Bolger briefly explained her reasons for her interest in being appointed, and commented she feels she will make a good representative of the employees, will be fair, open to new ideas, and listen to people. Ms. Ferolito agreed. Mr. Nutter questioned whether the employee representative should be from the "rank and file" instead of a

department head; it was mentioned that the previous employee representative was Fire Chief Toby Tyler. Hear no further comments or questions, and on a motion by Mr. Nutter and seconded by Ms. Ferolito, it was unanimously voted to appoint Ms. Bolger as the employee representative to the Personnel Board, term to expire 6/30/18.

6. Action Items

- 6.1. Licensing Authority: Charity Wine License Application, Friends Of The Lawrence Library
Virginia Boundy, Treasurer of the Friends of the Lawrence Library, was present. Ms. Boundy explained this is the 10th annual wine tasting, and one of their bigger fundraisers other than the book sale. The Wine Tasting is done in conjunction with Pepperell Beverage. They are all set up with the distributors, and all appropriate paperwork has been filed with the Board.
Mr. Nutter asked what's going to be on the glasses. Ms. Boundy remarked this is the 10th anniversary of the wine tastings, and they are going back to the Library in slightly different color, maybe burgundy. Mr. Nutter remarked it is a great evening out and a nice fundraiser.
On a motion by Mr. Nutter and seconded by Ms. Ferolito, it was unanimously voted to approve the Charity Wine License for the Friends of the Lawrence Library for their wine tasting event to be held on Saturday, March 3, 2018 from 6:30-9:30 PM.
- 6.2. Town Administrator's Performance Evaluation
Ms. Tzanoudakis stated the Board did not get the evaluation forms so this item will be tabled.

7. Old/New Business*

Item #1 – Any other old/new business: Ms. Tzanoudakis announced she will not be running for re-election. She understands several people have taken out papers. Ms. Tzanoudakis remarked she has been volunteering her time for 11 years.
Bill Greathead asked if there would be any public input relative to the Town Administrator's Performance Evaluation. Ms. Tzanoudakis explained a performance evaluation is not a public contributed event. If residents want to submit something to the town they can. Ms. Bolger asked what the process was. Ms. Tzanoudakis explained as with any other employee, a performance evaluation takes place between the employee and his/her supervisor; in the Town Administrator's case, his supervisor is the Board of Selectmen, so the performance evaluation must be held during an open meeting.
Phil Durno stated on behalf of many people in the town, he wanted to thank Ms. Tzanoudakis for her many years of service; she has done a fantastic job and he has known her for many years.
Mr. Greathead wanted to let the Board know that the Town Administrator has violated his contract by applying for jobs in West Newbury and Wrentham.
Crystal Jefferies asked if our Town Administrator has applied for positions elsewhere. Ms. Tzanoudakis stated this discussion is not on our agenda, and he doesn't have to answer. If Ms. Jefferies wants to have a private conversation with him she can.

8. Executive Session

On a motion by Mr. Nutter and seconded by Ms. Ferolito, it was unanimously voted to adjourn the meeting at 7:21 PM.