

BOARD OF SELECTMEN MEETING MINUTES

7:00 PM

January 14, 2019

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PRESENT: Selectmen Roland P. Nutter, Lisa M. Ferolito and Bill Greathead; Andrew MacLean, Town Administrator; Tracie Looney, Administrative Assistant

The meeting was called to order at 7:00 PM.

Pledge of Allegiance was said. Mr. Nutter announced that the meeting is being broadcast live and recorded for rebroadcast.

ACCEPTANCE OF MINUTES

2.1 August 20, 2018 Meeting Minutes (Exhibit 1)

On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted to approve the meeting minutes of August 20, 2018 as submitted.

2.2 October 3, 201 Meeting Minutes (Exhibit 2)

On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted to approve the meeting minutes of October 3, 2018 as submitted.

2.3 October 29, 2018 Meeting Minutes (Exhibit 3)

On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted to approve the meeting minutes of October 29, 2018 as submitted.

2.4 December 17, 2018 Meeting Minutes (Exhibit 4)

On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted to approve the meeting minutes of December 17, 2018 as submitted.

APPROVE WARRANT AND SIGN PURCHASE ORDERS

The Board signed the warrant.

APPOINTMENTS / RESIGNATIONS

4.1 Historical Commission Appointment / Casey Campetti

On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted to appoint Casey Campetti to the Historical Commission term to expire on June 30, 2019.

4.2 Light, Air and Noise By-Law Committee Appointments

On a motion made by Mr. Greathead and seconded by Ms. Ferolito, it was unanimously voted to appoint the following citizens to the Light, Air, and Noise By-Law Committee through December 31, 2019 but may disband sooner if it concludes its charge.

Victoria "Max" Gordon

Sherrill Rosoff

Patricia Kenneally

Ronald Karr

Mark Little

Tim Brothers

Renee D'Argento

Harvey Serreze

Vince Premus

Margaret Scarsdale

Casey Campetti

Tony Beattie

Joe Radwich

4.3 Citation for Steven York

Mr. Greathead read a citation given to Steven York because of his bravery demonstrated by rescuing a family from a burning vehicle. Mr. York thanked the Board and explained how he noticed a car that went over a mattress and he helped the driver and her two grandchildren out of the car before the car caught on fire.

4.4 Proclamation for Peter Shattuck / Highway Superintendent

Ms. Ferolito read a proclamation from the Board acknowledging his 41 years of service to the Town of Pepperell. Mr. Shattuck has held many roles in the Fire Department and the DPW. Mr. Shattuck has made a lasting impact during his time in Town.

PUBLIC COMMUNICATIONS:

Audience Comments

Peter Fitzpatrick Feasibility Committee meeting to be held on December 18, 2018.

Written Submittals (Exhibit 5)

Mr. Greathead read an update from Charter Communications.

Ms. Ferolito read a correspondence from Dick Conway commending the Pepperell Planning Board. (Mr. Nutter noted that this actually should have been the Zoning Board named in the letter)

Mr. Greathead memo from Nashoba Valley Technical School District inviting the Board of Selectmen and the Finance Committee to the annual Town Officials Breakfast to be held on January 31, 2019 at 9:30 AM.

Mr. Nutter read a notice to all Pepperell citizens to call for nominations for the 2018 Annual Town report dedication that will be due no later than April 5, 2019.

Ms. Ferolito read a correspondence from Matt Desmarais, Pack 1455 Committee Chairman, about its Blue and Gold Banquet and the Arrow of Light Ceremony to be held on February 10, 2019 at 1:00PM at the Varnum Brook Elementary School Cafeteria.

Deb Fountain, mentioned the Peter Fitzpatrick Feasibility Committee will be holding an open forum on January 26, 2019 at the Peter Fitzpatrick School from 3:00-4:30PM

She also mention there will be a Master Plan Advisory Committee is holding a visionary session and the topic will be open space and recreation. This session will be held on February 7, 2019 at 6:30 PM at the Senior Center.

TOWN ADMINISTRATOR'S REPORT (Exhibit 6)

The Town Administrator's report was presented as in the packet and will be posted to the Town website. There were no questions from the Board.

DISCUSSION / ACTION ITEMS:

7.1 FY20 Independent Audit- Jim Giusti, Giusti, Hingston Co. (Exhibit 7)

Jim Giusti went through the financial statement audit documents and described and explained various sections of the audit. Mr. Giusti told the Board that the Town has excellent financial controls and practices in place and is managing its fund balances appropriately. Our records are also in compliance with the Governmental Accounting Standards Board (GASB) requirements.

7.2 Preliminary FY20 Budget Review

The Town Administrator informed the Board of the current status of the Town finances heading into FY2020. The Town is still waiting for the Schools to provide the Town Administrator with their budget numbers and by the end of January there will be a better overall financial picture. The Schools are projected at a 3% increase at this point. According to the Town Administrator there is an approximate \$200,000 deficit in the Town budget with using the approximately \$300,000 in free cash. It was mentioned that the Town needs new growth in order to sustain the expenses.

7.3 Hiring of HR Key Solutions (Exhibit 8)

Mr. Andrews reached out to Mary Beth Bernard, the principal of HR Key Solutions, to conduct an investigation into the Town's payroll process to ensure legal compliance with federal and state regulations. The Board asked the Town Administrator to find a third party to conduct an investigation in the allegations that time records have been fraudulently entered based on employee status as exempt, non-exempt, hourly, etc. Ms. Ferolito asked for references for Ms. Bernard before hiring her. No action taken.

7.4 Town Hall Closings

Ms. Ferolito expressed concerns about Town Hall being closed when it is scheduled to be open. The Town Administrator will more thoughtfully plan and schedule future closings in coordination with staffing needs.

7.5 Administrative Assignments

Mr. MacLean explained to the Board with many Department openings he would like the Board to approve a temporary organizational change which may be brought before them in the future. The permanent adoption of these changes could then occur at a future Town Meeting or the Town could modify the charter to allow the Board of Selectmen this permanent authority. No action taken at this time.

7.6 Boards and Committee Review

The Town Administrator updated the Board that the office has been working on updating the Town openings on the Boards and Committees. The Town Administrator told the Board there is an immediate opening for the Economic Development Advisory Committee and for the Cable Review Committee. There will be a complete updated list at the next Board meeting.

7.7 Snow and Ice Account Spending (Exhibit 9)

On a motion made by Mr. Greathead and seconded by Ms. Ferolito, it was unanimously voted to authorize to expend in excess of the current fiscal year appropriation for snow and ice removal.

7.8 Soil Reclamation Proposal Update (Exhibit 10)

The Town Administrator updated the Board that there has been an Administrative Appeal that has been submitted on behalf of Mass Composting Group, LLC. to the Zoning Board of Appeals. A public hearing will be held on January 16, 2019 at 7:00 PM at the Senior Center. Ms. Ferolito asked if the Special Town Counsel can draft a letter on behalf of the Board in opposition to the proposal.

Mr. Greathead asked for a moment of silence for Sgt. John Johnson and his wife Heidi who were killed in a car accident this past week.

Mr. Nutter mentioned that his term as the Board of Selectmen Representative on the NMCOG is expiring and will need to be replaced.

ADJOURNMENT:

On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted to adjourn the meeting at 8:44 PM.

Respectfully submitted,

Tracie Looney, Administrative Assistant

APPROVED:

Roland P. Nutter, Chairman

Lisa M. Ferolito, Clerk

Bill Greathead

- Encl:
- *Exhibit 1 - Meeting Minutes August 20, 2018
 - *Exhibit 2 - Meeting Minutes October 3, 2018
 - *Exhibit 3 – Meeting Minutes October 29, 2018
 - *Exhibit 4 – Meeting Minutes December 17, 2018
 - *Exhibit 5 – Public Communications / Written Submittals
 - *Exhibit 6 - Town Administrator’s Report January 14, 2018
 - *Exhibit 7 –FY20 Independent Audit Documents - Jim Giusti, Giusti, Hingston Co.
 - *Exhibit 8 - Hiring of HR Key Solutions Document
 - *Exhibit 9 – Snow and Ice Expenditure form
 - *Exhibit 10 – Notice of Public Hearing for 161 Nashua Road