

Selectmen Melissa M. Tzanoudakis and Roland P. Nutter; Mark Andrews, Town Administrator; Peggy Mazzola, Administrative Assistant. Finance Committee members John Ladik, Sean McGinty, Robin Buxton and Mark Vasapoli

The meeting was called to order at 6:00 PM. Pledge of Allegiance was said. Ms. Tzanoudakis announced that the meeting is being broadcast live and recorded for rebroadcast.

## 2/12/2018 - Minutes

### 1. **Acceptance Of Minutes**

#### 1.1. November 13, 2017 Minutes

On a motion by Mr. Nutter and seconded by Ms. Tzanoudakis, the minutes of the meeting of November 13, 2017 were approved as submitted.

#### 1.2. December 18, 2017 Minutes

The December 18, 2017 regular session minutes were tabled until the next meeting. On a motion by Mr. Nutter and seconded by Ms. Tzanoudakis the executive session minutes from the meeting of December 18, 2017 were approved as submitted, and not to be released until the matter is resolved.

#### 1.3. January 8, 2018 Minutes

On a motion by Mr. Nutter and seconded by Ms. Tzanoudakis, the minutes of the meeting of January 8, 2018 were approved as submitted.

### 2. **Approve Warrant And Sign Purchase Orders**

The Board signed the warrants in advance of the meeting.

### 3. **Public Communications**

Mr. Nutter announced the 10th annual Wine Tasting will be held at the Lawrence Library on Saturday, March 3rd from 6:30-9:30 PM. Tickets are on sale now.

Ms. Tzanoudakis announced the Friends of the Lawrence Library annual used book sale will be held on March 16, 17 and 18 at the Pepperell Community Center.

Mr. Nutter announced a music event being held at the Lawrence Library on Saturday, February 24th.

Ms. Tzanoudakis announced the call for nominations for the dedication of the Annual Town Report.

Nominations are due to the Board of Selectmen's office by noon on April 6th.

Mr. Nutter read a letter from the NMRSD School Committee Chair relative to the Superintendent Search Committee. Mr. Andrews has been in contact with the Superintendent and the School Committee will take input from the Town. Ms. Tzanoudakis commented they didn't have as many volunteers as they'd hoped.

Ms. Tzanoudakis read a note from Kathy Cormier of Nursery Road thanking the Highway Department for all their hard work, especially during the winter storms.

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

### 4. **Town Administrator's Report**

Mr. Andrews noted that he has filed his Town Administrator's submission of his budget message and comprehensive budget on Wednesday, January 31st; the budget will be discussed later in the meeting. Mr. Andrews announced that the Pepperell Fire Department won a \$3,708 grant for student Awareness of Education (SAFE) and \$2,415 for Senior (SAFE) grants which are provided by the Massachusetts Department of Public Safety and Security. Mr. Andrews provided background on the grants.

Mr. Andrews announced that on January 16th the Nashoba Valley Town Administrator's Collaborative met with Mr. John W. Hanson, Chairman of the Massachusetts Department of Labor Relations Joint Labor Management Committee for Municipal Police and Fire, who presented on a vast array of labor and management issues facing cities and towns.

Mr. Andrews announced he attended the Massachusetts Municipal Association's 39th Annual Meeting January 19th and 20th in Boston. Mr. Andrews provided the Board with information relative to the meeting

on various topics and issues facing municipalities.

## 5. **Appointments / Resignations**

## 6. **Action Items**

- 6.1. Discussion And Action: Presentation Of The FY 2019 Town Administrator's Comprehensive Budget (Operating And Capital) To The Board Of Selectmen And Finance Committee  
Item #1 – Discussion and Action: Presentation of the FY 2019 Town Administrator's Comprehensive Budget (Operating and Capital) to the Board of Selectmen and Finance Committee: Mr. Andrews provided the Board and Finance Committee with comprehensive information relative to the FY 2019 budget, including the State budget process and projections, economic development and employment, major grants, debt position and credit rating, local budget development and formation, Nashoba Valley Technical high School budget, continued partnership with the regional school district and finance model, local budget highlights, capital plan budget, and major capital improvement grants. A lengthy discussion and question and answer session followed.

## 7. **Old/New Business\***

There was no other business before the Board.

## 8. **Executive Session**

### 8.1. EXECUTIVE SESSION PER M.G.L. CHAPTER 30A §21

Mr. Nutter motioned that the Board of Selectmen go into executive session at 7:09 PM under #2. To discuss strategy in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. Further, the Board will return to open session following the executive session for the purpose of taking an action on matters pertaining to 1. Town Administrator's Contract. Ms. Tzanoudakis seconded the motion and a roll call vote was taken as follows:

Melissa Tzanoudakis Aye

Roland Nutter Aye

Lisa Ferolito Absent

The Board exited the executive session and returned to open session at 7:57 PM as noted in the Executive Session minutes of the meeting of February 12, 2018.

Mr. Nutter motioned to increase the base salary of the Town Administrator to \$126,000 for Fiscal Year 2019 (July 1, 2018 to June 30, 2019) and to authorize the Chair to work with Labor Counsel to clean up the contract, and to have the new contract expire on 6/30/20 to correspond with the fiscal year. Mr. Nutter explained this is being done as has been done with all positions to provide a fair salary to our employees. HRS Personnel Services conducted a compensation and classification study for non-union employees. Additionally, the current contract expires in December, so we're changing the expiration date to correspond with the fiscal year. Discussion ensued relative to towns used for salary comparison. Ms. Tzanoudakis stated the average salary was around \$128,000; we looked at towns immediately surrounding us to decide on the new base salary. Ms. Tzanoudakis seconded the motion out of necessity, which was voted with all in favor. Mr. Nutter motioned in #1 Term to delete the sentence relative to the Town Administrator seeking other employment. Ms. Tzanoudakis seconded the motion by necessity, which passed unanimously. Ms. Tzanoudakis explained there has been confusion over what that sentence actually means, but after seeking an opinion from Labor Counsel it is completely unenforceable. The Town can't prevent someone from forever seeking other employment. David Lavendar asked if the Town Administrator's performance review has been completed. Ms. Tzanoudakis stated Ms. Ferolito hasn't completed her evaluation yet; once she does the Board will complete the evaluation. Mr. Lavendar asked if the Board would take the performance review into consideration when voting on the Town Administrator's salary. Ms. Tzanoudakis explained this increase is the same as has been done for other employees, which was to reset salaries to match comparable towns per the recent professional salary study. The Board is trying to get all contracts in line for fall performance reviews and proposed increases prior to the budget process. Carolyn Ahdab asked if the increase for the Town Administrator is a percentage increase, and whether after his evaluation he will receive another increase. Ms. Tzanoudakis stated he would not.

On a motion by Mr. Nutter and seconded by Ms. Tzanoudakis, it was unanimously voted to adjourn the meeting at 8:11 PM.

Respectfully submitted,

Peggy Mazzola, Administrative Assistant

APPROVED:

Melissa M. Tzanoudakis, Chairman

Roland P. Nutter, Clerk

absent