

PRESENT: Select Board Members Margaret Scarsdale, Tony Beattie and Mark Mathews; Town Administrator, Andrew MacLean; Executive Assistant, Tracie Looney

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

Pledge of Allegiance was said. Ms. Scarsdale announced that the remote meeting is being recorded for re-broadcast by Pepperell Community Media and being remotely attended by audience members via GoTo Meeting.

1. AGENDA PACKET (Please see the following link to documents related to agenda items below.)
https://town.pepperell.ma.us/AgendaCenter/ViewFile/Agenda/_04112022-3262?packet=true

2. ACCEPTANCE OF MINUTES

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to accept and release the following Select Board meeting minutes as amended.

- June 16, 2021 Select Board meeting minutes
- March 2, 2022 Select Board meeting minutes
- March 14, 2022 Select Board meeting minutes

3. BILL AND PAYROLL WARRANTS

Since the last meeting the Select Board have approved the following payroll and bill warrants:

- March 30, 2022 bill payable warrant #39B was signed for \$636,465.84
- March 31, 2022 payroll warrant #40A was signed for \$276,580.17
- April 6, 2022 bill payable warrant #40B was signed for \$205,267.71

4. SELECT BOARD APPOINTMENTS / RESIGNATIONS

4.1 Affordable Housing Trust Appointment

At the June 12, 2021 Annual Town Meeting, the Pepperell Affordable Housing Trust was created. Brian Keating has submitted an application to become a member of the trust.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to appoint Brian Keating to the Affordable Housing Trust with the term to expire on June 30, 2023.

4.2 Minuteman Nashoba Health Group Representative Appointment

The Town of Pepperell has two designated representatives to the Minuteman-Nashoba Health Group, a primary and alternate appointment. The Town Finance Director, William Schlosstein, needs to be appointed to be the primary representative. The Town Administrator, Mr. Andrew MacLean, is the alternate representative. The appointment term for these representatives will be until the employment with the Town of Pepperell is severed or the appointed is superseded by action of the Select Board.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to appoint William Schlosstein, Town Finance Director, as the primary representative to the Minuteman-Nashoba Health Group with a term that will end with the severing of employment with the Town of Pepperell or the appointment is superseded by action of the Select Board.

5. PUBLIC COMMUNICATIONS

Written Submittals:

- Letter from resident regarding ARPA funding spending

- Letter from resident regarding street clean up on Deerfield Drive

Audience Comments: Deb Fountain from the Pepperell Invasive and Native Plant Advisory Committee will be hosting an Earth Day event on Saturday, April 23rd from 10:00AM-2:00 PM at the Lawrence Library.

6. DISCUSSION / ACTION ITEMS

6.1 ARPA Decisions

The Select Board has been reviewing citizen input, capital needs, the Master Plan, and other priorities, to make determinations on American Rescue Plan Act spending. Board members have also been asked to create a list of their individual priorities to help facilitate the decision process. The Board may make decisions on additional requests for funding at this meeting. The Board was asked to submit suggestions individually for the remaining funds to be allocated and those received are listed below as motions.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was voted to allocate an amount of \$300,000.00 for Climate Change staffing. Mr. Mathews and Ms. Scarsdale voted nay. Motion fails.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to allocate an amount of \$50,000.00 for Fiber for Town Buildings.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to allocate \$5,000.00 for Vital Records Binding.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to allocate an amount of \$15,000.00 for Poll pads.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was voted to allocated an amount of \$90,000.00 for Non-Profit Support. Mr. Mathews and Ms. Scarsdale voted nay. Motion does not carry.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was voted to allocate an amount of \$100,000.00 for Affordable Housing Development. Mr. Beattie voted nay.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to allocate an amount of \$100,000.00 for Land Acquisition/ water/well protection.

The Select Board made one final motion encapsulating the individual decisions made to create a consistent reporting document for the federal processes to come.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to approve the spending of American Rescue Plan funds for the projects listed below and, in the amounts, shown.

Select Board Recommendations	
Projects	Amount
Fiber Network for town buildings	\$ 50,000
Email Server upgrade	\$ 32,500
Vital Records Binding	\$ 5,000
Fire Alarm System update	\$ 227,000
Tax and Budget software	\$ 40,000
Fire Alarm System update	\$ 227,000
Tax and Budget software	\$ 40,000
ARPA Consultant and Reporting	\$ 36,000
6 Wheel Dump Truck & Plow	\$ 325,000
Fire Command Vehicle	\$ 77,000
Green Communities Grant Match	\$ 25,000
Poll Pads	\$ 15,000
COVID Antigen Kits	\$ 6,002
Public Safety Complex - Phase 2	\$ 1,810,000
FY2022 Engineering (Rotary project)	\$ 59,700
FY2023 Engineering (Project TBD)	\$ 75,000
FY2024 Engineering (Project TBD)	\$ 75,000
Mass Historical Comm. Grant Match	\$ 50,000
Affordable Housing Development	\$ 200,000
Land Acquisition Water / Well protection	\$ 450,000
COA Support	\$ 5,000
Staff Development funds	\$ 15,000
Ambulance staffing	\$ 25,000
Number of Projects	23
Total allocated	\$ 3,603,202

6.2 Annual Town Meeting Warrant Recommendations

The Town Administrator will review with the Board the Annual Town Meeting Warrant Articles and will be asking for the Board's recommendation for each article. The articles will be approved once Town Council has reviewed the final wording. In accordance with the Charter, articles submitted for Town Meetings are to be administratively reviewed by the Select Board and, if meeting the standard for submission, are to be moved onto a Town Meeting warrant. The Select Board reviewed each article.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to recommend the 2021 Annual Town Report article.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to recommend the Revolving Funds-GL Chapter 44, Section 53E and ½ article.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to recommend the Fiscal Year 2023 General Fund Budget article.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to recommend the Fiscal Year 2023 PRECC funding article.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to recommend the Free Cash Snow and Ice article.

On motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to recommend the Free Cash Appropriation Conservation Land article.

On a motion made by Mr. Mathews and seconded by Mr. Beattie is was unanimously voted to recommend the Free Cash Appropriation Master Plan Implementation article.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to recommend Free Cash Appropriation Other Post-Employment Benefits (OPEB) article.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to recommend Free Cash Appropriation (Capital) article.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to recommend Free Cash Appropriation Affordable Housing Trust article.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to recommend Free Cash Appropriation Library Monday Hours Pilot Program article.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to recommend Free Cash Appropriation General Stabilization article.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to recommend Fiscal Year 2023 Sewer Enterprise Fund article.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to recommend Fiscal Year 2023 Water Enterprise Fund article.

On motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to recommend Fiscal Year 2023 Transfer Station Enterprise Fund article.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to recommend Fiscal Year 2023 Stormwater Enterprise Fund article.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was voted to recommend Outdoor Lighting Bylaw article. Mr. Mathews voted nay.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was voted to recommend Adaptive Re-Use By-Law article. Mr. Beattie voted nay.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to recommend Right to Farm By-Law revision article.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to recommend Non-Union Compensation Plan article.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to recommend Municipal Aggregation article.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to recommend Other Post-Employment Benefits Re-Accept 32B, Section 20 article.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was voted to recommend Public Safety Infrastructure Improvements article. Mr. Beattie voted nay.

6.3 Review Personnel Policies Draft

The Personnel Advisory Committee seeks input from the Select Board on the draft documents that were sent to the Board and included in the agenda packet. They welcome any questions but are particularly interested in input on the four topics listed below.

Sections for review:

- Grievance Procedure
- Vacation Policy
- Remote Work
- Sick Bank

Since June of 2021, a group of staff has been reviewing a personnel policies and procedures document provided by the Town Administrator. The working group currently consists of Maureen Bolger, Martin Cadek, Sue Smith, Tina McEvoy, Chief David Scott, John Holbrook. This proposed document would largely modernize the existing Personnel Bylaw. Although these policies would apply to all employees by default, many specifics would be superseded by union or personal contracts. The PAC will come to a future Select

Board meeting to more formally present the final version of the recommend policies. The Board agreed to have their input on Friday the 15th.

6.4 Memorandum of Understanding for North Central Change Collaborative (NC4)

Pepperell hosted a Climate Change Forum in June 2021 which included Congresswoman Trahan and representatives from cities and towns and private organizations throughout the Congressional District. An outcome of that meeting was the establishment of NC4 a group of towns and organizations wishing to cooperate on climate change action. The group is looking for formal support from Pepperell in the form of a Memorandum of Understanding (MOU).

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to endorse Pepperell being a party to the North Central Climate Change Collaborative Memorandum of Understanding.

6.5 Non-Union Step Table

The Non-Union Step Table is to be approved at Town Meeting. The Select Board previously endorsed a COLA increase for FY2023 and that has been added to the Town Meeting Warrant. The Personnel Advisory Committee (PAC) is recommending policy revisions and has requested changing the step table to include three additional steps at 1% each. This is in part due to the age of the current table which was last given a comprehensive review in 2016-2017 and has been mostly unchanged since fiscal year 2018. A five-year review is common for tables of this complexity. This change provides several employees a modest adjustment while the town considers a full salary table review. The FY2023 impact of this change is \$2965.48. The Town Administrator suggested that the change be considered a temporary change until a comprehensive salary review can be completed.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to approve the Non-Union Step table as presented and to be reviewed in three years.

6.6 Town Administrator Contract

The Town Administrator's contract ends on June 30, 2022. After providing an annual evaluation this winter, the Board enter into successor negotiations with the Town Administrator. These were completed in March and the proposed new contract has been reviewed by legal counsel. This new contract provides a 3.3% wage increase over the current year and the elimination of the annual health insurance opt-out provision which saves the town \$2000.00. There is a reduction to the vacation carry-forward allowance and provisions for vacation buy-back subject to funding and deferred compensation.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to approve a three-year contract for the Town Administrator as negotiated in March 2022 for a term of July 1, 2022 to June 30, 2025 as amended on April 11, 2022.

6.7 Final AIFF Contract for Signature

The Fire Department Union employees, full-time Firefighter / paramedics, have negotiated a successor collective bargaining agreement. This contract is retro-active to July 1, 2021 and will be in effect through June 30, 2024. This contract was originally settled in September 2021 but there were delays in finalizing wording so the Board is now being asked to make the agreement official. The major changes were as follows:

- Wages now competitive regionally
- Added a tier for EMT's
- Eliminated sixth week of vacation time
- Regional residency requirement added

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to approve the collective bargaining agreement between the Town of Pepperell and the International Association of Fire Fighters Local 5018 for the term of July 1, 2021 to June 30, 2024.

6.8 Future Meeting Topics

The Town Administrator reviewed upcoming topics for the next Select Board meeting.

7. REPORTS

7.1 Select Board Reports

Mr. Beattie did not have a report

Mr. Mathews spent his time working on ARPA spending, affordable housing, community preservation act.

Ms. Scarsdale helped organize NC4 meeting, planning for Civic Engagement Night

7.2 Town Administrator Reports

The Town Administrator gave a brief report on the following items:

- PFAS Committee formed
- Friends of Pepperell work on the Town Fields/walking path
- Council on Aging grant award
- Police Chief Award

8. ADJOURNMENT

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to adjourn the meeting at 9:22 PM.

Respectfully submitted,

Tracie Looney, Executive Assistant

APPROVED:

Mark Mathews, Chair

Tony Beattie, Clerk

Chuck Walkovich, Member

Approved: June 13, 2022