

PRESENT: Selectmen, Roland P. Nutter, Lisa Ferolito, and Bill Greathead; 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.

5/30/2018 - Minutes

1. Acceptance Of Minutes

2. Approve Warrant And Sign Purchase Orders

3. Public Communications

Mr. Greathead announced that the Lawrence Library Trail & Native Garden Grand Opening will be held on June 21, 2018 at 6:30pm. The Library spur trail is ADA compliant, accessible to people in wheelchairs or with visual impairments. This is the only accessible trail at a Massachusetts public library.

Mike Levesque mention that on June 13th, 2018 at 7:00 pm there will be a American Legion meeting at the Senior Center. Mr. Levesque will heading up a project to collect donations to replace the American flags in the downtown. Mr. Greathead asked what the pricing will be. Mr. Levesque said anywhere from \$40-60 per set is what he is looking at for an average. He would like to have them all replaced by either Flag Day or by 4th of July. He is looking for 100% made in America and is looking for quotes. The Board thanked Mr. Levesque for taking on that project.

Mr. Durno mentioned he went to an event at Varnum Brook School and wanted to thank the teachers and students for a fine job.

Lori Levesque wanted to inform the Board that there will be the Rock-A-Thon on June 2, 2018 to support the Pepperell 4th of July Committee from 3:00-9:00 at the VFW.

4. Town Administrator's Report

5. Appointments / Resignations

6. Action Items

6.1. Discussion Of Town Administrator Search Committee

All the appointed TA Search Committee members have been notified with a letter to visit the Town Clerks office to get sworn in. Ms. Ferolito reached out via email to all the members to start communications with them to see their availability to meet going forward. A conversation ensued regarding the timeline of releasing and ad for the position and also holding the first meeting with the search committee. Ms. Ferolito will not have the TA Search Committee meet until after the ad for the position has been put out. Ms. Ferolito read from the charter Article 4, Section 4-5 Selecting a Town Administrator. "Not more than (90) days following the date of which the committee meets to organize, the committee shall submit to the Board of Selectmen the names of not less than three(3) nor more than five(5) persons whom it believe to be best suited to perform the duties of the office of town administrator. Within thirty (30) days following the date the list of nominee is submitted to it, the Board of Selectmen shall choose by majority vote one of the said nominees to serve as town administrator. In the event the Board of Selectmen shall fail to make an appointment within the said thirty days, the screening committee shall reopen the screening process to solicit more nominees."

6.2. Finalization Of Town Administrators' Job Description

Mr. Nutter informed the Board that Ms. Looney has provided the Board with copies of the job description for the Town Administrator from 2009 which was pre-charter, one from 2014 which was post-charter, and the Town Charter itself. Ms. Ferolito had not had the chance to look at the documents however, she wants the TA description moving forward to represent what is in the Town Charter. Mr. Nutter would like the one from 2014 used since it is right out of the charter. Ms. Ferolito would like the TA job description to mention that the Charter is just a guideline and not a bible as it was meant to be a guide and feels like it has been abused in the last 3 years. Mr. Nutter believes it is more than a guide.

The agreement is there will be a mention in the TA contract that the Charter is more of a guide but the job description will have the same working as the Charter. Ms. Ferolito would like to revisit this at the next meeting on June 11th. Mr. Nutter would like to see the void of the TA position filled soon.

6.3. Discussion Of Interim Town Administrator Appointment

The charter allows the Board to appoint an interim TA for one block of one 90 days and then a subsequent 90 days but not to exceed 180 days. Mr. Nutter mentioned he has been coming into the office every day for an hour and the Board needs to get moving on the search for a new TA. Ms. Ferolito mentioned that she has been in communication with Pepperell's Town Administrator before Mr. Andrews, John Moak. She said that Mr. Moak would be willing to fill in as Interim Town Administrator starting June 12th, 2018 for 3 days a week at 24/26 hours a week. Ms. Ferolito would like to see Chief Scott to be the point of contact in case of emergency until Mr. Moak arrives.

Ms. Ferolito made a motion to appoint Chief Scott to be the emergency Interim Town Administrator from May 30, 2018 until June 12, 2018. Mr. Greathead seconded the motion. All in favor.

Mr. Greathead made a motion to appoint John Moak as Interim Town Administrator starting June 12th, 2018. Ms. Ferolito seconded the motion. All in favor.

Mr. Greathead made a motion to appoint Mr. Moak as Interim Town Administrator from June 12th, 2018 until September 12, 2018. Ms. Ferolito seconded the motion. All in favor.

7. Old Business

Renee D'Argento wanted to know if the Board had heard any news from the DEP regarding 161 Nashua Road. Mr. Greathead mentioned he had contacted the Regional Director at the DEP and there was nothing on the books for Pepperell. The Board made note that there was no permit sent to the town. Ms. Ferolito mentioned that the Board was going to send a letter to the DEP stating that the Town was in opposition to any reclamation project for this property. The Board would like the Planning Board to revisit the zoning issues. Ms. D'Argento provided the Board with a letter with the Subject: Opposition to Land Reclamation Project Proposed for Nashua Road. This letter outlines significant adverse risk to public health and the environment. Paula Terrasi, Conservation, mentioned on behalf of the Board of Health Inspector, Kalene Gedron, that the BOH is working on a bylaw for this situation.

Caroline Ahdab, mentioned to the Board that she had reached out to surrounding areas to alert them of a possible reclamation project in town and those communities were thankful of the outreach. Ms. Ahdab will forward to the Board those communications.

Ms. Ferolito would like to know the status of the Mark Andrews. She would like to know if he has turned in his laptop, keys, and cellphone. Mr. Nutter mentioned that his keys were already turned in but he is still using his laptop and phone for communications with the Town Hall. Ms. Ferolito disagrees with Mr.

Andrews still having a town email and phone. Mr. Nutter made note that if you're an employee who is on vacation is still an employee. Mr. Greathead would like the laptop returned but is ok with the phone usage. Ms. Ferolito asked who was in attendance when Mr. Andrews moved out and Mr. Nutter answered he was. She also made note to the Chair that she had no idea what was going on. Mr. Nutter mentioned that what had transpired was something that was covered under Executive Session in the last meeting on May 21, 2018. Ms. Ferolito disagrees. She said she just wanted to be updated with the process.

Mr. Wetherbee inquired when the Executive Session minutes will be released. Mr. Nutter replied not until they are done and after Mr. Andrews separation date of July 13, 2018.

Mr. Nutter made note that Mark Andrews is still an employee of the town but is not making decisions for the town.

8. New Business

9. Executive Session

ADJOURNMENT: On a motion by Mr. Greathead and seconded by Mr. Nutter, it was unanimously voted to adjourn the meeting at 7:42PM.

Respectfully submitted,

Tracie Looney, Administrative Assistant

APPROVED:

Roland P. Nutter, Chairman

Lisa Ferolito, Clerk

Bill Greathead