

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

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

Pledge of Allegiance was said. Mr. Mathews 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/806/Select-Board-Meeting-Packets>

**2. PUBLIC COMMUNICATIONS**

Pepperell's Boy Scout Troop 13, Heart of New England Council, Quinapoxet District, is proud to celebrate its 50th Anniversary serving the Pepperell community. The Board has been invited to the celebration and will be presenting the Troop with a Proclamation in honor of Troop 13's achievements.

On a motion made by Mr. Walkovich and seconded by Mr. Beattie, it was unanimously voted to provide a Proclamation to Troop 13 for their 50 years of service to Pepperell's youth.

**3. CONSENT AGENDA**

On a motion made by Mr. Beattie and seconded by Mr. Walkovich, it was unanimously voted to accept the consent agenda items as presented in the packet.

- Charter Communication Memo
- Soil Reclamation Letters
- Meeting Minutes of March 28, 2022
- Meeting Minutes of April 11, 2022
- Meeting Minutes of April 27, 2022
- May 26, 2022 payroll warrant #48A was signed for \$272,611.43
- May 26, 2022 bill payroll warrant #48B was signed for \$227,609.03
- June 2, 2022 bill warrant #50B was signed for \$168,699.19
- June 9, 2022 payroll warrant #50A was signed for \$310,182.44

**4. APPOINTMENTS / RESIGNATIONS**

Resignation of Janet Young from the Nashoba Valley Technical High School Committee.  
No appointments at this time.

**5. DISCUSSION / ACTION ITEMS**

**5.1 AFSCME CBA Vote**

The Town Administrator in conjunction with the DPW Director, DPW Business Manager, and the Human Resources Generalist has negotiated a contract on behalf of the Select Board with the American Federation of State, County, and Municipal Employees, Council 93, AFL-CIO, Local 1703. This Union represents the non-management and non-clerical members of the Department of Public Works including Cemetery/Parks, Highway, Sewer, Transfer, and Water Divisions. The Select Board has reviewed the contract in executive session. The new contract includes the following significant changes:

1. Reduces vacation time off to a maximum of five weeks (reduces town's unfunded liability)
2. Removes Chief Operators from Union at next turnover for each position (one current vacancy, one eventually)
3. Adds Cemetery Parks foreman to Union at next turnover of current superintendent.
4. Fixed step increases to July 1 with pro-rated first step for mid-year hires.

5. Changed Uniform Allowance process. It is revenue neutral/slight increase (if clothing costs rise) but provides flexibility to Union in choosing clothing as needed instead of a minimum quantity automatically.
6. Wage table increases are FY2023 - FY2025 -- 2.5%, 2.0%, 2.0% COLAs and Step 7 is increased from 1% to 2% and then 2.75% over the three years to make equivalent to other steps in the table.
7. Many edits of language for accuracy and clarification.

On a motion made by Mr. Beattie and seconded by Mr. Walkovich, it was unanimously voted to accept the agreement between the Town of Pepperell and the American Federation of State, County and Municipal Employees, Council 93, AFL-CIO Local #1703 from July 1, 2022 - June 30, 2025.

### **5.2 Fire Chief Contract**

The Town Administrator negotiated a successor agreement with our current Fire Chief, Brian Borneman. The Select Board has reviewed the contract in executive session. Major provisions in new contract:

1. Increases base pay in acknowledgement of the Chief's performance and to be more competitive with regional peers. Base salary: FY2023 \$114,000.00, FY2024, \$118,000.00, FY2025, \$122,000.00.
2. Added an educational incentive.
3. Allowed to convert one week of unused vacation time to sick time, annually. Chief is three years on job and has a modest amount of sick leave compared to career employees. This shifts an unfunded liability off the town's books and protects the chief for a lengthy but not permanent, non-job-related illness.
4. Changed format/language to be more consistent with other personnel contracts.

On a motion made by Mr. Walkovich and seconded by Mr. Beattie, it was unanimously voted to accept the Fire Chief Contract as negotiated with a contract term of three years, from July 1, 2022 to June 30, 2025.

### **5.3 Adopt an Island Request**

The Economic Development Advisory Committee is proposing a program to help beautify certain locations in Pepperell through an 'adopt a space' program. EDAC members Joyce Morrow and Stephen Themelis provided an overview of the proposal to the Board.

On a motion made by Mr. Walkovich and seconded by Mr. Beattie, it was unanimously voted to endorse the proposed 'Adopt an Island' program.

### **5.4 Personnel Policies Presentation**

During the past 12 months, a group of employees have drafted modern personnel policies for Town Employees. The draft document was provided to the board in April 2022 for review. The leader of the employee group, Maureen Bolger, presented an overview of the policies and answered questions the Board had. The policy documents and updates state and federal labor law and existing local agreements. There are four major new sections: a revised grievance process, a new vacation policy, a sick pool, and a remote work policy. Policies such as these require Select Board action.

The draft policies can be reviewed here:

<https://town.pepperell.ma.us/DocumentCenter/View/7172/TOP-Personnel-Policies-Draft>

The Board asked questions of the employees in attendance that worked on the policies as well as Judy Palumbo, Town HR Generalist. No Action was taken.

### **5.5 Unkety Brook Document**

This property was gifted to Pepperell about 30 years ago. The official deed was never recorded. For a variety of reasons, the Conservation Commission has arranged to provide the land to the Division of Fish and

Wildlife. In order to correct the deed issue, Senator Kennedy has move through Article 97 legislation. The Select Board needs to approve of the Order of Taking to make this transfer official. Paula Terrasi, Town Conservation Administrator was in attendance to explain this to the Select Board.

On a motion made by Mr. Beattie and seconded by Mr. Walkovich, it was unanimously voted to approve the Consensual Order of Taking for the Unkety Brook Conservation land as shown in the packet.

**5.6 Office Hours for Select Board / Summer Board Meeting Schedule**

Beginning in July 2022, the Select Board will hold public office hours monthly. Each office hour will be attended by one Board member and will be held in Town Hall Conference A from 5:30 - 6:30 pm. The first meeting will be on July 28, 2022.

The Board also discussed the upcoming Select Board meeting schedule. There will be no meeting on July 10, 2022 due to a conflict in schedules.

**5.7 Annual Re-Appointments**

The Select Board is the appointing authority for the Boards, Committees and Commissions. The reappointment list reflects all members whose term expires on June 30, 2022.

On a motion made by Mr. Walkovich and seconded by Mr. Beattie, it was unanimously voted to appoint the slate of names for the 2022 reappointments.

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**5.8 Future Agenda Topics**

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

**6. TOWN ADMINISTRATOR REPORTS**

Please see the following link to the Town Administrator's report.

<https://town.pepperell.ma.us/DocumentCenter/View/7204/TA-Report-2022-06-13>

**7. ADJOURNMENT**

On a motion made by Mr. Beattie and seconded by Mr. Walkovich, it was unanimously voted to adjourn the meeting at 9:25 PM.

Respectfully submitted,

Tracie Looney, Executive Assistant

**APPROVED:**

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Mark Mathews, Chair

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Tony Beattie, Clerk

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Chuck Walkovich, Member

Approved: Approved August 22, 2022