

**SELECT BOARD MEETING
7:00 PM**

**July 25, 2022
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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

No public comments at this time.

3. CONSENT AGENDA

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

- Charter Communications Memo
- Meeting Minutes of June 9, 2022
- May 23, 2022 bill warrant # 52B was signed for \$314,584.05
- June 30, 2022 bill warrant # 53B was signed for \$246,776.16
- July 07, 2022 payroll warrant #2A was signed for \$303,828.73
- July 01, 2022 bill warrant # 01B was signed for \$2,283,594.01
- June 30, 2022 bill warrant # 54B was signed for \$131,398.44
- Approved the Warrant for September's Primary

4. APPOINTMENTS / RESIGNATIONS

Election Worker Re-Appointments

Election workers are to be appointed by August 15 each year to allow for training and preparation for fall primary and general elections. The appointments are through August 14, 2023.

On a motion made by Mr. Beattie and seconded by Mr. Walkovich, it was unanimously voted to appoint the slate of election workers listed below by Precinct until August 14, 2023.

Precinct 1				Precinct 3			
Position	Last Name	First Name	Position	Last Name	First Name		
Warden	Phoenix	Lee Ann	Warden	Pease	David		
Deputy Warden	Recco	Michael	Clerk	Putnam	Jennifer		
Clerk	Benson	Kirsty					
Deputy Clerk	Boundy	Virginia					
			Inspector	Andrews	Sue		
Inspector	Jones	Sheila	Inspector	Adams	Anne		
Inspector	Morgan	Joann	Inspector	Colavito	Kathleen		
Inspector	Chase	Bonnie	Inspector	Collins	Rita		
Inspector	Crisman	Jenny	Inspector	Clark	Linnea		
Inspector	Harkins	Linda	Inspector	Durno	Phillip		
Inspector	Kouliopoulos	Jennifer	Inspector	Hencke	Deborah		
Inspector	LeBlanc	Jeanne	Inspector	LeBlanc	Patricia		
Inspector	Morris	Bridget	Inspector	Nevard	Jeanne		
Inspector	Caraviello	Patricia	Inspector	Nordberg	Peter		
			Inspector	Rowse	Suzanne		

Precinct 2				Precinct 4			
Position	Last Name	First Name	Position	Last Name	First Name		
Warden	Collins	Jim	Warden	Nutter	Roland		
Deputy Warden			Clerk	Casserly	Susan		
Clerk	Boeing	Christopher					
Deputy Clerk	Reagan	Joanna	Inspector	March	Jaimie		
Inspector	Berardi	Carol	Inspector	McDevitt	Vanessa		
Inspector	Hamilton	Deborah	Inspector	Rinas	David		
Inspector	Dapic	Gertude	Inspector	Rinas	Doreen		
Inspector	Kingsbury	Jennifer	Inspector	Gawrichev	Jen		
Inspector	Kobs	Janice	Inspector	Gordon	Victoria		
Inspector	McChristian	Fay	Inspector	Livadas	Doris		
Inspector	Quinn	Carol	Inspector	Munroe	John		
Inspector	Wellwood	Virginia	Inspector	Rebello	Patricia		
Inspector	Temple	Diane	Inspector	Barton	David		
Inspector	St. George	Kevin	Inspector	Stewart	Joy		
Inspector	Pecorelli	Katherine	Inspector	Mayer	Michelle		

Economic Development Advisory Committee Appointment

There are currently two vacancies on the EDAC. Nicole Murphy has filled out an application to serve on the EDAC. Ms. Murphy was in attendance to give a brief history of herself and why she would like to be on EDAC.

On a motion made by Mr. Beattie and seconded by Mr. Walkovich, it was unanimously voted to appoint Nicole Murphy to the Economic Development Advisory Committee with the term to expire on June 30, 2023.

Constable Re-Appointment

The Select Board is the appointing authority for Constables. James Flanders would like to be re-appointed as a Constable in Pepperell.

On a motion made by Mr. Walkovich and seconded by Mr. Beattie, it was unanimously voted to reappoint James Flanders as a Town of Pepperell Constable with the term to expire on June 30, 2025.

5. DISCUSSION / ACTION ITEMS

5.1 Authorize Town Clerk to Hire Police/ Constables for Elections

In June the Acts of 2022 established new regulations regarding statewide elections. The Town Clerk asks for authority to provide security in compliance with these rules.

On a motion made by Mr. Walkovich and seconded by Mr. Beattie, it was unanimously voted that the Select Board delegates to the Town Clerk the authority given to the Select Board in Chapter 92, Section 72 of the acts of 2022 to hire a sufficient number of police officers to the polling places for one or more precincts at every election therein to preserve order and to protect the election officers and supervisors from interference with their duties, and further to aid in enforcing the laws relating to elections, delegate that authority to the Chief of Police.

5.2 Revise Building Committee Charge

The Building Committee was established in December 2019 to explore the need for repairing or replacing our public buildings. Since then, the Building Committee has brought two proposals forward to Annual Town Meetings, first to hire an Owner's Project Manager and an Architect and create schematic designs to repair or replace our public safety buildings, and a second to fund the detailed design work required including the solicitation of construction bids. This second phase is outside of the initial charge of the committee and so the committee is asking the Select Board, as appointing authority, to revise the charge to enable detailed design decisions to move forward without undue delays. To this end, the following committee charge is proposed.

Building Committee Charge

Draft revision July 2022

1. Purpose

This Building Committee will oversee the design and construction phases of the proposed Public Safety Facility. Working in conjunction with the Owner's Project Manager, the Building Committee has the authority to make decisions on design details including interior and exterior features and finishes, mechanical, electrical, and plumbing systems, equipment, furnishings, and landscaping, provided these decisions do not materially change the scope of the project as publicly presented in April 2022.

2. Reporting

This Building Committee will report to the Select Board on project progress at least quarterly and will also coordinate public information sessions as designs are developed.

3. *Limits*

The limit of the Building Committee authority includes changes to the project scope. For instance, an alternate location, adding features that will change the base cost of the plan as proposed in April 2022, eliminating proposed elements. Changes of this nature must be brought before the Select Board for consideration before the scope is changed.

On a motion made by Mr. Walkovich and seconded by Mr. Beattie, it was voted to authorize the Building Committee charge as amended in this meeting packet. 2-0 Mr. Beattie voted nay.

5.3 Re-Vote Final Version of Personnel Policies

The Select Board voted an amended version of the Personnel Policies in June 2022. In compiling a final version for distribution, additional typographical changes were made. We are asking the Select Board to re-vote the entire Policy document and its appendices before distributing to the employees.

On motion made by Mr. Walkovich and seconded by Mr. Beattie, it was unanimously voted to adopt the Personnel Policy Document as amended.

5.4 Set Date for Special Town Meeting

The Town has several draft articles proposed for a Special Town Meeting in the fall. In reviewing with the needs of the Finance Team and others we are looking at mid-November.

On a motion made by Mr. Beattie and seconded by Mr. Walkovich, it was unanimously voted to set the date for a Special Town Meeting as November 14, 2022, 7:00 PM at the Nissitissit Middle School.

5.5 Remote Meetings Policy

The Town Administrator explained to the Board that on July 16, 2022, Lt. Governor Polito signed legislation extending remote meetings through March 31, 2023. Absent this extension, the Town's remote meeting policy is restricted to the Finance Committee only. Given the past two year's experiences with remote meetings, the Select Board may wish to broaden the use, locally.

On a motion made by Mr. Beattie and seconded by Mr. Walkovich, it was unanimously voted to accept 9440 CMR 29.10 to include all boards, committees, and commissions of the Town of Pepperell

5.6 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/7402/TA-Report-2022-07-25>

7. ADJOURNMENT

On a motion made by Mr. Beattie and seconded by Mr. Walkovich, it was unanimously voted to adjourn the meeting at 8:14 PM.

Respectfully submitted,

Tracie Looney, Executive Assistant

APPROVED:

Mark Mathews, Chair

Tony Beattie, Clerk

Chuck Walkovich, Member

Approved: September 12, 2022