

1. Call To Order And Pledge Of Allegiance

The meeting was called to order at 7:02 pm. The pledge of allegiance was said.

Attendance (Charter Review Committee Members attended via remote connection): Matt Jussaume (Chair) Caroline Ahdab (Vice Chair), Ramona Reed (Clerk), John Ladik, Harvey Serreze, Marilyn Tremblay
Absent: Bob Newton

2. Acceptance Of Minutes

John Ladik made a motion, seconded by Harvey Serreze, to accept the meeting minutes of August 19, 2020. These were unanimously accepted by the CRC members who attended that meeting - Caroline Ahdab, Matt Jussaume, John Ladik, Ramona Reed, and Harvey Serreze. Marilyn Tremblay abstained because she was not at the meeting.

3. Public Comments On The Agenda

None.

4. Public Feedback Received

Matt Jussaume reported that he contacted Doug Adams to ask for correspondence received by Doug that had not previously been sent to the CRC. Doug advised the only email he had was one that the CRC already received on 8/19/2020 with comments regarding implementing an HR resource. The email string had comments sent by Maureen Bolger, Assessor, on July 30, 2020, Debbie Nutter, Treasurer, on July 30, 2020 and Martin Cadek, Systems Administrator, on August 3, 2020. This email was discussed at the CRC meeting on 8/19/2020.

5. Discussion / Action Items

5.1. Housekeeping: Status Of CRC Attendance And Open Vacancy - M. Jussaume

Matt Jussaume advised that he reported Doug Adams' resignation from the CRC to the Board of Selectmen and Town Administrator by email on 8/20/2020. Also, Matt was advised by the Town Administrator that Mike Tang moved away from Town so he will no longer be serving on the CRC. In an email dated 9/2/2020, Matt notified the NMRSD School Committee Chair, Craig Hansen, about the opening for a school committee representative on the CRC. According to Charter Article 7-8e, the BOS and the Pepperell members of the School Committee will have 30 days from the notice provided to appoint new representatives, otherwise the remaining CRC members may fill the vacancies by a majority vote.

5.2. Discuss How To Handle HR Issues In The Charter (Considering Public/Employee Feedback)

The Charter Review Committee discussed various ideas on how the Charter might incorporate verbiage to provide for an HR resource to handle issues for Town employees, and in particular, to give employees who report directly to the Town Administrator a path to escalate concerns or grievances above the Town Administrator. The discussion included that the CRC would review the Personnel By-law and Personnel Board for reconsideration in managing HR issues.

Public comments were heard from Maureen Bolger (Assessor) and Tony Beattie (Selectman). Ms. Bolger, speaking for herself, mentioned that the prior Personnel Board did include one employee representative, who was appointed by the Town Administrator. She said she was unsure how that person was recommended to the TA. Mr. Beattie, speaking for himself, mentioned he previously provided a few suggestions to the Town Administrator including finding a volunteer committee of 5 individuals who have

prior HR business experience (other towns have done this), consider a shared regional HR resource or hire a consultant on a per diem basis. He also commented that it would be important for the resource to be neutral.

After the discussions, Matt Jussaume compiled the following outline for the CRC to further discuss:

Charter sections to address:

- 3.2 Board of Selectmen
- 4-2 Town Administrator Powers and Duties - how does this impact 4-2c (administration of Town personnel system)
- 5-5 Organization of Town Government (Personnel Board is referenced here)
- 8-1 Transitional Provisions
- X-Y Hiring process

Intent:

Impartial - Cannot report to Town Administrator

Options:

1. HR person
2. Hire firm to provide mediation services
3. Committee of 5 (3 town people [could be elected], 2 selectman [rotating between cases]); employee representative included? Include attorney for the town?
4. Regional HR resource?
5. Restore Personnel By-law
6. Restore personnel By-law, with additional mediator position
7. Assign responsibility to Board of Selectmen
8. Town employees can air grievances with Board of Selectmen

-Restore Personnel By-law, refine Personnel Board, additional mediator position, and as transitional item have option to bring grievances to Board of Selectmen - appeal process post mediation is to Board of Selectmen

-What role does Personnel Policy (drafted by Town Administrator) play?

Action for CRC: Homework assignment: read Personnel By-law, Pepperell code, Personnel Policy

Chat items:

The selection process and appointment of an HR Resource shall proceed accordingly

1. No sooner than 30 days the Personnel Board shall select/appoint an HR Resources based on the needs of the Town of Pepperell. Said Personnel Board shall be chaired by the Personnel Board and partnered with the Select Board

Link to Personnel By-law:

<https://town.pepperell.ma.us/DocumentCenter/View/971/Personnel-Bylaw?bidId=>

Separate issue - pay scales, compensation

Other - Town Administrator has option to assign the HR role to other entity through Town Meeting

5.3. Article 4.2 B - Town Administrator Powers & Duties - Committee/Commission/Board Appointments- (Follow-Up From 6/3 CRC Mtg And Public Feedback)

Due to time constraints, this will be deferred to a future meeting agenda.

6. Other Matters Which Could Not Be Reasonably Anticipated 48 Hours Prior To Meeting

None.

7. Adjournment

Ramona Reed motioned to adjourn the meeting, which was seconded by Harvey Serreze. By unanimous vote, the meeting adjourned at 8:56 pm. The next Charter Review Committee Meeting will be scheduled for Weds., Sep 16, 2020, at 7 pm.

Minutes respectfully submitted by Ramona Reed, Clerk, Charter Review Committee