

Charter Review Committee - Remote Meeting
8/18/2021

1. **Call to Order and Pledge of Allegiance**

The meeting was called to order at 7:09 pm by the Chair. The Pledge of Allegiance was said

Attendance: (Charter Review committee members attended via remote connection.) Matt Jussame, Chair; Caroline Adhab, Vice Chair; Marilyn Tremblay and Harvey Serreze, Members. Absent: Ramona Reed, Clerk and John Ladik

Housekeeping: Marilyn Tremblay volunteered to take the minutes in absence of Ramona Reed, Clerk. The four members that were present decided to table the major items on the agenda due to the absence of two members. They felt that each member's input was vital to the particular topics on the agenda. The decision was made to go ahead with minor items for discussion only.

2. **Acceptance of Minutes**

Harvey Serreze made a motion to accept the minutes of the 8/4//2021 CRC meeting. The motion was seconded by Caroline Adhab. Ayes: M Tremblay, H. Serreze, M. Jussame and C. Adhab

3. **Public Comments**

The Chair recognizes Margaret Scarsdale, Rob Rand, Maureen Bolger and Paula Terrasi as public attendees.

there were no public comments at this time.

4. **Public Feedback Received**

**Harvey Serreze called for the committee to discuss the email from Rob Rand with regards to his willingness to fill one of the three vacancies that we have on the CRC. Matt Jussame stated that any of the original appointing agencies could fill the spots left vacant by their initial appointment. Since the seats have been vacant for over 30 days, the remaining members of the CRC can recommend (nominate) a viable candidate to the Select Board. Marilyn Tremblay stated that Rob Rand would be a very good candidate as he has been an active public participant at several of the CRC meetings. Harvey Serreze agreed. Caroline Adhab also added that not only has Rob been an active

participant, he has brought up some very good points for the committee to deal with. As our vacancies have been open for quite a long time, it would be difficult for someone to catch up with what we have done already. Rob has kept current by attending the meetings. Matt Jussame will notify the Select Board and the Town Administrator of Rob Rand's intention to apply and the recommendation to appoint from the CRC members, which will be on the agenda for the next meeting.

****MPIT: Master Plan Implementation Team**

Matt Jussame forwarded emails that he received from Deb Fountain and Andrew MacLean with the latest information from the MPIT regarding the Charter. The request was to address current operations, and roles and responsibilities of Board, Committee and managerial members. We had already voted to remove the complete list of Board/Committee members in Section 5 and will tackle the Administrative code at our next meeting. Rob Rand commented that the MPIT is looking for volunteers to educate voters about the CPA. Caroline Adhab has a friend in Tewksbury who has just recently spearheaded their CPA. She plans to reach out to her for the strategy that they used.

****Draft Code of Conduct .**

Matt Jussame forwarded an email from the Select Board with a draft of the Code of Conduct referenced in the Charter for us to look at. Matt Jussame stated that it is covered in Section 1-8, but generally. The CRC should look at the draft of the Code of Conduct and funnel back any comments to the Select Board.

****Town Hiring Discussion**

Maureen Bolger initiated the conversation about the second probationary period for Department heads. Marilyn Tremblay asked if there were any elected Department Heads or if they were all appointed. Paula Terrasi stated that they were all appointed. Comments were made that we should re-ignite the Section in the Charter that covers any changes that could be made with regards to appointed/elected employees. The CRC will re-visit Section 7-11. The question was raised as to who has the authority to change the probationary periods for Department heads. Marilyn Tremblay made a comment that all employees should be treated equally. She posed the question of whether the second probationary period was for the supervisory role of a department head and not necessarily the actual employment. Harvey Serreze commented that we may need language in the Charter to cover this issue. We need to discuss it as a whole committee. If its not in the Charter, does some other document cover it adequately? Section 7-11 does conflict with the Personnel By-laws. Is it our charge to make up these rules? We are trying to tighten up across the Town

documents that cover personnel issues. Maureen Bolger will speak with the Town Administrator about the origin of this second probationary period for Department heads.

5. (5.1 - 5.3) **Complex Issues**

_____ Tabled - No Quorum

6. **Review of Drat of Updated Pepperell Administrative Code**

_____ Tabled - No Quorum

7. **Other Matters Which Could Not Be Reasonably Anticipated 48 Hours Before Meeting**

None

8. **Adjournment**

Marilyn Tremblay made a motion to adjourn the meeting. The motion was seconded by Caroline Adhab.
The meeting adjourned at 7:53 pm.

Respectfully submitted,

Marilyn Tremblay