

[TO BE TYPED ON TOWN OF PEPPERELL LETTERHEAD]

February 20, 2018

**CONFIDENTIAL**

Maureen Bolger  
Assistant Assessor  
Town of Pepperell  
1 Main Street  
Pepperell, MA 01463

Re: Grievance/Harassment

Dear Ms. Bolger:

I am in receipt of your letter dated February 13, 2018 by which you filed with the Board of Selectmen a “grievance/harassment report against the Town Administrator Mark Andrews.”

In your letter, you allege that the Town Administrator “is committing fraud every time he knowingly signs a time card that says a person worked 40 hours when they leave (sic) outwardly do not.” Please provide me with specific facts to support this serious allegation, including the name(s) of the individual(s) involved in this allegation.

The other matters you raise in your letter (specifically, your work hours, leaves of absence, and work performance) do not involve misconduct, but rather are administrative matters. Therefore, they are not within the Board of Selectmen’s jurisdiction as the Board is not the appointing authority for the position of Assistant Assessor. I refer you to your appointing authority, the Town Administrator, to discuss these administrative matters.

Please also note that supervising employees and holding employees accountable do not constitute harassment or bullying. These are responsibilities with which a manager is entrusted to carry out on behalf of the Town.

Sincerely,

Melissa Tzanoudakis  
Chair, Board of Selectmen

Cc: Lisa Ferolito, BOS member  
Roland Nutter, BOS member

Mark Andrews, Town Administrator