

# BOARD OF SELECTMEN MEETING MINUTES

January 28, 2019

7:00 PM

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**PRESENT:** Selectmen Roland P. Nutter, Lisa M. Ferolito and Bill Greathead; Andrew MacLean, Town Administrator; Tracie Looney, Administrative Assistant

The meeting was called to order at 6:00 PM.

## **EXECUTIVE SESSION**

On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted that the Board of Selectmen go into Executive Session at 6:00 PM as authorized by Chapter 30A Section 21(a) of the Massachusetts General Laws. The purpose of the meeting is to:

- a. Discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
- b. To investigate charges of criminal misconduct or to consider the filing of criminal complaints.
- c. To approve October 15, 2018 Executive Session meeting minutes

Further, the Chair declares that the Board will reconvene back in open session for the purpose of continuing with the posted agenda. A roll call vote was taken as follows:

Roland Nutter	Aye
Lisa Ferolito	Aye
Bill Greathead	Aye

*The Board reconvened at 7:45 PM for the Regular Board Meeting.*

Pledge of Allegiance was said. Mr. Nutter announced that the meeting is being broadcast live and recorded for rebroadcast.

Mr. Greathead asked for a moment of silence for Paul Tierney, retired Pepperell Fire Captain, who passed away.

## **ACCEPTANCE OF MINUTES**

### April 17, 2018 Meeting Minutes

These minutes are not available at this time.

### May 21, 2018 Meeting Minutes (Exhibit 1)

On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted to accept the meeting minutes of May 21, 2018 as submitted.

### January 14, 2018 Meeting Minutes

These minutes are not available at this time.

## **APPROVE WARRANT AND SIGN PURCHASE ORDERS**

The Board signed the warrant.

## **APPOINTMENTS / RESIGNATIONS**

### 5.1 Finance Committee Appointment / Mr. Cutler

A brief introduction from Mr. Cutler to his interest in serving on the Finance Committee.

On a motion made by Mr. Greathead and seconded by Ms. Ferolito, it was unanimously voted to appoint Mr. Cutler to the Finance Committee with the term to expire on 6/30/2020.

### 5.2 Election Worker Appointment / Rita Collins

On a motion made by Ms. Ferolito and seconded by Mr. Greathead, it was unanimously voted to appoint Ms. Collins to an Election Worker with the term to expire on August 15, 2019.

5.3 NMCOG Representative Resignation

On a motion made by Ms. Ferolito and seconded by Mr. Nutter, it was voted to appoint Mr. Greathead as the Board of Selectmen's representative to NMCOG.

5.4 Boards and Committee Vacancies

The Town Administrator and Ms. Looney updated the Board with the progress that is ongoing with the updates of the Boards and Committees.

**PUBLIC COMMUNICATIONS:**

Audience Comments

Deb Fountain announced there will be a Master Plan public vision session to be held on February 7, 2019 at 6:30 regarding policies on open space.

Written Submittals (Exhibit 2)

Mr. Greathead read an update from Charter Communications.

Ms. Ferolito read a memo from the Town Clerk regarding the Town Election nomination papers are available.

Mr. MacLean read a memo regarding a Lowell National Historical Park Quarter Launch & Coin Exchange.

Mr. Nutter read a memo from the Town Clerk regarding the 2019 Annual Town Election and Town Meeting dates and times.

Ms. Ferolito read a memo from the Town Clerk regarding the Annual Town Census.

Ms. Ferolito read a letter addressed to the Board from Vince Premus addressing the Soil Reclamation Proposal.

Mr. Greathead and Ms. Ferolito read announcements from the Council on Aging regarding programs available to the public.

**TOWN ADMINISTRATOR'S REPORT:**

7.1 Update on Town Administrator's Report (Exhibit 3)

The Town Administrator pointed out a few notes of his Town Administrator's report to the Board. Peter Shattuck, Highway Superintendent, worked his last day on January 25, 2019. Also the Storm Water Enterprise Fund will be sending out its first bill. Paula Terrasi accepted a \$50,000 grant on behalf of the Conservation Department from the State for Ecological Restoration.

**DISCUSSION / ACTION ITEMS:**

8.1 DLTA Grant Letter of Support (Exhibit 4)

David Stairs, Communications Director, spoke to the Board regarding the DLTA Grant Letter of Support. The Montachusett Regional Planning Commission (MRPC) has a District Local Technical Assistance (DLTA) grant opportunity that we wish to apply for. David has taken the lead with Ashby and Townsend on asking for funding to determine specific next steps in the planned regional dispatch center. The application requires a letter of support from each community's Board.

On motion made by Mr. Greathead and seconded by Ms. Ferolito, it was unanimously approved to support the grant application for the DLTA.

8.2 Grant of License for Farrar Street / National Grid Pole (Exhibit 5)

Farrar Street was discontinued by the Town of Pepperell in the mid-20<sup>th</sup> century. An abutting parcel owner wishes to receive utilities from Prescott Street. National Grid requires an easement on and over the town road. This requires a Town Meeting vote. In the meantime National Grid and our attorney agree that a license from the Board of Selectmen would allow the property owner to receive the utilities until the Town Meeting vote can be taken. The

property owner is aware of the risk (a negative vote at the Town Meeting) that would require removal of the utilities. The Conservation Agent is in support of this solution.

On a motion made by Mr. Greathead and seconded Ms. Ferolito it was unanimously voted to approve the grant of license to allow the utility easement on and over Farrar Street to the subject property.

8.3 Presentation from Timothy Brothers / International Dark – Sky Association

Timothy Brothers, an astronomer at MIT’s Wallace Astrophysical Observatory in Westford, gave a slide presentation regarding Dark Skies and light pollution. Mr. Brothers showed examples of how the light pollution in our Town can be modified to help darken the light pollution we currently have on some buildings around Town. He also spoke about the human health and safety issues surrounding light pollution.

8.4 HR Key Solutions References (Exhibit 6)

Mr. MacLean referred to the letters of recommendation from HR Key Solutions that were requested from the Board at the prior meeting. Ms. Ferolito suggested that the Board suspend hiring of HR Key Solutions until Mr. Nutter is no longer on the Board as she believes there is a conflict that his wife is a Town employee. Mr. Ladik, Finance Committee member asked the Town Administrator where the funds would come from. Mr. MacLean said that most likely out of a legal fund account. No action made.

8.5 FY20 Budget Review

The Town Administrator gave a slide presentation on the FY20 Town budget. Mr. MacLean informed the Board that the Town has been using free cash to balance its operating budget for several years and this is financially unsustainable. The budget growth is rising faster than property growth, mostly due to escalating health insurance and educational costs. The TA asked staff to submit FY20 budgets to be level funded after contractual obligations. He also noted that there are many Town structures that need immediate investment. The next steps are gathering final numbers from the Schools for their budget and meet with the Finance Committee.

8.6 Soil Reclamation Proposal Update

The Board of Selectmen and Town Administrator are working with Town Council on next steps relative to this proposed project. On January 16, 2019, the applicants submitted a wetlands delineation for the subject's property. The conservation agent is working to establish the limits.

**ADJOURNMENT:**

On a motion made by Mr. Greathead and seconded by Ms. Ferolito, it was unanimously voted to adjourn the meeting at 10:00 PM.

Respectfully submitted,

Tracie Looney, Administrative Assistant

**APPROVED:**

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Roland P. Nutter, Chairman

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Lisa M. Ferolito, Clerk

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Bill Greathead

- Encl:
- \*Exhibit 1 - Meeting Minutes May 21, 2018
  - \*Exhibit 2 - Written Submittals from the Town
  - \*Exhibit 3 – Town Administrator’s Report
  - \*Exhibit 4 – DLTA Grant Letter of Support
  - \*Exhibit 5 – Grant of License for Farrar Street / National Grid Pole
  - \*Exhibit 6 - HR Key Solutions References