

PRESENT: Selectmen Bill Greathead, Margaret Scarsdale, and Joe Radwich; Town Administrator, Andrew MacLean; Administrative Assistant, Tracie Looney

The meeting was called to order at 7:00 PM. Pledge of Allegiance was said. Mr. Greathead announced that the meeting is being cablecast live, and recorded for future cablecast by Pepperell Community Media.

1. AGENDA PACKET (Exhibit 1)

2. ACCEPTANCE OF MINUTES

On a motion made by Ms. Scarsdale and seconded by Mr. Radwich, it was voted to accept and release the minutes of June 24, 2019 as amended. Mr. Radwich abstained as he was not in attendance at that meeting. On a motion made by Ms. Scarsdale and seconded by Mr. Radwich, it was unanimously voted to accept and release the minutes of December 16, 2019 as amended.

3. APPROVE BILL AND PAYROLL WARRANT

Since the last meeting the Board of Selectmen have approved the following payroll and bill warrants:

- 1/30/2020 Bill Warrant 30B \$374,272.55
- 2/5/2020 Payroll Warrant 32A \$248,985.81
- 2/5/2020 Bill Warrant 31B \$737,584.86

4. APPOINTMENTS / RESIGNATIONS

Up to four citizens will be appointed to the Building Committee along with members assigned from the FINCOM and the Capital Planning Committee as well as staff of the Town of Pepperell.

The Town is reviewing the conditions of all its buildings and in particular the police station, both fire stations, the DPW Highway facility, the Peter Fitzpatrick School, and Town Hall. There is extensive deferred maintenance in each location and determining whether to repair, renovate, or replace these properties will require effort and advice from across the community. The formation of a building committee, drawing on staff and citizen expertise, is recommended. Citizens with expertise in facility planning, construction – especially construction management, architecture, interior design, and finance are highly desired. The committee will likely meet at least monthly for the foreseeable future and then at a frequency required of any building projects being undertaken.

Joseph Lobo, Catherine Lundeen, and David Querze were in attendance to introduce themselves to the Board.

On a motion made by Ms. Scarsdale and seconded by Mr. Radwich, it was unanimously voted to appoint the following residents to the Building Committee with the term to expire on December 31, 2020.

- Seth Bourgeois
- Joseph Lobo
- Catherine Lundeen
- David Querze

Also the Town Fire Chief, Police Chief, Communications Director, Quinton Cutler and Taya Dixon will also be assigned to this Committee as representatives from other Town Departments/Committees.

5. PUBLIC COMMUNICATIONS

Written Submittals:

Ms. Scarsdale read a memo asking for nominations for the 2019 Annual Town Report that will be due on March 16, 2020 to the Town Administrator's office.

Audience Comments:

Mr. Greathead acknowledged the Police Department for the latest work on a drug bust in town. Also, the Board wanted to commend the latest Eagle Scouts that were recently awarded in a ceremony attended by Ms. Scarsdale.

6. TOWN ADMINISTRATOR'S REPORT

The Town Administrator informed the Board about a few key points on the report.

- The budget is being discussed at the School meeting that is being held tonight. Two school budgets combined equal the total expected growth of the town.
- Public Works and Public Safety budgets have gone in front of the FinCom.
- Capital Planning is ongoing and expect at the end of March will have recommendations that will go to Town Meeting.
- IT Director reports that the low cost cameras installed at the covered bridge are working great.
- Employee evaluations are underway and hopefully will be completed by early spring.
- The Regional Emergency Communications Center planning is nearing completion.
- The Town is moving forward on the re-bidding of the Town Field walking path.
- North Middlesex Regional School District is exploring adding solar panels to the Varnum Brook Elementary School at no cost to the community.
- Nashoba Valley Technical High School announced that two of their students are Presidential Scholars this year. Statewide only 5 are chosen annually.
- Deadline for obtaining nomination papers for the local elected positions is March 6, 2020 and they must be submitted to the Town Clerk's office by 5pm on March 9, 2020. There are 13 elected positions available.
- Town Meeting warrant articles must be submitted to the Board of Selectmen by March 20, 2020.

7. DISCUSSION / ACTION ITEMS

7.1 7:30 PM Public Hearing: National Grid Underground Electrical Conduits / Powhatan Road

Mr. Greathead read into record the public hearing notice for the National Grid Underground Electrical Conduits at Powhatan Road. The hearing opened at 7:33 pm. A National Grid representative was in attendance to answer any questions by the Board. The lot is being subdivided into other lots and service needs to be added to these homes. The starting time for this project is still to be determined given the winter season and opening the road. This project should take approximately one day to complete with possibly an hour or two of power service interruption to the residents.

On a motion made by Ms. Scarsdale and seconded by Mr. Radwisch, it was unanimously voted to allow National Grid to construct a line of underground electric conduits at Powhatan Road.

7.2 Host Community Agreement / Uma Flowers

The BOS authorized the Town Administrator to negotiate a host community agreement to operate a Marijuana Retail Establishment. The agreement represents the maximum payment the Town can extract. The Town will receive three percent (3%) sales tax and a three percent (3%) impact fee on gross sales of any

products and accessories and are to be paid monthly. The impact fees must be spent on related impacts. The Town anticipates spending on public safety and public works concerns along with consideration for the costs of a social worker among other impacts.

The representatives from UMA Flowers were in attendance to answer the Board's questions. UMA Flowers had met with the BOS in December 2019 as well as the Planning Board and also held a community outreach meeting at that time. Overall, there is a lack of opposition with opening a recreational marijuana establishment at 2 Tarbell Street. This is however, the first step in the process of obtaining licensing from the State as well as the special permitting process from the Planning Board that will need to follow.

On a motion made by Ms. Scarsdale and seconded by Mr. Radwich, it was unanimously voted to approve the Host Community Agreement negotiated with UMA Flowers, LLC.

7.3 Permission to Deficit Spend Snow and Ice Budget

Snow & Ice is the most unpredictable budget in the General Fund. As such, the Commonwealth of Massachusetts allows the Town to deficit spend this account, with the permission of the BOS and FINCOM. As of last week, the account is negative and the winter is chronologically only half over. The Town may cover the deficit with account transfers, reserve funds, free cash or other stabilization funds, or by adding to the tax recap in November of 2020. Currently the town is -\$22,325.00 in that budget.

On a motion made by Mr. Radwich and seconded by Ms. Scarsdale, it was unanimously voted to allow the Town to deficit spend the Snow and Ice account for Fiscal 2020.

7.4 Soil Reclamation Proposal Update

The Town continues to provide responses to the discovery process and has attended depositions in the past two weeks. Ms. Scarsdale was recently deposed.

7.5 FY2021 Budget Update

The Town Administrator gave a brief overview of the FY2021 Budget update. Despite the override last year, there is more pressure to provide town services. Economic Development Advisory Committee met earlier this evening and expects to see progress in the coming years from the work done on that committee. Also discussed were the budget numbers for the school. The TA discussed the passing of the Student Opportunity Act and how it impacts the school/town budget.

7.6 Town Clerk Hiring Update

The Town Administrator informed the Board that he has received seven applications which have been reviewed and interviews are scheduled for the coming week. An interview team has been set up consisting of the Interim Town Clerk, Ron Karr, and an Election Worker. The Town Administrator anticipates a decision in February and hiring by early March for this important Town Department.

7.7 Policy Adoptions

The Town Administrator has proposed a Social Media Policy to be adopted for all Town staff and members of Boards, Committees, and Commissions. This is the same policy first presented in October 2019. Ms. Scarsdale presented edits to the document and the Board decided to table the document until another final draft is presented.

The Town Administrator has proposed a Designer Selection Policy to be adopted as required, in advance of building construction projects. This is the same policy, with minor changes, as first presented in December 2019. The Board decided to have this document reviewed by the newly formed Building Committee for any revision and then be brought back to the Board for final adoption.

7.8 New England Craft Cultivator Presentation

New England Craft Cultivator (NECC) representatives gave a brief slide presentation to the Board regarding their proposal for a Marijuana Retail Establishment in the Commercial Zone of Pepperell at 112-114 Main Street, Unit 1. They are currently negotiating a Host Community Agreement. NECC has already met with the Planning Board and will hold their community outreach meeting later this week. NECC is already in the process of opening a similar establishment in Dracut. No action was taken.

7.9 Town Administrator's Contract

The Town Administrator's contract has been renegotiated after the first evaluation. The Board briefly discussed the minor edits to the contract.

On a motion made by Mr. Radwich and seconded by Ms. Scarsdale, it was unanimously voted to approve the contract for the Town Administrator as amended.

8. ADJOURNMENT

On a motion made by Ms. Scarsdale and seconded by Mr. Radwich, it was unanimously voted to adjourn the meeting at 9:45 PM.

Respectfully submitted,

Tracie Looney, Administrative Assistant

APPROVED:

Bill Greathead, Chairman

Margaret Scarsdale, Clerk

Joe Radwich

Date: Remotely Approved April 27, 2020