

PRESENT: Select Board Members Margaret Scarsdale, Tony Beattie and Mark Mathews; Town Administrator, Andrew MacLean; Executive Assistant, Tracie Looney

The meeting was called to order at 7:00 PM. Pledge of Allegiance was said. Ms. Scarsdale announced that the remote meeting is being recorded for re-broadcast by Pepperell Community Media and being remotely attended by audience members via GoTo Meeting.

1. **AGENDA PACKET (Please see the following link to documents related to agenda items below.)**
https://town.pepperell.ma.us/AgendaCenter/ViewFile/Agenda/_02142022-3175?packet=true

2. **ACCEPTANCE OF MINUTES**
No minutes at this time.

3. **BILL AND PAYROLL WARRANTS**
Since the last meeting the Select Board have approved the following payroll and bill warrants:

- January 26, 2022 payables warrant #30B was signed for \$156,596.14
- January 2, 2022 payables warrant #31B was signed for \$317,361.89
- February 3, 2022 payroll warrant #32A was signed for \$293,024.96
- February 9, 2022 payables warrant #32B was signed for \$4,605,880.52

4. **SELECT BOARD APPOINTMENTS / RESIGNATIONS**
Appointment: Election Worker
Resident Patricia Rebello would like to be appointed to the position of an Election Worker. On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to appoint Patricia Rebello to the position of Election Worker with the term to expire on August 31, 2022.

5. **PUBLIC COMMUNICATIONS**
Written Submittals: None at this time.
Audience Comments: None at this time.

6. **DISCUSSION / ACTION ITEMS**
6.1 Town Meeting Dates
The Town Administrator informed the Board that the Nissitissit Middle School is holding its Spring play during the first week of May. The TA mentioned we are anticipating needing a multiple day town meeting. Pepperell Community Media strongly prefers consecutive nights due to the extensive setup required.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to set the night of the 2022 Annual Town Meeting to May 9th and to a second night of May 10th if needed.

6.2 ARPA Budget Decision Process
The Select Board is to make determinations on American Rescue Plan Act and submit a budget to the US Treasury by April 30, 2022. The Board has been gathering input from multiple sources including two public information sessions, discussions with staff, capital program analysis, and by reviewing Master Plan priorities. The Select Board discussed how to choose public input ideas. The Board currently has received over 65 ideas totaling \$10 million dollars. The Town has \$3.62 million to spend. The Board listened to a few local citizens who attended the meeting regarding their concern on where the money should be spent. A Survey Monkey will be released for further public input.
No action taken. The Board will bring back this discussion at the next meeting.

6.3 Gift Account For Police K-9

Mass. General Law Ch. 44, section 53A enables Towns to establish gift accounts. Pepperell has several already. The Town has received a grant that will cover the initial cost of owning and training a police dog. The department is anticipating receiving small donations to help fund the cost of the canine after year one. Smaller donations are better held in a more flexible, general purpose gift account. Gift accounts are sometimes constrained by poor definition; making expenditures problematic. The Town Accountant, William Schlosstein, recommends this account be established by the Select Board with certain purposes described.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to establish a GL44, Section 53A gift account for the Police Department K-9 program. Donated funds or material may be used for appropriate administrative expenses related to daily care, medical services, training, and related expenses of the K-9 programs. Its use is restricted for common administrative expenses of the K-9 program and may not be used for wages, consultants, land acquisition, capital investments, or debt.

6.4 Proposed Adaptive Re-Use Overlay District By-Law

Town Planner Jenny Gingras presented an overview of the planned Adaptive Re-use Overlay District zoning by-law.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to refer this proposed Adaptive Re-use Zoning by-law to the Planning Board for future submission to a Town Meeting Warrant.

6.5 Proposed Inclusionary Zoning By-Law

Town Planner Jenny Gingras presented an overview of the planned Inclusionary Zoning by-law.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to refer this proposed Inclusionary Zoning by-law to the Planning Board for future submission to a Town Meeting Warrant.

6.6 Town Administrator Future Contract Process

The Town Administrator's current contract expires in June 2022. The Board has provided the TA an annual evaluation and wishes to engage in negotiations for a new contract.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted that the entire Select Board participate simultaneously in negotiations with the Town Administrator for a successor employment contract. The negotiated terms will then be voted in a public meeting.

6.7 FY2023 Legislative Funding Requests

- **School Funding**
- **Town Funding**

The Select Board is considering requests to Pepperell's Legislative Delegation for funding in the FY2023 budget. The Town Administrator provided his requests to the Select Board that he would like to submit to Senator Kennedy and Representative Harrington. Each Select Board member gave their suggestions to fund certain areas such as rail trail maintenance funding, funding for climate change personnel, and funding for PFAS projects/recommendations/solutions.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to adopt the Town Administrator's funding requests and present them to our legislators.

6.8 Change Agenda Topic Deadline

Board members have expressed an interest in receiving packet materials earlier than currently to allow more time for meeting preparation. Currently the agenda packet is distributed on Thursdays, before a Monday meeting. The Town Administrator proposed that the agenda packet can be released on Tuesday's in advance of a Monday meeting. This will require backing up the meeting submittal deadline to the previous Friday in order to allow time to prepare the agenda and packet. The Board decided to try the earlier deadline.

6.9 Future Meeting Topics

The Board reviewed future meeting topics and discussed with the Town Administrator.

7. REPORTS

7.1 Select Board Reports

The Select Board members gave the following updates:

Chair Scarsdale reports the following actions:

- Helped produce the Citizen Engagement Night
- Attended the Charter Review meeting
- Attended the North Middlesex Regional School District regarding the budget and lack of funding from the State. Ms. Scarsdale asked the Board for permission to convene a joint brainstorming meeting between Ashby and Townsend Select Board, Finance Committees, School Committees, Superintendent, and Legislators. There was unanimous agreement to this proposal.
- MPIT updates are due to Member Mathews on February 21, 2022

Clerk Beattie reports the following actions:

- Working on Affordable Housing
- Attended ARPA Public Hearings
- Attended Climate Change Council meeting

Member Mathews reports the following actions:

- Meeting with the Executive Director of the Chelmsford Housing Authority
- Discussions regarding Affordable Housing

The Board discussed having in person meetings again after they review the recent COVID-19 numbers.

7.2 Town Administrator Reports

Please see the following link to the Town Administrator's report.

<https://town.pepperell.ma.us/DocumentCenter/View/6776/TA-Report-2022-02-14>

Soil Reclamation Proposal Update: No update at this time.

COVID-19 Update: No update at this time.

PFAS Update: No update at this time.

ARPA Updates: Update was earlier in the meeting.

8. ADJOURNMENT

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to adjourn the meeting at 9:09 PM.

Respectfully submitted,

Tracie Looney, Executive Assistant

APPROVED:

Margaret Scarsdale, Chair

Tony Beattie, Clerk

Mark Mathews, Member

Approved: March 2, 2022