

**Board of Public Works**  
**02/17/22 – Minutes**  
**Conference Room A**

DPW Board Members: Chair – Tom Nephew, Vice Chair - Pat Harrington, George Clark  
DPW Director – Ken Kalinowski, DPW Business Manager – Paul Brinkman; DPW Program Administrator – Donna Lane-McPartlan

**Call to Order at 5:30 p.m.**

Chairman Tom Nephew called the meeting to order at 5:32 p.m., and announced that it was being recorded and broadcast. The video recording can be seen at: <https://pepperell.vod.castus.tv/vod/?video=fc0a9460-c312-4e16-b0a5-084772f3b02c>

**Acceptance of Meeting Minutes:**

• **January 20, 2022 (Regular)**

*George Clark made a motion to approve the January 20, 2022 Regular minutes as amended. Pat Harrington seconded the motion. **The motion passed unanimously.***

Ken Kalinowski respectfully requests the Board take one agenda item out of order, to introduce Donna Lane-McPartlan as the new DPW Program Administrator for the Highway Department and Transfer Station.

**Abatements**

- **None**

**Public Comments**

None present. Ken Kalinowski noted that a “Public Comments” placeholder was added to tonight’s meeting agenda following a citizen request to address the Board.

**Water / Sewer / Stormwater**

• **Abatement Policy (follow up discussion)**

Ken Kalinowski made the revisions as discussed on January 20, 2022. Document has been revised to reflect February 18, 2022 as the effective date and is available for signatures should the board vote to approve this evening.

*George Clark motions to accept the Water and Sewer Abatement Policy. Pat Harrington seconded the motion. **The motion passed unanimously.***

- **Deduct Meter Policy & Regulations**

Policy and Regulation was previously voted and approved on January 20, 2022 for Board of Public Works signatures to be published on the town website.

*The Deduct Meter Policy & Regulations were signed by the Board.*

- **Stormwater Billing Methodology (update)**

Ken Kalinowski provides status updates with the Board and discuss methodologies which can be used to determine the best approach in calculating the fee rate schedule. Pepperell GIS Analyst, John Holbrook was present remotely for the discussion. No votes taken at this time.

## DPW

- **FY23 Budget**

Ken Kalinowski updates the Board that Paul Brinkman has been working on all of the FY23 DPW budgets to go before FinCom in late March 2022 for discussion. Paul and Ken discuss anticipated revenue and expenditures with the Board.

- **Draft Zoning Article (review and comment)**

Discuss Draft Inclusionary Zoning and Draft Adaptive Reuse of Significant Structures

- **Misc Updates**

- Took over Dunstable operations, Dunstable is happy to have us on board.
- Highway – salt sheds are full in spite of supply chain issues; staying on top of pothole patching with hotbox; and drainage calls are coming in with melting snow.
- George Clark notes that it might be time to consider changing speed limit(s) and Ken Kalinowski notes there are Special Speed Regulations and changes may need to go through MassDOT.

## Review & Approve Documents:

- **January Commitments**

*The January commitments were signed by the Board.*

## Commissioners Comments:

- None

## Next Meeting Dates:

- March 17, 2022

**Adjournment:**

*Pat Harrington made a motion to adjourn. George Clark seconded the motion. **The motion passed unanimously.***

The meeting was adjourned at 6:51 p.m.

Respectfully submitted,  
Kenneth Kalinowski, PE  
Director of Public Works