

Selectmen Melissa M. Tzanoudakis, Roland P. Nutter and Lisa M. Ferolito; Mark Andrews, Town Administrator; Peggy Mazzola, Administrative Assistant

The meeting was called to order at 7:00 PM. Pledge of Allegiance was said. Ms. Tzanoudakis announced that the meeting is being broadcast live and recorded for rebroadcast.

3/12/2018 - Minutes

1. Acceptance Of Minutes

1.1. December 18, 2017 Minutes

On a motion by Mr. Nutter and seconded by Ms. Ferolito, it was unanimously voted to accept the minutes of the meeting of December 18, 2017 regular and executive session, with executive session minutes not to be released until the matter has been resolved.

1.2. February 12, 2018 Minutes

On a motion by Mr. Nutter and seconded by Ms. Tzanoudakis, with Ms. Ferolito abstaining, it was voted to accept the minutes of the meeting of February 12, 2018 regular and executive session, with executive session minutes not to be released until the matter has been resolved.

2. Approve Warrant And Sign Purchase Orders

The Board signed the warrants in advance of the meeting.

3. Public Communications

Ms. Ferolito announced the Friends of the Lawrence Library's Annual Used Book Sale will be held March 16, 17 and 18 at the Community Center.

Mr. Nutter read a press release calling for nominations for the Annual Town Report Dedication.

Nominations should be in writing to the Board no later than noon on April 6th.

Ms. Tzanoudakis announced Pepperell's Pancake Breakfast and Egg Hunt with the Easter Bunny will be held on Saturday, March 24th. Further information can be found on the Town's website.

Mr. Nutter announced an event being held by the Holistic Center to raise money for the PACH Outreach's Capital Fund Campaign on April 7th at the Lawrence Library. Further information can be found on the Town's website.

4. Town Administrator's Report

Mr. Andrews reported that 1A Auto will open a 15,000 square foot research and development facility at Pepperell Place that will create 20 new jobs. Mr. Andrews announced that on Tuesday, March 20th the Nashoba Valley Town Administrator's Collaborative will host Mr. Peter Milano, our regional director for the Massachusetts Office of Business Development at their monthly meeting. Mr. Milano has been very helpful in assisting business planning for the region and is well versed on the State's Economic Development Incentive Program.

Mr. Andrews reported that on Wednesday, February 28th the North Middlesex Regional School District held their "tri-Town" FY 2019 Budget meeting, which included members of the NMRSD school committee along with respective boards of Selectmen, Finance Committees, Town Administrators and staff from the three towns. Discussion ensued relative to the communication received today from the school Committee relative to the NMRSD budget, the budget process, and Green Communities projects directly benefiting the schools. Mr. Andrews stated the district will let us know the date of the next tri-town meeting.

5. Appointments / Resignations

5.1. Appointing Authority -- Housing Authority Appointment

Item #1 – Appointing Authority – Housing Authority Appointment: Present was Irene Leddy, applicant for the vacancy on the Housing Authority, and Housing Authority Executive Director Marilyn Tremblay. Ms. Tzanoudakis outlined Ms. Leddy's Citizen Activity Form and read the letter of recommendation for appointment of Ms. Leddy from Ms. Tremblay. Ms. Leddy described her various volunteer positions and reasons for her interest in serving on the Housing Authority. There were no questions from the Board.

Following a brief discussion, and on a motion by Mr. Nutter and seconded by Ms. Ferolito, it was unanimously voted to appoint Irene Leddy to the Housing Authority, term to expire at the 2021 Annual Town Elections.

5.2. **Appointing Authority: Appointment Of Administrative Assistant To The Board Of Selectmen And Green Communities Coordinator**

Appointing Authority: Recommendation for Appointment of Administrative Assistant to the Board of Selectmen and Green Communities Coordinator: Tracie Looney, candidate for appointment, was present. Mr. Andrews outlined his recommendation. There many very qualified candidates for the position, and he and Ms. Tzanoudakis interviewed five finalists. Mr. Andrews described Ms. Looney's background and experience. Ms. Tzanoudakis remarked everyone they interviewed came from municipal backgrounds and all were well qualified. A brief question and answer session followed. Mr. Nutter asked when Ms. Looney's first day would be. Mr. Andrews stated she will start on April 2nd. On a motion by Mr. Nutter and seconded by Ms. Ferolito, it was unanimously voted to appoint Tracie Looney to the position of Administrative Assistant to the Board of Selectmen and Green Communities Coordinator.

6. **Action Items**

None

7. **Old/New Business***

Item #1 – Any other old/new business: Mr. Nutter mentioned that we should have open items listed under Old Business, one being dispatch communications. Mr. Andrews stated Communications Director David Stairs sent a proposal to Ashby Town Administrator Bob Hanson, and they are evaluating the proposal. Mr. Nutter stated expansion to the Fire Station should be on a future agenda and Chief Tyler should present his plan. Mr. Nutter asked about the Code of Ethics that had previously been discussed. Mr. Andrews stated Attorney Brian Falk is working on this. Mr. Nutter remarked there are several open positions on the ballot for the upcoming town election, and he highly recommended that people look at the open positions and run write-in campaigns if necessary. Ms. Tzanoudakis suggested the list be put on the public access channel.

8. **Executive Session**

ADJOURNMENT: On a motion by Mr. Nutter and seconded by Ms. Ferolito, it was unanimously voted to adjourn the meeting at 7:30 PM.

Respectfully submitted,

Peggy Mazzola, Administrative Assistant

APPROVED:

Melissa M. Tzanoudakis, Chairman

Roland P. Nutter, Clerk

Lisa M. Ferolito