

**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 hybrid 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/\\_06282021-2937?packet=true](https://town.pepperell.ma.us/AgendaCenter/ViewFile/Agenda/_06282021-2937?packet=true)

2. **ACCEPTANCE OF MINUTES**

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to approve and release the minutes of June 12, 2021 as written.

3. **BILL AND PAYROLL WARRANTS**

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

- June 16, 2021 payables warrant #50B was signed for \$132,230.41
- June 23, 2021 payables warrant #51B was signed for \$350,862.38
- June 24, 2021 payroll warrant #52A was signed for \$282,306.65

4. **APPOINTMENTS / RESIGNATIONS**

The Town Administrator reviewed with the Board the current vacancies that are on the Town's Boards, Committees and Commissions and encouraged local citizens who would like to be involved to sign up by filling out a Citizen Activity Form on the Town website.

5. **PUBLIC COMMUNICATIONS**

**Written Submittals:** The TA reviewed the following submittals:

- Heald Street Culvert Replacement / Sucker Brook Restoration Project
- The Wall That Heals Information

**Audience Comments:** None at this time.

6. **REPORTS**

**6.1 Town Administrator's Report**

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

<https://town.pepperell.ma.us/DocumentCenter/View/6264/TA-Report-2021-06-28>

**6.2 Select Board's Report**

All the Select Board members acknowledged the great success of the Climate Change Regional Meeting held on June 24, 2021. The Select Board also mentioned how they enjoyed being part of the Town's July 4<sup>th</sup> parade. Mr. Mathews talked to Prudence Wright (Daughters of the American Revolution) (a Master Plan goal) and Ms. Scarsdale coordinated the Local Rapid Recovery Plan Program meeting with Pepperell Business Association.

7. **DISCUSSION / ACTION ITEMS**

**7.1 7:15 PM Public Hearing – Pole Petition / Lowell Road**

Ms. Scarsdale opened the Public Hearing at 7:15 PM by reading the Public Hearing Notice. The purpose of the Public Hearing is for a request by National Grid to install one new pole on Lowell Road to service a new duplex being built. Mattheus Viera from National Grid was in attendance to answer any questions. One

abutter asked questions regarding the location of the pole. No other comments came from the Town's Departments.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to close the public hearing.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to approve the request by National Grid to install 1 SO Pole on Lowell Road beginning at a point approximately 485' feet east of the centerline of the intersection of Nova Drive and continuing approximately 20 feet in a south direction. Install 1 pole #42 ½ between pole 42 and 43 to service a new duplex being built.

### **7.2 Review Affordable Housing Trust Document**

The 2021 Annual Town Meeting authorized the Select Board to create an Affordable Housing Trust fund. Brian Keating, Affordable Housing Committee Chair, presented to the Board a draft version of a Trust document for the Select Board to review. The Board took no action.

### **7.3 Establishing an Agricultural Commission**

The 2021 Annual Town Meeting authorized creation of an Agricultural Commission. Sherrill Rosoff, Agricultural Advisory Board Chair, was in attendance to discuss with the Board the parameters of creating an Agricultural Commission. No action taken other than consideration from the Agricultural Advisory Board on the creation of an Agricultural Commission and schedule the needed next steps - public hearing advertising, etc.

### **7.4 Annual Re-Appointments**

The Select Board is the appointing authority for the Boards, Committees and Commissions. The reappointment list reflects all members whose term expires on June 30, 2021. The following motions were made for the appointments:

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to move the slate of one-year term appointments with the inclusions of Bruce Bonnevier for the Economic Development Advisory Committee with the term to expire on June 30, 2022.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to move the slate of two-year appointments with the term to expire on June 30, 2023.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to move the slate of three-year appointments except for the Zoning Board of Appeals.

Discussions from Mr. Beattie and residents Mike and Lori Levesque regarding the appointment of the Veteran's Service Officer. Joe Mazzola, Veteran's Service Officer, was in attendance to answer any questions regarding his job duties.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to reappoint the Veteran's Service Officer for a term of three years.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to make the full-time employees an indefinite appointment.

Ms. Scarsdale informed the Board as to why she would not recommend to re-appoint Sean McCaffery to the Zoning Board of Appeals and would like to table the appointment to the next Select Board meeting after further discussion with Mr. McCaffery.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to appoint Heather Hampson for the Zoning Board of Appeals, with the term to expire on June 30, 2024.

Re-appointment List June 2021

One Year Appointments:

**AFFORDABLE HOUSING  
COMMITTEE  
ONE YEAR TERM - JUNE 30, 2022**

Renee D'Argento

Brian Keating

John Ladik

Lora Woodward

Stephen Sugar, Jr.

**CAPITAL PROGRAM COMMITTEE  
ONE YEAR TERM - JUNE 30, 2022**

Taya Dixon-Mullane

Andrew MacLean

Debbie Nutter

Michael Kingsbury

**INSPECTION DEPARTMENT  
ONE YEAR TERM - JUNE 30, 2022**

Eric E Aaltonen

Dana Barnes

John Cryan

John Dee, III

Eugene Douglas

Derek Gilmore

**FINANCE COMMITTEE  
ONE YEAR TERM - JUNE 30, 2022**

John Ladik

**PLANNING BOARD ASSOCIATE  
MEMBER  
ONE YEAR TERM - JUNE 30, 2022**

Jennifer Gingras

**MOTH SUPERINTENDENT  
ONE YEAR TERM - JUNE 30, 2022**

Michael Schrader

**FOREST WARDEN  
ONE YEAR TERM - JUNE 30, 2022**

Brian Borneman

**PROTECTED CLASS HARASSMENT  
GRIEVANCE OFFICER  
ONE YEAR TERM - JUNE 30, 2022**

Tracie Looney

Andrew MacLean

**ECONOMIC DEVELOPMENT  
ADVISORY COMMITTEE  
ONE YEAR TERM - JUNE 30, 2022**

Chester Babineau

Kelli Ann Kinney

Joyce Morrow

Stephen Themelis

Chuck Walkovich

**Re-appointment List June 2021**

<b>LOCAL EMERGENCY PLANNING COUNSEL ONE YEAR TERM - JUNE 30, 2022</b>
Brian Borneman
Martin Cadek
Kalene Gendron
Ken Kalinowski
Andrew MacLean
Susan McCarthy
Paul Nelson
David Querze
David Scott
David Stairs

<b>INFORMATION SYSTEMS TECHNOLOGY COMMITTEE ONE YEAR TERM - JUNE 30, 2022</b>
John Bolger
David Herman
David Pease

<b>CABLE TELEVISION ADVISORY COMMITTEE ONE YEAR TERM - JUNE 30, 2022</b>
Chris Kaczowski

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**Two Year Appointments:**

<b>CHARTER REVIEW COMMITTEE TWO YEAR TERM - JUNE 30, 2023</b>
Caroline Ahdab
Matthew Jussaume
John Ladik
Ramona Reed
Harvey Serreze
T. Marilyn Tremblay

**Re-appointment List June 2021**

**Indefinite Employee/Contract Appointments:**

<b>EMPLOYEE/CONTRACT APPOINTMENTS INDEFINITE TERM</b>
Mary Letourneau, Animal Control Officer
David Stairs, Communications Director
Paula Terrasi, Conservation Agent
Susan McCarthy, COA Director
Ken Kalinowski, DPW Director
David Querze, Emergency Management Director
Bob Kelly, Inspector of Buildings / Zoning Enforcement Officer
Tracie Looney, Executive Assistant to TA and Select Board
Martin Cadek, IT Director
William Schlosstein, Town Accountant
Andrew MacLean, Town Administrator
Debbie Nutter, Town Treasurer / Tax Collector
Terrence Spaulding, Veterans' Grave Officer
Joseph Mazzola, Veterans' Services Officer

Re-appointment List June 2021

**Three Year Appointments:**

**CONSERVATION COMMISSION  
THREE YEAR TERM - JUNE 30, 2024**

- Robert T. Elliott
- Robert C. Rand
- Patricia Swain Rice

**PROCUREMENT OFFICER  
THREE YEAR TERM - JUNE 30, 2024**

- Andrew MacLean

**COUNCIL ON AGING  
THREE YEAR TERM - JUNE 30, 2024**

- Phillip D Durno
- Irene Santackas Leddy

**ZONING BOARD OF APPEALS  
THREE YEAR TERM - JUNE 30, 2024**

- Heather Hampson
- Sean McCaffery

**TREE WARDEN  
THREE YEAR TERM - JUNE 30, 2024**

- Michael Schrader

**TRUSTEES OF THE BROOKS  
EDUCATIONAL & ENTERTAINMENT  
FUND  
THREE YEAR TERM - JUNE 30, 2024**

- John McNabb

**CULTURAL COUNCIL  
THREE YEAR TERM - JUNE 30, 2024**

- Mauricio R Puente

**HISTORICAL COMMISSION  
THREE YEAR TERM - JUNE 30, 2024**

- Diane Cronin
- Robert Cataldo

**Matters that the Chair did not Anticipate**

Ms. Scarsdale, followed by Sherrill Rosoff, discussed a letter of support from the Select Board to support a MassDevelopment grant to hire a qualified consultant to develop a business plan for a commercial kitchen and food hub at the Peter Fitzpatrick.

**8. ADJOURNMENT**

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

Respectfully submitted,

Tracie Looney, Executive Assistant

**APPROVED:**

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Margaret Scarsdale, Chair

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Tony Beattie, Clerk

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Mark Mathews, Member

Approved: