

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

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

1. ACCEPTANCE OF MINUTES

June 10, 2019 Meeting Minutes (Exhibit 1)

On a motion made by Mr. Greathead and seconded by Ms. Scarsdale, it was unanimously voted to accept the June 10, 2019 Meeting Minutes as submitted.

July 8, 2019 Meeting Minutes (Exhibit 2)

On a motion made by Mr. Greathead and seconded by Ms. Scarsdale, it was unanimously voted to accept the July 8, 2019 Meeting Minutes as submitted.

2. APPROVE WARRANT AND SIGN PURCHASE ORDERS

There was no warrant to sign at the time of the meeting.

3. APPOINTMENTS / RESIGNATIONS

Cable TV Advisory Committee

- Matthew Werner (Term to expire 6/30/22)
- Chris Kaczowski (Term to expire 6/30/21)
- Bob Payer (Term to expire 6/30/22)
- Brian Dunigan (Term to expire 6/30/21)
- Richard Potts /non-voting member (Term to expire 6/30/22)

On a motion made by Mr. Greathead and seconded by Ms. Scarsdale, it was unanimously voted to accept the members above for the Cable TV Advisory Committee with the terms listed.

Economic Development Advisory Committee

Term to expire 6/30/2020

- Mark Matthews
- Chuck Walkovich

On a motion made by Mr., Greathead and seconded by Ms. Scarsdale, it was unanimously voted to accept the members above for the Economic Development Advisory Committee with the term to expire on 6/30/2020.

Charter Review Committee

- Doug Adams - BOS Appointment
- Caroline Ahdab - BOS Appointment

On a motion made by Mr. Greathead and seconded by Ms. Scarsdale, it was unanimously voted to accept the members above for the Charter Review Committee.

4. PUBLIC COMMUNICATIONS (Exhibit 3)

Written Submittals: Letter from Dunstable Board of Selectmen regarding their support to Pepperell's opposition to the Soil Reclamation Project. The Town Administrator had sent letters out to surrounding Town's asking for their support and this is the first letter the Town of Pepperell has received back.

Audience Comments: No comments.

5. TOWN ADMINISTRATOR'S REPORT (Exhibit 4)

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

- The Town Administrator told the Board that he has been having discussions with Ashby and Townsend TA's to plan joint budget discussions with the School districts as well as the School District Superintendents
- Planning Board has been making progress with the newly awarded MVP Grant and an Advisory Board will soon be appointed.
- Resurfacing of Townsend Street will occur in August-signage will be out for citizens to take notice
- Note of thanks for the Police Department and all they do on a daily basis as well as a thank you to local resident, James McDevitt for donating two American flags to the Town
- The COA received a grant from Mass DOT for new tires for the van
- The Annual Antique and Classic Car Show is scheduled for July 24, 2019 from 5-8PM at the Senior Center
- The Town Administrator participated in a video with the help of a local resident, McKenna Premus, regarding the new Canoe & Kayak Launch on River Road

6. DISCUSSION / ACTION ITEMS

6.1 Soil Reclamation Proposal Update

A letter supporting the Town's opposition to the project was received from the Board of Selectmen of Dunstable. It has been added to the Town website document center for the project. The Town Administrator also explained to the Board that he had received a phone call from Bill Scott from MCGI and would like to have a meeting with Mr. MacLean. The TA reached out to the Town's special Town Counsel and it was upon his recommendation that the Town meet with MCGI. There will be no counsel representation at the meeting. The TA has asked one Board member along with Lisa Davis, Town Planner, to attend this meeting. David Lavender asked the Board why we are meeting with MCGI if the Town has already voiced their opposition to the project. Caroline Ahdab also asked how Mass DEP would interpret this meeting. The Town Administrator told both citizens that this meeting is being held in good faith and the Board reassured that they are still in opposition to this project. Joanne Morgan asked if MCGI will bring counsel. The Town Administrator mentioned that if MCGI's counsel is there and the Town does not have counsel, Pepperell will cancel the meeting.

6.2 One Day Liquor License Applications

Virginia Boundy from the Friends of the Lawrence Library spoke to the Board regarding the Charity Wine License application. Ms. Boundy mentioned this will be the 11th Charity Wine pour event held at the Library. The application has been submitted to the Town Administrator's office. No police detail is needed for this event. The insurance will be issued to the organization no more than 60 days in advance of the event. On a motion made by Mr. Greathead and seconded by Ms. Scarsdale, it was voted to accept the application for the Friends of the Lawrence Library to hold their event on October 19, 2019. Ms. Ferolito voted nay.

Nicole Poirier, representing the Pepperell Business Association, spoke to the Board regarding a One Day Liquor License for the Fall Festival to be held on September 14, 2019 with a rain date of September 15, 2019. There will be a three beer limit with one pourer who will be TIPS certified. This event will have a police detail. They will be buying cans this year and not kegs which was done last year. The beer will be stored in Mariano's industrial fridge. The application has all the appropriate information presented to the Board. On a motion made by Mr. Greathead and seconded by Ms. Scarsdale, it was voted to accept the application for the Pepperell Business Association to hold an event at the Pepperell Fall Fest on September 14, 2019. Ms. Ferolito voted nay.

6.3 Presentation of Comprehensive Emergency Management Plan (CEMP)

David Querze, Emergency Management Director, has created Pepperell's Comprehensive Emergency Management Plan which is required by MEMA for cities and towns. David presented an executive summary of the plan. Mr. Querze explained to the Board the history behind the CEMP plan with working with different software and templates. This version has been reviewed by the LEPC as well as the BOS. The Board praised Mr. Querze for all his hard work and volunteerism to be able to provide the Town with this needed document. Ms. Spratt, Library Director, asked to be included as the Library is used as a warming station and provides Wi-Fi and entertainment during emergencies. This has been included into the CEMP. Deb Fountain asked about preservation of records and continuity of operation plan. This is a much more in depth document that can be pursued now that the CEMP has been composed.

On a motion made by Mr. Greathead and seconded by Ms. Scarsdale, it was unanimously voted to accept the Town of Pepperell's Comprehensive Emergency Management Plan (CEMP).

Mr. Querze also wanted to inform the Board that the Town applied for a grant to help with the winter storm and the Town received \$35,000.00. The State recently approved an additional \$2,000.00 to help with administrative costs during the storm.

6.4 Controlled Burn Debrief

Fire Chief Brian Borneman provided a summary of the controlled burn of the portable classroom at the Peter Fitzpatrick School. The Chief first thanked the Board and the community for the overwhelming support since he started working in the Town. On Sunday, June 8, 2019, the Fire Department had scheduled a controlled burn for training purposes. A rapid evolution rollover fire happened from what was discovered as flammable ceiling tiles that were not discovered at the previous walk through. As a result, 3 staff were injured and transported to the emergency room. One staff missed a few days of work while the other two were fine. All the safety rules were followed. Ms. Ferolito asked the Chief if there is a need for new gear and the Chief replied that yes there is a need and that is being taken care with FY20 Capital. The Board thanked the entire staff for their hard work. David Lavender asked what a rollover is. The chief explained that a rollover is a precursor to a flashover.

6.5 Board of Selectmen Priorities

The Town Administrator and the Board of Selectmen would like to discuss priorities for the coming year and beyond. The Town Administrator handed out a draft of the major topics to the Board that he would like to address; Economic development, communication, staffing and administration, capital planning and infrastructure. Ms. Ferolito asked if this topic could be revisited in two meetings from now.

7. ADJOURNMENT

On a motion made by Mr. Greathead and seconded by Ms. Scarsdale it was unanimously voted to adjourn the meeting at 8:30 PM.

Respectfully submitted,

Tracie Looney, Administrative Assistant

APPROVED:

Lisa M. Ferolito, Chairwoman

Bill Greathead, Clerk

Margaret Scarsdale