

**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/\\_07262021-2949?packet=true](https://town.pepperell.ma.us/AgendaCenter/ViewFile/Agenda/_07262021-2949?packet=true)

**2. ACCEPTANCE OF MINUTES**

There were no minutes at this meeting.

**3. BILL AND PAYROLL WARRANTS**

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

- July 14, 2021 payables warrant #54B was signed for \$70,607.10
- July 14, 2021 payables warrant # 2B was signed for \$85,521.08
- July 21, 2021 payables warrant #55B was signed for \$51,080.30
- July 21, 2021 payables warrant #3-B was signed for \$30,308.28
- July 22, 2021 payroll warrant # 4-A was signed for \$294,542.99

**4. APPOINTMENTS / RESIGNATIONS**

**4.1 Board of Public Works Appointment**

This appointment will be revisited at the next Select Board meeting.

**4.2 Appointment To ZBA To Be Discussed**

There is currently a vacancy on the Zoning Board of Appeals (ZBA). Sean McCaffery has been on the ZBA since 2008 and would like to be reappointed to the Board. Mr. McCaffery was in attendance to give some history of his time on the Board. Each Select Board member spoke to Sean and asked questions regarding his participation in the ZBA hearing for the Soil Reclamation Project located at 161 Nashua Road back in January 16, 2019. Specific issues discussed were Mr. McCaffery's not reading the proposal upon which the building inspector's advisory letter was based, and choosing to disregard Town's Counsel's advice to postpone a decision until the Zoning Board of Appeals had a chance to review said proposal. Ms. Scarsdale made note of the letters in support/not support of Mr. McCaffery's appointment.

On a motion made by Mr. Beattie (\*no second was taken), a vote was taken to appoint Mr. McCaffery to the Zoning Board of Appeals with the term to expire June 30, 2024. Ms. Scarsdale and Mr. Beattie voted nay. Mr. Mathews voted aye. Motion does not carry.

\* <https://www.lawoforderblog.com/2017/07/4-things-most-people-get-wrong-seconds/>

**5. PUBLIC COMMUNICATIONS**

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

- Culvert Replacement Municipal Assistance Grant Letter

**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/6260/TA-Report-2021-07-26>

**6.2 Select Board's Report**

The Board members gave the following updates on their community involvement for the last two weeks. Mr. Beattie met with Ken Kalinowski to discuss potential for a solar system over the waste water plant. Mr. Mathews made note of the bike racks that were purchased for Town buildings that completes another Master Plan initiative. Ms. Scarsdale is helping to plan the second regional, municipal climate change forum, and has arranged for Rep. Dr. Tami Gouveia to give the keynote address.

**7. DISCUSSION / ACTION ITEMS**

**7.1 7:15 PM Public Hearing / To Consider Appointment Of Members To The Pepperell Agricultural Commission**

Ms. Scarsdale opened the Public Hearing at 7:20 PM by reading the Public Hearing Notice. The purpose of the Public Hearing is to appoint members to the Agricultural Commission. The Select Board has established an Agricultural Commission to represent the Pepperell farming community. The Commission shall serve as facilitators for encouraging the pursuit of agriculture in Pepperell, shall promote agricultural-based economic opportunities in Town, shall act as mediators, advocates, and educators on farming issues; shall work for preservation of agricultural lands; and shall pursue all initiatives appropriate to creating a sustainable agricultural community including encouragement of agriculture as a career opportunity and lifestyle. Three of the applicants are currently serving on the Agricultural Advisory Board. The Board spoke to the three candidates about their interest in serving on the Commission. No audience comments.

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 Ms. Scarsdale and seconded by Mr. Mathews, it was unanimously voted to appoint Lucy McKain to the Agricultural Commission with the term to expire on June 30, 2023.

On a motion made by Ms. Scarsdale and seconded by Mr. Beattie, it was unanimously voted to appoint David Sears to the Agricultural Commission with the term to expire on June 30, 2023.

On a motion by Ms. Scarsdale and seconded by Mr. Mathews, it was unanimously voted to appoint Sherrill Rosoff to the Agricultural Commission with the term to expire on June 30, 2024.

**7.2 One Day Liquor License / Lawrence Library Wine Tasting**

The Friends of the Lawrence Library have held a wine tasting event at the library for several years. The event is a significant fund-raiser for the Friends group. All of the money they raise is used in support of various library events, programs, and facility improvements. Former library trustee Ramona Reed was in attendance to speak to the Board about the event. The Select Board is the Local Licensing Authority (LLA) for the Town to approve one day liquor licenses. The Board reviewed all the documents.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to approve the one-day liquor license request of the Friends of the Lawrence Library for the fund-raiser planned for Saturday, October 16, 2021 to be held at the Lawrence Library.

**7.3 Community Preservation Act Presentation**

Chase Mack, the Communications Director for the Massachusetts Community Preservation Coalition introduced the Community Preservation Act (CPA) and what its adoption could mean to the community. Adoption of the CPA is a Master Plan recommendation. Mr. Mack went into the process of how a Town could adopt the CPA. The Board will review the information and will bring back to discuss at a later Board meeting. No action to be taken at this time.

**7.4 Bicycles Battling Cancer Charity Ride**

A local charity, Bicycles Battling Cancer, will be holding its annual fund-raising bike ride on Saturday, September 25th, and will be using local roads in Pepperell. The group seeks permission to use local roads.

The Town Administrator gave a brief overview of the event and the map showing the Pepperell roads being used in the route.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to approve the use of local roads for the 'Bicycles Battling Cancer' charitable event scheduled for September 25, 2021.

**7.5 Code of Conduct Discussion**

At the July 12, 2021 Select Board meeting, the Board tabled discussion on the Code of Conduct as they were awaiting integration of input received. The Board discussed the revisions and edits to the current draft. Once the Board completes the edits, the document will be sent to Town Counsel and be brought back to the Board for final adoption in September.

**7.6 Charter Change Discussion**

The Charter Review Committee (CRC) has asked for a joint meeting with the Select Board to enable the Select Board to provide input to the Charter Review process. The Select Board needs to determine its position on certain Charter sections before meeting with the CRC. Mr. Beattie will reach out to the Massachusetts Municipal Association to schedule an informational meeting regarding different aspects of a Town Charter.

**8. ADJOURNMENT**

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to adjourn the meeting at 9:26 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: