

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 remote 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/_09272021-3014?packet=true

2. ACCEPTANCE OF MINUTES

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to accept and release the August 23, 2021 Select Board meeting minutes as amended.

3. BILL AND PAYROLL WARRANTS

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

- September 15, 2021 payables warrant #11B was signed for \$304,560.05
- September 16, 2021 payroll warrant #12A was signed for \$270,215.96
- September 22, 2021 payables warrant #12B was signed for \$170,067.41

4. APPOINTMENTS / RESIGNATIONS

None at this time.

5. PUBLIC COMMUNICATIONS

Written Submittals: None at this time.

Audience Comments: None at this time.

6. DISCUSSION / ACTION ITEMS

6.1 Patriot Regional Emergency Communications Center Inter-Municipal Agreement Amendment

David Stairs, Town of Pepperell Communications Director, presented to the Board the information regarding the Inter-Municipal Agreement. In January 2020, the Select Board voted to enter into an Inter-Municipal Agreement (IMA) with the Town of Ashby to provide regional emergency dispatch services. The IMA enabled the establishment of the Patriot Regional Emergency Communications Center (PRECC). Today, PRECC hopes to add the Town of Townsend into the region which is allowed with a vote of the Select Board from each member community. Townsend has asked for a few modifications to the IMA, which the PRECC Board has discussed and approved at a meeting held on September 18, 2021. The IMA may be amended from time to time with the approval of each member's Select Board. Mr. Stairs informed the Board they will be adding two more dispatchers to the staffing as a result of adding Townsend. He also mentioned that this will be a cost savings to the Town by adding a third town to the PRECC.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to approve the amended Patriot Regional Emergency Communications Center Inter-Municipal Agreement as presented.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to invite the Town of Townsend to consider joining the Patriot Regional Emergency Communications Center beginning July 1, 2022.

6.2 Adoption of Pepperell Affordable Housing Trust Document

In June 2021 at Pepperell's Annual Town Meeting, the Town Meeting authorized the Select Board to create an Affordable Housing Trust. Working with the Affordable Housing Committee and our Town Counsel, the Select Board have created the document and it is ready for the Board to authorize and adopt it.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to adopt the Pepperell Affordable Housing Trust Fund document which establishes the legal parameters of the Trust. This vote creates the Pepperell Affordable Housing Trust Fund.

6.3 Special Town Meeting Warrant Articles

In accordance with the Charter, articles submitted for Town Meetings are to be administratively reviewed by the Select Board and, if meeting the standard for submission, are to be moved onto a Town Meeting warrant.

SECTION 2-7: INITIATION OF WARRANT ARTICLES

a. Initiation - The Board of Selectmen shall receive all petitions addressed to it and which request the submission of any matter to the Town Meeting and which are filed by: (1) any town officer, (2) any multiple member body acting by a majority of its members, (3) any ten (10) voters for an annual town meeting and any one hundred (100) voters for a special town meeting. Requirements for inclusion on the warrant are prescribed in subsection (c).

The following suggested articles have been received as of September 23, 2021. Some are placeholders, for example, 'retained earnings' as it is not yet known if they will be needed. The deadline for submission for warrant articles is October 7, 2021.

- 1. Fund Collective Bargaining Contracts settled after budget process ended and provide funding for employee post-employment payouts*
- 2. Annual Report 2020 acceptance*
- 3. Reedy Meadows Street Acceptance*
- 4. Water Enterprise Retained Earnings appropriation*
- 5. Water Enterprise Fund reduction*
- 6. Permission to finance RealTerm Energy Street Light project (\$ in General Fund FY2023)*
- 7. Permission to finance Elgin Street Sweeper (\$ in Storm Water Enterprise Fund)*
- 8. Permission to finance Ambulance (\$ in General Fund, FY2023)*
- 9. Approve Community Preservation Act*

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to move the slate of received articles to the Annual Town Meeting 2021 Warrant.

The Town Administrator informed the Board that at a future meeting the Select Board will be asked to make recommendations on each article.

6.4 Plan for ARPA Funding

The federal American Rescue Plan Act (ARPA) has provided Pepperell with more than \$3.6 million dollars of funding which we may access through December 31, 2024. The Town Administrator led a discussion on the program to provide the Select Board an idea of the areas where Pepperell may best take advantage of this funding. Some of the areas where the town could use the ARPA funds are water (PFAS), sewer infrastructure, broad band internet services and maybe public safety and public health areas could be included. Discussion from the Board ensued regarding the process for spending, getting more public input, and premium pay for Town essential workers.

6.5 Code of Conduct Adoption

The Select Board has been reviewing a draft of the Code of Conduct for adoption. The Board was ready for final adoption of the document however Mr. Beattie would like to have additional time for review. No action taken at this time.

7. REPORTS

7.1 Town Administrator's Report

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

<https://town.pepperell.ma.us/DocumentCenter/View/6450/TA-Report-2021-09-27>

Soil Reclamation Proposal Update: No update at this time.

COVID-19 Update: The Town Administrator reviewed the local COVID-19 numbers and also encouraged the local citizens to get vaccinated. The Town Administrator reviewed the statistics of people getting COVID who are vaccinated in contrast to those who are not vaccinated.

The Select Board also discussed whether a mask mandate is in the community's best interest at this time.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, a motion was made to enforce a vaccination mandate for all Town employees. This motioned failed. Ms. Scarsdale and Mr. Mathews were opposed.

Ms. Scarsdale would like to have more input from the Board of Health on this subject as well as Town Counsel and have this topic be brought back at a future meeting.

PFAS Update: No update since the last meeting.

7.2 Select Board's Report

The Select Board members gave the following updates:

Chair Scarsdale reports the following actions:

- The Local Rapid Response Advisory Team had two great meetings the week of the 13th with our Subject Matter Experts: One meeting dealt with branding for the Railroad Square/Main Street Corridor, and one dealt with wayfinding for the same area. Currently, we are waiting on a final draft from the subject matter expert. Thank you to everyone (ConsComm, EDAC, PB, and a private business) on this team for staying actively involved on this project.
- Had a conversation with Becky Pines about Groton's experience with their mask/vaccine mandate for Town employees.
- Met our Owner's Project Manager and Architect team for the proposed safety complex.
- Attended the Community Meeting and site visit at Sucker Brook on the Keyes Conservation Land. The purpose of this project is to restore stream continuity and build community resiliency on Sucker Brook, and it's a wonderful example of a multi-layer partnership between the Town (led by Paula Terrasi, our Conservation Agent) and multiple state agencies, non-profits and others to restore stream continuity and build community resiliency on Sucker Brook.
- Attended the CPA informational meeting, led by Mark Mathews, and looks forward to seeing more educational outreach.
- Helped plan the 3rd meeting of the regional, municipal climate change collaborative: This is a MP goal, 8.14, to continue to pursue regionalization opportunities.

Clerk Beattie reports the following actions:

- Helped organize the upcoming Farm Day on October 3

Member Mathews reports the following actions:

- Working with other Pepperell citizens on the Community Preservation Act. The group had a kick off meeting last Monday and following a review of CPA's we decided as a group to work on community education of CPA's with the purpose of a Town Warrant at the Fall Town meeting to establish a

ballot question for the town to vote on a CPA in the Spring of 2022. Town committees and organizations are being contacted for the opportunity to talk about CPA's with their groups. A CPA flier is in its final stages for use as common and consistent points of information about CPA's and the opportunity for our town.

7.3 Future Agenda Topics

The Town Administrator reviewed with the Board a list of topics to be covered in the next few meetings.

8. ADJOURNMENT

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to adjourn the meeting at 9:20 PM.

Respectfully submitted,

Tracie Looney, Executive Assistant

APPROVED:

Margaret Scarsdale, Chair

Tony Beattie, Clerk

Mark Mathews, Member

Approved: November 15, 2021