

**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/\\_01102022-3126?packet=true](https://town.pepperell.ma.us/AgendaCenter/ViewFile/Agenda/_01102022-3126?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 November 15, 2021 Select Board meeting minutes as written.
- On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to approve and release the December 13, 2021 joint meeting of the Select Board and Housing Authority minutes as written.

**3. BILL AND PAYROLL WARRANTS**

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

- December 21, 2021 payables warrant #24B was signed for \$373,781.37
- December 23, 2021 payroll warrant #26A was signed for \$280,785.92
- December 23, 2021 payables warrant #25B was signed for \$113,247.84
- January 5, 2022 payables warrant #27B was signed for \$521,622.55
- January 6, 2022 payroll warrant #28A was signed for \$316,643.06

**4. SELECT BOARD APPOINTMENTS / RESIGNATIONS**

**Appointments:**

**Appointment to Climate Change Committee**

At the November 23, 2020 Select Board meeting, the Board made a unanimous motion to establish an ad hoc committee for calendar year 2021. In December 2021, the Select Board changed appointments to the three-year, staggered terms format. At this time the following member, Sue Edwards, is seeking reappointment.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to reappoint Sue Edwards to the Climate Change Committee with the term to expire on June 30, 2022.

**Appointment to PFAS Task Force**

The Pepperell Select Board created a PFAS Task Force on June 14, 2021. This independent task force will research options and make recommendations on things Pepperell can do about the PFAS levels in Town water. The PFAS Task Force should consist of 6 members made up of appointments from the following:

- Select Board – 2-4 appointees
- Board of Public Works – 1 appointee
- Board of Health – 1 appointee
- Enterprise Fund Business Manager

Appointees should have a variety of backgrounds such as science and technology related to water and filtration, but backgrounds in public health, medical fields, finance, organizational behavior, and public relations could also provide insightful assistance.

The Task Force should consider short term and long term needs for mitigation, filtration, new sources of water, and other ways to provide an adequate supply of clean water to Pepperell. A report of findings and recommendations from the task force should be presented to the Select Board monthly and a final report to the Select Board, Board of Public Works, and Board of Health during Calendar 2022. The Task Force may continue indefinitely to provide advice to the Town on this topic.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to appoint the following applicants to the PFAS Task Force with the term to expire on December 31, 2022.

- Lea Gabriela Gavrilov
- Pat Harrington
- Seth Meldon

### **Building Committee Appointment**

There is a vacancy on the Building Committee. Resident Lea Gabriela Gavrilov would like to be appointed to this committee. The Town Administrator is also recommending reducing the size of this ad hoc committee from 11 members to 9.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to appoint Lea Gabriela Gavrilov to the Building Committee with the term to expire on December 31, 2023.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to reduce the size of the ad hoc committee from 11 members to 9.

## **5. PUBLIC COMMUNICATIONS**

**Written Submittals:** None

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

## **6. DISCUSSION / ACTION ITEMS**

### **6.3 Charter Section Review (This item was taken out of order)**

The Charter Review Committee (CRC) has asked the Select Board to provide input to some sections of the Charter for their consideration. The Board reviewed each members' input to this discussion with the CRC Chair, Matt Jussaume. The Board had a lengthy discussion regarding clarification on parts of the Charter as well as recommendations for changes. Charter Review Committee members were in attendance to discuss with the Select Board different part of the Charter.

### **6.1 Acceptance of Donations**

Masy Biosystems has made an equipment donation to the Town of Pepperell Public Safety Department. Chief Scott has determined that the personal property will provide a benefit to the department and will not create unexpected costs.

*Massachusetts General Law 53A 1/2 - Gifts of tangible personal property acceptance provides for the Select Board to determine if the donation is beneficial to the town and to act to accept such gifts.*

On a motion made by Mr. Mathew and seconded by Mr. Beatie, it was unanimously voted to accept the equipment donation from Masy Systems on behalf of the Pepperell Police Department.

In addition to this donation, **Lowell Five** bank in Pepperell has made a cash donation to 'first responders' in Pepperell. A cash donation does not require action by the Select Board to accept. We are planning to put these funds toward the cost of new Automatic Defibrillator Devices for the Police Department. The Town of Pepperell wishes to thank each of these local companies for their generosity.

**6.2 FY2023 Budget Message**

The Town Charter indicates that the Select Board will provide a budget message to provide direction for the annual budget planning process. The Town Administrator would like to finalize a budget message to be able to circulate to the staff in preparation for the budget. Mr. Beattie would like to see edits in the document that addresses town growth and climate change and impacts to budget. The Select Board asked that all financial decisions be aligned with the 2022 Priorities and Goals.

On a motion made by Ms. Scarsdale and seconded by Mr. Mathews, it was motioned to send the draft budget message to the Town Staff and Finance Committee for their consideration during the budget development process.

On a motion made by Ms. Scarsdale and seconded by Mr. Mathews, it was unanimously voted to table the above motion until discussion regarding a cost of living adjustment for the non-union, non-contract employees salary table is motioned, discussed and voted on.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was voted to make a cost of living adjustment for the non-union, non-contract employees salary table of 2 % above the current table. The Town Administrator reviewed with the Board the current salary table and consumer price increases. The non-union employee step table has received COLA's, totaling 1.8%, since 2018. Most employees on the non-union step table, receive an annual step increase.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to amend the above motion and to make a cost of living adjustment for the non-union, non-contract employees salary table of 2.5 % above the current table.

On a motion made by Ms. Scarsdale and seconded by Mr. Mathews, it was motioned to send the draft budget message to the Town Staff and Finance Committee for their consideration during the budget development process as amended. Mr. Mathews and Ms. Scarsdale voted aye, Mr. Beattie voted nay.

**6.4 Calendar Year 2022 Priorities and Goals**

Each year, the Select Board set priorities and goals for the staff and community to pursue. The Board asked other Boards, Committees, and Commissions to provide input before final action is taken on Calendar Year 2022 goals. Final action expected at the January 24, 2022 meeting.

**6.5 Town Administrator Evaluation**

To ensure high level performance expectations and achievement, an annual evaluation of the Town Administrator is to be provided by the Select Board. Massachusetts law requires the Manager/Administrator evaluation be presented in a properly noticed open meeting. Individual members may create their own evaluations which are then compiled (not combined) into a single document. The individual evaluations are not to be revised when they are compiled. The individual evaluations were sent to Judy Palumbo, the Human Resource Generalist, to compile. The document may not be shared with a quorum of the Board prior to its public presentation. The document becomes a public document upon presentation. Each Select Board member gave a summary of the high points of their individual evaluation of the TA and provided an overall rating of the eight different sections of the evaluation. The TA thanked the Board for their praise and spoke of his dedication to this profession and constantly trying to do better.

**7. REPORTS**

**7.1 Select Board Reports**

The Select Board members gave the following updates:

Chair Scarsdale reports the following actions:

- Thanked the Select Board and all B, C, C's for the collaborative work
- Taken part in the North Central Climate Change Collaborative (NC4)
- Attended the Planning Board meeting
- Prepared for the next Citizen Engagement Night February 3<sup>rd</sup>
- Working on Master Plan goals

Clerk Beattie reports the following actions:

- Attended MVP meeting
- Met with Brian Keating, Chair of the Affordable Housing Committee, looking for members for the Affordable Housing Trust
- Working with the North Central Climate Change Collaborative (NC4)
- Met with the Chair of the Dunstable Select Board
- Following the Agriculture Commission work regarding Peter Fitz kitchen

Member Mathews reports the following actions:

- Attended NMCOG meeting, they are looking for new Executive Director
- Working on Municipal Electrical Aggregation reports

### **7.2 Town Administrator Reports**

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

<https://town.pepperell.ma.us/DocumentCenter/View/6774/TA-Report-2022-01-10>

**Soil Reclamation Proposal Update:** No update at this time.

**COVID-19 Update:** The Town Administrator informed the Board of the latest COVID-19 numbers.

**PFAS Update:** The Town will appoint citizens to the PFAS Task Force at tonight's meeting and they will begin their work promptly. The TA reviewed the most recent test results.

**ARPA Updates:** On January 12th at 7:00 PM we will be hosting a public meeting to gather community input on priorities for spending the \$3.6 million in ARPA funds at our disposal. The program requires a budget plan submittal to the US Treasury and that submittal requires public input. We need to identify planned spending to the US Treasury by April 1, 2022 and we have until December 2024 to spend this allocation. The meeting will be held via Go To Meeting and will be facilitated by Jennifer Thompson of Capital Strategic Solutions, a former municipal leader who is an expert in federal spending programs. Ms. Thompson will provide an overview of ARPA spending rules and solicit your ideas on spending priorities for the town.

**Future Agenda Topics:** The Town Administrator reviewed upcoming topics for the next Select Board meeting.

### **8. ADJOURNMENT**

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to adjourn the meeting at 9:44 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: March 2, 2022