

**PRESENT:** Select Board Members Bill Greathead, Margaret Scarsdale, and Tony Beattie; Town Administrator, Andrew MacLean; Administrative Assistant, Tracie Looney

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

**1. AGENDA PACKET (Exhibit 1)**

**2. ACCEPTANCE OF MINUTES**

No minutes at this time.

**3. BILL AND PAYROLL WARRANTS**

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

- On January 13, 2021 payables warrant #28B was signed for \$110,743.43
- On January 20, 2021 payables warrant #29B was signed for \$136,271.48
- On January 21, 2021 payroll warrant #30A was signed for \$249,741.85

**4. SELECT BOARD APPOINTMENTS / RESIGNATIONS**

**4.1 Climate Change Council Appointment**

At the January 11, 2021 Select Board meeting, the Board made a unanimous motion to expand the Climate Change Council to nine members with the term to expire on December 31, 2021. Renee D'Argento submitted an application to be appointed to the Council. Ms. D'Argento was in attendance to answer the Select Board's questions.

On a motion made by Mr. Beattie and seconded by Ms. Scarsdale, it was unanimously voted to appoint Renee D'Argento to the Climate Change Council with the term to expire on December 31, 2021.

**5. PUBLIC COMMUNICATIONS**

**Written Submittals:** The Town Administrator presented to the Board a few written submittals received in the office:

- Thank you letter from the Sears family regarding the Town response to their property during a barn fire
- Letter from Senator Kennedy regarding bond authorization
- Report of the Hazardous Waste collections from Devens

**Audience Comments:** No audience comments

**6. REPORTS**

**6.1 Town Administrator's Report**

The Town Administrator gave a brief overview for his report:

- He attended the MMA Annual Meeting last week
- The FY22 budgets were submitted last week and were \$800,000 over anticipated revenue and state aid is going up 3.5%

## **6.2 Select Board's Report**

### **Margaret Scarsdale**

Attended Master Plan Implementation Team joint meetings with joint goals from the Master Plan. Also, attended North Middlesex Council of Government meeting, Economic Development Advisory Committee meeting, Building Committee meeting and plans to attend a Civic engagement event with the members of the Albert Harris Center.

### **Tony Beattie**

Went to Groton Transfer Station to learn more about the new composting site, participated in a conference call with the Agricultural Commissioner, talked to Senator Kennedy and Senator Golden regarding local composting and solar power regulations, talked to a local dairy farmer in Dunstable, and worked with Healthy Soil bills currently in the State House.

### **Bill Greathead**

He has been working on vaccinations for first responders and received his vaccination. He also thanked Nashoba Board of Health for the vaccination clinic which was attended by many of our first responders.

### **Master Plan Implementation Team (MPIT) Update**

Ms. Scarsdale reviewed the Eisenhower Priority Matrix as a method to work with the Master Plan goals. She then reviewed the delegated tasks listed in MPIT list. The Board decided to hold a workshop on February 6, 2021 from 9:00-11:00 AM.

## **7. DISCUSSION / ACTION ITEMS**

### **7.1 Soil Reclamation Proposal Update**

No update at this time.

### **7.2 COVID-19 Updates**

The Town Administrator reviewed the chart with the local numbers as well as updates to when the vaccination will become available.

### **7.3 Wild and Scenic Rivers Presentation**

Paula Terrasi and Ken Hartlage presented to the Select Board the work taking place by the Wild and Scenic Stewardship Council and to announce a small community grants opportunity that the Council is offering. The Stewardship Council formed after the rivers (Nashua, Squannacook, and Nissitissit Rivers) were designated as Partnership Wild and Scenic Rivers in March of 2019. Ms. Terrasi mentioned more people are using the rivers, and the importance of maintaining clean rivers and the opportunities for grants. The Board thanked Ms. Terrasi and Mr. Hartlage for their work.

### **7.4 Adopt Committee Charges**

In an effort to improve communication and effectiveness of the entire Town organization, the purpose and intention of each agency needs to be clarified. 'Committee Charges' are a step in the direction to improve this clarity. Over the coming months additional charges will be brought forward. The Town Administrator reviewed a few Committee's charges. The TA would like to review a few at every meeting with the Select Board for approval.

### **7.5 Town Meeting Discussion**

The Select Board has received a citizen's petition to call a Special Town Meeting. The Charter requires it to be held within 21-45 days from date of arrival. The Board should consider quorum limit, indoor versus

outdoor, day of week, and planning for a snow date. Preparations for an outdoor event requires much logistical planning that is to be determined.

The Annual Town Meeting in May is scheduled for May 3, 2021. Discussions ensued regarding holding this outdoors and moving the date to a Saturday to capture more daylight.

**7.6 Process for Town Administrator Evaluation**

The Select Board needs to finalize the process for the Town Administrator's evaluation. Based on the January 11, 2021 Select Board's discussion, a sample process was presented by Select Board Member Scarsdale. Ms. Scarsdale will compile each Select Board members' comments and present at the next Select Board meeting on February 22, 2021.

**8. ADJOURNMENT**

On a motion made by Mr. Beattie and seconded by Ms. Scarsdale, it was unanimously voted to adjourn the meeting at 9:30 PM.

Respectfully submitted,

Tracie Looney, Executive Assistant

**APPROVED:**

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Bill Greathead, Chairman

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Margaret Scarsdale, Clerk

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Tony Beattie

\*Remotely Approved: February 8, 2021