

PRESENT: Select Board Members Bill Greathead, Margaret Scarsdale, and Tony Beattie; Town Administrator, Andrew MacLean; Executive 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

On a motion made by Mr. Beattie and seconded by Ms. Scarsdale, it was unanimously voted to to accept and release the December 14, 2020 meeting minutes as amended.

On a motion made by Ms. Scarsdale and seconded by Mr. Beattie, it was unanimously voted to to accept and release the January 11, 2021 meeting minutes as amended.

On a motion made by Mr. Beattie and seconded by Ms. Scarsdale, it was unanimously voted to to accept and release the January 16, 2021 meeting minutes as written.

On a motion made by Ms. Scarsdale and seconded by Mr. Beattie, it was unanimously voted to to accept and release the January 25, 2021 meeting minutes as written.

3. BILL AND PAYROLL WARRANTS

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

- On January 26, 2021 bill warrant #30B was signed for \$318,706.77 December 30, 2020 payables
 - On February 3, 2021 bill warrant #31B was signed for \$88,516.72
 - On February 4, 2021 Police payroll warrant #32A (1) was signed for \$65,121.52
 - On February 4, 2021 Other payroll warrant #32A (2) was signed for \$203,675.96
- | | |
|-------|--------------|
| TOTAL | \$268,797.46 |
|-------|--------------|

4. SELECT BOARD APPOINTMENTS / RESIGNATIONS

None at this time.

5. PUBLIC COMMUNICATIONS

Written Submittals: None at this time.

Audience Comments: No audience comments

6. REPORTS

6.1 Town Administrator's Report

The Town Administrator gave a brief overview of his report:

- Mirick-O'Connell, Special Counsel on the soil reclamation proposal has filed a request from the Town for summary judgement with the Land Court
- TA working on Fire and Library Union contracts
- LED street lights lamp demo is scheduled for March 2021
- Asset Essentials, a capital planning database, is ready for sharing data this winter
- A group of regional Town Officials will meet tomorrow to discuss the regional response to COVID-19 vaccinations
- Both school districts have presented their FY2022 budgets
- Martin Cadek, IT Director, received a grant in FY20 to train staff on Cyber Security best practices. The Town just finished up 8 months of training.

- Working with North Middlesex Council of Governments (NMCOG), the Town has received a Local Rapid Recover Planning grant to identify ways to mitigate the impact the pandemic is having on local businesses
- Lisa Davis, Town Planner, wrote two Direct Local Technical Assistance Grants through NMCOG
- The Housing Choice Act of 2020 was signed by Governor Baker last month

6.2 Select Board's Report

Each Select Board member gave an update of their past two weeks attending many town Board and Committee meetings as well as other progress toward Select Board goals.

6.3 Master Plan Implementation Team Update

The Select Board had a meeting on February 6, 2021 assigning Select Board roles and priorities to the Master Plan Implementation Process.

7. DISCUSSION / ACTION ITEMS

7.1 7:00 PM Public Hearing / Common Victualler License – 75 Main Street Moksh Family Corporation D/B/A Pepperell Quality Market

Mr. Greathead opened the public hearing at 7:08 PM and read the hearing notice.

The Select Board office received an application for a Common Victualler's License for 75 Main Street from the Moksh Family Corporation d/b/a Pepperell Quality Market (currently Donelan's Supermarket). This applicant intends to continue operations as the current license holder, Donelan's Supermarket. The property is still under the ownership of Donelan's until the final purchase of the property is completed which is expected by the end of the month. The applicant was in attendance to answer any questions from the Board. The applicant might expand the current hours of operation.

On a motion made by Ms. Scarsdale and seconded by Mr. Beattie, it was unanimously voted to accept the Common Victualler's License for the Moksh Family Corporation d/b/a Pepperell Quality Market with the contingency of an accepted purchase of the property at 75 Main Street.

7.2 Soil Reclamation Proposal Update

Mirick-O'Connell, Special Counsel on the soil reclamation proposal, has filed a request from the Town for summary judgement with the Land Court.

7.3 COVID-19 Updates

The Town Administrator reviewed the chart with the local COVID-19 numbers. The numbers are going "lower" but the Town is still in the Red along with 153 other towns in the State down from 192 a week prior. The TA updated the Board on the local and state push for COVID-19 vaccination availability.

7.4 Hazard Mitigation Plan (HMP) Update

Lisa Davis, Town Planner, gave a brief overview of the progress of the HMP.

This Hazard Mitigation Plan (HMP) Five-Year Update was prepared for the Town of Pepperell under the direction of the Massachusetts Emergency Management Agency (MEMA) and the Massachusetts Department of Conservation and Recreation (DCR). The HMP update was funded through a Massachusetts Executive Office of Energy and Environmental Affairs (EEA) Municipal Vulnerability and Preparedness (MVP) Planning Grant during Fiscal Year 2020.

The purpose of hazard mitigation is to reduce loss from current and future natural hazards. Storms and other natural disasters such as floods, earthquakes, and hurricanes can cause loss of life, damage to buildings and infrastructure, and negatively affect a community's economic, social, and environmental well-being. The Town of Pepperell has developed this Hazard Mitigation Plan as a means to permanently reduce or alleviate

the loss of life, injuries, and damage to property resulting from natural hazards, through the adoption of long-term strategies. These long-term strategies address not only municipal infrastructure but also societal, economic, and environmental assets of Pepperell, through planning, policy changes, programs, projects, educational outreach, and other activities. The desired outcome of implementing the HMP focuses on creating a more resilient community that is better prepared for future natural disasters so that it can recover more quickly should one occur.

Lisa Davis, Town Planner; Beverly Woods, North Middlesex Council of Governments; and Gabrielle Belfit, from Tighe and Bond were in attendance to answer any questions from the Board on the draft plan. The Board reviewed the plan but final approval does not happen until after it gets submitted to MEMA and FEMA then it will return to the Board for final approval.

7.5 Request To Form A Committee- Invasive Species

The Select Board has received a request from local citizen Deborah Fountain, to establish a Plant Advisory Committee. Ms. Fountain has worked with the Conservation Commission on behalf of the Master Plan Implementation Team and was in attendance to present to the Board her recommendations. Ms. Fountain referred to the Master Plan 7.11 - *Establish a "Detection and Response" plan to address invasive plant species. Educate homeowners and the agricultural community on the importance of using native plantings, and on how to detect and report the presence of invasives.*

The purpose of the Committee is to develop a strategic management plan to assess and document invasive plant issues, to determine and manage appropriate remediation actions in cooperation with public and private land owners, and to educate the public on the importance of using native plantings and how to detect and report the presence of invasive plants. The suggestion is for a 5-member Committee with one representative from the Conservation Commission. No action taken. Deb Fountain will be working with the TA to firm up the Committee Charge and bring back to the Board for formal approval at next meeting.

7.6 Special Town Meeting Discussion

A citizen petition is anticipated to arrive to call for a special town meeting. The Charter requires it to be held within 21-45 days from date of submittal. The Board should consider quorum limit, indoor versus outdoor, day of week, and planning for a snow date. We are preparing for an outdoor event but have lots of logistical planning to determine.

On a motion made by Ms. Scarsdale and seconded by Mr. Beattie, it was unanimously voted to schedule a Special Town Meeting (requested by a citizens' petition) on March 13, 2021 with a weather make-up day of March 20, 2021.

7.7 Affordable Housing Refinance Agreement

There is a local property that is refinancing and needs the Select Board's approval as described in the terms of the deed for that particular property. The refinance is in accordance with the deed restriction.

On a motion made by Ms. Scarsdale and seconded by Mr. Beattie, it was unanimously voted to approve refinance at 5 Winslow Court at the presented rate.

8 ADJOURNMENT

On a motion made by Mr. Beattie and seconded by Ms. Scarsdale, it was unanimously voted to adjourn the meeting at 9:00 PM.

Respectfully submitted,

Tracie Looney, Executive Assistant

APPROVED:

Bill Greathead, Chairman

Margaret Scarsdale, Clerk

Tony Beattie

Remotely Approved: April 12, 2021