

**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/\\_07122021-2938?packet=true](https://town.pepperell.ma.us/AgendaCenter/ViewFile/Agenda/_07122021-2938?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 minutes of April 27, 2021 as amended.

3. **BILL AND PAYROLL WARRANTS**

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

- June 30, 2021 payables warrant # 52B was signed for \$204,696.59
- July 7, 2021 payables warrant #53B was signed for \$140,382.00
- July 7, 2021 payables warrant #1B was signed for \$2,965,314.14
- July 8, 2021 payroll warrant #2A was signed for \$274,602.17

4. **APPOINTMENTS / RESIGNATIONS**

**4.1 Economic Development Advisory Committee (EDAC) Appointment**

Zach Leach submitted a Citizen Activity Form to volunteer on EDAC or the Finance Committee. The Finance Committee had an immediate open seat. Mr. Leach was in attendance to answer any question the Board had.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to appoint Zach Leach to the Finance Committee with the term to expire on June 30, 2024.

5. **PUBLIC COMMUNICATIONS**

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

- Charter Communications

**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/6259/TA-Report-2021-07-12>

**6.2 Select Board's Report**

Select Board members attended the retirement celebration for Pat Payer, Lawrence Library staff member.

Mr. Beattie has been working with the Charter Review Committee. Ms. Scarsdale attended an EDAC virtual walkthrough of Railroad Square. Mr. Mathews has been working on the Code of Conduct.

7. **DISCUSSION / ACTION ITEMS**

**7.1 7:15 PM Public Hearing / Liquor License / Little Tree CBD**

Ms. Scarsdale opened the Public Hearing at 7:20 PM by reading the Public Hearing Notice. The purpose of the Public Hearing is to hear the application of Little Tree CBD, Wesley Ritchie, Manager, for an Off Premises Wine and Malt Liquor License to be exercised at 112-114 Main Street, Unit 3, Pepperell, MA. The applicants as well as their attorney were present to answer any questions from the Board. The intent of the applicant is to open a boutique liquor store that will sell CBD infused beverages. No comments from Town departments. Audience comments regarding potential competition from closely located retail liquor stores. Other audience comments included supporting local businesses and welcoming the new business. On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to grant an Off-Premises Wine and Malt license to Wesley Ritchie of Little Tree CBD at 112-114 Main Street, Unit 3.

### **7.2 Affordable Housing Trust Recommendations**

At the June 28, 2021 Select Board meeting the Board was asked to consider provisions for an Affordable Housing Trust fund as authorized by the 2021 Annual Town Meeting. The Board agreed to review the draft document and bring recommendations to the July 12, 2021 Select Board meeting to adopt. Brian Keating, Affordable Housing Committee Chair, was present to discuss the draft document. The Board discussed the edits and revisions with Mr. Keating. No action taken. Draft will be sent to Town Counsel for review.

### **7.3 Code of Conduct**

Member Mark Mathews has suggested that a Code of Conduct be adopted by the Select Board that will apply to all employees. The Charter Review Committee has also asked the Select Board to endorse a Code of Conduct for the Charter. The Board took no action and moved this topic for discussion at their next meeting on July 26, 2021.

### **7.4 Charter Review Discussion**

Discuss parameters for upcoming Charter review with the Charter Review Committee. Mr. Mathews ask that the Board engage with the Charter Review Committee through the Chair. The Board discussed the process for Board members to bring ideas to the table, adhering to Open Meeting Laws, and working together as a team. No action taken.

### **7.5 Annual Re-Appointments (Continued)**

The following corrections are from the June 28, 2021 Select Board Meeting:

On June 28, 2021 the Select Board moved to re-appoint members to town Boards, Committees and Commissions. The following member on the Economic Development Advisory Committee (EDAC) was overlooked in the slate re-appointments.

- John Masiello

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to appoint John Masiello to the EDAC with the term to expire on June 30, 2022.

The following member currently serving as the Associate Member on the Zoning Board of Appeals was incorrectly appointed to a full member 3 year term instead of a 2 year term for Associate Member.

- Heather Hampson

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to appoint Heather Hampson to the Associate Position on the Zoning Board of Appeals with the term to expire on June 30, 2023.

The appointment of the following member currently serving as the full Member on the Zoning Board of Appeals was tabled until the July 12, 2021 meeting.

- Sean McCaffery

The Board took no action on this and will address at their next meeting on July 26, 2021.

**8. ADJOURNMENT**

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to adjourn the meeting at 9:50 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: