

**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/\\_08232021-2976?packet=true](https://town.pepperell.ma.us/AgendaCenter/ViewFile/Agenda/_08232021-2976?packet=true)

2. **ACCEPTANCE OF MINUTES**  
There were no minutes at this meeting.

3. **BILL AND PAYROLL WARRANTS**  
Since the last meeting the Select Board have approved the following payroll and bill warrants:

- August 11, 2021 payables warrant #6B was signed for \$91,916.61
- August 18, 2021 payables warrant #7B was signed for \$49,332.01
- August 19, 2021 payroll warrant was signed for \$296,938.73

4. **APPOINTMENTS / RESIGNATIONS**  
**4.1 Board of Public Works Appointment**  
There is currently a vacancy on the Board of Public Works. Joe Mercado is interested in filling the vacancy. Mr. Mercado was in attendance to answer any questions from the Board and gave a brief summary of his work experience.  
On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to appoint Joe Mercado to the Board of Public Works with the term to expire on June 30, 2024.

**4.2 Charter Review Committee Appointment**  
There is currently a vacancy on the Charter Review Committee. Rob Rand is interested in filling the vacancy. Mr. Rand was in attendance to answer any questions from the Board and gave a brief summary of his work experience.  
On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to appoint Rob Rand to the Charter Review Committee with the term to expire on June 30, 2023.

5. **PUBLIC COMMUNICATIONS**  
**Written Submittals:** The TA reviewed the following submittals:

- Resident letter supporting a mask mandate

**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/6304/TA-Report-2021-08-23>

**COVID-19 Update:** The Town Administrator reviewed the local COVID-19 numbers and also encouraged the local citizens to get vaccinated.

**PFAS Update:** Since the June public forum on our local PFAS situation, the Department of Public Works has been planning and researching the situation, including work on source detection. Testing continues monthly. Recruitment for the PFAS Task Force continues. Nashua well is in standby mode and will only be

activated if needed by demand. The Town continues to distribute water with PFAS levels below the 20ppt limit.

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

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

The Select Board members gave the following updates:

Chair Scarsdale reports the following actions:

- Drafted mission statement and proposal for the 37 towns in the regional municipal climate change collaborative
- Creating a new Civic Engagement Night on behalf of the Select Board to discuss and take questions on the March Special Town Meeting and the relationship between alcoholic beverage licenses issued by the Select Board and special permits for Retail Marijuana Establishments, issued by the Planning Board
- Continues to lead the Local Rapid Recovery Plan (LRRP) Advisory Team as liaison with Northern Middlesex Council of Governments: We just received notification about a Subject Matter Expert assigned to the Town for one of the five LRRP projects, and Ms. Scarsdale will be helping to coordinate that process.
- Attended four Eagle Scout Courts of Honor
  1. Jack Desmarais designed and constructed a fire pit to honorably discharge U.S. flags
  2. Connor Ludford designed and built the beautiful screened-in patio at the Albert Harris Center, which has seven removable screen panels
  3. Liam White designed and constructed a three-sided panel kiosk for the Marion Stoddart Conservation Area on River Street in Pepperell
  4. Derek McLean designed and constructed three elevated garden beds for the Albert Harris Center
- Took part in interviewing the two finalists for the Treasurer-Collector position
- Attended the Albert Harris Center sign unveiling
- Attended the most recent Planning Board and Charter Review Committee meetings
- Attended the final Pepperell Business Association concert on Town Field -- great turn-out! Thank you to the Pepperell Business Association and all of its sponsors for helping make this a wonderful community event.

Clerk Beattie reports the following actions:

- Attended the Albert Harris Center Celebration
- Met with Winton Pitcoff, MA Food Collaborative to discuss state bills to benefit farms
- Attended 2<sup>nd</sup> Regional Climate Change Forum

Member Mathews reports the following actions:

- Attended the Albert Harris sign dedication event
- Attended recent Planning Board meeting
- Participated weekly in the Master Plan Implementation Team (MPIT) meetings. The team has put together a proposal to the Planning Board as to the process for the Planning Boards approval of budget request projects from the Master Plan funds coted on at the Town Meeting.
- MPIT has reached out to all Committee, Commission and Board Chairs for representatives who would like to be on the Community Preservation Act Citizen's committee.

**7. DISCUSSION / ACTION ITEMS**

**7.1 Constitution Week Proclamation**

Constitution Week is the commemoration of America's most important document. It is celebrated annually during the week of September 17-23. The United States Constitution stands as a testament to the tenacity of Americans throughout history to maintain their liberties, freedoms and inalienable rights. This celebration of the Constitution was started by the Daughters of the American Revolution (DAR). In 1955, DAR petitioned Congress to set aside September 17-23 annually to be dedicated for the observance of Constitution Week. The resolution was later adopted by the U.S. Congress and signed into public law on August 2, 1956, by President Dwight D. Eisenhower. Wendy Cummings from Prudence Wright Chapter / National Society Daughters of the American Revolution was in attendance to read the Proclamation. After reading the Proclamation, Ms. Cumming spoke briefly about the DAR and their upcoming programs and displays at the Lawrence Library beginning on August 17th, for a month. There will be a few relics in the glass case by circulation desk for public viewing. Ms. Scarsdale also spoke briefly about the importance of the United States Constitution and thanked Ms. Cummings.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to adopt September 17-23, 2021 as Constitution Week.

**7.2 Application for Temporary Alteration of Alcohol License**

This discussion item has been removed from the agenda.

**7.3 Set Fall Special Town Meeting Date**

The Town Administrator informed the Board of anticipating a need for a Special Town Meeting for FY2022 budget adjustments and other Town business. Budget adjustments must be completed before we can set the annual tax rate. There is a preference to hold the annual Tax Rate Hearing as early as possible in the month of November. This is done at a Select Board Meeting. Brief discussion regarding choosing a Monday night versus a Saturday morning Town Meeting date. Mr. Beattie made note that he would like to see a Monday night meeting with possible transportation for seniors to the meeting. Discussions followed regarding polling the town citizens after a Town Meeting for their preference of days, Saturday versus Monday.

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was voted to set the date for a Special Town Meeting as November 8<sup>th</sup>, 2021 at 7:00 PM. The meeting shall be held at Nissitissit Middle School Auditorium. Roll call vote: Ms. Scarsdale- Nay, Mr. Beattie-Aye, Mr. Mathews-Nay. Motion fails to carry.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to set the date for a Special Town Meeting as November 6<sup>th</sup>, 2021 at 9:00 AM. The meeting shall be held at Nissitissit Middle School Auditorium.

**7.4 Future Select Board Meetings**

The Town Administrator informed the Board of upcoming scheduled Board meetings that have holiday conflicts. There is a scheduled meeting on Columbus Day, October 11<sup>th</sup>, 2021. The Board will decide closer to the date whether to move that meeting either to the prior week or week following. No action taken. The Town Administrator also informed the Board of the rising COVID-19 cases during the summer of 2021 and is concerning to many people in Town. The Governor's enabling legislation allows Pepperell to hold remote meetings through April 20th of 2022. In-person meetings are allowed, but remote attendance must be provided. The advantages of in-person meetings are offset by mask wearing and the technical challenges of managing live and remote configurations. The Board discussed the pros and cons to in-person versus remote Select Board meetings. The Board took no action and will wait to see the COVID-19 numbers in the next few weeks prior to their next meeting scheduled for September 13, 2021.

**7.5 RealTerm Energy Contract Approval**

The Town Administrator explained to the Board that the RTE street light conversion project requires Select Board approval of contracting terms. Net cost to Town is expected to be \$257,095.23, including all interest (interest rate dropped from 2.41 to 2.37), net of National Grid incentive payment. Once the Select Board approves the contract terms, it will then be added to the Special Town Meeting warrant for final authorization. The Town will have no payment due until FY2023. The project kick-off meeting is scheduled for Tuesday the 24<sup>th</sup> and installations will begin shortly. The Board had no further questions for the Town Administrator.

On a motion made by Mr. Mathews and seconded by Mr. Beattie, it was unanimously voted to move to approve the Execution And Delivery Of A Master Equipment Lease Purchase Agreement with Respect To The Acquisition, Purchase, Financing and Leasing Of Certain Equipment Or Capital Items For The Public Benefit; Authorizing The Execution And Delivery Of Documents Required In Connection Therewith; And Authorizing All Other Actions Necessary To The Consummation Of The Transactions Contemplated By This Resolution.

**8. ADJOURNMENT**

On a motion made by Mr. Beattie and seconded by Mr. Mathews, it was unanimously voted to adjourn the meeting at 8:37 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: September 27, 2021