



LANCASTER BOARD OF SELECTMEN
Special Meeting Minutes
Of March 3, 2021

I. CALL TO ORDER

Chairman Jay M. Moody called the Special Meeting of the Board of Selectmen to Order at 6:00 P.M. via ZOOM™. Present were Selectmen Walter F. Sendrowski, Jason A. Allison and Town Administrator Orlando Pacheco.

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Chairman Moody stated that the Town had another dangerous fire the other night and those who resided at that residence lost their belongings and a place to live. Fire Chief Mike Hanson worked with the Red Cross in getting help and a place to live. Mr. Moody further noted that there are several go-fund-me postings on line, if people would like to contribute.

II. PUBLIC COMMENT PERIOD

6:00 P.M. Opportunity for public to address their concerns, make comment and offer suggestions on operations or programs, except personnel matters. Complaints or criticism directed at staff, volunteers, or other officials shall not be permitted.

Christine Mirabito, 944 George Hill Road, read the following:

THE THOUGHTFUL AND INSIGHTFUL WORK OF ADMINISTERING TO THE VARIED NEEDS OF PRESENT DAY LANCASTER, COUPLED WITH A HOLISTIC VISION TO LANCASTER'S FUTURE, IS APTLY BEING HANDLED BY JAY MOODY AND JASON ALLISON. LANCASTER IS BEING GUIDED WITH INTELLIGENT MINDS WHO REVERE LANCASTER'S HISTORY AND WISH TO EXTEND ITS UNIQUE CHARACTERISTICS OF LAND PRESERVATION, RESPECT OF ITS RESIDENTS, AND RESPONSIBLE ECONOMIC DEVELOPMENT

INTO A HARMONIOUS FUTURE. ADDITIONALLY, I WOULD LIKE TO THANK WALTER SENDROWSKI FOR HIS SERVICE TO THE LANCASTER COMMUNITY.

III. APPROVAL OF MEETING MINUTES - NONE

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

VI. TOWN ADMINISTRATOR REPORT -

Town Administrator Pacheco stated that he did not prepare a Town Administrator Report for this meeting, however he did want to let the Selectmen know that he had a very good meeting with Conference Representatives in terms of discussing what's happening with Atlantic Union College (AUC). He explained that the Conference, while he does not have specific details, he can say that the core campus is under agreement. He noted that it is not to say that there is a purchase and sale, but it is under agreement, and there is some work that needs to be done in order to get it to the next step.

Mr. Pacheco commented that all the other properties that the Conference owns or the College owns through the Conference have been committed; meaning they've either been sold, they have a purchase and sale agreement in place, or they have an agreement with certain conditions to get to the purchase and sale stage. He noted that one of those facilities is the yellow Thayer Mansion, where the music school is currently.

Mr. Pacheco stated that the core campus and the Thayer Mansion are under two different parties that have those properties under agreement and both of those parties are educational institutions. He remarked that he is working diligently with Conference and the Board of Health, to try to help them with some of the other issues that need to be completed in order to move things along.

Chairman Moody had a question for Town Administrator Pacheco regarding having an answer on the settlement agreement that was to happen sometime in March.

Town Administrator Pacheco explained that the settlement agreement is much closer and believes there will be a closing in the end of the month. He noted that the only outstanding item is the transfer of the title insurance to the Town, however the deed is completed and Attorney Jonathan Eichman has it. He also noted that the Conferences were concerned in terms of the town taking title with possible issues, that has been resolved to the greatest extent possible. The only thing that remains is the title insurance, and that is a process between the tile examiners and KP Law.

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Town Counsel to explain the roles of the Selectboard. (W. Sendrowski)
Selectman Sendrowski deferred to Town Administrator Pacheco regarding this agenda item.

Town Administrator Pacheco stated that given the number of other items going on, the suggestion would be for the Board to have a special meeting for just this particular subject and perhaps invite some of the department heads involved and have more of a workshop fashion meeting, rather than being on the regular agenda.

Selectman Sendrowski asked Mr. Pacheco if this was for this agenda item and next one agenda item referring to the Climate Assessment.

Mr. Pacheco stated that he explained to Town Counsel that the Board is hiring a Human Resource (HR) Director and Town Counsel would feel more comfortable if the Board could involve the HR Director in that discussion as well.

Selectman Sendrowski asked that this agenda item and the next agenda item be tabled until another time when the HR Director is more established.

Selectman Allison suggested that, because he is a new Selectman, to encourage the Selectmen to think about how they can roll this into a welcome packet for new Selectmen coming on board. He stated that it is in no one's best interest to pay lawyers to come in and educate the Selectmen. He would like to see this happen on day one when new Selectmen come in.

2. Town Counsel to get a third party to perform a Climate Assessment for the Board of Selectmen.
(W. Sendrowski) - TABLED
3. Request to outline a schedule for successful, and on-time, union contract negotiations (J. Allison)
Selectman Allison explained that the Selectmen had a meeting about a month ago and it was communicated that the Union Contracts were behind. In his opinion, this not okay and would like to ask Chairman Moody and Selectman Sendrowski to work with the Town Administrator to put together a schedule to ensure this does not happen again.

Chairman Moody noted that the next round of Union Contract will be in three years.

Town Administrator Pacheco commented that getting Union Contracts on time is not that simple, noting there is a process, and that one just cannot put a contract together without the Union consent. He further stated that the ground rules are pretty clear.

Mr. Pacheco remarked on Clerical Union's snow policy which had been in possession of the Board of Selectmen for a month and two weeks prior to that the Board wanted copies of Clerical Union job descriptions which delayed the entire process.

Selectman Allison stated that what he heard from the Union was it was nine months late and it had been ongoing for over a year. He further stated that all he is asking from the Selectmen is to ensure this does not happen again. Mr. Allison commented that the Selectmen are going to make sure that all contracts are up to as much speed as possible.

Town Administrator Pacheco stated that if the Selectmen can commit to a goal regarding Union Contracts, that would be great; but the Selectmen cannot commit to doing something on a particular timeframe if the terms are not supportive of the overall goals for the town.

Selectman Allison agreed on Mr. Pacheco's statement, but all he is asking is that the contracts get signed on time and there is a process which is well defined, transparent, and accountable process.

Selectman Sendrowski commented that the Selectmen are not negotiators. The Union and the Town Administrator negotiate and they bring it forward to the Board of Selectmen to look at it and it is not the Selectmen's job to renegotiate after it has been settled as well.

Chairman Moody commented that anything that has a process is better. He further stated that when new Selectmen comes on board they are given a packet of all the proposed town policies and everything else; thus the new Selectman does not have to go searching, they will know from the very first day.

Selectman Allison moved that the Town Administrator to create a process for ensuring all Union Contracts are successfully negotiated in a timely fashion and that there is a process that is not a

guarantee or commitment; but an outline that is reasonable and for a new Selectman to come on Board and understand the policies and procedures. Chairman Moody Seconded. Jason A. Allison vote enthusiastic Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote a reluctant Aye. [3-0-0]

4. Request to document and publish our COVID vaccination plan (J. Allison)

Selectman Allison stated that a month ago there are number of town folks reached out regarding the COVID vaccination plan. He noted that he did a couple of Google searches on other Towns that have Covid strategies or vaccination strategies. He would like to have a plan put into PDF and placed on the website. He also noted that what he saw from Board of Health Chair, John Farnsworth was fantastic and he is asking the other Selectmen for support that the Covid vaccination plan is documented and placed on the website for the town to reference.

Board of Health Chair, John Farnsworth's spoke of the Covid-19 Pandemic: Statement of Purpose and Plan that their Board has been working on.

Selectman Sendrowski stated that the Board of Health has done a great job and is on point with this.

Chairman Moody stated that the whole Board of Health has done a great job.

5. Request to document and publish the current Prescott Building staffing plan (J. Allison)

Selectman Allison moved to create a Prescott Building Staffing Plan, which includes what personnel will be in the building and at what time, and to be maintained and published by the Town Clerk's office. Chairman Moody Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski abstains. [2-0-1]

6. Discussion on Acting Town Clerk hours, compensation, and temporary office assistance (J. Allison)

Selectman Allison wanted to bring to the Selectmen that the Board is fully supporting the acting Town Clerk in whatever means that need to be.

Town Administrator Pacheco noted that in terms of hours and compensation; the Town did the same thing with Dianne Reardon when she was acting Town Clerk. He noted that the Town Clerk appoints the Assistant Town Clerk, so long as he/she adheres to whatever is in the Union Contract, even for temporary work.

Mr. Pacheco stated that Town Administrator normally does get involved in process of hiring an Assistant Town Clerk.

7. Discussion on open Town Clerk position and search (J. Allison)

Selectman Allison wanted to get an update on the open Town Clerk position and search committee. Mr. Allison noted that he was in favor of a search committee for the Town Clerk.

Selectman Sendrowski commented that until they get a HR Director, that person should be part of the search committee for a new Town Clerk.

Chairman Moody would like to have a Search Committee and thinks the should public be invited to the search committee. He stated that he would like a former Selectman and the former Town Clerk to be on the search committee as they have the expertise to ask the right questions. He also is recommending to have a Registrar on the Search Committee as well.

Town Administrator stated that the Town Clerk opening has been posted. He commented that the Search Committee should be a well rounded group and broad based as possible, noting that the Selectmen should look at the dynamics of the position and have a mix of people that that position actually has to interact with. Mr. Pacheco also recommended that once the HR Director is hired, that person should definitely be involved.

Selectman Sendrowski would like to table this agenda item until the Town has a HR Director.

Discussion on the title of the HR Director as an interim position.

Selectman Allison stated that he agrees with Selectman Sendrowski that the HR Director should play a role in the Town Clerk search..

Further discussion on when to hold a Special Meeting regarding the HR Director and it was agreed to hold the meeting on Monday, March 8th at 12:15 P.M. via Zoom.

VIII. APPOINTMENTS AND RESIGNATIONS - NONE

IX. LICENSES AND PERMITS - NONE

X. NEW BUSINESS *

**This item is included to acknowledge that there may be matters not reasonable anticipated by the Chair.*

XI. COMMUNICATIONS


- Next Board of Selectmen's meeting will be held via ZOOM on Monday, March 15, 2021

XII. ADJOURNMENT

Seeing no further business, on Motion by Selectman Sendrowski, seconded by Selectman Allison, it was unanimously voted. The Board of Selectmen adjourned at 6:51 P.M.

Respectfully submitted

Kathleen Rocco
Executive Assistant


Jason A. Allison, Clerk
Approved and accepted: 3/15/21

