



LANCASTER BOARD OF SELECTMEN

Special Meeting Minutes Of July 13, 2020

I. CALL TO ORDER

Chairman Walter F. Sendrowski called the Special Meeting of the Board of Selectmen to Order at 12:00 P.M. in the Nashaway Meeting Room, located in the Prescott Building, 701 Main Street, Lancaster, Massachusetts, and via ZOOM™. Present were Selectmen Jason A. Allison, Jay M. Moody, Town Administrator Orlando Pacheco and Executive Assistant Kathleen Rocco.

Invite Link

<https://us02web.zoom.us/j/88279610332>

Meeting ID

882 7961 0332

II. PUBLIC COMMENT PERIOD

Town Administrator Pacheco read the following into the Record:

Notice to meeting attendees: The Board of Selectmen will be holding a Public Comment Section in the meeting, however due to the limitations of remote participation; it will be limited to written correspondence. Just like in person meetings, this section is limited to items not on the agenda; complaints or criticism directed at staff, volunteers, or other officials shall not be permitted. If you have something you would like heard during Public Comment, please document it, indicate that it is for Public Comment Section, please include your full name and address, and submit to krocco@lancasterma.net by 10:00AM on Monday, July 13, 2020 and it will be read into the record during the Public Comment section.

Town Administrator Pacheco read the following written Public Comments from: (See Attached)

- . Ann Fleury
- . Larry Shoer
- . Heather Lennon,
- . Maribeth Eugene
- . Emily J. Rose
- . Natascha Finnerty
- . Victoria Petracca
- . Deb D'Eramo

III. APPROVAL OF MEETING MINUTES

Review and take action Regular Meeting Minutes of June 15, 2020.

Selectman Sendrowski moved to approve the Regular Meeting Minutes of June 15, 2020. Selectman Moody Seconded. Jason A. Allison Abstains, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [2-0-1]

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

VI. TOWN ADMINISTRATOR REPORT

1. Perkins School Payment

Town Administrator Pacheco reported that the Perkins School has once again given the Town a gift of \$10,000 in Appreciation of Services Provided. The check has been turned over to the Treasurer for deposit.

2. Surplus Property

The DPW recently sold a 1998 International Dump Truck for \$3,200 on govdeals.com. Once the truck is picked up and payment received, Mr. Pacheco noted that his office will notify the Town's insurance carrier.

3. NSRD Debt Authorization

The School District formally authorized the debt for the feasibility study. Town Administrator Pacheco stated that based on this already being approved by Lancaster Town meeting; the Board does not need to take any action. However, if Stow does not approve the debt at its Town Meeting the project will stall. The Regional School District Agreement states all 3 towns must approve debt for the District.

4. North Lancaster Update

Town Administrator Pacheco reported that the Capital Group has formally notified the Town that it will no longer pursue any special permit through the IPOD. They will develop the property as a by right use to date. There are no current plans to develop the back (Residential Zone) portion currently. Mr. Pacheco expects CGP to continue to go through the sub-division process with the Planning Board using the underlying zoning.

5. Early Voting

The Town Clerk has advised that there will be a week of early voting in August. In order to make early voting as safe and healthy as possible, Mr. Pacheco suggested that the Board may want to consider closing to the public (although we may still be closed) to make sure staff is dedicated to cleaning surfaces and securing the area while voting is on-going. He further stated that he expects to use the 2nd Floor of the Prescott Building for early voting for the upcoming state/federal primaries.

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Chairman Sendrowski - Introduction of Selectman Jason Allison

Chairman Sendrowski introduced the newest member to the Board of Selectmen. Selectman Allison stated the following:

I am very excited to start my work as a Select Board member in Lancaster. Over the next 3 years I will attempt to continue the work of previous board members in moving Lancaster forward as the wonderful town we know it to be.

I would like to quickly thank all of the support I have received, past and present. In my role as a Selectman, I hope to continue to earn your trust and respect as we navigate the challenging waters in front of us. I'm grateful to have an already stellar support staff with my new teammates of Walter Sendrowski and Jay Moody.

Walter, you served 6 years on the Finance Committee and also one term on the Housing Authority. In addition, you have been serving on the Board of Selectman since your election in 2015 in which you were also elected Clerk and served for many years. You also have strong relationships with the town Police, Fire, as well as the Veterans. I hope to learn from you in all of these areas.

Jay, you have served as the Chairman on the Council on Aging, the Historical Commission, Energy Commission, Memorial School Reuse Committee, Prescott Town Building Ad Hoc Committee, as well as the planning committee for the Minuteman School. In addition to participation on these committees you have owned and ran your own business for close to 50 years. You have a tremendous amount of business and collaborative leadership experience which will continue to benefit our town. I hope to learn from all of this leadership experience you have as the Select Board moves forward.

In closing, thank you to the both of you for welcoming me onto the team. I hope all will be patient with me as I ask (continue to ask) many questions. I have a tremendous amount to learn, but I am committed to being great in my service to the town.

2. Dissolving of the Ad Hoc Committee – North Lancaster Development (Sunset Clause)

Chairman Sendrowski explained that the Ad Hoc Committee for North Lancaster Development has been dissolved because the Sunset Clause has expired.

Selectman Allison raised questions regarding the dissolution of the Committee and would like to make a Motion.

Selectman Allison moved to revisit the dissolution of the Ad Hoc Committee. Selectman Moody Seconded. Discussion

Selectman Allison explained that he would like to exercise all options before letting this go. He noted that the development of North Lancaster is very important issue for the Town of Lancaster

Town Administrator Pacheco posed the question that maybe a new Committee should be created.

Selectman Allison asked Mr. Pacheco to reach out the Committee members if they would like to continue being on the Committee, noting that he is in favor of dissolving the Committee, but would like to hear from members.

Selectman Allison would like to table the motion he put forth and ask that this item be placed on the Selectmen's regular scheduled meeting next week. (July 20, 2020).

Chairman Sendrowski asked that Town Administrator put this agenda item on next regular scheduled Board of Selectmen's agenda.

3. Discussion - Planning Board Elected Member Notice of Resignation– Philip Lawler

Town Administrator Pacheco stated that historically the Board of Selectmen and the Planning Board have a joint meeting to appoint a member until the next annual election.

Selectman Sendrowski stated that in his opinion, he would like to see Frank Sullivan become the newest Planning Board member. He further noted that Mr. Sullivan did run for the open position recently in the Annual Town Election.

Selectman Allison presented the following questions for the Planning Board regarding recruiting a new Planning Board member:

Questions for the Planning Board:

1. Will you be asking the Selectmen to nominate a new member prior to approving all of your previous minutes dating back to 2/10/20 as well electing a new chairman which was already supposed to have happened? If yes, why? What benefit could this provide the Planning Board at this time?
2. Based on the Annual Town Meeting vote by town residents, what is your position on nominating individuals who already serve on the ZBA? Are you willing to follow the spirit and intent of the town vote regarding this matter? If not, why not?
3. What is your general expectation of Planning Board members attendance to meetings? Do you believe it is reasonable that all members attend at least 75% of the meetings? If members are not attending meetings on this basis, are you willing to ask that they be removed from the board for cause? Would you support a By-law which codify's this?

Planning Board member Russ Williston commented that he had sent a plan to the Board in which he thinks would be fair to everyone. He would ask that everyone write down questions that they would like to ask, and the Planning Board would put it together and place it on their web page. The candidates can either answer the questions or send in a free form letter. He further stated that the boards can sit down by the end of August to look through them; this would make it a lot shorter and a fair process as well as very open. Mr. Williston will ask with his Planning Board at their upcoming meeting on their thoughts of this plan as well.

Chairman Sendrowski commented that Frank Sullivan had already gone through the process with running a campaign.

Selectman Allison noted that he agrees with what Chairman Sendrowski is saying and would encourage Mr. Williston to work with his teammates and ask the Planning Board for their consensus. He further noted that Mr. Williston is commenting as a resident and it would be wonderful if the Planning Board could come together and come up with a Planning Board consensus. He further stated that it would be hard for the Board of Selectmen to ignore Mr. Frank Sullivan, as he put his name out there and ran a campaign.

4. Planning Director Update

Town Administrator stated that Mr. Michael Antonellis is still working for the Town two days a week for approximately fourteen hours.

Mr. Pacheco asked for guidance for how to recruit a Planning Director, asking does the Town want a Planner or Land Use Manager. He stated that Mr. Antonellis is a very talented Planner, and he is concerned on how to recruit a Planning Director in the future. Mr. Pacheco noted that it gets back to the *Public Comments* and why allowing derogatory comments towards staff, creates a difficult

working environment. He stated that while the Planner is appointed by the Board of Selectmen and works under the Town Administrator's direction, it's really a Planning Board oriented position.

Selectman Allison asked Town Administrator Pacheco if Mr. Antonellis communicated that he was treated poorly. Noting that he is concerned on hearing information that 2nd, 3rd and 4th hand information. Selectman Allison would like to reach out to Mr. Antonellis on this matter. Chairman Sendrowski stated that he had no problem of Selectman Allison speaking to Mr. Antonellis on this matter.

Planning Board member Mr. Williston disagreed with Town Administrator's comment on the reasons why Mr. Antonellis resigned, noting that what Town Administrator stated was nonsense.

Selectman Allison thanked Mr. Pacheco for bringing this subject up and the Selectmen are going to figure this out and get to the bottom of this.

5. Town Forest Committee Update

Town Administrator Pacheco explained that the Town Forest Chair, Tim Castner, had resigned from the Committee as well as Selectman Allison, therefore the Committee could not meet, due to there was no quorum.

Selectman Allison noted that he was sworn in on June 29th as Selectman and had to resign from the Committee. Had he known that there was no quorum, he would of changed his date to be sworn in.

Town Administrator Pacheco updated the Selectmen on the Town Forest Committee, noting that he is completing the LAND grant, which is acquiring 28 acres for the Town Forest. He further noted that the Town Forest Committee was working a second harvest, so there is a need to have one more member on the Committee.

Selectman Allison noted that there is a resident interested in becoming a member.

6. Discussion of creating a bylaw for Town Green regarding Signage

Selectman Moody suggested that there should be a committee regarding the signage on the Town Green. He would like to see the committee members be a member from Historical Committee, Library Trustee, Selectman and a resident.

Chairman Sendrowski noted that the process goes through the Selectmen's office, where an application is filled out.

Selectman Allison commented that it is his observation that people care deeply about the Town Green, and may feel going through a committee is extra process. He noted that he likes the idea of filling out an application.

Town Administrator Pacheco asked is this due to the banner currently on the town green. The banner is regarding an environmental issue.

Selectman Allison moved to add this item to the Board of Selectmen's agenda next week. Selectman Moody Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

7. Re-organization of Board

Chairman Sendrowski stated that wish to continue as Chair.

Selectman Allison moved to elect Jay Moody as Chair. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote No. [2-1-0] Motion passes.

Selectman Allison moved to elect Walter Sendrowski as Clerk. Selectman Sendrowski declined.

Selectman Sendrowski moved to elect Jason Allison as Clerk. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

VIII. APPOINTMENTS AND RESIGNATIONS

Consider and take action on Appointments

- . Fredrick Hatstat to Police Sergeant

Selectman Sendrowski moved to appoint Fredrick Hatstat to Police Sergeant. Chairman Moody Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

Consider and take action on Resignations

- . Town Forest Committee – Jason Allison, effective immediately

Chairman Moody moved to accept the resignation of Jason Allison from Town Forest Committee, effective immediately. Selectman Sendrowski Seconded. Jason A. Allison abstains, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [2-0-1]

Consider and take action on the following re-appointments:

- . Recreation Commission – Dave Carr, 71 White Tail Lane, term to expire 6/30/2023.

Chairman Moody moved to re-appoint Dave Carr, 71 White Tail Lane, to Recreation Commission, term to expire 6/30/2023. Selectman Sendrowski Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

- . Town Forest Committee – Christopher Fish, 184 Devonshire Way, term to expire 6/30/2023

Chairman Moody moved to re-appoint Christopher Fish 184 Devonshire Way, term to expire 6/30/2023. Selectman Sendrowski Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

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 Selectmen's Meeting will be held on Monday, July 20, 2020 at Noon via ZOOM™

XII. ADJOURNMENT

Seeing no further business, on a Motion by Selectman Sendrowski, Seconded by Selectman Allison, it was unanimously voted. The Board of Selectmen adjourned at 1:17pm

Respectfully submitted

Kathleen Rocco
Executive Assistant


Jason A. Allison, Clerk
Approved and accepted: 7/20/20

Kathi Rocco

From:
Sent:
To:
Subject:

Larry Shoer <LarryShoer@comcast.net>
Monday, June 15, 2020 1:59 PM
Kathi Rocco
Please add to "Public Comment" section for Select Board meeting agenda

Kathi,

Please add this to the "Public Comment" section for the next Select Board meeting agenda:

At the Select Board meeting on May 18, 2020, and following a lengthy discussion, Chair Stan Starr stated that a special meeting will be held to discuss the Hawthorne Lane water booster station alongside George Hill Road. This meeting will allow more complete discussion of the concerns residents have about Planning Board Conditions, Lancaster Bylaws, and Massachusetts General Law which were not followed during the course of this project. Since the May 18 meeting, there have been repeated requests to schedule this meeting, but this has not yet happened. While I have been told that the Chair of the Planning Board and the Chair of the Board of Appeals are not interested in participating in this meeting, other members of town boards and town residents are interested in this meeting and I ask that the meeting be scheduled very soon.

Thank you.

Larry

Larry Shoer
750 George Hill Road
Lancaster, MA 01523

Office: 978-368-3481
Mobile: 978-758-1473
email: LarryShoer@comcast.net

----- Forwarded Message -----

Subject: Fwd: Fwd: Re: Information for the meeting you will be scheduling

Date: Mon, 15 Jun 2020 13:25:11 -0400

From: Larry Shoer <LarryShoer@comcast.net>

To: stanstarr1@gmail.com <stanstarr1@gmail.com>

CC: Walter Sendrowski <WSendrowski@lancasterma.net>, Jay Moody <jaymdy@comcast.net>, Orlando Pacheco <opacheco@lancasterma.net>, Kathi Rocco <KRocco@lancasterma.net>

Stan,

It is approximately one month since the Select Board's discussion about the Hawthorne Lane water booster station alongside George Hill Road. I appreciate your clarity and your emphasis at the end of the May 18th meeting when you said, "We need a special meeting just on this subject alone" and your statement about the importance of following rules and regulations.

Kathi Rocco

From: Charlie & Ann Fleury <fleury3@comcast.net>
Sent: Monday, June 15, 2020 9:39 AM
To: Kathi Rocco
Subject: Question/Public Comment for today's BOS meeting

I have a question as it relates to BOS meeting protocol...Specifically the following statement on the agenda below the town letter head -

"just like in person meetings, this section is limited to items not on the agenda, complaints or criticism directed at staff, volunteers, or other officials shall not be permitted."

Just so I understand this - the Board of Selectman sets the agenda for these meetings and feedback on these items isn't allowed? Sometimes feedback is going to include criticism. This is part of the job description. Never in my working experience have I ever been able to demand of my employer that I'm not open to feedback. It's simply part of the working relationship. Likewise, never have I hired contractors to do work at my house and agreed to not give them feedback on the work they are being paid for.

Feedback from the people of the town is part of the work of leading Lancaster.

That being said I feel there should a public input section of the meeting. I understand there is the opportunity to submit written questions prior to the meeting, but what if my question/input comes to me as the meeting is in progress? Do I still get to ask my question publicly or do I have to wait to submit it until the next meeting? It seems sort of out-of-date and inefficient.

Regards,
Ann Fleury
144 Settlers Path

Kathi Rocco

From: Kathi Rocco
Sent: Friday, July 10, 2020 10:35 AM
To: Selectmen; JAY MOODY
Subject: FW: General Comments for Upcoming BOS Meeting

From: Maribeth Eugene [mailto:mb_eugene@comcast.net]
Sent: Friday, July 10, 2020 10:18 AM
To: jaymdy@comcast.net; Jason A. Allison; Walter Sendrowski; Orlando Pacheco; Kathi Rocco
Subject: General Comments for Upcoming BOS Meeting

Two comments:

1. In the FinCom's January 6 meeting, it was stated that the FY20 budget would be "level services" and a 2% salary increase. In fact, approximately 50% increased and 50% decreased in many cases without notifying the departments involved. In addition, some salaries were increased substantially over 2%. This was apparently allowed due to unions or contracts. How does the town control these increases when it supposedly is in critical financial condition due to COVID and unknown state aid? Where does accountability or justification come in? Unions can make increases regardless of town funding ability?
2. In the May 18 meeting, then Chairman Stan Starr said he would call a meeting with other boards regarding the pump station and related compliance issues on George Hill Rd. When asked by an attendee when that would be, Stan Starr said "soon." That was two months ago. What is the status?

Kathi Rocco

From: Natascha Finnerty <nfinnerty@live.com>
Sent: Monday, July 13, 2020 9:32 AM
To: Kathi Rocco
Cc: markfinnerty@comcast.net; 'Anneke LaPosta'; Juliette Noel; Orlando Pacheco
Subject: Public comment for banner

Hello,

I would like to make a public comment about the banner rules, that it is allowed if it is for a town event, town board, non profit or the subject matter is for a town partnered event/group, especially if it is for the benefit of the town and there is no personal profit to be gained by the sponsoring group. Our campaign, if successful, will result in the donation of a solar system to a non profit or low income person in town.

I have a doctor's appointment at 1 pm, so my husband will reiterate this sentiment, if it is to be spoken.

Best regards,

Natascha Finnerty

Sent from Mail for Windows 10

Kathi Rocco

From: Victoria Petracca <victoria.marquis@calistagroup.com>
Sent: Monday, July 13, 2020 9:27 AM
To: Jay Moody; Walter Sendrowski; Jason A. Allison
Cc: Orlando Pacheco; Kathi Rocco
Subject: Public Comment

Good Morning,

I respectfully submit the following two public comments in advance of today's Board of Selectmen meeting.

1. The legal Settlement Agreement for North Lancaster conveys approximately 86 acres of conservation land and trail easements to the Town of Lancaster. However, the Settlement Agreement is dated 2017 and the land and trail easements have still not been conveyed. It will be 3 years this Fall. When last discussed at the Board a month ago, residents were told the delay was due to a title issue that needed attention. When can we expect the title issue to be resolved and the 86 acres of conservation land and trail easements to be conveyed to Lancaster?
2. The following item is on today's Agenda: "Dissolving of the Ad Hoc Committee – North Lancaster Development (Sunset Clause)" Please clarify who placed this item on today's agenda and why.

Thank you in advance.

Sincerely,
Victoria Petracca
67 Woodland Meadow Drive

Kathi Rocco

From: Deb D'Eramo <deb705a@gmail.com>
Sent: Monday, July 13, 2020 9:44 AM
To: Kathi Rocco; Orlando Pacheco; JAY MOODY; Walter Sendrowski
Cc: Joe D'Eramo; Jason Allison
Subject: BOS Public Comment regarding Planning Board

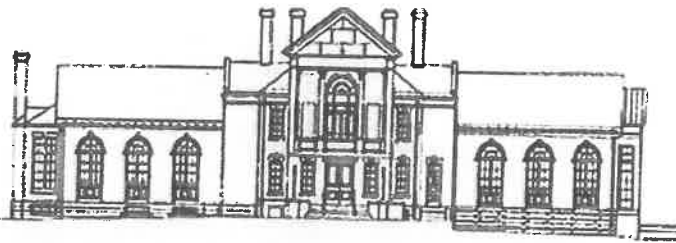
Please include this as public comment for the July 13, 2020 BOS meeting.

With the recent resignation of the chairman of the planning board, we know that the board of selectmen will soon be soliciting candidates to serve on that board.

We urge the selectmen to follow the will of the people as expressed in the overwhelming vote at Town Meeting in favor of article 14, to only consider candidates that are not already serving on the board of appeals.

We understand that article 14 is not yet a town bylaw, but do believe you have an obligation to honor this clear mandate from the people of our town.

Thank you,
Joe and Deb D'Eramo
Harvard Rd.



Thayer Memorial Library

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July 10, 2020

I am pleased to report to the Select Board on the response of Thayer Memorial Library to the coronavirus pandemic. Through their dedication and diligence on behalf of Lancaster citizens, the Library staff has maintained public access to materials, programs, and information throughout these historic and unusual times.

*Emily J. Rose, Chair
Board of Library Trustees*

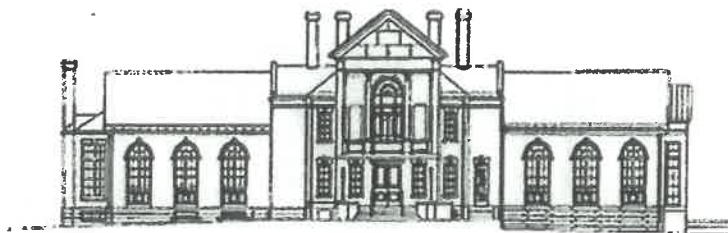
In early March, with policy adoption, public messaging, and orders for supplies such as sanitizer and masks, the Library began adjusting services to act in accordance with public health instructions. Programs and meeting room bookings were canceled for the foreseeable future. When Town buildings closed to the public and personnel were directed to work from home on March 16, Director Joe Mulé began the transition to virtual services with the staff, who worked remotely.

Thayer Memorial Library already has existing and robust online services available through the Library's website and staff are always accessible by telephone to provide services asked by the public. These include access to the card catalog, ability to place holds on materials, digital books, other digital and streaming services, databases and research resources and reference inquiries via telephone. In March the Director began weekly email messages to over 2,500 residents with COVID-19 updates from the state, and "reminder tutorials" on how to access services through the Library website. Director Mulé also initiated Books by Mail service. We are likely the only library in the state which provides this, which was immediately embraced. The Friends of Thayer Memorial Library underwrote the cost of postage.

New initiatives were begun which provide programs and meetings via YouTube, Sterling/Lancaster Cable TV, Zoom, and ongoing newsletters. In addition, the staff works with volunteers and Trustees on a variety of task forces which have begun updating and introducing initiatives. The newly designed website provides clear and updated information to the public. I am attaching a list of these services, which have been developed and launched by the staff working from home. Curbside Pick-up service of materials is now available.

While the Library has provided access to books, other media, and programs throughout the building closure, many people ask when they can come back inside. The Board of Trustees is working with the Director and staff as the Ad Hoc Building Re-Entry Taskforce is addressing the details of public and employee safety to enable this to happen. Requirements for entry by employees and the public; procedures, training, and protocols for cleaning and safe handling of materials; and clearly marked, unobstructed traffic flow are some of the considerations.

Because Thayer Memorial Library is open to every citizen, the health and safety of the most vulnerable among us dictates our planning. Based upon the guidance of the CDC, the Governor, and other state agencies such as the Massachusetts Board of Library Commissioners, a detailed plan will be submitted to the Board of Health for approval before we carefully begin the transition to the new adventure of public visits to the Library building.



Thayer Memorial Library

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Thayer Memorial Library responses during the coronavirus pandemic

PUBLIC SERVICES AVAILABLE BEFORE, DURING, AND AFTER THE PANDEMIC:

- Library website with access to the card catalog, digital and streaming services, links to databases, research resources, news, and more
- *Wowbrary* weekly newsletter
- *RB Digital magazines*: 50 trendy magazines for any device)
- *Hoopla and Overdrive digital services* providing access to millions of ebooks, audiobooks, magazines, music, and streaming video titles.
- Reference inquiries received either by telephone, email or through the Library website.

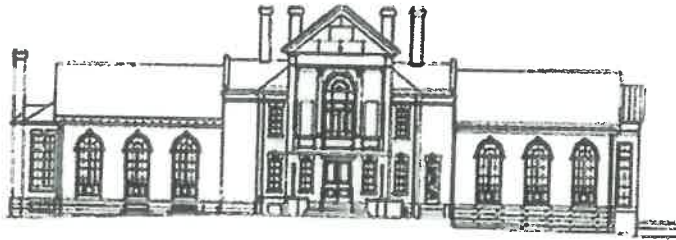
PUBLIC SERVICES AVAILABLE AFTER TOWN BUILDING CLOSURE, MARCH 16 THROUGH EARLY JUNE

New Public services:

- Curbside Pick-up (Feb. through mid-March)
- Books by Mail
- Newsletters sent weekly to 2500 residents, including library history essays.

Virtual programs/events:

- Reference inquiries answered
- Adult Book discussion
- 12 Storytimes on YouTube (Teddy Bear Picnic had 55 participants)
- LEGO Club meetings
- Tween Book Group discussion
- Young Adult Group discussion
- Meet-and-Greet Storytimes held with Mary Rowlandson Elementary teachers and staff
- Summer Reading Programs for kids and adults launched.



Thayer Memorial Library

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PUBLIC SERVICES ADDED MID-JUNE THROUGH JULY

Public services:

- Books By Mail
- Curbside Pick-Up
- Reference inquiries and virtual meetings as listed above continue

Virtual programs/events:

- Other programs formerly available in the Library provided virtually.

BEHIND THE SCENES:

- Interpret and apply Town-wide personnel COVID-19 directives
- *Public Health Emergency Policy* approved by Trustees
- *Procedures For Staff Returning To Work* implemented
- *Procedures For Handling Media* implemented
- *Procedures To Provide Books By Mail* implemented
- *Procedures To Provide Curbside Service* Implemented
- *Plan To Reopen The Building* in development
- Library and Nashoba Schools working group
- Ad Hoc Website Taskforce
- Disaster Plan Committee
- Ad Hoc Social Media Taskforce
- Ad Hoc Building Re-Open Taskforce
- Manuscript Transcription Working Group
- Meetings with staff, local area library directors, Massachusetts board of Library Commissioners, and other professional associations.
- Professional development seminars
- Ongoing office administration including preparing warrants, receiving deliveries, supplies for safety/health, and addressing building maintenance operations, etc.

