



LANCASTER BOARD OF SELECTMEN

Regular Meeting Minutes

Of April 21, 2021

I. CALL TO ORDER

Chairman Jay M. Moody called the Regular 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.

Chairman Jay M. Moody will call the meeting to Order at 6:00 P.M. via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/84878879801>

Meeting ID: 848 7887 9801

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Find your local number: <https://us02web.zoom.us/j/84878879801>

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.***

Chairman Moody announced that Candidates Night is April 27, 2021 to be held at 6:30pm and presented by the Lancaster Land Trust via ZOOM. ZOOM number is 83854343349 with the passcode of 805 146.

Town Administrator Pacheco made the announcement that Deb Sanders, Assessor, is retiring after over 30 years of service to the Town. Mr. Pacheco stated she was a valuable asset to the Town with her level of history and knowledge she has about the town of Lancaster.

III. APPROVAL OF MEETING MINUTES

Review and take action on Regular Meeting Minutes of March 15, 2021

Selectman Allison asked to hold those Minutes as there is an error on one of the Motions.

Review and take action on the following Special Meeting Minutes:

Selectman Allison moved to approve the following Special Meeting Minutes:

Special Meeting Minutes of January 4, 2021

Special Meeting Minutes of January 14, 2021

Special Meeting Minutes of February 17, 2021

Special Meeting Minutes of March 12, 2021

Special Meeting Minutes of March 15, 2021

Special Meeting Minutes of April 2, 2021

Selectman Sendrowski Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F.

Sendrowski vote Aye. [3-0-0]

Review and take action on the following Executive Session Minutes:

Selectman Allison moved to approve the following Executive Session Minutes:

Executive Session Meeting Minutes of January 4, 2021

Executive Session Meeting Minutes of January 14, 2021

Executive Session Meeting Minutes of February 17, 2021

Executive Session Meeting Minutes of March 15, 2021

Selectman Sendrowski Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F.

Sendrowski vote Aye. [3-0-0]

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

VI. TOWN ADMINISTRATOR REPORT

1. Shirley Sewer MOU

Town Administrator Pacheco reported the Shirley Sewer Commission approved the MOU at their last meeting and Towns' will need to start working on the Intermunicipal Agreement. The Town of Shirley will be preparing the initial draft to review.

2. DCAMM Property

The students from Harvard/MIT who were working with the Town on a submittal for the Boston Federal Home Loan Bank challenge have developed a concept called "Lancaster Commons". The concept provides a unique breakdown of the site that will be helpful to the Town in the coming years. Mr. Pacheco commented that he has had conversations with DCAMM, Rep. Kilcoyne and Sen. Cronin on the property being handed over to the Town for redevelopment. He also stated that he has been given a breakdown of the holding cost for the property should that happen.

3. Green Communities

Town Administrator Pacheco announced that he has applied for a Green Communities grant for an Energy Management System (EMS) for the Prescott Building (\$30,300) and (\$5000) to offset the cost of a hybrid fire vehicle for a total of \$35,300. The grant notifications are expected in a month.

4. 70/117 Updated design

Mr. Pacheco commented that he has included an updated rendering of the 70/177 Intersection project. He noted that the Town's engineers are working with MassDOT on any final revisions prior to the final 100% design submittal. He further noted that the Town is still on track for a construction start of Spring 2022.

5. Town Forest Parcel

Town Administrator Pacheco reported that the Town closed on the parcel with AUC last week. The Town is now the owner of the 28-acre parcel. He reported that they are working on completing additional scope items within the grant contract to file for the reimbursement.

6. NRHS Feasibility

Town Administrator Pacheco announced the High School has been officially moved into the feasibility stage by the School Building Authority. He noted that this will allow the District to move forward with additional planning and the hiring of an Owner's project Manager (OPM) to assist in the management of the project moving forward.

7. Update on Council on Aging Request - Liaison

Town Administrator Pacheco stated that the requested position of the Liaison for the Community Center is closer to \$45,000. He explained that he is using FY2022 numbers which become effective July 1. He further explained that cost includes approximately \$20,000 in benefits and human resource and little over \$20,000 in salary. Mr. Pacheco asked the Board how to determine is one what it wants to do and how does the Board want to pay for it, and when; given the fact that the budget is pretty close to set.

Chairman Moody asked Mr. Pacheco should wait until Special Town Meeting.

Town Administrator Pacheco stated not necessarily saying one would have to wait until the Special Town Meeting to actually implement it, but you technically would be authorizing a deficit spend until Special Town Meeting.

Selectman Allison asked to see those numbers in detail. He is struggling with this, understanding the COA has one the smallest budgets and have to figure out a way to making it work. He does want to do it right, but hesitant to make a decision right now. He further noted its something the Town needs to do, but not necessarily do today.

Selectman Sendrowski stated that he is in favor of the concept, but would like to make sure the Town can pay for it.

Finance Committee member Dick Trussell stated that there is enough money for this position. He further stated that this not something we'll have to wait, it can be done immediately.

Selectman Allison commented that what he saw that worked well is Mr. Pacheco worked with a group of individuals offline to discuss the Conservation Agent position his increase in hours and costs.

Mr. Pacheco stated that he is working with the Council on Aging regarding this matter. He further discussed to look at the position whether it should be full time and benefited and re-examine how that position functions as well as how to deploy the services through that position.

8. Update on the Gazebo

Selectman Allison asked about the update on the Gazebo. Mr. Pacheco noted that design of the ramp needs to be tweaked based on what his meeting with the Building Commissioner.

Commission on Disability chair, Mike McCue stated they did actually meet on Tuesday with the Building Commissioner and also the Eagle Scout and they did come to the conclusion that coming off at an angle and having a landing in front of the gazebo would be a good idea and this is going to make the ramp itself a little less visually obtrusive. He further explained the way it's going to be positioned at an angle will enable people who are watching a performance, to be able to get clear visual access.

Selectman Allison would like to get approved plans by the Selectmen's meeting May 17, 2021 and then figure of timing for execution, which need to be approved by Building Commissioner and Commission on Disability. Town Administrator Pacheco asked the Selectmen is they would waive the building permit fee regarding the ramp for the gazebo.

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Review and take action on the Annual Town Meeting Warrant, to be held on Monday, May 3, 2021 at the Bolton Fairgrounds. (Vote to be taken)

Town Administrator Pacheco noted that there are still last minute tweaks from Town Counsel. The articles and the order of the articles will not change.

Linnea Lakin-Survey brought to the attention to the Selectman regarding the Community Preservation Committee article that there are some errors in this. Town Administrator Pacheco asked that she send the edits to his office.

Greg Jackson asked that the Selectmen not approve the Warrant at this time, as some of the articles need to be reviewed carefully.

Victoria Petracca wanted to bring to the attention to the Selectmen the Exclusionary Zoning Bylaw summary which was submitted was not included in the warrant article.

Selectman Allison asked the Town Administrator from closing out the warrant that doesn't mean that you can't make changes it just means you can't add anything. Mr. Pacheco confirmed that definitely want to close the warrant. Mr. Pacheco explained that on the warrant he has to make editorial changes based on the guidance of Town Counsel.

Selectman Sendrowski moved to closed the Annual Town Meeting Warrant. Selectman Allison Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

2. Planning Board Search Committee (J. Moody)

Chairman Moody talked to a few people regarding the Search Committee and Jeanne Rich declined to be on the Committee. However, would still like the original members such as Carol Jackson, Rob Alix and Mark Finnerty to be on the Committee, and he would like Sandi Charton to send out an advertisement to get the applications and bring this back to Selectmen.

Selectman Allison made the Motion to create an Ad Hoc Planning Director Search Committee with the charge of working with the Human Resource to hire a new Planning Director and appoint Carol Jackson, Rob Alix and Mark Finnerty. Chairman Moody Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

3. Memorial School Re-use Committee Charge (J. Moody)

Chairman Moody would like the Committee to meet and deliberate on a future use of the building and the process for being able to use the building. This process may have to involve our Legislative State Senator and Representative and to allow to trade a piece of another piece of

conservation land to trade off for the access to the new field side of the building. He further stated that if this gets accomplished the Community, to develop a Request for Proposal (RFP) with the Town Administrator and Town Counsel and bring them back to the Selectmen.

Town Administrator Pacheco stated that is a multi-year process and consider demolition. He noted that if you form a committee give it enough tools that they can look as all the feasible options. He also noted that other thing to consider is if they do go in a direction where they swap land. That committee does have to be prepared to be put on hold for a while, while it goes through Article 97 reversal, which will take, probably with that piece two years just because it involves an Act from Congress as well.

Frank Streeter suggested to make this much simpler, the charge to the Committee should be to find the highest and best use of the property and report back. He further commented that you do not need to mention demolition or the legislature or anything else, just follow the steps.

Chairman Moody concurred with Mr. Streeter.

Selectman Allison made the Motion to establish the charge of the Memorial School Reuse Committee to find the highest and best use of the Memorial School. Selectman Sendrowski Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

4. Land Use Counsel (J. Moody)

Chairman Moody stated that without commenting on the decision of the Planning Board at the meeting last night about North Lancaster; Mr. Moody would like to comment on the process, the Planning Board asked for Town Counsel advice for. The items and the information was given to the board at 3pm on the day of the meeting. It was not information from Town Counsel, but an agreement drawn up by the developers' lawyer. The last agreement that was developed by the same lawyer. He noted the settlement agreement, which is still not done and it has been five years. Chairman Moody stated that the Town needs a lawyer to write an agreement to protect Lancaster and sometimes the Town has a hard time with KP/Law on the information given to them. He would like to propose changing the Land Use Counsel to Hill Law, who specializes in the land use it, make sure that Lancaster presented and protected as much as possible.

Selectman Allison commented that he heard Mr. Moody explaining that a situation that didn't go well, that Mr. Moody thought didn't go well in the planning board meeting receiving material late, and then the second part, was that one of the lawyers, having disagreements with and that Mr. Moody is proposing that you want to talk about changing Land Use Counsel.

Town Administrator Pacheco commented that Hill Law that's actively suing the Town now. He further commented how dangerous what Mr. Moody's is proposing is to the integrity of the Town has a whole. He further stated that Hill Law land use experience has never been representing municipalities it's only been suing them. Mr. Pacheco noted that this same attorney Mrs. Petracca uses, has three active cases against the Town.

Victoria Petracca stated that she is not associated in this discussion and she did not for the record, she noted that he was retained by a group of businesses and residents in the Town on two different cases. She commented that she does not want to be dragged into this and that is not something that she is part of.

Chairman Moody stated that he is not limited to just that attorney, and if there is someone better he would be perfectly happy, but does not want to speak to KP/Law .

Town Administrator Pacheco noted that there are a lot of people who practice land use law, but he does not think the issue is the attorneys. Mr. Pacheco stated that if you want your attorney to do something you need to let them know. He further stated that you're also creating expense for the taxpayers when it's the applicants responsibility to generate documents and then for the Town to review them. Mr. Pacheco stated that if you want to change that approach, that's easy enough to do if you have a conversation with counsel.

Selectman Allison noted that his reaction to what the Mr. Pacheco stated, makes sense, noting an optics of conflict of interests without even knowing anything about the situation.

After further discussion, Selectman Allison recommended that this agenda item be tabled at the next regular meeting.

Carol Jackson commented that the lawyers gave us misinformation also so that's our town lawyers that should be working for Lancaster. Selectman Allison asked if she was speaking as a resident or as a member of the Planning Board. She noted she was speaking as a resident.

Selectman Allison suggested they solicit input from other boards, such as the Planning Board.

5. Discussion regarding Director of Finance and Budget Employment Agreement (J. Allison)

Selectman Allison stated that some residents reach out to him on why the contract for the Director of Finance and Budget is for five (5) years, when the Chapter 315 of the Acts of 2002 stipulated three (3) years. Selectman Allison was concerned as the Finance Director is excellent and a critical asset and needed in the Town do not want to lose. He noted that he did some investigation, spoke to numerous people including past Selectmen. He is concerned about prevailing law and he would like to put this in the Town Administrator's hands. Mr. Allison noted that Chapter 315 is prevailing over any general law which would mean a five year term would be impermissible.

Town Administrator Pacheco explained that the board at that time was given multiple statutes and the board could go anywhere between three and five years. He understands what Selectman Allison is saying that there is a Mass general law that applies to contracts that states you can do three or five years, Selectman Allison is referring to the Special Act that created that particular department. He further commented that he has not been able to confirm with Counsel as to what the direction is.

Selectman Allison did speak to Labor Counsel regarding this matter and they never reviewed this particular contract.

Town Administrator Pacheco explained that this was a joint executive session between Finance Committee and Board of Selectmen regarding the contract. He also noted that this contract was not reviewed by Mirick O'Connell but by KP/Law.

Finance Director Chery Garipey stated that KP/Law did her contract which was for five years. It was questioned at the time by the Town Administrator, who was not Orlando Pacheco and the Board of Selectmen signed the contract stating it was fine. She further stated that under Mass General Law Accountants, may have five year contract and she is the Accountant as well as the Finance Director.

6. Town Administrator performance - communication plan (J. Allison)

Selectman Allison read a statement regarding Mr. Pacheco's job performance in the Town of Lancaster.

Selectman Sendrowski noted that you cannot make complaints, criticism directed at staff. He further recommended that if Selectman Allison was going to speak to Mr. Pacheco's performance it should be done in executive session.

Town Administrator Pacheco commented that he is not sure if Mr. Allison is in the right, but he would like to hear them out and would like to respond.

Selectman Allison commented that this was not an evaluation, but he wants to make sure that the Selectmen are following the appropriate process and he believes that he is in the right on this.

Selectman Allison read the following statement :

Orlando, I am going to read a statement about your performance as the Lancaster, MA Town Administrator. Please note that since this is a matter of job performance it must be done in Open Session.

The purpose of me making this statement is to document my dissatisfaction with your performance on the topic of town communication. I feel you have been given sufficient time to complete this task and your failure to do so is not satisfactory to me.

The communication problem which needs solving in town can be best summarized in a December 15, 2021 email I sent to you. It reads:

"I have faced criticism from fellow board members, you, multiple town departments, multiple Lancaster boards, and even other town boards, for not communicating "correctly". I have been told of no less than four (4) different methods as the "correct" way to communicate amongst different departments, boards, etc. This list of methods I have been told to use includes me communicating through chairs, liaisons, the Town Administrator (you), and even individual committee members. I have repeatedly asked in emails and BOS meetings for you to clarify the communication channels as the Lancaster BOS policy and procedures says you should do."

The start of my communication to you began on October 7, 2020 when I first emailed you my observations of how communication was broken in our town administration. This specific situation involved my email having to travel to three (3) different people before it got to the chair of a board.

On October 14, 2020 I stated (for the first time) that per the Board of Selectman Policy and Procedures you were responsible for developing the process for communication amongst the town, board, and committees. I followed up on my request for this process on dates December 14, 2020 and January 15, 2021. On the January 15, 2021 email I requested this task to be completed by January 29, 2021.

On February 14, 2021 you provided a draft of a communication process. On February 15, 2021 I thanked you for this draft and prescribed next steps to complete this task.

Having not heard from you since, I brought this to the Board of Selectman on March 15, 2021. The board passed policy for you to document this process. The same process I discussed with you starting October 7, 2020; a full 5 months later.

At the April 5, 2021 Board of Selectmen meeting I again asked the status of this request. Your response was you were "struggling with how to teach people to communicate with other people". I want to state for the record your comment undercuts the importance of this issue and how utterly broken communication is within this town administration.

As of me writing this on Tuesday Apr 20, 2021 I have not heard another comment from you on this topic. I want to reiterate and be clear Orlando, the performance on this issue is unsatisfactory. In my role of Selectman it is my obligation to inform you that this is not OK and must be rectified. Going forward I am looking for you to be proactive in resolving the task of implementing this communication policy successfully and to the highest quality.

Thank you.

In response to Selectman Allison's statement, Town Administrator Pacheco stated that he did send a somewhat of a draft of a communication policy and never received a real tangible response to this from any of the Selectmen. He further asserted that he cannot put a policy in place that teaches one how to talk to people.

Town Administrator Pacheco read the following into the record that was sent February 14, 2021 via email:

Jason, for months now I have been struggling with this because there is no correct answer (or real answer at all) to this question. How any person, Board member or not, communicates is up to them as an elected official. The communication issues you have had are not with regards to process in all cases. I have spoken to some department heads about this as well and I leave this open for more discussion and a simple draft attached for you to consider expanding.

The first overall observation is the comment everyone seems to receive, which is all you were given was an MMA Handbook when becoming a Selectperson. This seems a bit unfair to those who receive criticism from you because it is a job you voluntarily ran for and somehow the responsibility is now on others to train you for it. I see your point as well on this but it's a bit unfair to say we should somehow have a manual on how to do a job that everyone does differently, with many prejudices and bias, so continuity is impossible.

The second is the constant amending of the policies and procedures, which will never be programmed to the point of being able to dictate every action or process. I think in the software world this makes sense but when managing emotions, policies, and in particular self interest, no policy will avoid the issues we face.

Some other things that were brought up, like liaisons to various departments. This allows BOS members to develop a greater understanding of what happens in those departments and perhaps develops an ease of communication. The Board did this before and had some success with it. Why don't we do it now? Board members also developed frustration of not being more knowledgeable about departments they didn't liaison to and wanted to gain more familiarity. Sounds simple but people think their "toes get stepped on" when this sort of thing happens. There is no right or wrong answer, simply the dynamics of the Board and that has a lot to determine the communication skills, particularly within the role of Chairperson.

Another concern/comment was the lack of understand of your goal. When communicating there is still little guidance on what you are trying to accomplish and what that does. Two things 1) we cannot comprehensively develop information and 2) there is the feeling that the pre-conceived notion is something is wrong based on sources of information that are not clear (or vetted). You can't have a good team and constantly hide information and want transparency at the same time. Those actions counteract each other. I do understand the need to be discreet at times as well.

I have struggled with this but wanted to get back to you because I am feeling more like these exercises are just being used as a means for complaints and what I would rather see is a world where you feel comfortable in simply asking for information and stating either your or the Board's opinion on a matter. I have looked at the policies and procedures as well as the MMA handbook. I have also looked at several non-profits board communication policies. There is no real guidance on this topic as it related to an elected official. We are all here to help if we can. Orlando

Mr. Pacheco remarked that if Selectman Allison needs help communicating, then they need to talk about which situations and what is he struggling to communicate to with. Mr. Pacheco pointed out

to Selectman Allison that to say that there needs to be a policy and that the failure of not having a policy in which Mr. Pacheco tried to put some sort of draft for a basis of discussion and that has gotten nowhere except more criticism. Mr. Pacheco pointed out that the Mr. Allison's statement that he is not satisfied with Mr. Pacheco's performance, when it is not a matter of performance, but trying to tailor a policy that makes sense for everybody to abide by

Ann Fleury, resident, made a public comment regarding the observing the Selectmen meetings and stated that there needs to be transparency and trust and it does not have to be "me against you". She noted that it is sometimes disheartening.

7. Documentation request on when Prescott building departments are staffed in the building versus staffed remote. (J. Allison)

Selectman Allison is asking for a policy or for a schedule when departments will be staffed in the building. He would like to know when people are back in the building versus remote.

Selectman Sendrowski stated that he has been in the building several times and never found anyone not there. He commented that there is always someone during this pandemic and always someone to take of whatever problem he happens to have.

Town Administrator Pacheco stated that he had a conversation with Board of Health chair, John Farnsworth and he is asking everyone to come back on the 26th of April. Noting the Governor's new orders there is no reason why everyone can't be in the building. Mr. Pacheco explained that some staff need to remote in due to some are out with Covid. He commented that most offices are staffed everyday and the only thing the Board of Health is asking is that the appointment only process be in place at least through the end of town meeting. He stated that the vaccine rollout has been substantial and that may change depending on the caseload locally and regionally. Mr. Pacheco reported that most of the staff has had their vaccine shots with the exception of those who are not getting them, which is their personal choice.

8. Discussion on the schedule and process of the Town Administrator Evaluation. (J. Allison)

Selectman Allison explained that this is his first time around and it is his understanding that the Town Administrator evaluation gets scheduled at point and believes it has to be done before July 1st. He is asking what is the process and the when is it scheduled.

Chairman Moody believes that it is done before Annual Town Meeting.

Town Administrator Pacheco concurred that the evaluation around Town Meeting and before the Town Election. He noted that when a new board member comes in the goal and objectives change after the election. He further noted that it is a good opportunity to hear what the board wants to do in the coming year.

Selectman Allison stated that he believes Selectman Sendrowski should participate in this performance review and not to bring on a new Selectman, who does not have anything to participate in the performance review, he noted that would be a bad idea.

Selectman Sendrowski commented that his evaluation of Orlando would be 100.

Chairman Moody stated that Town Administrator Pacheco is right that the board should probably sit down and go over the goals and objectives for the next year.

Town Administrator Pacheco stated that in the coming year, if North Lancaster does not come together, it is not because of anything he did not do. He explained that there is water issues to resolve, sewer issues to resolve and new growth that are ready to burst through the seams. He continued explaining that they are making progress with DCAMM; Route 70 /117 is moving

forward. He noted that Route 70/117 is a complex intersection project and leveraging almost a \$3 million of state and federal monies to do that. Mr. Pacheco stated that when the Board says that it is not that other stuff done, but this is a priority, which allows not just Town Administrator but other departments to help him mobilize around some of those other issues.

Selectman Sendrowski reminded the Town Administrator about all the grants he has secured.

Selectman Allison stated that it is really important to talk about all the great things but also talk about the areas that need to be improved upon and then go to the next year. He further stated that's what performance reviews are and is a huge fan of them. He commented that is why he pushed for them with the HR Director to bring them back. He stated that he just wants to make sure they are following the right process. Selectman Allison read the Town Administrator Contract and if the Chair's role to schedule the evaluation before July 1st.

Chairman Moody stated that with the Town Meeting, and the election and all the other stuff they have going, he thinks they should probably do the performance evaluation in June.

Selectman Sendrowski agreed with Chairman Moody.

Town Administrator Pacheco noted that there is nothing that stops the Board from having Selectman Sendrowski come back and participate. He further commented to Mr. Allison that this evaluation process, should not make it an exercise about "us" or "we" exercise. This should be a Board/Orlando exercise.

Chairman Moody noted that the Selectmen have to have goals as well.

9. Request addition to BOS agenda named "Open Tasks" which would include open tasks (J. Allison)
Selectman Allison explained that he got advise from a Selectman from another Town Board regarding open tasks. He asked for just another section of the Town Administrator Report regarding open items. Mr. Allison stated that there are items that the Selectmen bring up every once and while and he just does not want to have to remember them and he does not want to forget them. His ask is to just lay them out there so the Board has a roadmap; what is in the queue. He believes this will help the Board with these things. He noted that this will be a better tracking mechanism.

Town Administrator asked the Selectmen if there things that the Board is actively asked him to do at some point of time, that he can develop some kind of format that works for the Board and him through his Town Administrator Report. He noted that even his own laundry list of thing to do, which he understands what Selectman Allison is getting at is even if there is not update, just keep those open items out there. Mr. Pacheco asked that if the Board would help him with that list and he can maintain it and he can then edit it as the Board sees fit.

10. Review Right of First Refusal – 452 Blue Heron Drive (O. Pacheco)
Town Administrator Pacheco explained that a few months ago that when the Right of First Refusals come up that the full amount of time that law gives us to deal with these particular issues. He further explained that he understands that director, however this particular request has extenuating circumstances behind it which he felt was important to have a discussion. He further noted that even before he put this on the agenda, he made sure that there was no waiting list within Chapa for somebody who could come in and take the unit. The issue is the woman who is residing there now is unable to find a new home and for personal reasons is very uncomfortable going back to the existing home and she is kind of caught in limbo until the Board takes some action. Mr. Pacheco stated under that set of circumstances, he asked she reach out to each member of the Board individually because her situation.

Victoria Petracca, member of Affordable Housing Trust Committee, stated that with the 40B unit, just want to make sure that the Town keeps it as such on the subsidized housing authority inventory. She noted that she has reached out to Jennifer Van Campen on half of the Housing Trust to get some guidance. Ms. Petracca concurred with the Town Administrator that this does have some extenuating circumstances. She noted that there's probably a way to accommodate both objectives and not lose sight of how important it is for Lancaster to maintain this as unit as affordable housing inventory.

Town Administrator Pacheco commented that this unit could be purchased for around \$200,000 - \$210,000 at most, and could be a very good deal for someone as long as they meet the guidelines.

Chairman Moody asked that this item be put on the agenda for next meeting.

Selectman Allison commented that they just need to expedite this matter.

Town Administrator noted that if the Board does not have a clear resolution within the a week that the Board is going to act to not exercise its right of first refusal so the homeowner can pursue new living options.

11. Review and take action on CORI Policy (*Vote may be taken*) (O. Pacheco)

Town Administrator Pacheco stated that he has been working with HR Director Sandi Charton on how the Town does their CORI background checks and are currently signing up through the state system, which will also mean the Town will need to develop a policy on how to utilize that which means if somebody abuses that policy there's actual repercussions for that.

Town Administrator Pacheco noted that he has put a model policy before the Board (See Attached) and has been reviewed by the HR Director and there are some particular edits that the HR Director has notes in the document.

Town Administrator Pacheco is asking that Board for them to approve an adoption of the Cori Policy with the notes that the HR Director made.

Chairman Moody asked if the Cori Policy should be reviewed every year.

Town Administrator noted that the Town does not Cori employees every year, but at the point of hire the Town should Cori however, if the that person does not allow the Town to Cori them, the Town does not have to offer employment.

Selectman Sendrowski moved to adopt the Cori Policy.

Selectman Allison raised concerns with the notes provided by the HR Director. He noted that he fully supports a CORI policy, but has concern regarding the term "Current" employees and the definition of current employees. He would like to see this tweaked out a bit more.

Chairman Moody asked that the be place on agenda at next meeting with the HR Director present to clarify and answers any questions the Selectmen may have.

VIII. APPOINTMENTS AND RESIGNATIONS - NONE

IX. LICENSES AND PERMITS - NONE
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X. NEW BUSINESS *

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

XI. COMMUNICATIONS

- Special and Annual Town Meeting to be held on Monday, May 3, 2021 at the Bolton Fairgrounds, starting at 5:15pm.
- Board of Selectmen Pre - Annual Town Meeting to be held on Monday, May 3, 2021 at 5:00pm.
- Annual Town Election to be held on Monday, May 10, 2021 at the Town Hall from 7:00am-8:00pm.

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 8:25 P.M.

Respectfully submitted

Kathleen Rocco
Executive Assistant

APPROVED

Jason A. Allison, Clerk
Approved and accepted: June 28, 2021