



**LANCASTER BOARD OF SELECTMEN  
Special Meeting Minutes  
Of Wednesday, March 24, 2021**

**I. CALL TO ORDER**

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

Join Zoom Meeting <https://us02web.zoom.us/j/82791831775>  
Meeting ID 827 9183 1775

Present were Selectmen Walter F. Sendrowski, Jason A. Allison, Jay M. Moody, and Town Administrator Orlando Pacheco.

**II. PUBLIC COMMENT PERIOD - NONE**

6:00 PM - Opportunity for the public to address their concerns, make comments, and offer  
6:10 PM suggestions on operations or programs, except personnel matters. Complaints or  
Criticisms directed at staff, volunteers, or other officials shall not be permitted.

**III. APPROVAL OF MEETING MINUTES - NONE**

**IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE**

**V. BOARDS, COMMITTEES AND DEPARTMENT REPORTS - NONE**

**VI. TOWN ADMINISTRATOR REPORT - NONE.**

**VII. ADMINISTRATION, BUDGET, AND POLICY**

1. Discuss holding a hearing for PJ Keating on a two year permit for a quarry special permit to remove earth products.

A hearing is scheduled for April 5. The hearing is currently posted in the Item and on the website.

2. To appoint 5 person Town Clerk Search Committee

*Mr. Sendrowski moved to appoint Joe Mule, Sue Thompson, Jennifer Leone, Mark Grasso, and Mary Frost to the Town Clerk Search Committee, with Sandi Charton, HR Director, as*

*an ex officio member. Mr. Allison seconded.*

*Jason A. Allison, Aye, Jay M. Moody, Aye, Walter F. Sendrowski, Aye. [3-0-0].*

Mr. Grasso asked about the timeline for appointing the Town Clerk. There are already several candidates and the hope is to move quickly. Mr. Grasso asked how many candidates the Select Board wanted to bring forward. Not determined.

3. Discuss possibility of changing date of Town Meeting to allow for planning with temporary Town Clerk

Mr. Allison wanted to know how long the Board of Selectmen has to delay Town Meeting if there isn't a Town Clerk in place within a couple of weeks. Mr. Pacheco advised that it's premature to look at this until the Town Clerk search committee has met. Mr. Pacheco explained that meetings can be posted without a Town Clerk in place. Mr. Moody believes he has read that there needs to be a Town Clerk. Mr. Pacheco explained that there does not need to be a Town Clerk in order to post a meeting per Lauren Goldberg, Town Counsel. Mr. Moody and Mr. Allison would like to see this in writing.

Carol Jackson wants to know where to send things that should go to the Town Clerk. Mr. Pacheco explained that continue to send things to the Town Clerk and they will be re-routed. Ms. Jackson wants to know who to call when she doesn't get a response. Mr. Allison told her to call Mr. Pacheco, and then if she doesn't get a response to call him.

<b>VIII. APPOINTMENTS AND RESIGNATIONS</b>
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Resignations

Acting Town Clerk/Assistant Town Clerk Melissa Pelletier

*Mr. Allison moved to accept, with regret, the resignation of Acting Town Clerk/Assistant Town Clerk Melissa Pelletier. Mr. Sendrowski seconded.*

*Jason A. Allison, Aye, Jay M. Moody, Aye, Walter F. Sendrowski, Aye. [3-0-0].*

<b>IX. LICENSES AND PERMITS - NONE</b>
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<b>X. NEW BUSINESS</b>
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*\*This item is included to acknowledge that there may be matters not reasonably anticipated by the Chair*

<b>XII. COMMUNICATIONS - NONE</b>
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<b>XIII. ADJOURNMENT</b>
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*Mr. Sendrowski moved to adjourn; a second was offered by Mr. Allison. Jason A. Allison, Aye, Jay M. Moody, Aye, Walter F. Sendrowski, Aye. [3-0-0]. Meeting adjourned.*

Respectfully submitted

Kathleen Rocco  
Executive Assistant

**APPROVED**

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Jay M. Moody Clerk  
Approved and accepted: December 20, 2021