



**LANCASTER SELECT BOARD
Meeting Minutes
Of Monday, August 2, 2021**

I. CALL TO ORDER

Chairman Jason A. Allison called the meeting to Order at 6:00 P.M. via ZOOM™. Roll call was taken, Jason A. Allison present, Jay M. Moody present, Alexandra W. Turner present.

Meeting ID 845 2099 2892

Invite Link: <https://us02web.zoom.us/j/84520992892>

II. PUBLIC COMMENT PERIOD

6:00 P.M. – 6:10 P.M. Opportunity for the 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 Allison recognized Heather Lennon of 294 Nicholas Drive, member of the Historic Commission. Ms. Lennon reported receipt of a letter from the Massachusetts Historical Commission (MHC) stating that the Eastwood Cemetery has been evaluated and is eligible for listing on the National Register, so that the nomination process can begin. Ms. Lennon credited Phyllis Farnsworth for much of the work done to get to this point.

Secondly, on behalf of the Lancaster Historical Commission (LHC), Ms. Lennon asserted the opinion that the gazebo on the Town Green should be removed. She asked each member of the Select Board to state their opinion.

Public Comment Remarks by Heather Lennon, LHC Chair

*Regarding the Netflix prop currently located on Lancaster's historic and beautifully designed Town Green, we on the Lancaster Historical Commission (LHC), **stand firmly behind our original recommendation** that it be placed elsewhere. We base this recommendation upon a careful study of the issue in 2018. We ask, "Are you planning to make the location for this prop permanent?". The reasons for choosing a place off the Green are numerous, and; I will be more than happy to review them with you.*

*At this point, the LHC **has NOT been shown** a detailed **implementation** plan for handicapped accessibility. This is **critical** as it impacts the overall appearance and future of the Green.*

Also, please bear in mind that we do not see the removal of this structure as in any way limiting community activities on the Town Green.

*We respectfully request that this matter be examined again before taking **any further** action. Will you give this request due consideration?*

And, for the record, I ask each SB member, for purposes of open and transparent communication, to speak clearly and give your reasons, here and now, as to why you might want to keep where it presently is.

Thank you very much!

Mr. Allison recognized resident Mark Grasso who spoke on behalf of the Planning Director Search Committee (PDSC). The committee has made recommendations to the Select Board as follows:

1. That this position report directly to and take direction from the Town Administrator;
2. The Community Development Planning Director shall serve as support staff to the Planning Board and the Zoning Board of Appeals; and
3. Additionally, the director shall support various other boards and committees as directed to do so by the Town Administrator.

He further explained that the PDSC has no desire to impact or change past practice, but wants to clarify ambiguity in the existing job description that has made it challenging to hire for this position.

Mr. Allison recognized resident Greg Jackson. Mr. Jackson questioned the format of the Select Board's Policies and Procedures, stating that there appears to be two different versions posted and that they are different in format from many other boards and municipalities.

Mr. Allison made the last public comment regarding the Chairman of the Planning Board, Russ Williston's public email dated July 25, 2021, to a number of people including Mr. Allison. Mr. Allison noted that Mr. Williston accuses him of "open corruption at the Annual Town Meeting". Mr. Allison stated that he was shocked that someone would accuse him of corruption and that someone could think that he was capable of corruption. He further stated that the definition of corruption is "dishonest or fraudulent conduct by those in power", noting that an accusation of corruption is serious. Mr. Allison explained how hurtful those words are and he cares deeply about his reputation, especially in Lancaster, the town he calls home. Mr. Allison discussed that he had responded to Mr. Williston's email explaining to him that corruption is not okay, and it cannot be tolerated. He asked Mr. Williston if he truly believes that there was open corruption at the Annual Town Meeting, he should either file a complaint or publicly recant his allegation. Mr. Allison further discussed that he had made two separate requests to Mr. Williston regarding filing a complaint or publicly recant his allegation; in which he has received no response from Mr. Williston. Mr. Allison stated that "all of the committee board members in the Town are volunteers, and none of us should be treated like this."

Mr. Allison stated to all residents of Lancaster, he does believe this behavior should not be tolerated, and he believes the town deserves better than this. He further remarked that he believes the elected Town Officials should be held to a high standard. Mr. Allison commented that these

accusations were done simply to be cruel or to bully which is simply unacceptable and he is not accepting it and is asking every fellow resident not to accept it either. He urged other members of the Planning Board to set the bar of professionalism high and do not accept the poor behavior from their Chairman.

III. APPROVAL OF MEETING MINUTES

Review and take action on Regular Meeting Minutes of July 19, 2021.

Mr. Allison moved to approve the minutes of the Regular meeting of the Select Board of July 19, 2021 with two changes (modify header to read July 19; note that Mr. Moody rather than Mr. Allison commented on Board members, specifically members of the Board of Assessors, should be Town residents). Mr. Moody seconded the motion for the amendment.

Vote taken. Jason A. Allison, Aye, Jay M. Moody, Aye, Alexandra W. Turner, Aye. Motion to approve the amendment passed. [3-0-0]

Mr. Moody moved to accept the minutes of the Regular meeting of the Select Board of July 19, 2021, as amended. Ms. Turner seconded.

Vote taken. Jason A. Allison, Aye, Jay M. Moody, Aye, Alexandra W. Turner, Aye. Motion passed.[3-0-0]

Review and take action on Special Meeting Minutes of May 27, 2021 and July 13, 2021.

Mr. Moody moved to approve minutes of the Select Board Special meeting of May 27, 2021, and the minutes of the Select Board Special meeting of July 13, 2021. Ms. Turner seconded.

Vote taken. Jason A. Allison, Aye, Jay M. Moody, Aye, Alexandra W. Turner, Aye. Motion passed.[3-0-0]

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS

Public Hearing (continued from July 19, 2021) LLEC's Application for Special Permit to Remove Earth Products Renewal.

Seeing no representative from LLEC, the Public Hearing was again continued.

*** Later in the meeting, Ms. Turner, communicating via text with Jim Simpson of LLEC, reported that Mr. Simpson was unable to join the Zoom meeting. Ms. Turner advised Mr. Simpson via text that he should be prepared to join the August 16, 2021 meeting at 6:00.***

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

VI. TOWN ADMINISTRATOR REPORT

Town Administrator Orlando Pacheco will update the Board on the status of current projects pending.

1. Bylaw Submittals

Town Administrator Pacheco reported that all four bylaw changes were submitted to the Attorney General's office on July 20th, and they have acknowledged receipt. Once the Town Clerk receives the official response it will be share with all interested parties.

2. Green Communities Grant

Town Administrator Pacheco announced that he Town received another round of funding in the Green Communities Grant. The grant award was for \$35,300 to fund an Energy Management System for the Prescott Building \$30,300 and \$5,000 toward the hybrid vehicle for the Fire Department. Mr. Pacheco stated that they have put both projects in motion and have until September 30, 2023, to complete the work.

3. Electronic Signboards

Mr. Pacheco stated that they have put in a request for two electronic signboards to be paid for with the CARES ACT funding. Mr. Pacheco is coordinating with the Board of Health on the order, delivery, and future use of the signboards. Use is limited to COVID related items until appropriate guidance on non-COVID uses is given. Combined price will be \$30,000 (\$15,000 each).

4. Air Quality Sensor Grant

Mr. Pacheco has applied for a Grant to support the Board of Health efforts to monitor air quality in the Town. He has applied for 10 sensors from the Mass. Department of Environmental Protection (DEP) that will be deployed by the Board of Health in various locations within the Town. The results will help identify the level of particle pollution and emissions locally. Discussion was held about making public/website announcements to let people know that the little hanging blue things will be sensors.

Mr. Allison asked the status of Mr. Pacheco's meeting with the Planning Board to discuss the Barrett Planning Group situation; this has not happened due to vacation schedules; Mr. Allison asked that this item be added to Unfinished Business.

VII. ADMINISTRATION, BUDGET, AND POLICY

1. **Massachusetts Bay Transportation Authority (MBTA) Advisory Board discussion to appoint a designee. (Allison)**

This position is not currently filled. Ms. Turner stated that in the past this position has been covered by the MART (Montachusett Area Regional Transportation) representative, which is currently Ms. Turner. Mr. Allison suggested that Mr. Pacheco advertise this opportunity to all boards and committees to solicit possible nominees. If no interest is shown, an appeal will be advertised to the general public.

2. **Discussion on Principal Assessor candidate interview pool (Allison)**

Mr. Allison explained that there had been four candidates for this position; three candidates have withdrawn. He has asked Sandi Charton, Human Resources (HR) Director for guidance as to what happens when there is only one candidate. The HR Director has reached out to the Attorney General's office for guidance.

Currently, former Assessor Deb Sanders is helping out in the office. Mr. Pacheco stressed that this is short term, and that using Regional Resource Group (RRG) is also not a long-term solution.

Ms. Turner feels the hiring process should be fast-tracked and that we need to advertise with the MMA (Massachusetts Municipal Association) and with Assessors' organizations, perhaps for a three-week period. Ms. Turner stated multiple times that she was unhappy with the way the process has gone and that the Select Board had been given incorrect information regarding the number of applicants and as to whether advertising had been placed with the MMA.

Ms. Turner wants to sit with the Assessors to discuss the lawsuit with Atlantic Union College.

Mr. Moody questioned the status of the contract with RRG. He has spoken to this company and will send the name of his contact there to Mr. Pacheco and the other members of the Select Board.

Mr. Allison would like to move ahead and discuss appointing Bobbi Jo Williams who is currently acting in the position. Ms. Turner states the legal opinion received indicates that at least three candidates must be interviewed. Discussion was held as to whether or not this criteria had been met even though three candidates withdrew. Mr. Moody would like to see a short-term advertisement; he feels that if this does not result in additional candidates he could support the one applicant, but he believes that in the best interest of the Town, three candidates should be brought forth.

Mr. Allison suggested that since no motion was heard, Mr. Pacheco should be instructed to quickly place an advertisement with the MMA. Mr. Pacheco stated he will place the

advertisement tomorrow for a two week timeframe. The applications will be closed on August 16 at 4:00 p.m.

3. Capital Group Property – Peer Review (Allison)

Mr. Allison explained that in his understanding, it was recommended to have a third party independent peer review of the traffic study. The developer would pay for this and the Economic Development Committee is responsible for setting this up. The Select Board would need to authorize this so that monies could be paid by the Town to be reimbursed by the developer. Mr. Pacheco explained that this responsibility belongs to the Select Board because the Economic Development Committee does not have regulatory authority. Mr. Pacheco suggests asking the developer to pay up front so as not to create a deficit in any account, or creating a revolving account.

Mr. Allison recognized Phil Eugene, member of the Economic Development Committee. Mr. Eugene explained the need for the third party review. Ms. Turner suggested that since the need is in part triggered by negative resident responses during meetings, these comments could be “synthesized” and given to the company doing the review to ensure all topics are covered. Mr. Eugene suggests that if the Select Board were to approve the Peer Review, he could contact Capital Group and request that they start the funding process. Ms. Turner suggested putting information on the Town website encouraging residents to submit concerns.

Ms. Turner moved to approve a Peer Review Study of the Capital Group Traffic Report. Mr. Moody seconded. Mr. Allison requested an amendment to this motion to include “paid by the developer.” Ms. Turner seconded.

Vote taken on the amendment. Jason A. Allison, Aye, Jay M. Moody, Aye, Alexandra W. Turner, Aye. Motion passed.[3-0-0]

Vote taken on the amended motion. Jason A. Allison, Aye, Jay M. Moody, Aye, Alexandra W. Turner, Aye. Motion passed.[3-0-0]

4. Discussion to see that Senior Work-Off Program Applications are on line (Moody)

Mr. Pacheco reported that the new application form is available online. He furthermore stated that some cleanup is needed; there is still an income requirement, albeit a high one, but this is not referenced on the application.

Discussion ensued; there was confusion about whether or not approving the application form without income levels negated the income level process. Mr. Pacheco recommends that the application should be reviewed annually.

5. Discussion why Select Board's FOB Keys are now limited. (Moody)

Mr. Moody states that he usually gets a notification on Friday that the Select Board packets are available for pickup in the Select Board office. In the past he has picked it up in the meeting room or outside the office door, but his key fob no longer works on Saturdays. He understands that the packets are available outside the Town Hall door in a container but is concerned that this is not a good solution due to privacy.

Mr. Pacheco will call IT to work this out. Ms. Turner recalls that years ago she had a hard key. Mr. Allison requests that Mr. Pacheco document the available times and then the Board can discuss the issue.

6. Discussion on Building Commissioner and Inspector Recruitment (Moody/Turner)

Mr. Moody asked if advertisements for the open position had been posted. Mr. Pacheco responded that no, but a plan is in the Select Board packet for the Board's review and approval. Ms. Turner stated that she would like to receive her packet earlier in the week because she did not have time to review it. She would like to look at Select Board Policies and Procedures, perhaps in a Working meeting, and would like more information in the packets. Mr. Allison stated that in his opinion Mr. Pacheco had done everything requested and that he supported Mr. Pacheco's recommended plan found in the packet.

Mr. Pacheco re-capped. He recommends that the Town look to hire a Local Inspector so as to increase the size of the applicant pool. This would be a union position. He would then like to regionalize a Commissioner position with another local town. He suggested advertising for a Commissioner at the same time so that if a duly qualified Commissioner applied, this could work.

Discussion: The Board discussed the difference between Local Inspector and Commissioner, as well as the pros and cons of full time versus part time positions. They further discussed the pros and cons of a part-time Inspector who is actively engaged in the building trades.

Ms. Turner would like ensure that in addition to the advertising suggested in Mr. Pacheco's report, that the job opening is also posted on the town website.

Ms. Turner would like to have the Standing Search Committee review resumes once received and present three candidates to the Select Board. Mr. Pacheco asked the Board to decide how to go about appointing this individual. Mr. Pacheco suggested that he contact resident Mark Grasso of the existing Search Committee. Mr. Allison expressed fears about establishing too many committees

7. Discussion on the completion of the Legal Council Request for Proposal (RFP) (Turner)

Ms. Turner stated that she is still responsible for returning comments to Mr. Pacheco regarding the Legal Council RFP. She would like to look at the issue from a more macro viewpoint. She states she recently attended an excellent workshop run by the Inspector General's office (Mr. Pacheco corrected; this workshop was held by the Department of Revenue.) She talked to best practices and would like all services to go through procurement every three years, including Audit Services and Engineering. She stated that anyone with any fiduciary responsibility need to be "hands off" and suggests that an Audit Committee be formed. Mr. Pacheco clarified that this seminar had suggested reviewing audit services every five to eight years, and that Town Council services are exempt from this requirement under Chapter 30B.

Ms. Turner suggested that the entire Board review the tape of the seminar.

Mr. Allison stated that he thought that the RFP for Legal Council had been sent out. Mr. Pacheco stated that he is still waiting for feedback from the Select Board, including dates. Mr. Moody stated that he still needs to submit his feedback as well. Mr. Pacheco has a list of firms to send the RFP to once the RFP is finalized. Mr. Allison asked that this item be added to Old Business. Ms. Turner asked that in addition to sending the RFP to members of the Select Board that Mr. Pacheco also send a tape of the above referenced seminar and Audit Services. Mr. Pacheco noted that the contract for Audit Services does not expire for another year; Ms. Turner would like it listed under Old Business now so that it happens in a timely fashion.

8. Discussion on Audit Services (Turner)

Covered in previous discussion.

9. Discussion on Town acquired property – 0 Hardy Street. (Town Administrator)

Mr. Pacheco has provided the Select Board, in response to previous request, a list of Town owned properties, totaling about 1,000 acres. Mr. Allison confirmed that all requested information has been provided and that the Board now needed to advise Mr. Pacheco as to next steps.

Ms. Turner stated that in the past available land has first been brought to all boards and committees in case the land met a need, and then an auctioneer was hired. She would like the town-owned land list to have greater detail. Mr. Pacheco stated that in a case like this, for relatively low value land, that the Board either choose to issue an RFP or use an online auction site. Ms. Turner would like to earmark specifically where the funds received from this land sale would go; Mr. Pacheco explained that they would have to go to the General Fund.

The Town currently has a Property Disposal Committee, referenced in Mr. Pacheco's notes and discussed by Ms. Turner.

Mr. Allison asked what the minimum bid would be; Mr. Pacheco explained that most likely it would be \$30,000.00. A discussion followed about assessed value versus market value. Mr. Allison requested documentation explaining this. Discussion continued as to the definition of an unbuildable lot. Mr. Pacheco suggested that the Town, as a condition of the sale, include a deed restriction so that any building on the lot be restricted to accessory use.

Mr. Pacheco advised that the Board's first step would be to declare the parcel of land as surplus and available for disposition.

Ms. Turner moved to declare the property at 0 Hardy Street, Lancaster, as surplus and available for disposition. Mr. Allison seconded the motion.

Discussion was held about next steps; after declaring the property as surplus the Board will need to authorize the Town Administrator to sell the property. The Board will approve final sale conditions. Ms. Turner expressed concern that the property had not been offered to town boards and committees. It was agreed that Mr. Pacheco will notify all boards and committees that this parcel is being declared surplus.

Vote taken. Jason A. Allison, Aye, Jay M. Moody, Aye, Alexandra W. Turner, Aye. Motion passed.[3-0-0]

Mr. Pacheco will notify boards and committees and asked the Select Board to consider what restrictions they would like to place on the sale with input to be received prior to the next regular Select Board meeting on August 16.

10. Donation to Fire Department- Acceptance of gift from local resident Shirley Griffin Family Trust. (Town Administrator)

Ms. Turner moved to accept a generous donation of \$1,000 from the Shirley Griffin Family Trust to the Fire Department. Mr. Allison seconded the motion.

Vote taken. Jason A. Allison, Aye, Jay M. Moody, Aye, Alexandra W. Turner, Aye. Motion passed.[3-0-0]

VIII. APPOINTMENTS AND RESIGNATIONS
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Appointments

Personnel Board – Jean Bean, term to expire - 6/30/2024

Mr. Allison asked for a motion to make this appointment. Mr. Moody and Ms. Turner would like to wait until other applications are received for the committee. Ms. Turner agreed with

Mr. Moody, stating that she would like to wait until other applications are received so that the Board could thoughtfully choose from skill sets. Mr. Moody would like to set a date for application deadline. Mr. Allison disagrees and would like to appoint this applicant with others to follow.

No motion made, no action taken.

Appointments

Montachusett Regional Planning Commission – Carol Jackson

Ms. Turner moved to appoint Carol Jackson to the Montachusett Regional Planning Commission, term to expire June 30, 2022, as requested by the Planning Board in a memo from Thomas Christopher. Mr. Moody seconded.

Vote taken. Jason A. Allison, Aye, Jay M. Moody, Aye, Alexandra W. Turner, Aye. Motion passed.[3-0-0]

IX. LICENSES AND PERMITS

- **Review Renewal of Special Permit to Remove Earth Products for John E. Kanis, Inc.**

Ms. Turner moved to grant a Special Permit to Remove Earth Products for John E. Kanis, Inc. Mr. Moody seconded.

Mr. Allison questioned the definition of Special Permit. Mr. Pacheco explained that this is a recommendation from Tighe & Bond following the last meeting. Ms. Turner would like a site walk; her recollection of the previous meeting is that the permit would be approved pending a site walk. Mr. Pacheco recommends that if a site walk is requested that this one happen the same day as LLEC and Keating. Ms. Turner would like to also invite the Conservation Commission. Discussion was held as to whether or not this would have to be a posted meeting; Mr. Pacheco says not if there is no deliberation.

Mr. Pacheco will try to schedule a site walk prior to August 16. Mr. Allison asked that this item be placed on Old Business.

- **Application for License for Public Amusements to be held on Weekdays for the Annual Bolton Fair - Dean & Flynn, Inc dba Fiesta Shows, August 12, 2021 from 5pm-10pm; August 13, 2021 from Noon – 10pm and August 14, 2021 from 9am to 9pm.**

Mr. Moody moved to grant a License for Public Amusements for the Annual Bolton Fair to Dean & Flynn, Inc., d/b/a Fiesta Shows, August 12, 2021, from 5pm-10pm; August 13, 2021 from noon-10pm, and August 14, 2021 from 9am to 9pm. Ms. Turner seconded the Motion.

Vote taken. Jason A. Allison, Aye, Jay M. Moody, Aye, Alexandra W. Turner, Aye. Motion passed.[3-0-0]

- **Application for License for Public Amusements to be held on Sundays, Annual Bolton Fair - Dean & Flynn, Inc dba Fiesta Shows, August 15, 2021 from 9am-9pm**

Mr. Moody moved to grant a License for Public Amusements to be held on Sundays, for the Annual Bolton Fair to Dean & Flynn, Inc., d/b/a Fiesta Shows, August 15, 2021 from 9am-9pm. Mr. Allison seconded the motion.

Vote taken. Jason A. Allison, Aye, Jay M. Moody, Aye, Alexandra W. Turner, Aye. Motion passed.[3-0-0]

X. OTHER/UNFINISHED BUSINESS

- **Annual Town Report**

Town Clerk to start compiling reports/work with departments

Mr. Pacheco reported that the Town Clerk is now working on this, having finished sending the Annual Town Meeting documentation to the State. He estimates that a draft will be ready in a month to six weeks. The Town Clerk and the Assistant Town Clerk will work with Ms. Rocco to put it in PDF format to send to print.

- **Code of Conduct Policy**

Comments from Town Administrator & Human Resource Director. Posted on the website, waiting for additional feedback

Mr. Pacheco reports that the Notification process has been used to reach out to residents.

- **Evaluation of Town of Lancaster Website/Communication Committee**

No action reported.

Mr. Allison noted that openings for the Communications Committee are not shown on the town website. Mr. Pacheco will address this.

Discussion: Mr. Allison stepped back to the previous topic, the Code of Conduct Policy, and questioned why this seemed to pertain to elected boards and committees but not to staff. Mr. Pacheco explained that it would need to be part of collective bargaining to pertain to union employees. Mr. Allison requested that Mr. Pacheco work with the HR Director to see if job descriptions state that employees must adhere to the Code of Conduct. Additionally, Mr. Allison stated that since the chain of command documentation is final, he would like to see

this included in the Code of Conduct. Mr. Allison expressed concern over the statement in the Code of Conduct, “refrain from giving orders or directions to the Town Administrator/Manager for action as an individual.” It was determined that because there will undoubtedly be other edits, nothing will be changed yet.

- **North Lancaster Settlement**

In process of setting up closing date/transfer of title

Mr. Pacheco expects that a closing date will be set soon; he will email the members of the Select Board when this date is set. Ms. Turner reminded him of concerns about a clean title.

- **DCAMM (Division of Capital Asset Management and Maintenance) Land Sale Partnership**

Select Board member Alix Turner to discuss site walk scheduled with DCAMM

Ms. Turner advises that she has spoken to her contact at DCAMM, and that while a site walk would be good, the first priority should be to come to an agreement that the Select Board does want to move forward. There is some urgency. Perhaps a small quick site walk would be useful, followed by an agreement. Mr. Pacheco recommended pinning down a date for a small site walk. Mr. Allison asked Mr. Pacheco and Ms. Turner to take this offline.

- **Aggregation**

Waiting for Select Board to advise on percentage of additional renewables, if any. Solicit new pricing after decision made.

Ms. Turner would like the Energy Commission and the Climate Coalition to give their opinions on this topic. Mr. Pacheco will send a note to both entities.

- **Gazebo Ramp**

Final design reviewed, shared with Lancaster Historical Commission and Committee on Disability. Next step – schedule install and order materials.

Mr. Pacheco reports that he met with Heather Lennon of the Historical Commission and that she does not like the design for the gazebo ramp as presented. Mr. Allison recognized Ms. Lennon who spoke at length about her objections to the plans, specifically to the pathway that would lead to the ramp, and to the Historical Commission’s objections to the location of the gazebo on the Town Green. As noted earlier in the minutes, Ms. Lennon’s documentation is attached.

- **Department Assistant (CDP)**

Select Board to take action on new position and determine hours

Mr. Pacheco explained that the next step for the Select Board would be to authorize a position and number of hours. He stated that he has been able to provide some but not all information requested by Ms. Turner as to comparative positions in neighboring towns.

Ms. Turner stated that in light of financial deficits she does not support adding another position but would support a temporary employee to alleviate some workload. Mr. Pacheco stated that he does not think this is a temporary problem, but a permanent one. Ms. Turner does not support hiring outside of the approved budget.

Ms. Turner moved to hire a part time temporary assistant for the Planning Office. Mr. Moody asked if the position could later be converted to permanent if needed. Mr. Moody seconded.

Mr. Moody recommended a 19 hour/week temporary position. Ms. Turner expressed her desire to support employees and to respect the Finance Committee's desire to hold the line on the budget.

Vote taken. Jason A. Allison, Aye, Jay M. Moody, Aye, Alexandra W. Turner, Aye. Motion passed.[3-0-0]

- **COVID Funding**

Finance to provide breakdown of existing CARES expenditures

Mr. Pacheco explained that he has provided a financial statement to the members of the Select Board, but notes that it does not include monies for the sign boards because that money has not yet been spent.

- **Assessor Search**

Three applicants provided to the Select Board

This item was discussed earlier in the meeting.

- **Open Meeting Law (OML)/Records Training**

Set up date (preferably Wednesday evening)

Mr. Pacheco reported that the first training session has been scheduled for August 25. Mr. Allison confirmed that this is for all staff members as well as boards and committees. Mr. Moody confirmed that this meeting will be available via ZOOM.

- **Town Counsel Request for Proposal (RFP)**

Awaiting comments and edits from Select Board

This item was discussed earlier in the meeting.

XI. NEW BUSINESS

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

Ms. Turner stated that Mr. Grasso, Planning Director Search Committee, needed information on the chain of command structure and the Acts of 2002. Mr. Pacheco will follow up on these questions with the HR Director.

XII. COMMUNICATIONS

- Select Board's next regular meeting will be held via Zoom on August 16, 2021 at 6:00pm

XIII. ADJOURNMENT

Select Board member Alix Turner offered a motion to adjourn the meeting at 8:58pm; seconded by Mr. Moody. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]

Respectfully submitted

Kathleen Rocco
Executive Assistant

APPROVED

Jay M. Moody Clerk
Approved and accepted: 8/16/2021