



APPROVED

**LANCASTER BOARD OF SELECTMEN
Meeting Minutes
Of Monday, December 20, 2021**

I. CALL TO ORDER

Chairman Jason Allison called the meeting to Order at 6:00 P.M. via Zoom. He noted that the meeting was being recorded.

Join Zoom Meeting

<https://us02web.zoom.us/j/88477413292>

Meeting ID: 884 7741 3292

Roll call taken, Jay M. Moody, present; Alexandra W. Turner, present; Jason A. Allison, present.

II. APPROVAL OF MEETING MINUTES

Review and take action on Regular Meeting Minutes:

August 16, 2021, November 15, 2021, December 6, 2021

Review and take action on Special Meeting Minutes:

March 24, 2021, November 2, 2021, November 10, 2021 & November 24, 2021

Mr. Moody moved to approve the Regular Meeting Minutes of August 16, 2021. Ms. Turner seconded.

Mr. Moody noted that he had made a statement at the beginning of the meeting that was not recorded; he asks that it be included. It reads: "I would like to make a statement as a member of the Select Board. There have been statements made lately that have not been proper, I believe that all committees and boards have the best intentions for Lancaster. There are always going to be differences between what we all believe is the best path to take. We can and will have different views, but we all have to have the love of the town, as our goal. We can disagree on items, but must work together to get agreements in our future and the peoples' vote is the final word."

Ms. Turner noted that on page four of seven, under that status of Atlantic Union College, last item, the sentence reads now, "Ms. Turner stated that there are a lot of number out there in terms of liability to the Town and there needs to be a clear idea of impact." She believes that she actually said "there is a lot of concern about the financial impact." Ms. Turner also noted that according to her notes, Mr. Pacheco said that the financial impact of the overlay was not funded by taxes, that she had asked for legal costs and Mr. Pacheco had said that he would find them, and that he would inform the Board and set up a meeting with the Assessors. On page 6 of 7, North Lancaster

Settlement, the sentence is unfinished, but should say it was finished and that KP sent update to Capital's trust, and Ms. Turner asked for deadlines. She also corrected a transposed word two items down from that under the Gazebo Ramp topic.

Mr. Allison moved to amend the minutes of August 16, 2021, as discussed by Mr. Moody and Ms. Turner; seconded by Ms. Turner. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]

Mr. Moody offered a motion to approve the Select Board meeting minutes of August 16, 2021, as amended; seconded by Ms. Turner. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]

Mr. Moody offered a motion to approve the Select Board meeting minutes of November 15, 2021; seconded by Ms. Turner. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]

Mr. Moody offered a motion to approve the Select Board meeting minutes of December 6, 2021; seconded by Ms. Turner. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]

Mr. Moody offered a motion to approve the Select Board Special Meeting minutes of March 24, 2021; seconded by Mr. Allison. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, abstain. [2-0-1]. Ms. Turner noted that she was not on the Select Board on this date and therefore needed to abstain.

Mr. Moody offered a motion to approve the Select Board Special Meeting minutes of November 2, 2021; seconded by Ms. Turner. Ms. Turner noted that in one instance her name needed to be changed from Alex to Alexandra.

Mr. Allison moved to amend the Select Board Special Meeting minutes of November 2, 2021, to incorporate this change. Ms. Turner seconded. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0].

Mr. Moody offered a motion to approve the Select Board Special Meeting minutes of November 2, 2021, as amended; seconded by Ms. Turner. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]

Mr. Moody offered a motion to approve the Select Board Special Meeting minutes of November 10, 2021; seconded by Ms. Turner.

Ms. Turner noted that there is a dash instead of a time that the meeting adjourned. Mr. Pacheco said that possibly the correct time could be pulled from the tape.

Mr. Allison moved to amend the motion to include the time if possible to find the correct time from the tape, or if not to leave the dash. Mr. Moody seconded. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]

Mr. Moody offered a motion to approve the Select Board Special Meeting minutes of November 10, 2021, as amended; seconded by Ms. Turner. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]

Mr. Moody offered a motion to approve the Select Board Special Meeting minutes of November 24, 2021, as amended; seconded by Ms. Turner

Ms. Turner said that resumes for the Interim Town Administrator position were to go to her, and resumes for the permanent Town Administrator position were to go to Mr. Moody. Mr. Allison noted that he would abstain because he was not present at this meeting.

Mr. Allison moved to approve the Select Board Special Meeting minutes of November 24, 2021, as amended by Ms. Turner. Seconded by Ms. Turner. Alexandra W. Turner, Aye, Jay A. Moody, Aye, Jason Al Allison, Abstain. [2-0-1].

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE

IV. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

V. PUBLIC COMMENT PERIOD

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

Ms. Turner moved to take agenda items out of order, requesting that licenses and permits be discussed after Public Comment. Mr. Moody seconded. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]

Mr. Trussell commented on volume; he finds it difficult to hear Mr. Allison. The Fire Chief agreed.

Mr. Allison recognized Frank Streeter of Bull Hill Road. Mr. Street expressed concern about the expiration dates for the Trustees of the Affordable Housing Trust, and for all Town boards. He would like all appointments to have standard rather than variable reappointment dates.

No other public comment was heard.

VI. TOWN ADMINISTRATOR REPORT

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

- Minuteman Regional District Assessment

Mr. Pacheco reported that the assessment from Minuteman Regional District will decrease \$60,000, a welcome change.

- Municipal Aggregation Status Report

Mr. Pacheco noted that in the report that he has given the Select Board, the rate period that improvement should be is May 2022, not May 2023.

- Green Communities Grant

The EMS System for the Prescott Building was installed Friday, concluding the Green Communities work. This grant should be closed this week; Mr. Pacheco plans to get the report done and into the DOR (Department of Revenue) before year end.

- Prison Mitigation

The town has received \$68,386.26 in prison mitigation funds from the Department of Corrections. This is partially based on inmate population, and you can see the numbers trending downward as inmate population has trended downward.

- Prescott ADA Upgrade (Handrails)

As part of the ADA (American Disabilities Act) grant that was awarded to Lancaster, handrails are currently being installed in the Prescott Building. This work should be completed by the end of this week.

- Local Acquisitions for Natural Diversity (LAND) Grant Closeout

We received all the funds from the State, \$61,050. We need approximately \$35,000 to balance out the account. Mr. Pacheco explained that the Select Board has added discretion. He noted that there is just under \$14,000 in a land purchase gift account that has been dormant for about 20 years, and that the auditors are recommending be closed out. This would be a good offset to the \$35,000 needed, without adding to future years budgets.

Mr. Pacheco explained that the Town has another account dedicated to 61A that's a gift account and has to be spent. He recommends using the \$14,000 because it's not enough to do anything significant. Ms. Turner thought that this account was a trust fund established by the Thayers meant to match donations to help buy land. She would like more detail about the account. Mr. Pacheco stated that there aren't any records. Ms. Turner will look. She would also like a copy of the LAND Grant.

Relative to the previously discussed DOC mitigation funding, Ms. Turner wanted to know how much that was per inmate and also wanted to know if that was included in the budget. Mr. Pacheco did not know the per inmate dollars and explained it is not included in Lancaster's revenue projections since it varies from year to year. Ms. Turner also wants copies of the Green Communities Grant and wants to make sure it was sent to the Energy

Commission. Ms. Turner also wanted to know if there is more availability under the ADA grant. Mr. Pacheco advised that this grant is on the website.

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Finalize Town Administrator transition schedule (Allison)

Mr. Allison moved to authorize Sandi Charton to negotiate with Orlando Pacheco to work 50% of the time, starting 12/20/21, days in the Prescott Building being Monday, Wednesday, and Friday, and the last day of employment being 12/31/21. Ms. Turner seconded.

Mr. Allison explained that there is some legal verbiage needed to release Mr. Pacheco from his contract as discussed in Executive Session. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

2. Open Meeting Law Complaint filed by Ryan Aldrich regarding Select Board Members Alexandra Turner and Jay Moody had a meeting regarding the selection and deliberation on the interim Town Administrator that was not posted.

Mr. Allison explained that the Board received an Open Meeting Law complaint from Ryan Aldrich, dated 12/14/21. In short, Mr Aldrich alleges there was a meeting of the Board, with regard to the hiring of an Interim Town Administrator, that was not posted. Mr. Allison has conferred with Labor Counsel. Labor Counsel recommends that the Board not discuss the merits of the complaint but rather that the Board designate one member to confer with him. Mr. Allison further explained that the designated member should be Ms. Turner or Mr. Moody, since Mr. Allison was not present at the meeting in question. Ms. Turner agreed to be the designated member. Mr. Allison moved to delegate the responsibility to respond to Mr. Aldrich's 12/14/21 complaint to Labor Counsel in cooperation with Select Board member Ms. Turner. Ms. Turner seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

3. Finalize Town Administrator search agency selection (Allison)

Mr. Allison move to authorize Sandi Charton to negotiate with Municipal Resources, Inc., to perform the search for Town Administrator. No second was heard.

Ms. Turner would like to either review all companies from which information has been received, or to have a meeting with this as a single agenda item, perhaps on December 27. Mr. Allison said that he will not entertain a motion to schedule a meeting; Ms. Turner disagreed with his authority to refuse to entertain a motion; discussion ensued.

Mr. Moody moved to appoint Community Paradigm Associates, LLC (CPA) to, lead the search for Town Administrator. Mr. Allison would like Sandi Charton to negotiate the contract; Mr. Moody reported that their cost is \$9,800. Ms. Turner seconded this and suggested that CPA attend the next meeting. Mr. Allison moved to amend the motion to Jay

Moody and Sandi Charton will negotiate a contract with Community Paradigm Associates, LLC (CPA) to lead the search for Town Administrator. Ms. Turner seconded. Mr. Allison called for a vote on the amendment; *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

Vote held on the amended motion; *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

4. Vote to accept Town of Lancaster – 2020 Re-Precincting (Town Clerk)

Mr. Pacheco explained that the Town Clerk was advised by the Secretary of State that due to population change increases that it is time to create a third precinct. Working through Town Counsel, the Secretary of State's office has agreed to remove the prison inmate population from the Lancaster census data, so that we can remain at two precincts. The Board does not need to take any action. There may be a couple of streets that will change precincts, but the Town Clerk will notify any affected residents.

5. Discuss allocation of American Rescue Plan Act (ARPA) funds to support Board of Health initiatives (Allison)

Mr. Allison made a motion to fund the Board of Health COVID Coordinator position for a 12-month period, January 1, 2022, to December 31, 2022. Ms. Turner seconded.

It was noted that the incumbent, Tracy Gagnon, has resigned effective 12/31/21, so the Board of Health will need to advertise for the position.

Ms. Turner said that we have spend a lot of CARES money but have a very low vaccination rate. She would like to talk to the new Town Administrator about the best way to spend money, whether it's ARPA or general fund money. Mr. Moody asked for clarification as to how many hours this position has. Mr. Allison thinks if any Board in town needs help it's the Board of Health, comprised of all volunteers and contending with a pandemic.

Ms. Turner would like to know how much CARES money we have spent to date on Board of Health assistance. She would like a dedicated meeting to hear from the BOH about their strategy and plan.

Mr. Allison offered Sandi Charton the opportunity to speak; she stated that she would prefer to hear from the BOH. She noted that about 2% of the ARPA money that the Town will receive would be spent on the COVID Coordinator. Mr. Allison recognized Jeff Paster, BOH. Mr. Paster recently sent the Board a letter discussing the need for resources and went on to explain the frustration and amount of work faced by the BOH.

Ms. Turner thinks that a public forum would be a good idea to allow people to voice their concerns with vaccination. She does not strongly object to funding the COVID Coordinator position but thinks that a better overall approach is needed, and she does not support funding the position with ARPA money.

Mr. Allison called for a vote on the motion; *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

Mr. Pacheco asked what the funding source was. Mr. Allison moved that the COVID Coordinator position, now funded for a 12-month period, January 1 through December 31, 2022, is funded through ARPA money. Mr. Moody seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, No. [2-1-0]*

6. Discussion when to resume in-person meetings (Allison)

Mr. Allison would like to resume meeting in person. He feels that if the Board asks fire, police, teachers, etc. to be in public in the safest way possible, then the Board should do so as well. He suggested resuming in-person meetings in mid-January. Ms. Turner would like hybrid meetings where the public has Zoom access. Mr. Moody thinks that in light of worsening COVID numbers that the Board should continue meeting remotely for awhile.

Mr. Allison asked Mr. Pacheco to work with the Board of Health and to get their recommendation in writing.

7. Discuss the town meeting date, and place and who is to be in charge of arrangements (Moody)

Mr. Moody wants to know if the timeframe for Special Town Meeting will still work, and who is in charge. Mr. Pacheco explained that it's a team effort, with the Select Board office working with the Town Clerk working with the Moderator. In this case it will also involve the Board of Health and the Fire Department to deal with logistical issues.

Mr. Pacheco will talk about this further with Mr. Nutting as part of the transition. Ms. Turner would like to discuss this further at the January 3 Select Board meeting. The meeting is currently scheduled for the Rollinson/Burbank schools.

8. Discuss the advertisement of Ad Hoc Audit committee members (Moody)

Mr. Moody would like to advertise for members for this committee. Mr. Pacheco asked if the Board had determined the makeup of the committee and what it's charge would be. Ms. Turner emailed the Board a Charter; Mr. Pacheco noted that Finance Committee members cannot be on other committees. Ms. Turner said that they can be on ad hoc or advisory committees.

Ms. Turner thinks it's pretty clear that the Board wants to establish a committee to review and establish the scope and direction of the Town audits, so people with financial knowledge or auditing should apply. It was agreed that the advertisement on the Town website should ask applications to be submitted by January 21 in preparation for the February 1 Select Board meeting.

9. Discuss the status of Annual Town Report (Moody)

Town Clerk Lisa Johnson reports that the report is 98% done and when complete will be available online. Mr. Moody would like some hard copies available. Ms. Turner suggests that they could be printed in-house; Ms. Johnson does not yet know what the final page count will be.

10. Cultural Council to have meetings to give ideas on future use of town hall (Moody) tabled 12/6/21

Mr. Moody moved to ask the Cultural Council to provide the Select Board with ideas for the future use of Town Hall. Ms. Turner seconded, noting that the Cultural Council will have to agree to take this on. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*. Mr. Pacheco will reach out to the Cultural Council to ask them to take this on.

11. Historical society to work with Select Board to put up some paintings on Prescott Building walls (Moody) – tabled from 12/6/21

Mr. Moody suggested that the Historical Society has many nice things that might be displayed on the Prescott building walls. Mr. Allison suggested a motion to authorize the Historical Society to submit proposals to the Select Board on where to put up some paintings in the Prescott Building. Mr. Moody offered the motion; Ms. Turner seconded. Mr. Pacheco noted that this topic has come up before, and the architect who did the building had issues because some of the paintings that were requested to be hung were too heavy for the walls.

Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]

Mr. Pacheco will contact the Historical Society to request a proposal.

12. Time and duration of Select Board Meetings (Turner) tabled from 12/6/21

Ms. Turner objects to having a 9:00pm end time posted for Select Board meetings. She thinks there is too much to do and that the Select Board needs to meet either later or more frequently. Mr. Allison thinks the Board is involved in too much micromanagement and that they should be able to conduct their business by 9:00 at scheduled regular meetings. Mr. Moody thinks tonight's meeting, where the agenda is dealt with efficiently is a good example of a meeting that could end at 9:00pm, and he would like to see how the next few meetings go before deciding. Lengthy debate continued with no conclusion reached.

13. Discuss appointments and employees onboarding. (Turner) tabled from 12/6/21

Ms. Turner would like a welcome packet given to new members of boards and committees with information on the State Ethics link, how to get sworn in, and things like that. This would also apply to new employees. She would be glad to work with Ms. Charton to develop this packet. She states that she has heard from people appointed to boards or committees that they did not know that they had to be sworn in. Mr. Allison recognized Ms. Charton,

who reported that all new employees get information from the Select Board's office in terms of policies and requirements, from the Treasurer-Collector's office regarding benefits, and from the Town Clerk's office regarding appropriate information. She suggests that there may be work to be done with onboarding board or committee members, but that it has been covered for employees.

Discussion continued; no action was taken.

14. Discuss Freedom of Information Act (FOIA) requests, and policy for website and staff involved (Turner) tabled from 12/6/21

Ms. Turner, noting an increase in FOIA requests, thinks it might be a good idea to have all requested materials available on the town's website, so that people requesting the same information could be directed there. This would cut down on repetitive requests and would increase transparency. Mr. Pacheco noted that the first person requesting the information would be subsidizing later requests for the same material.

Ms. Turner moved to have a tab on the Town Clerk's website to include Freedom of Information Act requests, and once approved, the work product of that request for public access. Mr. Allison and Mr. Moody would like to make sure this is legal before voting. Ms. Turner will check with Town Counsel.

15. Present proposed charter and details about approved Audit Committee (Turner) tabled form 12/6/21

Previously discussed.

16. Recap of Coronavirus Aid, Relief and Economic Security (CARES) Act money as from Town Administrator report submitted (Turner) tabled from 12/6/21

Ms. Turner wanted to talk to Mr. Pacheco about items on the list of CARES money spent per his previously submitted report. Mr. Pacheco asked her to email her questions to him and then he would be happy to meet with her.

17. Citizen engagement re development: Forums, scope etc. (Turner) tabled from 12/6/21

Ms. Turner would like a variety of public forums, not only about the Capital Group development, but things that people are interested in such as how Town Meeting works. She thinks that the Select Board needs to show leadership by sponsoring forums such as this. No actions were taken.

18. Liaison report from Human Resource (HR) Director on Proposed by-law updates to personnel by-law as suggested by HR. Need for Special Town Meeting (STM) and for review. (Turner) tabled 12/6/21

Ms. Turner had requested this agenda item, asking Ms. Charton for an update to see if bylaw changes might be ready for Special Town Meeting.

Ms. Charton reported that she has been working on revisions to the current bylaw, and it presents some difficulty, both in terms of questionable legality and because the Collins Center study recommended that much of this material be converted from bylaw to policy. She questioned the Board as to deadlines for submission of items for the warrant; Mr. Pacheco will confirm dates for her. Ms. Turner noted that the Board will need input prior to the warrant closing so that they can consider the article.

19. Complaint about alleged Code violation to Select Board/Human Resource Director (Turner) tabled 12/6/21

Mr. Allison recused himself from all matters related to this complaint, including the decision of how or whether to proceed, asking Ms. Turner to act as Chair with regard to this item, and encouraging her to reach out to Town Counsel as needed.

Ms. Turner reported that the Board is in receipt of a Code of Conduct violation. It has been sent to Ms. Charton for review. Ms. Turner asked Ms. Charton to explain next steps. Ms. Charton has sent the Select Board an email explaining the options. The options include an investigation by an impartial outside investigator, and Ms. Charton has recommended an individual.

Mr. Moody offered a motion to have Ms. Turner work with Ms. Charton to engage a third party investigator. Ms. Turner seconded. *Jason A. Allison, Not present/recused, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [2-0-1]*

VIII. APPOINTMENTS AND RESIGNATIONS
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Re-appointments*

Affordable Housing Trust- Victoria Petracca & Carolyn Reed for two-year term, terms to expire 12/20/23

Some discussion was held as to whether dates were correct; Mr. Pacheco advised that going forward the Board should work to have all expiration dates happen at the same time. There have been exceptions in recent years and it has caused some issues. For example, the reappointments on this agenda for reappointment to the Affordable Housing Trust might best work if the appointments were made through June 30, 2022, at which time they could be re-appointed to their correct term. Mr. Streeter suggested that the appointment be made through June 30, 2023.

Ms. Turner moved to re-appoint Victoria Petracca and Carolyn Reed to the Affordable Housing Trust with a term to expire June 30, 2023. Mr. Moody seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

Appointments

Part-Time Recreation Director – Michelle Currier

Mr. Moody moved to appoint Michelle Currier as Part-Time Recreation Director. Mr. Allison seconded. It was verified that this has no expiration date since this is a hiring. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

Recreation Committee – Thomas Wood, term to expire 6/30/2023

Mr. Moody moved to appoint Thomas Wood as a member of the Recreation Committee, term to expire 6/30/23. Mr. Allison seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

Ms. Turner asked if there were any vacancies on the Recreation Committee. Mr. Allison recognized David Carr, Chair of the Recreation Committee, who explained that there are two vacancies after tonight.

Cultural Commission – Peter Christophe, term to expire 6/30/2024.

Mr. Moody moved to appoint Peter Christophe as a member of the Cultural Council, term to expire 6/30/24. Mr. Allison seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

Resignations

Recreation Committee – Katie O’Riorden, effective immediately

Mr. Moody moved to accept with regret the resignation of Katie O’Riorden from the Recreation Committee, effective immediately. Mr. Allison seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

IX. LICENSES AND PERMITS

***** Taken out of order, after V. PUBLIC COMMENTS*****

I. Review and take action on the following ABCC licenses

Michael’s Bridge Diner – Retail License to Sell Wine & Malt and Common Victualler License

Mr. Allison moved to issue a retail license to sell Wine & Malt, and a Common Victualler License to Michael’s Bridge Diner. Ms. Turner seconded. Ms. Turner noted that several applications did not have the insurance paperwork attached to the

application. Mr. Pacheco explained that if an application is in the Select Board packet, it is complete, and the Select Board office has received all paperwork. Ms. Turner stated that she thought that a bond would be required; some of the applications say “on file” and some say “faxed.”

Mr. Allison moved to amend the motion to say that approval is subject to a successfully completed application. Mr. Moody seconded. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0].

Mr. Allison moved to issue a retail license to sell Wine & Malt, and a Common Victualler License to Michael’s Bridge Diner, subject to a successfully completed application. Mr. Moody seconded. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0].

II. Review and take action on the following 2022 Renewal License Applications

1. Cumberland Farms – Common Victualler

Mr. Moody moved to approve the 2022 Common Victualler License for Cumberland Farms. Ms. Turner seconded. Mr. Moody seconded. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0].

2. Dunkin Donuts – Common Victualler

Mr. Moody moved to approve the 2022 Common Victualler License for Dunkin Donuts. Ms. Turner seconded. Ms. Turner seconded.

Ms. Turner noted that according to the Treasurer’s feedback there are outstanding taxes. Mr. Pacheco explained that they had been contacted and that it was expected that this will be received prior to January 1.

Ms. Turner moved to amend this motion to read “subject to successful sign-off from the Treasurer that full payment has been received as per our bylaws.” Mr. Moody seconded. Jason A. Allison, No, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [2-1-0].

Mr. Moody moved to approve, as amended, the 2022 Common Victualler License for Dunkin Donuts. Ms. Turner seconded. Ms. Turner seconded. Jason A. Allison, No, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [2-1-0].

3. Kimball Farm – Common Victualler

Mr. Moody moved to approve the 2022 Common Victualler License for Kimball Farm. Ms. Turner seconded. Mr. Moody seconded. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0].

Ms. Turner moved to approve licenses for Sandy's Restaurant and Kalon Farms with an amendment that monies owed to the Town must be received prior to December 30, 2021. Mr. Pacheco explained they were not on the agenda because of past due taxes. Mary Frost, Treasurer, was in the meeting and confirmed that taxes have been paid. Mr. Pacheco suggested adding these two licenses to the January 3 agenda, assuming that the Board does not have a problem with one or two days of operation without 2022 license.

Mr. Allison moved to approve 2022 licenses to Mobile/Exxon – Common Victualler; Trolley Stop – Common Victualler; Murphy's Hot Dog Truck – Lunch Cart License; Crawford Truck Sales, Inc. – Class II; F.J.S. Auto, Inc. – Class II; Koch Route 2 Toyota – Class I and Common Victualler; Nationwide Auto Recycling, Inc. – Class III and Collector & Dealer of Junk; JC Madigan – Class I; Modena Motors – Class II; RBI Motors – Class II; Ron Bouchard Auto Sales, Inc. – Honda – Class I and Class II; Ron Bouchard Dodge, LLC – KIA – Class I and Class II; Ron Bouchard Auto Sales, Inc. – Nissan – Class I and Class II; Route 117 Used Auto Parts, Inc. – Class II, Class III, and Collector and Dealer of Junk. Mr. Moody seconded.

Ms. Turner noted that some of the application forms appear to be incomplete, missing insurance forms or bond information. *She moved to amend the motion to approve licenses subject to completed packets. Mr. Allison seconded. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0].*

Mr. Allison called for a vote on the amended motion. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0].

X. OTHER/UNFINISHED BUSINESS

- **Event and Entertainment fees and frequency (Moody)**

At the Board's request, Mr. Pacheco has looked into how other towns with large entertainment events handle fees. He explained the fee structure in both Topsfield and Brimfield. Ms. Turner had additional questions; Mr. Pacheco encouraged her to contact the Town Administrator in Topsfield.

- **Division of Capital Asset Management and Maintenance (DCAMM) (Turner)**

Ms. Turner reported that she is still waiting for language and that our legislators are waiting for it as well. She will follow up because it will be needed for the Town Meeting warrant.

- **American Rescue Plan Act (ARPA)**

Ms. Turner would like to make this a full agenda item with Mr. Nutting once he is on board and comfortable.

- **Set date of our legislative update (Turner)**

Ms. Turner confirmed that both Representative Kilcoyne and Senator Cronin would like to come to a Select Board meeting in January. She will contact their offices and suggest January 19th, not the 17th which is Martin Luther King Day.

XI. NEW BUSINESS

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

Victoria Petracca, Lancaster Affordable Housing Trust (LAHT), appeared before the Board to request an amendment to meeting minutes of December 21st, 2020. The appointment of Carolyn Reed to the LAHT was not recorded in the minutes although it can be seen in the video recording of the meeting. Ms. Petracca also notes that Mr. Moody serves as the Select Board representative to LAHT, so that his appointment expiration needs to reflect the last day of his term on the Select Board, not June 30, and not a one-year term. Finally, Ms. Petracca offered to help the Town Clerk straighten out the LAHT appointment/expiration dates on the town's website.

Ms. Turner moved to amend the meeting minutes of the Lancaster Select Board, December 21, 2020, to reflect the appointment of Carolyn Reed to the Lancaster Affordable Housing Trust for a one-year term. Mr. Moody seconded. Ms. Turner noted that she will abstain because she was not on the Board. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Abstain. [2-0-1]*

Ms. Turner moved to make sure that Mr. Moody's appointment dates to the LAHT are correct and in compliance with state law and the bylaw. Mr. Allison seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

XII. COMMUNICATIONS

➤ The Select Board's next regular meeting will be held via Zoom on January 3, 2022, at 6:00pm

XIII. ADJOURNMENT

The Board concluded the meeting, wishing everyone a happy holiday.

Select Board member Jay A. Moody offered a motion to adjourn the meeting; seconded by Ms. Turner. 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: January 19, 2022