



**LANCASTER ECONOMIC DEVELOPMENT COMMITTEE (EDC)**  
**Meeting Minutes**  
**Of Wednesday, October 6, 2021**

Meeting called to order at 7:32

Present:

George Frantz  
Phil Eugene  
Joe D'Eramo  
Rebecca Young  
Glenn Fratto  
Lenay Yorko  
Roy Mirabito

Phil read guidelines for meeting.

Approve minutes of 4/8. George noted the minutes heading does not indicate that it was a joint meeting with Affordable Housing Trust. Roy sent edits that Phil incorporated, Phil will check. Correct spelling of D'Eramo (corrected in posted version). George moved to accept as modified. George, Aye; Roy, Aye; Joe, Aye, Rebecca, Aye, Glenn abstained; Lenay abstained, Phil Aye.

Approve minutes of 4/22. Rebecca moved to accept; second was heard. George, Aye; Roy, Aye; Joe, Aye, Rebecca, Aye, Glenn abstained; Lenay abstained, Phil Aye. Approved as presented.

Approve minutes of 3/18. Corrected some spelling mistakes. Rebecca moved to accept as modified. George, Aye; Roy, Aye; Joe, Aye, Rebecca, Aye, Glenn abstained; Lenay abstained, Phil Aye. Approved as modified.

Approve minutes of 3/30. Roy sent corrections earlier that have been made. Rebecca moved to approve. Second was heard. George, Aye; Roy, Aye; Joe, Aye, Rebecca, Aye, Glenn abstained; Lenay abstained, Phil Aye. Approved.

Approve minutes of 9/22. Phil changed title to delete "draft" and change "notes" to "minutes". A motion was made to accept with changes; Roy seconded. George, Aye; Roy, Aye; Joe, Aye, Rebecca, Aye, Glenn, Aye; Lenay abstained, Phil Aye. Approved.

**AGENDA**

- **Minutes.** A complaint was filed that the EDC was not filing minutes. According to the Attorney General Phil needs to discuss with the Committee. Phil shared the response he has written to the state (attached). George commented that some boards and committees in town have paid transcribers to do their minutes and that this would be helpful. Phil talked to Orlando (Town Administrator) and if the meetings are recorded and on the Cloud, Orlando will have someone take care of them. Lenay asked about, as it stated in the complaint, that not having minutes was intentional; Phil explained that it wasn't. As of this meeting and tonight's approval the minutes are up to date. The Committee thanked Phil for all the work he has done to make this happen. Phil will clean up his response and will submit it to the Town Clerk and send to appropriate parties. Phil asked for a vote to make sure everyone is good with the response. George moved to accept the response as corrected; a second was heard. George, Aye; Roy, Aye; Joe, Aye, Rebecca, Aye, Glenn, Aye; Lenay, Aye; Phil Aye. Motion passed.
- **Tabling the ICOD document.**
- Phil included the modified document in case the Committee did not want to table it.
- Rebecca asked him to explain his rationale. Because there has been an issue and the ICOD has been modified so the whole area can be zoned as enterprise, he's not sure if this document is a duplicate of what the modified ICOD is.
- The other item still out is that the five member permitting authority fell through and Capital Group said that if Planning Board was the permitting authority that they wouldn't use it.
- Rebecca thought that EDC isn't the appropriate party to negotiate or do the document since there is no legal status. Phil agrees in some ways but thought that residents would have a chance to see it before it got to the Planning Board. Lenay agrees with Becca that the EDC shouldn't be working on legal documents but should be a liaison according to the EDC's Mission Statement. Roy agrees that the EDC is an advisory board and that the function is to lessen the time of application to completion and acceptance of a zoning change. He thinks the EDC can have an impact by reviewing information like the traffic review, helping the project along.
- Phil hopes to review the traffic study at the next meeting. Roy asked if the EDC wasn't going to the Planning Board for a consultation on the site permit versus a special permit and the proper path to take. Phil says he was under the understanding that a special permit was required because it was an overlay district. Rebecca thinks this is one of the reasons the EDC needs a joint meeting with the Planning Board. Rebecca sees the role of the EDC as advising the developer what they need to do to get to a "yes" but not to negotiate with the developer.
- Rebecca said that she sent four questions to the Select Board for public comment at Monday night's meeting but they didn't really get answered. She thinks maybe the EDC should meet jointly with the Select Board about these questions, about roles and responsibilities.

- Roy pitched the idea that if the EDC wants to table the ICOD document, then the Planning Board is working on a similar project and there might be a way to include the EDC's work. He'd like the EDC to focus on a list of items that the developer needs and to work with the Planning Board on IPOD amendments.
- Greg Jackson said that the question of statutory authority keeps coming up and he would refer the committee to MGL Chapter 48 Section 5. This has a lot of the provisions describing who has what authority to amend zoning bylaws, and the EDC is not one of the entities described.
- George thinks it was never the intention of the EDC to write a new bylaw, but to recommend to the Select Board or the Planning Board changes that might be beneficial. He would be alright with the idea that the EDC is a liaison between the Town and the developer, but is not sure how that works within the confines of Open Meeting Law. Phil notes that the EDC has met with Capital Group in the past, but he isn't sure how this would work.
- Roy likes the concept of consulting with the Planning Board and investigating changes to the ICOD. He thinks the EDC needs guidance on where to go from here, probably working with the Planning Board to modify the IPOD.
- Lenay likes Mr. Williston's idea of meeting together. She notes it's not just Capital Group that is being discussed but this would be true for other developers as well.
- Phil asked if the EDC wants to see the traffic and financial reports before meeting jointly with Planning Board. Roy thinks it would be helpful to see these and have an opportunity to discuss them before meeting with Planning Board. Phil will schedule the traffic review for next week and the financial review for the following week. He notes these are on the EDC page under North Lancaster information, along with some good overlays from the Nashua River Watershed Association.
- Joe wonders if the Planning Board could go ahead and schedule an IPOD review during one of their regular meetings and the EDC could attend regardless of where it falls in relation to the traffic or economic study meetings. Phil will schedule an upcoming meeting with the Planning Board; Russ Williston, Chair of the Planning Board, will work with Phil to schedule this joint session.
- Rob Zidek sees significant issues with the traffic review and wants to know if residents will have an opportunity for input. He doesn't think that this discussion can be held in one night.
- George mentioned that at Monday night's Select Board meeting they agreed to have a series of open forums with the Capital Group.
- Ann O. asked the EDC to consider the economic topic meeting to be as important as the traffic study peer review and asks that a meeting be dedicated to this instead of having other items on the agenda.

## **OTHER ITEMS**

- **Vice Chair.** Phil notes that there's no Vice Chair since Mark Grasso left and asks the EDC members to think about this.
- On the website Phil has set up a page called North Lancaster information with lots of information and reports. He will use this as a clearinghouse for information.
- Lenay said that at Monday's Select Board meeting the Select Board would like to see projects other than Capital Group that the EDC is working on and would like to have a spreadsheet. She would help with the spreadsheet. Phil notes there's other information on the website and there's lots of other development in the area. George thinks the EDC should be involved with the DCAMM project and thinks the EDC may need some subcommittees to work on different projects. Phil will send Lenay a list of projects that he knows about.

## **PUBLIC COMMENT**

Martha Moore supports the spreadsheet idea, noting that a list of all outstanding projects is difficult to find. She asked if there is a software package in the Town to track various projects so that all Boards could access the same information. Phil will ask Orlando or Mike Antonellis.

George moved to adjourn; several seconds were heard. George, Aye; Roy, Aye; Joe, Aye; Rebecca, Aye; Glenn, Aye; Lenay, Aye; Phil Aye. Meeting adjourned at 8:56 pm.

Respectfully submitted,

Ellen Doiron

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Phil Eugene, Chair  
Approved and accepted: