

Minutes - COA/LCC Meeting

June 14, 2021 at 8:30AM

Lancaster Community Center via ZOOM

Join Zoom Meeting:

<https://us02web.zoom.us/j/85212560797>

Meeting ID: 852 1256 0797

Attendees: **David James, Alix Turner, Judie Maclean, Michele Macdonald, Linda Cutler, Ann Mazzola, Nicole Kanis, Rob Zidek**

Meeting was called to order at 8:32am by Nicole Kanis

Approval of Minutes

- Minutes of the May 24th meeting were approved with no changes,

Friends Updates: (Jay or Designee)

- No financial update
- Concerts on the Green coming back and pancake breakfast is up and running

Director's updates (Alix)

- Covid-19 update
 - Lancaster has one of the lowest vaccination rates in the state
 - Ann Mazzola has a video presentation she will forward so we can share
- LCC/SC vacation coverage/hours
 - Continues to be a BIG problem
- PR/Marketing
 - EDDM (every Door Direct Mailing) going to every household/PO Box in Lancaster with the June "Crier"
- Formula Grant
 - Over \$10,000 of the original \$16,440 remains unspent!
 - Expect state to allow funds to be rolled over into new FY
 - Age Friendly program needs rejuvenating; hire consultant with FG money?
 - HVAC for gym would be a real plus for the LCC
 - Garden beds need replacing
 - It was agreed to work with Alix to decide on best ways to spend the FG monies.
- Budget Status

- Budget will be voted at town meeting
 - Director's pay to be increased
 - Nicole Kanis and Michelle Macdonald meeting with Orlando Pacheco today to discuss vacation buyback
- Senior Tax Work-off Program
 - Orlando Pacheco was asked for historical numbers; no response
 - Have asked to be on BOS agenda
 - Asset guidelines/requirements imposed by Lancaster are a big problem
- Gardening Updates
 - Alix has asked the gardeners to be available for demonstrations and talks during the 10th anniversary celebration.
 - All beds have been allocated; there is a waiting list
 - Most/all of the beds need to be replaced or repaired next year. One bed failed completely this year; being replaced.
- Building Updates. Cleaning etc.
 - Excellent cleaning continues
 - Still some small leaks
- Food service updates- MOC etc. (Alix)
 - Would LIKE to resume in-house meals, but need staff/solutions
 - 25-30 meals are being sent out every day.
- Programming/Summer Planning
 - Exercise classes and BINGO are pivoting back to "in person", but the ZOOM option remains
 - June 29th is the celebration event for the 10th Anniversary of the LCC
 - EDDM mailing of the June "Crier" advertised the event to the whole town
 - After one week a number of residents near Harvard and Neck Road had not received the mailing.
 - Sandee's is doing the BBQ (chicken or pork); Rota's the ice cream
 - Costs being covered by the unspent funds in the lunch program
 - There will be games, dancing, a bounce house, and a dunk tank
 - Still holding off on offering out-of-town trips
 - Nicole Kanis will ask Town Counsel if we can ask/require vaccination proof
 - David James noted that MART still limits the number of passengers on the van (currently 6; up from 3).
- Grants (Alix)
 - No report; no time to work on this
- Administrative and Personnel
 - Still lacking anyone in the CSL position
- Liaisons or Subcommittee Review (all) – no report
- CSL update
 - No update – position still vacant
- Next meeting date – 7/12/2021

Meeting adjourned at 9:30am

Respectfully submitted,

A handwritten signature in blue ink that reads "David R. James". The signature is written in a cursive style with a large, stylized 'D' and 'J'.

David R. James, Administrative Assistant.



Town of Lancaster

701 Main Street, Suite 1
Lancaster, MA 01523

PUBLIC MEETING REMOTE PARTICIPATION GUIDELINES

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in place, the various Boards and Committees representing the Town of Lancaster will conduct their public meetings and hearings via remote participation. No in-person attendance of members of the public will be permitted.

In Advance of Meetings:

- All non-emergency items are still required to be properly posted at least 48 hours in advance of the meeting. This is still done by contacting the Town Clerk's office.
- All members should receive the same documents for the meeting electronically.
- Supporting documents should be posted on the Town's website and be available for members of the public.

Essential Components for Remote Meetings:

- Access to participate for a quorum of committee members at the time of the meeting.
- Ability to take minutes which accurately reflect the meeting and the votes taken.
- Ability to record meeting for playback (this is not required under the order, but is preferred)
- Ability to allow for real-time public participation/comments (this is not required under the order, but is preferred)
- Meeting with public hearings must provide access for third party participation to all members of the committee.

Identifying the Proper Medium to Conduct Meetings:

While we are suspending use of the Nashaway Meeting Room and Conference Room in the Prescott Building, and the ability to live stream through Sterling-Lancaster Cable, there are alternatives for Boards and Committees to consider. Below are a few options available to Committees. There may be alternatives that members are more comfortable using which will be permitted so long as the essential components for all meetings are met through use of that medium.

- *Town of Lancaster ZOOM account with Webinar Functions* – this account was purchased by the Town Administrator's office for hosting meeting that requires public participation/third party access for participation. This method is currently the preferred method and should be used by Boards and Committees that have hearing and require third party participation through public comments of from applicants seeking permits. (includes but is not limited to: Board of Selectmen, Planning Board, Board of Appeals and Conservation Commission)

- At this time, the town only has one executive ZOOM account. If you wish to use the ZOOM account, you may need to schedule meetings at different times/days than your board typically meets to ensure no conflict with other meetings.

- *Standard/Free Zoom Accounts* – Anyone can access a free Zoom account with up to 100 participants for a maximum 40-minute meeting. This function will allow Board and Committees to record their meetings for future playback and the ability to share screens. Please note there are several systems available that offer similar abilities and any of them can be used for this purpose. (ex. Google Meet, Skype for Business, Microsoft Teams, etc.)
- *Local Cable Access* – Currently, the Town does not allow for local cable access broadcast through the Nashaway Meeting Room. However, to the extent possible, local cable will be used if it is accessible and safe for staff, committee members, and members of the public.

Use of ZOOM for Remote Access to Public Meetings

Zoom Video Communications, Inc. (ZOOM) can be used for remote conferencing services to allow for remote access for public meetings. Access numbers and web addresses will be provided as part of each meeting's agenda posted to the town calendar on the homepage of Lancaster's website, www.ci.lancaster.ma.us.

Meetings can be accessed from your personal computer, cellphone and/or telephone. It is anticipated that most Board and Committee meetings will continue to be broadcast by Sterling-Lancaster Cable through ZOOM's "Record" feature.

Protocols for Remote Public Meetings Using the Webinar Feature

- All participants entering the meeting via a personal computer ("computer participants") are required to rename themselves with their official first and last name.
- Computer participants are encouraged to click on the "Participants" feature in ZOOM to view all participants and to view/use the "Q&A" function to pose questions on the bottom on the screen.
- Computer participants may "Pin" to a particular video screen.
 - It is recommended to "Pin" to the staff member associated with the committee or in the case there is no staff member, to the Chairperson. This can be done by right clicking over the three (3) dots symbol in the top right corner of the staff/chair's video screen.
- The Chair or present support staff should adhere to the script provided as an attachment to this document for the purpose of properly recognizing members and providing information to the public. (This script is a draft/guide and should be tailored to your needs)
- The Chairperson will identify himself or herself.
- The Chairperson will conduct the roll call of the Board
- The Chairperson will call the meeting to order
- All participants (excluding the Board members) will be muted throughout the meeting and must use the Q&A function.
- All participants are required to include their name and address when using the chat feature to pose a question to through the Chairperson.
- All documents displayed throughout the meeting will be controlled by the present staff member or Chairperson.
 - Only computer participants will be able to view documents.
- If and when the Chairperson allows for public comments/questions, it will be conducted the following sequence:
 1. The Chairperson will read public comments/questions received in advance of the meeting followed by real-time Board and/or applicant response.

2. The Chairperson will read real-time comments/questions typed by computer participants in the “Q&A” feature followed by real-time Board and/or applicant responses.

- Computer participants must click on “Q&A” to enter their comment/question.
- The staff or Chairperson will address the question live to the Board. It will be discussed then marked “answered” by the staff or the Chairperson.

3. The Chairperson will ask if any other participants accessing the meeting comments/questions.

- Board members needing to be recused at any point of during the course of a meeting will be placed in a virtual “Waiting Room” by the staff person of Chairperson.

Directions to access meeting will be posted on agendas for the public when available.