

Approved: May 3, 2021

**MINUTES OF THE PROCEEDINGS OF
THE INCLUSIONARY ZONING BYLAW WORKING GROUP (“IZBWG”),
APPOINTED BY THE PLANNING BOARD OF THE TOWN OF LANCASTER**

Meeting conducted via ZOOM internet conferencing
Friday, March 12, 2021

Present: Carol Jackson, IZBWG Member & Clerk of Planning Board
Roy Mirabito, IZBWG Member & Vice-Chair of Planning Board
Victoria Petracca, IZBWG Member & Chair of Affordable Housing Trust

Absent: None

List of Documents (Meeting Materials):
Draft Inclusionary Zoning Bylaw - Version 4 March 3, 2021
Same version as March 6, 2021 meeting

I. Call to Order & Administration

Carol Jackson, Member, called the Inclusionary Zoning Bylaw Working Group meeting to order at approximately 9:30 A.M.

Zoom meeting link: <https://us02web.zoom.us/j/85972746944> Meeting ID: 859 7274 6944

Meeting Materials: <https://www.ci.lancaster.ma.us/planning-board/pages/meeting-materials>

Note:

The Inclusionary Zoning Bylaw Working Group requested the Zoom transcript for its March 12, 2021 meeting from the Town via email on March 29, 2021 for the purposes of writing the corresponding meeting minutes.

Due to circumstances beyond its control, the Town has been unable to provide the Working Group with this Zoom transcript, nor video of this meeting, as of April 30, 2021. Should the Town and/or Zoom support team locate these needed materials in the future, the Working Group will gladly provide replacement minutes.

Please see the email correspondence attached at the end of these meeting minutes.

II. Approval of Meeting Minutes

Approval of February 17, 2021 Meeting Minutes, if available.

These minutes have not yet been circulated to the Working Group. Member Victoria Petracca stated she would try to circulate these soon.

III. Public Comment

None

IV. Scheduled Appearance(s)

None

V. Review Feedback

1. March 5, 2021 Questions to Town Counsel

The Inclusionary Zoning Working Group has not yet received a response to the three follow-up questions it submitted on March 5, 2021 to Town Counsel (via the Town Administrator and Planning Board Chair). It has followed up for a status update, and was told by the Town Administrator that feedback would be coming shortly.

2. March 8, 2021 Planning Board Meeting

The Working Group discussed the presentation given and the feedback received. In addition to the presentation of the current bylaw, the Working Group also explained to the Planning Board the three areas of follow-up currently in review with town counsel. The Planning Board was generally favorable to the presentation and the proposed bylaw. There were no obstacles to adoption presented by Members.

It was decided that the Working Group would return to the next Planning Board meeting scheduled on March 22 for follow-up conversation. This would allow the Planning Board Members the opportunity to read the proposed bylaw more closely in the meantime, and to be prepared to discuss in more detail, ask questions, and propose any desired amendments at the next meeting.

3. Any other feedback received

None at this time.

VII. New Business

Note: This agenda item should have been numbered “VI” and the subsequent items “VII” and “VIII”.

None

VIII. Communications

1. Schedule and announce next Inclusionary Zoning meeting via Zoom

The next meeting is Saturday, March 20, 2021 at 9:30 A.M. via Zoom.

IX. Adjournment

The meeting was adjourned by the Inclusionary Zoning Working Group at approximately 10:00 A.M.

Attachment – Email Correspondence from Working Group Requesting Transcript

***** Starts March 29, 2021 at bottom*****

From: vpetraccapublic@gmail.com <vpetraccapublic@gmail.com>

Sent: Friday, April 30, 2021 5:23 AM

To: 'Orlando Pacheco' <OPacheco@lanasterma.net>

Subject: RE: IZWG Transcripts

Hi Orlando,

Thanks for replying. I emailed LSCTV shortly after to ask if the Town had sent the two missing Inclusionary Zoning videos to them, i.e. March 6, 2021 and March 12, 2021. Executive Director Matt Downing replied "I'm sorry April 1st and 9th are the only two I've ever received."

The support team at Zoom might be useful. They need the Town's Zoom account information (which the Working Group does not have). If you are able to speak with them and ask, we would be grateful.

In the meantime, the Working Group will produce the March 6, 2021 and March 12, 2021 minutes with a note that we have been working with you to locate the two missing transcripts and videos since March 29, 2021. We want to avoid a gap with no explanation.

If you have any other ideas, we appreciate them. We have not encountered this situation before.

Thank you!

Victoria

From: Orlando Pacheco <OPacheco@lanasterma.net>

Sent: Friday, April 23, 2021 2:21 PM

To: vpetraccapublic@gmail.com

Subject: RE: IZWG Transcripts

I have not. They are not in the zoom folder because it only hold the information for so many days. They only allot a certain amount of storage so meeting will get deleted after time. Were they ever sent to SLCTV?

From: vpetraccapublic@gmail.com <vpetraccapublic@gmail.com>

Sent: Friday, April 23, 2021 1:43 PM

To: Orlando Pacheco <OPacheco@lanasterma.net>

Subject: RE: IZWG Transcripts

Hi Orlando,

Any luck finding the 3/6 and 3/12 zoom recordings for inclusionary zoning?

We need to do minutes for these two meetings.

Thank you,

Victoria

From: vpetraccapublic@gmail.com <vpetraccapublic@gmail.com>

Sent: Tuesday, April 20, 2021 3:14 PM

To: 'Orlando Pacheco' <OPacheco@lancasterma.net>

Subject: RE: IZWG Transcripts

The recordings are fine – that works, too!

Thanks!

From: Orlando Pacheco <OPacheco@lancasterma.net>

Sent: Tuesday, April 20, 2021 2:21 PM

To: vpetraccapublic@gmail.com

Subject: RE: IZWG Transcripts

I have not been able to track down these recordings. Our zoom history does not go back that far so I will see what we can find in terms of saved recordings.

From: vpetraccapublic@gmail.com <vpetraccapublic@gmail.com>

Sent: Monday, April 19, 2021 2:03 PM

To: Orlando Pacheco <OPacheco@lancasterma.net>

Subject: RE: IZWG Transcripts

Thanks, Orlando!

I'm doing minutes for the Inclusionary Zoning group, and still need the zoom transcripts for **March 6 and March 12**, too. I've looked thru everything and don't have those two.

Can you send those?

Thank you so much!

V.

From: Orlando Pacheco <OPacheco@lancasterma.net>

Sent: Monday, April 19, 2021 11:17 AM

To: Victoria Petracca <vpetraccapublic@gmail.com>

Subject: IZWG Transcripts

[Attachments: 4/1/21, 4/9/21, 4/16/21]

Attached are the transcripts from April 1, 9, 16. Orlando

From: Orlando Pacheco <OPacheco@lancasterma.net>

Sent: Wednesday, March 31, 2021 9:54 AM

To: vpetraccapublic@gmail.com

Cc: Roy Mirabito (rsmirabito68@gmail.com) <rsmirabito68@gmail.com>; Carol Jackson (planbrd68@gmail.com) <planbrd68@gmail.com>

Subject: RE: Transcripts

[Attachments: 3/2/21, 2/17/21, 2/5/21]

See attached. Orlando

From: vpetraccapublic@gmail.com <vpetraccapublic@gmail.com>
Sent: Wednesday, March 31, 2021 5:34 AM
To: Orlando Pacheco <OPacheco@lancasterma.net>
Cc: planbrd68@gmail.com; rsmirabitopb@gmail.com
Subject: RE: Transcripts

Ok, thanks, that helps. We are just missing the IZ transcripts for:

- 3/2
- 3/6
- 3/12

Can we get those for minutes?

From: Orlando Pacheco <OPacheco@lancasterma.net>
Sent: Monday, March 29, 2021 2:51 PM
To: vpetraccapublic@gmail.com
Subject: RE: Transcripts

[Attachments: 2/5/21, 2/12/21, 3/20/21, 3/26/21]

This is what zoom had readily available. Orlando

From: vpetraccapublic@gmail.com <vpetraccapublic@gmail.com>
Sent: Monday, March 29, 2021 2:03 PM
To: Orlando Pacheco <OPacheco@lancasterma.net>
Subject: Transcripts

Hi Orlando,

The Inclusionary Zoning Working Group is in need of the following Zoom transcripts for getting minutes done:

- 3/2
- 3/6
- 3/12
- 3/20
- 3/26

Thanks!

Victoria

The contents of this email and any attachments are the property of the Town of Lancaster Massachusetts and subject to the Public Records Law, M.G.L. c. 66, section 10. When writing or responding, please remember that the Massachusetts Secretary of State's Office has determined that email is a public record and not confidential.