



LANCASTER SELECT BOARD
Regular Meeting Agenda via ZOOM™
Monday, December 6, 2021
6:00 P.M. – 9:00 P.M.

In accordance with the Open Meeting Law, please be advised that this meeting is being recorded and broadcast over Sterling-Lancaster Community TV

I. CALL TO ORDER

Chairman Jason A. Allison will call the meeting to Order at 6:00 P.M. via ZOOM™

Join Zoom Meeting

<https://us02web.zoom.us/j/81296943710>

Meeting ID: 812 9694 3710

II. APPROVAL OF MEETING MINUTES

Review and take action on Regular Meeting Minutes of October 18, 2021 & November 1, 2021

Review and take action on Special Meeting Minutes of October 26, 2021

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS

6:05PM Notice of Public Hearing – Tax Classification for Fiscal Year 2022
In accordance with G.L. c.40, §56, the Board of Selectmen will conduct a Public Hearing on the question of adoption of percentages of the total tax levy to be borne by each class of real property (residential, commercial, industrial, open space) and personal property for Fiscal Year 2022. The Hearing will be held via ZOOM on Monday, December 6, 2021, at 6:05 P.M. All interested parties are invited to attend and be heard.

6:15pm Notice of Public Hearing – Koch Lancaster, Inc – Class I License
Notice is hereby given that a Public Hearing will be held on Monday evening, December 6, 2021, at 6:15 P.M., via Zoom, 701 Main Street, Lancaster, MA on application of Koch Lancaster Inc., dba Koch Route 2 Toyota, 700 Old Union Turnpike, Lancaster, MA for a License to Sell New Motor Vehicles (Class I). All persons interested in and wishing to be heard on this matter are requested to appear at the aforementioned time and place. Written comment will also be accepted up to time of said hearing.

6:30 pm Notice of Public Hearing – Proposed Smart Growth Zoning District
Pursuant to Chapter 40R of the Massachusetts General Laws, and the associated regulations, specifically 760 CMR 59.05(1), the Select Board will hold a public hearing on December 6, 2021 at 6:30 p.m. via ZOOM to consider a proposed Smart Growth Zoning District and to consider the Board's submission of an Application for Preliminary Determination of Eligibility for 40R Zoning to the Massachusetts Department of Housing and Community Development. The proponent of this District and Application is the Lancaster Affordable Housing Trust and is recommending the North Lancaster Smart Growth Zoning District comprised of properties at Assessor's Parcel ID #s 14-4.M, 14-4.L, 14-4.N, 14-4.G, 14-4.F, 14-4.C, 14-4.B, 14-4.K, 14-4.J, 14-4.I, 14-4.H, 14-4.A, 14-8.A, 14-8.0, 14-4.0, 14-9.0, totaling approximately 64 acres.

The application, plans, and other materials may be reviewed at the Town Hall, 701 Main Street, Lancaster, MA 01523 or online at <https://www.ci.lancaster.ma.us/affordable-housing-trust>.



LANCASTER SELECT BOARD
Regular Meeting Agenda via ZOOM™
Monday, December 6, 2021
6:00 P.M. – 9:00 P.M.

In accordance with the Open Meeting Law, please be advised that this meeting is being recorded and broadcast over Sterling-Lancaster Community TV

IV. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS

- Joint Meeting with the Finance Committee to meet potential candidate Jocelyn Mylott to fill unexpired term on the Finance Committee (Vote may be taken)
- Joint Meeting with the Finance Committee to discuss and may take action on Regional Amendment Appointment.
- Frank Streeter of the Memorial School Reuse Committee to give Committee update.

V. PUBLIC COMMENT PERIOD

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.

VI. TOWN ADMINISTRATOR REPORT

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

- Fleet EV Study
- Dispatch Executive Director Appointment
- Body Camera Grant
- Town meeting location and set up
- Discuss memorandum of understanding for the 40R district in North Lancaster
- Statewide opioid settlements – participation forms
- Holiday hours for Town Buildings

VII. ADMINISTRATION, BUDGET, AND POLICY (Votes may be taken)

1. Special Town Meeting (Open/Close Warrant)
2. Town Administrator transition schedule (Allison)
3. Interim Town Administrator selection (all)
4. Town Administrator agency selection (all)
5. Process for appointing conservation agent (Allison)
6. Process for appointing recreation director (Allison)
7. Town Counsel selection (Allison)
8. Follow-up to Russ Williston Open Meeting Law complaints (Allison)
9. Cultural Council to have meetings to give ideas on future use of town hall (Moody)
10. Historical society to work with Select Board to put up some paintings on Prescott Building walls (Moody)
11. Time and duration of Select Board Meetings (Turner)
12. Discuss appointments and employees onboarding. (Turner)



LANCASTER SELECT BOARD
Regular Meeting Agenda via ZOOM™
Monday, December 6, 2021
6:00 P.M. – 9:00 P.M.

In accordance with the Open Meeting Law, please be advised that this meeting is being recorded and broadcast over Sterling-Lancaster Community TV

13. Discuss Freedom of Information Act (FOIA) requests, and policy for website and staff involved (Turner)
14. Present proposed charter and details about approved Audit Committee (Turner)
15. Recap of CARES money as from TA report submitted (Turner)
16. Citizen engagement re development: Forums, scope etc. (Turner)
17. Liaison report from HR. Director on Proposed by-law updates to personnel by-law as suggested by HR. Need for STM and for review. (Turner)
18. Complaint about alleged Code violation to BOS/HR (Turner)

VIII. APPOINTMENTS AND RESIGNATIONS (Vote to be taken)

Resignation

- David Koonce, Conservation Agent

IX. LICENSES AND PERMITS - NONE

X. OTHER/UNFINISHED BUSINESS

- **Event and Entertainment fees and frequency (Moody)**
Board is going to look into what revenue other communities receive (Topsfield/Brimfield)
- **Division of Capital Asset Management and Maintenance (DCAMM) (Turner)**
Finalize Warrant Article language
- **American Rescue Plan Act (ARPA) – Schedule guidelines and impact of new infrastructure bill (Turner)**
Board to set a special meeting or discuss at its next meeting
- **Set date of our legislative update (Turner)**
Send invite for December meetings

XI. NEW BUSINESS *

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

XII. COMMUNICATIONS

- Select Board's next regular meeting will be held via Zoom on December 20, 2021 at 6:00pm

XIII. ADJOURNMENT



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 meetings that require public participation/third party access for participation. This method is currently the preferred method and should be used by Boards and Committees that have hearings 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 Boards 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 to mute themselves to limit background noise and interference with the meeting.
- 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 should use the raise hand feature (or chat room) to ask a question or point of information.
- All participants are required to include their name and address when asking a question or participating regardless of screen name to insure meeting minutes and public records are accurately recorded.
- 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 ask if any other participants accessing the meeting comments/questions; additional questions will be asked using the "Raise Hand" feature
- 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 or Chairperson.

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