



LANCASTER SELECT BOARD
Regular Meeting Agenda via ZOOM™
Monday, November 1, 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/82629903076>

Meeting ID: 826 2990 3076

III. APPROVAL OF MEETING MINUTES

Review and take action on Regular Meeting Minutes October 4th.

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS

6:10PM Public Hearing - Application for Sale of Motor Vehicles – Class I

Notice is hereby given that a Public Hearing will be held on **Monday evening, November 1, 2021, at 6:10 P.M., via Zoom, 701 Main Street, Lancaster, MA** on application of GPI MA-TVI, Inc., dba IRA Toyota Route 2, Inc., 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. – Select Board

6:30PM Interview – Community Development Planner Director

6:30 pm - Jasmin Farinacci

7:05 pm – Christopher Sullivan

7:40 pm - Marc Resnick

IV. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS

- Planning Board Chair Russ Williston to discuss Hawthorn Hill Planning Board Memo

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.

- CARES ACT Spending Follow up
- Devens HHW Audit/Assessments



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- DOT Shared Streets Completion
- ARPA Small Business Loan Program

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Tabled agenda item 10/18/21 - Discussion to make the Economic Development Committee a permanent committee. Vote may be taken (Moody)
2. Tabled agenda item 10/18/21 - Electric Aggregation Agreement (Moody)
3. Tabled agenda item 10/18/21- Site Walk – Keating (Moody)
4. Tabled agenda item 10/18/21 -Landfill mowing (Moody)
5. Discuss a date for Fall Town Meeting (Moody/Allison)
6. Discuss potential Select Board articles for Fall Town Meeting (Moody/Allison)
7. Incentivize residents to get Covid vaccine. (Allison)
8. Create link on website for public comments (Allison)
9. Create email address regarding North Lancaster public comments (Allison)
10. Limit written public comment to 3 minutes (Allison)
11. Honor 2021 retiring police officers (Turner)
12. Perkins School - status and plans (Turner)
13. Department of Public Works (DPW) to make priority for water (Moody)

VIII. APPOINTMENTS AND RESIGNATIONS

Resignations (Vote to be taken)

Plumbing Inspector – Thomas P. Soldi

Appointments (Votes may be taken)

Plumber and Gas Inspector – Kenneth Poulin Jr.

Community Preservation Act Committee

- Linnea Lakin Servey - Resident at Large
- Barbara Foster – Housing Authority
- C. Peter Christoph – Planning Board.

IX. LICENSES AND PERMITS -

- Common Victualler License – GPI MA-TVI, Inc. dba Ira Toyota Route 2, Inc. 700 Old Union Turnpike

X. OTHER/UNFINISHED BUSINESS

- **Vaccine Mandate Policy**
- **Hybrid Select Board Meetings**
Town Administrator Pacheco was tasked to put together a proposal on the Select Board could approach some sort of hybrid meeting.



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- **Code of Conduct Policy**
The HR Director is currently compiling comments received into a document for the Select Board. This should be available for the Board’s review in a couple of weeks.
- **North Lancaster Settlement**
The Board has received a letter from the Capital Group outlining the North Lancaster settlement and requesting a meeting. Mr. Allison suggests assigning a liaison to Capital Group to meet with the landowner(s) and the developer who could be a facilitator, and who could engage with all parties on a regular basis. Ms. Turner expressed frustration that the project has taken so long to get to this point. Mr. Allison would like to be considered for the liaison role. Mr. Moody discussed how well the Affordable Housing Trust has worked with the Capital Group to jointly plan for the residents of Lancaster to bring about items from dog walking areas and playgrounds to lower rates on affordability. No conclusion was reached; Mr. Allison asks that this item is left on the agenda, but he will not bring it up again.
- **Division of Capital Asset Management and Maintenance (DCAMM)**
Addressed in earlier presentation
- **Aggregation**
The Select Board has received a memo from the Energy Commission following their meeting with Colonial. Mr. Pacheco reports that he is expecting official pricing from various suppliers to service the aggregation load tomorrow. Mr. Pacheco advises that the best approach right now is a 12-month contract, at which point we could evaluate the impact of additional renewables. He noted there will be some “sticker shock” with the electric bills.
- **Gazebo Ramp**
Materials have been ordered and the goal is to have this completed by Halloween is on target. Mr. Pacheco reported that Dig Safe will need to be called for this project.
- **Status Barrett Planning Group**
Mr. Allison directed the Board’s attention to a memo from Mr. Pacheco on this topic. He notes that Mr. Pacheco is “trying to make it work” and that he was displeased with the way that the Planning Board Chairman had spoken to the Town Administrator. Ms. Turner asked that this discussion be continued at the next meeting so that she has an opportunity to review the material.
- **Audit Services**
Powers & Sullivan is under contract for the FY22 Audit. Mr. Pacheco reported that this is an exempt service but can do a quote. Ms. Turner would like to assemble an Audit Committee.

XI. NEW BUSINESS *

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

XII. COMMUNICATIONS

- Select Board Special Meeting will be held via Zoom on November 2, 2021 at 6:00pm
- Town Offices will be closed on Thursday, November 11, 2021 in observance on Veterans Day.
- Select Board’s next regular meeting will be held via Zoom on November 15, 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.