



**LANCASTER SELECT BOARD – REVISED\***  
**Regular Meeting Agenda via ZOOM™**  
**Monday, December 20, 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/88477413292>

Meeting ID: 884 7741 3292

One tap mobile

+16465588656,,88477413292# US (New York) 13017158592,,88477413292# US

+(Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 884 7741 3292

Find your local number: <https://us02web.zoom.us/u/k9BBctQce>

**II. APPROVAL OF MEETING MINUTES**

Review and take action on Regular Meeting Minutes:

August 16, 2021, November 15, 2021, December 6, 2021

Review and take action on Special Meeting Minutes:

March 24, 2021, November 2, 2021, November 10, 2021 & November 24, 2021

**III. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE**

**IV. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE**

**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.



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**VI. TOWN ADMINISTRATOR REPORT**

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

- Minuteman Regional District Assessment
- Municipal Aggregation Status Report
- Green Communities Grant
- Prison Mitigation
- Prescott ADA Upgrade (Handrails)
- Local Acquisitions for Natural Diversity (LAND) Grant Closeout

**VII. ADMINISTRATION, BUDGET, AND POLICY – Votes may be taken**

1. Finalize Town Administrator transition schedule (Allison)
2. Open Meeting Law Complaint filed by Ryan Aldrich regarding Select Board Members Alexandra Turner and Jay Moody had a meeting regarding the selection and deliberation on the interim Town Administrator that was not posted.
3. Finalize Town Administrator search agency selection (Allison)
4. Vote to accept Town of Lancaster – 2020 Re-Precincting (Town Clerk)
5. Discuss allocation of American Rescue Plan Act (ARPA) funds to support Board of Health initiatives (Allison)
6. Discussion when to resume in-person meetings (Allison)
7. Discuss the town meeting date, and place and who is to be in charge of arrangements (Moody)
8. Discuss the advertisement of Ad Hoc Audit committee members (Moody)
9. Discuss the status of Annual Town Report (Moody)
10. Cultural Council to have meetings to give ideas on future use of town hall (Moody) tabled 12/6/21
11. Historical society to work with Select Board to put up some paintings on Prescott Building walls (Moody) – tabled from 12/6/21
12. Time and duration of Select Board Meetings (Turner) tabled from 12/6/21
13. Discuss appointments and employees on boarding. (Turner) tabled from 12/6/21
14. Discuss Freedom of Information Act (FOIA) requests, and policy for website and staff involved (Turner) tabled from 12/6/21
15. Present proposed charter and details about approved Audit Committee (Turner) tabled from 12/6/21
16. Recap of Coronavirus Aid, Relief and Economic Security (CARES) Act money as from Town Administrator report submitted (Turner) tabled from 12/6/21
17. Citizen engagement re development: Forums, scope etc. (Turner) tabled from 12/6/21
18. Liaison report from Human Resource (HR) Director on Proposed by-law updates to personnel by-law as suggested by HR. Need for Special Town Meeting (STM) and for review. (Turner) tabled 12/6/21
19. Complaint about alleged Code violation to Select Board/Human Resource Director (Turner) tabled 12/6/21



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**VIII. APPOINTMENTS AND RESIGNATIONS \***

Re-appointments\*

Affordable Housing Trust- Victoria Petracca & Carolyn Reed for two-year term, terms to expire 12/20/23

Appointments

Part-Time Recreation Director – Michelle Currier

Recreation Committee – Thomas Wood, term to expire 6/30/2023

Cultural Commission – Peter Christoph, term to expire 6/30/2024 (first term)

Resignations

Recreation Committee – Katie O’Riorden, effective immediately

**IX. LICENSES AND PERMITS -**

I. Review and take action on the following ABCC licenses

Michael’s Bridge Diner – Retail License to Sell Wine & Malt and Common Victualler License

II. Review and take action on the following 2021 Renewal License Applications

1. Cumberland Farms – Common Victualler
2. Dunkin Donuts – Common Victualler
3. Kimball Farm – Common Victualler
4. Mobile/Exxon – Common Victualler
5. Trolley Stop – Common Victualler
6. Murphy’s Hot Dog Truck – Lunch Cart License
7. Crawford Truck Sales, Inc. – Class II
8. F.J.S. Auto, Inc. – Class II
9. Koch Route 2 Toyota – Class I and Common Victualler
10. Nationwide Auto Recycling, Inc. – Class III and Collector & Dealer of Junk
11. JC Madigan – Class I
12. Modena Motors – Class II
13. RBI Motors – Class II
14. Ron Bouchard Auto Sales, Inc. - Honda – Class I and Class II
15. Ron Bouchard Dodge, LLC – KIA – Class I and Class II
16. Ron Bouchard Auto Sales, Inc. - Nissan – Class I and Class II
17. Route 117 Used Auto Parts, Inc. – Class II, Class III and Collector & Dealer of Junk

**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



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- **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 January 3, 2022, at 6:00pm

**XIII. ADJOURNMENT**



# Town of Lancaster

701 Main Street, Suite 1  
Lancaster, MA 01523

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## ***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](http://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.