



LANCASTER SELECT BOARD
Regular Meeting Agenda via ZOOM™
Monday, May 16, 2022
6:00 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/82236648171>

Meeting ID: 822 3664 8171

One tap mobile

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II. APPROVAL OF MEETING MINUTES

Review and take action on the following

- Regular Meeting Minutes of April 20, 2022 & Meeting Minutes of May 2, 2022

III. TOWN ADMINISTRATOR'S REPORT

- Overview of new Social Media handle/platform for official Town business
- DRAFT *Social Media Policy* outline
- Comments and feedback received regarding Capital Group 40B Application to MassHousing. See memo to Residents and Boards/Committees from Town Administrator Kate Hodges, dated Tuesday, May 3, 2022.

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS - 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.

VI. ADMINISTRATION, BUDGET, AND POLICY (Vote may be taken)

1. Reorganization of the Select Board
2. FY22 Spending Freeze Memo from Town Administrator, Kate Hodges to Department Heads dated May 10, 2022.



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3. Review of New Personnel Documents, Annual Performance Reviews
 - a. Management
 - b. Administrative-Clerical
4. Draft Charge for Governance Study Committee – review & vote may be taken
5. Select Board Delegation of Certain Duties to the Town Administrator
6. Discussion on American Rescue Plan Act (ARPA) requests
 - a. Boiler Replacement, Mary Rowlandson Elementary School
 - b. Planning Director and Building Commissioner request
7. Discussion on Affordable Housing Trust Appointments
 - a. Member of the Select Board
 - b. Ex-officio non-voting member.

VII. APPOINTMENTS AND RESIGNATIONS

Resignations:

The Lancaster Director of Community Development and Planning letter to inform the Select Board that Chairman Russ Williston has submitted a letter of resignation from the Planning Board dated April 12, 2022.

- Outline process and timeline for temporary appointment to fill Planning Board vacancy (term to expire?)
- Outline process and timeline for temporary appointment to fill Ad Hoc MOU (Memorandum of Understanding) Committee for North Lancaster

Annual Appointments – Term to expire June 30, 2023: (review & vote may be taken)

- ADA Coordinator – Kate Hodges
- Chief Procurement Officer – Kate Hodges
- Animal Control Officer – Phyllis Tower
- Animal Inspector (Barn Brook) – Phyllis Tower
- Fence Viewer – Brian Gingras
- MART Advisory Board Designee – Alix Turner
- Measurer of Wood & Bark – Ronald W. Valinski
- Sealer of Weights & Measures – Ronald W. Valinski
- Town Counsel – Miyares and Harrington, LLP
- Labor Counsel - Mirick O'Connell

Re-Appointments: (review and vote may be taken)

- **Agricultural Commission**
Susan Miner, Term to expire 6/30/25
- **Animal Control Commission**
Robert Foney, Term to expire 6/30/25
- **Board of Appeals (ZBA)**
Frank Sullivan, Term to expire 6/30/27 (Five-year term)



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• **Historical Commission**

- Joy Peach, Member, Term to expire 6/30/25
- Joan Richards, Member, Term to expire 6/30/25
- Mark Schryver, Member, Term to expire 6/30/25
- Jean Watson, Associate Member, Term to expire 6/30/25

• **Recreation Committee**

- Mark Renczkowski, Term to expire 6/30/25
- Monica Tarbell, Term to expire 6/30/25

• **Board of Registrars**

- Mary Perreira, (D), Term to expire 6/30/25

VIII. LICENSES AND PERMITS

- Application for License for Theatrical Exhibitions, Public Shows, Public Amusements and Exhibitions of Every Descriptions held on Weekdays for Profound Market at Lancaster Fairgrounds, 318 Seven Bridge Road to be held on Saturday, June 11, 2022, from 8:30am-5:00pm.
- Application for License for Town Licenses Dancing, Sports, Games, Fairs, Expositions, Plays or Entertainment of Public Diversion on Sunday for Profound Market at Lancaster Fairgrounds, 318 Seven Bridge Road to be held on Sunday, June 12, 2022, from 10:00am-5:00pm.
- Special (One Day) Liquor License Application for the Bolton Fair, Inc., 318 Seven Bridge Road, for the Event Profound Market from June 11, 2022 (8:30am-5:00pm)– June 12, 2022 (10:00am- 5:00pm) (Delivery Date June 10, 2022) for All Alcohol – Non-Profit
- Special (One Day) Liquor License Application for Beer and Wine to Little Bear Stables for their fund raiser /grand opening, located at 61 Moffett Street, Lancaster, to be held on May 21, 2022, from 11:00am-4:00pm.
- Town of Lancaster Application for Use of Town Green/Gazebo for the Thayer Memorial Library for weekly activities to be held on Thursdays and Fridays (May 2022 – October 2022) for story times outside weather permitting at 10:30am.

IX. OTHER/UNFINISHED BUSINESS

X. NEW BUSINESS *

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

XI. COMMUNICATIONS

- Select Board will hold a Special Meeting (Hybrid) on May 23, 2022, at 6pm in the Nashaway and via ZOOM.
- Town Offices will be closed on Monday, May 30, 2022, in observance of Memorial Day.

XII. ADJOURNMENT