



**LANCASTER SELECT BOARD**  
**Regular Meeting Agenda via ZOOM™ - REVISED\***  
**Wednesday, September 8, 2021**  
**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/82752443922>

Meeting ID: 827 5244 3922

One tap mobile

+13017158592,,82752443922# US (Washington DC) 13126266799,,82752443922#

+US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 827 5244 3922

Find your local number: <https://us02web.zoom.us/u/kcS8BoMidw>

**II. PUBLIC COMMENT PERIOD**

6:00 P.M. - Opportunity for the public to address their concerns, make comment and offer

6:10 P.M. suggestions on operations or programs, except personnel matters. Complaints or criticism directed at staff, volunteers, or other officials shall not be permitted.

**III. APPROVAL OF MEETING MINUTES**

Review and take action on Regular Meeting Minutes August 16, 2021.

**IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS**

6:10 PM. **NOTICE OF PUBLIC HEARING**  
**PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS**

Under the provisions of Chapter 166, Section 22 of the General Laws, and any additions thereto or amendments thereof, a Public Hearing is scheduled for **Wednesday at 6:10 pm on September 8, 2021 via ZOOM** to consider a petition submitted by National Grid and Verizon New England, Inc., requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Lunenburg Road – National Grid to install 1 JO Pole on Lunenburg Road beginning at a point approximately 13 feet northwest of the centerline of the intersection of Laurel Hill Road/Lunenburg Road. New residential development being fed from new riser pole 9-5. LANCASTER SELECT BOARD



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**V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS -**

- Recreation Commission – Discussion on Recreation Director Vacancy

**VI. TOWN ADMINISTRATOR REPORT**

Town Administrator Orlando Pacheco will update the Select Board on the following:

- Legal Services Request for Proposals (RFP)
- Other Post Employee Benefits (OPEB) Returns
- Potential Special Town Meeting Warrant Articles
- Vaccination Clinics
- Cultural Council Appointments
- OpenGov Software Platform
- American Rescue Plan Act (ARPA) of 2021

**VII. ADMINISTRATION, BUDGET, AND POLICY**

1. Discussion on Lancaster Economic Planning (Allison)
  - a) Lancaster Master Plan Implementation  
[https://www.ci.lancaster.ma.us/sites/g/files/vyhlf4586/f/uploads/plan\\_implementation\\_element\\_vix.pdf](https://www.ci.lancaster.ma.us/sites/g/files/vyhlf4586/f/uploads/plan_implementation_element_vix.pdf)
  - b) Lancaster Economic Develop Plan (Allison)  
[https://www.ci.lancaster.ma.us/sites/g/files/vyhlf4586/f/uploads/economic\\_development\\_plan.pdf](https://www.ci.lancaster.ma.us/sites/g/files/vyhlf4586/f/uploads/economic_development_plan.pdf)
2. Open Meeting Law support request (Allison)
3. Discussion on Select Board meeting minute generation (Moody)
4. Senior Work-off Application with back up. (Moody)
5. Change the date of Town Meeting. (Moody)
6. Select Board's role in the Coronavirus Aid, Relief and Economic Security (CARES) Act and the full accounting of all spending and reimbursements (Moody & Turner)
7. Discussion on Vaccine Mandates (Turner)

**VIII. APPOINTMENTS AND RESIGNATIONS**

Appointments (Votes may be taken)

Personnel Board – Staggered terms of three years

- Jean Bean
- Jay Riley
- Denise Hurley
- Stan Starr

Finalize Principal Assessor Appointment

Select Board Finance Liaison - to be determined

Select Board Personnel Liaison – to be determined

Massachusetts Bay Transportation Authority (MBTA) Advisory Board – to be determined

Re-Appointments (Votes may be taken)

Memorial Day Committee – Term of Office is One Year per Town Bylaw, term to expire 6/30/2022



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- Barbara Foster
- Donna Sanginario
- Karen Shaw
- Ann Fuller
- Jennifer Lapen
- Alphonse Russo

Resignations (Vote may be taken)

- Economic Development Committee – Mark Grasso, effective 9/8/2021.

**IX. LICENSES AND PERMITS**

Special (One Day) Liquor License Applications:

Event- Bicycles Battling Cancer Cycling Fundraiser to be held on September 25, 2021 from 7am-4pm at 132 Fort Pond Inn Road, Lancaster.

Organization – American Cancer Society, Inc.

Event – 45<sup>th</sup> Annual Horseshed Fair to be held on October 2, 2021 at the First Church of Christ grounds, Main Street.

Organization – First Church of Christ, Unitarian.

Rental Applications - Use of Town Owned Building & Town Green

Event – Tree Lighting and Gazebo will be decorated to be held on December 5, 2021 from 6:30pm-8pm.

Organization – Lancaster 4H

Event – Easter Egg Hunt on the Town Green to be held on April 10, 2022 from 7:30am-9:30pm.

Organization – Lancaster 4H

\*Event – Friends of Thayer Memorial Library Annual Book Sale to be held on Wednesday, September 29, 2021 -Wednesday, October 13, 2021 at the Town Hall Auditorium.

Organization – Friends of Thayer Memorial Library

\*Event – 10<sup>th</sup> Anniversary party for the Lancaster Community Center to be held on Saturday, September 18, 2021 (rain date September 19<sup>th</sup>) from 3-6pm on the Town Green.

Organization – Lancaster Community Center

\*Event – The Beauty Around Us to be held in the Town Hall Auditorium from November 9, 2021 – November 22, 2021.

Organization – Lancaster Community Center and Council on Aging

\*Application to Erect Temporary Banner Along or Across a Public Way

Friends of Thayer Memorial Library request to place two banners facing traffic each way on the Town Green for Friends Annual Book Sale. To be displayed from September 18, 2021 – October 12, 2021.



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**X. OTHER/UNFINISHED BUSINESS**

- **Annual Town Report**  
Town Clerk to start compiling reports/work with departments
- **Code of Conduct Policy**  
Comments received from Public are on file with Select Board's office.
- **Evaluation of Town of Lancaster Website/Communication Committee**  
No action taken
- **North Lancaster Settlement**  
In process of setting up closing date/transfer of title
- **DCAMM Land Sale Partnership**  
Select Board member Alix Turner to discuss site walk scheduled with DCAMM/Meeting  
Scheduled for 9/29/21
- **Aggregation**  
Waiting for Select Board to advise on percentage of additional renewables, if any. Solicit new pricing after decision made.
- **Gazebo Ramp**  
Materials are being ordered for installation
- **Department Assistant for Community Development & Planning (CDP)**  
Temp. help is being solicited/Select Board to take action on new position and determine hours
- **Town Counsel Request for Proposal (RFP)**  
Advertised as of 9/1/2021
- **Review Renewal of Special Permit to Remove Earth Products for LLEC**  
Site walk and new well and confirm accurate zoning and a letter of credit in lieu of a bond.
- **Status Barrett Planning Group**  
Planning Board is requesting \$8000 be placed back in their revolving account
- **Audit Services**  
Powers & Sullivan is under contract for the FY22 Audit
- **0 Hardy Street**  
No objections (few responses) from Boards and Committees. Value has been re-adjusted to \$1,100.00. Property was listed as buildable but is a non-buildable land locked parcel.
- **Special Town Meeting**  
Tentative date Monday, October 4, 2021, pending feedback for other Boards and Committees

**XI. NEW BUSINESS \***

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

**XII. COMMUNICATIONS**

- COVID Coordinator Update – Tracy Gagnon
- Notification and Reminder to Stakeholders on Military Munitions within former Fort Devens
- Select Board's next regular meeting will be held via Zoom on Monday, September 20, 2021 at 6:00pm



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**XIII. ADJOURNMENT**