



LANCASTER BOARD OF SELECTMEN
Special Meeting Agenda
Via ZOOM
Thursday, May 27, 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 called the Special Meeting of the Board of Selectmen to Order at 6:00 P.M. via ZOOM™. Present were Select Board members, Jay M. Moody and Alexandra W. Turner and Town Administrator Orlando Pacheco.

Join Zoom Meeting

<https://us02web.zoom.us/j/87119846222>

Meeting ID: 871 1984 6222

II. PUBLIC COMMENT PERIOD

6:00 P.M. - 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.
6:10 P.M.

III. APPROVAL OF MEETING MINUTES

Review and take action on Regular Meeting Minutes of April 5, 2021 with edits
Review and take action on Special Meeting Minutes of April 14, 2021 with edits

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

VI. TOWN ADMINISTRATOR REPORT - NONE

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Review and may take action License for the electric car charging stations for 103 Hollywood Drive.
2. Discuss the May 4, 2021 Open Meeting Law complaint (Allison)
3. Discuss the format for the Town Administrator performance review (Allison)
4. Discuss a process for ensuring timely review of all employment contracts (Turner / Allison)
5. Town Administrator to present a proposal on how to manage remote participation post June 15 (Allison / Turner / Moody)
6. Discussion on how the search committees are going and if we want to continue to use them (Moody)



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7. Discuss an update to BOS meeting agenda format to include Robert's Rules for Unfinished Business (Allison / Turner)
 - o Link: <https://www.dummies.com/careers/business-communication/roberts-rules-unfinished-business-general-orders/>

VIII. APPOINTMENTS AND RESIGNATIONS

Resignations:

Memorial School Reuse Committee

Alexandra Turner, effective immediately

Appointments:

Economic Development Committee:

To be considered as member: Glenn E. Fratto, 300 Red Tail Way

Memorial School Reuse Committee:

Historical Commission Appointee – Mark Schyver

Historical Committee Appointee Alternate – Heather Lennon

Resident – Cynthia Lefebvre, 134 Packard Street

IX. LICENSES AND PERMITS

1. Renewal Class II License – Modena Motor Group – Vote May be taken
2. Use of Town Green/Gazebo request: Thayer Memorial Library Summer Concert Series to be held on Wednesday s from 5pm-8pm on the following dates:
 - June 30th , July 7th , July 14th , July 21st , and July 28th
3. Use of Town Green/Gazebo request; Thayer Memorial Library Wingmaster's Live Raptor Program from 1pm-2pm
4. Use of Town Green/Gazebo request: Thayer Memorial Library Animal Adventures Live Animal Program to be held on Wednesday August 11th from 6pm-7pm.

X. NEW BUSINESS *

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

XI. COMMUNICATIONS

- . Next BOS Meeting will be held on June 2, 2021 at 6:00 pm via ZOOM
- Town Offices will be closed on Monday, May 31, 2021 in observance of Memorial Day.
- Special Town Meeting and Annual Town Meeting will be held on Monday, June 21, 2021 beginning at 7:00pm, located at the Bolton Fairgrounds, 318 Seven Bridge Road.

XII. 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.