



LANCASTER SELECT BOARD
Special Meeting Agenda via ZOOM™
Tuesday, July 13, 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™

<https://us02web.zoom.us/j/84661824509>

Meeting ID: 846 6182 4509

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 following Meeting Minutes of:

May 19, 2021

June 2, 2021

June 28, 2021

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS -NONE

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS-NONE

VI. TOWN ADMINISTRATOR REPORT

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

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Selectmen Bylaws and Procedures states permanent committees and Boards have residents appointed not from outside of Town, Assessors (Moody)
2. Annual Town Report (Moody)
3. Initial conversation of Code of Conduct and Harassment Policy (Moody)
4. Senior Work-Off Program (Moody)
5. Discussion of hiring a Department Assistant in the Community Development & Planning and Inspectional Services (Moody)
6. Setting goals for Town to be used to develop policies and guides for Board decisions (Turner)
7. Initial Town Administrator goal discussion for upcoming year (Allison/Turner)
8. Proposal to establish quarterly check-in on Town Administrator Performance (Allison)



LANCASTER SELECT BOARD
Special Meeting Agenda via ZOOM™
Tuesday, July 13, 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

VIII. APPOINTMENTS AND RESIGNATIONS

Reappointments:

- Maribeth Eugene-Animal Control Commission (Term to expire June 30, 2024)
- Michael Burke – Board of Assessors (Term to expire June 20, 2024)

Resignations:

- Building Commissioner – Tony Zahariadis, (effective July 8, 2021)
- Recreation Committee – Joe Kennedy (effective immediately)

IX. LICENSES AND PERMITS

1. Special (One Day) Beer & Wine License (Vote may be taken)
Bolton Fairgrounds, Inc. – Application for Special (One-Day) Liquor License to serve Wine/Beer at the Bolton Fair, August 13^h – 15th, 2021 (Storage Day August 12, 2021)
2. Application for Public Entertainment (Weekdays) and Sundays (Vote may be taken): Annual Bolton Fair, August 13 –15, 2021. (Thursday 5-10pm, Friday Noon – 10pm, Saturday 9am-10pm and -Sunday 9am-9pm) at the Lancaster Fairgrounds, 318 Seven Bridge Road.
3. Application for Public Entertainment (Weekdays & Sunday) (Vote may be taken): Bay State Antique Truck Show (ATCA), to held on August 28th & August 29, 2021 from 8:00am to 8:00pm at the Lancaster Fair Grounds, 318 Seven Bridge Road.
4. Application for Public Entertainment on Sundays (Vote may be taken): British Motorcycle Show & Swap Meet – to be held on September 19, 2021 from 6:30 am-5pm at the Lancaster Fairgrounds, 318 Seven Bridge Road.

X. OTHER/UNFINISHED BUSINESS

- North Lancaster Settlement
- DCAMM Land Sale Partnership
- Aggregation
- Juneteenth Holiday
- Gazebo Ramp
- Administrative Assistant (CDP)
- Senior Tax Abatement Program
- COVID Funding
- Assessor Search



LANCASTER SELECT BOARD
Special Meeting Agenda via ZOOM™
Tuesday, July 13, 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

XI. NEW BUSINESS *

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

- Open Meeting Law/Public Records Law Training Date

XII. COMMUNICATIONS

- Next BOS Meeting date will be held on Monday July 19, 2021 at 6pm via Zoom

XIII. ADJOURNMENT



LANCASTER BOARD OF SELECTMEN
Special Meeting Minutes
Of Wednesday, May 19, 2021

I. CALL TO ORDER

Chairman Jay M. Moody called the Regular Meeting of the Board of Selectmen to Order at 6:00 P.M. via ZOOM™. Present were Selectmen Jay M. Moody, Jason A. Allison, Alix Turner and Town Administrator Orlando Pacheco.

<https://us02web.zoom.us/j/84703373281>

Meeting ID: 847 0337 3281

II. PUBLIC COMMENT PERIOD

6:00 P.M. Opportunity for 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.***

Chairman Jay Moody recognized resident Mark Grasso. Mr. Grasso requested that because the Commonwealth's state of emergency is scheduled to end on June 15, that the Board of Selectmen contact Lancaster's legislative delegation to urge them to support continued relaxed restrictions to Open Meeting Law so that Boards can continue to use Zoom or hybrid meetings. He also encouraged the Board of Selectmen to direct the IT Director to continue to work with technology to enable all boards to meet via Zoom so that citizens have easy ways to attend and participate in meetings. Mr. Moody supported this idea. Resident Frank Streeter supported this as well.

Selectman Turner thanked the voters for electing her to the Board of Selectmen. She stated that she wants to represent all residents of Lancaster, and that she wants to hear from residents and to encourage transparency in Town government, and to unify Lancaster. She shared a new email address that she has established, turnerselect@gmail.com, and her cell phone number, 970-592-0284. She too supports Mr. Grasso's request regarding Open Meetings. She hopes to see the board follow Robert's Rules of Order as well as established policies and bylaws. She would like to see all "backup materials" provided in the Selectmens' packets available on the Town website so that citizens could also see the material; to see more communication from

the Board of Selectmen on social media using official Town pages, and to communicate with citizens via inserts in the Town tax bills or census mailings.

III. APPROVAL OF MEETING MINUTES

Approve and take action Regular Meeting Minutes April 5, 2021.

Approve and take action on Special Meeting Minutes of April 9, 2021, April 14, 2021 and April 21, 2021

Mr. Allison requested that the minutes of April 5 be amended to include specific questions he had asked of Tie & Bond regarding Keating, and that the minutes of Board of Selectmen's Special Meeting April 14th be amended to include the specific statements made by the Finance Committee as to why they do not recommend a Prop 2-1/2 override.

Selectman Allison moved to approve the Regular Meeting Minutes of April 9, 2021. Selectman Moody Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Alexandra W. Turner abstained. [2-0-1]

Mr. Allison stated that Mrs. Rocco sent an email earlier today requesting that the Board of Selectmen table the minutes of April 21.

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS

The Division of Capital Asset Management and Maintenance (DCAMM) to discuss the disposition of Lancaster's School for Girls was schedule to present at 6:05 p.m.

Lisa Verrochi, Senior Project Manager, from DCAMM, along with Stephen Andrews, Director of the Office of Real Estate Management, and Deputy Commissioner Paul Crawley offered a PowerPoint presentation regarding surplus property on Old Common Road which has been closed since the mid 90's. This was a preliminary, informational presentation; their goal is redevelop this asset and put it into active use. They want to discuss their Sale Partnership model with Lancaster.

Ms. Turner asked questions regarding the timeframe. Ms. Verrochi responded that it's driven by the legislation, so it's difficult to tell, but the first step would be Lancaster's deciding to move ahead. No timeline can be established until legislation is complete.

Mr. Andrews stated that this meeting is the first step in working collaboratively for Lancaster to take control of the property and then incentives can be discussed.

A variety of topics were brought up, including Ms. Turner's notes about a leaking power plant, DPW request for additional well, and mixed-use development.

Chairman Moody recognized resident Victoria Petracca who had questions regarding the use of this parcel for affordable housing and potential costs to the Town.

Mr. Allison would like more information from towns in the Commonwealth that have worked on similar projects with DCAMM. Stephen Andrews suggested that the Board of Selectmen conduct due diligence and contact three towns. He will try to get a contact person to help Mr. Pacheco reach out directly to the Board of Selectmen or town administrator in towns to discuss their experience with DCAMM.

Mr. Pacheco advised the Board that we want to be ready in the next 60 days to issue an RFP for our own plan and consultant, because we want to have an idea of what we want to do when the property is conveyed so that way you can immediately go to that next steps. Mr. Allison stressed that he believes there is need for research beginning immediately so that the Town does not enter into any agreements that may be more work than anticipated. Ms. Turner suggested that this topic needs an in-depth meeting solely devoted to DCAMM, particularly to explore topics such as affordable housing.

Resident George Frantz had questions regarding the historic significance of the property and the involvement of the State Historic Register. He asked if a tour of the property, either actual or by video, could be available to residents. Mr. Andrews stated that there should be no problem with this and that he would prefer an actual tour.

Ms. Petracca requested that this presentation be posted online; Mr. Andrews stated that he'd have to clear this with his department. Ms. Petracca additionally asked if there was an appraisal of the property; representatives of DCAMM said an appraisal has not been done.

Resident Debra Williams stated that she is a neighbor of the property in question and that the property has not been open to the public for many years. She would encourage a tour so that residents in the area could see what's there, and would encourage a neighborhood or citizens group to be part of the discussion process. She also asked the status of an existing lease.

Mr. Moody stated that the Board of Selectmen would work on plans for a tour. Mr. Andrews asked Mr. Pacheco to coordinate a tour. Questions were raised regarding the status of Perkins relative to this property. Mr. Russell questioned how the property would be valued.

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

VI. TOWN ADMINISTRATOR REPORT

Mr. Pacheco has been working with Mike Antonellis dealing with some revisions to the bylaws for permitting process because there's been information from the EPA that Stormwater permitting will go to the planning board. The EPA seems to be pushing for Conservation Commissions to be the stormwater authority, as opposed to the planning board. Under the storm water by law, the planning board is the permitting authority. We need to look at best practices.

Mr. Pacheco reported to follow up to previous meetings that the vaccination clinic is now, with

the help of our legislative delegation, open at Devens, so that there is now more availability in the Nashoba Valley/North Central Mass area.

Mr. Pacheco noted that the Town Offices will be closed Friday, June 18, 2021, in observance of Juneteenth, a new official state holiday.

The postcard for the Annual Town Meeting has been finalized and will go out as an Every Door Direct Mailing (EDDM). Ms. Turner stated that this would be a good vehicle to provide citizens with information on voter registration. She questioned how the mailing went out and Mr. Pacheco will double check.

Mr. Pacheco mentioned that our dispatch executive director Ross Kuhn has taken a job in California, and that Jack Peril, a longtime Chelmsford Fire Chief, has been appointed Interim Executive Director. A search process has begun and Mr. Pacheco expects that it will take 2-3 months to have someone new on board. He clarified that this process is managed by the Administrative Board of the Dispatch District, a combination of Town Administrators, Fire Chiefs, and Police Chiefs. The final decision will be made by the District's Town Administrators.

Mr. Moody inquired as to the status of the Annual Town Report. Mr. Pacheco stated that although it has been prepared in the past by the Town Clerk, he thinks that the Selectmen's Office should handle it this year so as not to add additional work for the new Town Clerk. Information previously submitted is no longer available, so departments will need to resubmit their reports. He does not believe it is possible to have this finished by Annual Town Meeting.

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Reorganization of Select Board

Mr. Pacheco explained that typically the Clerk becomes Chair the following year, the Chair would then become a member, and the member would become Clerk. This has not been followed for several years. Ms. Turner stated that this is part of Board of Selectmen's Procedures. Mr. Allison moved, per MGL Section 52, to appoint Jay Moody as the Board's signatory for approval of bills/warrants. Ms. Turner seconded the motion but had questions, stating that the Municipal Modernization Act a designee to sign bills/warrants; she questioned whether or not additional members could still sign. Mr. Pacheco explained that this is just a process to expedite payments, but all warrants are kept on file so that they can be reviewed by any and all members. Mr. Allison requested that he go on record as supporting Mr. Moody as designee, and credited past Selectman Walter Sendrowski with handling this well.

Mr. Allison asked Mr. Pacheco for clarification on Section 52, "Provided, however, that the Member shall make available to the board at the first meeting following such an action, a record of such actions." Mr. Pacheco verified that this means that we need to keep the warrant on file. Ms. Turner stated that she would like to sign all invoices; Mr. Pacheco re-affirmed that all Board members are welcome to sign or review invoices.

Selectman Allison moved per MGL Section 52, to appoint J. Moody as the Board's signatory for approval of bills/warrants. Selectman Turner Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Alexandra W. Turner vote Nay. [2-1-0]

Selectman Moody moved to appoint Selectman Allison Chairman of the Board of Selectmen for the upcoming fiscal year. Selectman Turner Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Alix Turner vote Aye. [3-0-0]

Selectman Turner moved to appoint Selectman Moody Clerk of the Board of Selectmen for the upcoming fiscal year. Selectman Turner Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

2. Discuss goals for next year: Town Administrator and Select Board

Mr. Moody presented his list of goals: 1. Commercial development and affordable housing; 2. Communications with the community for public involvement; 3. Town walkability, i.e., trails and sidewalks; 4. Hybrid meetings, Zoom plus live; 5. Town report; 6. Online harassment and Code of Conduct policies.

Ms. Turner suggested that Mr. Pacheco also propose some goals, that the goals need measurable metrics. She suggested that this topic should be taken up in a working meeting.

Mr. Allison asked Mr. Moody if this agenda item is specific to the Town Administrator's performance review. Mr. Moody stated this topic only applies to the coming year, both to the board and to Mr. Pacheco.

Mr. Moody stated that the Board of Selectmen needs to have in place goals for the Town Administrator prior to July 1. He will send the performance review criteria as defined in the Town of Bolton for the Board's review.

Ms. Turner suggested the Massachusetts Municipal Association (MMA) as an additional resource. Ms. Turner stated that goals need to be developed for the Human Resources Director.

Mr. Allison and Mr. Pacheco agreed to meet offline to better schedule Board of Selectmen meeting so that some meetings could be dedicated to administrative topics.

Mr. Allison spoke to his goals: he thinks the Town will best be served by making sure the Town Administrator's job description is reasonable and has attainable goals.

3. Recycling future

Mr. Moody received a call from the person currently managing recycling, advising the Board of Selectmen that the price of recycling has gone up and asking if the Board of

Selectmen could put more money toward recycling. Mr. Pacheco has pulled the financials and they are currently at a break-even, but this can fluctuate. Ms. Turner requests that for further conversation the Board of Selectmen should have the numbers to meet with the Recycling Committee and possibly the Nashoba Valley Climate Coalition.

Mr. Pacheco will take as an action item providing the numbers to the Board of Selectmen; he requests that when Board of Selectmen members request an agenda item, providing information to the staff will help them provide more and better information.

Mr. Allison recognized resident Larry Shoer, who spoke to the difficulties currently faced by the Recycling Committee. Mr. Allison summarized the discussion, asking Mr. Pacheco to advise the Board as to whether they needed to take action.

4. Citizen items for town meeting complete and agreed upon?

Mr. Moody verified that he had requested this item. He wanted to verify that any errors in prior drafts had been corrected. Mr. Allison stated that he was working with Mr. Jackson and Mr. Williston on Article 10 and that he needed to provide Mr. Pacheco with an update. Mr. Moody stated that the goal is to have all of this done two weeks ahead of time and to have the draft warrant on the website for final review.

Ms. Turner asked if the Board was going to re-open the warrant. Mr. Pacheco stated that the Warrant is closed and has gone to print; he asked the Board of Selectmen if in their opinion it needs to be re-opened. Mr. Pacheco stated that he hasn't been approached with needs for any additional articles.

It was verified that Annual Town Meeting will be June 21st at 7:15 pm, with a Special Town Meeting at 7:00 pm, at the Bolton Fairgrounds and that there is availability for a second night if needed.

5. Communication with town residents

The Board brainstormed a variety of ideas for better communication, such as enclosures with the census or tax bills. Topics might include upcoming events, voter registration, library programs, etc. Further discussion was held about social media; Mr. Allison wanted to state for the record that there are no official Town social media pages, although there are many private pages.

Mr. Pacheco stated that an official one that was strictly informative might be useful for things like notifying the public that hydrants were being flushed, but not to invite dialogue.

6. Memorial Day Ceremony Update

There will be exercises on the Green and a small march to the Public Safety Center. People are invited to join, and it is hoped they will remain distant and respectful.

7. **Have members of Memorial School Reuse Committee all been sworn in?**

Mr. Allison asked if all members had been sworn in.

Town Administrator Pacheco stated No; noting that they are waiting for the Historical Commission to designate their representative. Mr. Pacheco reported that a few residents have asked to increase the committee size from seven to nine. Mr. Allison asked Mr. Pacheco to follow up with members who are believed to be on the committee.

8. **To add 32 Carter Street to the list of approved income eligible housing units**

Resident Victoria Petracca brought to the Board of Selectmen a for consideration a house in Lancaster that is deed restricted, originally built by Habitat for Humanity, and meets all criteria for subsidized housing but has never been formally added to the Town's subsidized housing inventory. She introduced Carolyn Read from the Housing Trust to speak to how the Town might receive credit for this property. Ms Read presented a draft of a LIP LIU application. She would like to see a deed restriction in perpetuity. A marketing plan would need to be submitted and the Board of Selectmen would need to approve same in order to submit the Marketing Plan and the application for DCD.

Mr. Allison asked if Ms. Petracca was speaking as the Chair of the Affordable Housing Trust. She responded in the affirmative. He asked about timing needs for this request; this property has been eligible for a number of years, probably since 2008, and will continue to be eligible.

Selectman Moody moved to approve the application to the DCD to have the property at 32 Carter Street added to the list of approved income eligible housing units. Selectman Turner Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Alix Turner vote Aye. [3-0-0]

9. **Recount process explained**

Mr. Moody requested an explanation of the recount process, in anticipation that there may be a recount of the recent Board of Selectmen's election. Mr. Pacheco explained that typically the Town Clerk and the Registrars will just review the ballots and the candidates have the ability to question ballots as they are counted. Mr. Moody asked about the cost of this process. Mr. Pacheco explained that this may vary depending on the cause of the recount; it may or not involve Town Counsel, a police detail, employee costs.

10. **Flag pole by monuments on green**

Mr. Moody stated that he'd noticed there was no flag on the green next to the monuments, and he wondered why. Mr. Pacheco answered that the anchor is being repaired and should be done this week, well in time for Memorial Day.

11. Electronic sign at public safety

Mr. Moody asked for this item to be placed on the agenda because he had received feedback that the existing light-up sign was not working. Mr. Pacheco stated that he is adding the purchase of a new sign to the Capital Plan. In Mr. Pacheco's opinion repairing the existing sign is not a good solution. A new one is approximately \$15,000 and repair estimates are about \$7,500. A new one would be better technology, making it easier to send messages. The Board of Selectmen requested Mr. Pacheco provide updated pricing.

12. Solar hookup with stop work orders

Mr. Moody asked for a status update on Stop Work orders that have been issued. Mr. Pacheco explained that there had been one Stop Work order issued early on by the Electrical Inspector; that has since been lifted. Current Stop Work orders have been issued by the Planning Board or Conservation Commission. The issues are currently in court and there is currently no action that the Board of Selectmen might take to move this along. Mr. Pacheco is helping the relevant committees coordinate the process.

13. Hiring policies including recruitment

Mr. Allison verified that this topic falls under the purview of the Human Resources Director; Mr. Moody had questioned why some recent hiring ads had been placed by parties other than the HR Director. Mr. Allison spoke to the priorities defined by the Board of Selectmen for the HR Director. Her first priority is to review CORI, I-9's, and personnel files. Her second priority is training. She has completed the recruitment of the Acting Assistant Town Clerk and off boarding the Assessor, the recruitment of Town Clerk, and recruitment of Health Code Response Assistant. Her next priority will be recruitment of the Director of Planning and Community Development.

Mr. Allison explained that he is the Board's liaison to the HR Director. Ms. Turner feels that there is much work to be done in this area and she would like to be involved. She feels strongly that there needs to be a Personnel Board. Mr. Allison suggested that he share the existing priority list before the Board of Selectmen discusses changes.

Mr. Pacheco explained to Mr. Moody that the recent postings had been easily created because they were both for union positions, and as such were pre-determined. The HR Director was involved in discussions about best practices for attracting candidates.

14. Discussion on Contract Notification Procedure

Mr. Allison stated that he had recently learned that several municipal contracts include automatic renewal clauses, and as such, if the Board of Selectmen takes no action in a contract-defined timeframe, they have no say as to the renewal of said contract. He would like to see a schedule of all contracts up for renewal in a fiscal year, with dates of contract expiration and the renewal timeframe, so that the Board of Selectmen can plan in advance for contract negotiation.

Selectman Allison moved that at the first regular Board of Selectmen meeting of February of each year the Town Administrator shall present all contracts which require attention for the upcoming year. No action was taken on the motion; Mr. Allison requested that the motion be tabled.

The Town Administrator and the Board of Selectmen will then discuss and agree on a schedule for each of the contracts to be mitigated.

Ms. Turner stated that this concept was good, but that it was Mr. Pacheco's job to monitor contracts and to notify the Board of timing for renewal. She also mentioned that February 1 may not be the appropriate time since not all contracts terminate at the same time and that renewal clauses may vary in length.

Ms. Turner stated that the Town had recently missed the timeline for renewal of the Fire Chief contract. Mr. Pacheco responded that this was not entirely accurate, because the contract did not expire until June 30. He clarified that all contracts now have a June 30 expiration date so that it's easier to manage. Mr. Pacheco suggested that he distribute a list of all contracts and renewal dates for consideration.

Selectman Turner moved to that the Town Administrator advise the Board of Selectmen of contract renewal four months in advance. There was no second; motion failed.

It was agreed upon that Mr. Pacheco will provide the Board with more information on existing contracts and renewal periods.

15. Review and take action on Lancaster Town Forest Legacy Project Proposal

Mr. Pacheco provided a summation of a presentation at an earlier meeting by the Nashua River Watershed Association. They have requested a letter of participation for a Forest Legacy Grant. It would involve a conservation restriction on portions of the Town Forest not currently restricted. Should funds from the grant impact Lancaster, there could be a requirement for some type of match. If the grant is used for communities other than Lancaster there would be no financial impact to Lancaster.

Selectman Turner moved to approve the Letter of Participation as drafted. Selectman Moody Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

16. Discussion on the Municipal Aggregation Pricing

Mr. Pacheco presented an open issue on the Town's Municipal Electric Aggregation pricing. The Town's current aggregate pricing is based on the renewable portfolio standard, the guidance that suppliers have to follow in terms of how much renewable energy is in a suppliers mandated contract. Lancaster is currently at 49%. There is a new

option offered by the Nashoba Valley Climate Coalition that would bring the amount of renewable energy to 100%.

Joining the meeting are Mark Kappadon and Denise Allard from Colonial Power Group, who currently manage the program. If the 100% option is selected, the impact on price goes from 10 cents a kilowatt hour to almost 14. So with the new option, at least environmentally you're doing a greater service, but you're also adding pricing to somebody's electric bill in a program.

When Lancaster initiated the municipal aggregation process the goal was to reduce pricing for residents, not necessarily for environmental attributes. This is a timely discussion because this is the time of year that energy prices are lowest.

Mr. Allison stated for the record that he may not be able to vote on this topic due to potential conflicts; he will consult the State's Board of Ethics.

The Board of Selectmen advised Mr. Pacheco that they would like to postpone this conversation until they have received more pricing information, the current Energy Services Agreement, and the RFP used by the Town to select Colonial.

17. Review and Take Action, License for Electric Car Charging Stations

Mr. Pacheco explained that he was originally asked by the Nashoba Valley Climate Coalition to try to get more electric vehicle charging stations, leading to discussions with the schools. A preliminary design was flawed, and we have now reconfigured that design that will work for up to five EV charging stations. He explained that we probably will not get all five, that three is more likely. They would be in school parking lots, and during non school hours would be available for resident use.

National Grid has designed a new service and they would need a license agreement. Mr. Allison asked about the cost to the Town. Mr. Pacheco responded that the cost of the stations would probably be about \$10,000, but that the Board of Selectmen was not being asked to approve funding tonight, only to authorize National Grid to at least start designing the poles and start to run the service line. Mr. Pacheco has secured grants in the amount of \$110,000 toward funding this project. The stations would be metered and the cost of the charge would be to the user, not the Town.

Ms. Turner would like to see a copy of the license. The Board of Selectmen will wait to see more information and will vote at the next meeting.

VIII. APPOINTMENTS AND RESIGNATIONS
--

Alternate Building Commissioner
Robert Lanciani, term to expire June 30, 2022

Second Alternate Building Commissioner
James Salmon, term to expire June 30, 2022

Economic Development Committee

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

The Building Commissioner is looking to appoint Alternate Building Commissioners to provide coverage when he is not available. There is no resignation to accept prior to appointment, because these are additional alternates, only paid for work performed. Ms. Turner questioned cost to the Town and it was clarified by Mr. Pacheco that these are non-benefited positions.

Tony Zahariadis (Building Commissioner) responded to Board questions regarding the need for these positions.

Ms. Turner made a Motion to appoint Robert Lanciani as Alternate Building Commissioner, term to expire June 30, 2022, to appoint James Salmon as Alternate Building Commissioner, term to expire June 30, 2022, and to appoint Robert Lansing as Alternate Building Commissioner, term to expire June 30, 2022. Selectman Moody Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

Mr. Allison questioned whether the Chairman of the Economic Development Committee had been notified of a new appointment of Glenn Fratto. Because it was unclear as to whether or not this had been done, the matter was tabled to the next meeting.

Mr. Allison had questions regarding the Search Committee for the Community Development Planning Director. Mr. Pacheco advised that the Board of Selectmen determines the number of members on this committee. It was noted that although Carol Jackson had resigned, the Board of Selectmen had never voted to accept her resignation, so she is still a member. The Planning Board would like someone from their Board to be on the committee.

Mr. Allison suggested that this committee begin meeting, and that a Planning Board member would be appointed as soon as possible. Sandy Charton, HR Director, will be an ex officio member.

Selectman Turner moved to appoint Rob Alex, Mark Finnerty, Mark Grasso, and Jean Rich to the Planning Director Search Committee, with the understanding that Carol Jackson has already been appointed. Selectman Moody Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

Ms. Turner stated that she would like to see the committee bring forward three candidates. She would like the HR Director to check references and to make sure we are in compliance with all hiring processes and procedures. Mr. Allison disagrees and states that he wants to see great candidates regardless of the number of candidates. Mark Grasso noted that if there is only one candidate there may be some implications having to do with Open Meeting Law.

Selectman Allison moved to extend the meeting beyond 10:00 p.m.. Selectman Turner Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

IX. LICENSES AND PERMITS

Class II Renewal Application

B&M Investments doing business as (dba) Modena Motor Group

Mr. Allison asked Mr. Pacheco if the applicant had any outstanding health, building or safety issues. Mr. Pacheco responded none at this time and noted that the application was late and that the applicant has been told that it's important to apply in a timely fashion.

Ms. Turner questioned whether the applicant was a sole proprietor or a partnership and questioned whether or not secondhand car sales were allowed in a residentially zoned area. Mr. Pacheco stated that since the application is a renewal, these questions have been answered in the original permitting.

Mr. Allison agrees with Ms. Turner that he would like answers to this question and requested that the Board of Selectmen table this topic to a later meeting.

Recreation Department – Townwide Yard Sale

Selectman Allison moved to approve the application from the Lancaster Recreation Department for a town wide yard sale to be held on the Town Green on Saturday, June 12, 2021, from 8 a.m. to 1 p.m. Selectman Turner Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

X. NEW BUSINESS *

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

XI. COMMUNICATIONS

Mr. Allison noted that Town Offices will be closed on Monday, May 31, in observance of Memorial Day.

The Board of Selectmen's next regular meeting will be Monday, June 7, via Zoom, at 6 p.m. Special Town Meeting will be Monday, June 21, 2021, at 7 p.m., followed by the Annual Town Meeting at 7:15 p.m. at the Bolton Fair Grounds.

XII. ADJOURNMENT

Seeing no further business, on Motion by Selectman Moody, seconded by Selectwoman Turner, it was unanimously voted. The Board of Selectmen adjourned at 10:08pm.

Jay M. Moody Clerk
Approved and accepted:



**LANCASTER BOARD OF SELECTMEN
Special Meeting Minutes
Of
Wednesday, June 2, 2021**

I. CALL TO ORDER

Chairman Jason Allison called the Regular Meeting of the Board of Selectmen to Order at 6:00 P.M. via ZOOM™. Present were Select Board members Jay M. Moody, Jason A. Allison, Alexandra W. Turner.

Join Zoom Meeting <https://us02web.zoom.us/j/85417599354>

Meeting ID: 854 1759 9354

II. PUBLIC COMMENT PERIOD - NONE

III. APPROVAL OF MEETING MINUTES - NONE

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

VI. TOWN ADMINISTRATOR REPORT - NONE

VII. ADMINISTRATION, BUDGET, AND POLICY

Public meeting to discuss the on-going project with the development of North Lancaster

- Developer Letter:

https://www.ci.lancaster.ma.us/sites/g/files/vyhlf4586/f/pages/lancaster_development_options-051321.pdf

- **Concept Plan:**
https://www.ci.lancaster.ma.us/sites/g/files/vyhlif4586/f/pages/conceptual_40r_plan_5-13-2021.pdf
- **Traffic Presentation:**
https://www.ci.lancaster.ma.us/sites/g/files/vyhlif4586/f/pages/zoning-traffic_presentation_5-13-2021.pdf
- **Traffic Study:**
https://www.ci.lancaster.ma.us/sites/g/files/vyhlif4586/f/pages/lancaster_-_tias1.pdf
- **40R project timeline:**
https://www.ci.lancaster.ma.us/sites/g/files/vyhlif4586/f/pages/40r_timeline.pdf

Select Board Chairman Jason Allison explained that this is a special Select Board meeting regarding North Lancaster development.

Chairman Allison read into the record the following for public comment:

- Letter from Kara Sanford
- Letter from Stuart Hughes
- Letter from Christina and John Quill, 45 Spec Pond Road, Lancaster
- Letter from Janet Smith, 5 Spec Pond Road, Lancaster
- Letter from Julie Killian Debono, 226 Fort Pond Fire Road 11

A presentation was given by the Phil Eugene, Chairman of the Economic Development Committee and Victoria Petracca, Chairman of the Affordable Housing Trust Committee. (See attached).

Following the presentation, Selectman Allison advised the audience that questions and comments would be held to three minutes per person until everyone has had a chance to speak; once everyone has spoken, additional time will be allocated. Mr. Allison asked the other members of the BOS if they would like to begin; Mr. Moody declined because he is a member of the Affordable Housing Trust Committee. Ms. Turner asked questions relative to the status of Safe Harbor and submission of plans; Ms. Petracca responded and will forward current plans to the BOS. Mr. Allison noted that plans should be sent to Mr. Pacheco and Ms. Rocco, with copies to the members of the BOS. Ms. Turner requested that the full plan is posted on the Town website.

Mr. Allison recognized resident Dick Trussell. Mr. Trussell noted that Plan B creates a negative \$1,197,000 per year and that Plan B removes all restrictions from access to land or roadways at White's Pond.

Mr. Allison recognized resident Cathy Hughes. Ms. Hughes spoke to the impact that North Lancaster development would have on public safety services. She would like more information about water services in North Lancaster. Other areas of concern to Ms. Hughes are light pollution, infrastructure costs, and decreases in property values. Mr. Allison noted that for more information on water services, Ms. Hughes should email Mr. Pacheco with a copy to Mr. Allison to receive a copy of a detailed report on water services. Mr. Eugene noted that he plans to contact Town Counsel to make sure that covenant restrictions currently in place also apply under the ICOD.

Mr. Allison recognized resident George Frantz. Mr. Frantz is concerned about costs and revenue to the Town and would like information on these topics on the Town's website. He noted that environmental impacts will

be carefully weighed by MEPA, and stated that in his experience, MEPA will work rigorously to maintain high quality environmental impact. He would like a meeting sometime this month so that people can meet some of the MEPA staff. Mr. Frantz also address truck traffic and pollution issues, stating that increased traffic assumptions are not necessarily true, since the current sand and gravel trucks will be gone.

Next, Mr. Allison recognized resident Madelline D'Onfro She is concerned about the proposal to develop affordable housing along Route 70. While she supports affordable housing, she would like to know why the White's Pond area has been ruled out. Ms. Petracca addressed these concerns and suggested it would be helpful to have a site map available to view. Ms. Petracca noted that the Affordable Housing Trust continues to look at a number of locations, potentially including the AUC site, and that design and environmental review will be a critical component of any project. She noted that the Affordable Housing Trust is limited in that some desirable sites are private property.

Mr. Eugene noted that traffic will be a consideration for any chosen affordable housing site; the DCAMM site or the AUC site are both a couple of miles from a highway and would impact residential traffic volume.

Mr. Allison responded to Ms. D'Onfro concerns, citing a paper he had written about the adversity Lancaster faces in planning and development, illustrated by metrics showing a sharp incline in issued building permits in the last two years.

Jennifer Leone was recognized by Chairman Allison and spoke to issues with proposed locations for affordable housing. She would like to see a professionally prepared cost/benefit analysis. Ms. Turner stated that the Town has a Bylaw allowing 3rd Party Review for development projects at the developer's expense.

Mr. Allison recognized Greg Jackson who commented on the traffic report, stating that traffic could increase about three times the present volume on the Route 70 corridor. He would like an independent peer review of the traffic study. He also noted that improvements and upgrades to state and local highways as they intersect in Lancaster may be 3-5 years away. Mr. Jackson would like to consider scaling back the density of the development.

Mr. Allison recognized resident Janet Smith. Ms. Smith had questions about the sewage treatment plant and its proximity to the development. Mr. Eugene suggested that this would best be answered by the MEPA and the Conservation Agent. Ms. Petracca offered several clarifying remarks, noting that the permitting process would help to correct any issues.

Chairman Allison recognized resident Roy Mirabito who spoke in favor of having a cost benefit analysis of the project done by the same firm that did the analysis for Maynard at Maynard Crossing.

Jennifer Leone was recognized by the Chair. She expressed concern about the school mitigation process; she stated that promised regional transportation monies promised by the state had never been received and she is wary of additional promises by the state for funding. Additionally, she questioned whether the water negotiations with Leominster covered just the industrial development or included the 150 housing units. She had questions regarding status of the ICOD if the citizens' petitions and zoning bylaws fail; this was addressed by Mr. Eugene. It was clarified that the Planning Board will be holding a hearing on the 21st.

Chairman Allison recognized Kaitlyn Drew, speaking as a White Pond Road resident, urging residents to consider the impact this development would have on this neighborhood.

The Chair recognized John. He would like to see the North Lancaster/Spec Pond area developed as a mixed use community with nice neighborhoods mixed with professional and light retail space, including some

affordable housing. He thinks that a truck depot is the wrong way to go. Ms. Petracca commented that current plans do not call for high-rise housing.

Ms. Petracca spoke about planning affordable housing in a 40R development versus the state's 40B requirements. Mr. Eugene noted that although John's vision is nice, it must be remembered that the Town does not own the land in question.

Mr. Allison recognized Rob Zidek, a resident of Kaleva Road in North Lancaster. He too would like to see an independent impact study. He would like to see more citizen involvement and the opportunity to sit down and talk about development plans. Mr. Eugene suggested that we might have Capital Group come in and do a presentation on traffic alone. Mr. Zidek expressed concerns about impact of traffic on Lunenburg Road. Mr. Zidek will forward an annotated PDF file to Mr. Allison with a copy to Mr. Eugene. Mr. Allison will forward this document to the entire BOS.

Mr. Allison recognized Kathy Hughes, who spoke about truck traffic concerns, the potential drop to her property value, and that she does not feel that North Lancaster residents are being listened to. Ms. Petracca spoke about the need to balance economic growth in order to make sure taxes are not astronomical, and that although the conversation is about affordable housing, there is an affordability question in general about Lancaster.

Mr. Allison recognized George Frantz, who stated that residential development creates more tax revenue, but that this is not covered by increases in services.

Mr. Allison recognized Beth a resident of Fire Road 11. She stated concerns that the focus on 40B development are overshadowing the larger issue of the distribution center.

Mr. Allison recognized Rebecca

who noted that Ms. Petracca and Mr. Eugene are only the messengers, that the Town does not own the land in question, and the relationship with Capital Group is in large part dependent on goodwill. Rebecca notes that while the Distribution Center may not be what everyone wants, but it could fund a 40B development. She states that the land has already been ruined by and strip mining, so it is no longer a pristine wildlife area. She states that that we want to preserve the wildlife area still there, and that development needs to be kept away from the White Pond neighborhood and the greenway.

Mr. Eugene spoke to worries about balancing the habitat with lost opportunities.

Mr. Jackson added additional comments; he is concerned about the environmental impact and traffic. He is concerned about the scale of the development, and that we were initially talking about 800,000 square feet of development that is now up to 1.2 million square feet, with a truck bay housing 740 trucks plus 2,000 parking spaces.

Ms. Petracca stated that it would be helpful to have a visual aid that was an overlay of the proposed development over an aerial photograph of the area.

Mr. Eugene offered a reminder that every building would need to meet separate Planning Board approval and that every proposed building may not come to fruition.

Ms. Petracca urged meeting attendees to attend tomorrow night's meeting about 40B development.

Select Board member Alix Turner mentioned that there had been a letter from David Kramer that should have been part of this meeting; Mr. Allison apologized that he did not have this letter to be included as part of

public comment.

VIII. APPOINTMENTS AND RESIGNATIONS - NONE

IX. LICENSES AND PERMITS - NONE

X. NEW BUSINESS - NONE

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

XI. COMMUNICATIONS

Mr. Allison noted that there will be another meeting with a single agenda item and that there is a regularly scheduled Select Board meeting on Monday, June 7, with the agenda to be published tomorrow.

XII. ADJOURNMENT

Seeing no further business, on Motion and Seconded to adjourn at 8:28 PM, it was unanimously voted. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]

Jay M. Moody Clerk
Approved and accepted:

Lancaster Economic Development Committee

The Future of Lancaster is “Economic Development”
June 2, 2021 BOS presentation

Acknowledgements for Data in this presentation

Victoria P. 40 R, Housing Information and project Timeline

Dick T. N. Lancaster Tax estimates and school costs

Kathi R. ... 5-year, Lancaster Capital Improvement Estimates

- Approx. 30% of Lancaster Residents are Seniors, a good portion are on fixed or marginal incomes.
- Many individuals move to Lancaster because of housing values.
- The 2015 MRPC “TOWN of LANCASTER” survey stated:

Lancaster’s Median income (\$75K) is ½ that of Harvard, 2/3 that of Stow and Bolton, and 2x that of Clinton

WHY? Bolton/Stow/Harvard have little or no Industrial development,
Clinton has a significant Retail and Industrial Base

- **Why develop:**

To retain Lancaster’s affordability, additional sources of revenue have to be developed. Failure to develop new sources of revenue will lead to increased Real Estate Taxes.

Areas Under or to be Considered for Development.

N. Lancaster, Capital Group (now)

- This project is furthest along, several plan have been put forward.
- Informational sessions held, Traffic studies presented, Site Plans discussed
- Rezoning issues under discussion.
 - a. Citizen's Petition to rezone all Enterprise
 - b. Capital Group request for an Industrial-Commercial-Overlay-district (ICOD)
- 40R application in process for the front area of the parcel

DCAMM (future)

- Long Term evaluation required.
- 3-5 years process to evaluate the site, gain ownership from the State, repurpose builds, etc.
- Requires investment from the Town (upkeep of the property, Building maintenance and cleanup)
- Possible 40R overlay district.

Atlantic Union College (now)

- When AUC was for sale, the FINE POINT, "S. Lancaster Survey" suggested possible 40R Overlay District.
- AUC is now under sales agreement and to be sold in September, 40R consideration is being tabled.

N Lancaster Development Options

	Option A - All Commercial/Industrial	Option B - Mixed-Use	Option C - Mixed Use with 40R & 40S
Required Action:	Rezone to All 392 Acres to Enterprise	No rezone; 294 acres Enterprise & 98 acres Residential	Add 40R & 40S Smart Growth Funding Rezone to all industrial/ICOD
Capital Group Delivery Plan	Public Hearing, Town Meeting Vote Retail on rt 70, 1.2 million sqf warehouse Desirable by Identified Tenant	Retail on Rt 70, 850K warehouse Not suited for Identified Tenant 200 40B mixed-income in rear 20 units	Public Hearing, Town Meeting Vote Preferred by developer Retail on rt 70, 1.2 million sqf warehouse Desirable by Identified Tenant 150 mixed-income rentals units in center 150 units
Progress for Lancaster's SHI	0 units		
Financial Incentive from MA	\$0	\$0	\$200K upfront at permitting \$3K per unit upon delivery, or \$600K Total: \$600K for \$40R funding
Traffic Analysis	2 shifts, 600 employees per shift	Fewer trucks	Schools: covers 50% increase to school budget 2 shifts, 600 employees per shift
*Traffic Study	Additional truck traffic from other warehouses	Additional car traffic from 200 units	Additional car traffic from 150 units
*regional MART Bus			
Impact to Lancaster	Tax revenue only	Tax revenue only	Tax revenue and State bonus
	No improvement towards Affordable housing Goals	No improvement towards Affordable housing Goals	State bonus for Affordable rental units Improvement towards Affordable Housing Goals
	Fixed Zoning, No planning Flexibility	Increased likelihood of 40B development Fixed Zoning, No planning Flexibility	40S School Mitigation Funding 40R overlay, allows for flexible development

Financial Impacts

	Option A - All Commercial/Industrial	Option B - Mixed-Use	Option C - Mixed Use with 40R
Required Action:	Rezone to All 392 Acres to Enterprise	No rezone; 294 acres Enterprise & 98 acres Residential	Rezone to All 392 Acres to Enterprise
Capital Group Delivery Plan	1.2 million sqf warehouse	850K sqf warehouse in center,	Add 40R & 40S Smart Growth Funding with MA incentives
Progress for Lancaster's SHI	No residential	200 40b units	1.2 million sqf warehouse rear,
Financial Incentive from MA	0 units	20 units	40R upfront
	\$0	\$0	150 units
			\$200K upfront at permitting
			\$3K per unit upon delivery, or \$450K one time Total: \$650K
Tax Revenue	1.2m sqf: \$1,087,297	850,000 sqf \$ 781,897	1.2m sqf \$1,087,297
	Full Build Out Est residential taxes	\$2,598,738 \$2,290,388 \$537,000	\$2,598,738 \$402,750
	Total Revenue	\$2,598,738 \$2,827,388	\$3,001,488

ESTIMATED PROJECT TIMELINE FOR NORTH LANCASTER 40R DISTRICT, LUNENBURG ROAD / ROUTE 70
 PREPARED BY LANCASTER AFFORDABLE HOUSING TRUST FOR HOUSING COMPONENT/MIXED USE 40R
 TOGETHER WITH MONTACHUSETT REGIONAL PLANNING COMMISSION & ECONOMIC DEVELOPMENT COMMITTEE

WHAT	WHO	WHEN
Public Meeting	Select Board & Residents (Overview by P Eugene & V Petracca)	2021 Wednesday, June 2 @ 6 pm
Joint Public Meeting for 40R Design Standards	Affordable Housing Trust, Economic Development Committee, MRPC	Thursday, June 3 @ 7 pm
40R Application - Draft	MRPC	Wednesday, June 9
40R Standards - Draft	MRPC	Wednesday, June 9
Public Hearing	Select Board	Monday, June 28
40R Application & Standards Submittal	Chair of Select Board	Thursday, July 1
Preliminary Approval Letter	DHCD	Monday, August 2
Duly Advertise Planning Board Hearing ICOD	Chair of Planning Board with Planning & Community Development Department	Before Monday, August 9
Planning Board Public Hearing	Chair of Planning Board	Monday, August 23
Duly Advertise Special Town Meeting for ICOD	Select Board & Town Administrator	Before Tuesday, August 31
*** Special Town Meeting ***	Lancaster Residents, Town Moderator, Select Board, LAHT & EDC	Tuesday, September 14
- 40R Rezone		
- ICOD Rezone		
Submit STM Results to Attorney General	Town Clerk	Wednesday, September 15
Attorney General Letter of Approval	Attorney General's Office	Monday, October 4
Duly Advertise Public Hearing(s) for Project(s)	Permit Granting Authority	Monday October 11
Open Public Hearing(s)	Chair, Permit Granting Authority	Monday, October 25
		2022
Permit Approval (s)	Permit Granting Authority	Q1 2022
Submit Housing Permit to DHCD for Safe Harbor	LAHT	Q1 2022
Building Construction Start	Developer	Spring 2022

N Lancaster

- Citizens Petition to rezone Mixed (residential/Enterprise) to all Enterprise
 1. Public Hearing set for June 14, 2021
 2. Issue with “repetitive” zoning Requests:

Rejection of petition pushes out reconsideration for 2 Years, Including 40R considerations

- Capital Group
 1. Preliminary Industrial-Commercial-Overlay-District (ICOD) draft proposal has been received.
Needs review by Town Counsel and Planning Board
 3. Final Draft will require Planning Board review, public hearing and Vote at a Town Meeting
 4. Preliminary discussions with MEPA have already started
 - 40R proposal
 1. Capital Group will split 1 parcel to isolate the Enterprise district from the 40R overlay district
 2. Trails and Trails Heads have been proposed, Review required, possible parking areas by Trail Heads
 3. Proposal to move 40R housing closer to Rt 70 retail to reduce environmental impact
- Join the “40R Design Standards” discussion in a public meeting June 3, 2021 at 7 pm**

Mixed-Income Housing Component

1. Lancaster is below the Commonwealth's affordable housing requirement, a therefore, a 40B target.
 2. Capital Group introduced a 40B proposal on April 2, 2021.
 - 40B can go in any zoning, not only residential.
 - Proposal includes 870 40B units in 3 phases adjacent to White Pond homes.
 - Lancaster would receive credit for 25% of units due to 40B's rules for ownership units.
 3. Housing Trust recommended a "Smart Growth" 40R District to replace 40B & developer has agreed.
 - 40R was created as a town-led approach, unlike unsolicited 40B.
 - All 40R District applications are submitted by Town, not private developer.
 - Statute allows us to relocate the housing component:
 - Moved almost one mile from White Pond neighborhood to front portion of site.
 - Also moved away from proposed distribution area.
- Lancaster receives credit for 100% of mixed-income rental units.
 - Brings ~\$650K in 40R funding (& possibly additional 40S school budget mitigation funding).
 - Combines housing with commercial & retail uses, "small footprint" economic development.
 - Master planned neighborhood with walkability & coherent design standards.

Central Nashua River Valley Area of Critical Environmental Concern (ACEC) = 12,900 acres

1. Roughly 50% of the 400-acre site straddles the ACEC.
 - Most of the existing gravel operation & FC Stars complex are within the ACEC.
 - 40R District is located at front end of the ~400-acre site
 - Area between Route 70 & McGovern Brook
 - 40R's proposed commercial area is outside the ACEC (primarily impervious surface today)
 - 40R's proposed housing is shown within the ACEC
2. 40R Housing is shown on site-plan south of FS Stars within the ACEC & not an excavated area.
3. Housing Trust is working with developer to move at least a portion residential units from behind FS Stars to above commercial space, outside the ACEC.
 - Result behind FS Stars: decreases housing density, changes building prototype, & reduces height.
 - Reduces impervious surface created & other environmental impacts to ACEC.
 - Additionally, improves mixed-use neighborhood quality of 40R District.
4. Working with MRPC to bring public transit to 40R District, further reducing environmental impacts.
5. Heightened awareness of ACEC & trail connectivity from 40R District to adjacent conservation land.



LANCASTER SELECT BOARD
Meeting Minutes
Of
Monday, June 28, 2021

I. CALL TO ORDER

Chairman Jason Allison called the Regular Meeting of the Select Board to Order at 6:01 P.M. via ZOOM™. A roll call was taken; present were Select Board members Jay M. Moody, Jason A. Allison, Alexandra W. Turner and Town Administrator Orlando Pacheco.

<https://us02web.zoom.us/j/82994848514>

Meeting ID: 829 9484 8514

II. PUBLIC COMMENT PERIOD

No public comment.

III. APPROVAL OF MEETING MINUTES

Approve and take action Regular Meeting Minutes April 5, 2021.

Selectman Moody moved to approve the Regular Meeting Minutes of April 5, 2021. Ms. Turner seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye, Alexandra W. Turner abstained [2-0-1].

Approve and take action on Special Meeting Minutes of April 21, 2021.

Selectman Moody moved to approve the Regular Meeting Minutes of April 21, 2021. Ms. Turner seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye, Alexandra W. Turner abstained [2-0-1].

The Select Board agreed to table the Minutes of the May 19 meeting until their next meeting.

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS

The Select Board received an update from Mark Grasso, Chairman of the Planning Director Search committee. Mr. Grasso reviewed current the applicant pool dating back to December, but there are no

suitable applicants at this point. He requested that the Select Board close the current posting to resolve some questions, i.e., the reporting structure for Planning Director. The Search Committee feels that ambiguity in the current posting makes hiring difficult. Also issues need clarification on required attendance at meetings. The Committee is at square one and looking for direction as to how the Select Board would like to continue.

Selectman Turner moved to remove the Job Posting for Planning Director from the Town website. Selectman Moody Seconded. Jason A. Allison vote Aye, Jay M Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

Committee would like to submit a new listing for the Select Board's approval, but needs clarification on reporting structure and meeting attendance requirement. Mr. Allison suggested that the Select Board select a liaison to the Search Committee. Ms. Turner suggested that we need to start fresh and proposes that the Board establish a Hiring Committee/Personnel Committee, broad based, with experts from hiring departments, be formed. She suggests that this would be less expensive than using HR Director Sandi Charton at \$75.00 per hour. Mr. Moody would like to see a committee with the Town Administrator, a Planning Board member, a Conservation Committee member, and a member of the Board of Health who would meet monthly.

Mr. Allison asked the Select Board if their intent was to disband the existing Search Committee and to form a new committee. Mr. Moody stated no, that the existing committee should keep working to get this done in a timely fashion for this job.

Mr. Allison suggested that if the Board would like to form a Personnel Board or a different committee that an agenda item should be on a future meeting.

Ms. Turner made a motion to establish a Standing Hiring Committee to be advised by a special committee for specific departments, said committee to be no less than three and no more than five people and to be abolished after the hirings are completed. Ms. Turner would like this committee to work on the Planning Director, Principal Assessor, and some other positions, possibly including an Interim Police Chief. No second was heard so no action was taken on the motion.

Mr. Grasso reiterated that the Planning Director position needs to be filled quickly, but that at this time there are no applicants. He suggested that the HR Director could be of help but that there may be overlap with the suggested committee.

Mr. Allison suggested that there needs to be refinement in determining the charge of the new Hiring Committee. He suggested that this should be on the agenda for the next Select Board meeting, giving Board members an opportunity to write out the committee's charge and action plan.

Ms. Turner suggested that perhaps the qualifications for Planning Director might include less experience and more education; Mr. Pacheco advised that the current advertisement had been sent to 37 colleges via a joint software program, but that it yielded no applicants.

Mr. Moody stated that establishing a new committee would be time consuming because volunteers would need to be recruited.

Mr. Allison suggested that Mr. Grasso take this information back to the existing Search Committee so that they could take a step back and present some ideas as to how they think this process might be reworked.

Mr. Grasso asked for clarification; his understanding is that the Board is generally heading toward a centralized hiring committee and disbanding the existing Search Committee. Mr. Allison stated that this isn't determined yet but there has been positive feedback on the Search Committee's work and that their input as to the process is welcome.

VI. TOWN ADMINISTRATOR REPORT

Earth Products Removal Renewal

In coming meetings we will be scheduling public hearings for the JE Kanis EPR Permit renewal and the LLEC Inc. Permit renewals. Tighe and Bond is doing the review now. Mr. Pacheco hopes that with this early notification the Board can review the rules and prepare any questions that could be answered in advance of the meeting so as to move the process forward. Ms. Turner would like to see old permits and associated documentation. Ms. Turner would like to schedule a site walk in conjunction with the Conservation Commission; Mr. Pacheco will email the Board with some times for them to choose from.

Food Boxes

We continue work with residents and various organizations on delivering and distributing food boxes to those in need. To date we have given out 500 food boxes and they are stored at the AUC dining commons. We work directly with residents as needed but have continued to work through food assistance programs. This program is being administered with the Board of Health and the Fire Department. It is unclear how much longer this program will continue.

Civil Service Removal

Mr. Pacheco has sent communication to the Joint Committee on Public Service asking for a favorable report on H.3810, which is legislation to exempt the Town from Civil Service. We do not have an exact timetable on the expected ratification, but our legislative delegation does understand the potential impending retirement we may have in the coming months. Mr. Allison asked why this takes so long; Mr. Pacheco replied that this is normal for Home Rule Petitions.

Chapter 90

The Town will receive \$326,751.00 in Chapter 90 Funding. Mr. Pacheco has made the DPW aware and we should receive a formal notification in the next few weeks. Ms. Turner asked how this compared to prior years.

META Grant

Cadmus Group has completed its review of the Solar & Storage Feasibility study for the Community Center and the Police Station. The study shows that there can be good solar production but the cost of adding the battery storage component (depending on the battery size) drastically increases the cost and thus ROI on the project. A copy is attached. Mr. Allison would like Mr. Pacheco's recommendation; Mr. Moody asked if the cost for this project included roof insulation.

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Review and take action to accept a gift on behalf of the Fire Department (Town Administrator)

Selectman Moody moved to accept the \$1,000 donation from the McCarthy family for the Lancaster Fire Department. Selectman Turner Seconded. Jason A. Allison vote Aye, Jay M Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

2. Discussion on Administrative Assistant Position for Community Development and Planning (Town Administrator)

Mr. Pacheco introduced a discussion on an administrative assistant position for Community Development and Planning, a follow up from discussions during collective bargaining. He explained that especially because of the long vacancy in the Planner position there is more work and more pressure on existing staff. He is proposing another part time position, 19 hours weekly, in this department to help with the workload. He explained that he is not looking for a decision tonight but wanted to bring it before the Board. Ms. Turner asked Mr. Pacheco to provide a copy of the job description of the existing administrative assistant. Mr. Allison would like to see a financial report for this department and the financial impact of this new position.

Planning Board member Russell Wilson offered his support for this new position. Mr. Pacheco noted that current overtime is a financial factor, as is existing employee burnout.

3. Discussion of Senior Tax Abatement, including history, policies, management and comparisons (Turner, Moody)

Mr. Allison introduced the next topic, Senior Tax abatement. Ms. Turner stated she would step back for this discussion because of Council on Aging involvement. Discussion was held as to whether or not income requirements are appropriate and whether or not the current application process is cumbersome to applicants. Michelle McDonald offered background and clarified the issue. She has looked at the process in other towns and would like Lancaster to change the application form. Mr. Pacheco asked the Board to review the form that is the legal standard for the Department of Revenue used for tax abatements. Ms. McDonald would like to see the application look more like a job application.

Mr. Moody would like to see a suggested form at a future Select Board meeting, including input from Mr. Pacheco and the Assessor's Office. Mr. Allison suggested finding a form from another town that met Lancaster's needs. He asked Ms. Turner to work with the involved parties and to bring one forward to the next meeting for a vote.

4. Discussion around single point person to post all meeting and hearings (Moody)

This topic was introduced by Mr. Moody. He believes that the current process is confusing; multiple people post meetings. Mr. Pacheco states that the confusion has been corrected, an Assistant Town Clerk has been appointed and will take the lead as primary point of contact, with the Town Clerk able to perform this function as well. Mr. Allison suggested that an email address might be established for this function that could be monitored by multiple people, providing coverage in case of one employee being out. Town Clerk Lisa Johnson expanded further on centralization of this function.

5. **Discussion on developing a plan for updating the town calendar (Moody)**

Mr. Moody introduced the topic of developing a plan to update the town calendar. He feels that the recent Town Meeting could have been better advertised and that moving the Town Meeting date should have been better advertised. It was agreed that since the Town Clerk's office is now fully staffed this issue should be resolved going forward. Ms. Turner would like to see additional information on the Town website, i.e., library events. She would also like to see information from the Select Board's packet available on the website.

6. **Review of the Town Meeting Planning (Moody)**

Mr. Moody stated that there were a lot of things missing. He would like to see a sign at the road, perhaps with arrows. He expressed concern that many people had not checked in at the start of the meeting and would like to find a way to check people in more efficiently. Mr. Moody expressed concern re. disability access. He also noted that the clickers were helpful.

Mr. Pacheco noted that going forward we may not need to have outdoor Town Meetings, and that there has been a lot of positive feedback on the postcard mailing. He stated that the police officer and a cruiser at the entrance to the Fairgrounds was thought to alleviate confusion, but that if there is another outdoor Town Meeting we will try to do more. He noted that while the postcard is good, the Warrant contains all information and should be available well before the meeting. If an ASL interpreter is needed, this would have to be arranged at least a few days in advance.

Next, Ms. Turner presented her feedback. She was pleased that attendance was high and states this was due in part to the outdoor venue and that families were able to bring picnics. She does not think we should abandon the idea of outdoor Town Meetings, although they are limiting for some people. She states that there is a bylaw requiring Town Meeting begin at 7:00 pm that may need modification. She would like people to be able to enter earlier to alleviate congestion at the entry point. She would like improvements to the announcement postcard and additional signage. She would like the address on the postcard to be larger and to talk about voter registration. She would like better instructions advising people to come early, and would like to see babysitting service offered. She was concerned that lighting was inadequate and that this presented a danger to the police officers and Clerk's office staff. She thought that the advanced notice on the website was confusing. She would like to see a hybrid meeting next year and noted that bylaws prohibit Saturday Town Meetings.

Town Clerk Lisa Johnson agreed that additional signage would be helpful. Mr. Moody noted that signs are not allowed on the green. Ms. Turner noted that the radio station was confusing to some people.

Town Administrator Evaluation (Select Board)

Chairman Allison asked HR Director Sandi Charton to explain the evaluation, stating that this will be the first time that this new process has been used for an evaluation, and asked Ms. Charton to review her evaluation summary and overall rating. He explained that the Select Board will review the evaluation and then vote to adopt, amend, or not adopt the evaluation. After this vote the Select Board will take any comments from the Town Administrator and finally, the Select Board will discuss a date to formalize the Town Administrator goals for next year.

Ms. Charton explained that the process was determined by the Select Board. The Town Administrator was invited to complete a self assessment, and this was sent to each member of the

Select Board. Following this, each member of the Select Board individually completed an evaluation form. This form included numerical ratings in a variety of categories and then the opportunity to provide written comments. The final section involves the establishing of goals, and each member of the Select Board was invited to list goals that they would like to see for the Town Administrator for the next year. The period covered in the evaluation was July 1 through June 30, 2021. Ms. Charton was then asked to compile the results and to present the results to the Select Board for further action. Ms. Charton noted that because Ms. Turner had only been a member of the Select Board since her election in May 2021, her evaluation was weighted to cover her two months of participation.

At the request of Mr. Allison, Ms. Charton briefly summarized the evaluation, stating that the comments seemed somewhat consistent, especially those comments regarding the Town Administrator's ability to think through situations and problems and to provide solutions to same. Participating in meetings, generally present at all meetings. Challenges were generally with providing information to the Board; there seemed to be a sense that the Select Board often received information at the last minute and was asked to make decisions or take votes on certain issues without having proper preparation. There were concerns about communication and the nature of communication. There were concerns or requests that perhaps now that COVID is over that there be a regular schedule for when the Town Administrator is in the office. Some concerns were that there might be more appreciation of the perspectives or the opinions of other people. Ms. Charton stated that this might be an incomplete summary and that she encourages the Select Board to review the document.

Mr. Allison asked Ms. Charton to speak to the overall rating. Ms. Charton explained that the rating was based on a scale of 1-5, with "1" meaning that the respondent did not have enough information and "5" indicating that the goal was exceeded in the category.

Mr. Pacheco stated that he sees the overall rating as 2.19 for a cumulative score, although he had not seen the review until 5:55 pm so that he had not had the opportunity to review the document in depth. Ms. Charton stated that the average score was actually 2.30.

Mr. Allison asked that the recess for ten minutes to review the evaluation. *Mr. Moody presented the motion. Mr. Allison seconded the motion. All in favor, [3-0-0]. Recess entered at 7:25, to resume at 7:35.*

At 7:35 the Select Board reconvened, but members had not finished their reading. Mr. Allison moved that the Board recess for an additional ten minutes to review the evaluation. Seconded by Mr. Moody, all in favor, [3-0-0].

At 7:45 the Select Board reconvened, but members had not finished their reading. Mr. Allison moved that the Board recess for another ten minutes to review the evaluation. Seconded by Mr. Moody, all in favor, [3-0-0].

Mr. Allison reconvened the meeting at 7:57. He reminded the Select Board that the Town Administrator performance review must be completed by July 1 per the Town Administrator employment agreement. He also noted that the Select Board could not receive the compiled performance review prior to tonight's meeting because it contains opinions and therefore prior review would be considered to be deliberation. He stated that from a prospect perspective, the next step must be to either adopt, amend, or not adopt the evaluation as presented.

Mr. Moody moved to adopt the evaluation as presented. Ms. Turner seconded the motion and asked for discussion.

Ms. Turner stated that she hopes that the evaluation as presented is taken as constructive criticism because Mr. Pacheco is a very capable person. She stated that there were many redundancies in the report and that perhaps the report needed further compilation to make it more legible and direct so that Mr. Pacheco can focus on improvement.

Selectman Turner moved to accept the Town Administrator performance review as presented. Jason A. Allison vote Aye, Jay M Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

Mr. Pacheco requested an opportunity to respond as outlined in the process; Chairman Allison recognized Mr. Pacheco.

Mr. Pacheco stated that he felt that the scoring was somewhat unfair, but that he had suspected that this was going to be the result. He stated that he thought that 2.3 was not necessarily a good score, or a fair score, and that he found some of the statements in the evaluation to be untrue. He stated that although the evaluation mentioned financial management that there had been little to no acknowledgement of hundreds of thousands of dollars in grants received, that the Town has received clean audits, and that Lancaster is one of the only communities in the Commonwealth to have a fully funded OPAB, obviously critical components of the financial infrastructure.

Continuing, Mr. Pacheco noted that some of the comments in the evaluation were not relevant to the fiscal year, such as issues with the EPA that had occurred 2-1/2 years ago. He also stated that some of the items referenced did not fall in his purview, but were part of the Planning Director's role. He noted that several issues such as job descriptions and Planning Board unpaid bills were the responsibility of the Planning Department and should not reflect on his evaluation.

Mr. Pacheco stated that office hours for the Town Administrator need to be fluid, and that last year much of his work had been remote. He stressed that during the pandemic, hours were often fluid, and that using Zoom meetings helped with the ability to be flexible. He stressed that not only was he working in person at the office, but also working remotely, and that he had been responsive to any request to meet at any specific date and time.

Mr. Pacheco stated that there was confusion because the Select Board was anxious to both follow Personnel Bylaws and to have flexibility. He referenced as an example the creation of a Personnel Search Committee, a "community within a community" when there is a person with expertise in that job. He expressed concern that the Select Board had hired a consultancy to address personnel issues but were hesitant to follow their recommendations; he cited as an example the recommendation against having a Personnel Board, although the Board is moving in this direction.

Mr. Pacheco stated that he has focused on defined goals and objectives. He cited as examples the development in North Lancaster and the redesign of intersections, making the Town safer and reducing auto insurance rates for residents. He referenced building improvements that continue to happen. He reiterated that he is bothered that many accomplishments were not addressed in the Town Administrator Evaluation. Mr. Pacheco also stated that if the Select Board members were to speak to Department Heads, the feedback that they would receive would indicate that today's team functions well, and that this would be supported by professional studies and legal opinions. He stated that he was aware that members of the Select Board had been calling counsel to confirm accuracy of statements by Mr. Pacheco, and that hopefully the Board has concluded that his statements are accurate.

Mr. Pacheco will follow up with additional comments in writing.

Mr. Allison stated that the next step was to discuss a date to formalize the Town Administrator's goals for next year. Ms. Turner would like to have a dedicated meeting.

Ms. Turner would like to make additional statements regarding COVID. Mr. Allison advised that this could be discussed as new business at the end of the meeting.

VIII. APPOINTMENTS AND RESIGNATIONS

Appointments: (Votes may be taken)

- **Interim Police Chief**

Ms. Turner moved to appoint Everett Moody as Interim Police Chief, effective July 1, 2021. The Select Board had various questions about Civil Service; Mr. Pacheco clarified that a provisional appointment is acceptable. *Selectman Turner moved to appoint Everett Moody as Interim Police Chief, effective July 1, 2021. Selectman Moody Seconded. Jason A. Allison vote Aye, Jay M Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]*

- **Interim Assessor**

Mr. Allison moved to appoint Bobbi Jo Williams as Interim Assessor, effective June 29, 2021. The motion was seconded by Mr. Moody. Ms. Turner would like to see the job descriptions for Principal Assessor and for Assistant Assessor; additionally she requested clarification of the term "Interim."

Mr. Allison moved to change his motion to read "Interim Principal Assessor" which was seconded by Mr. Moody. All in favor, [3-0-0].

In response to a question from Mr. Moody, Mr. Pacheco clarified that there is no residency requirement to be a member of the Board of Assessors, established as a three person board, but right now there are only two members.

Selectman Allison moved to appoint Bobbi Jo Williams as Interim Principal Assessor, effective June 29, 2021. Selectman Moody Seconded. Jason A. Allison vote Aye, Jay M Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

Mr. Allison asked that Mr. Pacheco add to old business the formation of a search committee for Principal Assessor.

Re-Appointments (Votes may be taken)

Agricultural Commission—Maria Moreira, term to expire June 30, 2024

Selectman Turner moved to appoint Maria Moreira to the Agricultural Commission, term to expire June 30, 2024. Selectman Moody Seconded. Jason A. Allison vote Aye, Jay M Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

Animal Control Commission–Maribeth Eugene, term to expire June 30, 2024–Philip Eugene, term to expire June 30, 2024

Mr. Pacheco brought forward a concern that appointing both of these candidates violates the Town's nepotism policy. He advises either appointing one and not the other, or appointing both and revisiting the nepotism policy. Mr. Allison suggested that Mr. Pacheco work with the Animal Control Commission to provide a solution.

Conservation Commission–Donald Chaisson, term to expire June 30, 2024

Selectman Turner moved to appoint Donald Chaisson to the Conservation Commission, term to expire June 30, 2024. Selectman Moody Seconded. Jason A. Allison vote Aye, Jay M Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

Historical Commission:

- Karen Silverthorn to full member, term to expire June 30, 2024
- Marica Jakubowicz to full member, term to expire June 30, 2024
- Jean Watson to Associate member, term to expire June 30, 2022

Selectman Turner moved to appoint to the Historical Commission, Karen Silverthorne as a full member, term to expire June 30, 2024; Marica Jakubowicz as a full member, term to expire June 30, 2024, and Jean Watson as associate member, term to expire June 30, 2022. Selectman Moody Seconded. Jason A. Allison vote Aye, Jay M Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

Annual Appointments term to expire June 30, 2022(Votes may be taken)

Town Counsel

– **KP Law**

Mr. Allison moved for the purpose of discussion to appoint KP Law as Town Counsel, with a term to expire June 30, 2022.

Mr. Pacheco answered questions regarding this process. Ms. Turner would like to send out an RFP to see what law firms are available that might have other offers, and would like KP Law to talk to us about their services. Mr. Allison concurs that he would like to look at some other firms and perhaps do some interviews, just to make sure that we are getting the best value. He would like to table the motion until we do due diligence. Mr. Moody would like Town Counsel to provide more opinions in writing and fewer verbally. Mr. Allison asked Mr. Pacheco for his opinion; Mr. Pacheco stated that he thinks the Select Board is well served by current Counsel, but that the Board is welcome to talk to other firms; he mentioned that the long history that the Town has with KP Law is often helpful.

Mr. Pacheco stated that we could put together a simple RFP if that is the wish of the Board.

Mr. Allison would like to call a firm that has been referred to him and chat with them about their capabilities, and the other board members would be welcome to do so as well. Ms. Turner states that

she recently attended a seminar with the Attorney General's office about procurement and that it was suggested that boards follow this path.

Mr. Moody presented an amended motion to create an RFP and to invite law firms to participate. Mr. Allison seconded. [3-0-0].

Labor Counsel

– Mirick O'Connell

Mr. Moody moved to appoint Mirick O'Connell as Labor Counsel, term to expire June 30, 2022. Mr. Allison seconded.

Ms. Turner moved to create an RFP for Labor Council and to invite firms to respond, but no second was heard.

Mr. Allison asked Mr. Pacheco to add Town Counsel RFP to the list of unfinished business.

IX. LICENSES AND PERMITS

Selectman Allison moved to approve the application from the Thayer Memorial Library for "Zoo on the Go!" to be held on the Town Green on Saturday, July 7, 2021, from 1 p.m. to 7 p.m. Selectman Moody Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

X. UNFINISHED BUSINESS

North Lancaster Settlement

Mr. Pacheco reports that Attorney Jonathan Eichmann is working with Capital Group trying to schedule a closing on the parcel. There have been some preliminary deeds presented and Mr. Pacheco believes that there should be action on this in the next month or so. Mr. Moody wants to make sure that the Conservation Agent David Koonce is involved prior to approval by the Select Board. Ms. Turner wants to know why this has taken a long time; Mr. Pacheco explained that there is a great deal of work to make sure the deed itself is most advantageous to the Town. Ms. Turner would like an accounting of how much money has been spent on this project through the years. Mr. Allison stated that he is frustrated about how long this process has taken.

Thomas Christopher, of the Conservation Commission was recognized by the Chair. Mr. Christopher stated that this project many years ago was funded in excess of \$13,000 by the Conservation Commission; it was pledged that the Conservation Commission would be refunded but this has never happened. Mr. Christopher stated that the "sands have shifted continually" and explained that there have been long term issues with a parcel of land in the middle of the Town land. This involved an auction, and it took years for the seller to be able to provide a clear title to the Town. The parcel is still "a little bit in limbo" and was to be given to the Town in exchange for the right to bid, not to receive a different parcel. Mr. Allison would like to convey to KP Law that this needs to be closed out and resolved. Mr. Pacheco will reach out to KP Law immediately to try and solidify a closing date.

DCAMM Land Sale Partnership

Mr. Pacheco confirmed that he has provided to the Select Board, at their request, documenting experiences with DCAMM Land Sale Partnerships from the towns of Westborough, North Reading; Grafton is still in the planning stages and Medfield is currently out for RFP. He advised that if you look at the completed versions, these projects have been successful. He asked the Board for next steps: do they want DCAMM back in for further discussion, or is there additional information that they need Mr. Pacheco to provide?

Mr. Allison proposed that Mr. Pacheco take the lead on putting a plan together, managing it, and bringing a proposal to the Board. Ms. Turner would like to have a public meeting and gather feedback before we build a plan so that public input could be included. She would also like a video tour.

Selectman Moody moved to appoint Select Board member Alexandra W. Turner as liaison to DCAMM. Mr. Allison seconded the motion. Jason A. Allison vote Aye, Jay M Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

Aggregation

Mr. Pacheco asked the Select Board to confirm that they had received all the materials that they had requested. He responded to a recent question from Select Board member Ms. Turner, verifying that there will be no changes for residents receiving low to moderate income assistance; they will still receive a 25% discount.

Ms. Turner restated the question; the Select Board will need to decide if there should be an all Green energy component, or should the Town stay with a more conventional plan with less green energy and greater savings. Mr. Pacheco explained again that it's one or the other; the Board will need to choose their plan to be 100% green at a higher cost or a lesser green plan at a lower cost. He confirmed that a mix of the two plans was not an option. Ms. Turner would like to see the Town offer a choice to residents.

Juneteenth

Mr. Allison asked Mr. Pacheco to update the Select Board about the Juneteenth holiday. Mr. Pacheco stated that Juneteenth is now a Federal holiday, but there is no requirement under the law that requires the Town to honor this. He explained that under current collective bargaining agreements, recognizing Federal holidays as a local holiday is a practice. No action was taken.

Gazebo Ramp

No discussion; tabled until next meeting.

XI. NEW BUSINESS

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

Mr. Allison recognized Ms. Turner, who had earlier requested an opportunity to talk about COVID. She noted that Lancaster, although the Board of Health was working hard to counteract this, was low on the Statewide list of Towns having been vaccinated. She suggested that the Select Board needs to take leadership on this issue.

XII. COMMUNICATIONS

- Town Offices will be closed on Monday, July 5 in observance of Independence Day.
- The next meeting of the Select Board will be held on Tuesday, July 6, at 6 p.m. via Zoom.

XIII. ADJOURNMENT

Ms. Turner made a motion to adjourn the meeting at 10:10 pm. Mr. Moody seconded, Jason A. Allison vote Aye, Jay M. Moody vote Aye and Alexandra W. Turner vote Aye. [3-0-0]

Respectfully submitted

Jay M. Moody Clerk
Approved and accepted:

ADMINISTRATION, BUDGET AND POLICY

Code of Conduct Policy



FOR TOWN ELECTED AND APPOINTED OFFICIALS

I. PURPOSE

The Town recognizes that all individuals elected and/or appointed by the Town must maintain and enforce respectful discourse with their fellow elected and/or appointed members, with those who work for the Town, those who volunteer their time and services on behalf of the Town and members of the public by striving at every meeting, forum or other official interaction to treat every person fairly and with respect regardless of any differences of opinion.

This policy provides a centralized standard of conduct for all elected and appointed officials in the Town.

II. APPLICABILITY

This policy and all its sections shall apply to all elected and appointed officials acting on behalf of the Town and covers all of their actions and communications whether spoken or written including but not limited to all electronic communications including social media.

III. CODE OF CONDUCT

All Town elected and appointed officials are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the Town and the welfare of its residents.

The Town elected and appointed officials must refrain from communicating or acting in a disrespectful, abusive and/or threatening manner towards members of the community, other elected or appointed officials, the Town Manager/Administrator or Town Staff.

Moreover, all elected and appointed officials must fully comply with the Town's Anti-Harassment and Anti-Discrimination Policy.

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

 /miasocial

MIIA
Risk Management
Work Safe. Be Safe.



Code of Conduct Policy



Further, all elected and appointed officials of the Town must assume the following responsibilities:

A. Conduct Generally and in Relation to the Community

- Be well informed concerning the local and state duties of a board/committee member.
- Never purport to represent the opinion of your board/committee except when specifically authorized by a recorded vote to do so.
- Accept your position as a means of unselfish public service, not to benefit personally, professionally or financially from your board/committee position.
- Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
- Demonstrate respect for the public that you serve.
- Safeguard confidential information.
- Conduct yourself so as to maintain public confidence in our local government.
- Conduct official business in such a manner that you cannot be improperly influenced in the performance of your official duties.
- Unless specifically exempted, conduct the business of the public in a manner that promotes open and transparent government.
- Comply as fully as possible with all Town policies, including, without limitation, the following:
 - Anti-harassment and Anti-discrimination Policy
 - Anti-fraud Policy
- Comply as fully as possible with all applicable laws, including, without limitation, the following:
 - The Open Meeting Law
 - Procurement Laws
 - The Ethics/Conflict of Interest Statute (G.L. c.268A).

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

 /miiasocial



Code of Conduct Policy



B. Conduct in Relation to other elected and appointed officials

- Treat all members of the board/committee to which you belong with respect despite differences of opinion; keeping in mind that professional respect does not preclude honest differences of opinion, but requires respect within those differences.
- Participate and interact in official meetings with dignity and decorum fitting those who hold a position of public trust.
- Recognize your responsibility to attend all meetings to assure a quorum and promptly notify the chairman should you for any reason be unable or unwilling to continue to serve. Formal notice to resign from a board/committee requires written notification to the Town Clerk.
- Recognize that action at official legal meetings is binding and that you alone cannot bind the board/committee outside of such meetings.
- Refrain from making statements or promises as to how you will vote on quasi-judicial matters that will come before the board/committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting.
- Uphold the intent of executive session and respect the privileged communication that exists in executive session.
- Make decisions only after all facts on a question have been presented and discussed.

C. Conduct in Relation to the Town Administrator/Manager

- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- Give the Town Administrator/Manager full responsibility for discharging his or her disposition and/or solutions.

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

/miasocial



Code of Conduct Policy



- Refrain from giving orders or directions to the Town Administrator/Manager for action as an individual board/committee member.
- Refrain from providing information to the Town Administrator/Manager that you would not be willing to share with other board/committee members.

D. Conduct in Relation to Town Staff

- Treat all staff as professionals and respect the abilities, experience, and dignity of each individual.
- Refrain from giving instructions to or requesting assistance from Town staff but rather channel all such activities through the Town Administrator/Manager.
- Never publicly criticize an individual employee or a department. Concerns about staff performance should only be made to the Town Administrator/Manager through private communication.
- Officials who interact with Town staff must do so in a respectful manner and understand employees should not be expected to take direction from any individual official on any matter.

IV. DISTRIBUTION AND EDUCATION

- The Town Clerk shall provide a copy of this policy, the Town's Anti-Harassment and Anti-Discrimination policy and the Anti-fraud policy to all elected and appointed officials upon its issuance and upon the subsequent appointment or re-appointment of any individual.
- Each individual shall sign a statement that they have read this policy and will comply with all requirements set forth in this policy. In the event that any member declines to sign the form, that fact shall be noted by the Town Clerk on the form.

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

 /miiasocial

MIIA
Risk Management
Work Safe. Be Safe.



Code of Conduct Policy



V. ENFORCEMENT

A. Generally

In addition to any other remedies or enforcement options available under the law, each board/committee may vote to censure any elected member and the appointing authority may decline to reappoint an individual who violates any provision of this Code of Conduct.

If any elected or appointed official is accused of violating the Town's Anti-Harassment and Anti-Discrimination Policy, the Town Administrator/Manager shall refer the matter for investigation to the contact named in the Anti-harassment and Anti-Discrimination policy or a disinterested outside firm or individual qualified to investigate the alleged conduct. The Town Administrator/Manager shall not be obliged to obtain any additional authority; this Code shall be sufficient authority. The firm or individual to whom the matter is referred shall promptly investigate the matter and report back findings of fact and recommendations to the Town Administrator/Manager. The Town Administrator/Manager shall share the reported findings and recommendations with the elected official's board/committee. The board/committee shall then take such action as is authorized by law and as it deems fit in response to the matter.

If an elected or appointed official is accused of violating any other provision of this Code of Conduct, the board/committee that the official represents or if applicable the appointing authority may take such action as is authorized by law and as it deems fit or it may vote upon request of the Town Administrator/Manager or on its own to refer the matter to a disinterested outside firm or individual qualified to investigate the alleged conduct. This firm or individual shall promptly investigate the matter and report back findings of fact and recommendations to the Town Administrator/Manager. The Town Administrator/Manager shall share the reported findings and recommendations with the board/committee. The board/committee shall then take such action as is authorized by law and as it deems fit in response to the matter. These remedies shall be in addition to, and not in substitution for, any other remedies that may be available by law.

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

 /miasocial

MIIA
Risk Management
Work Safe. Be Safe.

A logo icon for MIIA Risk Management, featuring a stylized house with a chimney and a roofline, rendered in orange and yellow colors.



DISCRIMINATION AND HARASSMENT SOLUTIONS LLC

Code of Conduct – Boards and Committees

Presented by Regina M. Ryan
781-910-0820

Agenda

- **Creating a Code of Conduct Policy**
- **Can the Policy be applied**
- **Enforcement and Exposure**
- **Recent Trends**

Code of Conduct Policy

- This policy and all its sections shall apply to all elected and appointed officials acting on behalf of the Town
- Sign off at appointment/election and after reappointment/re-elected – Town Clerk
- Covers all their actions and communications whether spoken or written including but not limited to all *electronic communications including social media*
- Proceed with caution and consider:
 - Statutory positions, due process hearings, notice etc.
 - Local bylaws may trump policy

Code of Conduct Policy

Certain boards/commissions are controlled by state statute including:

Board of Health – G.L. chapter 111 Section 26 (Cities) and 41 Section 1 (Towns)

Conservation Commission - G.L. chapter 40 Section 8C.

The statute may specifically address discipline. For example:

Zoning Board of Appeals – G.L. chapter 40A states:

Any member may be removed for cause by the appointing authority upon written charges and after a public hearing.

Code of Conduct Policy

- Conduct Generally and in:
 - Relation to the Community
 - Relation to other elected/appointed officials
 - Relation to the Town Manager/Administrator
 - Relation to the Town Staff

Enforcement and Exposure

Best practice:

- Allegation of discrimination and harassment by an elected or appointed official– SHALL investigate
- Allegation of violation of provisions of code of conduct policy by elected or appointed official– MAY investigate
 - The Town may be liable for the acts of the elected or appointed officials
 - The individual may also be liable for their actions

Anti-Discrimination and Anti-Harassment Policy

INCLUDING SEXUAL HARASSMENT



I. INTRODUCTION

It is the goal of our Town to promote a workplace that is free of unlawful discrimination and harassment (“harassment”) of any type, including sexual harassment. Harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as race, color, religious creed, national origin, ancestry, sex/gender, gender identity, age, criminal record (inquiries only), handicap (disability) mental illness, retaliation, sexual harassment, sexual orientation, genetics, pregnancy and pregnancy-related conditions, active military status, or other bases prohibited under state or federal anti-discrimination statutes, will not be tolerated. Our Town will not tolerate harassing conduct that affects employment conditions, that interferes unreasonably with an individual’s performance, or that creates an intimidating, hostile, or offensive work environment.

This Policy applies to all employment practices and employment programs sponsored by the Town. This Policy shall apply, but not be limited to, the areas of:

- Recruitment
- Selection
- Compensation and benefits
- Professional development and training
- Reasonable accommodation for disabilities or religious practices
- Promotion
- Transfer
- Termination
- Layoff, and
- Other terms and conditions of employment.

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

 /miiasocial

MIIA
Risk Management
Work Safe. Be Safe.



Anti-Discrimination and Anti-Harassment Policy



This Policy may apply to discrimination (including harassment) that occurs between co-workers that takes place outside the workplace (including, but not limited to, online conduct or conduct utilizing the internet or other electronic media). When the conduct complained of occurs outside of the workplace, the Town may consider the following and other factors in assessing whether the conduct constitutes conduct in violation of this Policy:

- whether the event at which the conduct occurred is linked to the workplace in any way, such as at a Town-sponsored function;
- whether the conduct occurred during work hours;
- the severity of the alleged outside-of-work conduct;
- the work relationship of the complainant and alleged harasser, which includes whether the alleged harasser is a supervisor and whether the alleged harasser and complainant come into contact with one another on the job;
- whether the conduct adversely affected the terms and conditions of the complainant's employment or impacted the complainant's work environment.

Because the Town takes allegations of harassment seriously, we will respond promptly to complaints of harassment. Where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment as defined above, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

 /miiasocial

MIIA
Risk Management
Work Safe. Be Safe.



Anti-Discrimination and Anti-Harassment Policy



- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual for having complained about discrimination and/or harassment, and retaliation against individuals for cooperating with an investigation of a harassment and/or discrimination complaint will not be tolerated by this organization.

III. EXAMPLES OF PROHIBITED DISCRIMINATORY BEHAVIOR

It is not possible to list all the circumstances that may constitute discrimination in violation of this Policy. Discrimination may take many forms, including both verbal and nonverbal behaviors. Prohibited behavior includes, but is not limited to, the following behaviors connected to someone's membership in one or more groups protected by law as noted in the first paragraph above: slurs or other derogatory comments; sharing demeaning pictures, cartoons, or jokes; demeaning gestures, and; any conduct constituting sexual harassment.

IV. COMPLAINT PROCEDURES

All employees, managers, and supervisors of the Town share responsibility for avoiding, discouraging and reporting any form of discriminatory harassment. The primary responsibility for ensuring proper investigation and resolution of harassment complaints rests with **[Insert Name, Title, Phone number]** or his/her designee, who will administer the policy and procedures described herein.

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

 /miiasocial



Anti-Discrimination and Anti-Harassment Policy



II. DEFINITIONS

“Harassment” means unwelcome conduct, whether verbal or physical, that is pervasive and severe and is based on a characteristic protected by law. Harassment includes, but is not limited to:

1. Display or circulation of written materials or pictures that are degrading to a person or group as previously described.
2. Verbal abuse, slurs, derogatory comments, or insults about, directed at, or made in the presence of an individual or group as previously described.

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Under this definition, for example, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The definition of sexual harassment is broad. In addition to the above examples, other unwelcome sexually oriented conduct that has the effect, whether intended or not, of creating a work environment that is hostile, offensive, intimidating or humiliating to either male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

/miasocial



Anti-Discrimination and Anti-Harassment Policy



VI. DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, or may include such other forms of disciplinary action as we deem appropriate under the circumstances.

VII. STATE AND FEDERAL REMEDIES

In addition to the above, if you believe you have been subjected to discriminatory harassment of any type, including sexual harassment, you may file a formal complaint with either or both government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies requires that claims be filed within 300 days from the alleged incident or when the complainant became aware of the incident.

The United States Equal Employment Opportunity Commission (“EEOC”)

One Congress Street, 10th Floor
Boston, MA 02114,
(617) 565-3200

The Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office:
One Ashburton Place, Room 601, Boston, MA 02108
(617) 727-3990

Springfield Office:
436 Dwight Street, Room 220, Springfield, MA 01103
(413) 739-2145

Worcester Office:
484 Main Street, Room 320, Worcester, MA 01641
(508) 799-6379

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

/miasocial



Anti-Discrimination and Anti-Harassment Policy



If any of our employees believes that he or she has been subjected to discrimination and/or harassment, the employee has the right to file a complaint with the Town. This may be done in writing or orally. In addition, residents, visitors, applicants, vendors, contractors, their agents and employees, or other third parties who believe they have been subjected to discrimination and/or harassment may also file a complaint with the Town using the procedures described herein. Furthermore, employees may also file a complaint if they have been subjected to harassment from residents, visitors, applicants, vendors, contractors, their agents and employees, or any other third parties in the workplace, while performing work-related duties, or during other work-related activities.

Prompt reporting of harassment is in the best interest of our Town and is essential to a fair, timely, and thorough investigation. Accordingly, complaints should be filed as soon as possible following the incident(s) at issue. If you would like to file a complaint you may do so by contacting **[Insert Name and Title]**. He/She will also be available to discuss any concerns you may have and to provide information to you about our policy on harassment and our complaint process.

V. COMPLAINT INVESTIGATION

When we receive a complaint, we will promptly investigate the allegation in a fair and expeditious manner to determine whether there has been a violation of our policy. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances, but confidentiality cannot be guaranteed. Our investigation may include private interviews with the person filing the complaint and with witnesses. We may also interview the person alleged to have committed harassment. The complainant, the person alleged to have committed harassment, and all witnesses are required to fully cooperate with all aspects of an investigation. When we have completed our investigation, we will inform the person filing the complaint and the person alleged to have committed that the investigation has been completed. Notwithstanding any provision of this policy, we reserve the right to investigate and act on our own initiative in response to conduct which may constitute harassment or otherwise be inappropriate, regardless of whether an actual complaint has been filed.

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

 /miiasocial



Anti-Discrimination and Anti-Harassment Policy



ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY INCLUDING SEXUAL HARASSMENT

This acknowledges that I have received and reviewed the Town's Anti-Discrimination and Anti-Harassment Including Sexual Harassment Policy ("Policy"). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding discrimination and harassment are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: _____

Signature: _____

Date: _____

To be included in employee's personnel file.

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

 /miiasocial

MIIA
Risk Management
Work Safe. Be Safe.



Massachusetts Interlocal Insurance Association | Serving Massachusetts' communities since 1982
Boston, MA | 617-426-7272 | 800-882-1498 | www.emiia.org

Recent Trends

- Bullying behavior towards staff
 - High staff turnover
 - Poor morale/unproductive staff
 - Allegations of hostile work environment
 - Staff report members to the Attorney General's office
- Yelling, screaming, swearing – hostility amongst board members
 - Not serving the best interest of the public
 - Loss of public trust
- Disrespecting the Town Manager/Administrator

Questions and Answers

Anti-Discrimination and Anti-Harassment Policy



INCLUDING SEXUAL HARASSMENT

I. INTRODUCTION

It is the goal of our Town to promote a workplace that is free of unlawful discrimination and harassment ("harassment") of any type, including sexual harassment. Harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as race, color, religious creed, national origin, ancestry, sex/gender, gender identity, age, criminal record (inquiries only), handicap (disability) mental illness, retaliation, sexual harassment, sexual orientation, genetics, pregnancy and pregnancy-related conditions, active military status, or other bases prohibited under state or federal anti-discrimination statutes, will not be tolerated. Our Town will not tolerate harassing conduct that affects employment conditions, that interferes unreasonably with an individual's performance, or that creates an intimidating, hostile, or offensive work environment.

This Policy applies to all employment practices and employment programs sponsored by the Town. This Policy shall apply, but not be limited to, the areas of:

- Recruitment
- Selection
- Compensation and benefits
- Professional development and training
- Reasonable accommodation for disabilities or religious practices
- Promotion
- Transfer
- Termination
- Layoff, and
- Other terms and conditions of employment.

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

 /miiasocial

MIIA
Risk Management
Work Safe. Be Safe.



Anti-Discrimination and Anti-Harassment Policy



This Policy may apply to discrimination (including harassment) that occurs between co-workers that takes place outside the workplace (including, but not limited to, online conduct or conduct utilizing the internet or other electronic media). When the conduct complained of occurs outside of the workplace, the Town may consider the following and other factors in assessing whether the conduct constitutes conduct in violation of this Policy:

- whether the event at which the conduct occurred is linked to the workplace in any way, such as at a Town-sponsored function;
- whether the conduct occurred during work hours;
- the severity of the alleged outside-of-work conduct;
- the work relationship of the complainant and alleged harasser, which includes whether the alleged harasser is a supervisor and whether the alleged harasser and complainant come into contact with one another on the job;
- whether the conduct adversely affected the terms and conditions of the complainant's employment or impacted the complainant's work environment.

Because the Town takes allegations of harassment seriously, we will respond promptly to complaints of harassment. Where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment as defined above, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

 /miasocial

MIIA
Risk Management
Work Safe. Be Safe.



Anti-Discrimination and Anti-Harassment Policy



II. DEFINITIONS

“Harassment” means unwelcome conduct, whether verbal or physical, that is pervasive and severe and is based on a characteristic protected by law. Harassment includes, but is not limited to:

1. Display or circulation of written materials or pictures that are degrading to a person or group as previously described.
2. Verbal abuse, slurs, derogatory comments, or insults about, directed at, or made in the presence of an individual or group as previously described.

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Under this definition, for example, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The definition of sexual harassment is broad. In addition to the above examples, other unwelcome sexually oriented conduct that has the effect, whether intended or not, of creating a work environment that is hostile, offensive, intimidating or humiliating to either male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

/miasocial

MIIA
Risk Management
Work Safe. Be Safe.



Anti-Discrimination and Anti-Harassment Policy



- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and,
- Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual for having complained about discrimination and/or harassment, and retaliation against individuals for cooperating with an investigation of a harassment and/or discrimination complaint will not be tolerated by this organization.

III. EXAMPLES OF PROHIBITED DISCRIMINATORY BEHAVIOR

It is not possible to list all the circumstances that may constitute discrimination in violation of this Policy. Discrimination may take many forms, including both verbal and nonverbal behaviors. Prohibited behavior includes, but is not limited to, the following behaviors connected to someone’s membership in one or more groups protected by law as noted in the first paragraph above: slurs or other derogatory comments; sharing demeaning pictures, cartoons, or jokes; demeaning gestures, and; any conduct constituting sexual harassment.

IV. COMPLAINT PROCEDURES

All employees, managers, and supervisors of the Town share responsibility for avoiding, discouraging and reporting any form of discriminatory harassment. The primary responsibility for ensuring proper investigation and resolution of harassment complaints rests with **[Insert Name, Title, Phone number]** or his/her designee, who will administer the policy and procedures described herein.

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

/miasocial



Anti-Discrimination and Anti-Harassment Policy



If any of our employees believes that he or she has been subjected to discrimination and/or harassment, the employee has the right to file a complaint with the Town. This may be done in writing or orally. In addition, residents, visitors, applicants, vendors, contractors, their agents and employees, or other third parties who believe they have been subjected to discrimination and/or harassment may also file a complaint with the Town using the procedures described herein. Furthermore, employees may also file a complaint if they have been subjected to harassment from residents, visitors, applicants, vendors, contractors, their agents and employees, or any other third parties in the workplace, while performing work-related duties, or during other work-related activities.

Prompt reporting of harassment is in the best interest of our Town and is essential to a fair, timely, and thorough investigation. Accordingly, complaints should be filed as soon as possible following the incident(s) at issue. If you would like to file a complaint you may do so by contacting **[Insert Name and Title]**. He/She will also be available to discuss any concerns you may have and to provide information to you about our policy on harassment and our complaint process.

V. COMPLAINT INVESTIGATION

When we receive a complaint, we will promptly investigate the allegation in a fair and expeditious manner to determine whether there has been a violation of our policy. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances, but confidentiality cannot be guaranteed. Our investigation may include private interviews with the person filing the complaint and with witnesses. We may also interview the person alleged to have committed harassment. The complainant, the person alleged to have committed harassment, and all witnesses are required to fully cooperate with all aspects of an investigation. When we have completed our investigation, we will inform the person filing the complaint and the person alleged to have committed that the investigation has been completed. Notwithstanding any provision of this policy, we reserve the right to investigate and act on our own initiative in response to conduct which may constitute harassment or otherwise be inappropriate, regardless of whether an actual complaint has been filed.

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

 /miiasocial

MIIA
Risk Management
Work Safe. Be Safe.



Anti-Discrimination and Anti-Harassment Policy



VI. DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, or may include such other forms of disciplinary action as we deem appropriate under the circumstances.

VII. STATE AND FEDERAL REMEDIES

In addition to the above, if you believe you have been subjected to discriminatory harassment of any type, including sexual harassment, you may file a formal complaint with either or both government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies requires that claims be filed within 300 days from the alleged incident or when the complainant became aware of the incident.

The United States Equal Employment Opportunity Commission (“EEOC”)

One Congress Street, 10th Floor
Boston, MA 02114,
(617) 565-3200

The Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office:
One Ashburton Place, Room 601, Boston, MA 02108
(617) 727-3990

Springfield Office:
436 Dwight Street, Room 220, Springfield, MA 01103
(413) 739-2145

Worcester Office:
484 Main Street, Room 320, Worcester, MA 01641
(508) 799-6379

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

 /miasocial



Anti-Discrimination and Anti-Harassment Policy



ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY INCLUDING SEXUAL HARASSMENT

This acknowledges that I have received and reviewed the Town's Anti-Discrimination and Anti-Harassment Including Sexual Harassment Policy ("Policy"). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding discrimination and harassment are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: _____

Signature: _____

Date: _____

To be included in employee's personnel file.

This information is general in nature and does not, and is not intended to, constitute legal advice. You are advised not to take, or to refrain from taking, any action based on this information without consulting your legal counsel about the specific issue(s).

 /miasocial

MIIA
Risk Management
Work Safe. Be Safe.

A stylized line-art icon of a house with a chimney, located to the right of the MIIA Risk Management logo.

LICENSES AND PERMITS



TOWN OF LANCASTER, MASSACHUSETTS
OFFICE OF THE
BOARD OF SELECTMEN

RECEIVED

JUN 21 2021

Board of Selectmen

SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION

2021

TODAY'S DATE: 6/10/2021

APPLICANT'S NAME: ROSE DARDEN TELEPHONE: 508-294-8516

ORGANIZATION: THE BOLTON FAIR INC.

EVENT ADDRESS: 318 SEVEN BRIDGE RD LANCASTER FAIRGROUNDS

EVENT PURPOSE: 138TH BOLTON FAIR

EVENT DATE: AUGUST 13, 14, 15 (STORAGE DAY AUG. 12)

EVENT HOURS: NOON - 9pm SUNDAY TILL 6pm

ALCOHOL: Beer and Wine: All Alcohol*: _____
(Non Profit; Charity or Club Only)*

ATTENDANCE: Approximate Number of Persons in Attendance: 20K

Persons Under 21 in Attendance: Yes No _____

If this Special One-Day Liquor License is granted, I hereby agree to abide by all rules, regulations and laws of the Commonwealth of Massachusetts concerning the sale and consumption of alcohol, particularly with regard to the minors. No persons under the age of twenty-one (21) shall be served alcoholic beverages.

Rosemary Darden Fair Manager Bolton Fair Inc.
Signature of Applicant

POLICE DEPARTMENT OFFICIAL USE ONLY

Approval Recommended _____ Approval Not Recommended

Police Officer Required: Yes No _____

Comments/Conditions: pending approved parking plan and permit approval from all other Boards

Date: 07/01-2021

Everett L. Moody
Police Chief Signature



The Bolton Fair, Inc.

June 14, 2021

Selectman – Town of Lancaster

On behalf of the Board of Directors of The Lancaster Fairgrounds, we give permission for the 138th Bolton Fair to serve alcohol at their event.

Dates of the event are August 13, 14, 15 2021

The Fair Manager Rose Darden Has been CORI checked.

Tips certified bartenders same as past years: Jillian Darden Link, Madeline Darden Bach, Kelly Devlin, Kimberly Henriques (current TIPS certification to be forwarded)

Liability Insurance to follow when renews in July.

Please let me know if you have any questions.

Best Regards,

Rose Darden
508-294-8516 cell

Fair manager



TOWN OF LANCASTER, MASSACHUSETTS
BOARD OF SELECTMEN
 Town Hall, 695 Main Street, Suite 1
 Lancaster, MA 01523
 Tel: 978-365-3326 (ext 1201) Fax: 978-368-8486
 Email: krocco@lancasterma.net

Annual License Fee - \$100.00
 Single Event Fee - \$25.00

Selectmen's Office
 Date **RECEIVED**
 JUN 21 2021
 Board of Selectmen

APPLICATION FOR LICENSE
THEATRICAL EXHIBITIONS, PUBLIC SHOWS, PUBLIC AMUSEMENTS
AND EXHIBITIONS OF EVERY DESCRIPTION HELD ON WEEKDAYS

New Application Renewal 2021

Name of Concern: THE BOLTON FAIR
 Street Address of Concern: 318 SEVEN BRIDGE RD LANCASTER FAIRGROUNDS
 Mailing Address (if different): P.O. BOX 154 BOLTON MA 01740
 Contact Person & Title (Owner, Director, Manager, Other): ROSE DARDEN FAIR MANAGER
 Telephone: 978-365-7206 Facsimile: _____ E-Mail: info@boltonfair.org

Describe in detail the proposed dancing, game, sport, fair, exposition, play, or entertainment of public diversion: _____

ANNUAL BOLTON FAIR AUGUST 12-15, 2021 THURS 5p-10p FRIDAY NOON-10p
SATURDAY 9am-9pm SUNDAY 9am-9pm

Hours of Proposed Entertainment: Starting Time: _____ P.M. Ending Time: _____ P.M.

The applicant certifies that all state tax returns have been filed and all state and local taxes have been paid as required by law and further agrees to comply with the terms of the License and applicable law, and all rules and regulations promulgated thereto. The Applicant further certifies that the information contained in this application is true and accurate and also authorizes the Licensing Authority or its agents to conduct whatever investigation is necessary to verify the information contained in this application.

Signature of Applicant: Rose Darden Fair Manager Date: 6/10/2021
 SSN# or Tax ID Required: 04-434-4392

License Fee must be submitted with this form. Make check payable to **Town of Lancaster**. Mail Application Form, Workers' Compensation Affidavit, and check to: **Board of Selectmen, Suite 1, 695 Main Street, Lancaster, MA 01523**.

* Dancing applies to watching dance (e.g. Ballet).
 ** Public Diversion includes, but is not limited to, flea markets, coin-operated amusements, ice and roller-skating, carousels, inclined railways, Ferris wheels, and exhibitions of firefighting.

A License issued under this Application applies to weekday operation ONLY. If entertainment is to be operated on Sundays, you also must file with the Board of Selectmen an APPLICATION FOR LICENSE FOR DANCING, SPORTS, GAMES, FAIRS, EXPOSITIONS, PLAYS OR ENTERTAINMENT OF PUBLIC DIVERSION ON SUNDAY, as well as an Application for a State License to the Commissioner of Public Safety, Attn: Special Licensing Division, One Ashburton Place, Boston, MA 02108-1618.

NOTICE: The filing of this application confers no rights on the part of the Applicant to undertake any activities until the license has been granted. The issuance of a license under this section or sections is subject to the Applicant's compliance with all other applicable Federal, State or local statutes, ordinances, bylaws, rules or regulations. The Licensing Authority reserves the right to request any additional information it reasonably deems appropriate for the purpose of determining the terms and conditions of the License and its decision to issue a License. The provisions of G.L. c.152 may require the filing of a Workers' Compensation Insurance Affidavit with this application. Failure to file the Affidavit, along with any other required information and/or documentation, shall be sufficient cause for the denial of the License application.



**TOWN OF LANCASTER, MASSACHUSETTS
BOARD OF SELECTMEN**

Town Hall, 701 Main Street, Suite 1
Lancaster, MA 01523
Tel: 978-365-3326 Fax: 978-368-8486
Email: krocco@lancasterma.net

Annual License Fee - \$400.00
Annual License Fee - \$100.00 w/M-Sat
License
Single Event - \$25.00

RECEIVED
Selectmen's Office
Date Received
JUN 21 2021
Board of Selectmen

**APPLICATION FOR TOWN LICENSE
DANCING*, SPORTS, GAMES, FAIRS, EXPOSITIONS, PLAYS OR
ENTERTAINMENT OF PUBLIC DIVERSION** ON SUNDAY**

New Application Renewal 2021

Name of Concern: THE BOLTON FAIR
Street Address of Concern: 318 SEVEN BRIDGERD LANCASTER FAIRGROUNDS
Mailing Address (if different): P.O. BOX 154 BOLTON MA 01740
Contact Person & Title (Owner, Director, Manager, Other): ROSE DARDEN FAIR MANAGER
Telephone: 978-365-7206 Facsimile: _____ E-Mail: info@boltonfair.org

Describe in detail the proposed dancing, game, sport, fair, exposition, play, or entertainment of public diversion: _____

ANNUAL BOLTON FAIR AUGUST 12-15, 2021 THURS 5p-10p FRIDAY NOON-10p
SATURDAY 9am-10pm SUNDAY 9am-9pm

Hours of Proposed Entertainment: Starting Time: _____ P.M. Ending Time: _____ P.M.

NOTICE: No License issued pursuant to G.L. c.136, §4 shall be granted to permit activities before 1:00 p.m. without a License issued by the Commissioner of Public Safety, Attn: Special Licensing Division, One Ashburton Place, Boston, MA 02108-1618.

The applicant certifies that all state tax returns have been filed and all state and local taxes have been paid as required by law and further agrees to comply with the terms of the License and applicable law, and all rules and regulations promulgated thereto. The Applicant further certifies that the information contained in this application is true and accurate and also authorizes the Licensing Authority or its agents to conduct whatever investigation is necessary to verify the information contained in this application.

Rose Darden Fair Manager
Signature of Applicant
Tax ID Required 04-434-4392

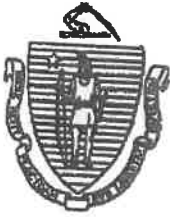
6/10/2021
Date

License Fee must be submitted with this form. Make check payable to *Town of Lancaster*. Mail Application Form, Workers' Compensation Affidavit, and check to: *Board of Selectmen, 701 Main Street, Suite 1, Lancaster, MA 01523*.

* *Dancing applies to watching dance (e.g. Ballet).*

** *Public Diversion includes, but is not limited to, flea markets, coin-operated amusements, ice and roller-skating, carousels, inclined railways, Ferris wheels, and exhibitions of firefighting.*

NOTICE: The filing of this application confers no rights on the part of the Applicant to undertake any activities until the license has been granted. The issuance of a license under this section or sections is subject to the Applicant's compliance with all other applicable Federal, State or local statutes, ordinances, bylaws, rules or regulations. The Licensing Authority reserves the right to request any additional information it reasonably deems appropriate for the purpose of determining the terms and conditions of the License and its decision to issue a License. The provisions of G.L. c.152 may require the filing of a Workers' Compensation Insurance Affidavit with this application. Failure to file the Affidavit, along with any other required information and/or documentation, shall be sufficient cause for the denial of the License application.



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 1 Congress Street, Suite 100
 Boston, MA 02114-2017

www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
 TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: BOLTON FAIR INC
 Address: P.O. BOX 154
 City/State/Zip: BOLTON MA 01740 Phone #: 978-365-7206

Are you an employer? Check the appropriate box:

- 1. I am a employer with _____ employees (full and/ or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

- 5. Retail
- 6. Restaurant/Bar/Eating Establishment
- 7. Office and/or Sales (incl. real estate, auto, etc.)
- 8. Non-profit
- 9. Entertainment
- 10. Manufacturing
- 11. Health Care
- 12. Other

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____
 Insurer's Address: _____
 City/State/Zip: _____
 Policy # or Self-ins. Lic. #: _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date). Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Rose Walden Date: 6/10/2021
 Phone #: 978-365-7206 cell 508-294-8516

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____
 Issuing Authority (circle one):
 1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
 6. Other _____

Contact Person: _____ Phone #: _____



TOWN OF LANCASTER, MASSACHUSETTS
BOARD OF SELECTMEN
 Town Hall, 695 Main Street, Suite 1
 Lancaster, MA 01523
 Tel: 978-365-3326 (ext 1201) Fax: 978-368-8486
 Email: krocco@lanasterma.net

Annual License Fee - \$100.00
 Single Event Fee - \$25.00

Selectmen's Office
 Date Received

**APPLICATION FOR LICENSE
 THEATRICAL EXHIBITIONS, PUBLIC SHOWS, PUBLIC AMUSEMENTS
 AND EXHIBITIONS OF EVERY DESCRIPTION HELD ON WEEKDAYS**

New Application X Renewal _____ 2021

Name of Concern: BAV STATE ANTIQUE TRUCK SHOW (ATCA)
 Street Address of Concern: 318 SEVEN BRIDGE RD - LANCASTER FAIRGROUNDS
 Mailing Address (if different): P.O. BOX 154 BOLTON, MA 01740
 Contact Person & Title (Owner, Director, Manager, Other): BOB GREENE EVENT DIRECTOR
 Telephone: 617-560-1800 Facsimile: _____ E-Mail: rlgreene@ggreene.com

Describe in detail the proposed dancing, game, sport, fair, exposition, play, or entertainment of public diversion: _____

ANTIQUUE TRUCK SHOW AUGUST 28, 29, 2021

Hours of Proposed Entertainment: Starting Time: 8 ^{Am} P.M. Ending Time: 8 P.M.

The applicant certifies that all state tax returns have been filed and all state and local taxes have been paid as required by law and further agrees to comply with the terms of the License and applicable law, and all rules and regulations promulgated thereto. The Applicant further certifies that the information contained in this application is true and accurate and also authorizes the Licensing Authority or its agents to conduct whatever investigation is necessary to verify the information contained in this application.

Signature of Applicant: Bob Greene (Rose Under) Date: 6/10/2021
 SSN# or Tax ID Required: _____

License Fee must be submitted with this form. Make check payable to **Town of Lancaster**. Mail Application Form, Workers' Compensation Affidavit, and check to: **Board of Selectmen, Suite 1, 695 Main Street, Lancaster, MA 01523**.

* Dancing applies to watching dance (e.g. Ballet).
 ** Public Diversion includes, but is not limited to, flea markets, coin-operated amusements, ice and roller-skating, carousels, inclined railways, Ferris wheels, and exhibitions of firefighting.

A License issued under this Application applies to weekday operation ONLY. If entertainment is to be operated on Sundays, you also must file with the Board of Selectmen an APPLICATION FOR LICENSE FOR DANCING, SPORTS, GAMES, FAIRS, EXPOSITIONS, PLAYS OR ENTERTAINMENT OF PUBLIC DIVERSION ON SUNDAY, as well as an Application for a State License to the Commissioner of Public Safety, Attn: Special Licensing Division, One Ashburton Place, Boston, MA 02108-1618.

NOTICE: The filing of this application confers no rights on the part of the Applicant to undertake any activities until the license has been granted. The issuance of a license under this section or sections is subject to the Applicant's compliance with all other applicable Federal, State or local statutes, ordinances, bylaws, rules or regulations. The Licensing Authority reserves the right to request any additional information it reasonably deems appropriate for the purpose of determining the terms and conditions of the License and its decision to issue a License. The provisions of G.L. c.152 may require the filing of a Workers' Compensation Insurance Affidavit with this application. Failure to file the Affidavit, along with any other required information and/or documentation, shall be sufficient cause for the denial of the License application.



TOWN OF LANCASTER, MASSACHUSETTS
BOARD OF SELECTMEN
 Town Hall, 701 Main Street, Suite 1
 Lancaster, MA 01523
 Tel: 978-365-3326 Fax: 978-368-8486
 Email: krocco@lancasterma.net

Annual License Fee - \$400.00
 Annual License Fee - \$100.00 w/M-Sat License
 Single Event - \$25.00

RECEIVED
 Selectmen's Office
 Date Received
JUN 27 2021
 Board of Selectmen

APPLICATION FOR TOWN LICENSE
DANCING*, SPORTS, GAMES, FAIRS, EXPOSITIONS, PLAYS OR
ENTERTAINMENT OF PUBLIC DIVERSION ON SUNDAY**

New Application Renewal 2021

Name of Concern: BAY STATE ANTIQUE TRUCK SHOW (ATCA)
 Street Address of Concern: 318 SEVEN BRIDGE RD - LANCASTER FAIRGROUNDS
 Mailing Address (if different): P.O. BOX 154 BOLTON, MA 01740
 Contact Person & Title (Owner, Director, Manager, Other): BOB GREENE EVENT DIRECTOR
 Telephone: 617-560-1800 Facsimile: _____ E-Mail: rlgreene@ggreene.com

Describe in detail the proposed dancing, game, sport, fair, exposition, play, or entertainment of public diversion: _____
ANTIQUUE TRUCK SHOW AUGUST 28+29, 2021

Hours of Proposed Entertainment: Starting Time: 8 ^{AM}/_{PM} Ending Time: 8 P.M.

NOTICE: No License issued pursuant to G.L. c.136, §4 shall be granted to permit activities before 1:00 p.m. without a License issued by the Commissioner of Public Safety, Attn: Special Licensing Division, One Ashburton Place, Boston, MA 02108-1618.

The applicant certifies that all state tax returns have been filed and all state and local taxes have been paid as required by law and further agrees to comply with the terms of the License and applicable law, and all rules and regulations promulgated thereto. The Applicant further certifies that the information contained in this application is true and accurate and also authorizes the Licensing Authority or its agents to conduct whatever investigation is necessary to verify the information contained in this application.

Signature of Applicant: Bob Greene (Resident)
 Tax ID Required _____ Date: 6/10/2021

License Fee must be submitted with this form. Make check payable to *Town of Lancaster*. Mail Application Form, Workers' Compensation Affidavit, and check to: *Board of Selectmen, 701 Main Street, Suite 1, Lancaster, MA 01523.*

* Dancing applies to watching dance (e.g. Ballet).
 ** Public Diversion includes, but is not limited to, flea markets, coin-operated amusements, ice and roller-skating, carousels, inclined railways, Ferris wheels, and exhibitions of firefighting.

NOTICE: The filing of this application confers no rights on the part of the Applicant to undertake any activities until the license has been granted. The issuance of a license under this section or sections is subject to the Applicant's compliance with all other applicable Federal, State or local statutes, ordinances, bylaws, rules or regulations. The Licensing Authority reserves the right to request any additional information it reasonably deems appropriate for the purpose of determining the terms and conditions of the License and its decision to issue a License. The provisions of G.L. c.152 may require the filing of a Workers' Compensation Insurance Affidavit with this application. Failure to file the Affidavit, along with any other required information and/or documentation, shall be sufficient cause for the denial of the License application.



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 1 Congress Street, Suite 100
 Boston, MA 02114-2017

www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
 TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: BAY STATE (ATCA)

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

1. I am an employer with _____ employees (full and/or part-time).*
2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. Retail
6. Restaurant/Bar/Eating Establishment
7. Office and/or Sales (incl. real estate, auto, etc.)
8. Non-profit
9. Entertainment
10. Manufacturing
11. Health Care
12. Other

* Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

** If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Rose Walden

Date: 6/10/2021

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
 6. Other _____

Contact Person: _____ Phone #: _____



TOWN OF LANCASTER, MASSACHUSETTS
BOARD OF SELECTMEN
 Town Hall, 701 Main Street, Suite 1
 Lancaster, MA 01523
 Tel: 978-365-3326 Fax: 978-368-8486
 Email: krocco@lancafterma.net

Annual License Fee - \$400.00
 Annual License Fee - \$100.00 w/M-Sat
 License
 Single Event - \$25.00

RECEIVED
 Selectmen's Office
 Date Received
 JUN 21 2021
 Board of Selectmen

APPLICATION FOR TOWN LICENSE
DANCING*, SPORTS, GAMES, FAIRS, EXPOSITIONS, PLAYS OR
ENTERTAINMENT OF PUBLIC DIVERSION ON SUNDAY**

New Application Renewal 2021

Name of Concern: BRITISH MOTORCYCLE SHOW + SWAP MEET
 Street Address of Concern: 318 SEVEN BRIDGE RD - LANCASTER FAIRGROUNDS
 Mailing Address (if different): P.O. BOX 154 BOLTON, MA 01740
 Contact Person & Title (Owner, Director, Manager, Other): PETER QUICK EVENT DIRECTOR
 Telephone: 603-305-1133 Facsimile: _____ E-Mail: peter@bsawunitsingles.com

Describe in detail the proposed dancing, game, sport, fair, exposition, play, or entertainment of public diversion: _____

ANTIQUE BRITISH MOTORCYCLES SHOW + SWAP MEET
SEPTEMBER 19, 2021

Hours of Proposed Entertainment: Starting Time: 6:30 ^{AM} P.M. Ending Time: 5 P.M.

NOTICE: No License issued pursuant to G.L. c.136, §4 shall be granted to permit activities before 1:00 p.m. without a License issued by the Commissioner of Public Safety, Attn: Special Licensing Division, One Ashburton Place, Boston, MA 02108-1618.

The applicant certifies that all state tax returns have been filed and all state and local taxes have been paid as required by law and further agrees to comply with the terms of the License and applicable law, and all rules and regulations promulgated thereto. The Applicant further certifies that the information contained in this application is true and accurate and also authorizes the Licensing Authority or its agents to conduct whatever investigation is necessary to verify the information contained in this application.

Signature of Applicant: Peter Quick, (Rose Holden) Date: 6/10/2021
 Tax ID Required _____

License Fee must be submitted with this form. Make check payable to *Town of Lancaster*. Mail Application Form, Workers' Compensation Affidavit, and check to: *Board of Selectmen, 701 Main Street, Suite 1, Lancaster, MA 01523*.

* *Dancing applies to watching dance (e.g. Ballet).*
 ** *Public Diversion includes, but is not limited to, flea markets, coin-operated amusements, ice and roller-skating, carousels, inclined railways, Ferris wheels, and exhibitions of firefighting.*

NOTICE: The filing of this application confers no rights on the part of the Applicant to undertake any activities until the license has been granted. The issuance of a license under this section or sections is subject to the Applicant's compliance with all other applicable Federal, State or local statutes, ordinances, bylaws, rules or regulations. The Licensing Authority reserves the right to request any additional information it reasonably deems appropriate for the purpose of determining the terms and conditions of the License and its decision to issue a License. The provisions of G.L. c.152 may require the filing of a Workers' Compensation Insurance Affidavit with this application. Failure to file the Affidavit, along with any other required information and/or documentation, shall be sufficient cause for the denial of the License application.



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 1 Congress Street, Suite 100
 Boston, MA 02114-2017
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
 TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: BRITISH MOTORCYCLE

Address: _____

City/State/Zip: _____ Phone #: _____

<p>Are you an employer? Check the appropriate box:</p> <p>1. <input type="checkbox"/> I am an employer with _____ employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]</p> <p>3. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**</p> <p>4. <input checked="" type="checkbox"/> We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]</p>	<p>Business Type (required):</p> <p>5. <input type="checkbox"/> Retail</p> <p>6. <input type="checkbox"/> Restaurant/Bar/Eating Establishment</p> <p>7. <input type="checkbox"/> Office and/or Sales (incl. real estate, auto, etc.)</p> <p>8. <input checked="" type="checkbox"/> Non-profit</p> <p>9. <input type="checkbox"/> Entertainment</p> <p>10. <input type="checkbox"/> Manufacturing</p> <p>11. <input type="checkbox"/> Health Care</p> <p>12. <input type="checkbox"/> Other _____</p>
--	---

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.
 **If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date). Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Rose Darden Date: 6/10/2021

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):
 1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
 6. Other _____

Contact Person: _____ Phone #: _____

APPOINTMENTS AND RESIGNATIONS

Kathi Rocco

From: Maribeth Eugene <mb_eugene@comcast.net>
Sent: Friday, June 4, 2021 10:21 AM
To: Kathi Rocco
Subject: Re: Animal Control Commission

Yes, I'll continue. Phil plans to also and should be sending you a response.

On 06/02/2021 8:43 AM Kathi Rocco <krocco@lancasterma.net> wrote:

Good Morning Maribeth and Philip

According to our records, your term on the Animal Control Commission is due to expire on June 30, 2021. Please let me know if you would like to be reappointed for another 3 year term.

Thank you for your assistance in this matter.

Best,

Kathi

Kathleen Rocco

Executive Assistant / Records Access Officer

Lancaster Board of Selectmen

701 Main Street, Suite 1

Lancaster, MA 01523

T: 978-365-3326 x 1201

www.ci.lancaster.ma.us

RECEIVED

JUL 07 2021

Dear Orlando,

Board of Selectmen

I am writing to inform you of my struggling decision to resign from the Town of Lancaster as their Building Commissioner and Zoning Enforcement Officer effective Thursday, July 8, 2021.

I am grateful to have had the opportunity to have worked with such a great group of people in the Town Hall, Fire Department, and other departments throughout the Town of Lancaster.

Mostly, I have greatly enjoyed working with you for the past three and a half years. I really have appreciated the opportunities that have been given to me during my time here, as well as your professional guidance and support.

I have learned a lot and have grown professionally. I am very grateful to have worked with you. I maintain that during my 18 years of municipal employment, I consider you one of the best Town Administrators I have ever worked with.

I feel as I came in as a neighbor and I am leaving as a friend.

I know that you are dealing with many complex issues in this town, and I am happy to help you in any way with the transition process.

Again, thank you for your understanding of my decision to leave, and for all your support over these years.

I wish you all the best, and the continued success for the Town of Lancaster.

Sincerely,



Tony Zahariadis

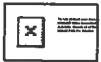
Orlando Pacheco

From: The Kennedys <kennedy2004@comcast.net>
Sent: Monday, June 28, 2021 9:55 AM
To: Lisa Johnson
Cc: Orlando Pacheco; Andrea Kiuru-Shepard
Subject: Resignation

Hi Lisa,

This is to inform you that I have decided to resign my seat on the Recreation Committee, effective immediately.

Thanks,
Joe Kennedy



Virus-free. www.avast.com

