



LANCASTER BOARD OF SELECTMEN
Regular Meeting Minutes
Of May 6, 2019

I. CALL TO ORDER

Chairman Stanley B. Starr, Jr. called the Regular Meeting of the Board of Selectmen to Order at 6:00 P.M. in the Mary Rowlandson Elementary Auditorium, 103 Hollywood Drive, Lancaster, Massachusetts. Present were Selectmen Walter F. Sendrowski, Mark A. Grasso, Jr., Town Administrator Orlando Pacheco and Executive Assistant Kathleen Rocco.

II. PUBLIC COMMENT PERIOD - NONE

6:00 P.M. – 6:05 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.

III. APPROVAL OF MEETING MINUTES

Review and take action on Regular Meeting Minutes of April 16, 2019.

Selectman Sendrowski moved to approve the Regular Meeting Minutes of April 16, 2019. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]

Review and take action on Special Meeting Minutes of February 5, 2019 & February 14, 2019.

Selectman Sendrowski moved to approve the Special Meeting Minutes of February 5, 2019 and February 14, 2019. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

VI. TOWN ADMINISTRATOR REPORT - NONE

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Town Administrator Evaluation and Review: *(see attached)*

VIII. APPOINTMENTS AND RESIGNATIONS

Appointments:

Memorial Day Committee – Barbara Foster, 9 Otis Street, term to expire June 30, 2020.

Selectman Grasso moved to appoint Barbara Foster to the Memorial Day Committee, term to expire June 30, 2020. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]

IX. LICENSES AND PERMITS

1. Consider and take action on application from British Motorcycle Group (BSA Owners Club of New England), for Sunday Entertainment License to hold a Vintage British Motorcycle Show and Swap Meet, to be held at the Lancaster Fairgrounds on June 2, 2019 from Noon to 5:00 PM.
Selectman Grasso moved to approve the application from British Motorcycle Group for Sunday Entertainment License to be held on June 2, 2019 from Noon to 5:00 P.M. at the Lancaster Fairgrounds. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]
2. Consider and take action on Lancaster Recreation's application for use of Town Green/Gazebo for Town Wide Yard Sale to be held on June 15, 2019.
Selectman Grasso moved to approve the application from Lancaster Recreation for use of Town Green/Gazebo for a Town Wide Sale to be held on June 15, 2019. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]

X. NEW BUSINESS * - NONE

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

XI. COMMUNICAITONS

Next Board of Selectmen's meeting will be held on Monday, May 20, 2019.

XII. ADJOURNMENT

Seeing no further business, on Motion by Selectman Sendrowski, seconded by Selectman Grasso, it was unanimously voted the Board of Selectmen adjourned at 6:35 P.M.

Respectfully submitted

Kathleen Rocco
Executive Assistant



Walter F. Sendrowski, Clerk

Approved and accepted: 5/20/19



Town of Lancaster Department Head Review

Department Head Name: Orlando Pacheco	Review Date: May 6, 2019
Job: Town Administrator	Grade:
Step: contract	Anniversary Date:

Goals for the Year	
Please list the goal set during the Performance Planning Process.	
1	Development of the North Lancaster Sites
2	Water Infrastructure Replace/Repair Rt. 117 & Other Aging Systems
3	Develop & Implement Five and Ten Year Capital Expenditure Plans
4	Implement Traffic Control Measures for Rt.117/Main Street & 117/Lunenburg Road
5	Actively Pursue Fed., State & Other Grants Sources. - Conduct Land Auctions

Rating System	
1	Consistently surpassed job requirements; performance above expectations.
2	Successfully achieved job requirements; solid performance results.
3	Meets job requirements consistently, average performance results.
4	Did not meet job requirements consistently; performance below expectations. Action plan required.
5	Does not meet job requirements. Action plan required.

Department Head Goals	Rating
Focus on what was done and how it was done for each department goal.	Place an x along the continuum based on the results achieved.
#1 Green Communities, Culvert Design & Bridge Grants	
#2 70/117 Intersection Upgrade	
#3 North Lancaster Development	

Department Head Skills	
Organization & Planning	Rating
Describe how well he/she analyzes the daily tasks, organizes resources, plans projects, anticipates problems and reacts to unexpected events.	Place an x along the continuum based on the results achieved.
#1. See attached sheet	
Leadership/Supervisory Skills	Rating
	Place an x along the continuum based on the results achieved.
#1. See attached sheet	



Individual Skills	
Job Knowledge - Results Achieved Focus on what was done and how the department head used their job knowledge to the tasks critical to their job to be successful.	Rating Place an x along the continuum based on the results achieved.
#1 See attached sheet	
#2	
#3	
Quality of Work & Initiative Describe the department head's thoroughness, accuracy, follow-through and initiative when completing required tasks.	Rating Place an x along the continuum based on the accomplishments.
#1 Consistently strong. Is pro-active & self starting in pursuit of external funding for community needs. Has partnered with BPW in applying & receiving grant funding.	
	E A N
Dependability Describe the department heads reliability in completing tasks on time and overall attendance and punctuality throughout the year.	Rating Place an x along the continuum based on the accomplishments.
#1 Has completed various tasks in a timely manner. Still occasionally challenged for timely attendance at scheduled meetings	
	E A N
Communication Skills Describe the department heads ability to work with fellow employees and how well they interact with residents of the town.	Rating Place an x along the continuum based on the accomplishments.
#1. See attached sheet	
Stress Situations Describe the department head's ability to remain calm in stressful situations and make appropriate decisions under conditions that cause emotional and physical stress.	Rating Place an x along the continuum based on the accomplishments.
#1. My observations is that OP remains composed in challenging situations, including stressful public safety situations.	
Continuing Education I defer to OP's judgment as to the appropriate level of his continuing ED status & have not included this item in my evaluation	Rating Place an x along the continuum based on the accomplishments.
#1.	



Managers' summary and comments on overall performance, behavior and attitude:

See attached sheet

List areas of focus for next year's Performance and Development Plan, including any required education and/or action planning.

see attached sheet

List the goals for the Department Head's Next Yearly Performance Plan:

1. To be established by the full BOS and TA during our next regular BOS Meeting.

Town Administrator Pacheco Signature	
Board of Selectman Signature	
	Stanley B. Starr, Jr. Chairman

Date	
Date	

ORLANDO PACHECO

GOALS FOR THE YEAR

DEVELOPMENT OF THE NORTH LANCASTER SITES

WATER INFRASTRUCTURE REPLACE/REPAIR RT. 117 & OTHER AGES SYSTEMS

DEVELOP & IMPLEMENT FIVE AND TEN YEAR CAPITAL EXPENDITURE PLANS

IMPLEMENT TRAFFIC CONTROL MEASURES FOR RT. 117/MAIN STREET.
117/LUNENBURG ROAD

ACTIVELY PURSUE FEDERAL, STATE AND OTHER GRANT SOURCES

CONDUCT LAND AUCTION

DEPARTMENT HEAD GOALS

GREEN COMMUNITIES, CULVERT DESIGN, & BRIDGE GRANTS 2

70/117 INTERSECTION UPGRADE 2

NORTH LANCASTER DEVELOPMENT 2

ORGANIZATION & PLANNING 2

ORLANDO DOES A VERY GOOD JOB IN ALLOCATING TOWN RESOURCES BOTH FINANCIAL AND HUMAN. HE IS PROFICIENT IN DEALING WITH THE VARYING UNPREDICTABLE CHALLENGES THAT ARISE IN THE COURSE OF TOWN BUSINESS.

HE IS ADEPT AT EFFECTIVELY MANAGING THE MULTITUDE OF COMMUNITY PROJECTS THAT FACE THE TOWN AND HAS WORKED WELL WITH OUR TOWN'S PLANNING DIRECTORS

LEADERSHIP/SUPERVISORY SKILLS 2

MY OBSERVATION IS THAT THE TA MAINTAINS A PROFESSIONAL WORKING RELATIONSHIP WITH THE MAJORITY OF HIS TOWN EMPLOYEE REPORTS

HE HAS A STRONG GRASP AS TO THE RESPONSIBILITIES INHERENT FOR EACH REPORTING EMPLOYEE AND PROVIDES ON GOING SUPERVISORY INPUT INDIVIDUALLY AND THROUGH DEPARTMENT HEAD MEETINGS.

JOB KNOWLEDGE – RESULTS ACHIEVED 1

ORLANDO IS A VETERAN TOWN ADMINISTRATION WHO HAS BEEN ACTIVE AND SUCCESSFUL IN SEEKING GRANT OPPORTUNITIES. HE REMAINS ACTIVE

IN WORKING WITH THE DEVELOPERS IN NORTH LANCASTER, FUNDING FOR THE RENOVATION OF THE RT. 117 INTERSECTIONS, RECENT ENERGY SAVINGS UPGRADES FOR THE LIBRARY, AWARD OF AN ELECTRIC CAR FOR THE TOWN, RT. 117 BRIDGE REPAIRS, CULVERT DESIGN GRANT, ROUNDABOUT RT. 70 COMPLETION, AMONG OTHERS. HE HAS SUCCESSFULLY NEGOTIATED WORKING AGREEMENTS WITH VARIOUS FILMING COMPANIES USING LANCASTER AS A SITE LOCATION FOR THEIR PRODUCTIONS. HE HAS SUBSTANTIVE WORKING KNOWLEDGE OF THE TOWN'S SOLAR ARRAY ((BENEFIT TO LANCASTER ANNUALLY IS ~\$175K).

QUALITY OF WORK & INITIATIVE

2

CONSISTENTLY STRONG. IS PRO-ACTIVE AND SELF STARTING IN PURSUIT OF EXTERNAL FUNDING FOR COMMUNITY NEEDS. HAS PARTNERED WITH BPW IN APPLYING AND RECEIVING GRANT FUNDING.

DEPENDABILITY

2.5

HAS COMPLETED VARIOUS TASKS IN A TIMELY MANNER. STILL OCCASIONALLY CHALLENGED FOR TIMELY ATTENDANCE AT SCHEDULED MEETINGS.

COMMUNICATION SKILLS

2

APPEARS TO HAVE GOOD WORKING RELATIONSHIPS WITH MOST TOWN EMPLOYEES. ANECDOTAL INPUT FROM SEVERAL TOWN RESIDENTS RANK ORLANDO'S RESPONSES IN A RANGE FROM VERY GOOD TO LESS THAN ADEQUATE. OVER THE PAST YEAR. HIS WORKING RELATIONSHIP WITH ME, AS THE CHAIRMAN OF THE BOS, HAS BEEN VERY GOOD IN TIMELY RESPOND AND CONTENT.

I'VE HAD NUMEROUS CONVERSATIONS WITH ORLANDO OUTSIDE OF NORMAL WORKING HOURS AND HE HAS ALWAYS MADE HIMSELF AVAILABLE

STRESS SITUATIONS

2

MY OBSERVATION IS THAT ORLANDO REMAINS COMPOSED IN CHALLENGING SITUATIONS, INCLUDING STRESSFUL PUBLIC SAFETY SITUATIONS.

CONTINUING EDUCATION

I DEFER TO ORLANDO'S JUDGMENT AS TO THE APPROPRIATE LEVEL OF HIS CONTINUING ED STATUS AND HAVE NOT INCLUDED THIS ITEM IN MY EVALUATION.

SUMMARY

ORLANDO PACHECO IS AN INTELLIGENT AND EXPERIENCED MUNICIPAL ADMINISTRATOR WITH SUBSTANTIAL GRANT WRITING EXPERIENCE.

HE HAS DEVELOPED MANY IMPORTANT PERSONAL CONTACTS AT THE STATE, MUNICIPAL, AND FEDERAL LEVELS THAT HAS SERVED OUR TOWN WELL IN ASCERTAINING AND SECURING GRANT OPPORTUNITIES.

AT TIMES ORLANDO IS PERCEIVED AS BRASH AND LESS THAN DIPLOMATIC BY SOME INDIVIDUALS. HE HAS BEEN VERY RESPONSIVE IN MY WORKING RELATIONSHIP WITH HIM AND HAS FOLLOWED UP PROMPTLY ON ISSUES THAT I'VE PRESENTED TO HIM.

IMPROVEMENT WOULD INCLUDE; MORE ACTIVE INVOLVEMENT WITH BOARDS, COUNCILS, AND OTHER VOLUNTEER TOWN GROUPS AND GREATER PARTICIPATION IN COMMUNITY BASED ACTIVITIES AND EVENTS.

WE ROUTINELY COMMUNICATE AND/OR MEET SEVERAL TIMES A WEEK TO ENSURE TIMELINESS AND CONTINUITY WITHIN OUR INDIVIDUAL RESPONSIBILITIES. WE CANDIDLY SHARE OUR THOUGHTS AND RECOMMENDATIONS.

ORLANDO REMAINS A STRONG ADVOCATE FOR THE TOWN OF LANCASTER

AREAS OF FOCUS

THERE REMAINS A CRITICAL NEED TO FIND ADDITIONAL REVENUE FOR OUR TOWN. THE BEST OPPORTUNITY CONTINUES TO LIE IN THE COMMERCIAL DEVELOPMENT OF NORTH LANCASTER'S RAW LAND OFF RT. 70/LUNENBURG ROAD.

THE NEED TO SECURE AND DEVELOP A THIRD POTABLE WATER SOURCE IS VERY CRITICAL TO ENSURE A SAFE AND AMPLY SUPPLY FOR THE TOWN'S FUTURE NEEDS.

CONTINUED EMPHASIS ON RESEARCHING AND APPLYING FOR APPROPRIATE GRANT OPPORTUNITIES

CONTINUED EFFORTS TO ESTABLISH TOWN FRIENDLY 40B AFFORDABLE HOUSING UNITS.

RE-CONSTITUTE THE PERSONNEL BOARD, ALONG WITH A PER DIEM, AS NEEDED, HUMAN RESOURCE SPECIALIST - A PERCEIVED WEAKNESS AS RECENTLY EVIDENCED BY WEAKNESSES AND CHALLENGES PRESENTED DURING DISCOURSE RELATED TO THE LCC DIRECTOR'S POSITION.

RESOLUTION OF PENDING LEGAL ISSUES – ASLAND ELECTRIC SUIT, AUC ASSESSMENT STATUS

GOALS FOR DEPT HEAD NEXT YEAR

TO BE ESTABLISHED BY THE FULL BOS AND TA DURING OUR NEXT REGULAR BOS MEETING



Town of Lancaster Department Head Review

Department Head Name: Orlando Pacheco	Review Date: May 6, 2019
Job: Town Administrator	Grade:
Step: contract	Anniversary Date:

Goals for the Year	
Please list the goal set during the Performance Planning Process.	
1	Development of the North Lancaster Sites
2	Water Infrastructure Replace/Repair Rt. 117 & Other Aging Systems
3	Oversee Completion of the Prescott Building Renovations
4	Implement Traffic Control Measures for Rt. 117/Main Street & 117/Lunenburg Road
5	Update Earth Products Removal By-law/EPR Board Composition

Rating System	
1	Consistently surpassed job requirements; performance above expectations.
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#1 Green Communities, Culvert Design & Bridge Grants	
#2 70/117 Intersection Upgrade	
#3 North Lancaster Development	

Department Head Skills	
Organization & Planning Describe how well he/she analyzes the daily tasks, organizes resources, plans projects, anticipates problems and reacts to unexpected events.	Rating Place an x along the continuum based on the results achieved.
#1. Excellent Communication with various Bds & Depts. Heads, despite road blocks not of his fault, remains aware of great opportunities.	
Leadership/Supervisory Skills Describe how well he/she manages staff, delegates, and motivates.	Rating Place an x along the continuum based on the results achieved.
#1. Effective working under financial landscape	



Individual Skills	
Job Knowledge - Results Achieved Focus on what was done and how the department head used their job knowledge to the tasks critical to their job to be successful.	Rating Place an x along the continuum based on the results achieved.
#1 Public funds (Grants) for Lancaster, working with all Depts. to keep budgets level.	
#2	
#3	
Quality of Work & Initiative Describe the department head's thoroughness, accuracy, follow-through and initiative when completing required tasks.	Rating Place an x along the continuum based on the accomplishments.
#1 Unique feel for grant availability. Looks at other models for Lancaster's improvement.	
Dependability Describe the department heads reliability in completing tasks on time and overall attendance and punctuality throughout the year.	Rating Place an x along the continuum based on the accomplishments.
#1 Can be counted on to furnish information when needed. Needs very little coaxing.	
Communication Skills Describe the department heads ability to work with fellow employees and how well they interact with residents of the town.	Rating Place an x along the continuum based on the accomplishments.
#1. Has developed patience and diplomacy when dealing with troublesome individuals.	
Stress Situations Describe the department head's ability to remain calm in stressful situations and make appropriate decisions under conditions that cause emotional and physical stress.	Rating Place an x along the continuum based on the accomplishments.
#1. Excels when dealing with the unexpected problems and difficult situations. Very Calming	
Continuing Education Not sure what OP had done in Continuing Education	Rating Place an x along the continuum based on the accomplishments.
#1.	

**Managers' summary and comments on overall performance, behavior and attitude:**

Orlando is a competent and effective Administrator. His behavior has been exemplary, both public and private. He maintains a positive attitude in spite of the challenges of his job.

List areas of focus for next year's Performance and Development Plan, including any required education and/or action planning.

1. More information to the Board
2. More follow-up on projects

List the goals for the Department Head's Next Yearly Performance Plan:

1. New goals when new Selectman is in place.

Town Administrator Pacheco Signature	
Board of Selectman Signature	
	Walter F. Sendrowski, Clerk

Date	
Date	



Town of Lancaster Department Head Review

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Leadership/Supervisory Skills	Rating
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Continuing Education	Rating Place an x along the continuum based on the accomplishments.
#1.	



Managers' summary and comments on overall performance, behavior and attitude:

List areas of focus for next year's Performance and Development Plan, including any required education and/or action planning.

List the goals for the Department Head's Next Yearly Performance Plan:

1.

Town Administrator Pacheco Signature	
Board of Selectman - Signature	
	Mark A. Grasso, Jr., Member

Date	
Date	

