



LANCASTER BOARD OF SELECTMEN

Regular Meeting Minutes

Of September 16, 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 Nashaway Meeting Room, located in the Prescott Building, 701 Main Street, Lancaster, Massachusetts. Present were Selectmen Walter F. Sendrowski, Jay M. Moody, Town Administrator Orlando Pacheco and Executive Assistant Kathleen Rocco.

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.

- . *Joseph Gleason, 126 Brazo Lane*, came before the Board of Selectmen to announce the vacancy on the School Committee for the Town of Lancaster. At present there are only two School Committee Members that represent the Town of Lancaster. Mr. Gleason noted there should be three members, and is hoping to fill that vacancy soon.
- . *Carol Jackson, 40 Farnsworth Way*, came before the Board of Selectmen, to express her concerns regarding the “explosive” amount of housing developments currently being proposed for the Town of Lancaster. She noted that the stress on the schools as well as the traffic concerns should be addressed.
- . *Peter Murphy, 34 Seven Bridge Road*, came before the Board of Selectmen, thanked the current Board of Selectmen and the public officials that he has worked with, noting that the Town of Lancaster is very beautiful town.

III. APPROVAL OF MEETING MINUTES

Review and take action on Special Meeting Minutes September 9, 2019.

Selectman Sendrowski moved to approve the Special Meeting Minutes of September 9, 2019. Selectman Moody Seconded. Walter F. Sendrowski vote Aye, Jay M. Moody vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE

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

1. Police Chief Edwin Burgwinkel

Police Chief Burgwinkel gave a general update of the Police Department, noting that it is in good health. He stated there are six vacancies in Part-time Officers.

- **Civil Service** – Pool of potential candidates are decreasing, and would like to begin discussion about moving away from Civil Service.
- **Speeding/Traffic** – Lancaster has become a major “cut through” town, for those trying to get to Highway 495, Route 2 and Route 190.
 - *Lunenburg Road* - Chief Burgwinkel spoke about the concern of Lunenburg Road (Route 70) and the accidents on that road. He noted that speeding on that Road is not the main issue; 40-50/mph is the median speed.
 - *Route 117* – Chief noted that 117 is stretched a little tight. He raised concerns with events at Kalon Farms which bring in at time 7,000-9,000 people per day on some of the events. Noting there is limit of cars on 117. He spoke about detours versus keeping both lanes open.

2. Fire Chief Michael Hanson

Fire Chief Michael Hanson updated the Board of Selectmen on the following:

- As the Town grows, the Fire Department and Ambulance get busier.
- 533 Ambulance Runs versus 430 runs at this time last year
- Explained the reason of having then need for using two Ambulances.
- Explained the why they will have a Fire Truck go on call with the Ambulance; Chief Hanson explained there the need for more manpower for logical reasons, as well as the if firetrucks are already nearby, they are able to respond quickly.
- 22 On Call Firefighters with a total of 30 including EMTs, Chief noted some staffing problems.
- Need new Bays at the Fire Station – out growing the current stations. The South Station was built in 1888 and needs significant maintenance. Chief Hanson noted the main Fire Station (which is 55 years old), will need to be replaced. He stated that the bays are too small to hold the new Firetrucks.
- Cancer Awareness with Firefighters

3. DPW Superintendent Kevin Bartlett

Kevin Bartlett, DPW Superintendent updated the Selectmen on the following:

- Superintendent Bartlett oversees three departments – Highway, Water and Cemetery.
- Highway and Water maintain over 75 miles of road and 45+ miles of waterline. The Cemetery maintains seven cemeteries.
- Staffing is an issue, Mr. Bartlett stated that he would like to have the men work in teams of two in the Highway Department and would like to have another added staff to the Water Department.
- Water Department services 1,875 locations. Mr. Bartlett spoke about the rusty water problem, noting that the pipes are aging.

VI. TOWN ADMINISTRATOR REPORT

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

- 1) **GASB 74/75 Summary** – Town Administrator Pacheco reported that the GASB 74/75 Audit was completed. This is the OPEB Audit that is an expansion of the requirements of GASB 45. A full copy of the audit is available on the Town's website and in the BOS Office.
- 2) **Lancaster Recycling Center Survey Results** - Attached are the survey results from the users of the Lancaster recycling Center. The Committee is discussing a number of possible efficiencies and changes to streamline the works for the Center.
- 3) **Complete Streets Design** - The design of new sidewalks from Main Street to Whitcomb Drive is complete. Mr. Pacheco reported that they are going to start the permitting process with the Conservation Commission. The estimated cost is \$275,000. He stated that they will be applying for Complete Streets Grant in the coming weeks and will move forward if they obtain funding.
- 4) **Thayer Field Survey** - Town Administrator Pacheco has requested \$35K to perform a full survey of lot lines around the Town Green and Memorial School. He closed out the Thayer Field Grant project some of the survey work was done by Cabco Consult. The 17 acres with the project has been surveyed previously and segregated from the rest of the campus, which hopefully will lead to some efficiency in the work.
- 5) **70/117 Intersections**- Mr. Pacheco reported that they had a productive meeting with MassDOT District 3 regarding the additional work requested by the Town of Lancaster. The Town had requested additional drainage and culvert work as a result of additional field exploration and survey. MassDOT agreed to fund a portion of the Town's request. Some of the work requested by the Town was outside of the project limits and MassDOT was unwilling to include that within the traffic project. This will have to be a public works project after the intersection projects are complete.
- 6) **Zoning Amendment**-Bovenzi & Donovan on behalf of Capital Group Properties submitted a zoning bylaw amendment to the IPOD Overlay District removing the residential component. A copy has been sent to the Planning Department.
- 7) **SREC Payment**- Town Administrator Pacheco announced that the Town received the first 2019 SREC payment for the Solar Farm. The amount of \$30,080.50 is based on Jan 1-March 31 2019.
- 8) **Cemetery National Historic Designation**- At their regular meeting on Wednesday September 11th; the Massachusetts Historical Commission voted unanimously to support the additional of both the Middle Cemetery and Old Settler's Burial Ground on the National Register of Historic Places. The State will send the listing to the National Park Service for a 45 day comment period after which a final decision will be made. Given no opposition, Mr. Pacheco stated that they should be added to the register by the end of the calendar year.
- 9) **DCAMM Review**- Town Administrator Pacheco met with the new Deputy Commissioner for real Estate at DCAMM and expressed to him the Town's desire to move forward on both the Well Site and discuss the re-use of the Lancaster School for Girls. The Commissioner left off that he would come do a site visit and get more acquainted with the sites as he travels within the state and will follow up with the Town.

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Discussion - Municipal Affordable Housing Trust (MAHT)

Victoria Petracca, Lancaster resident, came before the Selectmen to propose a timeline regarding creating an Affordable Housing Trust, which would consist of public feedback in the months of January, February and March, 2020 and be ready to be an article on the Annual Town Meeting Warrant in the Spring.

Mrs. Petracca stated that the Planning Board did recommend to the Board of Selectmen that the Town create an Affordable Housing Trust, which should consist of 5 members to be appointed by the Selectmen. It was further noted that the Board's composition should include a Selectman.

Town Administrator Pacheco suggested that he and Planning Director Michael Antonellis participate as *ex-officio* members. He further suggested the Lancaster Land Trust and Housing Authority be included in the make-up of the Housing Trust.

Mrs. Petracca commented that if the Town had an Inclusionary Zoning Bylaw in place, it would help keep pace with the Town's development, thus allowing Affordable Housing Trust to obtain properties that would keep or add to affordable housing stock; which is part of the Housing Production Plan.

Selectman Sendrowski had concerns on the funding for the Affordable Housing Trust and who would have control over the money in the Trust. There was further discussion on the possibility of Town creating a Community Preservation Act (CPA) or grants from the State, to help raise funds.

2. Update of Special Town Meeting Warrant

Town Administrator Pacheco informed the Board the Warrant is almost completed.

3. Rental Application for the Town Auditorium: The Peter Murphy Players – Rehearsals:10/19-10/25; Performance 10/26/2019 & 11/2/2019

Selectman Sendrowski moved to approve the Rental Application for the Town Auditorium to The Peter Murphy Players – Rehearsals dates 10/19/19 to 10/25/19 and Performances on 10/26/19 and 11/2/2019. Selectman Moody Seconded. Walter F. Sendrowski vote Aye, Jay M. Moody vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]

VIII. APPOINTMENTS AND RESIGNATIONS - NONE

IX. LICENSES AND PERMITS

1. One Day Special License (Beer & Wine)

First Church of Christ – Horseshed Fair to be held on Saturday, October 5, 2019 8am-5pm.

Selectman Moody moved to approve First Church of Christ's application for a One Day Special License (Beer & Wine) for the Horseshed Fair to be held on Saturday, October 5, 2019 from 8am-5pm. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Jay M. Moody vote Aye and Stanley B. Starr, Jr. 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

- Next Board of Selectmen's meeting will be held on Monday, October 7, 2019

XII. ADJOURNMENT

Seeing no further business, on Motion by Selectman Sendrowski, seconded by Selectman Moody, it was unanimously voted. The Board of Selectmen adjourned at 8:39 P.M.

Respectfully submitted

Kathleen Rocco
Executive Assistant

Walter Sendrowski

Walter F. Sendrowski, Clerk

Approved and accepted: *Oct. 7, 2019*

