



LANCASTER BOARD OF SELECTMEN REGULAR MEETING MINUTES OF August 7, 2017

I. CALL TO ORDER

Chairman Stanley B. Starr, Jr. called the Regular Meeting of the Board of Selectmen to Order at 5:30 P.M. in the Lancaster Community Center, 39 Harvard Road, Lancaster, Massachusetts. Present were Selectmen Walter F. Sendrowski, Mark A. Grasso, Jr., Town Administrator Orlando Pacheco and Executive Assistant Kathleen Rocco.

II. EXECUTIVE SESSION

5:30 P.M. Chairman Starr Moved to go into Executive Session M.G.L. c.30A, Sec. 21(a) #6 – to consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiation position of the public body and to reconvene back into open session. Seconded. Roll Call vote taken.

Stanley B. Starr, Jr. vote Aye
Walter F. Sendrowski vote Aye
Mark A. Grasso, Jr. vote Aye

Selectman Sendrowski moved to reconvene in open session at 6:06 P.M. Seconded.
Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

III. PUBLIC COMMENT PERIOD

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 Starr spoke about the passing of Theodore (Ted) Manning. He further spoke about the uniqueness and wisdom Mr. Manning brought to the Town of Lancaster.

IV. SCHEDULED APPEARANCES & PUBLIC HEARING - None

V. TOWN ADMINISTRATOR'S REPORT

Town Administrator Orland Pacheco had only two items to update the Board on:

1. **Devonshire & Eagle Ridge:** The Orders of Taking will be ready by next week; the Orders will need to be signed no later than August 29th. He noted that the final "As-Builts Drawings" have been submitted to the attorneys for their review.

2. Surplus Property: Town Administrator Pacheco stated that the Board of Selectmen has been looking for a mechanism to deal with the surplus property, (in which many are land of low value), that the Town has. He noted that the Town has signed up for Gov.Deals account; which provides services to government agencies to allow them to auction surplus property. He further stated that this does satisfy the procurement requirements for land of low value under Chapter 30B. Mr. Pacheco hopes that within the next 60 days to start unloading some of these smaller parcels. He stated that there are 10 parcels that are ready for surplus currently, and expects that number will be higher.

VI. APPROVAL OF MEETING MINUTES

Selectman Grasso moved to approve and accept the Regular Meeting Minutes of July 17, 2017 and Special Meeting Minutes of July 31, 2017. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr., vote Aye. 3-0

VII. APPOINTMENTS AND RESIGNATIONS - None

VIII. ADMINISTRATION, BUDGET, AND POLICY

1. Discussion on the Meals' Tax for the Town of Lancaster.
Chairman Starr asked to consider to have the local option of a Meals tax as an article on the Special Town Meeting Warrant, scheduled for early October. He noted that the addition of a meal tax would bring a potential \$43,000 in added revenue to the Town.

Town Administrator Pacheco recommended to the Board of Selectmen to also consider an article on the lodging (room occupancy/hotel) tax at the Fall Special Town Meeting as well.
2. Review and discuss Town of Lancaster Vehicle Policy.
Town Administrator Pacheco presented the Board of Selectmen a draft Vehicle Policy for their review and consideration. He noted that Town needs to have a policy to establish guidelines and standards for vehicles used by town employees. He stated that currently there is no policy in place, and guidelines will avoid discrepancies in the future and establish a clear policy, rules and responsibilities.

Selectman Sendrowski commented that the policy is comprehensive and very detailed.
3. Review and take action on Department of Public Works Superintendent's Contract.
Selectman Grasso moved to consent on Department of Public Works Superintendent's Contract. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0
4. Town of Lancaster Ambulance Write-offs
Fire Chief Hanson noted that the Write-offs presented to the Selectmen are in the amount of \$55,689.77, and are deemed uncollectable. He further noted that this is the smallest amount of write-off they have had, and these go back four (4) years.

Selectman Grasso moved to approve the Lancaster Ambulance Write-offs as presented. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

IX. LICENSES AND PERMITS -

1. Consider and take action on Keith Kopley's (dba Kalon Farm) application on a One Day Special License to Sell Wine/Beer on Saturday, August 26, 2017 for the Clustertruck Food Festival from 12:00 P.M. to 7:00 P.M.

Keith Kopley of Kalon Farms and Clustertruck Food Festival organizers Philip and Amy Wexler, came before the Board of Selectmen regarding the One Day Special License to Sell Wine/Beer during the festival. It was noted that there will be over 29 different food trucks as well as several artisans at the festival.

Police Chief Burgwinkel stated that Route 117 will not be closed to traffic. The parking arrangements will be located on Kalon Farm on the same side of festival. He further noted there will be police details in place.

Selectman Grasso moved to approve the One Day Special License to Sell Wine/Beer on Saturday, August 26, 2017 with a rain date of Sunday, August 27, 2017 from 12:00 P.M. to 7:00 P.M. for the Clustertruck Food Festival. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye 3-0

2. Consider and take action Still River Winery, Wade Holtzman, 104 Bolton Road, Harvard, MA – Application for License to sell wine at the Bolton Fair, 8/11/17 to 8/13/17, from 9 AM to 9 PM

Selectman Sendrowski moved to approve Still River Winery's application for License to sell wine at the Bolton Fair, 8/11/17 to 8/13/17 from 9 AM to 9 PM. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

3. Review and take action on Fire Chief's request for a Special Permit for a Bonfire at the Annual Bolton Fair.

Selectman Sendrowski moved to grant Fire Chief's request for a Special Permit for a Bonfire at the Annual Bolton Fair. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

4. Consider and take action to renew the Special Permit to Remove Earth Products for J.E. Kanis, Inc. for additional two year period from August 19, 2017 to August 19, 2019.

Selectman Sendrowski moved to approve the renewal of the Special Permit to Remove Earth Products for J.E. Kanis, Inc. for additional two year period from August 19, 2017 to August 19, 2019. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

5. Consider and take action to renew the Special Permit to Remove Earth Products for Stow Sand & Gravel Company (Chisholm Corp.) for an additional two year period from August 14, 2017 to August 14, 2019.

Selectman Grasso moved to approve the renewal of the Special Permit to Remove Earth Products for Stow Sand & Gravel Company (Chisholm Corp.) for an additional two year period from August 14, 2017 to August 14, 2019. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

6. Consider and take action on local theatre director, Peter Murphy's request to place a banner on the Town Green for the upcoming production of *The Liberator*, sponsored by the Lancaster Community Center.

Selectman Sendrowski moved to approve Peter Murphy's request to place a banner on the Town Green for the upcoming production of *The Liberator*, sponsored by the Lancaster Community Center. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

7. Consider and take action on request to display a banner for the 6th Annual 5K Walk/Run Road Race.

Selectman Sendrowski moved to approve the request to display a banner for the 6th Annual 5K Walk/Run Road Race to be held on September 10, 2017. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

8. Consider and take action on Friends of Thayer Memorial Library request for use of the Town Hall for the Thayer Memorial Annual Book Sale, Wednesday, September 27th – Tuesday, October 3, 2017.

Selectman Grasso moved to grant the Friends of Thayer Memorial Library's request for use of the Town Hall for the Thayer Memorial Annual Book Sale, Wednesday, September 27th – Tuesday, October 3rd, 2017. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

X. COMMUNICATIONS

Discussion on Board of Selectmen's Meeting that is scheduled for August 21, 2017 at 6:00 p.m. in the Meeting Room at the Community Center. Chairman Starr stated that meeting may have to be moved to another date.

Letter from Attorney General Office – Lancaster Annual Town Meeting of May 1, 2017

Letter from MassDOT regarding Lancaster's Tier 3 Complete Street Construction Funding.

XI. OTHER BUSINESS


XII. NEW BUSINESS

XIII. ADJOURNMENT

Seeing no further business, on Motion by Selectman Sendrowski, seconded by Selectman Grasso, it was unanimously voted the Board of Selectmen adjourned at 6:42 P.M.

Respectfully submitted

Kathleen Rocco
Executive Assistant


Walter F. Sendrowski, Clerk
Approved and accepted: 9/5/17