



LANCASTER BOARD OF SELECTMEN REGULAR MEETING MINUTES OF January 3, 2017

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 Lancaster Community Center, 39 Harvard Road, Lancaster, Massachusetts. Present were Selectmen Walter F. Sendrowski, Mark A. Grasso, Jr., Town Administrator Ryan McNutt and Executive Assistant Kathleen Rocco.

II. PUBLIC COMMENT PERIOD - NONE

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.

III. SCHEDULED APPEARANCES & PUBLIC HEARING - NONE

IV. TOWN ADMINISTRATOR'S REPORT

Town Administrator Ryan McNutt updated the Board on the status of current projects pending before the Board:

Memorial School Building Re-Use Committee

The Town of Lancaster seeks to expand membership of the Memorial School Building Re-Use Committee and invite interested citizens to send their information and interest to the Town Administrator's office.

Prescott Building Renovation Project

Town Administrator reported that there will be a meeting Wednesday, January 4th in which the Project Manager will be updating everyone on the project. Mr. McNutt stated that the general contractor will be awarded to NELCO out of Burlington, MA.

North Lancaster Water Infrastructure

Mr. McNutt stated that Lancaster and Lunenburg Water District are still working on the Inter Municipal Agreement (IMA).

Route 117/70

Town Planner Noreen Piazza is finishing up reviewing the list of potential designers for Route 117/70 intersection. Town Administrator stated that they will meet with Finance and identify sources of funding for this project, selecting a designer and applying for the State's Transportation Improvement Program (TIP) for FY19 and FY20.

V. APPROVAL OF MEETING MINUTES

Selectman Grasso moved to approve and accept the Regular Meeting Minutes of December 19, 2016. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr., vote Aye. 3-0

VI. APPOINTMENTS AND RESIGNATIONS -

Appointments:

Memorial School Re-use Committee: Appointment Jay Moody, 144 Seven Bridge Road, term to expire June 30, 2017.

Selectman Sendrowski moved to appoint Jay Moody to the Memorial School Re-Use Committee, term to expire June 30, 2017. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr., vote Aye and Stanley B. Starr, Jr., vote Aye. 3-0

VII. ADMINISTRATION, BUDGET, AND POLICY

Donation of Land

Review and take action to sign Deed Acceptance and Grant Easement from NLJW LLC (Bruce Warila).

Town Administrator McNutt gave a brief background on the grant easement, noting that this is a gift to the Town to create an access to the Rowlandson Rock.

Selectman Grasso moved to approve the Acceptance by the Conservation Commission in the interest described in the draft deed. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

Town Administrator Job Description

Review and take action on approval of Town Administrator Job Description

Brief discussion and change the following:

Section II. Qualifications

- A. Minimum of a BS or a BA in Public Administration, Political Science, Business Administration or similar field

Changed to:

- A. Minimum of a **Bachelors Degree** in Public Administration, Political Science, Business Administration or similar field

Selectman Grasso moved to approve the Town Administrator Job Description 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

Prescott Building Renovation

Review and take action on Notice of Award to NELCO, General Contractor for the Prescott Building Renovation.

Selectman Sendrowski moved to approve the Notice of Award to NELCO, General Contractor for the Prescott Building Renovation. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

VIII. LICENSES AND PERMITS - None

IX. COMMUNICATIONS

Next Board of Selectmen's Meeting will be held on Tuesday, January 17, 2017 at 6:00 p.m. in the Meeting Room at the Community Center.

Chairman Starr noted the passing of John (Jack) Sonia, who was very dedicated to service the Town of Lancaster..

X. OTHER BUSINESS

Chairman Starr moved to go into Executive Session, pursuant to MGL, C. 30A, §21(a) #2 to conduct strategy session in preparation for contract negotiations with non-union personnel, specifically the Fire Chief and not reconvene in open session. Seconded.

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


XI. NEW BUSINESS - NONE

XII. ADJOURNMENT

Seeing no further business, on Motion by Mr. Sendrowski, seconded by Mr. Grasso, it was unanimously voted the Board of Selectmen adjourned at 6:30 P.M.

Respectfully submitted

Kathleen Rocco
Executive Assistant


Walter F. Sendrowski, Clerk
Approved and accepted: Jan 17, 2017