



LANCASTER BOARD OF SELECTMEN

Regular Meeting Minutes

Of October 15, 2018

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 Selectman Walter F. Sendrowski, Town Administrator Orlando and Executive Assistant Kathleen Rocco. Selectman Grasso was unable to attend the meeting.

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.

Russ Williston, Planning Board Member, inquired to the status of the job opening for the Planning Director. Town Administrator Pacheco noted that there has been an ad placed in the Massachusetts Municipal Association, (MMA), and the Massachusetts Association for Planning Directors. He stated that they have been collecting resumes and will start reviewing at the end of the month.

Heather Lennon, 295 Nicolas Drive, inquired about the process of employee evaluations and how often are job descriptions updated in the Town.

III. APPROVAL OF MEETING MINUTES

Selectman Sendrowski moved to approve the Regular Meeting Minutes of October 1, 2018. Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS

6:10pm Public Hearing:

Selectman Sendrowski moved to open the public hearing at 6:10pm, Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

Selectman Sendrowski read the following into the Minutes:

Notice is hereby given that a Public Hearing will be held on Monday evening, October 15, 2018, at 6:10 P.M., in the Nashaway Meeting Room located in the Prescott Building, 701 Main Street, Lancaster, MA on application of James Monroe Wire & Cable Corp, 767 Sterling Road, Lancaster, MA., for a License to Store 3,356 LP –gas in above ground containers: 2-1000 gallon, 1-500 gallon, 5-120 gallon and 32 fork lift tanks at 767 Sterling Road, Lancaster, MA. All persons interested in and wishing to be heard on this matter are requested to appear at the aforementioned time and place. Written comment will also be accepted up to time of said hearing

John Mazeika representing Osterman Propane was present to answer any questions.
Selectman Sendrowski moved to close the public hearing at 6:15pm, Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

Selectman Sendrowski moved to approve James Monroe Wire & Cable Corporation's application for a License to Store Flammable and Combustibles Liquids located at 767 Sterling Road. Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-1]

6:15pm Public Hearing

Selectman Sendrowski moved to open the public hearing at 6:16pm, Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

Selectman Sendrowski read the following into the Minutes:

Notice is hereby given that a Public Hearing will be held on Monday evening, October 15, 2018, at 6:15 P.M., in the Nashaway Meeting Room located in the Prescott Building, 701 Main Street, Lancaster, MA on application of James Monroe Wire & Cable Corp, 767 Sterling Road, Lancaster, MA., for a License to Store 2192 LP –gas in above ground containers: 2-1000 gallon, and 24 fork lift tanks at 842 Sterling Road, Lancaster, MA. . All persons interested in and wishing to be heard on this matter are requested to appear at the aforementioned time and place. Written comment will also be accepted up to time of said hearing.

John Mazeika representing Osterman Propane was present to answer any questions.

After further discussion:

Selectman Sendrowski moved to close the public hearing at 6:24 pm, Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

Selectman Sendrowski moved to approve James Monroe Wire & Cable Corporation's application for a License to Store Flammable and Combustibles Liquids located at 842 Sterling Road. Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

VI. TOWN ADMINISTRATOR REPORT

1) Netflix Filming

Netflix will continue it's filming in Town and Wednesday (10/17) will be a heavy traffic day. Please expect limited parking and heavy traffic around the Town complex. Town Administrator noted that there is parking reserved for employees that day.

2) Electronic Billboards

Clear Channel has expressed an interest in developing some electronic billboards in the Route 2 corridor. Mr. Pacheco stated that he had a discussion with them regarding their "Host Community" agreements. A double sided billboard will generally have a \$25,000 annual payment to it along with some free advertising time for the Town.

3) Town Forest Committee

The Town Forest Committee voted to plan for an additional harvest in accordance with the Forest Management Plan. Town Administrator noted that he will start to prepare the bid documents and schedule an update from the Forest Committee at a future meeting. The link

below is for the Forest Management Plan.

<https://www.ci.lancaster.ma.us/sites/lancasterma/files/uploads/townforestmanagementplan.pdf>

4) Planning Director Search

The position has been posted on the MMA and MAPD (Mass Association of Planning Director's) websites and will be open until filled.

5) Pellechia Boat Launch

The Department of Fish and Game (DFG) has scheduled the bid opening for November 20, 2018. The project has been fully permitted and the DCR have given a Notice to Proceed.

6) COA Van Parking

I am working on developing a plan to utilize the Town Owned parcel on Packard Street to build a small structure to allow for COA Van parking

7) FinCom Calendar

Attached is the approved calendar from the Finance Committee. Mr. Pacheco reported that he will take over the Capital Plan to allow the Finance Director and Finance Committee to spend more time reviewing the Operating Budget.

8) Halloween on the Green

The Lancaster Recreation Committee will be hosting the Halloween on the Town Green again this year. The Town Hall will be open and Mr. Pacheco will make sure Police/Fire Departments are aware of the event.

VII. ADMINISTRATION, BUDGET, AND POLICY
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1. Review and take action on Warrant for State Election

Selectman Sendrowski moved to sign the Warrant for State Election to be held on November 6, 2018. Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

2. North Lancaster, LLC's First Amendment to Land Confirmation, Acquisition & Use Agreement

Attorney Tom Bovenzi came before the Board regarding the First Amendment to Land Confirmation, Acquisition & Use Agreement for his client North Lancaster LLC. He noted that some of the wording was modified with the Conservation Commission.

Selectman Sendrowski moved to accept the First Amendment to Land Confirmation, Acquisition & Use Agreement. Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

3. Review and discussion on Guideline for the Senior Citizen Property Tax Work-Off Program

Town Administrator Pacheco discussed the changes being made in the Guideline for the Senior Work-Off Program. He noted that there are fundamental differences between the eligibility guidelines from the State and Town requirements. Council on Aging members Michelle MacDonald and Nicole Kanis were present for the discussion, noting their concern for that the current guidelines were too low.

Selectman Sendrowski moved to table the discussion on the Guideline for the Senior Citizen Property Tax Work-off Program. Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

4. Review Special One Day License Fees

The Board of Selectmen reviewed the survey conducted in the surrounding communities regarding the fees for a Special One Day License. Currently, the Town of Lancaster fee for a One Day Special License is \$25.00 for Beer and Wine.

Selectman Sendrowski moved to raise the Special One Day License Fee for Beer and Wine from \$25.00 to \$75.00. Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

5. Request for Letter of Support from Rural Commonwealth – re: State Owned Land

Selectman Sendrowski moved to approve the Request for Letter of Support from Rural Commonwealth regarding State Owned Land. Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

VIII. APPOINTMENTS AND RESIGNATIONS

Resignations:

Recreation Committee – Jeanne Blauner

Selectman Sendrowski moved to accept the resignation letter from Jeanne Blauner, with regret. Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

Appointments:

Recreation Committee – Stephen Hutchinson, 59 Old County Road, term to expire 6/30/2021

Selectman Sendrowski moved to appoint Stephen Hutchinson to the Recreation Committee, term to expire 6/30/18. Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

Re-appointments:

Board of Assessors - Michael Burke, 97 Harvard Road, term to expire 6/30/2021

Selectman Sendrowski moved to re-appoint Michael Burke to the Board of Assessors, term to expire June 30, 2021. Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

IX. LICENSES AND PERMITS

1. Kalon Farms – Special One Day License Applications for the following:

Selectman Sendrowski moved to approve the Special One Day License for Beer and Wine to Kalon Farms on October 21, 2018 – Baby Shower – 2pm – 6pm and November 11, 2018 – Baby Shower – 11am – 5pm. Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

2. 4-H request to use the Town Hall Auditorium for the Annual Tree Festival

Selectman Sendrowski moved to approve 4-H request for use of Town Hall Auditorium for the Annual Tree Festival from November 26th - December 2, 2018. Chairman Starr Seconded. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. [2-0-0]

X. NEW BUSINESS *

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

XI. COMMUNICAITONS

XII. ADJOURNMENT

Seeing no further business, on Motion by Selectman Sendrowski, seconded by Chairman Starr, it was unanimously voted the Board of Selectmen adjourned at 7:10 P.M.

Respectfully submitted

Kathleen Rocco
Executive Assistant

Walter Sendrowski

Walter F. Sendrowski, Clerk

Approved and accepted: Nov. 6, 2018

