



LANCASTER BOARD OF SELECTMEN
Regular Meeting Minutes
Of December 17, 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 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. 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

Selectman Sendrowski moved to approve the Regular Meeting Minutes December 3, 2018. Seconded by Selectman Grasso. 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

6:30 P.M. Public Hearing – Comcast/Cable Contract

Selectman Sendrowski read the following legal notice into the Minutes:

The Town of Lancaster Board of Selectmen will hold a public hearing on Monday, December 17, 2018 at 6:30 p.m. at the Prescott Building, Nashaway Meeting Room, 701 Main Street, Lancaster, MA, pursuant to 207 C.M.R 3.05 and any applicable cable television renewal license, laws, regulations or requirements, regarding the renewal of the cable television license of Comcast of Massachusetts I, Inc.

Selectman Grasso opened the Public Hearing up at 6:30pm. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]

Town Administrator Pacheco and Special Cable Counsel William H. Solomon gave an overview of the Cable Television Renewal License by the Town of Lancaster to Comcast Cable Communications Management, LLC. (*see the attached Bullet Point Summary*).

Attorney Solomon pointed out some of the changes in the Renewal.

- License Term – Ten (10) years. January 1, 2019-December 31, 2028.
- Capital Support for PEG Access

- Peg Access Channels – Three (3) PEG Access channels, which is additional one PEG Access Channel to the two (2) current PEG Access channels.
- Side Letters – (1) Senior Discount and (2) PEG Access Channel High Definition (HD)

Seeing no further discussion, *Selectman Sendrowski moved to close the Public Hearing. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]*

Selectman Grasso moved to executive the Comcast/Cable Contract. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

VI. TOWN ADMINISTRATOR REPORT

1. Devens HHW

Participation at the Devens Regional Household Hazardous Waste Center remains steady. FY18 had 1412 participants. Through October 2018 (FY19) we have 573 participants. This has kept revenues stable. It was voted to keep assessments level for the FY20 budget. Through October 31, 2018 Lancaster has had 36 attendees disposing 437 gallons of waste/material.

2. Mitigation Funding

The Town has received notification from the Dept. of Corrections that its FY19 payment amount will be \$89,500.06. This is lower than the \$90,771.61 we received in FY18, and much lower than had projected based on the state budget approval.

3. 70/117 at Seven Bridge Road

Town Administration Pacheco reported that they are scheduling the 75% Public Hearing for January 7, 2019. This will be the last public hearing before finalizing the design at 100%. TEC, the Town's engineering consultant and MassDOT will be present at the hearing.

4. Regional Dispatch Grants

The Nashoba Valley Regional Dispatch District (NVRDD) has received a Child Passenger Safety grant for FY19. This amounts to approximately 40 car and/or booster seats available. Residents interested should contact the NVRDD at (978)772-1900 and speak with Peter Kinnas or Janet James.

5. FY20 Budget Requests

Mr. Pacheco noted that the FY20 Budget Submittals are almost complete. The FY20 draft budget "first draft" should be ready for the next meeting. All departments were advised to fund contractual obligation with level service requests.

VII. ADMINISTRATION, BUDGET, AND POLICY
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1. FY20-FY25 Capital Plan

Town Administrator Pacheco reviewed with the Board the Capital Improvement Plan Five Year Capital Submissions Preliminary Recommendations FY2020-FY2025 (*see attached*). Mr. Pacheco noted that the Capital Plan is not 100% complete, but has a clear indication on what the departments want to do.

2. Discussion on On-Bill Financing

Town Administrator Pacheco explained the On-Bill Financing offered by National Grid. The On Bill Repayment allows refinancing of the Town's electrical upgrades on regular bills. He noted that Lancaster could use its solar credits from the landfill solar array on Lunenburg Road to pay for certain items, such as the transformer for the Thayer Memorial Library. Mr. Pacheco further explained that with the On-Bill Financing, the Town could use Green Communities Grant money for other necessary items, including boilers and weatherization.

3. Review and take action on the Approval of Conservation Restriction for 424 Langen Road

Selectman Sendrowski moved to approve the Conservation Restriction for 424 Langen Road. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]

4. Review and take action on the Town of Lancaster and Sterling –Lancaster Community Television Corporation Access Agreement

Robert Kadlec, President of the Sterling-Lancaster Community Television, Inc., came before the Board to answer any questions regarding the Access Agreement between the Town of Lancaster and Sterling-Lancaster Community Television. Mr. Kadlec did point out that the agreement is for a ten year term from January 1, 2019 through December 31, 2028.

Selectman Grasso moved to approve the Access Agreement between the Town of Lancaster and Sterling-Lancaster Community Television, Inc. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]

VIII. APPOINTMENTS AND RESIGNATIONS - NONE

IX. LICENSES AND PERMITS NONE

X. NEW BUSINESS *

**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 is Monday, January 7, 2019 in the Nashaway Room, at 7:00pm.

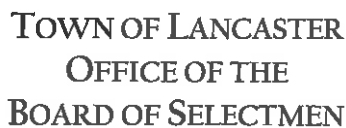
XII. ADJOURNMENT

Seeing no further business, on Motion by Selectman Sendrowski, seconded by Selectman Grasso, it was unanimously voted the Board of Selectmen adjourned at 6:45 P.M.

Respectfully submitted

Kathleen Rocco
Executive Assistant


Walter F. Sendrowski, Clerk
Approved and accepted: Jan. 7, 2019



ORLANDO PACHECO, TOWN ADMINISTRATOR
KATHLEEN A. ROCCO, EXECUTIVE ASSISTANT

PUBLIC HEARING
COMCAST CABLE TELEVISION RENEWAL LICENSE
MONDAY, DECEMBER 17, 2018
6:30 P.M.

NAME _____

ADDRESS AND/OR AFFILIATION

PAH KILLER	1 SLCT
John Aurin	458 Mill St Ext / SLCT
CHRIS DETSILAS	623 LANGEN RD / SLCT
Sara Arnold	The Gem
William Selman	Spec 1 (cells course)

Bullet Point Summary
of
Cable Television Renewal License (Draft)
To Be Granted
By The Town of Lancaster
To Comcast Cable Communications Management, LLC
Prepared by Special Cable Counsel
William H. Solomon
(December 17, 2018)

- # License Term – Ten (10) years. January 1 2019 – December 31, 2028.
- # Cable Subscribers as of December 31, 2017 – 2,114.
- # Cable Service Availability – in addition to the availability to dwelling units which currently have cable service available, cable service will be extended where the minimum density is (i) fifteen (15) dwelling units per aerial mile or (ii) twenty (20) dwelling units or more per underground mile, provided that useable underground conduit exists and/or is made available to the Licensee; or thirty (30) dwelling units or more per underground, provided the Licensee is able to obtain from property owners any necessary easements and/or permits.
- # Standard Installation The “drop distance” for a “standard installation” is 150 feet aerial or underground. For aerial or underground installation more than 150', the first 150' shall be at the Standard Installation rate. All non-standard installations shall be provided at a rate established by the Licensee in accordance with applicable federal and state laws.
- # PEG Access Annual Support – 5.0% of Gross Annual Revenues, which is the current level of support (the maximum allowed under the federal Cable Act). At this 5% level of support, both state and local license fees are subtracted from the 1st quarter PEG Access Operating/Franchise Fee payment to the Town (State – 80 cents per subscriber; Town – 50 cents per subscriber; a total of \$1.30 per year).

Capital Support for PEG Access:

April 1, 2019	\$72,000
April 1, 2020	\$12,000
April 1, 2021	\$12,000
April 1, 2022	\$12,000
April 1, 2023	\$12,000

PEG Access Channels – Three (3) PEG Access channels, which is additional one PEG Access Channel to the two (2) current PEG Access channels.

Peg Access Video Return Sites(s) And Cablecasting – Continuation of the current PEG Access “video origination locations”: (i) the 1835 Building (Old Town Hall); and (ii) the Butterick Municipal Building. The Town or its designated Access Provider may construct additional video origination lines for connection at the Butterick Municipal Building and transmission therefrom to Comcast’s headend or hubsite, at their own cost.

Cable Service To Public Buildings - Licensee shall continue to provide a single Cable Drop, an Outlet and monthly Basic Cable Service, at no charge to the Town, to each Public Building located along the cable route, as designated by the Issuing Authority within the Town, listed in Exhibit A below. The license requirement does not limit the cost-free connection of any new public buildings to those that are a “Standard Installation”, but rather the building must be “along the cable route”.

Side Letters – (1) Senior Discount and (2) PEG Access Channel High Definition (“HD”). (See the letters.)

Town of Lancaster
Capital Improvement Plan
Five Year Capital Submissions
Preliminary Recommendations
FY2020 - FY2025

Title	Code	Cat	2020	2021	2022	2023	2024	2025	Total 5 Year Request
Police Filing Shelving System	N	1	45,000	46,200	47,400	48,600	49,800	51,000	288,000
Compressor Replacement	P/R	1	10,000						10,000
	P/N	1							0
Police Subtotal			55,000	46,200	47,400	48,600	49,800	51,000	298,000
Furnace Replacement	N	1							0
Fire Ford Explorer	N	1							0
Rescue 1	N	1							0
Engine 4 repaint	N	1							0
SCBA Replacement	N	1							0
Pick-Up Truck	N	1							0
Fire Subtotal			0	0	0	0	0	0	0
Ambulance		1			0				0
Ambulance Subtotal			0	0	0	0	0	0	0
Total Public Safety			55,000	46,200	47,400	48,600	49,800	51,000	298,000
Dishwasher			38,225						38,225
Clock Replacement			31,300						31,300
Parking Lot Repaving			52,500						52,500
Carpet Replacement			56,600						56,600
Security Window Film									0
Security Camera				159,800					159,800
TOTAL SCHOOL CAPITAL					0	0	0	0	338,425
Ride On Commercial Mower	R	1	13,500		13,500			13,500	40,500
John Deere Tractor	R	1			30,000				30,000
Cemetery 28gwDump Truck	R	1							0
Cemetery John Deere Tractor	R	1							0
Cemetery 1 Ton Dump Truck	R	1					46,500		46,500
Cemetery New Burial Lots	N	3							0
Plow Attachment		3							0
Cemetery Chipper		1							0
Cemetery Kubota B3350 Tractor	N	3							0
Cemetery Brush Chipper	R	1							0
Cemetery Subtotal			13,500	0	43,500	0	46,500	13,500	117,000
6 Wheel Dump Truck Plow/Sand	R	1				177,500			177,500
Highway 1 Ton Pickup	P/R	1	46,000						46,000
Highway Front End Loader	P/R	1						170,000	170,000
10 Wheel Dump Truck w/controls	R	1		187,500					187,500
Highway Culvert Repair									0
Road Resurfacing/Paving/Milling	N	3	359,800	210,000	168,300		179,600		917,700
Highway Subtotal			405,800	397,500	168,300	177,500	179,600	170,000	1,498,700
Total Public Works			419,300	397,500	211,800	177,500	226,100	183,500	1,616,700
Masonry Repairs			10,000						10,000.00
Install Steel/Aluminum Snow Fences				64,000					64,000.00
Replace Gutters/Snow Pans					94,000				94,000.00
Replace Flashing Assemblies						63,750			63,750.00
HVAC			46,330	46,330			50,000		142,660.00
Paint interior walls						30,000			30,000.00
Mechanical system Dexter Sp Coll									0.00
Total Cultural			56,330	110,330	94,000	93,750	50,000	0	404,410
Town Clerk Precinct Scanners	I	2	20,000						20,000
Town Clerk Record Retention	N	4	10,000	10,000	10,000	10,000	10,000	10,000	60,000
									0
Total Town Clerk			30,000	10,000	10,000	10,000	10,000	10,000	80,000
Encyclical Inspection-Assessors						25,000	25,000	25,000	75,000
Flooring - Community Center									0
Plumbing Repairs - Community Cntr									0
Gutters/Facia/Vents - Comm Cntr									0
Insulate Roof & Walls Comm Cntr									0
Cemetery Tree Removal -Historical			10,000	10,000	10,000	10,000	10,000	10,000	60,000
									0
									0
Field Upgrades			10,000						10,000
Town Beach Upgrades			20,000						20,000
Total Comm Cntr-Recreation			40,000	10,000	10,000	35,000	35,000	35,000	145,000
Total General Government			600,630	574,030	373,200	364,850	370,900	279,500	2,881,535

Town of Lancaster

2,563,110

Capital Improvement Plan

Ten Year Capital Submissions
Preliminary Recommendations
FY2017 - FY2027