



LANCASTER BOARD OF SELECTMEN REGULAR MEETING MINUTES OF April 6, 2016

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 Selectman Walter F. Sendrowski, Ryan McNutt, Town Administrator and Kathleen Rocco, Executive Assistant.

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

6:10 P.M. WHEAT Community Connections – Jodie Breidel, North County Regional Director came before the Board of Selectmen to thank them and the Lancaster Community for supporting WHEAT over the past few years.

Ms. Breidel gave a brief updated on the WHEAT Community Statics for Lancaster in 2015. She noted the following:

- Number households being serviced: 386
- Humber of household members using the Food Pantry: 743
- Number of all client visits to the Community Café: 553
- Number of families accessing Fuel Assistance Program 4

Ms Breidel further stated that WHEAT has consolidated all their Programs and are now residing at 272 High Street, Clinton, Mass. She spoke briefly about the services they do provide such as the Fuel Assistance, Gracious Home Care, Action Dental Services and North Central Educational Opportunities.

Ms. Breidel encourages those to come down and see what WHEAT is all about.

Selectman Sendrowski expressed admiration and that the amount of work that WHEAT does is very impressive.

Chairman Starr asked Ms. Breidel what can residents do to be helpful in this Community Service.

Ms Breidel stated :

1. Volunteer – WHEAT is opened 6 days a week, morning to evening;
2. Off-site Volunteer opportunities – ie collecting and updating data

3. Spreading the word about what WHEAT is and referring others to their programs; and
4. Monetary Donations. She gave an example for a \$1 donation will allow them to purchase \$5 of food from the Worcester County Food Bank.

Chairman Starr stated that he volunteers at least once of month at WHEAT's Community Café noting that this is a grass roots operation and is extremely important to many people.

Town Administrator Ryan McNutt stated that he would like to take the opportunity to visit WHEAT and noted that Lancaster just recently received a Community Block Development Grant with the Town of Shirley, and would be interested if there is any assistance for WHEAT with regard to the Fuel Assistance or some social services component of the CBDG grant.

IV. TOWN ADMINISTRATOR'S REPORT

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

Mr. McNutt spoke about the how the Town of Lancaster was successful in getting a Community Block Development Grant for improvement to homeowner's homes and fuel assistance. He noted that under the improvements to homes, folks have to be under the 80% of area median income to qualify. Homeowners are able to get up to \$35,000 for improvements/repairs to their homes. He further noted that this Grant has awarded approximately 17 Home Improvements and 10 Fuel Assistance.

The Town Administrator stated that he attended a special meeting of the Historical Commission to provide an update on the Prescott Building Project.

On Tuesday, April 5th, Mr. McNutt reported that he attended meeting with the Prescott Building Ad Hoc Committee. He noted that they met with the design team to review documents to begin to file sub bidding as well as making some decisions on selections of flooring and lighting.

Chairman Starr attended the Conservation Commission meeting relating to a town parcel that is in tax title and is connected to a sand and gravel operation that is closing down its operations and will potentially include a land swap for the town parcels connected to the Town Forest.

On Wednesday, March 30th, Facility Maintenance met with the an engineering company to investigate the water foundation issues at the Town Hall. The initial review is that the problem may not be structural, but maybe related to the water and humidity and possibly much less involved than previously thought. Mr. McNutt stated that he has another structural engineer coming out for a second opinion.

Board of Selectmen attended the funeral for Nat Hawkins, who was a past Fire Chief.

Town Administrator McNutt reported that the Earth Products Removal Committee met with Central Mass Sand and Gravel regarding a new survey that was completed to bring them into compliance with the provisions of their permit. He noted that their permit is ready to be fully enacted and currently Central Mass Sand and Gravel is working with a 90 day temporary permit.

Chairman Starr and Mr. McNutt attended a Montachusett Metropolitan Planning Organization dinner in Shirley, where the Sub Region 4: Clinton, Lancaster, Sterling representatives were voted and selected. Chairman Starr is the delegate with Mr. McNutt as the alternate. Clinton Economic Development Director Philip Duffy is the second alternate.

Town Administrator McNutt reported that over the weekend Lancaster Fire responded to a two family home fire at 1882 Main Street. Firefighter Robert Moody, Jr. was transported to the hospital for smoke inhalation/heat exhaustion and was released. No residents were hurt; thankfully a smoke detector woke then up. The fire was contained to the second floor and the home is able to be saved. The Fire Department was extremely professional for their good work.

Chairman Starr noted that the damage to the Police Station should be completed within the next four weeks, and most of the work will be covered by the Town's Insurance.

V. APPROVAL OF MEETING MINUTES

On Motion by Mr. Sendrowski, seconded by Mr. Starr, to approve and accept the Regular Meeting Minutes of March 21, 2016. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr., vote Aye. 2-0

VI. APPOINTMENTS AND RESIGNATIONS -

Review and take action on the reappointment of Phyllis Tower as Animal Inspector (Barn Book), term to expire April 30, 2017.

On Motion by Mr. Sendrowski and seconded by Mr. Starr, to reappointment Phyllis Tower as Animal Inspector (Barn Book), term to expire April 30, 2017. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr., vote Aye. 2-0

VII. ADMINISTRATION, BUDGET, AND POLICY

Open and Close the Annual Town Meeting Warrant and Special Town Meeting Warrant – Monday, May 2, 2016 @ 7pm at the Mary Rowlandson Elementary School Auditorium.

On a Motion by Mr. Sendrowski to open the Special Town Meeting Warrant containing 4 Articles, for Monday, May 2, 2016 at 7:00pm and Seconded by Mr. Starr. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. 2-0

On a Motion by Mr. Sendrowski to close the Special Town Meeting Warrant for Monday, May 2, 2016 at 7:00pm. Seconded by Mr. Starr. Seeing no discussion, Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. 2-0

On a Motion by Mr. Sendrowski to open the Annual Town Meeting Warrant for Monday, May 2, 2016 at 7:15pm and Seconded by Mr. Starr. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. 2-0

On a Motion by Mr. Sendrowski to close the Annual Town Meeting Warrant, and seconded by Mr. Starr. Seeing no discussion. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. 2-0

Review and take action on Special Town Meeting Warrant to be held on May 2, 2016 at 7pm

The Board of Selectmen approved the Special Town Meeting Warrant to be held on May 2, 2016 at 7:00pm to be held at the Mary Rowlandson Elementary Auditorium.

Review and take action on a request from the Lancaster Garden Club to use the Town Green for their annual plant sale on Saturday, May 28, 2016 from 8 AM to 2 PM.

On a Motion by Mr. Sendrowski and Seconded by Mr. Starr to grant the request from the Lancaster Garden Club to use the Town Green for their annual plant sale on Saturday, May 28, 2016 from 8 AM to 2 PM. Walter R. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye.

VIII. LICENSES AND PERMITS - None

IX. COMMUNICATIONS

Next Board of Selectmen's Meeting is scheduled for Tuesday, April 19, 2016 in the Meeting Room of the Lancaster Community Center, 34 Harvard Road, Lancaster.

Chairman Starr asked Town Administrator McNutt about the letter from the Planning Board regarding Road Acceptance of Eagle Ridge Subdivision. Mr. McNutt stated that this letter is the report back to the Selectmen regarding their decision.

Chairman Starr read the letter from the Planning Board into the Minutes as follows:

March 30, 2016

Re: Road Acceptance of Eagle Ridge Subdivision

The Lancaster Planning Board hereby gives you notice that a duly posted public meeting of the Planning Board on January 11, 2016, at which a quorum was present, that members of the board voted unanimously a determination that the construction and installation of Mary Catherin Drive, Shannon Way, Nicholas Drive and Lindsey Way have been completed in compliance with the Town of Lancaster Subdivision Regulations.

The Lancaster Planning Board also gives you notice that a duly posted public meeting on March 28, 2016, at which a quorum was present, the members of the Board vote (4) ayes (J. Rich, T. Christopher, P. Lawler, F. Sullivan) and (1) nay (V. Koivumaki by remote conference call) to not recommend to the Board of Selectmen and to Annual Town Meeting that Mary Catherine Drive, Shannon Way, Nicholas Drive and Lindsey Way be laid out and accepted as Public Ways.

Town Administrator McNutt advised that Board of Selectmen to accept the Planning Board's report and the next step in the process is to present the As-Builts for the Board of Selectmen's acceptance. If the Board of Selectmen chooses to accept the As-Builts, this must be recorded with the Town Clerk 7 days prior to the Annual Town Meeting.

Chairman Starr noted that the deadline to accept will be at the next BOS meeting of April 19, 2016.

Town Administrator McNutt stated he will have copies of the plans for the Selectmen's review and the Orders will be drafted by Town Counsel.

Selectman Sendrowski asked if the accepting the plans mean that the Selectmen want the Town to assume responsibility of Road Acceptance of Eagle Ridge. Town Administrator McNutt responded not necessarily, he further clarified that accepting the plans means that the Selectmen are affirming those conditions. Further, it will be at Town Meeting for discussion if the Town wants to accept those roads at Eagle Ridge Subdivision.

Chairman Starr noted that in his opinion, he will let the voters decide what they want to do at the Annual Town Meeting.

Chairman Starr stated that the Town of Lancaster was notified that they will be received for the upcoming Fiscal Year 2017 the Chapter 90 monies in the amount of \$310,688. He noted that was less than what the Town received last year.

X. OTHER BUSINESS - None

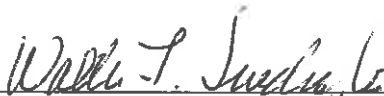
XI. NEW BUSINESS – None

XII. ADJOURNMENT

Seeing no further business, on Motion by Mr. Sendrowski, seconded by Mr. Starr, it was unanimously voted the Board of Selectmen adjourned at 6:35 P.M.

Respectfully submitted

Kathleen Rocco
Executive Assistant


Walter F. Sendrowski, Clerk
Approved and accepted: *April 19, 2016*