



## LANCASTER BOARD OF SELECTMEN REGULAR MEETING MINUTES OF April 19, 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

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.

Mr. Hans Kivijarv, 390 Nicholas Drive, came before the Board of Selectmen to ask for their assurance that the Citizens' Petition for Eagle Ridge, will be included in the Annual Town Meeting Warrant. Chairman Starr stated that the Citizens' Petition is on the Warrant and is the last article, but most likely be moved up will after the financial articles in the Town Meeting Warrant.

### III. SCHEDULED APPEARANCES & PUBLIC HEARING

**6:30 P.M. Joint Meeting with the Finance Committee** – Discussion of final budget for FY2017  
Discussion of Annual and Special Town Meeting Warrants

Present: Finance Committee Members –  
Jay Riley, Chairman; D. Susan Thompson, Vice-Chairman;  
Michelle Vasquez, Clerk  
Daniel DiTullio, Member  
Cheryl Gariepy, Finance Director

#### **Special Town Meeting Warrant**

Mr. Riley stated the Special Town Meeting scheduled for May 2<sup>nd</sup> is needed due to the fact that the current fiscal year must be balanced before any business for FY17 can be approved. Jay Riley and Finance Director Cheryl Gariepy reviewed the following articles with the Board of Selectmen:

**Article 1:** To see if the town will appropriate \$126,717.00 from Free Cash for FY16 Minuteman Capital Assessment. Finance Committee recommends passage of this article.

**Article 2.** To see if the Town will appropriate \$256,712.29 from free cash for the first debt payment of the Prescott Project for FY16. Finance Committee recommends passage of this article.

**Article 3.** To see if the Town will vote to transfer the remaining \$13,985.00 from the \$60,000.00 Conservation Partnership Grant funded at the May 2014 Annual town Meeting, Article 11, to the Conservation Trust Fund. Finance Committee recommends passage of this article.

**Article 4.** To see if the Town will vote to increase the appropriation of the Solar Enterprise \$60,567 to a total of \$159,222 from the Renewable Energy Enterprise Fund. Finance Committee recommends passage of this article.

**Annual Town Meeting Warrant:**

Mr. Riley explained that the articles relating to financial are Capital budgets, Town Operating Budgets and Expenses that go on throughout the Town.

Finance Chair Jay Riley, Finance Director Cheryl Gariepy and Town Administrator Ryan McNutt reviewed the following articles in the Warrant.

- Article 1**        Appropriate \$150,000 to Capital Stabilization Fund
- Article 2**        Approve Fiscal Year 2017 Capital Expenditures
- Article 3**        Approve Fiscal Year 2017 Operating Budget
- Article 4**        Approve Fiscal 2017 Water Enterprise Budget
- Article 5**        Approve Funding of \$20,000 for Fiscal Year 2017 Senior Tax Abatement Program
- Article 6**        Appropriate Net Premium for the Prescott Building Remodeling Project
- Article 7**        Approve increasing Wage and Compensation Schedule for Fiscal Year 2017 by 3%
- Article 8**        Approve Fiscal Year 2017 Revolving Funds
- Article 9**        Appropriate funding to finance debt payment of Landfill Solar Array Enterprise Budget for Fiscal Year 2017
- Article 10**      Approve acceptance of public funds for repairs to roadways, culverts, bridges, water systems, tree planting and snow removal and authorize Collector-Treasurer to take from available funds or borrow in anticipation of authorized reimbursements.
- Article 11**      Authorize Collector-Treasurer to take from available funds or borrow in anticipation of reimbursements for authorized road improvements and other projects provided for under Chapter 90 Local Transportation Aid
- Article 12**      Transfer of \$170,000 from Free Cash to Other Post-Employment Benefits Trust
- Article 13**      Approval of Debt Exclusion for Minuteman Regional
- Article 14**      Approval the transfer of Parcels 32-0017.0, 32-0018.0 and 32-0019.0 to the Conservation Commission for conservation purposes, pursuant to MGL, C.40, §8C
- Article 15**      Approve transfer from tax title custodian to Board of Selectmen, certain parcel identified as Parcel 4, Map 13.
- Article 16**      To amend Lancaster Zoning Bylaw Change to Create a Solar Overlay District
- Article 17**      Approve the Land and Water Conservation Fund Grant for the Nathaniel Thayer Memorial Park.
- Article 18**      To Amend the Town Moderator's term of office from a 1 year term to 3 year term.
- Article 19**      To Amend the Council on Aging Bylaw Chapter 17 Article IX § 17-18 through 17-21.
- Article 20**      Citizens' Petition to accept Eagle Ridge Road Rights of Ways and Infrastructure

Chairman Starr asked what the balances were in the Stabilization Account and the Capital Stabilization Account, and Ms. Gariepy provided him with the following information:

Stabilization	\$1,300,000
Capital Stabilization	\$ 233,000

There was brief discussion on Article 17 with regard to the grant for the Thayer Memorial Park. Mr. Riley commended the Thayer Field Foundation for their effort in raising private funds, however has questions and concerns in the private funding. He did note that the Finance Committee does support this article.

Chairman Starr explained Article 18 regarding the Amendment to the Town Moderator's term from 1 year to 3 year. Noting that the Town Clerk did a survey in several surrounding towns with the majority showing 3 year terms for the Moderator.

#### **IV. TOWN ADMINISTRATOR'S REPORT**

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

Prescott Building: Mr. McNutt reported that on April 7<sup>th</sup> that the Town Employees and Selectmen had a walk-thru the Prescott Building. One of the Town Employees did chalk out lines for the placement of desks and office furniture in order for everyone to have a better visual/spatial relationship between the plans on paper and what the space is in person. Mr. McNutt noted that it was a very informative meeting and helpful in keeping the building project and the Town up to date. Based on the walk-thru, there were some changes to the floor plans regarding required space the Town needs to facilitate to, that were not included in the plans, thus multiple things had to be moved around. He further stated that there was an Ad Hoc meeting today, Monday, April 19<sup>th</sup>, which included a Selectman, a Finance Committee member, Historical Commission member and a representative member of the Town Employees. Discussion was on the regulatory interpretations, and he felt was a very good collaborative meeting.

Superintendent Search: Mr. McNutt stated that he and the Town Administrators from Bolton and Stow met each day with the candidates for the position of Superintendent for Nashoba Regional. He noted that the School should have an update in the near future regarding the status of the candidates.

Town Hall: A Structural Engineer came out to the Town Hall, (which is 110 years old), to look at the cracks in the walls as well as the water seepage in the building. Mr. McNutt is gathering several opinions regarding this issue.

Earth Product Review Board: The Earth Product Review Board met to review some concerns regarding Stow Sand & Gravel. A resident has some long standing concerns about Stow Sand & Gravel. Evaluation of the maps did answer some of the questions the resident had, but Mr. McNutt stated that this will require further review.

Regional Dispatch: Town Administrator McNutt reported that the Town of Bolton has entered into an agreement the Devens Regional Dispatch. The member towns are now Lancaster, Harvard, Lunenburg, Devens and Bolton. Currently, Lancaster saves \$60,000 a year over costs and with the addition of Bolton, Lancaster will realize an additional \$30,000 a year.

#### **V. APPROVAL OF MEETING MINUTES**

On Motion by Mr. Sendrowski, seconded by Mr. Starr, to approve and accept the Regular Meeting Minutes of April 6, 2016. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr., vote Aye. 2-0

#### **VI. APPOINTMENTS AND RESIGNATIONS -**

Resignation of Andrew Detsikas as Energy Commission Member, effective immediately, was accepted by the Board of Selectmen. Chairman Starr thanked Andrew Detsikas for all his time and wished him well.

Town Administrator McNutt stated that Mr. Detsikas will from time to time offer his services regarding the Energy Committee.

## **VII. ADMINISTRATION, BUDGET, AND POLICY**

### **Prescott Building**

Chairman Starr stated that as a follow up from Town Administrator's update and today's (April 19, 2016), Ad Hoc meeting with Spencer & Vogt, regarding the Prescott Building, he would like to have a formal vote on the final design plans.

On a Motion by Mr. Sendrowski and Seconded by Mr. Starr to accept the final design of the Prescott Building as of Tuesday, April 19, 2016. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. 2-0

### **Eagle Ridge**

On a Motion by Mr. Sendrowski and Seconded by Mr. Starr, to accept the Planning Board's recommendation on Eagle Ridge 's As-Built and to move the Town Clerk procedurally. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. 2-0

### **63 Woods Lane**

On a Motion by Mr. Sendrowski and Seconded by Mr. Starr to accept ZBA's request not to exercise the option to purchase Chapter 40B project: 63 Woods Lane, Lancaster, MA. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye.

## **VIII. LICENSES AND PERMITS**

### **Hawker and Peddler License - Comcast**

On a Motion by Mr. Sendrowski and Seconded by Mr. Starr to approve the application for a Hawker & Peddler's License for Comcast and their agent. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. 2-0

## **IX. COMMUNICATIONS None**

## **X. OTHER BUSINESS**

Chairman Starr explained that the Board of Selectmen will be going into Executive Session and will not return to open session. He further noted that the Selectmen have invited Finance Chair, Jay Riley to attend the Executive Session.

Motion and Seconded to go into Executive Session, pursuant to MGL c.30A, §21(a) #2 to discuss contract negotiations with non-union personnel, specifically the Town Administrator, and not to reconvene in open session. Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye.


**XI. NEW BUSINESS - None**

**XII. ADJOURNMENT**

Seeing no further business, the Board of Selectmen adjourned at 7:03 P.M. to go into Executive Session.

Respectfully submitted

Kathleen Rocco  
Executive Assistant

  
Walter F. Sendrowski, Clerk  
Approved and accepted: