

LANCASTER BOARD OF SELECTMEN Regular Meeting Minutes Of February 19, 2019

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.

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.

Arthur Johnson, Nicholas Drive, came before the Selectmen to express his concerns regarding attaining a formal review from the Fire Marshall's office regarding the Goodridge Brook 40B Project.

III. APPROVAL OF MEETING MINUTES

Review and take action on Regular Meeting Minutes of February 4, 2019.

Selectman Grasso moved to approve the Regular Meeting Minutes of February 4, 2019. Selectman Sendrowski Seconded. 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

6:10 P.M . <u>Housing Production Plan Presentation – Planning Director Michael Antonellis and Victoria Petracca</u>

Victoria Petracca presented to the Board of Selectmen the updated Housing Production Plan (HHP). She reviewed the goals of the Plan, noting the importance of getting "Safe Harbor Status" for the Town of Lancaster. She highlighted several locations in the HHP as potential options for affordable housing.

Discussion on the Memorial School and the possible use as affordable housing for Seniors. Mrs. Petracca stated that the Memorial School could house several units and has the ability for a second floor. She further stated that the Town should do a Request for Proposals (RFP) regarding the Memorial School.

Both Town Administrator Pacheco and Selectman Grasso noted their concern regarding the use of the Memorial School. It was suggested that there should be conversations with the residents in the Center Village regarding the Memorial School.

Other sites discussed for potential development was the Atlantic Union College and the area at the RFK school.

Further discussion on the demographics and how it relates to residents trying to buy or rent homes in the Town of Lancaster. Selectman Grasso pointed out that the impact for those trying to buy or rent is the young families, as they are getting priced out of the community.

Planning Director Michael Antonellis stated that the HPP is living document and can be updated at any time. He stated that the Planning Board has approved this document, but has recommended that an Affordable Housing Committee be established regarding this matter. He also stated that if the Selectmen approve this document, it will then be submitted to the Department of Housing and Community Development, (DHCD) for the final approval.

Selectman Grasso requested that before they approve the HPP, that the document be available for viewing on the Town's website, and would like to hear any input from the residents regarding the Housing Production Plan.

Chairman Starr commented that the HHP was very thorough and very well done, and thanked Mrs. Petracca and her group for updating the document.

V. BOARDS, COMMITEES AND DEPARTMENTS REPORTS - NONE

VI. TOWN ADMINISTRATOR REPORT

1. CMMCP Assessment

The Town has received the FY20 Assessment from the Central Mass Mosquito Control project. The final assessment will be \$78,228 which will come on the local aid Cherry Sheet.

2. Nashua River Wild and Scenic River Designation

The NRWSSC "the Committee" was not able to have Congress approve the designation before the end of the most recent session. The Committee is continuing to pursue the designation while also moving forward on aspects identified in the Stewardship Plan.

3. Small Bridge Grant Application North Main Street 117 Bridge at Bartlett Pond Recreation Area
The Town has been awarded a \$500,000 Small Bridge Grant from MassDot to make repairs and
upgrades to the Bridge at Route 117 going over the Wekepeke Brook at Barlett Pond.

4. Pellechia Boat Launch

The Car Top Boat Launch project has commenced. Site work will be ongoing for the next few weeks along Lunenburg Road.

5. Shirley Sewer District Study

Town Administrator Pacheco reported that he and some of the landowners in North Lancaster have been exploring the possibility of a sewer expansion into Lancaster to support commercial development. The Sewer District has agreed to do a feasibility Study at the cost the property owners, to look into the logistics and cost of a possible expansion. Mr. Pacheco stated if the study comes back positive, they can start to explore an IMA with the Town of Shirley.

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Review the Capital Improvement Plan

Town Administrator Pacheco reviewed the Capital Improvement Plan with the Board of Selectmen. (See attached) He noted that the Plan has five year capital submissions, and most of the departments have submitted their requests.

Chairman Starr inquired about the balance sheet. Mr. Pacheco stated that the budget to actual is on target; however there is a concern with Fiscal Year 2020. He further stated Minuteman Vocational numbers are escalating, as well as Nashoba Regional School District.

VIII. APPOINTMENTS AND RESIGNATIONS

Resignations

Robert Kadlec from the Cable TV Advisory Committee.

Selectman Sendrowski moved to accept the resignation of Robert Kadlec from the Cable TV Advisory Committee. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]

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. COMMUNICATIONS

Email request from Historical Commission Chair, Heather Lennon regarding 3 Historical Wall Panels and Town Seal Emblem to be hung in the Prescott Building.

The Historical Commission had loaned the Thayer Memorial Library the 3 panels, which were located in the Dexter Room.

Town Administrator Pacheco noted that that Mary Bulso, Owner's Project Manager for the Prescott Building Renovation and Lynn Spencer, the Architect for the Prescott Renovation had viewed the 1856 Panels and the Town Seal Emblem. They noted that the panels and Town Seal are too heavy to hang on the walls in the Prescott Building. Mr. Pacheco explained that the only way to hang those panels were to have additional support on the walls. He further noted that the Prescott was not designed for hanging heavy items on the walls.

Mr. Pacheco stated that he would have a conversation with the Historical Commission Chair, Heather Lennon regarding this request.

Selectman Sendrowski stated that he would like to make it clear that those panels and Town Seal cannot go on the walls in the hallways in the Prescott Building.

Next Board of Selectmen's meeting will be held on Monday, March 4, 2019 at 6:00pm

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 7:33 P.M.

Respectfully submitted

Kathleen Rocco **Executive Assistant**

Walter F. Sendrowski, Clerk Approved and accepted: 5-4-19

Capital Improvement Plan Five Year Captial Submissions Preliminary Reccommendations FY2020 - FY2025

Title	Code	Ca	t 2020	2021	2022	2023	2024	2025	Total : Year
Police Cruiser Replacement		١.					1024	2025	Reque
Compressor Replacement	R	1 2	45,00 10,00		47,40	48,60	49,800	51,00	288,0
Police Subtot	af		55,00	0 46,200	47,40	0 40 00	42 000		
New Generator			,,,,,	10,200	47,40	0 48,60	0 49,800	51,00	0 298,0
Radio Boxes-Town Buildings	B	2	15,00						15.0
Forestry Truck	N R	1	35,50			1	1		35,5
Paving at Station(s)	N N	3		160,000		1	1		160,0
Command Car	R	1		1		24,000	1		24,0
Fire Subtota			50.50	160,000		24,000	40,000		40,0
Ambulance			, , ,	130,000		24,000	40,000		274,5
Ambulance Subtota	R	1			200,000				200,00
Total Public Safety			400.00	- 0	0		0		200,00
Dishwasher	P	1	105,500		47,400	72,600	89,800	51,000	572,50
Clock Replacement	N	2	38,225						38,22
Parking Lot Repaving	N I	3	16,200	1,			1 1		31,30
arpet Replacement	N-	2		52,500	EC CO0		1		52,50
ecurity Window Film	N	4			56,600				56,60
ecurity Camera	N	4	45,800	114,000					
OTAL SCHOOL CAPITAL			3		56,600	0			159,80
ide On Commercial Mower	R	1	13,500		13,500	0	0	0	338,42
ohn Deere Tractor emetery 1 Ton Dump Truck	R	1		1 1	30,000			13,500	40,50
	R	1			,		46,500		30,000
Cemetery Subtotal			13,500	0	43,500	0	46,500	13,500	46,500
Wheel Dump Truck Plow/Sand ghway 1 Ton Pickup	R	1				177,500	40,000	13,500	117,000
ghway Front End Loader	R	1	46,000	1 1		,,,,,,	- 1		177,500
Wheel Dump Truck w/controls	R	1					1	170,000	46,000 170,000
ghway Culvert Repair	R N/R	1 3	400.000	187,500	- 1			,	187,500
ghway Bridge Repair	N/R	3	100,000	100,000	100,000	100,000	100,000	- 1	101,000
pad Resurfacing/Paving/Milling	N/R	3	100,000 359,800	100,000				- 1	
Highway Subtotal	14/15	7		210,000	168,300		179,600		917,700
tal Public Works		+	605,800	597,500	268,300	277,500	279,600	170,000	2,198,700
sonry Repairs	P	2	10,000	597,500	311,800	277,500	326,100	183,500	2,315,700
tall Steel/Aluminum Snow Fences		2	10,000	64,000					10,000.00
place Gutters/Snow Pans		2	- 1	04,000	04.000		- 1	- 1	64,000.00
place Flashing Assemblies		2	1		94,000	62 750	1		94,000.00
AC	P .	2	46,330	46,330	- 1	63,750	50.000	1	63,750.00
int interior walls		2		,		30,000	50,000	- 1	142,660.00
rary Carpet Replacement	P :	2	59,000			00,000		- 1	30,000.00
vn Clerk Precinct Scanners			56,330	110,330	94,000	93,750	50,000	0	59,000.00
vn Clerk Record Retention	- 1		20,000			00,000	30,000	U	463,410
al Town Clerk	N 4	-	10,000	10,000	10,000	10,000	10.000	10,000	20,000 60,000
	100		30,000	10,000	10,000	10,000	10,000	10,000	
cyclical Inspection-Assessors	P 4					25,000	25,000	25,000	80,000
mmunity Center Plumbing/Electrical	N 2		25,000	25,000	25,000	,	20,000	20,000	75,000
e Cutting	N 2		10,000	10,000	10,000				75,000
d Upgrades	N 3		10,000	,	30,000				30,000
n Beach Upgrades	N 2		20,000	15,000					10,000
il General Government			65,000 876,133	50,000	35,000	25,000	25,000	25,000	35,000 190,000
				974,030					

Ten Year Captial Submissions Preliminary Reccommendations FY2017 - FY2027

Title New Holland Backhoe	Code	Cat	2020	2021	2022	2023	2024	2025	Total 5 Year Request
3/4 Ton Utility Truck 1 Ton Dump with PLOW Sullivan Air Compressor 1 Ton Utility with PLOW	P P R P	1 1 1 1	180,000		45,000	46,500	70,000		180,000 45,000 46,500 70,000
Total Water Enterprise) III	180,000	0	45,000	46,500	70.000		
					43,000	40,500	70,000	0	341,500
Total Water Enterprise			180,000	0	45,000	46,500	70.000		
Total General Fund					43,000	46,500	70,000	0	341,500
			-					269,500	

Total Submissions				269,500
Total Recommended	168,300	150.000	179.600	170,000

D = Recommendation is deferred or on hold pending other action

I = Project submission is incomplete or waiting additional information

M = Funding recommendation is a modification of the submission

N = New submission for this CIP

P = Project request has appeard in previous CIP's

R = Request is a regularly occurring capital expense X = Submitted request is outside the timeframe for this CIP

Categories

1 = Equipment or Technology

2 = Building or Facility

3 = Infrastructure

4 = Extraordinary Capital Item

FUNDING SOURCE FY20 FY21 FY22 FY23 FY24 FY25

Transferred From Capital Stabilization Raise & Appropriate From Sale of Town Owned Land **Cemetery Expendable Interest Retained Earnings Water** Water Borrowing **Finance Committee Trans Cemetery** Chapter 90 Totals Funded by Fiscal Years

170,000 170,000 359,800 375,000 168,300 150,000 179,600 359,800 0 168,300 150,000 179,600