



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. Housing Production Plan Presentation – Planning Director Michael Antonellis and Victoria Petracca

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, COMMITTEES 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. COMMUNICAITONS

- 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 Sendrowski

Walter F. Sendrowski, Clerk

Approved and accepted: 3-4-19

**Capital Improvement Plan
Five Year Capital Submissions
Preliminary Recommendations
FY2020 - FY2025**

Town of Lancaster

Capital Improvement Plan

3,654,213

**Ten Year Capital Submissions
Preliminary Recommendations
FY2017 - FY2027**

[illegible]

Total Submissions								269,500	
Total Recommended					168,300	150,000	179,600	170,000	

Codes

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 appeared 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
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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

	<u>359,800</u>	<u>375,000</u>	<u>168,300</u>	<u>150,000</u>	<u>179,600</u>	<u>170,000</u>
Totals Funded by Fiscal Years	359,800	0	168,300	150,000	179,600	170,000