



LANCASTER BOARD OF SELECTMEN
Regular Meeting Minutes
Of February 18, 2020

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, Jay M. Moody, and 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.

Carol Jackson, 40 Farnsworth Way, commented on the Special Meeting held on Wednesday, February 12, 2020 regarding future developments.

Greg Jackson, 40 Farnsworth Way, commented on the Conservation Bylaw regarding the protection of wetlands as it pertains to the Capital Group Project.

Rebecca Young-Jones, 94 Barnes Court, commented on the Capital Group Project.

David Cramer, 119 Fire Road 11, commented on working together on development coming into the Town of Lancaster

Jim Ford, Shirley Road, commented on the outlook of the FY2021 budget.

George Frantz, 13 Highfield Driver, commented on the possibility of creating a Payment in Lieu of Taxes (PILOT) program.

III. APPROVAL OF MEETING MINUTES

Review and take action on Special Meeting Minutes of February 3, 2020

Selectman Sendrowski moved to approve the Meeting Minutes of February 3, 2020. Selectman Moody Seconded. Walter F. Sendrowski vote Aye, Jay M. Moody vote Aye and Stanley B. Starr, Jr. vote Aye.
[3-0-0]

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS

1. ADA Right of Way Plan Presentation

George Snow, Principal Transportation Planner and Bill Scarpati, Senior Project Manager from Stantec presented to the Selectmen the Public Rights of Way ADA Transition Plan. (See attached)

Presentation included the following:

- Accessibility Requirements
- Self-Evaluation Methodology and Finding
- Repair and Prioritization Process and Schedule to Remove Barriers
- Questions and Answers

Recommendations:

- Town should plan to allocate \$54k/year for 5 five years to reconstruct 15-18 ramps annually starting with the highest priority ramps first as outlined in the presentation
 - Town should plan to allocate \$60k/year for the removal of all barriers along existing sidewalks starting with high priority locations. As additional funding comes available consider sidewalk reconstruction and new construction of sidewalks.
 - Reconstruction and new construction of sidewalks and ramps should adhere to latest construction standards as noted in Appendix C.
2. Patrick Mortimer – MassCOP 203
Police Sergeant Mortimer, who is the MassCop Union President, came before the Board to follow up the Chief Burgwinkel's discussion on the removal Civil Service in the department. He noted that the Union would agree with the removal of Civil Service, but this would be impact bargaining with the Union. Town Administrator Pacheco stated that they will need to lay out some of the ground work regarding the Union.

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS

1. Town Clerk – Update on Elections

Town Clerk Dianne Reardon announced that the Presidential Primary is March 3rd from 7am-8pm. Early voting will begin on Monday, February 24th through Thursday, February 27th and only during the hours that Town Offices are open.

Mrs. Reardon further noted that the Town Clerk's office will be closed at noon on March 2nd to allow time to prepare for the primary. The Clerk's office will be closed all day on March 3rd and early morning of March 4th.

Nomination papers are due back to the Town Clerk's office on March 23rd by 5pm.

2. Council on Aging – Request to change Bylaws for Council on Aging

Nicole Kanis, Chair of the COA and Alix Turner, COA Director came before the Board of Selectmen to request an article be placed the Annual Town Meeting Warrant regarding amending the current COA Bylaws. They noted that that the Bylaws for the COA are inadequate and need to reflect what COA is doing.

VI. TOWN ADMINISTRATOR REPORT

Town Administrator Orlando Pacheco will update the Board on the status of current projects pending

1) **DLTA**

Town Administrator reported that the Town received work that is District Local Technical Assistance Application was approved by MRPC for working on the re-zoning of the Town from AUC to the Clinton Town Line.

2) CMMCP

The Town's FY21 Assessment for the Central Mass Mosquito Control Project is \$80,269, which is a 2.91% increase from FY20.

3) ALS Ambulance Service

The Towns of Lancaster and Bolton are working co-operatively to establish a regional ALS Service with the Town of Bolton being the lead. The Town is still currently having ALS service provided by Sterling but, Mr. Pacheco noted, that he expects over the next few months additional services will be available.

4) IPOD Zoning Amendment

The Planning Board has concluded its public hearing and voted 3-2 to support the change allowing the Planning Board to waive certain requirements within the IPOD if it seems so in the public interest.

5) AUC Land Appraisal

The appraisal for the open space (28 acres) next to the Town Forest was appraised. The value came in at \$95,000 which was higher than anticipated. Town Administrator Pacheco has reached out to the their real estate brokers to work on discussion and has met with other to discuss grant possibilities.

VII. ADMINISTRATION, BUDGET, AND POLICY
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1. Discussion and Review of the Memorial School Survey.

Town Administrator Pacheco spoke about the recent survey that was done on the Memorial School. He stated that 80% of the Memorial School building is under Article 97; deed-restricted recreation land. He further explained that this limits the possibility of re-development of that building.

2. Discussion EPA MS4 Permit

Selectman Moody asked for this item to be put on the agenda, and have an update on the status of the permit for the Storm water discharge, as mandated by the EPA. Town Administrator Pacheco stated that once the comment period ends, he should be receiving notification from the EPA – Region 1.

3. Discussion North Lancaster/Capital Group Committee

Selectman Moody stated that in 2015 the MRPC's recommendation was to put together a board or committee to seek development in North Lancaster.

Capital Group Properties Director, Mr. Bob DiPietri, stated that whatever the Selectmen decide regarding a committee, they will cooperate. However, he noted that this should be for a limited period of time.

Town Administrator Pacheco commented that all should get involved and start talking, including the Capital Group.

Resident Victoria Petracca remarked that given the pivotal nature of this being the largest site development (471 acres), having a collaborative effect would accelerate this project, not bog it down.

Chairman Starr discussed the composition of this Committee which would include members of the Planning Board, Conservation, Zoning Board of Appeals, Town Administrator and Planning Director, as well as a White Pond resident.

Resident Dick Trussell asked the Selectmen to have residents at large to be included in this committee, which he noted would be a positive conclusion. He further stated that the composition of this committee should be 6-8 members at most.

Selectman Sendrowski expressed concern on adding another layer of bureaucracy to this process.

Selectman Sendrowski moved to create an Ad Hoc Committee to negotiate with the Capital Group Properties with a 45 day sunset provision to present an agreement to the relevant boards. Selectman Moody Seconded. Walter F. Sendrowski vote Aye, Jay M. Moody vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0].

VIII. APPOINTMENTS AND RESIGNATIONS

Appointments

Board of Registrars – Heather LeBlanc, 40 Farm Land Lane

Selectman Sendrowski move to appoint Heather LeBlanc to the Board of Registrars, term to be determined. Selectman Moody Seconded. Walter F. Sendrowski vote Aye, Jay M. Moody vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]

IX. LICENSES AND PERMITS

1. Special One Day Liquor License Application

Selectman Moody moved to approve the Special One day Liquor License Application for First Church of Christ – Unitarian for the following events.

- . St. Patrick's day to be held on March 14, 2020 from 5pm-8pm*
- . Community Craft Fair to held on October 3, 2020 10am-4pm*
- . Oktoberfest, date to be determined.*

Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Jay M. Moody vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]

2. Use of Town Green/Gazebo

Selectman Sendrowski moved to approve the Use of Town Green/Gazebo to the Thayer Memorial Library for the following events:

- . Thursday, April 16, 2020 from 6pm-8pm for "Evening of Musical Stories"*
- . Thursday, July 30, 2020 from 1pm-2:00pm for hosting "Dinoman".*

Selectman Moody Seconded. Walter F. Sendrowski vote Aye, Jay M. Moody vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]

X. NEW BUSINESS *

**This item is included to acknowledge that there may be matters not reasonable anticipated by the Chair.*

Selectman Moody inquired on the status of the changing the name "Board of Selectmen" to "Selectboard". Town Administrator Pacheco stated that the Town would need a Home Rule Petition. He further stated that the Board can look into a Home Rule Charter which would give a clearer foundation. Chairman Starr asked Mr. Pacheco research the Charter review.

XI. COMMUNICATIONS

XII. ADJOURNMENT

Seeing no further business, on Motion by Selectman Sendrowski, seconded by Selectman Moody, it was unanimously voted. The Board of Selectmen adjourned at 8:17 P.M.

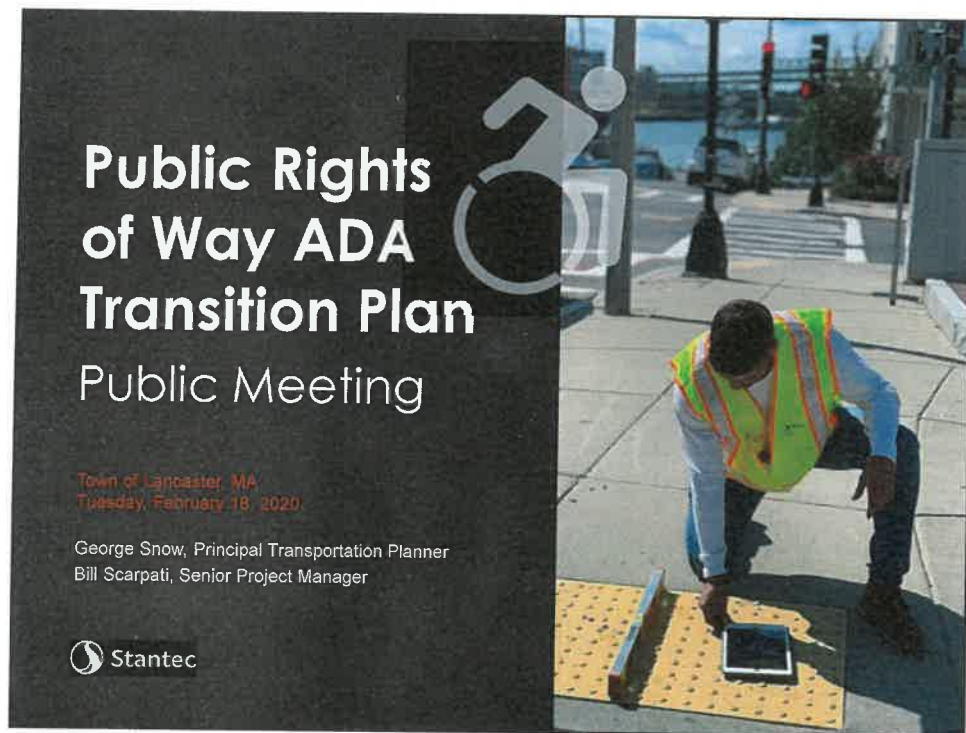
Respectfully submitted

Kathleen Rocco
Executive Assistant

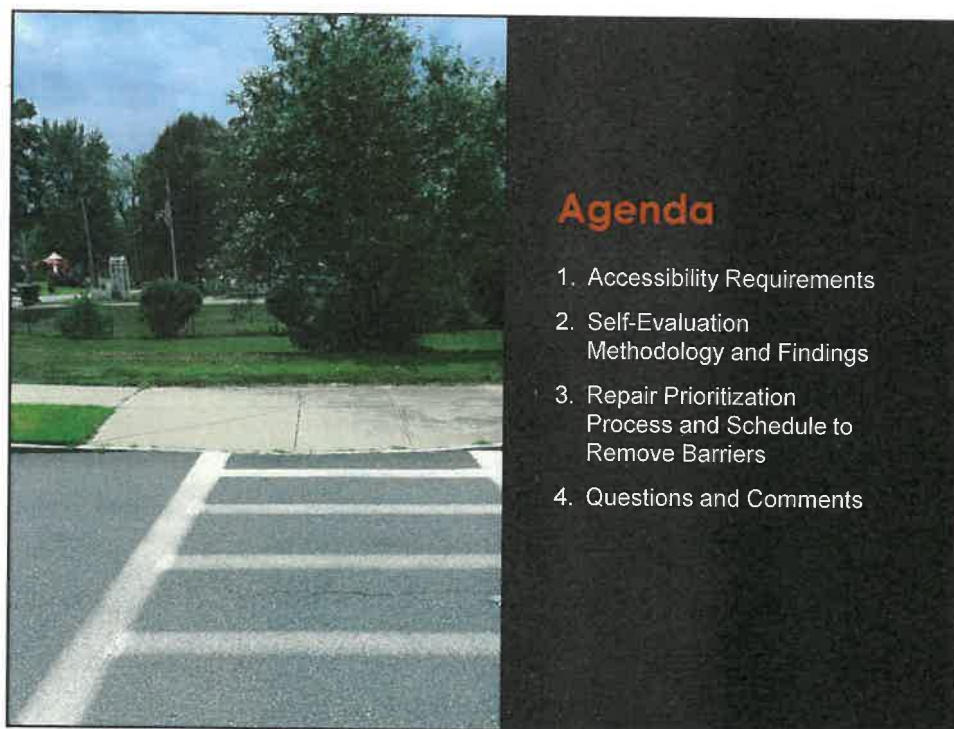
Walter Sendrowski

Walter F. Sendrowski, Clerk

Approved and accepted: 3/2/20



1



2

Accessibility Requirements in the Town



Why does Lancaster have to address accessibility?

Federal and State Law requires the Town of Lancaster:
"to provide persons with disabilities an equally effective opportunity to participate in and benefit from the Town's services, activities, and programs."

What does this mean?

Simply all town communications, facilities and public right of way must be accessible to all users.

3

ADA / MAAB Compliance



Americans with Disabilities Act

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. The ADA is one of America's most complete pieces of civil rights legislation prohibiting discrimination and guarantying people with disabilities the same opportunities as every citizen.

Massachusetts Architectural Access Board (MAAB)

The MAAB is a regulatory agency within the Massachusetts Office of Public Safety. Massachusetts has developed a "specialized code" under CMR 521 to enforce the rules and regulations of the MAAB.

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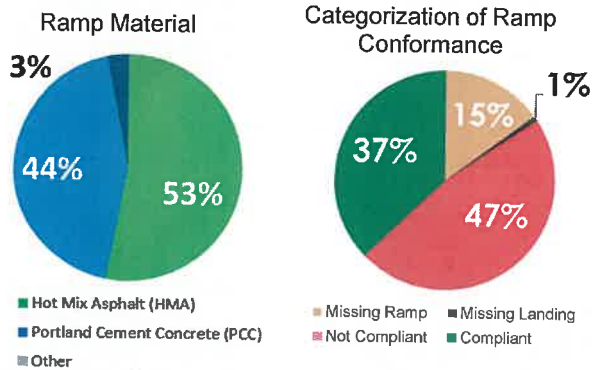
Self-Evaluation Methodology



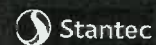
1. Stantec conducted town-wide pedestrian ramp, sidewalk, and crosswalk inventory (located via iPad w/web-based GIS data form)
2. General condition assessment was performed on all ramps, sidewalks, and crosswalks.
 - a) Photograph each asset (Ramp & Sidewalk,)
 - b) Ramp and sidewalk material identification
 - c) Surface material condition
 - d) Obvious ramp/sidewalk deficiency categories, based on 2019 ADA/MAAB standards
 - e) Crosswalk existence and condition
 - f) Measured running slope on ramp and landing area (2' Smart Level)
 - g) Measured cross slope on sidewalk (2' Smart Level)
3. Integrated asset assessment into Geographic Information System (GIS) to aid long-term repair strategy
4. Calculated Network Priority Ranking (NPR) for each asset

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Existing Ramp Inventory 121 public ramps – Summer 2019



Stantec determined that approximately **63%** of total ramps do not comply with ADA /MAAB regulations.



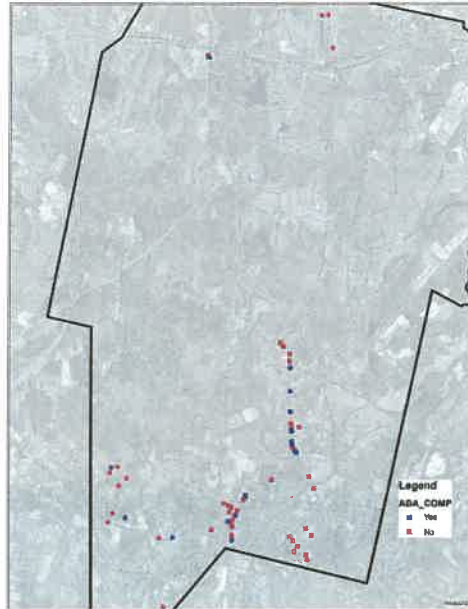
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Town-wide Ramp Conditions and Backlog

\$224K

Ramp Repair
Backlog

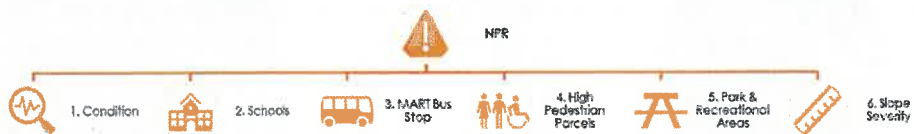
- \$2,500/ramp for HMA
- \$3,800/ramp for PCC
- \$4,500/ramp for Brick
- \$5,000/ramp for specialty pavers



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Ramp Methodology Network Priority Ranking

Network Priority Ranking (NPR) Ramps Formula:



Stantec

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Criteria 1: Ramp condition



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Criteria 2: Proximity to schools



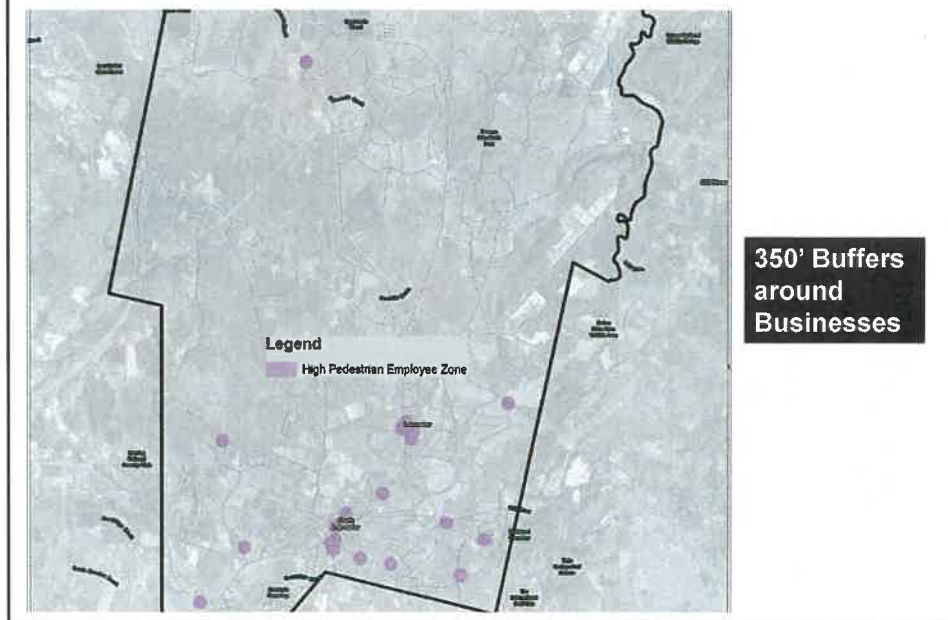
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Criteria 3: Proximity to MART stop



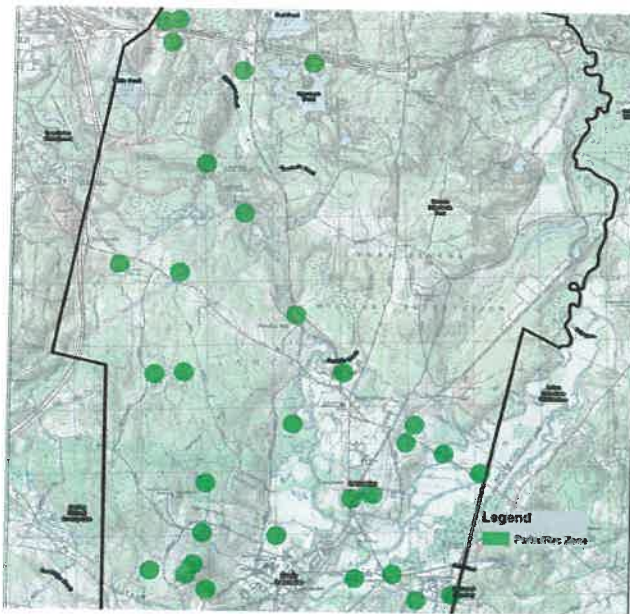
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Criteria 4: High Pedestrian locations



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Criteria 5: Parks and Recreational areas



500' Buffers
around
Parks and
Recreation

13

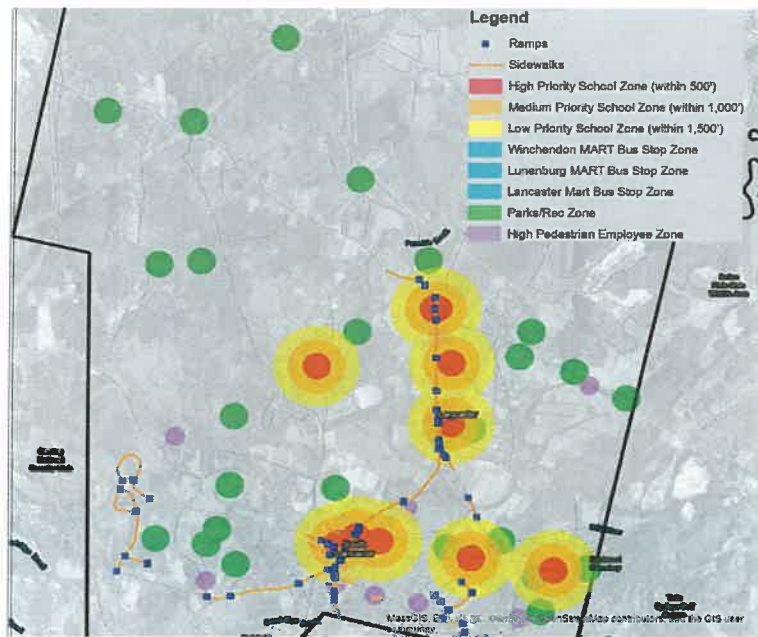
Criteria 6: Slope of ramp and landing relative to AAB limit



TYPE	AAB LIMIT	Value Range	NPR Score	Value Range	NPR Score
Ramp	8.3%	11.9 - 15%	150	> 15%	300
Landing	2.0%	4.5 - 6.5%	100	>6.5%	200
Total Max.			250		500

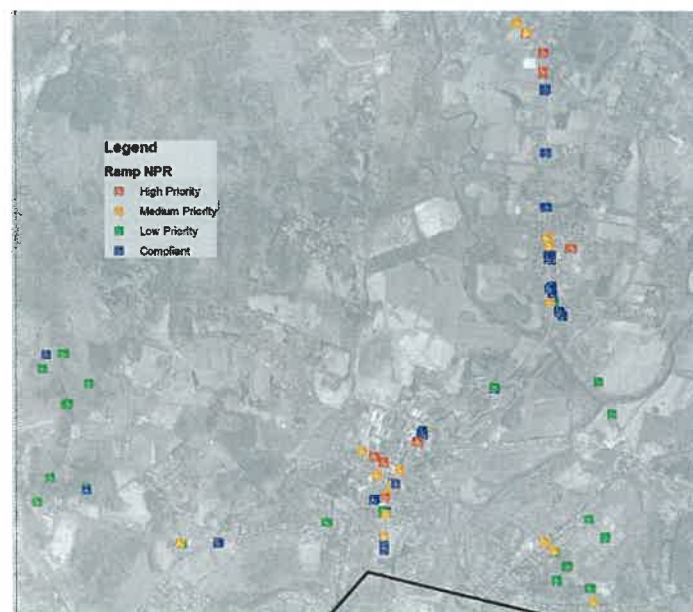
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GIS Spatial Overlay



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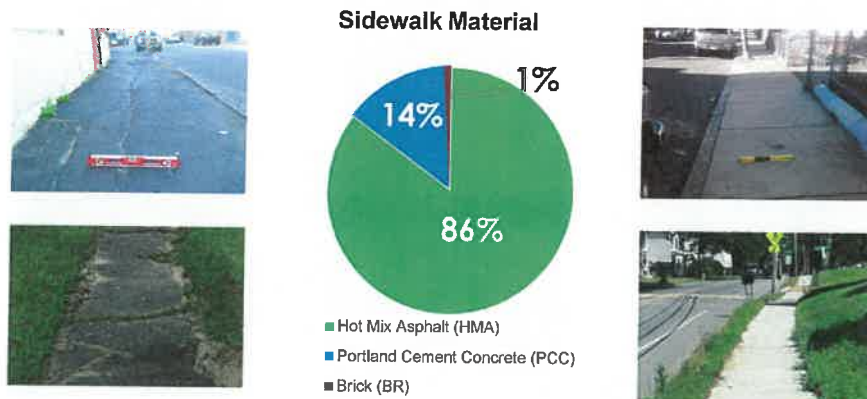
Priority Ramp Repair Locations



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Existing Sidewalk Inventory

7.6 miles of public sidewalks – Summer 2019



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Sidewalk Condition Index (SCI)

A sidewalk condition index or SCI value was established to quickly categorize sidewalk conditions into a repair strategy.

The SCI rating categories are:

100 – 80

Do Nothing

79 – 50

Localized
Repairs/
Panel
Replacement

49 – 0

Full
Replacement/
Reconstruction

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SCI Examples



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Town-wide Sidewalk Conditions and Backlog



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Results of Sidewalk Evaluation



74.8

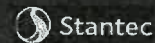
The average area-based SCI in Lancaster was **74.8**, which puts it on the top of the 'Localized Repair' threshold.

50%

Stantec determined that **50%** of all sidewalks must be repaired or replaced due to existing surface condition.

77%

Stantec determined that approximately **77%** of total sidewalks do not comply with ADA/MAAB regulations.

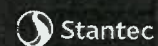
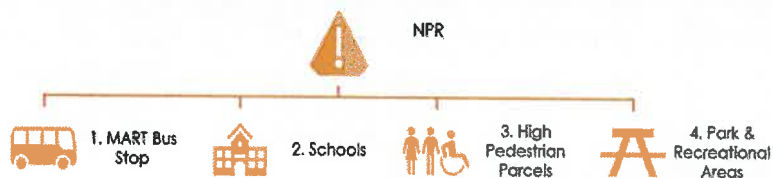


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Sidewalk Methodology Network Priority Ranking



Network Priority Ranking (NPR) Ramps Formula:



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Recommendations

- 1) Town should plan to allocate \$54k/year for 5 years to reconstruct 15-18 ramps annually starting with the highest priority ramps first as outlined in Appendix E.
- 2) Town should plan to allocate \$60k/year for the removal of barriers along existing sidewalks starting with high priority locations. As additional funding comes available consider sidewalk reconstruction and new construction of sidewalks.
- 3) Reconstruction and new construction of sidewalks and ramps should adhere to latest construction standards as noted in Appendix C.
- 4) As ramps are reconstructed self-evaluation data and schedule should be updated to reflect transition plan performance in case of an audit.

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QUESTIONS?



COMMENTS?

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