



LANCASTER BOARD OF SELECTMEN REGULAR MEETING MINUTES OF JUNE 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 Selectmen Walter F. Sendrowski, Mark A. Grasso, Jr., Town Administrator Ryan McNutt and Executive Assistant Kathleen Rocco.

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

6:15 P.M. Jennifer Leone, Lancaster Representative to Minuteman Regional School Committee asked to be included in the Selectmen's agenda to update them on Minuteman Regional School Building Project. She reported that Lancaster was one of 15 communities that voted to approve the project, while the Belmont voted to disapprove the school building project. The School Committee sent a letter to the MSBA (*Massachusetts School Building Authority*), requesting an extension, which was approved until November 30, 2016. Ms Leone stated that the indication she is getting from the School Committee Officers is to re-issue the "16D" (town meeting vote), thus forcing Belmont to go to another Town Meeting Vote. In the meantime, the School Committee will try to convince Belmont to approve the project. There will be a meeting on June 20th in Arlington, in which Selectman Grasso and Ms Leone will be attending, with hopes to explain to Belmont why this is an important project and why the towns feel this is needed.

Ms Leone stated that if there is a Special Town Meeting in the Fall and Belmont disapproves again, then it would go to a District Wide Ballot. Selectman Starr asked that if this does go to a District Wide Ballot, does each town have to approve it? Ms Leone indicated that only 50% approval is needed and this ballot would also include the towns withdrawing from the District as well.

Selectman Grasso asked if the reason why Belmont objected to the project was due to the size of the Building. Ms Leone confirmed that Belmont had a concern with size of school building.

Ms Leone, as the Nashoba Regional School Committee Member spoke about the upcoming budget for Fiscal Year 2018. One her priorities are to make sure the budget process starts early. She would like to start arranging a meeting sometime in October with the Finance Committee and Board of Selectmen. Her

goal is to get the information regarding budgets as soon as possible, rather than later. She noted that there will be more communication between the Districts and the Town.

6:25 P.M. Larry Shoer of the Recycling Center, told the Selectmen that the "All Volunteer Center" is in need of administrative assistant to maintain the schedule of workers. Mr. Shoer noted that the Center has been in operation for over twenty years by volunteers. People from other towns use the recycling center. The Recycling Center has about currently 35 volunteers, who work once a month on either on a Saturday or Sunday. He noted that most of the volunteers are from Lancaster with some from Clinton and other surrounding towns. Mr. Shoer asked the Selectmen for guidance or suggestions regarding the need to have someone help coordinate the schedules for the volunteers. Currently Mr. Shoer sets up the schedules, emails volunteers to remind them of their upcoming work day, recruits new volunteers and does his share of work at the center. Town Administrator McNutt suggested in looking into the Senior Citizen Tax Workoff Program. Mr. Jim Ford came before the Selectmen to support Mr. Shoer in his endeavors.

IV. TOWN ADMINISTRATOR'S REPORT

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

Information Technology Grant Program:

Mr. McNutt announced that the Town of Lancaster was awarded the Information Technology Grant in the amount of \$28,700, which came through the Community Compact Cabinet. This grant will allow the Town to increase Fiber Optic on the Town Green. Mr. McNutt congratulated IT Director John DiTamasso for his hard work in receiving this grant.

Updates:

Mr. McNutt reported that in 2014 the Board of Selectmen requested an article be placed in the Town Meeting Warrant to borrow \$4 Million to repair and upgrade the water infrastructure in South Lancaster. That Article did pass and the Town does have the approval for funding, however, the Town is also borrowing for the Prescott Building Project and the Town is subject to a specific amount that the Town is allowed to borrow in aggregate, at any one time. So until the Town significantly spends down that money for the Prescott Building, the Town is limited in spending any money for the South Lancaster Water Infrastructure Project.

Chairman Starr asked Mr. McNutt the estimated date to start the Water Infrastructure Project. Mr. McNutt stated that he did not know, however he believes the Prescott Building will be substantially in completion by the First Quarter of 2017 and will suspect the water project will begin in 2017.

Projects:

Route 117 & Route 70 intersections – Mr. McNutt wanted to touch base after the decision for DOT not to assume ownership of Route 117 in Bolton and Lancaster. It is still of paramount importance to the Town of Lancaster to improve the two intersections at Routes 70 and 117. In recent months, there have been several concerns raised about traffic and other issues on Rt. 117. Many are known to the Town and documented in the 2013 Rt. 117 Corridor Study.

Based upon a request to the Selectmen from a resident a Rt.117 action committee was formed, which met last month to discuss:

- Speed limits
- Truck weight
- Train crossings
- Engine brakes
- Scenic road
- 1927 bridge condition, by canoe launch
- Rt. 117 Corridor Study
- Bolton Rt. 117 Study Committee

Noreen Piazza and DPW Superintendent Kevin Bartlett along with MassDOT have been crafting a Municipal Curve Program regarding the installation of signs on identified High Crash Curves. The areas identified for signage are:

Langen Road – 1.5 miles south of Route 17
Lunenburg Road – reverse curve north of Route 117
Route 117 – between Route 70 and Shirley Road
Route 117 – 1.6 miles west of Route 70

Prescott: Town Administrator McNutt reported that after a Special Town Meeting authorized additional funds to complete the project the Town administration formed a stakeholder committee for review plans and the overall process. Since that time the committee has met (4) times and approved plans that are being put out to bid this month. The plans as they will be used to create construction documents are available on the town website for interested persons to review. The next meeting of the stakeholders committee is scheduled for June 16 at 2PM.

Library Repairs: The second phase of the roof repair at the Thayer Memorial Library will be getting underway this summer. This will be a repair of slate and copper flashing assembly above the children's wing.

Additionally, Mr. McNutt will be putting out a Request For Proposals (RFP) regarding the upgrades to the HVAC systems. He noted that have recently repaired one of the boilers and have been investigating the Heating/Cooling and climate systems for the building and the special collections.

Complete Streets Lancaster intends to apply for Complete Streets designation and funding within the next few weeks. Mr. McNutt reported the Town will develop the policy and have the Planning Board and BOS approve the policy, this will allow the Town to get started on receiving \$50K in technical assistance to develop the Complete Streets Priority Plan. After filing the Letter of Intent, the town will have up to a year to submit the approved Policy. He stated that Noreen Piazza has the Policy done, but needs some more time to submit for the Boards for approval.

Town Administrator explained what is a Complete Street?

A Complete Street is one that provides safe and accessible options for all travel modes - walking, biking, transit and vehicles – for people of all ages and abilities. To be eligible for up to \$50,000 in technical assistance and up to \$400,000 in construction funding, a municipality must meet three primary requirements: • Attendance of a municipal employee at a Complete Streets training • Passage of a Complete Streets Policy that scores 80 or above out of a possible 100 points (Tier 1) • Development of a Complete Streets Prioritization Plan (Tier 2)

Community Compact Program The Community Compact is a voluntary, mutual agreement entered into between the Baker-Polito Administration and individual cities and towns of the Commonwealth. In a

Community Compact, a community will agree to implement at least one best practice that they select from across a variety of areas. Lancaster's area was primarily the economic development of north Lancaster. In order to facilitate economic development we need to have access to water and sewer. Through the program Town has access to \$20,000 to conduct a study of water/sewer and we recent went out to bid for a firm to conduct the study. The bids were as follows: Town Administrator McNutt opened the two proposals that were submitted for the Community Compact program, as follows:

- Tata & Howard -- \$43,900
- Weston & Sampson -- \$13,700

Tata & Howard put in a large amount for the sewer sourcing plan, which was considered to be a secondary part of the entire plan. All were provided with the same scope, but apparently had different interpretations.

Street Lights LED Streetlights – the remaining 19 streetlights will be installed by Sterling Municipal Light Department next Monday and Tuesday, 6/6-7. Mr. McNutt stated they will pick up the streetlights from the DPW Highway building. They will also be contacting the Police Department to schedule a detail for the installation of the lights at the roundabout.

Community Choice Power Supply Program

Mr. McNutt reported that the Town has recently approved a new aggregation rate for the Community Choice Power Supply Program. He noted that beginning in June the rate will be 8.125¢ per kWh pointing out that National Grid at this time is 8.042¢ per kWh, however National Grid's rate will increase during the winter months, while Lancaster's Program will stay the same.

V. APPROVAL OF MEETING MINUTES

Mr. Sendrowski moved to approve and accept the Regular Meeting Minutes of May 23, 2016 with the concerns talked about with Kathleen Rocco. Mr. Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr., vote Aye. 3-0

VI. APPOINTMENTS AND RESIGNATIONS -

The Board of Selectmen considered and took action on the following appointments/reappointments:

Jennifer Leone brought to the Selectmen's attention; many of the appointments on their respective boards/commissions are expiring at the same time. Her recommendation to the Board of Selectmen would be to have those terms staggered. The Selectmen concurred.

Mr. Ken Rapoza of the Conservation Commission was present to answer any questions. Selectmen asked that he go back to his Commission to review their terms of expiration regarding their appointments and get back to Executive Assistant Kathleen Rocco with that information.

Conservation Commission:

- *Re-appointment of Ruth Anderson, 387 Nicholas Drive, term to expire June 30, 2019.*

Mr. Grasso moved to approve the re-appointment of Ruth Anderson to the Conservation Commission, term to expire on June 30, 2019. Mr. Sendrowski Seconded. Mark A. Grasso, Jr. vote Aye, Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

Lancaster Constable:

- Reappointment of Lyle M. Pierce, Box 374, Leominster, term to expire June 30, 2019.

Mr. Sendrowski moved to approve the re-appointment of Lyle M. Pierce, PO Box 374, Leominster, term to expire on June 30, 2019. Mr. Grasso Seconded. Mark A. Grasso, Jr. vote Aye, Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

Lancaster Historical Commission: - Selectmen asked to table item to review staggered terms

- Re-appointment of Mark A. Schryver, 40 Hilltop Road, term to expire June 30, 2019.
- Re-appointment of Joy F. Peach, 74 Beach Point Road, term to expire June 30, 2019.
- Re-appointment of Garrett Sheanhan, 764 Main Street, Box 495, term to expire June 30, 2019
- Reappointment of Joan Richards, 9 Burbank Lane, as Associate Member, term to expire June 30, 2017.

Recreation Committee: Selectmen asked to table to review staggered terms

- Appointment of Kaitlin O'Riorden, 29 Runaway Brook Rd, term to expire June 30, 2019.
- Reappointment of Joseph G. Kennedy, 10 Highfield Dr., term to expire June 30, 2019.
- Reappointment of Jeanne Blauner, 509 Neck Rd., Unit 1, term to expire June 30, 2019.
- Reappointment of Dondrea K. May, 1835 North Main St., term to expire June 30, 2019.

Town Forest Committee: - Selectmen asked to table to review staggered terms

- Timothy H. Castner, 55 Fire Road #10, term to expire June 30, 2019.
- Jason Allison, 343 Brockelman Rd., term to expire June 30, 2019.
- Christopher G. Fish, 184 Devonshire Way, term to expire June 30, 2019.

Chairman Starr read the following Annual Appointments – Terms to expire June 30, 2017:

- Phyllis Tower, Animal Control Officer
- Tony Zahariadis, Alternate Building Inspector
- Peter Munro – Fence Viewer
- Edwin Burgwinkel, Chief of Police – Keeper of the Lockup
- Ronald W. Valinski – Measurer of Wood & Bark and Sealer of Weights & Measures
- Kopelman & Paige, P.C. – Co- Counsel
- Mirick O'Connell – Co- Counsel
- Noreen Piazza – Appointment to the Montachusett Joint Transportation Committee (MJTC)
- Noreen Piazza and Ryan McNutt – Appointment as alternates to the Montachusett Regional Planning Commission

Mr. Sendrowski moved to approve the reappointments as read. Mr. Grasso Seconded. Mark A Grasso, Jr. vote Aye, Walter F. Sendrowski vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

VII. ADMINISTRATION, BUDGET, AND POLICY
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1. Discussion on the Board of Selectmen's Goals & Objectives for FY17.

Chairman Starr asked each of the Selectmen to prioritize Goal and Objectives and submit them to Executive Assistant Kathleen Rocco.

Selectman Sendrowski stated he had just two:

- 1) Development of North Lancaster; and

2) The Town Administrator's relationship with the Town Employees.

2. Discussion on Special (One Day) Liquor License Policy and Procedures for the Town of Lancaster.

Chairman Starr asked Executive Assistant Kathleen Rocco to explain packet presented to the Board of Selectmen. Ms. Rocco noted that the Special License does come under MGL 138 under Section 14. She pointed out the sale of all alcoholic beverages must be for a non-profit, charity or club, and purchase of alcoholic beverages must be from a licensed wholesaler/importer, manufacturer, farmer/winery, farmer/brewer.

Chairman Starr asked that the wording be added on the application under "All Alcohol" to state ***Non Profit, Charity or Club Only***. Mr. Starr would like to add after "the Police Chief, at his discretion, may determine that a police detail is required," the phrase ***to be paid by applicant in advance***.

Jennifer Leone wanted that the Selectmen to know that in the current license to have liquor licensing, it has be to served in china or glass. Ms Rocco stated that she did ask Representative Naughton's office to look in the requirements of having a Special Act regarding One Day Liquor licenses, and his office informed her that was not necessary for a Special (One Day) License.

Chairman Starr stated that the Police will have discretion in this process and believes this to be a step in the right direction.

Discussion of the fees to set for the Beer and Wine and All Alcohol.

Mr. Sendrowski moved to set the fee for Beer and Wine at \$25.00 and All Alcohol at \$50.00, Mr. Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

VIII. LICENSES AND PERMITS - None
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IX. COMMUNICATIONS

Next Board of Selectmen's Meeting is scheduled for Monday, June 27, 2016 in the Meeting Room of the Lancaster Community Center, 34 Harvard Road, Lancaster.

X. OTHER BUSINESS

Chairman Starr recognized Carol Sonia and Memorial Day Committee Members as well as others in their hard work for putting together the events for Memorial Day.

Ryan McNutt acknowledged Eagle Scout Candidate Mike O'Neil in his three projects:

- Cleaned up the Town Pound;
- Replaced the walkway between the First Church and the Thayer Memorial Library; and
- Cleaned up the basketball court located on Harvard Road and Thayer Field.


XI. NEW BUSINESS - None

XII. ADJOURNMENT

Seeing no further business, on Motion by Mr. Sendrowski, seconded by Mr. Grasso, it was unanimously voted the Board of Selectmen adjourned at 7:20P.M.

Respectfully submitted

Kathleen Rocco
Executive Assistant


Walter F. Sendrowski, Clerk
Approved and accepted: June 27, 2016