



## LANCASTER BOARD OF SELECTMEN REGULAR MEETING MINUTES OF JUNE 27, 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

6:00 P.M. - Opportunity for the 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.

Johanna Meyer of 288 George Hill Road came before the Board of Selectmen to introduce herself and explain why she would like to be appointed to the Board Of Appeals.

6:05 P.M. - Acknowledgement of the service of the late Virginia & Frank Collins to the Town of Lancaster

Chairman Starr spoke about the late Virginia Collins, who died this June at the age of 93. She worked for the Town of Lancaster for 33 years, 22 of them as Executive Assistant to the Superintendent of School, Frank Mitchell. Mr. Starr noted that at Mrs. Collins was the first woman to serve as Town Collector and was the first woman elected to the Board of Selectmen, which she served from 1973-1976. Virginia Collins was the second woman in history, and first in the United States, to be invited to review the troops at Fort Devens, on December 5, 1975.

Chairman Starr spoke of the late Frank Collins who died in May of this year at the age of 93. Mr. Collins worked on the Lancaster Water Department for 37 years, most of those years as foreman. Along with Bill Locke, he located the well that is now Lancaster's water supply. Mr. Collins served as a part time police officer and as a volunteer fireman as well as was on the Board of Assessors.

### III. SCHEDULED APPEARANCES & PUBLIC HEARING

6:10 P.M. Presentation of the Complete Streets Policy by Town Planner Noreen Piazza, with Selectmen to review and take action on the acceptance of the policy.

Planning Director Noreen Piazza came before the Board to discuss the Complete Streets Policy. Mrs. Piazza read into the minutes the definition of Complete Streets:

*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.*

*Designing streets with these principles contributes toward the safety, health, economic viability and quality of life in a community by improving the pedestrian and vehicular environments. Providing safer, more accessible and comfortable means of travel between home, school, work, recreation and retail destinations helps promote more livable communities.*

*As designers, planners, public officials and advocates, we have a responsibility to promote and improve public health, reduce traffic congestion, make places safer and more livable, and reduce environmental impacts.*

Mrs. Piazza reviewed with the Complete Streets program and funding requirements:

- **Tier 1 – Adopt a Complete Streets Policy**

Mrs. Piazza noted that a Letter of Intent was submitted in May, and the Planning Board voted to recommended adoption of the policy on June 13, 2016 and would like the Board of Selectmen vote on adopting the Complete Streets Policy.

- **Tier 2 – Develop a Complete Streets Prioritization Plan**

Mrs. Piazza noted that a consultant was hired and approved by MassDOT, to prepare the Tier 2 application for planning funds, submitted in June.

- **Tier 3 – Start Construction**

Mrs. Piazza explained that once planning funds and Prioritization Plan are approved by DOT, then the town can apply for construction funds, and submit by Fall 2016. She further noted that construction must be completed by June 30, 2017.

Selectman Sendrowski asked does the State provide the funding for these projects. Mrs. Piazza stated that the Town could receive up to \$50k in planning and \$100k in construction.

Some of the projects will include:

- sidewalk improvements
- crosswalks to be ADA compliant
- bike lanes and
- covered bus stops

Selectman Grasso asked about with the size the streets with the improvements, and who will be responsible for that. Mrs. Piazza stated that the Federal Government will pay for those projects.

**Selectman Grasso moved to accept and adopt the Complete Streets Policy as presented. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr., vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0**

6:15 P.M. Fire Chief Hanson to discuss Ambulance Fee Schedule and Special Permit for Bonfire

Fire Chief Michael Hanson presented to the Board an Updated Ambulance Fee Schedule to begin July 1, 2016. He noted that he reviewed area department rates and felt that the requested increases will bring the Town of Lancaster current with the other communities in the area.

***Selectman Sendrowski moved to adopt the Fire Chief's Ambulance Fee Schedule, effective July 1, 2016. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0***

Fire Chief Hanson asked that the Board approve the annual Bolton Fair Bonfire to be held in August.

***Selectman Grasso moved to approve the request for the Bolton Fair Bonfire. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0***

#### 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 noted the Ad Hoc Committee for the Prescott Building Renovation held a meeting on June 16<sup>th</sup> to review the 95% construction documents and discuss the reviews and approvals for the 100% plans to be ready for bidding. McNutt further stated that the bidding is expected to start mid-July.

Library Repairs: It was reported that the second phase of the roof repair at the Thayer Memorial Library was completed last week – this was repair of slate and copper flashing assembly above the children's wing

Town Administrator McNutt stated the he will be putting out a Request for Proposals (RFP) regarding the upgrades to the HVAC systems. The Library is investigating options for the Heating/Cooling and climate systems for the building and the Library's special collections.

Street Lights: Mr. McNutt updated the Board on the LED Streetlights, in which the remaining 19 streetlights have been installed by Sterling Municipal Light Department. He noted that there might be one or two new lights locations that need to be wired and he will check on the schedule for that work, if not yet completed.

School Project: Replacement of three sewer inverts at the Luther Burbank Middle School and Mary Rowlandson Elementary School. The project is expected to be completed by the start of the extended school year program beginning July 5, 2016.

Mr. McNutt noted that related to this topic, the Nashoba Regional School District is currently interviewing for a new director of facilities, and he is looking forward to meeting whomever is chosen to plan out Capital Projects for the two schools in Lancaster.

Employment: The Town of Lancaster has recently advertised for positions within the Town. Mr. McNutt stated the Town is currently receiving resumes for a new position of Recreation Director and a new position for a Community Services Liaison/Outreach Worker.

He further stated that the other position the Town of Lancaster is seeking: a Veteran's Service Agent that can be shared with the Town of Sterling. McNutt remarked that because the two Towns share many similarities within the veteran populations, thus combining the service in both Towns can attract a better quality candidate.

Green Communities Grant Program: Town Administrator McNutt announced that the Town of Lancaster has been asked to attend the awards ceremony in Auburn on Tuesday, June 28<sup>th</sup>. Mr. McNutt is confident the Town will be receiving an award, which will be used towards the Prescott Building Renovation, however he does not know the amount of the award.

## V. APPROVAL OF MEETING MINUTES

Mr. Grasso moved to approve and accept the Regular Meeting Minutes of June 6, 2016 with edits provided. Mr. Sendrowski 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 -

### ***APPOINTMENTS:***

#### **Police Department**

- Adrienne Gaduo, as a part-time Police Officer with the Lancaster Police Department

*Selectman Sendrowski moved to propose the appointment of Adrienne Gaduo as Part Time Police Officer with the Lancaster Police Department. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr., vote Aye and Stanley B. Starr, Jr., vote Aye. 3-0*

#### **Board of Appeals**

- Re-appointment of Scott Miller, 60 Bolton Station Rd., term to expire June 30, 2021 (5 yr term)

*Selectman Grasso moved to reappoint Scott Miller as member to the Board of Appeals, term to expire June 30, 2021. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr., vote Aye and Stanley B. Starr, Jr., vote Aye. 3-0*

- Appointment of Johanna Meyer, 288 George Hill Rd., as Alternate Member, term to expire June 30, 2021.

*Selectman Sendrowski moved to appoint Johanna Meyer as Alternate Member to the Board of Appeals, term to expire June 30, 2021. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr., vote Aye and Stanley B. Starr, Jr., vote Aye. 3-0*

#### **Conservation Commission**

- Re-appointment of Kenneth F. Rapoza, 294 Brockelman Rd., term to expire June 30, 2017
- Re-appointment of Thomas J. Christopher, 252 Fort Pond Inn Rd., term to expire June 30, 2018
- Re-appointment of Nathan Stevens, 141 Schumacher Rd., term to expire June 30, 2018

*Selectman Sendrowski moved to re-appoint the following as members to the Conservation Commission: Kenneth F. Rapoza, term to expire June 30, 2017, Thomas Christopher, term to expire June 30, 2018 and Nathan Stevens, term to expire June 30, 2018. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr., vote Aye and Stanley B. Starr, Jr., vote Aye. 3-0*

**Council on Aging**

- Appointment of Michele MacDonald, 9 Farnsworth Way, term to expire June 30, 2019

*Selectman Grasso moved to appoint Michele MacDonald as a member to Council on Aging , term to expire June 30, 2019. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr., vote Aye and Stanley B. Starr, Jr., vote Aye. 3-0*

**Lancaster Historical Commission:**

- 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.

*Selectman Sendrowski moved to re-appoint Mark A. Schryver and Joy F. Peach as Members to the Historical Commission, terms to expire June 30, 2019. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0*

- Reappointment of Joan Richards, 9 Burbank Lane, as Associate Member, term to expire June 30, 2017.

*Selectman Grasso moved to re-appoint Joan Richards, as Associate Member, term to expire June 30, 2017. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr., vote Aye. 3-0*

**Recreation Committee:**

- Appointment of Kaitlin O’Riorden, 29 Runaway Brook Rd, term to expire June 30, 2019.

*Selectman Sendrowski moved to appoint Kaitlin O’Riorden to the Recreation Committee, term to expire June 30, 2019. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr., vote Aye 3-0*

**Town Forest Committee:**

- Timothy H. Castner, 55 Fire Road #10, term to expire June 30, 2019.
- Christopher G. Fish, 184 Devonshire Way, term to expire June 30, 2018.

*Selectman Grasso moved to re-appoint Timothy H. Castner, term to expire June 30, 2019 and Christopher G. Fish, term to expire June 30, 2018 as members on the Town Forest Committee. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr., vote Aye. 3-0*

**Annual Appointments – Terms to Expire June 30, 2017**

- Nashoba Regional Audit Advisory Committee – Finance Director Cheryl Gariepy
- Records Access Officers – Town Clerk Mary de Alderete & Assistant Town Clerk Dianne Reardon

*Selectman Sendrowski moved to Appoint Finance Director Cheryl Gariepy to the Nashoba Regional Audit Advisory Committee and Town Clerk Mary de Alderete and Assistant Town Clerk Dianne Reardon as Records Access Officers, all terms to expire June 30, 2017. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0*

**Notification of reappointments made by Peter Munro, Building Official/Zoning Enforcement Officer, (no action required by the Board of Selectmen)** Chairman Starr read the following into the record.

- Dennis Monteiro – Wiring Inspector
- David Hinckley – Assistant Wiring Inspector

- Thomas Soldi – Plumbing /Gas Inspector
- Kenneth Poulin – Assistant Plumbing/Gas Inspector

**RESIGNATIONS:**

**Historical Commission**

- *Garrett Sheahan, effective June 30, 2016.*

***Selectman Grasso accepted the Resignation of Garrett Sheahan from the Historical Commission, with regret. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr., vote Aye.***

<b>VII. ADMINISTRATION, BUDGET, AND POLICY</b>
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1. Discussion on Policy regarding large billboard advertisements in Lancaster.

Chairman Starr asked the Town Administrator to research the policy regarding the billboards in Lancaster. He noted the billboard at the Cumberland Farms' location, had at one time been less than pleasing ad for young children to view, and had some residents concerned. Mr. McNutt stated that he did get in touch with Mr. Scott Miller of the Board of Appeals to check into the permitting of these billboards as well as the number of billboards in Town. It was clarified by Mrs. Piazza, that the signage on Route 2 and Old Union Turnpike (Johnny Appleseed Sign and Lancaster Golf) are classified as signs not billboards. However, she did point out the Billboard in South Lancaster near Michael's Bridge Diner.

Mr. McNutt noted that all signs must go before Building Inspector, Peter Munro and the Board of Appeals.

Mr. McNutt did call the Town of Clinton to see if there is some language they used in their Town Meeting Articles regarding Billboard Policies, in which the Town of Lancaster could possibly use. Selectman Grasso noted that he is exploring the bylaw in Town as well.

Chairman Starr would like to continue pursuing this and asked to put this agenda item on the next BOS meeting.

2. Discussion on Board of Selectmen's Goals & Objectives – TABLED TO JULY 5, 2016

3. Review and finalize the One Day Liquor License Application Packet.

Executive Assistant Kathleen Rocco went through the current edits with the Board of Selectmen, noting the change in the wording on page one of the *Instructions and Information* :

*A letter from the Event Organizer giving permission to have liquor on the premises is required. The application requires a single point of contact.*

to

*The application requires a single point of contact and must be the authorized representative of the locale/grounds holding the event.*

Other changes on page 2 included:

*The Police Chief, as his discretion, may determine that a Police Detail is required.*

to

*The Police Chief, at his discretion, may determine that a police detail is required. If a Police Detail is required, the applicant must pay the cost of the Detail no later than 10 (ten) days prior to the event.*

Selectman Grasso noted that the Selectmen only voted last week to approve the Fees for the One Day Liquor License and have not voted the Special (One Day) Liquor License Instructions or Application.

Chairman Starr asked the Selectmen to review the license and come back next week to the Board of Selectmen's meeting with any changes.

#### **VIII. LICENSES AND PERMITS - None**

#### **IX. COMMUNICATIONS**

Next Board of Selectmen's Meeting will be held on Tuesday, July 5, 2016, 6:00 p.m. in the Meeting Room at the Community Center.

Notification from Town Clerk regarding Town of Lancaster has been accepted into the Digital Commonwealth Digitization Services Program.

Selectman Sendrowski read the letter from the Doctor Franklin Perkins School who gave a \$10,000 donation in appreciation of the Services provided to the School.

#### **X. OTHER BUSINESS**

Selectman Grasso briefly updated the Board on the June 20<sup>th</sup> meeting held in Arlington regarding Minuteman Regional School Building Project. He was hoping to offer some more information, however the School Committee was still meeting. Selectman Grasso stated that it seems, although cannot confirm at this time, to move to a District Wide Ballot, which will have to occur within 120 days. At the June 20<sup>th</sup> Meeting that Selectman Grasso attended, the Town of Belmont was less than receptive and the only viable option is to pursue a district wide referendum under MGL C. 71 Section 16(n).

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 into open session. – **Tabled to July 5, 2016.**

Chairman Starr mentioned of the new flags that line Main Street and how pleased he was on how they looked. Town Administrator McNutt thanked Fire Chief Hanson and Dave Foster for the flags. Mr. McNutt stated that the Chief received a substantial discount for the flags. Selectman Sendrowski thanked Cheryl Gariepy, Finance Director for finding the funding for this purchase.


#### **XI. NEW BUSINESS - NONE**

<b>XII. ADJOURNMENT</b>
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Seeing no further business, on Motion by Mr. Sendrowski, seconded by Mr. Grasso, it was unanimously voted the Board of Selectmen adjourned at 6:57 P.M.

Respectfully submitted

Kathleen Rocco  
Executive Assistant

  
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Walter F. Sendrowski, Clerk  
Approved and accepted: 