



LANCASTER BOARD OF SELECTMEN REGULAR MEETING MINUTES OF JULY 5, 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 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.

Jay Moody, of Seven Bridge Road, came before the Board with a suggestion on the posting of the upcoming meetings for Boards and Commissions. Mr. Moody noted that at times, it is hard to get to the Town Hall and view the agendas for meetings. If the Town Hall could get an email to interested residents alerting them of an upcoming meeting, it would be helpful.

Executive Assistant Rocco noted that the agendas are posted within the Open Meeting Law, and can be viewed on the Town's website by going to the Meeting Calendar.

Selectman Grasso stated that one of his priorities is better communication to the Town. The Selectmen agreed that the Board will look into this.

III. SCHEDULED APPEARANCES & PUBLIC HEARING - NONE

IV. TOWN ADMINISTRATOR'S REPORT

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

Prescott: Town Administrator McNutt reported that he received hardcopies of the 100% plans this past Friday. A review of the plans by the Fire Chief and Building Officials is in process. Bidding is expected to start mid-July.

Mr. McNutt also reported that the Town of Lancaster was awarded \$250,000 from a Green Communities Grant that will be applied towards the Prescott Building renovation. The hard work of the competitive grant was done by Town Planner Noreen Piazza and the Lancaster Energy Commission.

Employment: The Town of Lancaster has recently advertised for positions within the Town. Mr. McNutt noted that he currently is receiving resumes for the new position of Recreation Director, as well as a new position with the Senior Center; a Community Services Liaison and Outreach Worker.

Veterans: Mr. McNutt reported that Lancaster is seeking to fill the Veteran's Service Agent that can be shared with the Town of Sterling. He noted that because the two towns share many similarities within the veteran populations, that combining the services in Lancaster and Sterling, it may attract a better quality candidate for that position.

Town Administrator McNutt and Sterling Town Administrator Michael Szlosek are meeting with the Mayor of Leominster on Thursday, July 7th to discuss the potential of Veteran's Service and the resources of Leominster.

Police: Through Federal Grant Funds, the MA Department of Public Health, Bureau of Substance Abuse Services (BSAS) was able to purchase MedReturn Prescription Drug Disposal Units.

On June 1, a MedReturn prescription drug drop box was put into service in the Lancaster Police Department outer lobby for all Lancaster residents to use.

Mr. McNutt stated that the Lancaster Police Department welcomes feedback of all types and use the information provided to address future training and community concerns. He asked that people email Elmoody@lanasterma.net to tell the Police Department how they are doing.

V. APPROVAL OF MEETING MINUTES

Selectman Grasso moved to approve and accept the Regular Meeting Minutes of June 27, 2016. Selectman 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 -

Review and Take Action on authorizing the Chief of Police to submit paperwork to Civil Service regarding potential lateral transfer of a police officer.

Police Chief Burgwinkel came before the Board regarding a lateral transfer of a police officer to the Town of Lancaster. Officer Dave Wilson would grew up in Lancaster is a full time academy trained and a certified sexual abuse examiner. All of his medical certifications are current and is street ready. Chief noted that minus the cost of outfitting him, Lancaster doesn't have to pay for a thing and thereby the Police Department does not have to wait for him to be trained. Chief stated that the biggest benefit about Mr. Wilson is that he is a full time trained, which will provide the Town with a higher level of police service.

Chief Burgwinkel explained that Officer Wilson did separate from the City of Leominster, but he left on good terms. Currently, Dave Wilson now works in the private sector. However, in order for him work in Lancaster, he must go through the City of Leominster to rehire him for the purpose of this town bringing him on board. Chief Burgwinkel stated Leominster Police Chief Michael Goldman took care of all the paperwork and Dave Wilson is now obtainable with just a signature on a lateral transfer form.

Chief Burgwinkel stated that the last two part time officers that were hired prior to Adrienne Gadoua were absorbed almost immediately into the full time force. Therefore, he has not added any part timers, and he is also losing three part timers in the near future due to force retirement.

Selectman Sendrowski stated that he is in favor of almost anything Chief does.

Selectman Grasso complimented Chief in creating a succession operation within the Police Department to insure a continuity of service.

Town Administrator McNutt asked for some clarification in the civil service process of a lateral move. Chief Burgwinkel stated that it is his belief that once the Appointing Authority signs the document before the Selectmen this evening, then the Civil Service is notified and puts that individual on the Town's roster.

Chairman Starr echoed what Mr. Sendrowski and Mr. Grasso said, and that he has implicit trust with the Chief's management of the police force.

Selectman Grasso asked if this officer is looking to become full time Police Officer. Chief stated that at time no, however, with all the certifications that Mr. Wilson possesses, it is a benefit to the Town.

Selectman Sendrowski moved to approve the Chief's request for a lateral transfer. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

VII. ADMINISTRATION, BUDGET, AND POLICY

1) Review and Take Action on Chapter 40B – 709 Blue Heron Drive

Selectman Sendrowski moved to go along with the Zoning Board of Appeals advise to not to exercise the option to purchase the above-referenced property. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso Jr., vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

2) Review the One Day Liquor License Application Packet.

Chairman Starr commented that that he did have a conversation with Mrs. Rocco regarding the edits in the One Day Liquor License Application Packet and after final analysis looks fine. Selectman Sendrowski reviewed the packet and is in agreement with the fees and has no problem. Selectman Grasso also had a conversation with Mrs. Rocco and is sees no problem with the packet

Selectman Grasso moved to accept the One Day Liquor License Application Packet 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

3) Discussion of policy regarding signage and Billboards

Chairman Starr asked Town Administrator McNutt to give an update on the billboard policy. Mr. McNutt stated that he still has not found anything specific. He would be comfortable that the town do this in a measured and thoughtful way that will not put the Town in any liability. He asked the Board if they would like to have a representative from the billboard company come to a Selectmen's meeting.

Selectman Grasso stated that he had a conversation with someone who is well versed in the MGL's as it relates to the billboard policies, and was unofficially brought up to him that perhaps there is state statute that would limit the Town's ability to present a bylaw change to prohibit billboards. Mr. Grasso further stated that the Town may have more flexibility in controlling the content of the billboards.

Town Administrator McNutt stated that he and Board of Appeals member Scott Miller had a concern that do these billboards have all the things required of them, and if not, what is the process.

After further discussion, Chairman Starr would like to look into permitting and fees involved. Selectman Grasso agreed and would like to see a tightening up on some the policies before the Special Town Meeting in the fall.

4) Discussion on the Board of Selectmen's Goals and Objectives

Chairman Starr asked the Board to review and prioritize the Goals and Objectives for Town Administrator Ryan McNutt.

Selectman Grasso noted that whenever possible to create a measurable benchmark in these Goals and Objectives.

The Top Priorities are as follows:

- **Maintain effective communications and dialog with all Town Staff, Volunteers, the Board of Selectmen and Community Partners**
 - ~ *Hold regularly scheduled Department Head Meetings to encourage interdepartmental communication and input*
 - ~ *Foster a close working relationship and coordination with the Finance Committee*
- **Oversee the Prescott Building Renovations**
- **Increase and diversify the tax base via development of the North Lancaster area and other areas.**
- **Develop and Implement Five and Ten Year plans for Water Infrastructure Planning/funding with the board of Public Works and the FinCom.**
- **Actively pursue germane Federal, State and other grant sources targeting appropriate areas of need and greatest potential, for success.**
- **Continue to seek funding and improvements for traffic improvements at Rt. 117/Main St. and Lunenburg Road intersections.**
- **Expansion of existing Solar Array – continued to expand energy conservation efforts.**

Chairman Starr reviewed the “Other” Goals and Objectives for Mr. McNutt

- **Work with Neighboring Communities to secure a potable water supply for the North Lancaster Ponds Area**
- **Continue to search for a New Town Well (which is in progress)**
- **Update Capital Projects List**
- **Town Forest – Administrative Oversight of the timber cut, trail enhancements, product management plan.**
- **Constitute a Town Building Usage Committee**
~ *Town Hall, Memorial School Reuse Committee*
- **Reactivate the Town’s Personnel Committee**
- **Open Space – Strategic Purchases of Parcels**
- **Continue to work to secure the lowest electric rate for residential energy users aggregate**
- **Improve communication to town residents through reimagined “report” detailing ongoing projects, upcoming meetings, goals, objectives, etc. This should incorporate new media, traditional media, and existing communication vehicles. This release should be compiled by the Town Administrator, discussed in a Board of Selectmen meeting, and released on a regular schedule. Either the Town Administrator, or a Board of Selectmen member acting as a liaison, should take the lead.**

VIII. LICENSES AND PERMITS

- Review and Take Action on waiving all locally applicable building and permit fees as they pertain to the Prescott Building Renovation as recommended by the Ad Hoc Prescott Building Committee.

Selectman Sendrowski moved to waive all locally applicable building and permit fees as they pertain to the Prescott Building Renovation as recommended by the Ad Hoc Prescott Building Committee. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye.

IX. COMMUNICATIONS

- Next Board of Selectmen’s Meeting will be held on Monday, July 18, 2016 - 6:00 p.m. in the Meeting Room at the Community Center.
- Correspondence from Department of Energy Resources – Green Communities Competitive Grant

X. OTHER BUSINESS

Chairman Starr reminded Town Administrator McNutt to compile the summary of Grants received by the Town of Lancaster during the past 3 Calendar Years. Mr. McNutt briefly discussed that he would like to bring this up to at the August Department Head Meeting. Mr. McNutt stated that the amount of grants received, he believes, is a fairly large number, and reflects how hard the employees work on receiving these grants.

Chairman Starr noted the recent fire at Bob's Turkey Farm. The Selectmen would like to make the public aware that if one in the community would like to help the family out, there is social media out there, such as "gofundme.com", with that said, the Selectmen are not here to endorse, just noting that this is family that has run the business over 60 years, and as a community, pull together and help out this family.

Chairman Starr moved to into 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. Selectman Sendrowski Seconded.

Roll Call:

Stanley B. Starr, Jr. Yes

Walter F. Sendrowski Yes

Mark A. Grasso, Jr. Yes


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 6:54 P.M.

Respectfully submitted

Kathleen Rocco
Executive Assistant


Walter F. Sendrowski, Clerk
Approved and accepted: July 10, 2016