



## **LANCASTER BOARD OF SELECTMEN REGULAR MEETING MINUTES OF AUGUST 1, 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.

David James, 505 Blue Heron Drive, came before the Board to ask that Prescott Building Renovation page on the Town's website be updated in a timely manner. He stated that he came before the Board two weeks ago for this request, and it is still not updated.

Town Administrator McNutt responded that the Building Commissioner and the Fire Chief have reviewed the 100% plans and that has been reported back to the Project Manager. The Project Manager is preparing the ads to go into the Central Register on August 10<sup>th</sup> then will go out to bid. Chairman Starr asked that the updates on the website be done in a timely manner.

Selectman Grasso stated that he would like to recognize a longtime volunteer, Mary Paquette, who has passed away. Mr. Grasso noted that she served 32 years on the Memorial Day Committee, and was an active contributor to the Historical Commission.

Chairman Starr spoke of another longtime volunteer, Sandra (Todino) Baird, who recently passed away. She was an EMT for 32 years for the Town of Lancaster. On behalf of the Board, they give their condolences to the family.

### **III. SCHEDULED APPEARANCES & PUBLIC HEARING**

6:10 P.M. Karen Partanen – Candidate for Recreation Director interview before the Board of Selectmen.

Win Clark, member of the Recreation Commission, introduced Karen Partanen as their candidate for the Recreation Director. He stated that although there were several qualified applicants for this part time position, Karen emerged as the Recreation Commission's top choice.

Karen Partanen gave a quick overview of her background:

- Many years of experience in Recreation
- Degree in Business Administration with a concentration in Recreation
- Work for municipality in South Florida
- Work for the City of Salem, Massachusetts in Parks and Recreation

Chairman Starr asked, given her experience, what would entice her to take this part time position in Lancaster?

Ms Partanen explained that she grew up in a small town in Maine, and after working in the City of Salem, realized that she would like to go back to small town atmosphere. When her appointment was up in Salem, she left that position and now has a part time job in consulting, stating she wanted a work-life balance. She further commented that the Town of Lancaster offers an opportunity to take this part time position and grow it into a full time position.

Selectman Sendrowski stated that if the Recreation Commission approved her, he has no problem on their selection.

Selectman Grasso asked that with the projects the Recreation Commission is looking to undertake, how could she offer an unique approach to facilitate those projects.

Ms Partanen stated that with the Thayer Field and the Town Beach, she has an extensive background in community service, as well as experience in aquatics, which would be very beneficial.

Chairman Starr pointed the question to Town Administrator as to where would the Recreation Director's office be housed. Mr. McNutt stated that there is dedicated space for Recreation in the Community Center.

Selectman Grasso asked who will she be reporting to? Mr. McNutt stated that the day to day operations, she will be reporting to the Town Administrator, but for policy direction she would report to the Recreation Commission.

Seeing no further discussion:

Selectman Sendrowski moved for a conditional offer of employment to Karen Partanen. Selectman Grasso 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:

##### Economic Development Team

Town Administrator McNutt spoke of the relatively new Economic Development Team composed of the following:

- Cheryl Gariepy, Finance Director
- Noreen Piazza, Town Planner
- Deb Sanders, Assessor

- Mary Frost, Treasurer/Collector
- Peter Munro, Building Inspector
- Ryan McNutt, Town Administrator

He reported that the Team meets once a month to discuss on-going projects, future opportunities and challenges, as well as strengthening and diversifying tax base. He spoke of the water project in North Lancaster and the possibilities of business expansion there, and business expansion on Sterling Road. He noted that because of the impending sewer expansion on Sterling Road; James Munroe Wire and Cable has expanded their business as well as creating 100 new jobs. The Sewer Project will begin construction in October, 2016.

#### Prescott Building Renovation Update

Town Administrator McNutt stated they have finished the review of the Plans, and will be going to out to bid on August 10<sup>th</sup> for the Prescott Building; with the first round going out to the Sub-Bidders, and once they are selected, then the Town will go out to bid for the General Contractor.

#### Lancaster Landfill

Mr. McNutt reported he has re-advertised the Solar Request For Proposals for the Lancaster landfill on Lunenburg Road. This is a 50 acre parcel, in which the Town has 2 acres for a municipality owned Solar Array. The rest of the parcel has been zoned and permitted for more Solar. He explained there was a RFP put out in November 2015, with some companies submitting their proposals. However, there were technical challenges to those proposals submitted, and were not able to move forward. The Town had the legal right to cancel and seek new proposals.

#### Thayer Memorial Building

The Town will be performing some boiler work on the Thayer Memorial Library. Last year the Library had another new boiler installed, and now with the 2 boilers, there will be work done on cross-connecting them. Mr. McNutt remarked that should there be a very cold winter, and if anything happens, there will be redundancy with the boiler network in the Library.

#### Update from Representative Naughton's office

The Town of Lancaster has received from the State Budget, 2 Grants from the Parks and Recreation line item. The first grant is in the amount of \$43,000 to fund handicapped accessibility for parking, the bathhouse and allow a handicapped accessibility path for wheelchairs at the Town Beach. The second grant is in the amount of \$65,000 for the Thayer Field Park, and specifically for the playground in the park. Selectman Grasso stated that these two line items were vetoed by the Governor, and Representative Naughton fought to get these overridden. Mr. Grasso would like to recognize Representative Naughton's efforts in doing so.

Mr. McNutt also noted that Representative Naughton is working on securing some grants for the water infrastructure in North Lancaster as well.

Chairman Starr commented that there needs to be some kind of format to update the status of the projects in Town. He specifically pointed out the following

- North Lancaster Water Project
- National Grid
- Veteran's Agent Contract with the District
- Route 117/Traffic Control
- Billboards
- Town Hall Reuse Committee
- Earth Removal Bylaw Changes

Town Administrator McNutt stated that he will update the Selectmen on these projects in his Town Administrator's report.

Selectman Grasso spoke about the recent concern regarding keeping the Town updated about Board/Commission meetings and upcoming events. The Town Clerk was able to facilitate that for the residents and Selectman Grasso wanted to recognize Mary de Alderete for doing that.

**V. APPROVAL OF MEETING MINUTES**

Selectman Grasso moved to approve and accept the Regular Meeting Minutes of July 25, 2016 with the amendments that were made. 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 -**

Resignations:

Historical Commission – Associate Member Joan Richards, effective immediately.

Selectman Sendrowski moved to accept with regret the resignation of Joan Richards as Associate Member on the Historical Commission. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr., vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

Appointments

Historical Commission - Appointment of Joan Richards, 9 Burbank Lane, as Member, term to expire June 30, 2019.

Selectman Sendrowski moved to appoint Joan Richards as full Member to the Historical Commission, 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

**VII. ADMINISTRATION, BUDGET, AND POLICY**

1. Review and Take Action - 750 Blue Heron Drive #18

Selectman Grasso made the Motion to release the Unit (#18, 750 Blue Heron Drive) from the affordable housing restrictions presently applicable to the Unit upon receipt of the excess sale proceeds, and to take all other actions related thereto as may be necessary or appropriate. Selectman Sendrowski 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**

**IX. COMMUNICATIONS**

Next Board of Selectmen's Meeting will be held on Monday, August 15, 2016 at 6:00 p.m. in the Meeting Room at the Community Center.

**X. OTHER BUSINESS - NONE**


**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 6:30 P.M.

Respectfully submitted

Kathleen Rocco  
Executive Assistant

  
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Walter F. Sendrowski, Clerk  
Approved and accepted: *August 16, 2016*