



LANCASTER BOARD OF SELECTMEN REGULAR MEETING MINUTES OF AUGUST 15, 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

6:10 P.M. Update on the statues of the Minuteman school building project, the regional agreement, and the district-wide election scheduled for September 20, 2016.

Jennifer Leone, Minuteman Regional School Committee Member, updated the Board of Selectmen on the District-Wide Election, which will be held on Tuesday, September 20, 2016 from Noon to 8:00 pm. She stated that all 16 member Towns will be voting on the same day at the same time, and that since the election is being called by Minuteman Regional, the district will pay the reasonable costs related to it. She explained that this election will determine whether District voters support or oppose bonding of the \$144.9 Million for a new school. Mrs. Leone noted that this is a simple majority vote. She stated that the good news for Lancaster is if this does pass across the District, the debt exclusion already voted, still counts; meaning the Town will not have to go back and vote on the debt exclusion again.

Chairman Starr asked is there any reason why Minuteman did not choose to go through a Town Meeting rather than a special election. Mrs. Leone stated there was discussion on that issue, but felt that using the last ditch effort or 16N – District-Wide Ballot; was the best choice. She explained that a Town Meeting does offer better options to explain the bonding of the \$144 Million, whereas with the District-Wide Ballot, the election law steps in and hampers the school's ability to advocate one way or the other.

Selectman Grasso had several questions regarding, (1) capital assessment for the Out-of-District Students, (2) any movement of Watertown joining the District and (3) if 16N passes but in Belmont it fails, how does that work.

6:20 P.M. Tyrone Jones, Jones Crossing Development, request the Town of Lancaster enter into a Local Initiative Program (LIP) to support financing of affordable houses.

Tyrone Jones of Leominster and developer of Jones Crossing, provided a brief background on the project. He explained that he has a housing development project at the intersection of Deershorn Road and Chase Hill Road; a 32 house lot subdivision. The project is currently permitted under the MassHousing Program under the comprehensive permit – Chapter 40B. He noted that Chapter 40B is a streamline process that is often used in cities and towns that are under the 10% requirement for affordable housing. As part of the affordable element, he must finance 25% of this project affordable or in this case 8 homes. He has already received from Zoning the density element, (which Zoning has allowed him to put homes on 8000 square feet to 15,000 square feet lots).

Mr. Jones stated that it is difficult for him to get the financing as required through the Mass Homeland Bank, therefore, he is asking the Town support his request to go through the Local Initiative Program, (LIP). LIP is a state housing program that was established to give cities/towns more flexibility in their efforts to provide low and moderate income housing. He noted that this program is administered by the Department of Housing and Community Development, (DHCD).

The LIP would allow the Mr. Jones to finance the program privately as opposed to public funds. If he received the LIP, he would like to offer the Town a substantial amount of money in return.

Mr. Jones noted that he had met with Mr. McNutt, who suggested that he come before the Board of Selectmen to answer in any questions.

Chairman Starr asked what the deadline date was. Mr. Jones commented that request does not have a deadline date, but rather as a matter of convenience for him, in terms of financing.

Selectman Sendrowski questioned is the Town financially liable, in which Mr. Jones responded no.

Selectman Sendrowski asked why Mr. Jones needs the Selectmen's approval on this. Mr. Jones responded that the LIP application allows Mr. Jones to personally finance this project rather than go through the Home Land Bank. He further stated that is why he is offering the Town money to go through the LIP, because it saves him money. Selectman Sendrowski was uncomfortable in accepting money regarding this request. Mr. Jones explained that he does not have to give any money, but generally the developer offers some kind of consideration or mitigation for doing the project under the LIP.

Selectman Grasso asked about the reporting element regarding the LIP. It was his understanding that it is fairly substantial for the Town. Town Administrator McNutt stated there are two different levels – rental and housing. The Town would be reporting

on the housing level. Mr. McNutt had a conversation with DHCD, and they explained that the Town will partner with the Developer, and the Town will be on the application for the project and will assume all the responsibilities that go with that project. He further stressed that the DHCD will put a 99 year deed restriction on those properties, and will mandate that those houses be maintained as affordable.

Chairman Starr commented that after hearing about this recently, he would not take this upon himself to make a decision to engage the town in this project for any length of time, without having conversations with the Planning Board, Building Inspector or any other pertinent boards. Chairman Starr suggested to the other board members to table this item and give it more thought, contact those who are more knowledgeable and proceed from that point.

Mr. Jones suggested that the Zoning Board of Appeals does use an attorney that deals with Mass Housing and LIP, and Mr. Jones would be willing to pay for that specialist to consult with the Board of Selectmen.

Selectman Grasso made the Motion to table this discussion as it relates to Jones Crossing until perhaps the next meeting. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye.

7:00 P.M.

Joint Meeting to fill a vacancy on the Planning Board

Notice is hereby given that, in accordance with Massachusetts General Laws, the Board of Selectmen and the Planning Board will meet in joint session at 7:00pm in the meeting room located in the Community Center, for the purposes of appointing a resident to fill a vacancy on the Planning Board until the Annual Town Election in May, 2017.

A joint meeting between the Board of Selectmen and Planning Board was called to order at 7:08pm, Planning Board Members present were Jeanne Rich, Phil Lawler, Frank Sullivan and Tom Christopher.

Joint Meeting was held to appoint a Planning Board member to replace the late Vic Koivumaki's seat until the next Annual Town Election.

The candidates that came before the board are:

- Don Chaisson
- Ted Manning
- Russell Williston

Jeanne Rich, Chair of the Planning Board asked that each candidate tell both boards why they want to be on the Planning Board and what could they bring to the Planning Board.

Mr. Russell Williston stated that he was looking for a way to contribute to the Town of Lancaster, noting that he was very interested in the Planning Overlay Districts as well as the water project for North Lancaster. He noted that he has been attended a Planning Board meeting and reads their agendas and minutes.

Mr. Ted Manning stated that volunteers to sit on many committees and boards, and at this time would step aside and ask that the other two candidates be considered for the position as member of the Planning Board.

Mr. Don Chaisson stated that he felt that the Planning Board's duty was to make sure the Bylaws were applied equally to protect the taxpayers and developers alike. He stated that the town has to decide where and how it wants to grow and he believes he can work well with the current board.

Planning Board Members voted 3-1 to appoint Russell Williston as Planning Board Member.

Selectman Sendrowski moved to appoint Russell Williston, of 188 Shirley Road, to fill the vacate Planning Board seat left by Victor Koivumaki, term to expire at the Annual Town Election in May, 2017. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

Joint meeting with the Planning Board adjourned at 7:29pm.

IV. TOWN ADMINISTRATOR'S REPORT

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

Prescott: Mr. McNutt reported that Plan for the Prescott Building Renovation, has been advertised in the Central Register on August 10th. Filed Sub-bids for the trades will be received until September 1, 2016 at 2:00pm and will be publicly opened. The General Contractor Bids will be received until September 15, 2016 at 2:00pm, and will be publicly opened as well. Once selection is made for a qualified General Contractor, construction for the Prescott should start by October, 2016.

The Town Administrator reminded everyone, that an issue for folks to consider is the parking around Town Hall, the Library, and the Community Center during construction. Further, he noted, another added challenge is the parking on Election Day, Tuesday, November 8th.

Employment: Mr. McNutt stated that they are moving forward on the Recreation Director position after the previous candidate did not accept the offer of employment. He noted that they had really good responses and has a second candidate in mind.

The Council on Aging Director Alix Turner and the Town Administrator conducted interviews for the Community Services Liaison and Outreach Worker. He noted that they received a very good response to the advertisements and hope to fill this position soon.

Veterans: An agreement has been drafted for Lancaster to join with Sterling and Leominster for a shared Veteran's District.

South Fire Station: Lancaster Fire Department at 283 Main Street now has natural gas connection. Town Administrator McNutt reported that this opens up opportunities for gas incentives with gas equipment purchased or for weatherization measures are considered to conserve gas heat. A propane-based boiler was installed last fall/winter. Mr. McNutt believes this unit can be converted to natural gas. If so, then they can use the existing system to apply for the incentives.

Street Lights: All street lights have been converted to LED and are illuminated. Mr. McNutt reported that the Town received reports that there are several lights out on Settler's Path. National Grid has been

contracted and they are checking on the ownership of the lights. These lights may be privately owned by residents; if that is the case then the homeowner or association will be responsible for contracting National Grid for maintenance.

Intersections: Mr. McNutt stated that MassDOT is finishing up the design recommendations.

Expansion of Landfill Solar: Town Administrator reported that the second Request for Proposals (RFP) has been advertised and the vendor site visits has been scheduled for Thursday, August 18th.

Capital Plan to address existing water infrastructure in South Lancaster:

Approximately \$4 million was approved at the FY16 Town Meeting to upgrade and repair the water infrastructure. Mr. McNutt noted that the water tanks were repainted and mixing valves were installed. The other work to reline the pipes is being planned to coincide with the capacity to borrow.

Working with neighbors to secure water resources: Mr. McNutt reported that he, Chairman Starr and Town Planner, Noreen Piazza attended a Lunenburg Water District meeting where the Water Commissioners voted to support Lancaster's MassWorks Grant application as well as the draft of an Intermunicipal Agreement to supply water to Lancaster.

Thayer Memorial Library: Town Administrator stated that the Library received the Rosemary David Fund Grant in the amount of \$7855 and will fund 12 water-themed nature programs. These programs will provide funding for nature/environmental books and DVDs, and also fund the purchase of several museum and attraction passes to area venues.

V. APPROVAL OF MEETING MINUTES

Selectman Sendrowski moved to approve and accept the Regular Meeting Minutes of August 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

VI. APPOINTMENTS AND RESIGNATIONS -
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Appointments:

Conservation Commission:

- Appoint Bonnie Mae Smith, 30 Perry Road, as member, term to expire on June 30, 2019 (three year term).

Selectman Sendrowski moved to appoint Bonnie Mae Smith as member to the Conservation Commission, term to expire on June 30, 2019, subject to proof of residency. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr., vote Aye. 3-0

- Reappoint James Lavalley, 220 Bolton Road, as member, term to expire on June 30, 2019.

Selectman Grasso moved to reappoint James Lavalley as member to the Conservation Commission, 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

VII. ADMINISTRATION, BUDGET, AND POLICY

- 1) Review and Take Action the Warrant for 2016 State Primary to be held on Thursday, September 8, 2016 from 7:00 am – 8:00 pm.

Selectman Sendrowski moved to approve the Warrant for 2016 State Primary to be held on Thursday, September 8, 2016 from 7:00 am – 8:00 pm. 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 and Take Action on Rental Application for Use of the Lancaster Town Hall Auditorium, from the Friends of Thayer Memorial Library, for the Annual Book Sale.

Selectman Sendrowski moved to approve the Rental Application for Use of the Lancaster Town Hall Auditorium from the Friends of Thayer Memorial Library for their Annual Book Sale. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr., vote Aye. 3-0

- 3) Board of Selectmen to authorize acceptance of funds from MassWorks Program Grant Submission related to water infrastructure project in North Lancaster

Town Planner Noreen Piazza came before the Board of Selectmen to explain and update them on the Massworks Infrastructure Grant Application. Mrs. Piazza noted that the grant program is a state-funded infrastructure grant program for municipalities. The program will provide funding for the construction, reconstruction and expansion of publicly owned infrastructure including but not limited to:

- Sewer Infrastructure
- Water Infrastructure
- Utility Extensions
- Streets
- Road
- Traffic Signalization
- Curb-cuts
- Parking Facilities
- Pedestrian and bicycle accommodations

She explained that the Public Infrastructure must be located on public land or on public leasehold, right-of-way or easement.

The Program investments will be targeted towards projects that will bring new growth.

The Route 2 and 70 business corridors require water infrastructure to connect to the Lunenburg Water District water resource.

New business growth opportunities include:

- Lancaster tech Park mixed-use development – creating 75-100 new jobs
- Lancaster Crossing mixed-use development – creating 250 new jobs

Business expansion opportunities include:

- Kimball Farm expansion – creating 100+ new seasonal jobs

- D'Ambrosio Eye Care expansion – creating 20 new jobs
- Nationwide Auto Recycling – allowing for updated fire suppression
- Others may tie in as necessary (MYSA, Prime)

Businesses will pay for 90% of the design and permitting – approximately \$1,100,000

Massworks grant for 10% design and 100% construction - \$8,400,000

This is a total of \$9,500,000 for this project.

BOS must vote to authorize acceptance of state funding for this project.

Selectman Grasso moved to accept the funds of the MassWorks Grant as related to the North Lancaster water infrastructure. 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

Review and Take Action on LLEC, Inc. – Special Permit to Remove Earth Products: Consider and take action on temporary extension of Special Permit to Remove Earth Products, 8/20/16 to 9/12/16; while the Earth Product Review Board reviews the permit application.

Selectman Grasso moved to approve the temporary extension of the Special Permit to Remove Earth Products for LLEC. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

IX. COMMUNICATIONS

Next Board of Selectmen's Meeting is scheduled for Monday, September 12, 2016 in the Meeting Room of the Lancaster Community Center, 34 Harvard Road, Lancaster.

X. OTHER BUSINESS

Selectman Sendrowski moved to approve the Town of Lancaster joining with the City of Leominster's Veteran Services' District. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

Selectmen Grasso and Sendrowski gave compliments all around regarding the 134th Annual Bolton Fair that was held this past weekend. Selectman Grasso congratulated Rose Darden, President of the Bolton Fair Grounds, the Lancaster Fire and Police Departments, for a job well done.

Move 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. Seconded.

Stanley B. Starr, Jr. vote Yes
Walter F. Sendrowski vote Yes
Mark A. Grasso, Jr. vote 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 7:34 P.M.

Respectfully submitted

Kathleen Rocco
Executive Assistant


Walter F. Sendrowski, Clerk
Approved and accepted: Sept 12, 2016