



## **LANCASTER BOARD OF SELECTMEN REGULAR MEETING MINUTES OF SEPTEMBER 12, 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.

Police Chief Burgwinkel wanted to publicly thank the Board of Selectmen and the Town Administrator for their show of support, and attending the Blue Ribbon Ceremony that was put on by the State Troopers' wives on Sunday, September 11<sup>th</sup>. He noted that his officers appreciate that the Selectmen and Town Administrator was there and recognize their commitment to the Town.

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

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

Christa Duprey came before the Board of Selectmen to interview for the newly created position of a part-time Recreation Director. She had initially met with Mr. McNutt and Johnna Doyle back in July regarding the Recreation Director's position, and she found it to be a great discussion in what the Town of Lancaster is looking for. She believes in always being proactive rather than reactive. Ms Duprey touched on her past experience being a Recreation Supervisor in Chicopee. She noted that she dealt with playgrounds, pools and community trips.

With regards to the Programs, Ms Duprey stated there will be a need of morphing times and being flexible on meeting the needs of the public.

Chairman Starr read her resume and asked if she understood the hours and the rate of pay, in which she confirmed.

Selectman Sendrowski was equally impressed with her resume.

Selectman Sendrowski moved to authorize the Town Administrator to extend an offer of employment to Christa Duprey. 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:

**Prescott Building:** On September 9<sup>th</sup>, the file sub-bids for the trades were opened at 2pm. Town Administrator reported that the goal was to get the bid under \$2 Million and it first glance it seems that was accomplished.

General Contractor bids will be opened on September 23<sup>rd</sup> at 2pm. Mr. McNutt noted that it is the hope that construction should start by the end of October or early November. With that being said, he further stated that with the upcoming November Presidential Election, parking may be an issue.

**Minuteman Regional Vocational Technical School District:** Mr. McNutt reminded everyone that the Special District-Wide Minuteman Ballot Election will be held on Tuesday, September 20<sup>th</sup> to be held at the Town Hall from Noon to 8:00 pm. He further noted that the ballot question will show the entire amount of the renovation costs of \$144 Million.

**Special Town Meeting:** Town Administrator advised the Board of Selectmen that if the Town was to have a Special Town Meeting with a possible date of October 17<sup>th</sup>, the Warrant must be posted by October 3<sup>rd</sup>, which means the Board of Selectmen would have to open the STM Warrant no later than September 19<sup>th</sup>.

**Veteran's Services:** Mr. McNutt reported that the Veteran's Regional Services Agreement has been signed. The new Veterans Service Officer is Richard Voutour and will be here September 13<sup>th</sup>. His office hours will be Tuesdays from 8am to Noon in the LCC. Mr. McNutt noted that appointments are available at the his Leominster Office.

**Streetlights:** TA reported the second reimbursement from National Grid has been received. The Amount is \$2,000.

**Intersections at Routes 70 and 117:** The project regarding the intersections at Route 70 and Route 117 have been put on hold.

**Expansions at Lancaster's Solar Array:** Mr. McNutt updated the Board of Selectmen regarding the RFP's for the Solar Array. He stated that it was brought to his attention that due to the fact the Town already has net metering, it cannot consider to allow others on the same parcel to net meter; meaning no one can interconnect to the Town's, nor can the Town sub-divide that parcel. Mr. McNutt will reissue the RFPs for the Solar Array without net metering.

**Capital Plan:** Town Administrator McNutt reported on capital plan to address existing water infrastructure in South Lancaster. Approximately \$4 Million was approved at the FY16 Annual Town Meeting to repair and upgrade the infrastructure in South Lancaster. He noted that the Water Tanks have been repainted, mixing valves were installed and other work to reline the pipes is being planned.

**Working with Neighbors to secure Water Resources:** Mr. McNutt stated that they are working to set up a meeting with Town Counsel and DPW Superintendent Kevin Bartlett and Representatives from the Lunenburg Water District to discuss any various details to be incorporated into a inter municipal agreement.

**MASSDOT Grant:** The MassDot Grant for the water infrastructure for North Lancaster was submitted and the Town should hear if they have received an award in November.

**Notice of Water Ban:** DPW Superintendent Kevin Bartlett is requesting that all outdoor water use should be eliminated as the Central Region is currently under a drought warning.

#### V. APPROVAL OF MEETING MINUTES

Selectman Grasso moved to approve and accept the Regular Meeting Minutes of August 15, 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 -

Appointments:

Commission on Disability – Reappointment of Marilyn Chambers, 60 Creamery Road, term to expire 6/30/19.

Selectman Sendrowski moved to reappoint Marilyn Chambers as member to the Commission on Disability, term 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

#### VII. ADMINISTRATION, BUDGET, AND POLICY

1. Discussion on forming reuse committees for the Memorial School and the Town Hall.

Discussion with the Board and Town Administrator to form committees for the reuse of the Memorial School as well as the Town Hall. Mr. McNutt stated that he will start advertising on the Town's website.

2. Review and take Action on Constitution Week Proclamation

Selectman Sendrowski read the following Proclamation into the Minutes:

***WHEREAS, The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and***

***WHEREAS, September 7, 2016, marks the two hundred twenty-ninth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and***

***WHEREAS, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and***

***WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 7<sup>th</sup> through 12<sup>th</sup>, as Constitution Week***

***NOW THEREFORE, be it resolved that we, the Lancaster Board of Selectmen, do hereby proclaim***

***September 7<sup>th</sup>-12<sup>th</sup> as Constitution Week***

***In the Town of Lancaster and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.***

*IN WITNESS WHEREOF, we have hereunto set our hands and caused the Seal of the Town of Lancaster to be affixed this twelfth day of September in the year two thousand sixteen*

Selectmen Grasso moved to approve the Constitution Week Proclamation. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

3. Review and take Action on Tyrone Jones - Jones Crossing Development, request the Town of Lancaster enter into a Local Initiative Program (LIP) to support financing of affordable houses.

Selectman Sendrowski moved not to enter into the Local Initiative Program (LIP) relative to Jones Crossing Development. Selectman 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**

- Review and take action on One Day Liquor License for First Church of Christ (FCC) for their Annual Horseshed Fair to be held at FCC on October 1, 2016 from 9AM – 4 PM.

George Franz came before the Board to answer any questions the Selectmen may have. Selectman Grasso asked how this will be set up. Mr. Franz stated that this will be closely controlled and have extended the Police Detail hours to provide additional assistance.

Selectman Grasso moved to approve the One Day Liquor License for First Church of Christ for their Annual Horseshed Fair, to be held at the FCC on October 1, 2016 from 9AM – 4PM. 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**

Chairman Starr noted the correspondence from Town Clerk Mary De Alderete that the Annual Town Report for 2015 was entered in the MMA Town Report Contest.

Next Board of Selectmen's Meeting is scheduled for Monday, September 19, 2016 in the Meeting Room of the Lancaster Community Center, 34 Harvard Road, Lancaster.

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

Motion to go into Executive Session, pursuant to MGL, C. 30A, §21(a) #2 to conduct strategy sessions in preparation for renewing contract negotiations with non-union personnel, specifically the Town Administrator and may or may not reconvene in open session. Seconded. Roll call vote:

Stanley B. Starr, Jr. vote Aye  
Walter F. Sendrowski vote Aye  
Mark S. Grasso, Jr. vote Aye


#### **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 7:24 P.M.

Respectfully submitted

Kathleen Rocco  
Executive Assistant

  
Walter F. Sendrowski, Clerk  
Approved and accepted: Sept. 19, 2016