



## LANCASTER BOARD OF SELECTMEN REGULAR MEETING MINUTES OF October 17, 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. Town Clerk Mary De Alderete – Early Voting Hours for Town of Lancaster

Town Clerk Mary De Alderete gave a brief update regarding the upcoming Election.

- ~ The last day to register to vote is October 19, 2016.
- ~ Early voting will begin Monday, October 24, 2016
- ~ All locations are handicapped accessible
- ~ Early voting ballots will not be counted until November 8<sup>th</sup>
- ~ All early voting ballots are secured in the vault
- ~ Received an early voting incentive grant of \$500 to offset additional costs related to the early voting.

6:15 P.M. Amy Wexsler– Discussion on 2017 Food Truck Festival

Amy Wexsler came before the Board of Selectmen to discuss the possibility of having a Food Truck Festival in the summer of 2017. She stated the Food Truck Festival will be held on Saturday, August 26, 2017 from 3:00pm to 8:30pm. There will be 25-30 Food Trucks there as well as non-profit vendors and local artisans in the area. Ms Wexsler stated that when she did the Food Truck Festival in Leominster, there were approximately 10,000 people in attendance; however the food truck festival has never been done in this area, so she cannot give an estimate of attendance. She further noted that she will be reaching out to the Bolton Fairgrounds regarding parking and clean up.

**6:20 PM      Win Clark – Halloween on the Town Green**

Mr. Win Clark announced that Halloween on the Town Green will be on Monday, October 31st from 5:00pm to 8:00pm. Residential trick-or-treating times will be from 4:30pm to 7:30pm. Mr. Clark noted that the Halloween on the Town Green will include the First Church, Thayer Memorial Library, Town Hall and the Lancaster Community Center. The Boy Scouts will also be participating in the jack-o'-lantern contest as well.

**6:25 PM      Scott T. Farrar, Manager Community & Customer Management National Grid to discuss options for Seven Bridges Road utility pole relocation**

Mr. Farrar came before the Board of Selectmen to present an alternate plan for improving the reliability of the electrical system infrastructure in the Town of Lancaster. Mr. Farrar stated that they have indentified a particular problem in Town at the Bolton Flats area. The distribution pole lines there are in the flood plain, thus have become aged and are starting to deteriorate. Mr. Farrar explained those pole lines carry 47% of the Town's power need. He noted that National Grid's first plan was to cut approximately 68 trees down on Seven Bridge Road, in order for National Grid to replace the deteriorating poles. However, due to the public outcry on removing those trees, National Grid felt it would be prudent for an alternate plan.

Mr. Farrar explained the alternate plan would fill the gap on Center Bridge Road, which will include replacing 35 existing poles that will be ten feet taller and will hold three lines. The new route will include one river crossing and the removal of ten trees, (noting that the ten trees to be removed were either in poor health or in the way of the new infrastructure).

Selectman Sendrowski asked about the timeline on the project in which Mr. Farrar stated this project would be completed by the end 2017 to early 2018.

Chairman Starr asked what happens to the existing poles on Seven Bridge Road. Mr. Farrar explained once the plan is approved and the project is completed, the poles on Seven Bridge will be removed.

Selectman Grasso's concern is this need to be discussed with the Community as well time to consult with the departments, boards and commissions. Mr. Grasso asked Mr. Farrar what the mechanism is in removing the double poles in a timely fashion, noting the problems in Clinton. Mr. Farrar stated that has been problematic in the communities, but a dialogue between National Grid and Verizon will become key.

Mr. Farrar remarked that he will need to have a decision on this project by December 1<sup>st</sup> to start the engineering process. Chairman Starr asked Mr. McNutt to coordinate with the departments, boards and commissions to start the process of presenting this project on Center Bridge Road. Mr. Farrar stated that he will make sure that a representative from Verizon will be in attendance as well as himself.

<b>IV.      TOWN ADMINISTRATOR'S REPORT</b>
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Town Administrator Ryan McNutt updated the Board on the status of current projects pending before the Board:

Prescott:      Town Administrator reported that they are going out to bid due to a defect in the low-bidding general contractor's bid submission. Construction is expected to begin in December.

North Lancaster Water: Lancaster Town Staff and Counsel met with the Lunenburg Water District to continue working on the Inter-Municipal Agreement that will supply the 250,000 gallons per day. Mr. McNutt stated that he is waiting work of potential funding amount from the MassWorks Program to pay for the costs of the pipelines and other infrastructure.

Sterling Road Sewer: This project is being funded by a \$950,000 MassWorks Grant that the Town submitted and received last year. Construction will take place this Fall on Sterling Road near James Monroe Wire and Cable. Town Administrator McNutt noted that this has already facilitated an expansion of those businesses and has added new well-paying jobs.

Rt. 117/70 Intersections: Mr. McNutt reported that the Town has received designs back for the State MassDot and they have recommended traffic light signals at each intersection. This will be much less intrusive than roundabouts and much less expensive. The value of the design work from the State was about \$200,000 that the Town will not have to cover towards the project. The Town Planner is currently reviewing the proposals and the next steps.

Halloween on the Green: Trick or Treating will be from 5PM to 8PM on October 31<sup>st</sup> and there will be activities on the Town Green like a Jack-o-Lantern contest by the Pack 9 Cub Scouts, Food and Games at the Community Center and Library. Pumpkins are on sale at the First Church from 12pm -6pm every day until October 31<sup>st</sup>.

Town Board Vacancies: Mr. McNutt reported that the Town has vacancies on the Animal Control Commission as well as the Lancaster Housing Board. If interested in serving on one of these Boards, please contact his office.

Eagle Scouts: Town Administrator McNutt congratulated Jack Leonard, Michael O'Neal and Jacob von Linden, who will be presented their new rank in a Court of Honor in the Lancaster Town Hall on Saturday, October 29<sup>th</sup>.

Autumn Concert: The First Church will have an Autumn Concert on October 23, 2016 from 2pm-4pm as part of their celebration of their 200<sup>th</sup> Anniversary of the historic building. First Church is honored to welcome World Class musicians, Aurora Martin, Kelly Harrison, Joshua Collier and Yao Yao from the New England Conservatory of Music.

## **V. APPROVAL OF MEETING MINUTES**

Selectman Grasso moved to approve and accept the Regular Meeting Minutes of September 19, 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

Animal Control Commission: Reappoint Joyce Moody, 144 Seven Bridge Road as member, term to expire June 30, 2019.

Selectman Grasso moved to reappoint Joyce Moody, 144 Seven Bridge Road to the Animal Control 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

### Review and Take Action:

- *Warrant for the State Election November 8, 2016 to be held in the Lancaster Town Hall Auditorium from 6:00 A.M. to 8:00 P.M.*

Selectman Sendrowski moved to approve the Warrant for the State Election for November 8, 2016 to be held in the Lancaster Town Hall Auditorium from 6 A.M. to 8:00 P.M. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr., vote Aye. 3-0

- *Prescott Building Renovation – Authorize Project Manager Lamoureux, Pagano & Associates, Inc. to rebid for Sub-bidders and General Contractor ( Ratify Vote)*

Selectman Grasso moved to authorize the Project Manager Lamoureux, Pagano & Associates, Inc. to rebid for sub-bidders and General Contractor. 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:

- *Rental Application for Town Hall: Use of the Great Hall for Troop1 Lancaster - Eagle Court of Honor to be held on October 29, 2016 from Noon – 6:00 pm.*

Selectman Grasso moved to approve the rental application for Town Hall for the use of the Great Hall for Troop 1 Lancaster – Eagle Court of Honor to be held on October 29, 2016 from Noon – 6:00pm. Selectman Sendrowski Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

- *License for Event Held on Weekdays : Thayer Field Foundation to host a Wine Tasting at Kalon Farm*

Selectman Sendrowski moved to approve the Thayer Field Foundation to hose a Wine Tasting at Kalon Farm on November 10, 2016 from 6:00pm to 9:30pm. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

- *Request to use Town Hall : Lancaster 4H to hold their Annual Tree lighting and Festival*  
November 28<sup>th</sup> to put trees together from 6-8pm  
Decorating times : Thursday, December 1, 3:00 – 6:00 PM & Friday, December 2, 10:00-12:00PM  
Annul Tree Lighting and Santa's Visit will be December 2, 6:00  
Festival of Trees Open for viewing and bidding during the Tree Lighting celebration  
December 3, 10 AM to 4:00 pm &  
Dec. 4. Viewing and bidding 10:00-2:00pm

with packing up of trees at 2:00 PM

Selectman Sendrowski approve the request from Lancaster 4H to hold their Annual Tree Lighting and Festival at the Town Hall from November 28, 2016 to December 4, 2016. Selectman Grasso 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, November 7, 2016 in the Meeting Room of the Lancaster Community Center, 34 Harvard Road, Lancaster.

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

Motion to go into Executive Session at 6:57pm, 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 will reconvene in open session. Seconded.

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

Selectman Sendrowski moved to close in Executive Session at 7:13p.m and reconvene in Open Session. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye.

#### **XI. NEW BUSINESS - None**

Town Administrator McNutt read the following letter into the record regarding not to seek renewal of his Contract. (See attached letter)

Selectman Sendrowski moved to accept the Ryan McNutt's letter as read. Selectman Grasso Seconded. Walter F. Sendrowski vote Aye, Mark A. Grasso, Jr. vote Aye and Stanley B. Starr, Jr. vote Aye. 3-0

Chairman Starr read the following statement into the record:

*Over the past several months, this Board of Selectmen has undertaken significant deliberations and due diligence regarding the position of the Town Administrator and the employment contract of current Town Administrator Ryan McNutt.*

*As was presented this evening, we have received a letter from Mr. McNutt informing the Board that he does not wish to renew his contract, which is scheduled to expire on June 30, 2017.*

*The Board will review this letter with Town Counsel and will take any necessary action thereon at its next meeting scheduled for November 7.*

*In light of his announcement, and in the best interest of the Town, the Board shall begin the process of searching for a new Town Administrator.*

*I therefore request that anyone interested in serving on the Town Administrator search committee submit a letter of interest, to the Board, for its consideration, no later than November first, so that a committee can be formed and the process begun in an expeditious manner.*

Discussion on the function and composition of the Search Committee.

Chairman Starr stated that typically there is a 5-7 member Search Committee.

Selectman Sendrowski would like to see a representative from the Historical Commission and School Committee, noting a vested interest in the Town.

Selectman Grasso suggested the following as possible members of the committee;

- ~ Former Selectperson
- ~ Town Hall employee
- ~ Public Safety
- ~ Finance Committee
- ~ Current or former Moderator

Selectman Sendrowski stated that they should go out and solicit for this committee, if no one comes forward.


Chairman Starr noted that this will be a couple of months process, understanding the Ryan McNutt's contract expire on June 30, 2017.

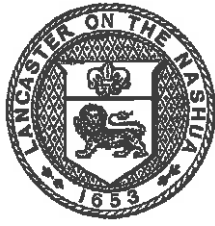
<b>XII. ADJOURNMENT</b>
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Seeing no further business, on Motion by Mr. Sendrowski, seconded by Mr. Grasso, it was unanimously voted the Board of Selectmen adjourned at 7:28 P.M.

Respectfully submitted

Kathleen Rocco  
Executive Assistant

  
Walter F. Sendrowski, Clerk  
Approved and accepted: Nov 7, 2016



# **TOWN OF LANCASTER, MASSACHUSETTS**

## **OFFICE OF THE BOARD OF SELECTMEN AND TOWN ADMINISTRATOR**

October 17, 2016

Board of Selectmen  
695 Main Street, Suite 1  
Lancaster, MA 01523

Dear Members of the Select Board,

The situation in Lancaster when I applied for the town administrator position was one of turmoil and uncertainty. I think we have all weathered that hard time and have turned the corner as a stronger community. I was unfamiliar with this community when I started here, but have been determined to give my best effort and all of my energy and heart. In the time I have been fortunate to work here the team has been able to accomplish much and the following is just a sample:

- ❖ Hiring a wonderful new Town Clerk, Executive Assistant, and Police Chief.
- ❖ Regionalizing the Veteran's Agent with the City of Leominster to provide more stability to the office.
- ❖ Working with the Recreation Committee to create the Recreation Director position.
- ❖ Getting the Prescott Building renovation back on track. This project, begun before me, is now out to bid and will be under construction this year. Once the building is renovated it will make a fine addition to the Town Green in a new role with a new purpose.
- ❖ Sale of the old ambulance building on Main Street to Woods Ambulance. I am pleased we found new owners that are respectful of the neighbors and neighborhood.
- ❖ Working with Atlantic Union College to find opportunities intended to better link the campus for a successful revival.
- ❖ Establishment of an Economic Development team within Town Hall. Faced with an escalating tax rate in recent years, additional strategies are being implemented with the goal of creating more agility to seize upon business and grant opportunities that are consistent with our community values. These include:
  - A \$950,000 Massworks grant to install sewer on Sterling Road, which has helped local industry to expand and add over 100 new jobs.
  - The successful negotiations to secure a public water source for north Lancaster
  - Other economic development and smart growth activities in areas that are specifically targeted for development or redevelopment; intended to broaden the tax base to mitigate anticipated future cost increases

I leave the town in great fiscal shape, with a promising future and a competent and hardworking staff all of whom I will sincerely miss. Lancaster is truly a great place to work, live and raise a family. Hopefully, I will be replaced by someone with the same passion for town management and commitment to community involvement that I have had. The people of Lancaster have been very good to me. I have asked for your trust and your support and I hope I didn't let you down.

I will not be applying to renew my contract. I am committed to completing my contract, which ends on June 30, 2017, and will assist with the transition and offer assistance to the new town administrator in any manner he or she may request.

Sincerely,



Ryan McNutt

Lancaster Town Administrator