



## **LANCASTER BOARD OF SELECTMEN REGULAR MEETING MINUTES OF November 7, 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., and Executive Assistant Kathleen Rocco.

Town Administrator Ryan McNutt was not present.

### **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 of Selectmen to discuss signage on the Town Green that would indicate the location of the Lancaster Community Center, Thayer Memorial Library and the Town Offices. He noted that he did bring this to the attention of the Town Administrator, and would like to see a small group formed to discuss ideas and present at a later date to the Selectmen.

Chairman Starr stated that looking into the practicality of the signage and perhaps a directional map as well, would be a good idea.

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

#### Town Administrator Search Committee

Chairman Starr welcomed the recently appointed Town Administrator Search Committee. He noted that he was pleased at the cross-section of the community who are on the committee.

The Board of Selectmen did appoint as initial Chair of the Committee, Moderator Bill O'Neil.

Discussion on when should the TA Search Committee start meeting. Chairman Starr stated that is subject to the departure of Mr. McNutt. Chairman Starr explained that Ryan McNutt's contract is not up until June 30, 2017, with a 45 day notice to the Selectmen. Thus, the process of the search will be not later than April, 2017.

Executive Assistant Kathi Rocco will be the point of contact for the Search Committee.

Chairman Starr stated that it is the wish of this Board to ideally have between 2-4 candidates to be presented to the Selectmen. He further noted that the salary will be competitive.

The Board of Selectmen thanked all the members for wishing to serve on this Committee.

#### **IV. TOWN ADMINISTRATOR'S REPORT**

Chairman Starr read Town Administrator McNutt' report.

Prescott – Sub-bidding is due November 9<sup>th</sup> and General Contractor Bids are due November 30<sup>th</sup>. Construction is now expected to begin in December.

Early Voting – 1,375 residents or 26.9% took part in the early voting. On November 8<sup>th</sup> polls will be open from 6:00am to 8:00pm at the Town Hall.

Sterling Road Sewer – This project is being funded by a \$950,000 Massworks Grant that the Town submitted and received last year. The following is a brief summary of the work completed during the week of October 24<sup>th</sup> through October 28<sup>th</sup> for the Sterling Road Sewer Extension Project by Ludlow Construction Company, Inc.:

- Installed approximately 945 feet of 8 inch sewer (approximately 56%)
- Installed 5 gravity connection for the residential properties (approximately 56%)
- Installed 3 sewer manholes
- Installed approximately 945 feet of 2 inch temporary pavement

Construction will be completed by December 3<sup>rd</sup> with final paving taking place in the spring.

Rt. 117/70 Intersections – The Town has received the recommended designs back from 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 Town has issued an RFP for the final design work with the expectation of getting the two projects on the State's Transportation Improvement Program (TIP) for 2020.

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

Review and take action on the Regular Meeting Minutes of October 17, 2016.

Review and take action of the Special Meeting Minutes of October 13, 2016.

Review and take action on the Special Meeting Minutes of October 27, 2016.

Mr. Sendrowski moved to approve and accept the Regular Meeting Minutes of October 17, 2016 and the Special Meeting Minutes of October 13<sup>th</sup> and October 27<sup>th</sup>, 2016. Mr. 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 - NONE**

#### **VII. ADMINISTRATION, BUDGET, AND POLICY - NONE**

#### **VIII. LICENSES AND PERMITS - NONE**

**IX. COMMUNICATIONS**

Chairman Starr noted that the next Board of Selectmen's Meeting is scheduled for Monday, November 21, 2016 in the Meeting Room of the Lancaster Community Center, 34 Harvard Road, Lancaster.

**X. OTHER BUSINESS**

Chairman Starr moved to go into Executive Session, pursuant to MGL, C. 30A, §21(a) #2 to conduct strategy sessions in preparation for contract negotiations with non-union personnel, specifically the Fire Chief and not reconvene in open session. Selectman Sendrowski Seconded.

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

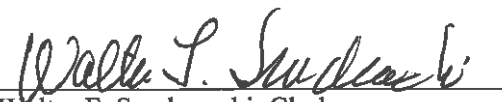
**XI. NEW BUSINESS - NONE**

**XII. ADJOURNMENT**

Seeing no further business, on moved and seconded, it was unanimously voted the Board of Selectmen adjourned at 6:15 P.M.

Respectfully submitted

Kathleen Rocco  
Executive Assistant

  
Walter F. Sendrowski, Clerk  
Approved and accepted: NOV 21, 2016