



**LANCASTER BOARD OF SELECTMEN**  
**Regular Meeting Minutes**  
**Of December 7, 2020**

**I. CALL TO ORDER**

Chairman Jay M. Moody called the Special Meeting of the Board of Selectmen to Order at 6:00 P.M. via ZOOM™. Present were Selectmen Walter F. Sendrowski, Jason A. Allison and Town Administrator Orlando Pacheco.

Meeting ID  
810 5586 1663

Invite Link  
<https://us02web.zoom.us/j/81055861663>

**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.*

Town Administrator read into the Minutes, Library Director Joe Mulé's comments regarding the signage on the Town Green. (See Attached).

**III. APPROVAL OF MEETING MINUTES**

Review and take action on Regular Meeting Minutes of November 16, 2020 and Special Meeting Minutes of November 20, 2020.

*Selectman Sendrowski moved to approve the Regular Meeting Minutes of November 16, 2020 and Special Meeting Minutes of November 20, 2020. Selectman Allison Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]*

**IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS**

6:05 P.M. Notice of Public Hearing – Tax Classification for Fiscal Year 2021  
*In accordance with G.L. c.40, §56, the Board of Selectmen will conduct a Public Hearing on the question of adoption of percentages of the total tax levy to be borne by each class of real property (residential, commercial, industrial, open space) and personal property for Fiscal Year 2021. The Hearing will be held via ZOOM on Monday, December 7, 2020, at 6:10 P.M. All interested parties are invited to attend and be heard.*

Chairman Moody read the following Legal Notice into the Minutes:

*In accordance with G.L. c.40, §56, the Board of Selectmen will conduct a Public Hearing on the question of adoption of percentages of the total tax levy to be borne by each class of real property (residential, commercial, industrial, open space) and personal property for Fiscal Year 2021. The Hearing will be held via ZOOM on Monday, December 7, 2020, at 6:10 P.M. All interested parties are invited to attend and be heard.*

*Chairman Moody moved to open the public hearing at 6:05 p.m. Selectman Allison Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye [3-0-0]*

Present: Harald Schied, Regional Tax Assessor  
 Debra Sanders, Principal Assessor and Member Lancaster Board of Assessors  
 Michael Burke, Sr., Co-Chair of the Board of Assessors

Mr. Scheid stated that the purpose of the Public Hearing is to receive input in order to determine whether to set a single uniform tax rate for all classes of property, or to split the rate by setting a higher tax rate for commercial and industrial property.

Municipalities with a large commercial/industrial tax base often see fit to shift the tax burden to help maintain lower residential taxes. Lancaster, like most small Massachusetts towns has, in the past, chosen not to shift taxes.

The goal of recent classification hearings has been to maintain a uniform tax rate across all classes of property. The Board of Assessors recommends that the Selectmen continue this practice. Historically, the Board of Assessors has determined that a two-tier tax rate is inappropriate for Lancaster

**The Fiscal Year 2021 Levy Limit and Amount to be Raised:**

The following is a calculation of Lancaster's estimated levy for fiscal year 2021.

Fiscal Year 2020 Levy	\$18,774,299
Levy Increase allowed under Prop. 2 ½	469,357
New growth revenue (estimated)	259,837
Debt excluded under Prop. 2 ½	1,481,360
Fiscal Year 2021 maximum allowable levy	20,984,853
Levy Ceiling	26,150,799
<b>Levy to be raised (rounded by tax rate)</b>	<b>20,920,639</b>

**Valuations by Class Before Tax Shift**

<u>Major Property Class</u>	<u>Valuation</u>	<u>Percent</u>	<u>Res vs CIP%</u>
Residential	\$896,158,312	85.6722%	85.6722%
Commercial	\$ 84,636,605	8.0912%	
Industrial	\$ 35,951,483	3.4369%	14.328%
Personal Property	\$ 29,285,550	2.7997%	
<b>TOTAL</b>	<b>\$1,046,031,950</b>	<b>100.0000%</b>	<b>100.000%</b>

**Tax Rates**

Based on the shift factors, the Board of Assessors has calculated the following tax rate needed to raise the tax levy:

<u>Property Class</u>	<u>FY2021</u>	<u>FY2020</u>
Residential	\$20.00	\$19.85
Commercial	\$20.00	\$19.85
Industrial	\$20.00	\$19.85
Personal Property	\$20.00	\$19.85

*The Assessors noted that the Fiscal Year 2021 rate is an estimate and may change upon the Department of Revenue review.*

Tax Impacts

With a few exceptions, Fiscal Year 2021 residential valuations have increased by 2.3% compared to assessed values from last year, reflecting a healthy real estate market.

The average residential tax bill calculation will change as follows:

FY2020 Average Single Family Valuation	\$360,250
Taxes at \$19.85 per thousand	\$ 7,151
FY2021 Average Single Family Valuation	\$ 366,612
Taxes at \$20.00 per thousand	\$ 7,332
Average Tax Increase	\$ 181

*Selectman Allison moved to close the Public Hearing, Selectman Sendrowski Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]*

*Selectman Sendrowski moved that in accordance with M.G.L. C.40, §56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the FY2021 tax rates and set the Residential Tax Factor of 1.0000, with a corresponding CIP shift of 1.0000, pending certification of the Town's annual tax recap by the Mass. Department of Revenue. Selectman Allison Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]*

**V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS**

Joint Meeting with the Board of Public Works to discuss and may take action to appoint a new member to fill the open elected position on the Board of Public Works, term to expire May 10, 2021:

- Douglas DeCesare, 198 High Street Ext., Lancaster, MA

*Selectman Sendrowski moved to appoint Douglas DeCesare, 198 High Street Ext, to fill the open elected position on the Board of Public Works, term to expire May 10, 2021. Selectman Allison Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]*

**VI. TOWN ADMINISTRATOR REPORT**

Town Administrator Orlando Pacheco will update the Board on the status of current projects pending.

1) NGrid Community Campaign

Town Administrator Pacheco reported that the campaign has reached 3 of the 4 benchmarks established by the utility. He noted that while the Town lags behind in the weatherization installations, much of this is due to the MassSAVE limitation on in home visits. He further noted that there is conversation with National Grid on the idea that the benchmark will still be required.

2) Planning Director

Mr. Pacheco reported that the Town has re-posted the Planning Director position. He noted that a plan on who will interview and recommend candidates should be discussed in advance to conduct any necessary interviews in the last week of December.

3) Green Communities Grant Update

EnergySource has completed the install of the Energy Management System at the Police Department. Town Administrator Pacheco stated that weatherization measures are on-going and are still on track to complete all Green Communities work by December 31, 2020.

4) NCM Chamber Business Survey

The North Central Mass Chamber of Commerce has completed a COVID 19 Economic Impact Survey. Town Administrator Pacheco noted that while most of the respondents were from Fitchburg, Gardner and Leominster, it did include some Lancaster businesses in the survey.

- 5) National Highway Traffic Administration Safety Grant  
Mr. Pacheco reported that the Town received a grant from the Executive Office of Public Safety and Security for \$11,967 to support additional traffic enforcement and roadway safety.
- 6) Online Permitting/Payment Kiosk  
Town Administrator Pacheco informed the Board that he is currently evaluating online permitting software tools that will allow applicants to file more permits remotely as the Town prepares to become a more remote centered and mobile workforce. He noted that he has been exploring the possibilities of a payment kiosk that will allow taxpayers to pay bills 24/7. Both items would require state approval with Covid funds before any commitments can be made.

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

1. Update on the status of the ADA accessibility of the gazebo. (Jason Allison)  
Selectman Allison raised concern that the gazebo on the Town Green is not yet ADA accessible and stated that if this is not rectified, he is recommending the gazebo should be removed. He further stated that 10 percent of the population has ambulatory disabilities.  
  
Town Administrator Pacheco reported that there are plans in place to build a ramp as well as a stone dust pathway for the gazebo, but he noted this will be put in place after the winter.  
  
Selectman Allison commented that he would like to have the gazebo ADA accessible by March 1<sup>st</sup> or have the gazebo removed.  
  
Selectman Sendrowski and Chairman Moody noted that the wintry weather will last into March. Chairman Moody suggested that having final plans done regarding the ADA accessibility for the gazebo by March 1<sup>st</sup>.  
  
Selectman Allison moved to have formal plans to be completed and approved by the Commission on Disability and the Building Commissioner by March 1<sup>st</sup>, and if not the gazebo must be taken down. Selectman Sendrowski commented that the Selectmen are not in the position to threaten anyone and recommended they wait until Spring and get plans in place. He further recommended that the requirement of the gazebo be taken down, be removed from the Motion.  
  
*Selectman Allison moved to have formal plans be completed and approved by the Commission on Disability and the Building Commissioner by March 1<sup>st</sup>. Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]*
2. Teacher of the Year  
Chairman Moody congratulated Jennifer Hedrington, a Lancaster native and resident who was named 2021 Massachusetts Teacher of the Year. Jennifer Hedrington is a seventh grade math teacher in Maldon. The Teacher of the Year Program is the state's top award for educators and annually recognizes dedication, commitment and positive contributions.
3. Town Green Report. Vote to be taken  
Chairman Moody referred the Town Green Ad Hoc Committee's report recommending that signage be banned.  
  
Selectman Allison stated that he was torn as the signs like the banners found on the Town Green are important in moderation.

Selectman Sendrowski noted that he will not weigh in on this issue as he has not been in favor of the Ad Hoc Committee being brought into existence in the first place.

The signs for the Bulfinch Church would be exempt, so banner for the annual strawberry festival and other events of the Church would continue to be on the Green.

Town Administrator Pacheco pointed out the reference of the bylaw in the Town Green report addressed only permanent signage, not the temporary banners that have been placed on the Town Green.

*Selectman Allison moved to accept the Town Green Ad Hoc Committee's Report on banning signage on the Town Green. Chairman Moody Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski Abstains. [2-0-1] Motion passes*

4. Economic Development Committee. Vote to be taken

Mr. Phil Eugene, member of the Ad Hoc Economic Development Committee noted that a permanent committee will be tasked with reviewing the development proposals to keep Lancaster's character and rural charm and prevent overdevelopment and still encouraging development in North Lancaster.

Selectman Sendrowski stated that they need to have a friendly cooperative conversations with the developers, not what has happened in the past. He further stated that the Town needs to concentrate on and emphasize getting development happening in North Lancaster, noting the Town needs money.

The Economic Development Committee will consist of seven members, including members from the Planning Board, Conservation Commission and the Town Planner as well as four (4) openings for Town residents.

*Selectman Allison moved to form an Economic Development Committee. Chairman Moody Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]*

5. Town Counsel questions and decisions to be in writing and delivered to Town Administrator and Board of Selectmen

Brief discussion on Town Counsel questions and decisions to be in writing and delivered to the Town Administrator and Board of Selectmen. Town Administrator Pacheco noted that Town Counsel does send everything in writing as well as in email.

6. Land Swap Settlement Agreement Update

Town Administrator Pacheco updated the Board of Selectmen regarding the Land Swap Agreement.

7. Inclusionary Zoning Update

Town Administrator Pacheco reported that he is still waiting for the Feasibility Assessment Inclusionary Zoning Report from Barrett Planning Group. He believes this should be forthcoming.

8. Personnel Study Update (See Attached)

Town Administrator Pacheco reported that the Human Resources Review conducted by the Edward J. Collins, Jr. Center for Public Management has submitted their final review. It was

noted that the purpose of the Review was to identify areas of deficit, policies to be adopted and provide recommendations for improvement.

Within the report, it was noted that communities and personnel issues have grown more complex, and the responsibilities of town administration has changed, expanded and placed more federal and state compliance demands on municipalities.

The Collins Centers primary recommendations are:

- Centralize Human Resources;
- Centralize the recruiting function;
- Complete a file audit and ensure compliance;
- Create and implement a training plan;
- Consolidate Human Resources information on the Town webpage;
- Adopt a modification of Personnel Bylaws;
- Clarify and educate employees about the process on exiting employment; and
- Standardize forms for employee leave.

Selectman Allison noted that he would like see what other communities are doing with Human Resources (HR) and the possibilities of sharing HR with other communities.

9. Planning Board – Poras Reality Trust Update

Brief discussion regarding Planning Board and the Poras Reality Trust Update.

10. Discussion on a possible Town Meeting

Discussion regarding Minuteman Regional Vocational Technical High School's School Committee planned this week to discuss Lancaster's request for them to revoke on athletic fields borrowing in Spring, in order to allow Lancaster not to try to bring residents to a town meeting during the winter. Town Administrator Pacheco reported to the Board of Selectman that he was told the low bid Minuteman is planning to accept is only valid until mid-January, and other member towns are not doing a town meeting to vote on the borrowing. He further stated that if the Town of Lancaster wants to stop the district from taking out the loan, the Town will need to have a Special Town Meeting within sixty (60) days of the Minuteman vote.

Chairman Moody reached out the residents to write to the Board of Selectman and Town Administrator Pacheco if they do or do not want a Town Meeting for the Minuteman Borrowing. Chairman Moody noted that the Selectmen will decide on having a Special Town Meeting at their next meeting scheduled for December 21<sup>st</sup>.

11. Review Mirick O'Connell's request for Determination and Consent Pursuant to the Massachusetts Rule of Professional Conduct, Rule 1.7 to allow them to represent Lancaster Property Management LLC before the Town—Vote may be taken.

Brief discussion and tabled for the Selectmen's next meeting on December 21<sup>st</sup>.  
Selectman Allison raised concern this matter.

12. Approval of Collective Bargaining with Lancaster Firefighters Teamsters, Local No. 170.  
*Vote to be taken*

*Selectman Sendrowski moved to approve the Collective Bargaining with Lancaster Firefighters Teamsters, Local No. 170. Selectman Allison Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]*

## VIII. APPOINTMENTS AND RESIGNATIONS

### Appointments (Votes may be taken)

#### Affordable Housing Trust:

- Debra Williams, 159 Old Common Road, Lancaster, MA
- Frank Streeter, PO Box 35, Lancaster, MA
- Victoria Petracca, 67 Woodland Meadow Drive, Lancaster, MA
- Jay Moody, Member of the Board of Selectmen

After brief discussion and having received more applicants, the Selectmen will table the appointments until their next meeting on December 21<sup>st</sup>.

## IX. LICENSES AND PERMITS

### I. Review and take action on the following ABCC licenses

#### **Michael's Bridge Diner – Retail License to Sell Wine & Malt and Common Victualler License**

*Selectman Sendrowski moved to approve the Retail License to Sell Wine & Malt and the Common Victualler License for Michael's Bridge Diner, licenses to expire December 31, 2021. Selectman Allison Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]*

#### **Kalon Farm – License to Pour Farmer Series -Wine & Beer and Common Victualler License.**

Town Administrator Pacheco reported that there is serious safety violations and code issues, the State Inspection's Office now reviewing and concern from the State regarding the pouring licensing, and the land use decisions. **The Board of Selectmen took no action.**

### II. Review and take action on the following 2021 Renewal License Applications

*Selectman Sendrowski moved to approve the following 2021 Renewal License Applications, terms to expire December 31, 2021. Selectman Allison Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]*

1. AMR Auto dba Prime Toyota – Class I & Common Victualler
2. Crawford Truck Sales, Inc. – Class II
3. F.J.S. Auto, Inc. – Class II
4. Cumberland Farms – Common Victualler
5. Dunkin Donuts – Common Victualler
6. Kimball Farm – Common Victualler
7. Murphy's Hot Dog Truck – Lunch Cart License
8. Nationwide Auto Recycling, Inc. – Class III and Collector & Dealer of Junk
9. JC Madigan – Class I
10. Padula Bros., Inc. – Class I
11. RBI Motors – Class II
12. Ron Bouchard Auto Sales, Inc. - Honda – Class I and Class II
13. Ron Bouchard Dodge, LLC – KIA – Class I and Class II
14. Ron Bouchard Auto Sales, Inc. - Nissan – Class I and Class II
15. Route 117 Used Auto Parts, Inc. – Class II, Class III and Collector & Dealer of Junk
16. International Club – License to Dispense Food & Beverages to Guests
17. Sterling National LLC – License to Dispense Food & Beverages to Guests

**X. NEW BUSINESS \***

*\*This item is included to acknowledge that there may be matters not reasonable anticipated by the Chair.*

**XI. COMMUNICATIONS**

**XII. ADJOURNMENT**

Seeing no further business, on Motion by Selectman Sendrowski, seconded by Selectman Allison, it was unanimously voted. The Board of Selectmen adjourned.

Respectfully submitted

Kathleen Rocco  
Executive Assistant

  
Jason A. Allison, Clerk  
Approved and accepted: 1/4/21



11-1-10

hlennon@earthlink.net | Preferences | Help | Feedback | Sign Out

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- ADMINISTRATION [1]
- AMSTERDAM TRIP [4]
- Atlantic Union
- BOY SCOUTS
- BRACKETT
- BUDGET [1]
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- Capital Comm...
- CARTER WOMAN [5]
- Cemeteries [4]
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- CLERK
- Cleveland, Ken
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- Collision 3...
- COMCAST
- COMMISSION
- CPA
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- DATING SITES
- DAVID & DENICE
- DCAMM [7]
- Deers-Horn Road
- DEMO DELAY S. [1]
- DEVENS [1]
- Digital Comm... [1]
- DISASTER PLAN [1]
- DOGGIE-BOYS
- Dollhouse Fr... [1]
- DPW
- Eagle Ridge [8]
- eBAY
- EHLE [1]
- ELECTION
- etcalers
- ETHICS [2]
- Eugene, Phil [1]
- FAIRBANKS
- Favre, au
- Forever Green
- FREEDOM'S WAY [2]
- GARDEN CLUE [5]
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Message

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**From:** John-F <jf111b@aol.com> [Edit Address Book]

**To:** "hlennon@earthlink.net" <hlennon@earthlink.net>, "JF111B@aol.com" <JF111B@aol.com>, "planbrd68@gmail.com" <planbrd68@gmail.com>, "Liznarbonne@gmail.com" <Liznarbonne@gmail.com>, "anarbonne724@gmail.com" <anarbonne724@gmail.com>

**Subject:** Re: SIGNAGE ON TOWN GREEN

**Date:** Dec 4, 2020 3:08 PM

Kudos Joe ! ..... Joe, Joe all Hail Joe ! ..... very well said ! Thank you !

TGA

statement from Joe Mulé

-----Original Message-----

**From:** Heather <hlennon@earthlink.net>

**To:** John Farnsworth <JF111B@aol.com>; Carol Jackson <planbrd68@gmail.com>; Liz Narbonne <Liznarbonne@gmail.com>; Albert Narbonne <anarbonne724@gmail.com>

**Sent:** Fri, Dec 4, 2020 1:12 pm

**Subject:** Fw: RE: SIGNAGE ON TOWN GREEN

**Thanks so much Joel**

**That looks GREAT and have you sent it to the BOS members and the TA yet?**

**Needs to read into the written record.**

**Heather:)**

-----Forwarded Message-----

**From:** Joe Mulé

**Sent:** Dec 4, 2020 12:24 PM

**To:** Heather , Carol Jackson , John Spencer , Joe Mule , Liz Narbonne , Albert Narbonne

**Subject:** RE: SIGNAGE ON TOWN GREEN

Folks:

Here's my statement:

The Library is perhaps one of the greatest beneficiaries of liberal interpretations of the Town's current signage procedures. The Library has taken advantage of this opportunity to post its hours, promote programs, and announce its annual book sale every October.

Prior to joining Ad Hoc Town Green Committee, I was ambivalent to the prospect of paring back the placement of signage on and around the Town Green. However, after reviewing current Town By-laws and reflecting on the Town's affiliation with the Town Green throughout its history, I have reconsidered the short term benefits to the Library to its posting signage. I believe there is a more significant concern at stake

- GENEALOGY [3]
- Germany Trip [4]
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- GRANTS [7]
- Hawthorne Hill [22]
- Historic NE
- HOMESTEAD [1]
- HOSMER [15]
- JACOB FAMILY [9]
- Joan's stuff
- Jones Crossing [8]
- JSH [12]
- JSTOR [1]
- Kaicher [2]
- Katie
- Katie's Trip
- Kilbourn Land
- LAWN CARE [2]
- LHC & LHS [5]
- LIFELOCK [1]
- MANSIONS PUB...
- Maribeth [3]
- Memorial Scri...
- METAL DETECTING [6]
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- MY CHART [2]
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- National Reg... [14]
- Raughton [1]
- NECKER [2]
- NIX [2]
- NORTH GAZEBO [5]
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- Prescott Bui... [46]
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- PUMP STATION [1]
- RAILROAD [1]
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- Reception Desh [1]
- Rowlandsch Rock
- RG [11]
- RW PROGRAM PL...
- SAM [5]
- Scenic Roads [5]
- Schryver
- SHRAE [1]
- SHRAE GRANT ...
- SITES [1]

more significant concern at stake.

It bears considering that the centrally located Town Green is a revered space. It is where the Town has celebrated its past. It is where generations of Lancastrians honored and observed righteous displays of accord and devotion to the community and the country's mores and traditions. Add to this its dwelling surrounded by four magnificent brick buildings, all of historical significance. Frankly, the decision to keep the space free of any lifeless obstructions, temporary as they may be, seems modest.

On behalf of the Thayer Memorial Library, I wholly support this group's decision, especially in light of the challenges associated with administering the Town's By-laws governing such matters to simply not permit signage on the Town Green unless under extraordinary circumstances.

~ Joe

Joe Mulé, Director  
 Thayer Memorial Library  
 978.368.8928 x 3  
 717 Main Street, Lancaster, 01523  
[thayermemoriallibrary.org](http://thayermemoriallibrary.org)

**From:** Heather <hlennon@earthlink.net>  
**Sent:** Friday, 04 December, 2020 9:54 AM  
**To:** Carol Jackson <planbrd68@gmail.com>; John Spencer <iwspencer@msn.com>; Joe Mule <imule@cwmar.org>; Liz Narbonne

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