



LANCASTER BOARD OF SELECTMEN
Regular Meeting Minutes
Of January 19, 2021

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 7350 5795

Invite Link
<https://us02web.zoom.us/j/81073505795>

[..\BOS\BOS remote participation guidelines.pdf](#)

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.*

III. APPROVAL OF MEETING MINUTES

Review and take action on Regular Meeting Minutes of January 4, 2021.

Selectman Sendrowski moved to approve the Regular Meeting Minutes of January 4, 2021. 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

6:00 PM State Senator John Cronin
Chairman Moody introduced newly elected State Senator John Cronin who represents Worcester and Middlesex County. Senator Cronin, a West Point graduate and a US Army Captain.

Senator Cronin introduced his staff; Susan Templeton, District Director and Kevin Bowen, Chief of Staff. He noted that he has a great working relationship with new Representative Meghan Kilcoyn will offer some continuity in understanding some of the challenges that

face the Town of Lancaster.. Senator Cronin also stated that any home rule petitions that need to be worked to let him know. Town Administrator Pacheco noted that the Civil Service petition needs to be worked on.

Town Administrator Pacheco stated that the Town has had a fair share of issues that they have been coordinating with the State for some time, particularly DCAM and hopes to see some of this come to fruition.

6:05 PM

Petition for Joint or Identical Pole Locations (vote may be taken)

Under the provisions of Chapter 166, Section 22 of the General Laws, and any additions thereto or amendments thereof, a Public Hearing is scheduled for **Tuesday, 6:05 pm on January 19, 2021 via ZOOM** to consider a petition submitted by National Grid and Verizon New England, Inc., requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Chairman Moody read the following into the minutes:

George Hill Road – National Grid to install 1 JO Pole and relocate 4 JO Poles on George Hill Road. Install new stub pole 1-84 to support existing pole 1. Relocate 4 poles along George Hill Road to provide service to houses 137 and 157 George Hill Road as they become National Grid customers. In addition this will move the pole out of the driveway/parking area to the college.

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

Town Administrator Pacheco noted that there were no comments from the Departments regarding the placement of the 4 Joint Owned Poles on George Hill Road.

Seeing no further discussion;

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

Selectman Sendrowski vote to grant National Grid to install 1 JO Pole and relocate 4 JO Poles on George Hill Road. Install new stub pole 1-84 to support existing pole 1. Relocate 4 poles along George Hill Road to provide service to houses 137 and 157 George Hill Road as they become National Grid customers. In addition this will move the pole out of the driveway/parking area to the college. Selectman Allison Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

6:10 PM

Petition for Joint or Identical Pole Locations (vote may be taken)

Under the provisions of Chapter 166, Section 22 of the General Laws, and any additions thereto or amendments thereof, a Public Hearing is scheduled for **Tuesday, 6:10 pm on January 19, 2021 via ZOOM** to consider a petition submitted by National Grid and Verizon New England, Inc., requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Main Street – National Grid to install 1 JO Pole on Main Street beginning at a point approximately 35 feet southwest of the centerline of the intersection of Main Street and Seven Bridge Road. Installing a new pole for DOT Project 608779, Route 117 and Route 70.

Selectman Sendrowski moved to open the pole hearing. Selectman Allison Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

Chairman Moody ready the following into the Minutes:

Main Street – National Grid to install 1 JO Pole on Main Street beginning at a point approximately 35 feet southwest of the centerline of the intersection of Main Street and Seven Bridge Road. Installing a new pole for DOT Project 608779, Route 117 and Route 70.

Town Administrator Pacheco noted that there were no comments from the Departments regarding the placement of 1 Joint Owned Pole on Main Street and Seven Bridge Road.

Seeing no further comments:

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

Selectman Allison moved to grant Main Street – National Grid to install 1 JO Pole on Main Street beginning at a point approximately 35 feet southwest of the centerline of the intersection of Main Street and Seven Bridge Road. Installing a new pole for DOT Project 608779, Route 117 and Route 70. Selectman Sendrowski Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

6:20 PM

GFI Partners - Discussion on the proposed Shirley Sewer Intra-Municipal Agreement (IMA) (vote may be taken)

Steven Goodman, principle at GFI Partners, came before the Selectmen to discuss the Shirley Sewer Municipal Agreement for development in North Lancaster. Mr. Goodman noted that the pact will allow both the water and sewer access from Shirley for the development to be built off Fort Pond Road at the old sand pit that makes up the Chisholm parcel and the existing adjacent Rand-Whitney facility. It was further explained that GFI Partners plan to build approximately 894,000 square-foot industrial park, which will be used for industrial distribution, warehousing, light manufacturing. Mr. Goodman pointed out there will be open space as well, which is not developable.

Mr. Goodman pointed out that with this development, it would bring significant tax revenue and over 350 Full Time jobs to Lancaster. With the expansion of the of the Rand Whitney building, (which currently is paying \$184,000 a year in taxes), approximately 175,000 additional square feet, would add another \$75,000 to its tax bill. It was also noted that the brand new building, when full would also add about \$900,000 to \$1 Million in revenue to the Town of Lancaster's tax base.

The developers would agree to put restrictions on the development within the written agreement to avoid unwanted uses, such as housing. Mr. Goodman stated that this is zoned industrial and would want to keep it that way.

Further explanation on if the sewer agreement is signed by Lancaster, the Town of Shirley will ask their voters to approve it at their next town meeting, after which the Developer can go to the Town of Lancaster Planning Board with the design proposals. Mr. Goodman commented that they hope this will be done in 2021, with construction to begin in March 2022, and the building finished with tenants going in 2023.

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

VI. TOWN ADMINISTRATOR REPORT

1) DLTA

Town Administrator Pacheco stated that MRPC is currently soliciting applications for the District Local Technical Assistance Program (DLTA). He is exploring some possibilities with the staff but would like feedback as well. He has attached a copy of the brochure for the Selectmen's review. He noted that the Selectmen could also start to think about developing a list of future DLTA request so he can develop the applications quicker in the future.

2) Office Hours

Town Administrator Pacheco reported that he is going to start office hours again via ZOOM. He has scheduled tentatively for Thursday, January 21st from 4-5pm. The information will be on the Town calendar on the website.

3) Memorial School Follow-up

Mr. Pacheco reported that he met with Win Clark, Victoria Petracca and Melissa Cryan, (who is the Grant Manager for EOE), on the boundary of the Conservation Restriction around the Memorial School. Melissa Cryan did confirm that the Conservation Restriction noted in black in the Selectmen's packet, (*see attached*), goes right up the building, and encompasses the adjacent 17 acres of Thayer Field.

4) Capital Plan

Town Administrator Pacheco stated that he has forwarded a draft capital plan based on current or previous submittals from the Town Departments and School District(s). A copy of the Capital Plan will be sent to the Finance Committee as well. Mr. Pacheco noted that he has reviewed all the projects, but it may not be feasible to fund all the projects in the upcoming year. The Town will also need to evaluate larger capital projects that should include other financing options.

5) Staffing

Rick Krafve, the Facilities Maintenance Specialist, will be taking a job with the DPW. Mr. Pacheco stated that they will start to transition and post his position in accordance with the Union guidelines. Mr. Pacheco reported that Ross Klun, the Executive Director of the Nashoba Valley Regional Dispatch District, has been offered a job in LA County. The Dispatch Board, should he accept the job, will start the replacement process which will include evaluation of the Deputy Director.

6) Devens HHA Annual Figures

Town Administrator Pacheco spoke about the breakdown of calendar year 2020 collection totals for the Devens Household Hazardous Facility. (See Attached) The regional consortium continues to see steady use year to year having a positive environmental impact on the region.

7) SME Designations

Mr. Pacheco noted that he wanted to follow up on previous discussion regarding Special Municipal Employee designations. In March, 2011 Call Firefighters were approved and in June, 2011 Snowplow Drivers were designated. He noted that he could not locate any additional designations.

8) OPEB Audit

Town Administrator Pacheco informed the Board, that the Town is finalizing its review of the most recent Other Post Employee Benefit (OPEB) audit. He stated that will have more follow up at the next meeting. He further stated he would also like to discuss this with the Fincom about additional appropriates to the OPEB Trust, but it appears Lancaster will be full funded, which is a monumental financial accomplishment for the Town.

VII. ADMINISTRATION, BUDGET, AND POLICY
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1. Continue discussion and review Leominster Water Agreement Acknowledgment (vote may be taken)

Town Administrator Pacheco explained that the Leominster Water Agreement is basically crossing the state highway through Johnny Appleseed.

Chairman Moody would like to make sure the Town of Lancaster does not have any liability regarding this matter.

Selectman Sendrowski moved to approve the Leominster Water Agreement Acknowledgment pending Town Counsel's approval. Selectman Allison Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

2. Review Memorandum of Agreement between the Town of Lancaster and American Federation of State, County and Municipal Employees Council 93, Local 3720. (vote may be taken) **TABLED**

3. Discussion on the Goals for Selectmen and Town Administrator for rest of year to allow for review. (Jay Moody)

Town Administrator Pacheco noted that there is still more work to be done with North Lancaster, noting the zoning will need to be addressed, focusing on the Enterprise Zone and the IPOD.

Chairman Moody asked that the Board think about what goals the board would like to see for the Town and come back to their next meeting to discuss those goals.

Selectman Allison noted that he would like to ensure the Town really listens to Finance Committee and the need for economic development as well as the budget concerns.

4. Discussion on the Nashoba Regional School District (NRSD) budget schedule as it relates to the town of Lancaster budget schedule (Jason Allison)

Selectman Allison noted the Nashoba Regional District Agreement with regard to the budget schedule date of March. He would like to have a conversation with FinCom and the School Committee regarding having the budget requests submitted earlier. He noted

that he would like to bring this before the Tri-town Meeting; but wanted to bring this before the Board of Selectmen first.

Joe Gleason, Brazo Lane and member of the NRSD School Committee commented on the January 4th correspondence from a member on the Board, intimating that the School Committee is behind schedule on the budget process. Mr. Gleason noted that there are no figures from State regarding reimbursements on Chapter 70, Title 1 as well as Transportation. He further stated that the Committee can not discuss with any creditability until the Governor introduces his budget, which is usually the 4th week of January. Mr. Gleason spoke to the matter that the School should harmonize their schedule with the Town of Lancaster.

Selectman Allison explained that it is his understanding that FinCom sends out a schedule and requests to each of the Committees/departments, and get requested information back to FinCom in a timely manner to help FinCom prepare the budget.

FinCom Chair, Jay Riley, elaborated that FinCom's guidance a letter to all departments requesting funds from the Lancaster residents; understanding the School Committee is not a town department. However, FinCom would like have budget numbers before the middle of March, so they can plan accordingly. Mr. Riley stated that they are trying to get ahead of the curve and open the dialogue to work out the numbers from both Minuteman and Nashoba Regional School District. Noting that FinCom would like to see preliminary numbers in the month of February.

Kathy Codianne, resident and Chair of the Nashoba Regional School District, discussed the 2% increase assessment, which the Superintendent works with the Town Administrators on the budget numbers.

Further discussion regarding Minuteman Technical Regional High School and its assessment to the Town of Lancaster. Mr. Riley noted that the rise in costs with Minutemen was due in part to building the new school, and also due to many member towns choosing to withdraw from District, leaving the remaining member towns to bare the burden.

5. Discussion on the Massachusetts Municipal Association (MMA) policy meeting held on January 8, 2021 which disagrees with many of the items in the recent Human Resources study conducted by the Edward Collins Institute, including the need for yearly reviews of all town employees to help the town and the employees to be better. (Jay Moody)
Chairman Moody stated that he did attend MMA meeting on January 8th and noted that there is a need for yearly review for Town Employees.

Town Administrator Pacheco noted that the Town does not do yearly reviews for Town Employees.

Selectman Allison asked if where the Town stands for the search on a Human Resource representative.

Mr. Pacheco noted that there is no money in the budget, nor is there a line item for Human Resource. He did explain that he as had a conversation with Stow and Pepperell that are looking to hire an Assistant Town Administrator/Human Resource. Mr. Pacheco stated that the Town could share with those other Towns looking for HR to offset the costs associated with that position.

6. Discussion on Annual Town Meeting Warrant to be available two weeks before meeting and postcards to go out to voters explaining dates and where to procure them. Having a Joint Meeting with the Finance Committee at least a week before that to answer any voters questions. (Jay Moody)

Chairman Moody noted that he would like to see a postcard be created and to go out to voters explaining the dates of Annual Town Meeting and where to get the Annual Town Meeting Warrant. He further noted that he would like to have a joint meeting with the FinCom prior to Town Meeting to answer any questions regarding the budget.

FinCom Chair, Jay Riley stated that it FinCom traditionally have a joint meeting with the Board of Selectmen at least 4 to 5 weeks prior to Annual Town Meeting.

Town Administrator Pacheco will get a template together for the Board of Selectmen to review.

7. Discussion on creating a policy that any amount of money spent from the Selectmen's office and Town Administrator's office over an amount of \$5,000 be approved by the Board of Selectmen. (Jay Moody)

Chairman Moody would like to see a creation of policy regarding any money spent from the Selectmen's office and Town Administrator's office over an amount of \$5,000 be approved by the Selectmen. He noted the recent purchase of the air filters in the Prescott, and given the financial outlook, would like to review anything over a \$5,000.

Finance Director Cheryl Garipey clarified that the total cost of the portable air purifiers cost in total \$2000 or \$100 for each portable air purifiers. It was further noted that purchase came under the Cares Act. Town Administrator Pacheco stated that purchase come under the State Bid list.

Town Administrator noted that the Selectmen's line items rarely have an amount of \$5,000. Mr. Pacheco will gather a report from the last three years for expenses over \$5000.

8. Discussion on using Indeed, LinkedIn, Glassdoor, Career Builder, Monster, and Google for advertising municipal jobs. (Jay Moody)

Selectman Allison noted that does not know what the answer is , but whatever the Town can do in advertising for municipal jobs, should be done.

Town Administrator Pacheco stated that currently there are seeing some activity with Indeed regarding the Town Planner opening. He further noted that there is at least one strong resume that came in for the Town Planner.

9. Discussion on the tasks the Planning Consultant is working on. (Jay Moody)

Chairman Moody asked what exactly is the Planning Consultant working on as there seems to be some concern regarding Mr. Antonellis and Planning Board.

Town Administrator noted that Mr. Antonellis had been working on closing out the survey and work with Judy Barrett.

Town Administrator Pacheco stated that he is not sure why Mr. Williston, Chair of the Planning Board is not reaching out to Mr. Antonellis.

Planning Board member, Carol Jackson stated that the Planning Board cannot get a hold of Mr. Antonellis when the Board has questions or concerns.

Town Administrator recommended that there should be a more structured format for accessing Mr. Antonellis.

10. Discussion on the Town Administrator to give the Selectmen a copy of what grants he has sent in at each meeting to apply for. (Jay Moody)

Town Administrator Pacheco commented that currently he has applied and received Green Communities Grant, Meta Grant this year. He noted that he is looking at applying for another Compact Grant and Complete Streets Grant. He noted that when applying for grants there are certain criteria and particulars needed for towns to apply. Mr. Pacheco stated that to date this year, the Town has received over \$300,000 in grants. He further noted that when he applies for and has received grants, that information is presented in his Town Administrator Report.

VIII. APPOINTMENTS AND RESIGNATIONS

Appointments

Nashoba Regional School District (NRHS) Audit Advisory Committee

- Town of Lancaster's representative – Dick Trussell, member of the Finance Committee.
Selectman Allison moved to appoint Dick Trussell, member of the Finance Committee as the Town of Lancaster's representative to the Nashoba Regional School District Audit Advisory Committee. Selectman Sendrowski Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

Conservation Commission:

- David Newbould, Shirley Road, term to expire 6/30/2021 (to fill seat vacated by B. Smith)

Chairman Moody asked if there were other applicants and would like this appointment be a joint meeting with Conservation Commission.

Town Administrator Pacheco noted that joint meeting to vote on applicants are done with Elected Boards, not Appointed Boards.

Chairman Moody asked the other Board members for their thoughts, but would like to wait for more applicants and have a joint meeting with the Conservation Commission to vote.

Selectman Sendrowski stated that the Board of Selectmen appoint applicants for Appointed Boards, they only have joint meetings with Elected Boards.

Selectman Allison stated that he trusts Chair and does not want to take that away from him.

David Newbould, applicant to become a member on the Conservation Commission asked if there is an issue with him and the Board of Selectmen and asked why has the process changed with him, as in the past this was not the process.

Mr. Chaisson, member of the Conservation Commission, but is talking as a private citizen, noted that there has been a vacancy on the Conservation Commission for quite some time and other members worry about a quorum when holding a meeting. He further noted that he would like to know Mr. Newbould's qualifications to be on the Commission.

Mr. Moody noted that the term on this position is only until June 30, 2021, as he would be filling an unexpired term.

Selectman Sendrowski moved to appoint David Newbould to the Conservation Commission, term to expire June 30, 2021. Selectman Allison Seconded. Jason A. Allison vote Aye, Jay M. Moody abstains, and Walter F. Sendrowski vote Aye. [2-0-1] Motion passes

Town Administrator Pacheco noted what the Board just did is not going to inspire people to serve on boards and committees.

Chairman Moody would like see the next time that there be a joint meeting and would like to see a written policy regarding same.

Economic Development Committee:

- Philip J. Eugene
- Jason A. Allison - Selectman Allison's withdraws from being on the Economic Development Committee, but would like to speak with Town Council

Selectman Allison moved to appoint Philip J. Eugene to the Economic Development Committee, term to expire June 30, 2024.

IX. LICENSES AND PERMITS - NONE

X. NEW BUSINESS *

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

XI. COMMUNICATIONS

- Next Board of Selectmen's meeting will be held on Monday, February 1, 2021.
- Planning Board to recommend the Board of Selectmen take action regarding an Open Space parcel on George Hill Road that the town should receive as the result of a Flexible Development Special Permit endorsed in 2016.

XII. ADJOURNMENT

Seeing no further business, on Motion by Selectman Sendrowski, seconded by Selectman Allison, it was unanimously voted. The Board of Selectmen adjourned at 9:35 P.M.

Respectfully submitted

Kathleen Rocco
Executive Assistant


Jason A. Allison, Clerk

Approved and accepted: 2/1/2021

