



LANCASTER BOARD OF SELECTMEN
Regular Meeting Minutes
Of June 15, 2020

I. CALL TO ORDER

Chairman Walter F. Sendrowski called the Regular Meeting of the Board of Selectmen to Order at 12:00 P.M. in the Nashaway Meeting Room, located in the Prescott Building, 701 Main Street, Lancaster, Massachusetts, and via ZOOM™. Present were Selectmen Stanley B. Starr, Jr., Jay M. Moody, Town Administrator Orlando Pacheco and Executive Assistant Kathleen Rocco.

Zoom Meeting ID: 890 2478 4048

II. PUBLIC COMMENT PERIOD

Selectman Starr read the following into the Record:

Notice to meeting attendees: The Board of Selectmen will be holding a Public Comment Section in the meeting, however due to the limitations of remote participation; it will be limited to written correspondence. Just like in person meetings, this section is limited to items not on the agenda; complaints or criticism directed at staff, volunteers, or other officials shall not be permitted. If you have something you would like heard during Public Comment, please document it, indicate that it is for Public Comment Section, please include your full name and address, and submit to krocco@lancasterma.net by 10:00AM on Monday, June 15, 2020 and it will be read into the record during the Public Comment section.

Town Administrator read the following written Public Comments from: *(See Attached)*

- . Deb D'Eramo, Harvard Road
- . Greg Jackson, Farnsworth Way
- . Carol Jackson, Farnworth Way
- . Russ Williston, Highfield Drive

Chairman Sendrowski noted that all comments will be taken under advisement.

III. APPROVAL OF MEETING MINUTES

Review and take action Regular Meeting Minutes of June 1, 2020.

Selectman Starr moved to approve the Regular Meeting Minutes of June 1, 2020. Selectman Moody Seconded. Stanley B. Starr, Jr. vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

VI. TOWN ADMINISTRATOR REPORT

1) Assabet Regional Housing Consortium

Town Administrator Pacheco reported that the Consortium has selected the Metrowest Development Collaborative to provide the Housing Planning Services for the Consortium. He noted that the Inter-Municipal Agreement is currently being drafted and should be ready for the Board's next meeting.

2) Community Compact Grant

The Town received \$12,000 to conduct the HR Review/Best Practices from the Department of Revenue. Mr. Pacheco stated that this will be used to cover the cost for the Collins Center to complete the study.

3) Surplus Property

Town Administrator Pacheco stated that the DPW recently sold a 1986 GMC Tractor for \$500 on Govdeals. Com. Once the truck is picked up and payment received, Mr. Pacheco will notify the Town's Insurance Carrier.

4) Solar Sprint/Intern

Mr. Pacheco announced that the Nashoba Valley Climate Coalition (NVCC) and the Town have partnered on the National Grid Community Campaign with respect to home energy audits. The NVCC is also working directly with Solar Flair to provide solar to homeowners by bulking purchasing power by doing a solicitation town wide. This is similar to the Mass Clean Energy Center "solarize" program, but being run independently.

He further noted the Town and NVCC will also be sharing an intern for a few months and sharing the costs. The Town share of the cost was provided by National Grid.

5) IZ Study

Judy Barrett of Barrett Consulting has started the Inclusionary Zoning Feasibility Study. Town Administrator noted that while it is unknown how long the process will take at this time, the Town has provided her the initial information to get started.

6) Planning Director

Mr. Pacheco reported that Planning Director Mike Antonellis's last day is today, June 15th. He noted that the Board should discuss with the Planning Board how, and if, it should fill the position.

7) Potential Grant Programs

Mr. Pacheco stated that he has been communicating with the State about the potential of grant programs the Town is looking to apply for in the coming fiscal year. He further stated the while the date to be released is not known yet, the State does expect to have the ADA Capital Grant, Complete Streets and Land Water Conservation Fund Grants all to be available this year. Mr. Pacheco expects more information on other grants as the Federal Budget process unfolds as well.

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Discussion of Location of Annual Town Meeting

The Board of Health raised concerns about where to hold Annual Town Meeting, noting the MRLB Auditorium would pose too many risks due to Covid-19. Chairman Sendrowski stated that the Annual Town Meeting will be held at the Bolton Fairgrounds on June 22nd, gates will open at 4:30pm and the Annual Town Meeting will start at 5:30pm. He explained that all will be able to

stay in their cars as the Town will have a FM transmitter, thus all will be able to hear the Town Meeting through their car radios. Town Clerk Dianne Reardon stated that there will be no handouts.

2. Approval of 1/12th Expenditure Plan

It was noted that under Section 5 amends G.L. c.44 §31. This amendment will allow the Finance Director to approve expenditures, from any appropriate fund or account of amount sufficient for the operations of the town during the month of July not less than 1/12th of the total budget.

Selectman Starr moved to approve 1/12th Budget as required by the Division of Local Services in the following manner:

\$2,636,570.99 – General Operating Budget
\$ 55,100.78 – Water Enterprise Budget
\$ 2,387.00 – Solar Enterprise Budget

Selectman Moody Seconded. Jay M. Moody vote Aye, Stanley B. Starr, Jr vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

3. Discussion – Omnibus Budget Breakdown

Finance Director Cheryl Gariepy gave an overview regarding the Omnibus Budget. She noted the following:

- . \$1 Million from State Aid
- . Reduced Estimated Receipts of \$200,000 from the past Fiscal Year
- . \$494,705 in deficit with Capital
- . Approximately \$265,000 in deficit without Capital

To balance the budget, Mrs. Gariepy reviewed with the Board the following:

- . \$118,150 in reductions in expenditures in Departments
- . \$137,975 from Free Cash

Mrs. Gariepy commented that in October there may be further reductions in State Aid. If that does happen, there will be more cuts.

VIII. APPOINTMENTS AND RESIGNATIONS

Consider and take action on Appointments

Council on Aging – Michele MacDonald, 9 Farnsworth Way, term to expire June 30, 2023

Selectman Starr moved to appoint Michele MacDonald, 9 Farnsworth Way, term to expire June 30, 2023. Selectman Moody Seconded. Stanley B. Starr, Jr. vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

Consider and take action on Resignations

- ~ Director of Community Development and Planning – Michael Antonellis
- ~ Town Forest Committee – Tim Castner

Selectman Starr moved to accept the resignations with regret, Director of Community Development & Planning, Michael Antonellis and Town Forest Committee member, Tim Castner. Selectman Moody Seconded. Stanley B. Starr, Jr. vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

Consider and take action on the following Re-Appointments

Selectman Moody moved to appoint the following as read by Chairman Sendrowski, Selectman Starr Seconded. Stanley B. Starr, Jr. vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

- ~ ADA Coordinator – Orlando Pacheco, 701 Main Street, term to expire June 30, 2021
- ~ Collector/Treasurer – Mary Frost, 701 Main Street, term to expire June 30, 2023

- ~ Board of Appeals – Robert Alix, 61 Woodland Meadow Drive, Associate Member, term to expire June 30, 2023.
- ~ Commission on Disability – Michael McCue, 65 Hemlock Lane, term to expire June 30, 2023
Carolyn Stump, 567 Mill Street Ext., term to expire June 30, 2023
- ~ Council on Aging – Nicole Jimino Kanis, 535 Harvard Road, term to expire June 30, 2023
Ann W. Mazzola, 1272 Main Street, term to expire June 30, 2023
- ~ Historical Commission –
Heather Lennon, 294 Nicholas Drive, Full Member, term to expire June 30, 2023
Amy Brown, 218 Sterling Road, Full Member, term to expire June 30, 2023
Imogene Watson, 190 Mill Street Ext., Associate Member, term to expire June 30, 2021
Marcia Jakubowicz, 500 Hill Top Road, Associate Member, term to expire June 30, 2021

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

Annual Town Meeting to be held on Monday, June 22, 2020 at 5:30pm
Annual Town Election to be held on Monday, June 29, 2020 from 7am-8pm
Next Board of Selectmen's meeting will be held on Monday, July 6, 2020 at Noon.

XII. ADJOURNMENT

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

Respectfully submitted

Kathleen Rocco
Executive Assistant

Clerk

Approved and accepted:

7/18/20

Kathi Rocco

From: Deb D'Eramo <deb705a@gmail.com>
Sent: Sunday, June 14, 2020 11:55 PM
To: Kathi Rocco
Subject: Bos public comment

I expect this email will be read into the record.

Thank you for the opportunity to provide comment at the BOS meeting. It would be helpful to hear why it was removed from the agenda in recent meetings.

I'd like to understand why BOS meetings aren't held in the evening when more working people can attend. Noon is not a convenient time for most working people.

I'd like to ensure that the most important job opening - town planner- is quickly advertised and filled. With the development pressure on Lancaster we need someone that can devote full time to ensure town needs are met and bylaws followed.

I'd like to suggest tracking all items on the BOS agenda and TA report in a format that can clearly show status and progress at each meeting. Too many things fall through the cracks or resolve without transparency.

Thank you!

Deb D'Eramo

Kathi Rocco

From: gwjwi@aol.com
Sent: Sunday, June 14, 2020 10:36 AM
To: Kathi Rocco
Subject: Fwd: Update on Plans to Replace the Planning Director -- Public Comment

Hi Kathy,

I would like to provide the appended remarks regarding the departure of the Planning Director as Public Comment for tomorrow's Select Board meeting.

Thank You,

Greg Jackson
40 Farnsworth Way
Lancaster, MA 01523

From: gwjwi@aol.com
To: OPacheco@lancasterma.net
Cc: wsendrowski@lancasterma.net, Stanstarr1@gmail.com, jaymdy@comcast.net
Sent: 6/9/2020 9:53:02 AM Eastern Standard Time
Subject: Update on Plans to Replace the Planning Director

Dear Mr. Pacheco,

I was surprised and disappointed to learn that Mike Antonellis had resigned during last week's Select Board meeting. He had only served as Planning Director for the past 18 months, but he brought an important degree of preparation, organization, and knowledge to the town boards he supported. His departure was a big loss for Lancaster.

With all of the development proposals currently under way or under consideration in Lancaster, Mike played a critical role, particularly with regard to the effective functioning of the Planning Board and the Zoning Board. He was the primary conduit for communications and scheduling between the Boards, the Developers, their agents, and any town consultants or attorneys.

Mike brought a certain degree of competency and professionalism to the Planning Director position and appeared to have a lot of potential for being successful as he gained experience with the town and its many challenges. He was the only paid staff member supporting multiple critical functions including supporting the Select Board and updating the Master Plan.

It is important that the town be informed and updated with regard to the status of efforts to recruit, interview, and hire an experience and qualified individual for Planning Director. Please add this item to the agenda for discussion at the next Select Board meeting on June 15. Please provide an update on the status of the job posting as well as the evaluation of applications at that time.

Thank You,

Greg Jackson

Kathi Rocco

From: Carol Jackson <crjlan@comcast.net>
Sent: Monday, June 15, 2020 9:38 AM
To: Kathi Rocco
Subject: Public comment

Hi -

Can you please submit these questions to public comment

- Why hasn't the Planning Director position been posted?. It is very important that this position be posted, and that we do not wait as long as we did last time to fill the position.

Why are the BOS meeting now being held at noon?

Thank you,

Carol Jackson
40 Farnsworth Way
Lancaster, Ma. 01523

Kathi Rocco

From: Carol Jackson <crjlan@comcast.net>
Sent: Sunday, June 14, 2020 10:47 AM
To: Kathi Rocco
Subject: Public comment

Hi Kathy,

I would like to ask if Orlando is pursuing the Coronavirus stimulus funds, of which Lancaster has an opportunity to get up to \$721,653.

<https://www.mass.gov/doc/anf-guidance-to-municipalities-on-federal-coronavirus-relief-fund/download>

Thank you,

Carol Jackson
40 Farnsworth Way

Kathi Rocco

From: Russ Williston <russwilliston@gmail.com>
Sent: Monday, June 15, 2020 10:16 AM
To: Kathi Rocco
Subject: For public comment

Hi Kathy,
For public comment at today's BOS meeting:

1. Article 9 on the Town Meeting Warrant is listed as a "Planning Board" article but it's either a citizens petition or landowners petition.

<p>ARTICLE 9 Planning Board</p>

To see if the Town will vote to amend the Zoning Bylaw, Section 220-8.7 Integrated Planning Overlay District (IPOP), as follows:

- 1) Delete Section 220-8.7.B.(6) in its entirety and replace it with the following:

Residential uses shall not be required, but if included shall not comprise more than

2. I sent an email to the selectmen in mid-May about issues with occupancy permits that were inappropriately granted by the building inspector, and there's been no public discussion or update. I am very concerned at this point because I believe the facts are concrete, and the public continues to be at risk unless some action was taken.

Thank you,
Russ Williston
4 Highfield Drive, Lancaster, MA

