



LANCASTER BOARD OF SELECTMEN

Regular Meeting Minutes

Of August 17, 2020

I. CALL TO ORDER

Chairman Jay M. Moody called the Regular 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.

ZOOM™ Meeting ID
849 4190 1951

Invite Link
<https://us02web.zoom.us/j/84941901951>

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. APPROVAL OF MEETING MINUTES

Review and take action on Regular Meeting Minutes of August 3, 2020

Selectman Allison moved to approve the Regular Meeting Minutes of August 3, 2020. Selectman Sendrowski 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

1. Joint Meeting with the Planning Board

Vote to be taken on appointing new member to the Planning Board

Chairman Moody opened the Joint Meeting with the Planning Board to appoint a new member to the Planning Board. Planning Board Chair Jeanne Rich opened the Joint Meeting with the Board of Selectmen.

Planning Board Chair moved to appoint Frank Sullivan to the Planning Board as member to fill the vacated seat, term to expire May 12, 2021. Seconded. Jean Rich vote Aye, Tom Christopher vote Aye, Russ Williston vote No, Carol Jackson vote No, Jay Moody vote No, Jason Allison vote No, Walter R. Sendrowski vote Aye. [3-4-0] Motion fails

Move to appoint Roy Mirabito, as member to the Planning Board, term to expire May 12, 2021. Seconded. Jeanne Rich vote No, Tom Christopher vote No, Russ Williston vote Aye, Carol Jackson vote Aye, Jay M. Moody vote Aye, Jason A. Allison vote Aye and Walter F. Sendrowski vote No. [4-3-0] Motion Passes.

Both Board of Selectmen and Planning Board thanked all the candidates.

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS -

Update from Council on Aging

COA Director Alix Turner gave an overview on what the Council on Aging has been doing, noting that they are in the midst of a public health emergency (COVID) and have been closed to the public since the middle of March.

Alix Turner thanked her team, David James and Melanie Trottier and many volunteers, who have been at the LCC every week and instead of bringing people in, she and her team have been pivoting to keep people home.

Administrative:

- . Meetings with Elder Affairs, AARP to discuss best practice and what to do during this pandemic.
- . Van Service is limited and has been used to distribute meals to the seniors.
- . Meals on Wheels Census went up due to the Covid 19
- . Melanie Trottier, Community Services Liaison has resigned
- . Job opening for a Community Services Liaison

Projects:

- . Creation of Senior Angels to help those Seniors in social isolation
- . Classes in teaching Seniors using basic internet essentials
- . Fuel Assistance Programs
- . Outdoor Fitness Programs
- . Gardening
- . On line crafting

Senior Tax Abatement

COA member Michele MacDonald and COA Director Alix Turner would like the Board of Selectmen, Board of Assessors and Town Administrator Pacheco work with the COA regarding how to continue with the Senior Tax Abatement program during the Pandemic. They are seeking ideas and guidance on what is available for Seniors and how to get their hours or get their money.

Town Administrator Pacheco noted that the Department of Revenue (DOR), guidance is if they do not have the ability to work, they do not look favorably on just giving money to those in the program. He did note that if there was a systemically process in place, the DOR would review it. Mr. Pacheco stated that they should communicate with other neighboring towns on how they are running the Senior Work off programs.

Health Fair

Alix Turner stated that there will be an Outdoor Flu Clinic this October, and is coordinating the clinic with the Board of Health.

VI. TOWN ADMINISTRATOR REPORT

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

1) Solar Array Production/SREC payments

Town Administrator Pacheco reported that the Q1 2020 numbers came in for the array. He noted that 133 SRECS were generated and the Town has received a payment in the amount of \$43,537.58.

2) Devens UXO Statement

Some unexploded ordnance (UXO) remnants were found in the Nashua River and disposed of properly by the US Army. Town Administrator Pacheco stated that MassDevelopment wanted to make its border communities aware and the Army can be contacted for further details.

3) Prescott Sign

The preliminary design(s) is complete for the sign in the Prescott Building. Mr. Pacheco noted the attached is a template and for consideration additional signs directing people from various sides of the building.

4) Bolton Fairgrounds

In an effort to deal with the loss of revenue from the Bolton Fair, which was cancelled, the Bolton Fairgrounds is looking to have a holiday light drive-thru event from Thanksgiving until Christmas. Mr. Pacheco noted that they have reached out to give Lancaster some notice and understands they will need to apply for the appropriate permits.

5) Prescott Elevator

Town Administrator Pacheco reported the Prescott Building elevator is out of use so the maintenance company, Baystate Elevator, can replace the seals. The work will be completed this week.

6) MS4 Permit Update

The update to the MS4 Permit is due to the EPA on September 28, 2020. Town Administrator Pacheco noted he will be coordinating this with Planning and DPW, so it is clear who is the point of contact and responsible party is. The Town has no impending issues that would trigger a denial of the permit.

VII. ADMINISTRATION, BUDGET, AND POLICY
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1. Review and take action on Warrant for State Primary, to be held on September 1, 2020 at the Town Hall from 7:00am – 8:00pm.

Selectman Allison moved to approve the Warrant for State Primary, to be held on September 1, 2020 at the Town Hall from 7:00am -8:00pm. Selectman Sendrowski Seconded. Jay A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

2. Continue discussion on the Town Planner vacancy

Selectman Allison noted that he has had positive conversations with Town Administrator Pacheco regarding the process of filling the position of Town Planner.

Town Administrator Pacheco noted that the job has been posted on the Town's website, Massachusetts Municipal Association (MMA) website and the American Planning Association website.

Selectman Allison commented this agenda item is complete.

3. Update on Occupancy Permits

Selectman Allison met with Town Administrator Pacheco to review the number of occupancy permits that had been issued prior to the booster station being completed. He noted that the next step is he and Mr. Pacheco will continue down this path to figure out what happened and will report back to the Selectmen in the next meeting or the one after that.

4. Discussion on formulating Economic Development Committee

- . Advertise for members

Chairman Moody noted that he had sent an email out to the Selectmen explaining the need for an Economic Development Committee.

Selectman Allison moved to form an Ad Hoc Economic Development Committee for sixty (60) days as outlined by Chairman Moody put forth, for the purpose of developing a charter for the Board of Selectmen's review and makes a determination for the committee to become permanent. Selectman Sendrowski Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

5. Discuss proposed additions to the Board of Selectmen Policies and Procedures document

Selectman Allison would like to have the following sections to be added to the Board of Selectmen Policies and Procedures:

- . Role and responsibility of the signatory in signing warrants for the payment of all town bills;
- . Process and schedule for signing of the warrants for the payment of all town bills; and
- . How to review the warrant for the payments of all town bills.

Selectman Allison explained that in the Selectmen's Policies and Procedures, there is no reference to this and would like to insert these sections to compliment the document. He noted that the Massachusetts Municipal Association Handbook for Selectmen does reference the roles of Selectmen and their certain statutory authority for financial matters.

Town Administrator Pacheco stated that at the next Selectmen's meeting, he will come up with the language and the laws that reference the role and responsibility of the signatory as well as the process.

6. Continue discussion and may take action on Intermunicipal Agreement between Municipalities and Devens regarding sharing services and costs of a common Regional Housing Consultant (RHC).

Chairman Moody and Victoria Petracca went to the Town of Hudson met with Jack Hunter, Planning & Community Development Director, regarding this Intermunicipal Agreement and the sharing of services and costs of a Regional Housing Consultant. Chairman Moody stated that this would be a positive thing for the Town of Lancaster, and asked the other Selectmen on their thoughts regarding this contract.

Selectman Allison noted that he really does not know what this means. Selectman Sendrowski would like to look at it a little more before the Board commits.

Town Administrator Pacheco noted that this RHC has allotted 120 hours a year for planning services, which comes out to approximately 10 hours a month. He further pointed out that if the town does not use those hours, they are not charged for it.

Selectman Allison asked Mr. Pacheco if he had any suggestions or recommendations regarding understanding this Agreement.

Town Administrator Pacheco recommended that the Selectmen can do the following:

- . Reach out to the lead community, which is the Town of Hudson;
- . Call the other communities in this Intermunicipal Agreement; and
- . Reach out to the Vendor, who works as a Housing Planner.

Victoria Petracca stated that she would like to give it some context regarding this matter, understanding that the folks serving on the Housing Trust Committee are going to need some sort of technical assistance. She further stated that Affordable Housing is a complex topic with a great deal of state laws about it as well as financing issues; in which technical assistance will be needed. She commented that this vendor is available to help, and these Towns have come together and pooled their resources to hire this vendor, which is cost effective.

Town Administrator Pacheco noted that the technical assistance will not just be for the Housing Trust, but they are a resource for the Planning Board and Zoning as well. He stated that the technical assistance will be for housing and planning services in general.

Chairman Moody asked that this item be tabled until the Selectmen's next meeting.

7. Town Green Committee

Chairman Moody would like to take a vote on creating a Town Green Committee, noting that Mr. John Farnsworth has asked to be considered to be on the Town Green Committee.

Town Administrator Pacheco asked for some guidance regarding placing banners on the Town Green. What the standard should be; should it be a 3'x10' banner, no longer than 30 days on the Town Green and 15' from the sidewalk. He noted that creating a committee may be a bit much.

Selectman Sendrowski stated that the Selectmen are not in the business to creating committees. The Town Administrator does a fine job in overseeing the Town Green.

Selectman Allison commented that he would like to see some kind of process be put in place, noting that an Ad Hoc Town Green Committee would review the process and give their input to the Selectmen in November and then let Town Administrator make the decision.

Town Administrator Pacheco noted that most banner applications are delegated to the Selectmen, except town sponsored events (i.e. Town Meeting and ADA).

Chairman Moody just would like to get the people involved.

Selectman Allison made the motion to form an Ad Hoc Town Green Committee for the purpose of analyzing the current process of signage on the Town Green and such committee will dissolve in the month November, 2020 and output of that committee will be put forth to the Board of Selectmen and Town Administrator for review. Chairman Moody Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote No. [2-1-0] Motion passes.

8. Propose that no two Committees to meet at the same time and that all board and Committee and that all Board and Committee meetings be recorded and available on line and Sterling-Lancaster Community Television for public viewing and within a reasonable time.

Chairman Moody explained that the Board of Selectmen should be very involved in the finance of the Town. Currently, the Selectmen cannot attend the Finance Committee as it is at the same time

as the Board of Selectmen's meeting. He further noted that all meetings should be available on line and on cable television for public viewing.

Selectman Sendrowski noted that he would like to have all the meetings recorded, so anyone can watch them whenever. He further noted that the Board of Selectmen do not have the ability to tell other Boards how to operate.

Selectman Allison inquired about the post Covid open meeting regulation, and should investigate those regulations.

Town Administrator Pacheco noted that due to Covid, the Governor suspended certain provisions of the open meeting law, noting that virtual meetings must have real-time public access to the public, however does include recording the meetings.

Discussion on overlapping meetings, in which Town Administrator Pacheco noted that the Sterling-Lancaster Cable does recordings for the Town of Sterling as well, and are really only obligated to record the Board of Selectmen's meetings and the School Committee meetings.

Selectman Allison will explore what other communities are doing.

Chairman Moody asked that this be tabled and see if they come up with some ideas.

9. Discuss Annual Town Meeting Memorial School Article and set date to vote on 99 year lease.

Chairman Moody would like to discuss the Memorial School Article and if the Selectmen need to set a date to vote on the 99 year lease. Town Administrator Pacheco stated that the Selectmen are already authorized to do a lease. Mr. Pacheco stated there will need to be a Request for Proposal (RFP) in place.

Chairman Moody asked if they should reinstate the Reuse Memorial School Committee.

Selectman Allison stated that this is a very big project and asked if there is an appetite for the residents to start a Committee. Selectman Allison asked what Selectman Sendrowski's thoughts were on this matter.

Selectman Sendrowski stated that there needs to be a committee looking into this matter, but asked is there rush to do it.

Mr. Pacheco stated that they need to find a reuse for the Memorial School Building or remove the building. He further noted that there are complications with Article 97 conservation land around the building. He further stated that there is a need for a Committee, in which they could look into ways to have affordable housing there.

Chairman Moody would like to get some people together as a committee and see what happens and have the Reuse Committee develop a RFP for the building.

Historical Commission Chair, Heather Lennon gave some background regarding the Memorial School Building, which was to be repurposed for the Municipal Town Offices, and the Prescott Building was to be for the Historical Commission, with the understanding that there would be rental on another floor. However, she noted the town offices were moved over to the Prescott Building. She stated that the Memorial School Building should be torn down, which would be completely in line with Mrs. Thayer's Will; thus allowing a public town green and a recreational area in back of the campus.

Victoria Petracca had a concern on demolishing the building. The prior Reuse Committee looked into demolishing the building, which was investigated 5-6 years ago, with a benchmark price of \$500,000. She stated that she is not sure that is best path moving forward.

Mrs. Petracca stated that there is a senior housing shortage, with a waiting list at Bigelow Gardens. She further stated that there is an obligation to the seniors to treat them well and provide affordable housing; the Memorial School Building is adjacent to the Senior Center and would be great to bring the seniors into the heart of the community, where they would have access to programs, to people and access to a multigenerational community.

Chairman Moody asked Town Administrator Pacheco to reach out to the previous Reuse Committee to see if they would be interested starting the Committee back up.

VIII. APPOINTMENTS AND RESIGNATIONS

Appointments*

Housing Authority – (one seat open) term to expire May 10, 2021

- Barbara Foster, 9 Otis Street, Lancaster
- Richard Morais, 28 Bigelow Gardens, Lancaster

Selectman Sendrowski moved to appoint Richard Morais, a member to the Housing Authority, term to expire May 10, 2021. Chairman Moody Seconded. Jason A. Allison Abstains, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [2-0-1] Motion passes.

Reappointments

Housing Authority – Cynthia Strong, resident member, 11 Bigelow Gardens, term to expire June 30, 2021

Selectman Allison moved to reappoint Cynthia Strong as resident member, term to expire June 30, 2021. Selectman Sendrowski Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye and Walter F. Sendrowski vote Aye. [3-0-0]

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

- Town Offices will be closed on Monday, September 7, 2020 in observance of Labor Day.
- Board of Selectmen's next meeting will be held on Wednesday, September 9, 2020 at 6:00pm via ZOOM™

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 8:07 P.M.

Respectfully submitted

Kathleen Rocco
Executive Assistant


Jason A. Allison, Clerk
Approved and accepted: 9.9.20