



**Town of Lancaster**  
**DEPARTMENT OF PUBLIC WORKS**  
392 Mill Street Extension  
Lancaster, Massachusetts 01523  
Tel. (978) 365-2412  
Fax (978) 365-4419

Amanda L. Shaw, *Administrative Assistant*

*Commissioners*  
John J. King Jr.  
Douglas DeCesare  
Walter F. Sendrowski

**DEPARTMENT OF PUBLIC WORKS**  
**Meeting February 20, 2024**  
**Minutes**

In Attendance: John King Jr.  
Walter Sendrowski  
Douglas DeCesare  
Amanda Shaw  
Jean Syria  
Ralph Gifford  
Shawn MacLeod  
Scott MacDonald



John King called the meeting to order at 5:41pm. Doug DeCesare second the motion, all in favor. The Board of Public Works read and approved the meeting minutes from January 25, 2024.

First topic to discuss was the Superintendent vacancy. John King said that Kevin Bartlett and John were supposed to meet with Kate, the Town Administrator, and that it never ended up happening. The Board states we need the Superintendent job description posted immediately. The Board is questioning if the job description needs an engineer title included. Walter, Doug and John all agreed they want to keep the job posting simple and not to include an engineer title. The Board all agreed that we should hire an interim Superintendent. They stated in the past we have gone with the most senior person in the DPW. Scott MacDonald has 22 years of experience. Shawn has less experience and also the licenses needed. The Board states we need to vote on who can be the interim Superintendent until we get someone permanent for the position. They made note that someone in the past who was interim Superintendent did not have the licenses. John King asked how long it takes for one to get the licenses needed. Shawn MacLeod states you do not have to take any classes for the D-1 license, you can take that one right away. He said you can be an operator in training. He also states there is a 12 week course for the D2 license and it takes 2-3 years to have all three licenses, the T1, D1 and D2. John King asked Scott MacDonald if he would be willing to do the necessary schooling and test taking to get these licenses which he said he would. John King asked Scott if he would be able to cover his position as Highway Foreman while taking on the interim Superintendent position and if so how long would he be able to do both and Scott responded with six months. John stated we want someone who really wants this and is willing to stay in this position until we get someone permanent. Walter Sendrowski states who ever gets the interim Superintendent position would have to do double duty and that they should get extra pay. Doug DeCesare wants to interview both Shawn and

Scott for the Acting Superintendent position. John King states we should post another meeting to be able to hold Executive Session Interviews and appoint an acting Superintendent. Jean Syria asks who will be in charge of the D.P.W. in the meantime. We all agreed to go to the Chairman of the Board with any questions and concerns which would be John King. There was questions if other DPW members would be interested in this position as well and Jean Syria stated that Scott and Shawn are the only ones here so they should be the only ones who qualify. John King says he understands there are concerns which is why they want to get someone in this position ASAP. Doug DeCesare and Walter Sendrowski agree to hold these interviews. We will hold our next meeting on Friday, February 23, 2024 at 5:30pm. At the next meeting we will go into Executive Session Interviews and than vote in open session.

Next on the agenda is the water budget. It is presented to the Board to approve and sign. Doug DeCesare asked about the Mill Street Ext project and why it got taken off the list of projects from Haley & Ward. Shawn gave the board our most recent updated list from Haley & Ward of projects.

All agreed on the water budget. Doug DeCesare made a motion. Walter seconds the motion. All in favor.

Other new business is the two applicants for the Water Laborer position who both had a first and second interview with both Kevin Bartlett and Shawn MacLeod. Walter asked how critical is the need for this position, Shawn says it can wait for now. We will put it on the agenda for a future meeting.

Public Comment Period: Ralph Gifford asked the Board what our "hot button issues are". Doug states we need better communication. Doug also states that he was told that the Town Administrator said they do not work for us anymore. John King states a prior problem was when we were looking for an additional member that it "falls on deaf ears". Doug also states we have had problems with wages. That we are always told it is not in the budget for us. Doug mentioned Eagle Ridge and states the pump station needs attention, possibly rebuilding. John King asked who is up for Select Board and it was said to be Alix.

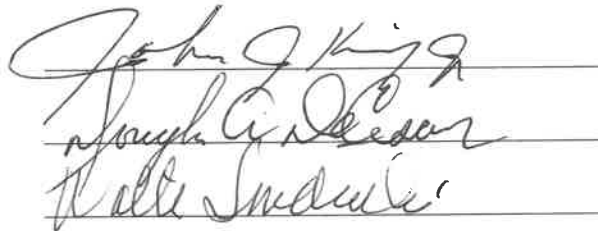
Walter Sendrowski made a motion to adjourn the meeting. Doug DeCesare second the motion. All in favor.

Meeting adjourned at 6:40pm.

John King, Jr., Chairman

Doug DeCesare, Member

Walter Sendrowski, Member

Three handwritten signatures are shown, each on a horizontal line. The top signature is 'John King Jr', the middle is 'Doug DeCesare', and the bottom is 'Walter Sendrowski'.