



Town of Lancaster
DEPARTMENT OF PUBLIC WORKS
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Kevin A. Bartlett, *Superintendent*
Amanda L. Shaw, *Administrative Assistant*

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

DEPARTMENT OF PUBLIC WORKS
Meeting January 25, 2024
Minutes

In Attendance: John King Jr.
Walter Sendrowski
Douglas DeCesare
Kevin Bartlett

John King made a motion to call the meeting to order, Doug DeCesare second the motion, all in favor.

The Board of Public Works read and approved the meeting minutes from January 8, 2024. Superintendent Bartlett presented to the Board a letter of resignation from his position with his last day being February 16, 2024.

The Board discussed the vacancy in the Superintendent position. Talk was made about appointing someone from within DPW as acting Superintendent. No one had made a decision and will continue to elaborate the topic at the next meeting. The Board read and discussed the DPW Superintendent job description, they all agreed to change the wording under "special requirements" to change/add Massachusetts Class Distribution 2 and Treatment 1, drinking water licenses due to being a D2 and T1 water system.

Doug DeCesare asked about advertising the position, Superintendent Bartlett said he would have to write an advertisement and follow through with the hiring procedures of the town and bring up the paperwork to the Town Administrator/HR Director for approval. Walter Sendrowski had asked why we would need to do that. Superintendent Bartlett explained that it is part of the process of advertising and hiring. Bartlett had highly recommended someone from the Board to be a liaison for the process of hiring and advertisement purposes. The Board agreed that John King, chairman would assist with the process. Doug DeCesare asked if anyone from in house would be interested. Bartlett stated that he did not know.

John King asked Superintendent Bartlett to look into Community Paradigm for services to advertise, process applicants, and interview potential candidates, and to find out what they charge for these services.

The Board wants Superintendent Bartlett to draft an advertisement for the position with job descriptions.

The Board spoke about the possibilities of stipends for Division foreman to ensure they are running to full ability until a Superintendent has been selected. Bartlett recommends this to make it potentially easier on everyone.

Bartlett reported to the Board regarding Division.

Highway- All equipment is operational and have not had any major issues.

Water- Two of the newest members are taking the D-1 prep test class that was offered for free. All equipment is good and operational.

Cemetery- All equipment is good

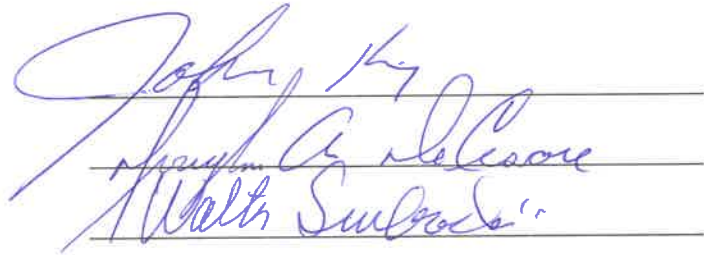
John King makes the motion to adjourn the meeting at 6:27pm. Walter Sendrowski seconds this, all in favor.

Meeting adjourned at 6:27pm.

John King Jr., Chairman

Doug DeCesare, Member

Walter Sendrowski, Member

Three handwritten signatures in blue ink are written on three horizontal lines. The first signature is 'John King Jr.', the second is 'Doug DeCesare', and the third is 'Walter Sendrowski'.