



**LANCASTER BOARD OF SELECTMEN**  
**Regular Meeting Minutes**  
**Of February 3, 2020**

**I. CALL TO ORDER**

Chairman Stanley B. Starr, Jr. called the Regular Meeting of the Board of Selectmen to Order at 6:01 P.M. in the Nashaway Meeting Room, located in the Prescott Building, 701 Main Street, Lancaster, Massachusetts. Present were Selectmen Walter F. Sendrowski, Jay M. Moody, and Town Administrator Orlando Pacheco.

**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.*

Carol Jackson, Farnsworth Way, commented on the Class II License and Conditions procedure.

Greg Jackson, Farnsworth Way, commented on the Capital Commerce Center. *(see attached)*

**III. APPROVAL OF MEETING MINUTES**

Review and take action on Special Meeting Minutes of January 13, 2020  
*Selectman Sendrowski moved to approve the Special Meeting Minutes of January 13, 2020. Selectman Moody Seconded. Walter F. Sendrowski vote Aye, Jay M. Moody vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]*

**IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE**

**V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE**

**VI. TOWN ADMINISTRATOR REPORT**

- 1) **MMRHS Assessment**-The Minuteman Regional HS Assessment for FY21 is \$2,282,443. The Town is currently sending 54 students making Lancaster the #3 participant in terms of overall enrollment. The previous year's assessment was \$2,085,501.
- 2) **OPEB Rate of Return**-The Town's year to date returns through 11/30/19 has been 13.94%. The Finance Committee will evaluate if any contribution will be feasible this year, and if so to what amount.

- 3) **Q3 Municipal Aggregation Performance**-The Town's residential customer base participating in the program saved \$36,699 in the 3rd Quarter of 2019 as compared to the National Grid "basic service" rate. Commercial and Industrial customers saw slight losses compared to the utility.
- 4) **Green Communities**-The Town is eligible to apply for another complete round of projects under the green communities program. We are currently looking at implementing some additional measures at the Police Station and Library.
- 5) **Gas Spill**-The soil test have come back favorable from the gas spill at the DPW Highway facility and the site will be closed out by DEP. Burke Oil, the Town's gas and diesel vendor covered all costs associated with the cleanup.
- 6) **Supplemental Chapter 90 Funds**-The Town has received an additional \$32,704 in Chapter 90 funds as a result of the supplemental appropriation approved by the Legislature.
- 7) **NRSD District Agreement**-The Town should anticipate receiving a request to add 1 additional member to the School Committee. Currently Lancaster and Stow have 3 members and Bolton has 2. Bolton is now eligible for a 3rd member. The School committee will send any warrant article language needed.

## VII. ADMINISTRATION, BUDGET, AND POLICY

1. Approve the Warrant for Presidential Primaries to be held on March 3, 2020.  
*Selectman Sendrowski moved to approve the Warrant for the Presidential Primaries to be held on March 3, 2020. Selectman Moody Seconded. Walter F. Sendrowski vote Aye, Jay M. Moody vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]*
2. Approve the Massachusetts Interlocal Insurance Association, Inc. (MIIA) Health Benefits Trust Agreement.  
*Selectman Sendrowski moved to approve the Massachusetts Interlocal Insurance Association, Inc. (MIIA) Health Benefits Trust Agreement. Selectman Moody Seconded. Walter F. Sendrowski vote Aye, Jay M. Moody vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]*
3. Preliminary Capital Plan Review  
Town Administrator Pacheco presented the preliminary Capital Plan Review to the Board. (*See attached*).
4. Approval of Small Cell Location (1450 Lunenburg Road)  
*Selectman Sendrowski moved to approve the Small Cell Location (1450 Lunenburg Road). Selectman Moody Seconded. Walter F. Sendrowski vote Aye, Jay M. Moody vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]*
5. Neck Road Housing Discussion  
Town Administrator Pacheco updated the Board regarding the historic home on Neck Road. He noted that he and Developer John Cerubini were trying to come up with a plan that would be a win-win for the Town as well as the Developer. According to the Building Commissioner and the Architect, the home on the corner of Neck and Center Bridge Roads must be torn down.

Mr. Cerubini came before the Board explaining that he would like to replace the home with eight (8), two bedroom units, with garages. (*see attached*). Further, Mr. Cerubini stated the new properties would be aesthetic and much more appealing than it is currently. It was noted however

by Town Administrator Pacheco, that there are complications, citing there is only sewer for 2 units.

Selectman Sendrowski suggested that Mr. Cerubini go the abutters of that property regarding replacing the home with a development.

## VIII. APPOINTMENTS AND RESIGNATIONS

### Resignations

Zoning Board of Appeals – Associate Member Robert Baylis, effective immediately

*Selectman Sendrowski moved to regretfully accept the resignation of Robert Baylis. Selectman Moody Seconded. Walter F. Sendrowski vote Aye, Jay M. Moody vote Aye and Stanley B. Starr, Jr. vote Aye. [3-0-0]*

### Appointments:

Zoning Board of Appeals (Continued from January 13, 2020) to consider appointments for Associate Members positions for terms to expire June 30, 2020 and June 30, 2023.

On the recommendations from the Zoning Board of Appeals, the Selectmen appointed the following:

*Selectman Sendrowski moved to appoint Ryan Aldrich to the Zoning Board of Appeals, term to expire June 30, 2023. Chairman Starr Seconded. Walter F. Sendrowski vote Aye, Jay M. Moody vote Nay and Stanley B. Starr, Jr. vote Aye. [2-1-0]*

*Selectman Sendrowski moved to appoint Robert Alix to the Zoning Board of Appeals, term to expire June 30, 2020. Selectman Moody Seconded. Walter F. Sendrowski vote Aye, Jay M. Moody vote Aye and Stanley B. Starr, Jr. 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.*

Selectman Moody inquired if the term “Board of Selectmen” for the Town of Lancaster can be changed to “Selectboard”. Town Administrator Pacheco will check with Town Counsel, if that needs to be put on the Annual Town Meeting Warrant.

## XI. COMMUNICATIONS

## XII. ADJOURNMENT

Seeing no further business, on Motion by Selectman Sendrowski, seconded by Selectman Moody, it was unanimously voted. The Board of Selectmen adjourned at 6:10 P.M.

Respectfully submitted

Kathleen Rocco  
Executive Assistant



Walter F. Sendrowski, Clerk

Approved and accepted: 2/18/2020



## Capital Commerce Center – 02/03/20 Comments to BOS:

- I would like to provide some comments regarding the Capital Commerce Center development recently proposed in North Lancaster. The Planning Board denied the special permit for the Master Plan last week. I think they made the right decision, but I was disappointed with this result.
- We were told the Capital Group were “Good Guys” and that they only worked on “Good Projects”. They would surely propose something beneficial for Lancaster. They wouldn’t put their name on anything less. But after 5 months of public hearings and 7 months of state environmental reviews, we were going to get an 80-acre used car lot and a 1,000,000 sq. ft. distribution center -- the centerpieces of a 350-acre industrial park.
- People who visited the Capital Group’s recent project in Maynard had been favorably impressed with their work, so we were optimistic about the prospects for North Lancaster. But we were wrong. After months of feedback from the Planning Board and residents, little changed in the Master Plan. They had their preferred plan and if we didn’t like that, they threatened a worse one.
- We were fortunate that there were members of the Planning Board who stood up for our town’s zoning rules and wetlands protection regulations, and denied this ill-conceived project.
- During public comment, many residents expressed concerns about adverse effects on nearby wells and ground water quality, damage to local surface waters, impact on the surrounding environment and degradation of adjacent conservation land, aggravation of existing traffic problems on Route 70, and negative effects on nearby property values.
- In spite of feedback from the Planning Board, residents, and multiple state agencies, the Capital Group made few compromises and offered little benefit other than what was required by the IPOD bylaw. Where they disagreed with the town’s zoning rules, they attempted to change them.
- The Master Plan discussed last week was essentially the same one presented to the Select Board and the Planning Board last September with the exception being the elimination of the residential neighborhood that they did not want to build. The plan did not really evolve.
- The benefits that the Capital Group offered to the town were largely exaggerated:
  - They projected \$3.5M in tax revenues, but never mentioned how much that was going to cost. Their assessment of the 80-acre car lot’s value increased without explanation and they padded their total with residents’ auto excise taxes (this revenue is already largely committed).
  - The water supply and sewer treatment facilities they proposed would only serve the needs of their development.
  - The conservation set asides they were required to provide consisted largely of land already owned by the Town of Lancaster. (They offered to give us our own land).
  - They claimed they would comply with state and local wetlands regulations but numerous buildings, parking lots, drainage structures, roads, and other construction remained in the 100-foot wetlands buffer and/or the 200-foot riverfront buffer.
  - Mass DCR requested a 100-foot buffer from conservation land that was never recognized or implemented by the site plan.
  - The 100-foot buffer for the White Pond neighborhood that they proposed was the minimum required by the IPOD regulation.

- They never considered scaling back the size of the auto-sales operation or the massive distribution center to relieve any of the problems they would create. (eg: storm-water).
- They gave no indication that they had incorporated any of the many environmental impact, renewable energy, or climate change suggestions provided by state agencies.
- They could not tell us who would occupy any of their proposed industrial and retail buildings.
- Although they hosted a site visit, it appears they only held one other meeting with residents that was limited to participants from the White Pond neighborhood. (In Maynard, they held over 50 meetings with the community).

This was all very disappointing and frustrating.

- Even though the Capital Group left the Planning Board meeting abruptly last week, they promised to return with a worse project. They are going to seek to do what they want to do with little benefit to Lancaster unless they are effectively challenged.
- The town needs to be prepared to negotiate a better deal. There are at least three things that would be beneficial towards this effort:
  - Insisting that any master plan and its associated site plan meets town zoning rules and wetlands protection regulations.
  - Forming a working group composed of town board members and concerned residents to represent the town's interests in negotiations with the developer.
  - Obtaining an independent, financial analysis of any proposal that includes a tax revenue cost benefit analysis, so we can properly evaluate the actual net gain the town will receive.

I would like to see the Select Board support efforts to pursue these objectives and seek a better result for Lancaster in any future discussions.

Thank You,

Greg Jackson







**Capital Improvement Plan  
Five Year Capital Submissions  
Preliminary Recommendations  
FY2021 - FY2026**

Title	Code	Cat	2021	2022	2023	2024	2025	2026	Total 5 Year Request
Cruiser Replacement	R	1		46,200	47,400	48,600	49,800	51,000	243,000
Processor Replacement	N	2		10,000					10,000
<b>Police Subtotal</b>			<b>0</b>	<b>56,200</b>	<b>47,400</b>	<b>48,600</b>	<b>49,800</b>	<b>51,000</b>	<b>253,000</b>
New Generator	B	2							0
Radio Boxes-Town Buildings	N	2							0
Forestry Truck	R	1		160,000					160,000
Windows	N	1	19,000						19,000
Paving at Station(s)	N	3				24,000			24,000
Command Car	R	1					40,000		40,000
<b>Fire Subtotal</b>			<b>19,000</b>	<b>160,000</b>	<b>0</b>	<b>24,000</b>	<b>40,000</b>	<b>0</b>	<b>224,000</b>
Ambulance	R	1			200,000				200,000
<b>Ambulance Subtotal</b>			<b>0</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>
<b>Total Public Safety</b>			<b>19,000</b>	<b>216,200</b>	<b>47,400</b>	<b>72,600</b>	<b>89,800</b>	<b>51,000</b>	<b>477,000</b>
Dishwasher	P	1	51,250						51,250
Clock Replacement	N	2	32,922						32,922
Boiler Upgrades	N	2		18,000	18,000				36,000
Parking Lot Repaving	N	3		55,125					55,125
Carpet Replacement	N	2	59,430						59,430
Gym Roof Replacement	N	2			?	(MSBA)			
Security Camera	N	4							0
<b>TOTAL SCHOOL CAPITAL</b>			<b>143,602</b>	<b>73,125</b>	<b>18,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>188,727</b>
Ride On Commercial Mower	R	1			13,500			13,500	40,500
John Deere Tractor	R	1			30,000				30,000
Cemetery 1 Ton Dump Truck	R	1					46,500		46,500
<b>Cemetery Subtotal</b>			<b>0</b>	<b>0</b>	<b>43,500</b>	<b>0</b>	<b>46,500</b>	<b>13,500</b>	<b>103,500</b>
6 Wheel Dump Truck Plow/Sand	R	1				177,500			177,500
Highway 1 Ton Pickup	R	1							0
Highway Front End Loader	R	1						170,000	170,000
10 Wheel Dump Truck w/controls	R	1		187,500					187,500
Highway Culvert Repair	N/R	3		100,000	100,000	100,000	100,000		400,000
Highway Bridge Repair	N/R	3		100,000					100,000
Road Resurfacing/Paving/Milling	N/R	3		210,000	168,300		179,600		557,900
<b>Highway Subtotal</b>			<b>0</b>	<b>597,500</b>	<b>268,300</b>	<b>277,500</b>	<b>279,600</b>	<b>170,000</b>	<b>1,592,900</b>
<b>Public Works</b>			<b>0</b>	<b>597,500</b>	<b>311,800</b>	<b>277,500</b>	<b>326,100</b>	<b>183,500</b>	<b>1,696,400</b>
Masonry Repairs	P	2							0.00
Install Steel/Aluminum Snow Fences	N	2							0.00
Replace Gutters/Snow Pans	N	2	64,000	94,000					158,000.00
Replace Flashing Assemblies	N	2				63,750			63,750.00
HVAC	P	2	46,330	671,000			50,000		767,330.00
Paint interior walls	P	2				30,000			30,000.00
Library Carpet Replacement	P	2			60,000				60,000.00
<b>Total Cultural</b>			<b>56,330</b>	<b>110,330</b>	<b>60,000</b>	<b>93,750</b>	<b>50,000</b>	<b>0</b>	<b>1,079,080</b>
Town Clerk Record Retention	N	4	10,000	10,000	10,000	10,000	10,000	10,000	60,000
<b>Total Town Clerk</b>			<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>60,000</b>
Encyclical Inspection-Assessors	P	4				25,000	25,000	25,000	75,000
Community Center Plumbing/Electrical	N	2	25,000	25,000					50,000
Tree Cutting	N	2	10,000	10,000	10,000				30,000
Field Upgrades	N	3							0
Town Beach Upgrades	N	2							0
<b>Total Comm Cntr-Recreation</b>			<b>35,000</b>	<b>35,000</b>	<b>10,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>155,000</b>
<b>Total General Government</b>			<b>263,932</b>	<b>1,042,155</b>	<b>457,200</b>	<b>478,850</b>	<b>500,900</b>	<b>269,500</b>	<b>3,666,207</b>

Town of Lancaster 3,012,537

**Capital Improvement Plan**

**Ten Year Capital Submissions  
Preliminary Recommendations  
FY2017 - FY2027**

Title	Code	Cat	2021	2022	2023	2024	2025	2026	Total 5 Year Request
New Holland Backhoe	P	1							0
3/4 Ton Utility Truck	P	1							0
1 Ton Dump with PLOW	R	1							0
Sullivan Air Compressor	P	1							0
1 Ton Utility with PLOW	P	1							0
<b>Water Enterprise</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Water Enterprise</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total General Fund</b>								<b>269,500</b>	

<b>Total Submissions</b>								<b>269,500</b>
<b>Total Recommended</b>				<b>168,300</b>	<b>150,000</b>	<b>179,600</b>	<b>170,000</b>	

- Codes**  
D = Recommendation is deferred or on hold pending other action  
I = Project submission is incomplete or waiting additional information  
M = Funding recommendation is a modification of the submission  
N = New submission for this CIP  
P = Project request has appeared in previous CIP's  
R = Request is a regularly occurring capital expense  
X = Submitted request is outside the timeframe for this CIP

- Categories**  
1 = Equipment or Technology  
2 = Building or Facility  
3 = Infrastructure  
4 = Extraordinary Capital Item

<b>FUNDING SOURCE</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
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Transferred From Capital Stabilization  
Raise & Appropriate  
From Sale of Town Owned Land  
Cemetery Expendable Interest  
Retained Earnings Water  
Water Borrowing  
Finance Committee Trans Cemetery  
Chapter 90  
Totals Funded by Fiscal Years

	<b>359,800</b>	<b>375,000</b>	<b>168,300</b>	<b>150,000</b>	<b>179,600</b>	<b>170,000</b>
	<b>359,800</b>	<b>0</b>	<b>168,300</b>	<b>150,000</b>	<b>179,600</b>	<b>170,000</b>