



LANCASTER SELECT BOARD
Regular Meeting Agenda via ZOOM™
Monday, May 16, 2022
6:00 P.M.

In accordance with the Open Meeting Law, please be advised that this meeting is being recorded and broadcast over Sterling-Lancaster Community TV

I. CALL TO ORDER

Chairman Jason A. Allison will call the meeting to Order at 6:00 P.M. via ZOOM™

Join Zoom Meeting

<https://us02web.zoom.us/j/82236648171>

Meeting ID: 822 3664 8171

One tap mobile

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Meeting ID: 822 3664 8171

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II. APPROVAL OF MEETING MINUTES

Review and take action on the following

- Regular Meeting Minutes of April 20, 2022 & Meeting Minutes of May 2, 2022

III. TOWN ADMINISTRATOR'S REPORT

- Overview of new Social Media handle/platform for official Town business
- DRAFT *Social Media Policy* outline
- Comments and feedback received regarding Capital Group 40B Application to MassHousing. See memo to Residents and Boards/Committees from Town Administrator Kate Hodges, dated Tuesday, May 3, 2022.

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE

V. PUBLIC COMMENT PERIOD

Opportunity for the 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.

VI. ADMINISTRATION, BUDGET, AND POLICY (Vote may be taken)

1. Reorganization of the Select Board
2. FY22 Spending Freeze Memo from Town Administrator, Kate Hodges to Department Heads dated May 10, 2022.



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3. Review of New Personnel Documents, Annual Performance Reviews
 - a. Management
 - b. Administrative-Clerical
4. Draft Charge for Governance Study Committee – review & vote may be taken
5. Select Board Delegation of Certain Duties to the Town Administrator
6. Discussion on American Rescue Plan Act (ARPA) requests
 - a. Boiler Replacement, Mary Rowlandson Elementary School
 - b. Planning Director and Building Commissioner request
7. Discussion on Affordable Housing Trust Appointments
 - a. Member of the Select Board
 - b. Ex-officio non-voting member.

VII. APPOINTMENTS AND RESIGNATIONS

Resignations:

The Lancaster Director of Community Development and Planning letter to inform the Select Board that Chairman Russ Williston has submitted a letter of resignation from the Planning Board dated April 12, 2022.

- Outline process and timeline for temporary appointment to fill Planning Board vacancy (term to expire?)
- Outline process and timeline for temporary appointment to fill Ad Hoc MOU (Memorandum of Understanding) Committee for North Lancaster

Annual Appointments – Term to expire June 30, 2023: (review & vote may be taken)

- ADA Coordinator – Kate Hodges
- Chief Procurement Officer – Kate Hodges
- Animal Control Officer – Phyllis Tower
- Animal Inspector (Barn Brook) – Phyllis Tower
- Fence Viewer – Brian Gingras
- MART Advisory Board Designee – Alix Turner
- Measurer of Wood & Bark – Ronald W. Valinski
- Sealer of Weights & Measures – Ronald W. Valinski
- Town Counsel – Miyares and Harrington, LLP
- Labor Counsel - Mirick O'Connell

Re-Appointments: (review and vote may be taken)

- **Agricultural Commission**
Susan Miner, Term to expire 6/30/25
- **Animal Control Commission**
Robert Foney, Term to expire 6/30/25
- **Board of Appeals (ZBA)**
Frank Sullivan, Term to expire 6/30/27 (Five-year term)



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• **Historical Commission**

Joy Peach, Member, Term to expire 6/30/25
Joan Richards, Member, Term to expire 6/30/25
Mark Schryver, Member, Term to expire 6/30/25
Jean Watson, Associate Member, Term to expire 6/30/25

• **Recreation Committee**

Mark Renczkowski, Term to expire 6/30/25
Monica Tarbell, Term to expire 6/30/25

• **Board of Registrars**

Mary Perreira, (D), Term to expire 6/30/25

VIII. LICENSES AND PERMITS

- Application for License for Theatrical Exhibitions, Public Shows, Public Amusements and Exhibitions of Every Descriptions held on Weekdays for Profound Market at Lancaster Fairgrounds, 318 Seven Bridge Road to be held on Saturday, June 11, 2022, from 8:30am-5:00pm.
- Application for License for Town Licenses Dancing, Sports, Games, Fairs, Expositions, Plays or Entertainment of Public Diversion on Sunday for Profound Market at Lancaster Fairgrounds, 318 Seven Bridge Road to be held on Sunday, June 12, 2022, from 10:00am-5:00pm.
- Special (One Day) Liquor License Application for the Bolton Fair, Inc., 318 Seven Bridge Road, for the Event Profound Market from June 11, 2022 (8:30am-5:00pm)– June 12, 2022 (10:00am- 5:00pm) (Delivery Date June 10, 2022) for All Alcohol – Non-Profit
- Special (One Day) Liquor License Application for Beer and Wine to Little Bear Stables for their fund raiser /grand opening, located at 61 Moffett Street, Lancaster, to be held on May 21, 2022, from 11:00am-4:00pm.
- Town of Lancaster Application for Use of Town Green/Gazebo for the Thayer Memorial Library for weekly activities to be held on Thursdays and Fridays (May 2022 – October 2022) for story times outside weather permitting at 10:30am.

IX. OTHER/UNFINISHED BUSINESS

X. NEW BUSINESS *

**This item is included to acknowledge that there may be matters not reasonably anticipated by the Chair*

XI. COMMUNICATIONS

- Select Board will hold a Special Meeting (Hybrid) on May 23, 2022, at 6pm in the Nashaway and via ZOOM.
- Town Offices will be closed on Monday, May 30, 2022, in observance of Memorial Day.

XII. ADJOURNMENT

II. APPROVAL OF MEETING MINUTES



**LANCASTER SELECT BOARD
Regular Meeting Minutes
of April 20, 2022**

I. CALL TO ORDER

Chairman Jason Allison called the Regular Meeting of the Select Board to Order at 6:00 P.M. via ZOOM™, noting that the meeting was being recorded.

Join Zoom Meeting

<https://us02web.zoom.us/j/83117257017>

Meeting ID: 831 1725 7017

Roll call vote taken, Jason A. Allison, present, Jay M. Moody, present, and Alexandra W. Turner, present.

II. APPROVAL OF MEETING MINUTES

Mr. Moody moved to approve the Select Board meeting minutes of April 4, 2022. Ms. Turner seconded. *Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. Approved, [3-0-0].*

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE

IV. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

V. PUBLIC COMMENTS - NONE

Opportunity for the 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.

Chairman Allison, speaking as a private citizen (Jason Allison, 343 Brockelman Road), announced that on Saturday, May 21, Lancaster's Unified Health and Performance Gym will hold their 4th Annual Five-K run/walk. This event supports not only the gym, but adaptive athlete scholarships, MA Special Olympics, Team Hoyt New England, and others. Mr. Allison offered a challenge to all Lancaster students; for any Lancaster student who fairly beats him in the race, he will wash their car or a family member's car.

Ms. Turner, speaking as Community Center Director rather than a member of the Select Board, notes that Lancaster will be celebrating Earth Day with tree plantings on May 15. Additionally, the Town is supporting a town wide cleanup effort by providing a dumpster for trash picked up roadside. Residents can pick up yellow bags for this effort at the Community Center or the Library.

VI. TOWN ADMINISTRATOR REPORT

Interim Town Administrator Jeff Nutting reported that CEI, the engineering firm hired to do the peer review of PJ Keating should have a draft report no later than the end of May for review and discussion.

Also, the Commonwealth has advised the DPW that they would like to do some paving between now and the end of June from Clinton up to Bolton, sort of an overlay. They may also work on parts of Route 117 excluding the areas scheduled for major reconstruction. As we have more information it will be communicated. Mr. Moody asked if there is any more information on when the Route 70/Route 117 construction will be taking place. Mr. Nutting explained that they advertised for bids on March 26, so it is most likely to begin in late summer or early fall, noting that this is a two-year project.

Mr. Nutting advised the Board that the contract for the Electric Vehicle charging stations will be signed this week. After that the easement will be recorded and installation will begin. The Select Board office will coordinate with the school to ensure minimal disruption. Mr. Turner asked what will be charged for use of the EV charging stations; Mr. Nutting explained that fees will be up to the Select Board and that they will need to discuss this in the months to come.

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Discussion on the legality of Town Staff to schedule a Public Hearing before the Planning Board on zoning bylaw amendments (Allison)

Chairman Allison read a prepared statement into the record:

On April 5, the Select Board formally submitted to the Planning Board proposed amendments to the Zoning Bylaw in accordance with Massachusetts General Law Chapter 40A, Section 5. The proposed amendments pertain to the adoption of a new Smart Growth Zoning Overlay District under Chapter 40R. The Planning Board is required to hold a public hearing within sixty-five days after a proposed zoning bylaw is submitted to it. Additionally, notice of this hearing must be published in the newspaper once in each of two successive weeks, the first publication to be not less than fourteen days before the hearing. Upon receipt of the Select Board's April 5 letter, Town staff prepared a hearing notice and caused the notice to be published in the newspaper.

The Planning Board Chair is now contesting the ability of Town staff to publish such notice without the express consent of the Planning Board or its Chair. I have conferred with Town Counsel and wish to clarify that Town staff did not violate any law by publishing the hearing

notice in the newspaper. The requirement to publish notice in the newspaper is controlled by Chapter 40A, Section 5, which does not preclude Town staff from independently causing notice of a hearing to be published.

Moreover, Town staff did not diverge from its ordinary hearing notice practice. Town staff commonly posts notice of hearings without conferring with the requisite public body or its chair to ensure that statutory timeframes are satisfied.

Lastly, it is worth noting that the Chair controls the Planning Board's meeting agenda. Publishing a hearing notice in the newspaper permits, but does not obligate, the Chair to add the matter to an upcoming meeting's agenda. That decision is, and has remained throughout this whole process, with the Chair.

The Planning Board Chair's statements questioning the legality of our staff's actions have no basis in the actual law, and are indefensible.

Ms. Turner said that she had spoken to Mr. Nutting about this as well as several members of the Planning Board. She stated that she has heard that the reason the Planning Board did not schedule a public hearing is that they felt that the settlement agreement needed to be discussed or fixed before the hearing. Continuing, she stated that in her understanding the Planning Board could do what they did although she did not believe it was in the best judgment.

Mr. Allison moved that the Board approve the above statement, and that it be placed on the Town website and a copy sent to the Planning Board. Mr. Moody seconded the motion. Ms. Turner expressed concern that this would just perpetuate the disagreement between boards. Mr. Allison stated that he thinks it is important that the Board state its position, in part to defend town employees who are accused of inappropriate actions. Ms. Turner stated that she thinks this fosters division.

Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Abstain. [2-0-1].

Next, Mr. Allison moved to have the Select Board find no wrong by Jeff Nutting and Town staff, pursuant to the complaint filed by Planning Board Chairman Russ Williston regarding the posting of Planning Board Public Hearings. Mr. Moody seconded.

Ms. Turner agreed that actions taken were not illegal, that staff did not do anything wrong, and that staff should be treated with respect.

Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].

Mr. Allison moved to forward the results of the Planning Board's Chairman's complaint to the Planning Board and ask the Planning Board to issue an apology to Jeff Nutting. He noted that in addition to Mr. Williston making this accusation in a private email, he also made the accusation in open session, where it was supported by the Planning Board. In speaking with Town Counsel, Mr. Allison has confirmed that this statement is not supported by law.

Ms. Turner said that she thinks the most productive way to handle this is to ask Counsel or perhaps the Attorney General's office for a simple written statement on how postings should work. She does not think there was any malicious intent on behalf of the Planning Board and that it should be a learning experience for all town boards.

Mr. Allison said that this is about how the Board wants to lead the staff, and that the accusation did not need to be made in open session. Ms. Turner stated, "Thank you Jason, for bringing it up and saying let's bring up a policy, make sure that our boards are aware of it, and of course we need to encourage people to act and speak in civil and proper terms. I believe that the Chair of the Planning Board honestly felt, and he's extremely well versed in our laws, certainly better than I am, but did not know that Jeff had the authority to ask Jasmin to do so. This was an unusual case, but this is something that we need to really take a bad situation and make lemonade."

Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Abstain. [2-0-1].

Next, Chairman Allison moved for the Select Board to send a letter to the Planning Board to request that in the future, they make no public accusations of Town staff without first allowing the Select Board to seek legal guidance to ensure that these types of situations do not happen again. Ms. Turner seconded the motion. Ms. Turner would like to amend the motion to allow the Planning Board to have access to Counsel, should they feel that the Select Board did something wrong. Mr. Allison said that he cannot support the amendment since Town Counsel costs about \$210 an hour. Ms. Turner said that in the past the Town Administrator served as the conduit to Town Counsel because frequently boards and committees may have redundant questions, or there may be a large issue affecting different boards and commissions. Mr. Moody would like the motion to apply to all boards and committees, rather than just the Planning Board. Mr. Allison amended his motion to reflect this request; Mr. Moody seconded.

Ms. Turner asked what happens when another board would like to speak to Counsel; it was agreed that any board could make this request to the Town Administrator.

Vote taken on the amendment, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].

Mr. Allison repeated the motion, for the Select Board to send a letter to all boards and committees requesting that in the future, no public accusations are made of Town staff without first allowing the Select Board to seek legal guidance.

Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].

Next, Chairman Allison moved for the Select Board to approve the public release of all correspondence, documentation, and voicemail, sent by Planning Board Chairman Russ Williston to Town staff regarding the posting of the 40R public hearing. Mr. Moody seconded.

Mr. Allison said that while he does not want this to be personal, and he does not want to pass judgment, he wants to make this information available to voting residents to let them decide, noting that there are threats to file a police report and threats to go to the Attorney General. Mr. Moody said that this would be public record anyway; Mr. Allison concurred. Ms. Turner noted

that while she understands that Mr. Allison wants to underline the seriousness of this issue, but does not think this motion is helpful. Discussion continued about public records requests with Mr. Nutting clarifying the usual process.

Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].

Mr. Allison moved for the Select Board to send a letter to the Planning Board reminding them that it is difficult to fill paid positions in Lancaster, especially the positions of Town Administrator and Planning Director, and reminding them that the Town has work to do to remove the stigma that Lancaster is not a desirable place to work. Mr. Moody seconded for discussion.

Mr. Moody would like to amend the motion to apply to all boards and committees. Ms. Turner objected to characterizing Lancaster as a bad place to work. Mr. Allison amended the motion to read, "for the Select Board to send a letter to all boards and committees, reminding them how difficult paid positions are to fill in town, especially the Town Administrator and Planning Director, and also remind them that this Town has work to do to remove the stigma that Lancaster is not a desirable place to work in." Mr. Moody seconded.

Vote taken on the amendment, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].

Vote taken on the motion, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Abstain. [2-0-1].

2. Discuss Planning Board Response to Select Board letter on having 40R Public Hearing (Allison)

Mr. Allison read into the record the letter that the Select Board sent to the Planning Board on April 5. Mr. Nutting stated that no response was received.

Ms. Turner said that there may be assumptions being made; perhaps the Planning Board did not realize that a response was required, or perhaps the response did not get through. She stated that a response would have to come from the Chair. Mr. Allison asked the Board what the plan was going into the Annual Town Meeting (ATM). Ms. Turner stated that we were not ready for the ATM in a number of areas. Because the Planning Board was meeting at the same time as this Select Board meeting, Ms. Turner suggested that Mr. Nutting could send Ms. Farinacci a note to ask if they intend to hold a public hearing.

Mr. Moody said that he also sits on the Housing Committee and stated that they had been told that there would be a hearing, that they did everything they should, and there still has not been a public hearing. Mr. Nutting advised that the Planning Board cancelled the second notice required by law to have the hearing on April 20; he suggested that the Select Board ask the Planning Board what date they plan to hold the public hearing.

Ms. Turner said that having personally spoken separately to five members of the Planning Board, they specifically told her that they did not respond to the request for a public hearing because they felt that the Select Board had “dropped the ball on the settlement agreement.” Discussion continued at length on this topic. Ms. Turner stated that the Planning Board was not taking action because the Select Board has not discussed the Settlement Agreement.

Mr. Allison moved to have the Select Board send another letter to the Planning Board asking for help and guidance on their plan for ensuring both the enterprise rezone and the 40R articles can be put in front of the residents to vote on. Ms. Turner seconded. Mr. Nutting noted that this is an open ended question and needs a “by when” date, after the Planning Board has met. Mr. Allison amended the motion to include asking for a response by April 28. Ms. Turner seconded.

Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].

3. Vote to Open the Annual Town Meeting Warrant

Ms. Turner moved to open the Annual Town Meeting warrant. Mr. Allison seconded.

At this point, Mr. Allison received an email from Jasmin Farinacci, Planning Director, with changes requested to the warrant from the Planning Board. Mr. Nutting explained that the only way this would be possible would be if Town Counsel were available to review the changes tomorrow morning so that the Warrant could be posted tomorrow afternoon.

4. Vote any changes in the Warrant deemed necessary and close the Warrant

Mr. Nutting explained that there were some typographical corrections to articles 5 and 7 in order to make the current warrant 100% accurate. The meeting is currently scheduled for May 2, so the Board needs to sign the Warrant by tomorrow (4/21/22).

At this point in the meeting, Mr. Allison received a new email from Planning Director Jasmin Farinacci, requesting the addition of an additional warrant article. Mr. Nutting noted that the only way possible to include this would be if Town Counsel could review and approve the article early tomorrow so that the Warrant could be posted later tomorrow.

Mr. Allison moved to add the article in question to the warrant. Ms. Turner seconded. *Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].*

Mr. Nutting requested that the Board vote on the aforementioned changes to Article 5. Ms. Turner moved to accept the changes as offered; Mr. Moody seconded. *Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].*

Mr. Nutting requested that the Board vote on the aforementioned changes to Article 5. Mr. Allison moved to accept the changes as offered; Mr. Moody seconded. *Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].*

Mr. Nutting reminded the Board that all articles presented can be approved at the ATM by majority vote except for zoning changes which require a 2/3 vote. An exception to this is housing, which under new law requires a majority vote. He also advised that the Finance Committee has endorsed the budget recommendations.

Mr. Nutting advised that the Town Meeting will not be allowed to vote on the 40R article because there has been no public hearing. Mr. Allison stated that he believes that the enterprise zone should not be voted on without the 40R article, and that he is disappointed that the opportunity for the citizens to vote on these articles because of Planning Board choices and actions.

Some discussion was held on changing the date of the ATM to make these two articles available, but it was determined that this was not possible.

Mr. Allison moved to remove Articles 14, 15, 16, and the new "Scriveners" article from the Annual Town Meeting Warrant with the intention of having a Special Town Meeting with all the zoning articles at a future date to allow the Planning Board to do due diligence to allow all articles to come before the Town. Ms. Turner seconded.

Ms. Turner asked the status of the MOU and if it will be voted on at Town Meeting. Mr. Allison explained that the MOU is an agreement between the developer and the Town, and will be part of the packet of information for the voters at Town Meeting.

Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].

Ms. Turner moved to close the Annual Town Meeting Warrant. Mr. Moody seconded. *Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].*

5. Continue discussion on time and place for the Annual Town Meeting

Mr. Nutting sent the Board a memo showing that 99 of 100 communities in Massachusetts will be holding their Annual Town Meetings indoors. Mr. Moody agreed that without the zoning articles, attendance will be less, so thinks it will be okay to hold the meeting indoors, although he would like the Special Town Meeting about zoning to be held outside. Mr. Allison concurs, and mentioned that several residents have mentioned that babysitting at town meeting would be helpful. Mr. Nutting noted that if the Annual Town Meeting is to be held indoors, no action is needed, but cautioned the Board that if babysitting were offered, everyone involved would need to be CORI checked.

Mr. Allison asked Mr. Nutting to send a letter to the Planning Board explaining the plans for the ATM and the Special Town Meeting. After discussion, Mr. Nutting will talk to Ms. Faranicki and ask her to communicate to the Planning Board.

6. Land Settlement Agreement (Turner)

Ms. Turner would like to discuss this because there is a great deal of misinformation about this topic. She stated, "I think I explained that I do not believe that the land settlement agreement should be the elephant in the room. When we're discussing zoning articles it's an independent discussion, but it does influence the credibility of the partners that we're negotiating with and people's faith in them. So, because we all recognize this as a problem, or at least I think that we do I think we need (unheard) this. In the last year, since I was elected, we have tried to do that as a board. We have asked multiple times for updates and discussions about the land settlement agreement. I know that one of the proposed solutions is to deal with this through that memorandum of understanding and the MOU/MOA Committee, and it's a bona fide way to deal with this. People still need to understand how we got here, so we learn from history as to where we go. The Reader's Digest version, for people who don't understand what the settlement agreement is to say there were parcels of land, that the Town was in Land Court with Mr. Boucher. The Selectmen at the time decided to enter into a settlement agreement rather than continue the litigation and to go forward. People call it a land swap; it wasn't really a land swap per se. We allowed Mr. Boucher to pay off back taxes and forgave the mining of large parcel of land that the town owned. In exchange, we were getting some environmentally sensitive land and trail easements. The Selectmen at the time told Counsel to transfer the land with the mineral rights on it and the sand, and we waited for the conservation land and the trail easements to be made. None of us were on the Board at that time, but we did extend the settlement agreement to allow for Steve Boucher and now the Capital Group to finish the agreement. That didn't happen. I think anybody who's watched their meetings know that we asked about it, we were told that there were title issues. We were told, we could obtain title issue, we were told we were all set to close numerous times. As a board, I believe we acted in good faith expecting this to try to happen. Many citizens asked us about it and it came right down to the wire and nothing happened. I spoke with Attorney Eichmann and he explained, he was working on behalf of Kopelman and Page at the time, he explained that they had, what I just stated, that the Town had turned land over to Steve Boucher and that the title issues were supposed to have happened shortly thereafter. Apparently if we chose to pursue it, we could, legally, but (illegible) the question that we have to ask ourselves as a Board is if it is worth the legal costs to do so. We didn't have that that opportunity. This isn't a critique of past boards. Personally, I have come out publicly, I did not like the settlement agreement. I think we gave land of high value in exchange for land of low value, which we didn't get. I understand why there is a concern, because people say if you didn't perfect one agreement, why can we expect to perform another agreement. I'm confident what I will look for in the Memorandum of Understanding and the MOU is that not only do we have restore this, but that there is legal recourse to be able to make sure that we don't have to go back to court to fight to perfect something. And that there is, and that we don't bear the burden of those legal costs, because one of the things that we've talked about now repeatedly is (whether) it is worth going back to get this agreement completed. I think if we haven't talked to why we haven't talked it out about it at the Board. I've listened to Chairman Allison and Jay and people, hoping that we could find an easier way through the MOU and MOA process to do that, than through the legal process. So, in a nutshell, I wanted people to understand what the settlement agreement was about, and how we got to where we're at right now. That's a very abbreviated version. We are talking about a lot of land and the mineral rights alone on the people's land was worth millions of dollars. So this is something that I'm really disappointed that the town didn't do better. It's a

collection of problems and issues and I'm hoping that we as a board can find a way, whether it be through your MOU/MOA -- Jason I say yours, I know it's the people's agreement, but obviously you're spearheading it or through others, and I have to admit it gives me a lot of trepidation about entering into an agreement if we don't have something very, very strict, to be able to enforce it. So that's my Reader's Digest version."

Mr. Nutting recommended, now that the Board has additional time because the zoning articles will not be presented at the ATM, that all parties invite the town attorney negotiating the MOU/MOA to the public hearing or to some meeting and open it up to questions way before the Town Meeting. Mr. Moody voiced his agreement.

Mr. Allison stated that the idea that the developer was or wasn't trustworthy should not be part of the discussion. The MOU/MOA will be an enforceable agreement that will work for all parties. Secondly, pursuing legal action could result in the Town both losing the land in question and running up enormous legal bills.

Ms. Turner noted that the 86 acres in question is environmentally sensitive, and the settlement agreement contained trail easements that the Conservation Commission advocated strongly for. She stated that the Town gave up millions of dollars in mineral rights to enable economic development. She continued, saying that she has seen MEPA filings and MEPA letters indicating that the land from the settlement agreement being discussed in the MOU/MOA is being used once again as the open space and trail easement offset, and she wants to make sure that this is not being a "double credit." She would like some provision in the MOU/MOA for indemnification. Lengthy conversation continued, with Mr. Allison stating that he disagreed with Ms. Turner's analysis of the situation and that the Board will have plenty of time to review the completed MOU/MOA.

Ms. Turner would like to see a "fact sheet" produced prior to the Special Town Meeting. It was agreed that there is not enough lead time to send any kind of information to residents before the Annual Town Meeting.

7. Select Board's Recommendations for Budget and Capital Plan

Mr. Nutting had provided the Board with a copy of the budget at the last meeting. He asked the Board if it were a tradition for the Select Board to support a specific budget or recommend one at the ATM. The Finance Committee has endorsed the budget and had a split vote on the Capital Plan.

Ms. Turner noted that there was some budget expansion and growth, although a directive was given to town boards and committees that they were to prepare level service budgets. She thinks that if some departments did not submit level funded budgets, then other departments should have been given the opportunity to do so.

Mr. Nutting replied that many of the changes were about properly funding items rather than level funding. He stated that in the past items such as property and casualty insurance as well as the legal budget, had been greatly under-funded. He stated that the only real expansion was in the Fire Department, adding a part-time administrative person, and that other changes were minimal.

Ms. Turner reiterated that other departments like the DPW or the Police Department might really need additional help but didn't ask for it. She would like the Select Board, in the future, to be more involved with the School Department budget, stating that in the past it was more of a cooperative effort, with input from all three towns. She would also like to explore the Minuteman Vocational School budget, stating that they have limited the number of students accepted, making it difficult for some Lancaster students to attend.

Mr. Allison would like the Select Board to act on endorsing the budget at the meeting prior to the ATM. Mr. Nutting will add this to the agenda.

8. National Grid Easement for 103 Hollywood Drive

Mr. Nutting explained that the easement for National Grid to install the EV Charging stations was approved at Special Town Meeting, and that the next step is for the Board to vote and sign the contract/agreement.

Ms. Turner moved to grant the easement to National Grid at 103 Hollywood Drive for the purpose of the EV Chargers. Mr. Moody seconded. *Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].*

9. Dissolve Memorial School Committee until area is back to previous zoned designation (Moody)

Mr. Moody explained that there is nothing for the committee to do at this point. Mr. Allison asked if it was in the hands of Town Counsel. Ms. Turner would like the committee to meet and come back with suggestions, and would like to find out where it stands legally per Chapter 97 restrictions.

Mr. Nutting explained that he has forwarded this as an action item for the new Town Administrator, stating that there needs to be an overall plan. Mr. Allison stated that this would be tabled to a future meeting.

10. Safety cameras for public buildings (Moody)

Mr. Moody brought this up again, introducing Police Chief Moody to speak to the issue. Mr. Nutting noted that he had suggested \$75,000 from ARPA money for cameras but the Board had wanted to wait. He suggested that Chief Moody and the IT Director could gather costs. Mr. Nutting suggested including all the buildings on the Town Common. Mr. Nutting said that he would like to work with the Chief to call some vendors, noting that some buildings would be external only, unlike the Police Department or schools. He stated that it would be most sensible to have one system overall to get the best bang for the buck.

Mr. Allison moved to authorize Chief Moody and the IT staff to do due diligence and investigate for future upgrades to the video surveillance cameras. Mr. Moody seconded.

Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].

11. Request to get quotes for the generator for the Lancaster Community Center (LCC) (Moody)

Mr. Moody reported that Fire Chief Hanson has been having residents sign up for emergency needs if there is a problem in Town. Mr. Moody would like to at least see a price on what a generator would cost for the Community Center. Mr. Nutting will get some pricing.

12. Economic Development Committee (Turner)

Ms. Turner reported that she had invited the Chairman of the Economic Development Committee to attend to speak about their work, but he is unable to attend tonight, so she asks that the topic be tabled to another meeting. Mr. Allison asked that going forward, if a Board member would like somebody to appear before the Board, to please advise so that it is placed on the agenda.

VIII. APPOINTMENTS AND RESIGNATIONS - NONE

Appointments

Agricultural Commission – Stephen A. Mudgett as member, term to expire 6/30/2024

Chairman Allison recognized applicant Stephen Mudgett. Ms. Turner asked the applicant what he hopes to do on the Agricultural Commission and if he had any questions. Mr. Mudgett replied that he has been involved with other boards in town and as a 4th generation Lancaster farmer he thought this would be a good fit. He has no particular goals but will get involved and see what's happening, hopefully adding some insight and helpfulness and trying to keep agriculture in the Town of Lancaster as long as possible. The other two Board members thanked Mr. Mudgett for having to sit through this lengthy meeting and for volunteering. Ms. Turner offered a motion to appoint Stephen A. Mudgett as a member of the Agricultural Commission, term to expire 6/30/2024. *Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].*

IX. LICENSES AND PERMITS - NONE

X. OTHER/UNFINISHED BUSINESS

XI. NEW BUSINESS

**This item is included to acknowledge that there may be matters not reasonable anticipated by the Chair.*

Mr. Moody wanted information on how trees are planted on the Common. Ms. Turner explained that trees were planted to celebrate Earth Day, and she has spoken extensively with Heather Lennon of the Historical Commission. The Commission has a vision for how they would like to

see tree planting. Mr. Nutting stated that the Select Board oversees the land and should have a protocol for planting. Ms. Turner has called Dig Safe to ensure that there were no issues with Earth Day plantings. Mr. Moody thinks there should be a policy so that every time somebody wants to plant a tree they're going to put it up. Ms. Turner explained that for Earth Tree they will be planting a hybrid elm. Mr. Nutting noted that the budget includes some money for the DPW to plant trees. Ms. Turner volunteered to draft a policy for the next meeting. Mr. Nutting suggested that at the next meeting the Select Board vote on the specific tree for Earth Day.

XII. COMMUNICATIONS

- The next meeting of the Select Board will be on Monday, May 2, 2022.
- Annual Town Meeting scheduled for Monday, May 2, 2022, beginning at 7:00 pm
- Annual Town Election will be held on Monday, May 9, 2022, from 7am-8pm at the Town Hall Auditorium, located at 695 Main Street

XIII. ADJOURNMENT

Mr. Moody moved to adjourn the meeting. Ms. Turner seconded. *Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].*

Respectfully submitted

Kathleen Rocco
Executive Assistant

Jay M. Moody, Clerk
Approved and accepted:



LANCASTER SELECT BOARD
Meeting Minutes
Mary Rowlandson Elementary School Auditorium
Monday, May 2, 2022
6:00 p.m.

I. CALL TO ORDER

Chairman Jason Allison called the meeting to order at the Mary Rowlandson Elementary School Auditorium at 6:00 p.m. on May 2, 2022. A roll call vote was taken, Jason Allison, present; Jay M. Moody, present; Alexandra W. Turner, present. Also present were Town Administrator Kate Hodges and former Interim Town Administrator Jeff Nutting.

II. ADMINISTRATION, BUDGET, AND POLICY

1. Review & Adopt Administrative Policies

a. AP #TBD: Use of Town Counsel

Ms. Hodges sent a memo to the Board recommending that an Administrative Policy be enacted that requests to speak to Town Counsel go through the Town Administrator or the Select Board for approval. It was noted that anyone can contact Counsel regarding Ethics issues or in an emergency. This should help to alleviate some of the Town's growing legal costs. Mr. Allison moved to adopt the policy; Ms. Turner seconded. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Aye; Jason Allison, Aye. [3-0-0].*

2. Amend oversight and reporting authority for Interim Human Resource Director from Select Board to Town Administrator

Mr. Allison moved to change the reporting authority for the Interim Human Resources Director from the Select Board to the Town Administrator. Ms. Turner seconded. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Aye; Jason Allison, Aye. [3-0-0].*

3. Review Response from Planning Board regarding N. Lancaster Opportunity

No response to letters from the Select Board has been received from the Planning Board. Ms. Turner noted that Mr. Mirabito, a Planning Board member, was present and could speak to the issue. Mr. Allison stated that the Select Board needed to hear from the Planning Board, not from individual members. Correspondence went to all members of the Planning Board prior to the Planning Board Chairman's last meeting although his has

resigned. Ms. Turner suggested attending the next Planning Board meeting to ask them directly about their intent to hold Public Hearing(s) regarding the North Lancaster opportunity. Mr. Allison asked Ms. Turner if she would be willing to do this, and she agreed to attend the next Planning Board meeting to ask them what the plan is for allowing residents to vote on the North Lancaster opportunity. She will report back to the Select Board.

4. **Select Board to refer proposed zoning map and bylaw amendments to the Planning Board pursuant to MGL c.40A, §5 - Rezoning those portions of the parcel identified as Assessors' Map 8, Lot 45 located within the Residential District, to the Enterprise District, such that the entirety of said parcel is located within the Enterprise District**

*
—

Ms. Hodges reported that the Town has received the official application for permit eligibility from the Capital Group to Mass. Housing for the 40B. The Town has 30 days to respond. Ms. Hodges proposes to release this document as soon as tomorrow on both the Town website and the Town's new social media platform so that residents can review and submit comments. Resident comments should be received by Thursday, May 17, at 10:00 a.m. This will allow Ms. Hodges a week to compile. She requests that the Select Board hold a Special Meeting on May 23 to review the comments received, in a live or hybrid session so that people can participate. Ms. Hodges will then have a couple of days to refine the letter and return it to Mass. Housing by the 28th.

Mr. Allison moved to approve placement on the website and the new Facebook page, the received 40B application from the Capital Group. Mr. Moody seconded.

Ms. Turner questioned the use of social media, referring Ms. Hodges to the Town's social media policy, although in the interest of time she supports the use of Facebook. Ms. Hodges explained that she has reviewed the last three years of Select Board minutes and has found no items dealing with social media policy. She stated that she has found a policy that does not appear to ever have been enacted. Mr. Moody asked who will maintain the Facebook page. Ms. Hodges answered that the duties will be shared between herself and the Assistant Town Clerk, and that it will currently include only official documents and notifications from the Town, such as road closures and meeting notifications. Ms. Turner noted that there are currently several official Town Facebook pages, including pages from the DPW and the Community Center. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Aye; Jason Allison, Aye. [3-0-0].*

The purpose of this agenda item is to regroup from the initial Public Hearing for the Enterprise / Back-Half rezone. Once a public hearing occurs, there is a six month term to get the issue on the Warrant. In this case the public hearing happened sometime in January. We are at risk of not being able to have the 40R and the Enterprise Rezone on the warrant at the same time. If we are targeting September for a Zoning Special Town Meeting, we are required to do this, to refer back to the Planning Board to have another public hearing so the two related items can be addressed together. Mr. Allison moved to refer proposed zoning map and bylaw amendments to the Planning Board pursuant to

MGL c.40A, §5 - Rezoning those portions of the parcel identified as Assessors' Map 8, Lot 45 located within the Residential District, to the Enterprise District, such that the entirety of said parcel is located within the Enterprise District. Mr. Moody seconded. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Aye; Jason Allison, Aye. [3-0-0].*

(Out of order; in the interest of time, the Board addressed item 6 prior to item 5)

5. Take Positions on Town Meeting Warrant Articles

a. Town Operating Budget (Article 1)

Mr. Allison moved to support the Town Operating Budget. Ms. Turner seconded. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Aye; Jason Allison, Aye. [3-0-0].*

b. FY23 Capital Expenses (Article 2)

Ms. Turner stated that the Conservation Commission has leftover money in the FY22 budget because they did not have a Conservation Agent for part of the year, and that they are willing to use this money to do the remediation work rather than asking for approval of a capital expense. Mr. Nutting explained that FY22 payroll money cannot be used for this.

Ms. Turner asked is if it made sense to support an architectural study of the library, when this would undoubtedly result in a future large price tag once the scope of work needed is determined, considering the projected difficult financial year expected next year. Mr. Nutting noted that if you look at the debt schedule over the next five years, it declines by about \$750,000, so that there will be internal debt capacity to handle this. Ms. Turner asked if this money would be needed for a new school; Mr. Nutting replied that a new school was at least four years away.

Mr. Allison moved to support Article 2. Ms. Turner seconded. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Aye; Jason Allison, Aye. [3-0-0].*

c. Article 3 – Water Enterprise Fund / Annual Budget

Ms. Turner noted that the Water Department, per bylaw, should submit a plan every year to the Select Board, and this should be included in the future. Mr. Allison moved to support Article 3; Mr. Moody seconded. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Aye; Jason Allison, Aye. [3-0-0].*

d. Article 4 – Water Enterprise / Design for new water lines

It was clarified that the Water Enterprise Fund will pay for the design. Mr. Allison moved to support Article 4; Ms. Turner seconded. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Aye; Jason Allison, Aye. [3-0-0].*

e. Article 5 – Renewable Energy Enterprise Fund

Mr. Allison moved to support Article 5; Mr. Moody seconded. Ms. Turner asked if we were done with the debt schedule for this; Mr. Nutting said no, not for about 20 years more. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Aye; Jason Allison, Aye. [3-0-0].*

f. Article 6 – Revolving Fund Account

Mr. Allison moved to support Article 6; Mr. Moody seconded. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Aye; Jason Allison, Aye. [3-0-0].*

g. Article 7 – Community Preservation Annual Budget

Ms. Hodges noted that this article presents the minimum budget required by statute. Mr. Allison moved to support Article 7; Mr. Moody seconded. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Aye; Jason Allison, Aye. [3-0-0].*

h. Article 8 – Amend Finance Committee Bylaw

Mr. Allison moved to support Article 8; Ms. Turner seconded. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Aye; Jason Allison, Aye. [3-0-0].*

i. Article 9 – Economic Development Committee Bylaw

Ms. Hodges noted that an error was caught today, and that Town Meeting needs to amend the motion for this article to match as printed in the handout, not as printed in the Warrant. Mr. Allison moved to support Article 9; Mr. Moody seconded. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Aye; Jason Allison, Aye. [3-0-0].*

j. Article 10 – Amend Council on Aging Bylaw

Mr. Allison moved to support Article 10; Mr. Moody seconded. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Abstain; Jason Allison, Aye. [2-0-1].*

k. Article 11 – Government Study Committee

Mr. Allison moved to support Article 11; Mr. Moody seconded. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Aye; Jason Allison, Aye. [3-0-0].*

l. Article 12 – 2% Increase for Non-Union Wages

It was noted that this should be done annually. Ms. Turner moved to support Article 12; Mr. Moody seconded. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Abstain; Jason Allison, Aye. [2-0-1].*

m. Article 13 – Discontinue Old Lunenburg Road

Mr. Allison moved to support Article 13; Mr. Moody seconded. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, Aye; Jason Allison, Aye. [3-0-0].*

n. Article 14, Citizens Petition, was not addressed.

(Out of order; in the interest of time, the Board addressed item 6 prior to item 5)

6. **Discuss & replace one member of Lancaster Ad Hoc MOU Committee due to member voluntary resignation mid-term.**

The Chairman of the Planning Board, Russ Williston, also served on the MOU/MOA Ad hoc Committee. Because he has resigned from the Planning Board, this also creates an opening on the MOU/MOA Ad hoc Committee. Mr. Allison moved to fill this open seat

by advertising for 30 days for any Lancaster resident to apply, for the Select Board to review applications and make an appointment. Ms. Turner seconded for discussion; her thoughts are that the opening should be referred back to the Planning Board to have them fill the opening so that they have a seat at the table. Mr. Moody noted that a Planning Board member could certainly apply for the opening along with any other resident. *Vote taken, Jay M. Moody, Aye; Alexandra W. Turner, No; Jason Allison, Aye. [2-1-0].*

III. OPERATIONS & DEPARTMENT MATTERS

1. Review & Discuss Trees on Town Common Issue

Mr. Nutting opened, saying that there was no current plan to plant or remove trees on the Town Common, and that the Select Board would need to approve. Ms. Hodges brought up the implications of MGL 30B because the Common is public land (Mass. Procurement/ need to formally accept gifts). Ms. Turner said that the Community Center planned to plant a large elm tree for Earth Day in memory of Shirley Griffin, and that the tree was donated by the Land Trust and the Friends of the Seniors. The tree will be placed next to the "Lancaster" sign at the Old Town Hall, not on the Common, and there are also plans to replace the Thayer lilacs in memory of Marie Espinola, along the handicapped ramp. Ms. Hodges explained that memorials on Town property have their own set of rules, and it must be determined if a memorial planting is named in perpetuity, and if the tree or plant dies is there is an obligation to replace it. It was determined that because process was not determined or followed, the current planting plans must be delayed.

IV. CORRESPONDANCE & NOTICES

1. Open Meeting Law Complaint dated April 16, 2022, from Mr. Patrick Higgins, PO Box 290, Northport, Alabama 35476 alleging wrongdoing by members of the Select Board

Mr. Allison thanked Mr. Higgins, who apparently watches out for the Select Boards in many towns, for helping to make Lancaster a better town.

V. ADJOURNMENT

Mr. Moody moved to adjourn the meeting. Ms. Turner seconded. *Vote taken, Jason A. Allison, Aye; Jay M. Moody, Aye; Alexandra W. Turner, Aye. [3-0-0].*

Respectfully submitted

Kathleen Rocco
Executive Assistant

Jay M. Moody, Clerk
Approved and accepted:

III. TOWN ADMINISTRATOR REPORT



AP # 11: Social Media & Online Platform Usage Policy

I. Purpose.

This administrative policy is meant to provide guidance to Town employees, boards or committee members, and any other representatives of the Town who seek to utilize social media and other online platforms to disseminate Town-related information. This policy is designed to promote and govern the professional and personal use of social media in a responsible manner to avoid:

1. Breaches in confidentiality or inadvertent revelations of protected information regarding Town business, citizens, vendors, boards, committees, or official positions relative to certain areas of Town governance.
2. Exposing the Town to any legal liability relative to employer or employee behaviors which could be considered harassing, offensive, or malicious in nature.
3. Interfere with Town employees' productivity and/or their ability to perform the duties and responsibilities of their positions for the Town of Lancaster.

II. Effective Date.

This policy shall be effective as of the date of adoption indicated above and shall remain in effect until revised or rescinded.

III. User Groups.

1. Town Board & Committees

- a. Members are expressly reminded to proceed with the utmost caution when using social media in their personal and official capacities.
- b. Any account which claims to be an 'official' Town of Lancaster account, or site, must be approved by the Town Administrator, Select Board or their collective designee.
- c. Board and committee members are responsible for governing their own adherence to all laws and regulations regarding committee or board business including Open Meeting, Public Record and Ethics Laws.
- d. Board and Committees members should not make disparaging remarks about the Town, its agents, committees, or staff members. Members should take care not to engage in hate speech or behavior that may be considered threatening or aggressive to staff or other committee members.
- e. Board and Committee members should remain cognizant of the fact that their use of social media, including for personal reasons, has the potential to impact fellow board or committee members and/or Town staff.
 - i. Members are encouraged to review the content of their individual postings to ensure they are not in conflict with any Board or Committee codes of conduct.
 - ii. Members shall take care to ensure that confidential and/or proprietary Town business is not disseminated.
 - iii. Targeting individual Town staff, volunteers, groups or committee members is prohibited and may constitute the creation of a hostile work environment or a violation of the town's code of conduct.



2. *Town Staff in their Official Capacities*

- a. Social media provides a potentially valuable means of assisting Town Departments and staff in carrying out their duties and responsibilities for the Town.
- b. Where appropriate and beneficial, staff are encouraged to actively contribute content for release on the Town's website and various social media platforms. This must be done in conjunction with the Town Administrator or his/her designee.
- c. While this policy identifies potential uses (i.e., Town supported Social Media platforms in existence to date) which may be explored or expanded upon as appropriate by Town Department Heads, changes and posts should be managed through the Town Administrator's Office or that office's designee.
- d. Employees representing Town Departments via social media sites, or pages, shall conduct themselves as professional representatives of Lancaster and shall adhere to the employee standard of conduct. Employees must identify themselves as a member of their respective Department, with their official title, when commenting as a staff person. Employees may not disseminate confidential or proprietary information at any time.
- e. Staff members are not to make disparaging remarks about the Town, its agents, committees, or members of its staff; nor shall they engage in hate speech or threatening behaviors.
- f. Access to, and use of, social media must not interfere with an employees' productivity or ability to perform the essential functions of their job; employees are prohibited from using Town resources to access personal social media sites, or pages, during work hours.
- g. Employees are prohibited from using social media to engage in any activity that constitutes a conflict of interest for the Town or its agents.

3. *Town staff in their Personal Capacities*

- a. The Town recognizes the role social media may play in the personal lives of its employees as well as an employee's right to maintain and use social networking sites while off-duty.
 - i. Staff should be cognizant that any personal use of social media for, or about, Town business has the potential to impact them personally or impact a coworker or supervisor.
 - ii. Staff are encouraged to remember their status as Town and remain content of their individual postings on social media, or other web pages. Posts of any kind should not violate existing Town codes, by-laws, policies, directives, confidentiality, or any other state/federal regulation.
 - iii. Employees are reminded of their duty to exercise caution when commenting on Town business, individual town departments or any town employee, committee, or board member.
 - iv. Employees should use their best judgment when using social media to ensure their actions and comments do not violate Town policy or contribute to a hostile work environment.



TOWN OF LANCASTER, MASSACHUSETTS

Prescott Building • 701 Main Street
Lancaster, MA 01523

www.ci.lancaster.ma.us

Administrative Policy (AP) #____
Adopted: __/__/__

- b. Employees may not portray themselves as speaking on behalf of the Town, unless expressly authorized to do so by the Town or their appointment Board/Committee.
- c. While public sector employees have the right to post comments anonymously under the First Amendment, they may not do so in a manner that otherwise violates Town policy.
- d. Users are expressly prohibited from using social media to engage in any activity or conduct that violates federal, state, or local law (e.g., software or data piracy, child pornography, unlawful recording, etc.).

IV. No Expectation of Privacy.

1. Any users of social media or online platforms must understand that there is no guarantee of privacy relative to electronic communications.
2. The Town reserves the right to review and/or monitor all electronic records and communications, at any time, with or without notice, including individual user folders and other information stored on the Town's electronic communications systems and servers.
3. In accessing the internet, including social media sites, users should assume that all connections and sites visited are monitored and recorded; periodic examinations may be enacted to help to ensure the Town's compliance with any State or Local regulation, including compliance with public records and open meeting laws.
4. Should the need to access electronic activities or records arise because of an internal investigation, the Town reserves the rights to review work product and publicly made postings orchestrated on Town time or with Town resources.
5. Electronic communication devices, for the purposes of this policy, include, but are not limited to: Town-issued email accounts, Town-provided internet services, Town intranet or voice-over IP's, cell phone and smart phone services including iPads, tablets, laptops, or other mobile devices and pagers.

V. General Regulations & Definitions

1. *Supported Social Media.* The Town supports the use of certain social media sites by Town Departments with consent and as deemed necessary by the Town Administrator. The Town shall maintain a set of core accounts representing Lancaster to be used for the dissemination of bipartisan, public, and factual Town-wide and Department-specific information.
2. Committees and/or affiliate groups of the Town are discouraged from having separate social media accounts because it can cause confusion with official messaging and has the potential to make records requests unduly burdensome.
3. Any Town sponsored social media site, or page, must clearly indicate they are maintained by the Town and subject to all public record laws. All sites must prominently display Department contact information related to any and content.
4. The Town's official seal, or logo, will be displayed on all Town-sponsored social media sites and is to remain as the site profile picture unless otherwise approved by the Town Administrator or Select Board. Use of the Town Seal for non-Town business is prohibited.



5. Any content posted to a Town-sponsored web or social media site must adhere to all applicable laws, regulations, and policies, including the Town's information technology and records management procedures.
6. Content posted on Town-sponsored web and social media sites is also subject to the Massachusetts' Public Records Law and shall be managed, stored, and retrieved in a manner that complies with that Law and any associated electronic discovery procedures and regulations.
7. All Federal, State and Local records-retention schedules shall also apply to social media content, postings, blogs, and comments, where applicable. Town Boards, Committees, Staff, and other participants shall be responsible for ensuring proper records retention as required by law.
8. The use of a Town email address is required in order to create any Town website or social media account; Emails for these purposes shall only be issued by the Town's IT Department with express permission of the Town Administrator. Information relative to site contact information, email and passwords which are used for site access must be provided to the Town Administrator and the IT Director prior to any account creation.

VI. Supported Social Media & Online Resources¹

1. *Linked-In*: One Town account used primarily for job postings and job-related promotional opportunities.
2. *Twitter*: One Town account to be used to expand Lancaster's online presence. The Town will link *some* of its web-content to Lancaster's Twitter account. This is currently the only supported use for Twitter.
3. *Blogs*: The Town may authorize the use of one or more blogs. Departments or Officials interested in creating a blog should submit a request to the Town Administrator's Office.
4. *Facebook*: Currently, there is one Town Account which can authorize up to five (5) administrative users. The Town's official Facebook page is used for practical applications such as announcements, disseminating public information, linking department pages via the Town's website, and highlighting other types of relevant Town-sponsored activities, events, and forums.
5. *Instagram*: One Town account, linked to the official Lancaster Facebook page. The Town will periodically post images which convey messages or images which are related to events or other types of content qualified as Town business.
6. *YouTube*: The Town does not have a YouTube Channel for official town business currently. If such an account were to be created, it's purpose would be for posting video content related to Town business, events, and functions suitable and/or attractive to members of the viewing public.

VII. Complaints & Concerns Regarding Problems or Misuse.

¹ The web platforms within this section represent an exhaustive list of the Town's social media platforms as of May 13, 2022. The list is subject to modification by the Town at any time as approved by the Town Administrator and ratified by the Select Board.



TOWN OF LANCASTER, MASSACHUSETTS
Prescott Building • 701 Main Street
Lancaster, MA 01523
www.ci.lancaster.ma.us

Administrative Policy (AP) # ____
Adopted: __/__/__

Should any employee, committee or board member, volunteer or other affiliate party of the Town receive information about, or become aware of, a violation of this policy, including language or sentiments meant to harass, offend, threaten, or intimidate a Town employee or board member, they should immediately report the violation to the Town Administrator or the Select Board Chairperson. Either party may be reached by email, telephone or in person to receive a complaint.

Any employee of the Town who believes they have been a victim of online harassment, or possesses any information regarding another individual who may have been targeted, should immediately report such violations to his or her Department Head, the Town Administrator or a member of the Town's Human Resources staff.

VIII. Questions & Updates

1. Any person who is unsure whether a particular posting, or contribution to an online platform, would be considered a violation of this policy is encouraged to contact a member of their Board/Committee, Select Board, Department Head or the Town Administrator for advice or discussion. Questions and concerns are welcomed as we work to navigate online platforms and social media in a respectful and transparent manner as a community.
2. The Town reserves the right to update this policy as technology and applicable laws and regulations change, expand, or evolve.



Town of Lancaster
Office of the Town Administrator
701 Main Street, Suite 1
Lancaster, MA 01523

KATE HODGES, Town Administrator

Kathleen Rocco, Executive Assistant

May 2, 2022

RE: Request for Input & Feedback from Boards/Committees, proposed 40B site permit.

Dear Members,

Attached you will find a copy of [Capital Group's comprehensive permit site approval application](#) which was filed with the Massachusetts Housing Finance Agency ("MassHousing") last week. This permit is required under the State's comprehensive permit statute M.G.L. c.40B § 20-23, enacted as Chapter 774 of the Acts of 1969, also known as "*Chapter 40B*." As part of MassHousing's review, the agency will conduct an inspection of the site and is actively soliciting comments from the Town. MassHousing has assured us that they will consider any and all relevant comments or concerns from the Town relative to Capital Group's application.

It is with this notion in mind that I write to you today. Town Administration is interested in collecting feedback from anyone who may be interested in providing an opinion, comments or concerns relative to Capital Group's application. A letter similar to this was forwarded to the community at-large earlier today and is on the Town's website in an effort to solicit feedback from as wide an array of people as possible. In order to submit the Town's comments within the thirty (30) day window, I ask that you send me your Board or Committee's responses, in writing, no later than Friday, May 13, 2022, by 10:00 AM. Comments may be emailed to my attention at khodges@lancasterma.net, mailed to the address above, or dropped-off in person to the Town Clerk or Select Board Offices, located on the first and second floors of the Town Hall, during regular business hours.

A summary of comments received from both members of the public and elected/appointed officials will be created for everyone to view. The Select Board has called a special meeting for Monday, May 23, 2022, to discuss the themes surrounding the comments received. The meeting is open to the public and will be held in the Nashaway Meeting Room, located on the second floor of Town Hall, beginning at 6:00 PM. At the conclusion of that meeting, a plan for a combined town-wide response letter will be outlined. The Town must provide its comments to MassHousing no later than May 27, 2022 for our feedback to be considered. Please remember that should a quorum of members from your Board or Committee wish to attend the Select Board's Special meeting, a meeting notice should be filed with the Town Clerk's Office consistent with Open Meeting Law. If you have questions about your groups' adherence to OML, please contact the Town Clerk's office directly.

After Lancaster's responses are received, MassHousing will issue Capital Group a 'Site Approval Letter' which indicates *approval*, *conditional approval*, or *denial* of the application.

Should the application be approved, Capital Group would then contact Lancaster's Zoning Board of Appeals to continue the approval and development processes. Capital Group has two calendar years from the date of MassHousing's approval to apply to the ZBA for next steps.

I encourage each Board and/or Committee to take time to read Capital Group's application and provide your thoughts on this important project. I realize this is a very tight timetable, as we only have 30-days to respond. To that end, *if* your Board or Committee does not have a meeting scheduled that you believe is suitable to the aforementioned timeline, I would encourage you to contemplate calling a special meeting to consider the application. It is imperative that our *collective* Town response to MassHousing reflect the will of our community and as many Boards and Committees as possible. A holistic and complete response from the community cannot be achieved without adequate feedback from a variety of citizens, board members and committee groups.

Should anyone wish to review this application in-person, a hard copy of Capital Group's dated application, as well as several large-scale site maps, are available for viewing in our Public Library during regular business hours. I look forward to listening to, and learning from, the many perspectives of Townspeople relative to this project's potential.

Thank you, in advance, for your time and attention to this important community discussion.

Respectfully,

Kate Hodges, Town Administrator
Town of Lancaster, Massachusetts



Town of Lancaster
Office of the Town Administrator
701 Main Street, Suite 1
Lancaster, MA 01523

KATE HODGES, Town Administrator

Kathleen Rocco, Executive Assistant

May 2, 2022

RE: Request for Input and Feedback from Residents, proposed 40B site permit.

Dear Lancaster Residents,

Attached you will find a copy of [Capital Group's comprehensive permit site approval application](#) which was filed with the Massachusetts Housing Finance Agency ("MassHousing") last week. This permit is required under the State's comprehensive permit statute M.G.L. c.40B § 20-23, enacted as Chapter 774 of the Acts of 1969, also known as "*Chapter 40B*." As part of MassHousing's review, the agency will conduct an inspection of the site and is actively soliciting comments from the Town. MassHousing has assured us that they will consider any and all relevant comments or concerns from the Town relative to Capital Group's application.

It is with this notion in mind that I write to you today. Town Administration is interested in collecting feedback from anyone who may be interested in providing an opinion, comments or concerns relative to Capital Group's application. In order to submit the Town's comments within the thirty (30) day window, I ask for those who wish to provide comments to please do so, in writing, by no later than Friday, May 13, 2022, by 10:00 AM. Comments may be emailed to my attention at khodges@lancasterma.net, mailed to the address above, or dropped-off in person to the Town Clerk or Select Board Offices, located on the first and second floors of the Town Hall, during regular business hours.

A summary of comments received from members of the public will be combined with comments received from other Town Boards and Committees for the Select Board's review. The Board has called a special meeting for Monday, May 23, 2022, to discuss the relative themes and substance of the comments received. The meeting is open to the public and will be held in the Nashaway Meeting Room, located on the second floor of Town Hall, beginning at 6:00 PM. At the conclusion of that meeting, a plan for a combined town-wide response letter will be outlined. The Town must provide its comments to MassHousing no later than May 27, 2022 in order for our feedback to be considered.

Thereafter, MassHousing will issue Capital Group a 'Site Approval Letter' which indicates *approval*, *conditional approval* or *denial* of the application. Should the application be approved, Capital Group would then contact Lancaster's Zoning Board of Appeals to continue the approval and development processes. Capital Group has two calendar years from the date of MassHousing's approval to apply to the ZBA for next steps.

I encourage everyone to read Capital Group's application and take time to compile your thoughts on this important project. It is imperative that our collective response to MassHousing reflect the will of our entire community; that cannot be achieved without feedback from a variety of citizens. Should anyone wish to review this application in-person, a hard copy of Capital Group's dated application, as well as several large-scale site maps, are available for viewing in our Public Library during regular business hours.

I look forward to listening to, and learning from, the many perspectives of Townspeople relative to this project's potential. Thank you, in advance, for your time and attention to this important community discussion.

Respectfully,

Kate Hodges, Town Administrator
Town of Lancaster, Massachusetts

VI. ADMINISTRATION, BUDGET AND POLICY

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Town of Lancaster
Office of the Town Administrator
701 Main Street, Suite 1
Lancaster, MA 01523

KATE HODGES, Town Administrator

Kathleen Rocco, Executive Assistant

MEMO

TO: All Department Heads
FROM: Kate Hodges, Town Administrator
DATE: May 10, 2022
RE: FY22 Spending Freeze – GENERAL FUND ACCOUNTS

Each year, Lancaster's Finance Team assists departments in preparing for the end of the fiscal year by providing updated balance sheets and account information to Department Heads. Many of you likely received this report last week; I am hopeful that you have taken the time to review your individual reports and have an understanding of your department's financial position relative to the fiscal year-end. I have also had the opportunity to review our Town-wide chart of accounts and haven spoken with our Finance Director, Cheryl Gariepy, to better comprehend the Town's *overall* financial position as June 30th approaches. I am comforted by the fact that, as it stands today, we *will* be able to balance the FY22 budget before the year-end changeover. However, the overall financial outlook is not particularly good, and to ensure we have a balanced year-end financial picture, we need a plan. For years, Lancaster has been able to revert unspent general fund dollars to free cash at the end of the year. Lancaster's FY20 and FY21 budgets saw deposits between \$200,000-\$300,000 from General Fund appropriations to free cash. Unfortunately, that will NOT be the case this year and, because of that, we are taking immediate action to ensure that we are able to close the year in a financially stable position.

Effectively immediately, I am issuing a temporary freeze in hiring and a hold on all non-personnel discretionary spending. These actions are designed to keep Town Departments operating effectively within our fiscal years' constrained funding levels. I am hopeful that these efforts will allow us to avoid more severe measures such as employee furloughs, building closures or program cancellations. I am fully aware of the difficult situation these actions create for your operations. I appreciate that freezing spending may mean several important departmental activities are temporarily curtailed; nonetheless, we must take these actions to maintain our essential service responsibilities and to ensure our financial solvency and accountability to the taxpayers.

Temporary Hiring Freeze:

Effective immediately, there will be a temporary freeze for all new hires in Town. New Town staff must start on or after July 1, 2022. *If* you have provided a new hire with a written commitment relative to a start-date that lands before July 1, 2022, please let me know immediately so we may devise an appropriate plan of action.

Non-Personnel Expenses Freeze:

Also, effective immediately and continuing through the remainder of FY2022, all Town Departments must suspend all non-essential or discretionary purchases. Examples of these types

of expenses include office supplies, trainings, and other non-essential purchases. Given the difficult funding environment within our FY22 budget, department reductions to non-personnel expenditures will help ensure that we have the necessary funds for staff and expenses related to our essential operations. Departments are expected to continue to manage their operations effectively; however, should an expense be deemed necessary to ensure the essential functions of the Department are accomplished, Department Heads may ask for an exemption to the freeze. To begin that process, I ask that you please write an email to my attention, copying Cheryl Gariepy. Cheryl and I will endeavor to provide a decision as soon as possible so as not to delay departmental operations further. We anticipate revisiting the purchasing freeze after the first of the fiscal year, July 1, 2022.

Moving forward, I am committed to the idea that this letter, and others like it, are not to become commonplace. I believe Lancaster's operation is as lean as it can be and thank you all for your continued due diligence and commitment to *'doing more with less'*. I am working with Cheryl on several new funding and budget request sheets which I hope will provide the highly-sought-after citizen clarity, transparency, and expense justifications relative to our town-wide budget requests. One step at a time, we got this!

Should you have any questions regarding the information above, please do not hesitate to contact me directly. Thank you for your understanding and commitment to Lancaster.

#3



**TOWN OF LANCASTER
MANAGERIAL EMPLOYEE PERFORMANCE EVALUATION**

Name of Employee: _____
Position: _____
Department: _____

Date Eval. Due: _____
Date Eval. Written: _____
Years in Position: _____

PURPOSES OF THE PERFORMANCE EVALUATION

1. To encourage high-level performance by employees.
2. To clarify what is expected of each employee at the beginning of the appraisal process and periodically throughout that process.
3. To provide direct, constructive feedback about the employee's performance, identifying strengths and areas needing improvement.
4. To encourage a dialogue between the supervisor and the employee about the employee's performance.
5. To serve as one basis for making employment decisions.

OVERALL RATING

☐

OUTSTANDING

Top Performer with Outstanding Initiatives/Accomplishments

The employee demonstrated exceptional performance in the year being evaluated that was unique and clearly beyond normal job expectations, thereby significantly contributing to increasing the effectiveness of the department and/or the Town operations. Special proficiency in professional skills, creativity, innovation, and/or leadership has been demonstrated.

The assignment of this rating must be approved by the Town Administrator prior to it being discussed with the employee.

☐

QUALITY PERFORMANCE

3 – Top Performer Stretching Objectives for Notable Achievements

☐

2 – Solid Performer Meeting and Occasionally Stretching Objectives

☐

1 – Satisfactory or Emerging Performer with Areas for Development

The employee consistently meets, and at times exceeds, the requirement of his/her position with few problems or mistakes. He/she takes the initiative to contribute suggestions for effective improvements or to take on special assignments or projects. Work is accomplished in an accurate, efficient and timely manner; the employee interacts effectively with others; work rules, policies and procedures are consistently followed; and goals are regularly met.

☐

NEEDS IMPROVEMENT

The employee is performing the basic duties of the job, but below the level expected or required in certain important tasks or responsibilities. Additional training, supervision, counseling, or special attention is warranted to give the employee the opportunity to correct problem areas.

☐

UNSATISFACTORY

The employee's job performance is consistently below the required level in a number of areas, or in major or critical components of the job. Appropriate action will be considered, including a probationary period or dismissal. ***The assignment of this rating must be approved by the Town Administrator prior to it being discussed with the employee.***

PERFORMANCE CRITERIA

	Above Standard	Meets Standard	Below Standard	No basis for evaluation
WORK PERFORMANCE				
▪ Professional knowledge and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Capability shown in implementing skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Budgeting and resource management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Professional development initiatives taken.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Demonstration of being solution-oriented and open to new ideas . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to organize & manage work to increase efficiency & effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Thoroughness in completing tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORKING WITH PEOPLE:				
▪ Overall relationships with the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ High degree of customer service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Positive relationships with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Positive relationships with fellow employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Positive relationships with subordinates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Working cooperatively and productively with other people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Managing/supervising employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EVALUATOR'S COMMENTS

A summary statement regarding the employee's performance including commendations, achievement of goals, factors that influenced achievements, areas for improvement, etc. Use additional sheets of paper if necessary.

GOALS

Goals should include the areas identified above as needing the employee's attention. For each listed goal, identify its priority, tasks required to implement, and anticipated time of completion.

EMPLOYEE'S COMMENTS

The employee may choose to add comments to this performance evaluation here (use additional sheets, if needed).

SELF ASSESSMENT

Attach self assessment. A completed assessment should be provided to the supervisor in advance of the preparation of the employee's evaluation. This will provide a starting point for the supervisor's preparation of the employee's evaluation and will encourage two-way communication between supervisors and their employees.

SIGNATURES

SUPERVISOR:

This evaluation is based on my observation and/or knowledge. It represents my best judgment of the employee's performance:

Supervisor's signature

Date

EMPLOYEE:

I have received a copy of this evaluation report, it has been explained to me, and I have had an opportunity to provide input or comments relative to it.

Employee's signature

Date

APPROVALS

Supervisor

Date

Department Head *(if applicable)*

Date

Town Administrator

Date



**TOWN OF LANCASTER
ADMINISTRATIVE EMPLOYEE PERFORMANCE EVALUATION**

Name of Employee: _____
Position: _____
Department: _____

Date Eval. Due: _____
Date Eval. Written: _____
Years in Position: _____

PURPOSES OF THE PERFORMANCE EVALUATION

1. To encourage high-level performance by employees.
2. To clarify what is expected of each employee at the beginning of the appraisal process and periodically throughout that process.
3. To provide direct, constructive feedback about the employee's performance, identifying strengths and areas needing improvement.
4. To encourage a dialogue between the supervisor and the employee about the employee's performance.
5. To serve as one basis for making employment decisions.

OVERALL RATING

☐

OUTSTANDING

Top Performer with Outstanding Initiatives/Accomplishments

The employee demonstrated exceptional performance in the year being evaluated that was unique and clearly beyond normal job expectations, thereby significantly contributing to increasing the effectiveness of the department and/or the Town operations. Special proficiency in professional skills, creativity, innovation, and/or leadership has been demonstrated.

The assignment of this rating must be approved by the Town Administrator prior to it being discussed with the employee.

☐

QUALITY PERFORMANCE

3 – Top Performer Stretching Objectives for Notable Achievements

☐

2 – Solid Performer Meeting and Occasionally Stretching Objectives

☐

1 – Satisfactory or Emerging Performer with Areas for Development

The employee consistently meets, and at times exceeds, the requirement of his/her position with few problems or mistakes. He/she takes the initiative to contribute suggestions for effective improvements or to take on special assignments or projects. Work is accomplished in an accurate, efficient and timely manner; the employee interacts effectively with others; work rules, policies and procedures are consistently followed; and goals are regularly met.

☐

NEEDS IMPROVEMENT

The employee is performing the basic duties of the job, but below the level expected or required in certain important tasks or responsibilities. Additional training, supervision, counseling, or special attention is warranted to give the employee the opportunity to correct problem areas.

☐

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The employee's job performance is consistently below the required level in a number of areas, or in major or critical components of the job. Appropriate action will be considered, including a probationary period or dismissal. ***The assignment of this rating must be approved by the Town Administrator prior to it being discussed with the employee.***

PERFORMANCE CRITERIA

	Above Standard	Meets Standard	Below Standard	No basis for evaluation
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▪ Capability shown in learning/implementing skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Time and resource management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Professional development initiatives taken.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Demonstration of being solution-oriented and open to new ideas . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to organize & manage work to increase efficiency & effectiveness. Proficiency in avoiding distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Thoroughness in completing tasks on time and with accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING WITH PEOPLE:				
▪ Overall relationships with members of the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Consistency in disseminating information & applying regulations . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Positive relationships with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Positive relationships with fellow employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Knowledgeable when imparting information to citizens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Working cooperatively and productively with others or the public . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Managing demands of public and supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EVALUATOR'S COMMENTS

A summary statement regarding the employee's performance including commendations, achievement of goals, factors that influenced achievements, areas for improvement, etc. Use additional sheets of paper if necessary.

GOALS

Goals should include the areas identified above as needing the employee's attention. For each listed goal, identify its priority, tasks required to implement, and anticipated time of completion.

EMPLOYEE'S COMMENTS

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SIGNATURES

SUPERVISOR:

This evaluation is based on my observation and/or knowledge. It represents my best judgment of the employee's performance:

Supervisor's signature

Date

EMPLOYEE:

I have received a copy of this evaluation report, it has been explained to me, and I have had an opportunity to provide input or comments relative to it.

Employee's signature

Date

APPROVALS

Supervisor

Date

Department Head *(if applicable)*

Date

Town Administrator

Date

#4



Town of Lancaster
701 Main Street • Lancaster, MA 01523
www.ci.lancaster.ma.us
(978) 365-3326

Adopted: __/__/22

TOWN GOVERNMENT STUDY COMMITTEE 2022 – 2023

Committee Mission & Charge

The residents of Lancaster, together during Annual Town Meeting May 2, 2022, voted to establish a Government Study Committee which will work to advise the Select Board on matters related to the structure and effectiveness of Lancaster's form of government.

BACKGROUND: Local government operations have seen a great deal of change since Lancaster's incorporation. Developments in technology and changes in Federal, State, and local laws have affected people's lifestyles, the way we govern, and the way citizens and residents' interface with government officials. Residents have requested greater transparency and open access to their government. Many Town services exist today that were simply not imagined decades ago. In recognition of these changes, Lancaster residents are faced with several questions and decisions. The formation of a Government Study Committee is based on the idea that a comprehensive study of Lancaster's form of government is both necessary and prudent if we are to operate the Town in an effective, efficient, and transparent manner.

MISSION: The Committee's mission surrounds the need for the Town to review the efficacy of Lancaster's current Form of Government and organizational structure. Additionally, the committee will recommend changes to Lancaster's form of government and operations, as necessary, to reflect best practices and assure effective and equitable town management, policy adherence, and the timely and consistent delivery of excellent public service.

COMMITTEE CHARGE: The charge and duties of the Government Study Committee shall be to gather, review and make recommendations to the Select Board relative to Lancaster's Form of Government and its overall operation. Recommendations will be made in the spirit of collaboration and transparency and in-line with the goal of improving the Town's efficiency while ensuring the highest levels of professionalism, ethical standards, and transparency.

General duties of the Committee shall incorporate:

- A Summation of Lancaster's current form of government and governance practices.
- An examination of the various types of government used throughout the Commonwealth and within various comparable communities.
- The identification of the strengths and weaknesses of Lancaster's *current* form of government.
- Recommendations to the Select Board relative to creating an official Town Charter or making various amendments to the current Town Code, Bylaws, and other governing practices.
- The facilitation of a robust and clear public engagement process that integrates diverse perspectives, comments and notions which are representative of Lancaster's population.

Care and consideration shall be given to the following questions regarding the structure and operation of Lancaster's government:

- Is Lancaster's structure of government an effective one?
- Should Lancaster have an official Town Charter?
- Are there changes which Lancaster could make which would increase the Town's efficiencies or better manage the municipal operation more productively?
- Should Lancaster retain its form of government with a Board of Selectmen and an appointed Town Administrator?
- Are separately elected Boards, Committees and Town departments truly an effective way of governing? What are the pros and cons for this type of jurisdictional divide?
- Should Lancaster retain an Open Town Meeting as its legislative body?
- Should the Town seek to change, or update, various town job descriptions or revisit the roles and responsibilities of certain Boards and Committees.
- Should Lancaster recommend term limits for its elected officials in the form of an internal policy or board/committee procedures?
- Should changes in the Town's budget process, coordination and review be enacted?
- Should more robust training opportunities be made available for members of public boards and committees covering topics such as conducting board business, meeting rules of engagement, open meeting law and ethical considerations or general member codes of conduct.
- Are there changes the Town can make to improve citizen's access to information or strengthen the communications between Town officials and citizens.
- How can we, as a community, capitalize on the opportunities offered by technology in furtherance of Lancaster's mission and goals.

REPORTING REQUIREMENTS & DURATION: A draft report shall be submitted to the Select Board by February 1, 2023. This report may be presented by the Committee and will be discussed in open session where public comment will be received. A final report of the committee's findings including any recommended actions will be provided to the Select Board no later than March 30, 2023, to coincide with publication of the Annual Town Meeting Warrant.

The Committee shall consist of nine (9) members, at large, appointed by the Select Board. The Committee shall appoint a chair, vice-chair, and clerk at their first official meeting. The committee will receive staff support from the Town Administrator or his/her designee. A member of the Select Board shall serve on the Committee as a liaison but shall not have voting rights.

Upon submittal of the final report to the Select Board the committee shall be considered discharged.

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APRA REQUESTS

Request received to date. The deadline is Feb 25th for round one
2/22/2022

APRA REQUESTS	Vote	Requests	Purpose	
IT		Not recom	Generator for Prescott, Community Center and Library	
IT	SB	70,000	Replace Servers	
Recreation	SB	100,000		
Building improvements	SB/TM	175,000	Community center, old town hall, library parking lot	
Inspectional services	TM	5,500	Mobile devices for inspectional, etc	
Police	TM	53,000	Cruiser	
Fire	TM	350,000	Ambulance	
Rowland School	TM	150,000	Boiler	
Water Dept	SB	250,000	\$250,000 later Lead removal, Design water lines	ELEGIBLE
Sign boards	TM	30,000		
Total		1,183,500		
Received 6/22/2021		422,966		
Received 8/17/2021		784,917		
COVID COORDINATOR		1,723		
STRATEGIC CONSULTING		3,734		
SUPPLIES FOR COVID TESTS		32		
BALANCE 2/22/2022		1,202,394		
Remaining 50% NOT YET RECEIVED		1,207,882		
Total Available		2,410,276		
PROPOSALS - ATM		1,183,500		
BALANCE REMAINING		1,226,776		



Town of Lancaster Community Development and Planning

May 10, 2022

Kate Hodges, Town Manager
701 Main Street
Lancaster MA, 01523

RE: Request for capitol purchase utilizing ARPA funds.

Dear Mrs. Hodges,

On behalf of the Office of Inspectional Services and the Office of Community Development and Planning, we jointly request funds to purchase, deliver, and install a new touch screen mobile computer system, supporting software, and large format display. This type of user platform and software will allow the departments to better view and review large scale electronic plans. The offices are committed to reducing paper waste by requesting electronic flings, and to reducing the need for storage that comes with paper filings. The existing desktop solutions are essential for our day-to-day function, but do not provide the capabilities of in-depth review and mark-up required for extremely detailed plans containing rapid, successive contours, or for viewing fine details of large-scale plans such as those for warehouses.

Both offices have reviewed the procedures of electronic submittals and feel that this system will be a benefit to these offices, as our primary function is permitting and review of plans. Further, due to the shared nature of our office space, it is envisioned that this system will be of use and benefit to Building, Planning, Zoning, Conservation, and Health - thus one purchase will benefit several departments at the same time. Careful review of the various options available on the market have been conducted while consulting with the IT department to choose a system that is financially feasible and also adequate for the Departments needs.

At this time, we have determined that a Touchview Interactive system appears to be the best fit for our needs. We have solicited bids from several providers specializing in these systems and Ockers Company, being a vendor for the IT department, has provided a complete and detailed quote which is included with this request. Also included in this request are additional funds to purchase software, specifically for viewing and marking up of plans, as well as video presentation capabilities. While we don't anticipate spending the full amount of this request, we have included a buffer to ensure that we are able to meet all of the installation and maintenance requirements when the system is setup - if approved - and software is installed.

Respectfully,

Brian Gingras, Building Inspector

Jasmin Farinacci, Director of CDP

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Kathi Rocco

From: vpetraccapublic@gmail.com
Sent: Wednesday, May 11, 2022 9:36 AM
To: Kathi Rocco
Cc: Kate Hodges
Subject: RE: Affordable Housing Trust Committee

Thank you, Kathi.

While we are discussing appointments, the Affordable Housing Trust is also required to include an Ex Officio, non-voting member specified as either the Town Administrator or a designee.

Marilyn Largey formally stepped down on March 17, 2022. We need to fill this vacancy. Perhaps the folks who have expressed interest should contact Kate Hodges, if that is best.

Here is the bylaw reference to this, if needed.

§ 17-24 **Composition of Board of Trustees; terms; removal.**

[Amended 6-21-2021 ATM by Art. 7]

A.

There shall be a Board of Trustees of the Lancaster Affordable Housing Trust Fund (the "Board"), composed of one ex officio non-voting member and five voting members. The Town Administrator or the Town Administrator's designee shall serve as the ex officio member. The voting members shall include: a member of the Select Board (chosen by the Select Board) and four members appointed by the Select Board. Members must be residents of the Town of Lancaster.

Thank you,
Victoria

From: Kathi Rocco <KRocco@lanasterma.net>
Sent: Wednesday, May 11, 2022 7:31 AM
To: vpetraccapublic@gmail.com
Cc: Kate Hodges <KHodges@lanasterma.net>
Subject: RE: Affordable Housing Trust Committee

Hi Victoria

Thank you and will ask to add this to the SB's next agenda.

Regards,

Kathi

Kathleen Rocco
Executive Assistant / Records Access Officer
Lancaster Select Board
701 Main Street, Suite 1
Lancaster, MA 01523



From: vpetraccapublic@gmail.com <vpetraccapublic@gmail.com>
Sent: Wednesday, May 11, 2022 7:30 AM
To: Kathi Rocco <KRocco@lancasterma.net>
Cc: Kate Hodges <KHodges@lancasterma.net>; Jason A. Allison <JAllison@lancasterma.net>
Subject: RE: Affordable Housing Trust Committee

Hi Kathi,

Thanks for your note. The Affordable Housing Trust is required to include a Select Board member under a state law. We need to replace Jay with a new Select Board member.

Could this please be added to the next Select Board agenda?

Here is the state requirement for reference, if needed. MGL Chapter 44, Section 55C (b):
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44/Section55C>

Thank you!
Victoria

From: Kathi Rocco <KRocco@lancasterma.net>
Sent: Tuesday, May 10, 2022 2:20 PM
To: vpetraccapublic@gmail.com
Subject: Affordable Housing Trust Committee

Good Afternoon Victoria

I am in the process of reviewing reappointments. I know Jay Moody's term expired yesterday. Please let me know what you would like to do.

As always, thank you for your assistance in this matter.

Kathi

Kathleen Rocco
Executive Assistant / Records Access Officer
Lancaster Select Board
701 Main Street, Suite 1
Lancaster, MA 01523
T: 978-365-3326 x 1201
www.ci.lancaster.ma.us



VII. APPOINTMENTS AND RESIGNATIONS



Town of Lancaster

695 Main Street, Suite 4

Lancaster, MA 01523

Telephone: 978-365-3326 ext. 1310

Fax: 978-368-4009

*Economic Development
and Planning*

April 26, 2022

Town of Lancaster
Board of Selectmen
701 Main Street
Lancaster, MA 01523

Dear Board of Selectmen,

The Lancaster Planning Board's Chairman, Russ Williston, has submitted a letter of resignation from the Planning Board dated April 12, 2022. Therefore, there is a vacancy on the Planning Board.

Please reach out to our Department with any questions.

Thank you,

Jasmin Farinacci

Director of Community Development and Planning

183 Old Common Road
Lancaster, MA 01523
April 13, 2022

Lancaster Select Board
Town of Lancaster
701 Main Street
Lancaster, MA 01523

RE: Agricultural Commission - Reappointment

Dear Select Board:

My appointment on the Lancaster Agricultural Commission expires in June of this year, I would like to continue to serve as Clerk/Treasurer on this Commission. As a Lancaster Farmer I have enjoyed serving as the Clerk/Treasurer and I am eager to continue to do so. Thank you.

Sincerely,

Susan V. Miner

Kathi Rocco

From: Maribeth Eugene <mb_eugene@comcast.net>
Sent: Friday, April 29, 2022 9:07 AM
To: Kathi Rocco
Cc: Lisa Johnson
Subject: Re: Animal Control Commission

Kathi,

Bob Foney will stay on but Joyce Moody has declined (after many years of serving).

Hope all is well with you too.

Maribeth

On 04/27/2022 1:48 PM Kathi Rocco <krocco@lancasterma.net> wrote:

Good Afternoon Maribeth

Hope all is well.

Robert Foney and Joyce Moody appointments are expiring on June 30, 2022.

If they want to be reappointed, please let my office know.

Thank you for any assistance in this matter.

Best,

Kathi

Kathleen Rocco

Kathi Rocco

From: Debra Dennis
Sent: Tuesday, May 3, 2022 10:27 AM
To: Kathi Rocco
Cc: jeannegrinch@gmail.com
Subject: Frank Sullivan-BOA reappointment

Kathi

Frank Sullivan has confirmed he wants to be reappointed to the Board of Appeals.

Debra Dennis, Office Manager
Community Development and Planning
701 Main Street, Suite 4
Lancaster, MA 01523
O 978-365-3326 Ext. 1310
F 978-368-4009

ddennis@lancasterma.net

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Kathi Rocco

From: Heather <hlennon@earthlink.net>
Sent: Thursday, April 28, 2022 1:45 PM
To: Kathi Rocco; Town Clerk
Subject: Re-Appointments to the Lancaster Historical Commission (LHC)

Hello Kathi and Lisa,

The entire list of LHC members you sent wish to be re-appointed.

That is:

Joy Peach
Joan Richards
Mark Schryver

Jean Watson (Associate Member)

Best regards,

Heather Lennon, LHC Chairperson

Kathi Rocco

From: Michelle Currier
Sent: Wednesday, April 27, 2022 5:01 PM
To: Kathi Rocco
Cc: Lisa Johnson
Subject: Re: Recreation Committee Appointment

Hi Kathi,

Monica is interested in remaining on the Committee. Once I hear from Mark I will let you know.

Michelle

Get [Outlook for iOS](#)

From: Kathi Rocco <KRocco@lancasterma.net>
Sent: Wednesday, April 27, 2022 9:32:24 AM
To: Michelle Currier <MCurrier@lancasterma.net>
Cc: Lisa Johnson <LJohnson@lancasterma.net>
Subject: Recreation Committee Appointment

Good Morning Michelle

Monica Tarbell and Mark Renczkowski terms are expiring on June 30, 2022.

Please let me know if they are interested in renewing their appointments.

The SB will be reappointing in the Months of May and June.

Thank you for your assistance this matter.

Kathi

Kathleen Rocco

Executive Assistant / Records Access Officer

Lancaster Select Board

701 Main Street, Suite 1

Lancaster, MA 01523

T: 978-365-3326 x 1201

www.ci.lancaster.ma.us



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Kathi Rocco

From: Michelle Currier
Sent: Tuesday, May 3, 2022 7:39 PM
To: Kathi Rocco
Cc: Lisa Johnson
Subject: Re: Recreation Committee Appointment

Good Evening!

Mark also would like to stay on the Recreation Committee for another term.

Michelle

Get [Outlook for iOS](#)

From: Kathi Rocco <KRocco@lanasterma.net>
Sent: Thursday, April 28, 2022 7:26:30 AM
To: Michelle Currier <MCurrier@lanasterma.net>
Cc: Lisa Johnson <LJohnson@lanasterma.net>
Subject: RE: Recreation Committee Appointment

Great, thanks for letting me know!

Kathi

Kathleen Rocco

Executive Assistant / Records Access Officer
Lancaster Select Board
701 Main Street, Suite 1
Lancaster, MA 01523
T: 978-365-3326 x 1201
www.ci.lancaster.ma.us



From: Michelle Currier <MCurrier@lanasterma.net>
Sent: Wednesday, April 27, 2022 5:01 PM
To: Kathi Rocco <KRocco@lanasterma.net>
Cc: Lisa Johnson <LJohnson@lanasterma.net>
Subject: Re: Recreation Committee Appointment

Hi Kathi,

Monica is interested in remaining on the Committee. Once I hear from Mark I will let you know.

Michelle

Get [Outlook for iOS](#)

Kathi Rocco

From: Lisa Johnson
Sent: Wednesday, May 4, 2022 9:07 AM
To: Kathi Rocco
Subject: Registrar

Good morning, Kathi,

Mary would love to be reappointed to the Board of registrars.

Lisa

Lisa J. Johnson
Lancaster Town Clerk
978-365-3326 x1077

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VIII. LICENSES AND PERMITS

Kathi Rocco

From: info@boltonfair.org
Sent: Tuesday, April 26, 2022 2:27 PM
To: Kathi Rocco
Subject: Profound market License Application
Attachments: PMJune22.PDF; Lancaster Liquor Letter PFM 2022.docx

Good Afternoon Kathi,

Attached please find license applications for the Profound Market Artisan Fair to be held at the Lancaster Fairgrounds June 11 & 12, 2022.

It includes a Lancaster Saturday and Sunday licenses as well as a MA application for Sunday Entertainment. Also included is a liquor license application for 3 one-day liquor licenses.

To follow shortly:

1. Workman's Comp Form
2. Check for 200.00 to Town of Lancaster for all licenses
3. Check for 5.00 to Commonwealth of MA for Sunday license
4. Tip certifications from workers
5. Insurance covering Town of Lancaster including liquor liability

Please let me know if you have any questions, if the amounts on checks are incorrect or if I have forgotten anything.

Also please let me know when we will be on the select boards meeting agenda. I will need to be on that zoom call for any questions or in person if the meetings have changed.

Thanks for your help.

Regards,
Rose Darden
(508) 294-8516 cell

Kathi Rocco

From: Kathi Rocco
Sent: Wednesday, May 4, 2022 3:06 PM
To: Everett L. Moody
Subject: RE: Bolton Fair, Inc. Profound Market One Day Liquor License

Great, thank you so much!

Kathi

Kathleen Rocco
Executive Assistant / Records Access Officer
Lancaster Select Board
701 Main Street, Suite 1
Lancaster, MA 01523
T: 978-365-3326 x 1201
www.ci.lancaster.ma.us



From: Everett L. Moody <ELMoody@lancasterma.net>
Sent: Wednesday, May 4, 2022 2:44 PM
To: Kathi Rocco <KRocco@lancasterma.net>
Subject: Re: Bolton Fair, Inc. Profound Market One Day Liquor License

Kathi,
Thank you, I will be in touch with Michelle from Profound market to discuss parking, vendor placement, money collection location, and other logistical concerns. Typically, this would be a road open event with traffic delays expected. It is a past practice to have at least two detail officers on location. I will be happy to update the Board once we get closer to the event with the plan.

Have a Nice Day

Acting Chief Everett L. Moody

From: Kathi Rocco <KRocco@lancasterma.net>
Sent: Wednesday, May 4, 2022 2:19 PM
To: Everett L. Moody <ELMoody@lancasterma.net>
Cc: Robin Zagwyn <RZagwyn@lancasterma.net>
Subject: Bolton Fair, Inc. Profound Market One Day Liquor License

Good Afternoon Everett

Please see the attached regarding the above referenced.

Thank you.

Kathi

Kathleen Rocco

Executive Assistant / Records Access Officer

Lancaster Select Board

701 Main Street, Suite 1

Lancaster, MA 01523

T: 978-365-3326 x 1201

www.ci.lancaster.ma.us



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TOWN OF LANCASTER, MASSACHUSETTS

OFFICE OF THE BOARD OF SELECTMEN

RECEIVED

APR 26 2022

Board of Selectmen

SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION

TODAY'S DATE: 4/15/22

APPLICANT'S NAME: ROSE DARDEN TELEPHONE: 508-294-8516

ORGANIZATION: BOLTON FAIR INC.

EVENT ADDRESS: 318 SEVEN BRIDGE RD. LANCASTER

EVENT PURPOSE: PROFOUND MARKET

EVENT DATE: 6/11/22 - 6/12/22 LOAD IN 6/10/22 (3 DAYS)

EVENT HOURS: SAT. 8:30AM - 5:00PM SUNDAY 10:00AM - 5:00PM

ALCOHOL: Beer and Wine: _____ All Alcohol*: X TO ALSO SERVE VODKA
BASED SELTZERS ALSO
(Non Profit; Charity or Club Only)*

ATTENDANCE: Approximate Number of Persons in Attendance: 6 K OVER 2 DAYS

Persons Under 21 in Attendance: Yes X No _____

If this Special One-Day Liquor License is granted, I hereby agree to abide by all rules, regulations and laws of the Commonwealth of Massachusetts concerning the sale and consumption of alcohol, particularly with regard to the minors. No persons under the age of twenty-one (21) shall be served alcoholic beverages.

Rose Darden for Bolton Fair Inc.
Signature of Applicant

POLICE DEPARTMENT OFFICIAL USE ONLY

Approval Recommended _____ Approval Not Recommended _____

Police Officer Required: Yes _____ No _____

Comments/Conditions: _____

Date: _____

Police Chief Signature _____

701 Main Street, Suite 1, Lancaster, Massachusetts 01523
T: 978-365-3326 F: 978-368-8486
E-Mail: opachecc@lancafterma.net or krocco@lancafterma.net



TOWN OF LANCASTER, MASSACHUSETTS
BOARD OF SELECTMEN
Town Hall, 695 Main Street, Suite 1
Lancaster, MA 01523
Tel: 978-365-3326 (ext 1201) Fax: 978-368-8486
Email: krocco@lanasterma.net

Annual License Fee - \$100.00
Single Event Fee - \$25.00

RECEIVED
Selectmen's Office
Date Received
APR 26

Board of Selectmen

**APPLICATION FOR LICENSE
THEATRICAL EXHIBITIONS, PUBLIC SHOWS, PUBLIC AMUSEMENTS
AND EXHIBITIONS OF EVERY DESCRIPTION HELD ON WEEKDAYS**

New Application X Renewal _____

Name of Concern: THE PROFOUND MARKET AT LANCASTER FAIRGROUNDS
Street Address of Concern: 318 SEVEN BRIDGE RD. LANCASTER, MA
Mailing Address (if different): P.O. BOX 154 BOLTON, MA
Contact Person & Title (Owner, Director, Manager, Other): MICHELLE PALMER / ROSE PARDEN
ROSE CELL
Telephone: 508-294-9516 Facsimile: 978-365-2120 E-Mail: INFO@BOLTONFAIR.ORG

Describe in detail the proposed dancing, game, sport, fair, exposition, play, or entertainment of public diversion: _____

DISPLAY OF VINTAGE INSPIRED VENDORS AND ARTISAN MARKET

SATURDAY 6/11/22 8:30A-5:00P SUNDAY 6/12/22 10:00A-5:00P

Hours of Proposed Entertainment: Starting Time: 8:30 A.M. Ending Time: 5:00 P.M.

The applicant certifies that all state tax returns have been filed and all state and local taxes have been paid as required by law and further agrees to comply with the terms of the License and applicable law, and all rules and regulations promulgated thereto. The Applicant further certifies that the information contained in this application is true and accurate and also authorizes the Licensing Authority or its agents to conduct whatever investigation is necessary to verify the information contained in this application.

Rose Parden for Michelle Palmer
Signature of Applicant
SSN# or Tax ID Required: 82-1133791

4/15/22
Date

License Fee must be submitted with this form. Make check payable to Town of Lancaster. Mail Application Form, Workers' Compensation Affidavit, and check to: Board of Selectmen, Suite 1, 695 Main Street, Lancaster, MA 01523.

* Dancing applies to watching dance (e.g. Ballet).

** Public Diversion includes, but is not limited to, flea markets, coin-operated amusements, ice and roller-skating, carousels, inclined railways, Ferris wheels, and exhibitions of firefighting.

A License issued under this Application applies to weekday operation ONLY. If entertainment is to be operated on Sundays, you also must file with the Board of Selectmen an APPLICATION FOR LICENSE FOR DANCING, SPORTS, GAMES, FAIRS, EXPOSITIONS, PLAYS OR ENTERTAINMENT OF PUBLIC DIVERSION ON SUNDAY, as well as an Application for a State License to the Commissioner of Public Safety, Attn: Special Licensing Division, One Ashburton Place, Boston, MA 02108-1618.

NOTICE: The filing of this application confers no rights on the part of the Applicant to undertake any activities until the license has been granted. The issuance of a license under this section or sections is subject to the Applicant's compliance with all other applicable Federal, State or local statutes, ordinances, bylaws, rules or regulations. The Licensing Authority reserves the right to request any additional information it reasonably deems appropriate for the purpose of determining the terms and conditions of the License and its decision to issue a License. The provisions of G.L. c.152 may require the filing of a Workers' Compensation Insurance Affidavit with this application. Failure to file the Affidavit, along with any other required information and/or documentation, shall be sufficient cause for the denial of the License application.



**TOWN OF LANCASTER, MASSACHUSETTS
BOARD OF SELECTMEN**

Town Hall, 701 Main Street, Suite 1

Lancaster, MA 01523

Tel: 978-365-3326 Fax: 978-368-8486

Email: krocco@lancasterma.net

Annual License Fee - \$400.00
Annual License Fee - \$100.00 w/M-Sat
License
Single Event - \$25.00

RECEIVED
Selectmen's Office
Date Received

APR 26 2022

Board of Selectmen

**APPLICATION FOR TOWN LICENSE
DANCING*, SPORTS, GAMES, FAIRS, EXPOSITIONS, PLAYS OR
ENTERTAINMENT OF PUBLIC DIVERSION** ON SUNDAY**

New Application X Renewal _____

Name of Concern: THE PROFOUND MARKET AT LANCASTER FAIRGROUNDS

Street Address of Concern: 318 SEVEN BRIDGE RD. LANCASTER MA

Mailing Address (if different): P.O. BOX 154 BOLTON, MA

Contact Person & Title (Owner, Director, Manager, Other): MICHELLE PALMER / ROSE DARGEN

ROSE CELL Telephone: 508-294-8516 Facsimile: 978-365-2120 E-Mail: INFDC.BOLTONFAIR.ORG

Describe in detail the proposed dancing, game, sport, fair, exposition, play, or entertainment of public diversion: _____

DISPLAY OF VINTAGE INSPIRED VENDORS AND ARTISAN MARKET

SUNDAY 6/12/22

Hours of Proposed Entertainment: Starting Time: 10:00 AM Ending Time: 5:00 P.M.

NOTICE: No License issued pursuant to G.L. c.136, §4 shall be granted to permit activities before 1:00 p.m. without a License issued by the Commissioner of Public Safety, Attn: Special Licensing Division, One Ashburton Place, Boston, MA 02108-1618.

The applicant certifies that all state tax returns have been filed and all state and local taxes have been paid as required by law and further agrees to comply with the terms of the License and applicable law, and all rules and regulations promulgated thereto. The Applicant further certifies that the information contained in this application is true and accurate and also authorizes the Licensing Authority or its agents to conduct whatever investigation is necessary to verify the information contained in this application.

Rose Dargen for Michelle Palmer
Signature of Applicant

Tax ID Required 82-133791

4/15/22
Date

License Fee must be submitted with this form. Make check payable to Town of Lancaster. Mail Application Form, Workers' Compensation Affidavit, and check to: Board of Selectmen, 701 Main Street, Suite 1, Lancaster, MA 01523.

* Dancing applies to watching dance (e.g. Ballet).

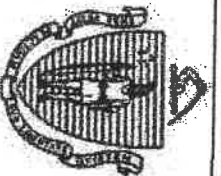
** Public Diversion includes, but is not limited to, flea markets, coin-operated amusements, ice and roller-skating, carousels, inclined railways, Ferris wheels, and exhibitions of firefighting.

NOTICE: The filing of this application confers no rights on the part of the Applicant to undertake any activities until the license has been granted. The issuance of a license under this section or sections is subject to the Applicant's compliance with all other applicable Federal, State or local statutes, ordinances, bylaws, rules or regulations. The Licensing Authority reserves the right to request any additional information it reasonably deems appropriate for the purpose of determining the terms and conditions of the License and its decision to issue a License. The provisions of G.L. c.152 may require the filing of a Workers' Compensation Insurance Affidavit with this application. Failure to file the Affidavit, along with any other required information and/or documentation, shall be sufficient cause for the denial of the License application.

State Fee, \$ _____
Municipal Fee, \$ _____

THE COMMONWEALTH OF MASSACHUSETTS
OF _____

LICENSE



The Name of the Establishment is THE LANCASTER FAIR&GROWS
For PUBLIC ENTERTAINMENT ON SUNDAY

in or on the property at No. _____

318 SEVEN BRIDGE RD LANCASTER MA

(address)

The Licensee or Authorized representative, ROSE DARDEN / MICHELLE PALMER
in accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
6/12/22	10A-5P	VINTAGE INSPIRED VENDORS AND ARTISAN MARKET

Hon. _____ Mayor/ Chairman of Board of Selectman, _____ (City or Town)

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm - Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm - Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such staircases, hoist, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.

Do not write in this box

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES



April 19, 2022

Town of Lancaster
Select Board
Prescott Building
701 Main Street, Second Floor
Lancaster, MA 01523

Dear Honorable Select Board Members,

Little Bear Stables is a new 501 (C)(3) non-profit rescue organization in Lancaster focused on the rescue and rehabilitation of unwanted horses and other equines who would otherwise go to slaughter.

We are reaching out to you today to request a one-day liquor license for our upcoming Grand Opening and Fundraising event.

Little Bear Stables was made official on September 21, 2021 and to date we have rescued 12 horses. All our horses are still with us being rehabilitated and cared for. Our plan is to rehome the horses fortunate enough to regain their health and trust, but many will stay with us for permanent sanctuary.

Saving horses is our passion, but also very expensive. That is why we are holding a Grand Opening Fundraiser on Saturday, May 21, 2022. All proceeds from our event will directly support the care of our rescue animals.

The event is family friendly and will include farm tours where guests can meet the rescue horses. We will also offer a petting zoo with our other farm animals including pigs, goats, and rabbits, face painting, and pony rides for the kids, and a farmers market, live music, and beer from Sterling Street Brewery for adults.

We will also hold a ribbon cutting ceremony to celebrate achieving our non-profit status and invite the local community to come out and learn more about who we are.

Our farm is fully insured and the Sterling Street Brewery has worked with us to provide all the necessary documentation including TIPS certifications and insurance rider. If you have any questions or require additional information, please do not hesitate to contact me at (508) 505-7827.

Thank you for your time and consideration.

Lindsay Jordan
Little Bear Stables
Founder and President



TOWN OF LANCASTER, MASSACHUSETTS
OFFICE OF THE
BOARD OF SELECTMEN

SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION

TODAY'S DATE: April 19, 2022
APPLICANT'S NAME: Lindsay Jordan TELEPHONE: 508-505-7827
ORGANIZATION: Little Bear Stables
EVENT ADDRESS: 61 Moffett Street, Lancaster
EVENT PURPOSE: Fundraiser / Grand opening
EVENT DATE: May 21, 2022
EVENT HOURS: 11-4
ALCOHOL: Beer and Wine: ☒ All Alcohol*: ☐
(Non Profit; Charity or Club Only)*
ATTENDANCE: Approximate Number of Persons in Attendance: 50
Persons Under 21 in Attendance: Yes ☒ No ☐

If this Special One-Day Liquor License is granted, I hereby agree to abide by all rules, regulations and laws of the Commonwealth of Massachusetts concerning the sale and consumption of alcohol, particularly with regard to the minors. No persons under the age of twenty-one (21) shall be served alcoholic beverages.

Lindsay Jordan 4/28/22
Signature of Applicant

POLICE DEPARTMENT OFFICIAL USE ONLY

X Approval Recommended Approval Not Recommended
Police Officer Required: Yes No X
Comments/Conditions: Police department reserves right to review parking plan, and make
recommendations about any concerns.
Date: 05-03-2022
Chief Everett L. Moody
Police Chief Signature

701 Main Street, Suite 1, Lancaster, Massachusetts 01523
T: 978-365-3326 F: 978-368-8486
E-Mail: opacheco@lancasterma.net or krocco@lancasterma.net

Kathi Rocco

From: Everett L. Moody
Sent: Tuesday, May 3, 2022 6:36 PM
To: Kathi Rocco
Subject: Re: Special One Day Beer & Wine License
Attachments: One Day Beer&Wine License. Little Bear Stables.pdf

Kathy, I approved the permit. I would like the opportunity to look at the parking plan and discuss any concerns or requests they might have.

Have a Nice Day
Acting Chief Everett L. Moody

From: Kathi Rocco <KRocco@lanasterma.net>
Sent: Tuesday, May 3, 2022 3:35 PM
To: Everett L. Moody <ELMoody@lanasterma.net>
Cc: Robin Zagwyn <RZagwyn@lanasterma.net>
Subject: Special One Day Beer & Wine License

Good Afternoon Everett & Robin

Please see the attached application for the above referenced.

Best,

Kathi

Kathleen Rocco

Executive Assistant / Records Access Officer
Lancaster Select Board
701 Main Street, Suite 1
Lancaster, MA 01523
T: 978-365-3326 x 1201
www.ci.lancaster.ma.us



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Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 3.1
For coursework completed on September 6, 2021
provided by Health Communications, Inc.
is hereby granted to:

Michael Souza

Certification to be sent to:

**Mass Brewing, LLC, Sterling Street Brewery
175 Sterling St
Clinton MA, 01510-1937 USA**



HEALTH COMMUNICATIONS, INC.

This document is not proof of eTIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.





Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

LITTLE BEAR STABLES INC
61 MOFFETT STREET
LANCASTER, MA 01523

Date:
12/16/2021
Employer ID number:
87-2800319
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: (877) 829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
September 21, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053677002341

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/12/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER GHM Agency 51 Main Street PO Box 649 Waterville ME 04903-0649		CONTACT NAME: Arielle Roy PHONE (A/C No. Ext.): (207) 873-5101 E-MAIL ADDRESS: arielle@ghmagency.com FAX (A/C No.): (207) 873-5784	
INSURED MASS BREWING LLC 175 STERLING STREET CLINTON MA 01510		INSURER(S) AFFORDING COVERAGE INSURER A: Acadia Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 31003	

COVERAGES

CERTIFICATE NUMBER:
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ADV5453236-11	9/15/2021	9/15/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ADV5453236-11	9/15/2021	9/15/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCA5453240-11	9/15/2021	9/15/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			ADV5453236-11	9/15/2021	9/15/2022	EACH OCCURRENCE 1,000,000 AGGREGATE 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability: Additional insured endorsement CG2011 04/13 for ongoing operations included.

CERTIFICATE HOLDER

CANCELLATION

The Town of Lancaster
 21 Central Ave
 Lancaster, NY 14086

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Arielle Roy/ARIELL

TOWN OF LANCASTER

APPLICATION FOR USE OF TOWN GREEN/GAZEBO

(Submit to: Executive Assistant, Town of Lancaster, 701 Main Street, Suite 1, Lancaster, MA 01523)

4/28/22

Date

To the Licensing Authorities:

The undersigned hereby applies for a License/Permit in accordance with the provisions of the Statutes of the Commonwealth of Massachusetts and/or Bylaws of the Town of Lancaster relating thereto:

Date of Activity: weekly on Thursdays + Fridays from 5/5 to 10/7
Time: Start: 10:30 AM End: 11:30 AM
Name & Address: Maren Caulfield
Telephone: _____
Emergency Contact & Phone: _____
Business Name (If applicable): Thayer Memorial Library
Address: 717 Main St.
Lancaster MA 01523
Telephone: 978-368-8928 x5
Number of People Attending: varies

RECEIVED

Provisions for Parking: None
Partial or full road closure? None
Structures? None
Tents with sides? None
Cooking? None
Food/Refreshments? None
Porta Potty? None
Portable Sink Unit? None
Email address: mcaulfield@lancasterma.net

APR 28 2022

Board of Selectmen

Clearly explain the purpose for requesting the use of the Town Green/Gazebo:

I would like to hold Library storytimes outside when the weather allows. Storytimes typically meet on Thursdays and Fridays at 10:30. On hot or stormy days, we will meet inside the library.

A Refundable Deposit of \$100 is required of anyone requesting the use of the Gazebo/Town Common.

Wedding Fees

Residents: No Charge for Weddings, Rehearsals or Photographs
Non-Residents: Weddings - \$50
Rehearsals - \$25
Photographs - \$25

I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth and the Town of Lancaster relating to the filing and payment of taxes.

Maren Caulfield
Signature of Individual or Corporate Officer
Thayer Memorial Library
Company Name or Individual Name

046-001-194
Social Security Number or Federal
Identification Number*

* Your Identifying Number will be furnished to the Massachusetts Department of Revenue to determine whether or not you have any tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Chapter 62C, Section 49A, of the Massachusetts General Laws and the Bylaws of the Town of Lancaster.

.....
~Office Use Only~

Department	Approval Signature	Date
Board of Health		
Fire Department		
Police Department		
Building Department		
Board of Selectmen		

Certificate of Insurance Received:

Date: _____

Deposit Received:

Date: _____

Additional Fees Received:

Date: _____

IX. OTHER UNFINISHED BUSINESS
