



LANCASTER SELECT BOARD
Regular Meeting Agenda
Prescott Building – Nashaway Room
Monday, December 5, 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

Chair Stephen J. Kerrigan will call the meeting to Order at 6:00 P.M. in the Nashaway Meeting Room located on the second floor in the Prescott Building, 701 Main Street, Lancaster, MA 01523

This Meeting Will Also Be Held Virtually at:
Join Zoom Meeting

<https://us02web.zoom.us/j/81755619261>

Meeting ID: 817 5561 9261

One tap mobile

+13126266799,,81755619261# US (Chicago)

+16465588656,,81755619261# US (New York)

Dial by your location

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+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 817 5561 9261

Find your local number: <https://us02web.zoom.us/j/81755619261>

Residents Have the Ability to Ask Questions via ZOOM.

II. APPROVAL OF MEETING MINUTES

Review and take action on the following Select Board's Meeting Minutes:
November 12, 2022, November 14, 2022, and November 21, 2022.



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III. SCHEDULED APPEARANCES & PUBLIC HEARINGS

6:05 PM Notice of Public Hearing – Tax Classification for Fiscal Year 2023

In accordance with G.L. c.40, §56, the Select Board will conduct a Public Hearing on the question of adoption of percentages of the total tax levy to be borne by each class of real property (residential, commercial, industrial, open space) and personal property for Fiscal Year 2023. The Hearing will be held as a hybrid meeting and by Zoom <https://us02web.zoom.us/j/81755619261> on Monday, December 5, 2022 at 6:05 P.M. All interested parties are invited to attend and be heard.

IV. BOARDS, COMMITTEES AND DEPARTMENT REPORTS

1. FY24 Budget Updates
 - a. Draft General Fund Detail Sheets
 - b. Draft Capital Plan (*for discussion at 12/19/22 joint meeting with Finance Committee*)
2. Discussion regarding Planning Board Public Hearing 12/12/22 relative to Citizens' Petition.

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 tolerated.

VI. TOWN ADMINISTOR REPORT

1. Hiring Updates – Health & Human Services Department, Outreach & Activities Coordinator
2. Update & Notification Regarding Grants Received in November
3. Other Departmental Updates

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

1. Draft/Proposal – Financial Audit Committee (Turner)
2. DCAMM Property Update (Town Admin)

VIII. APPOINTMENTS AND RESIGNATIONS

Re-Appointments

Affordable Housing Trust: Debra Williams and Frank Streeter terms to expire June 30, 2024 (two year term)



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IX. LICENSES AND PERMITS (Vote may be taken)

- I. Review and take action on the following ABCC licenses for 2023
Michael's Bridge Diner – Retail License to Sell Wine & Malt and Common Victualler License
- II. Review and take action on the following 2023 Renewal License Applications
 1. Cumberland Farms – Common Victualler
 2. Dunkin Donuts – Common Victualler
 3. Mobile/Exxon – Common Victualler
 4. Trolley Stop – Common Victualler
 5. Murphy's Hot Dog Truck – Lunch Cart License
 6. Sterling National Country Club – Dispensing Food or Beverages to Members & Guest of Clubs
 7. Crawford Truck Sales, Inc. – Class II
 8. F.J.S. Auto, Inc. – Class II
 9. Nationwide Auto Recycling, Inc. – Class III and Collector & Dealer of Junk
 10. JC Madigan – Class I
 11. RBI Motors – Class II
 12. Ron Bouchard Auto Sales, Inc. - Honda – Class I and Class II
 13. Ron Bouchard Dodge, LLC – KIA – Class I and Class II
 14. Ron Bouchard Auto Sales, Inc. - Nissan – Class I and Class II
 15. Route 117 Used Auto Parts, Inc. – Class II, Class III and Collector & Dealer of Junk

X. NEW BUSINESS *

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

XI. COMMUNICATIONS

- Next Select Board Hybrid Meeting will be held on Monday, December 19, 2022 at 6:00pm
- Due to Monday Holidays occurring during the month of January, the Select Board will meet that month on Tuesday, January 3rd and Tuesday, January 17th, 2023.
- Miscellaneous Correspondence & Memorandums

XII. ON GOING PROJECTS & OLD BUSINESS

- Liaison Roles, Policies & Appointments, Review Draft Proposal (Turner)
- Public Records Requests Inventory, Policy Proposals (Turner)

XIII. ADJOURNMENT

II. APPROVAL OF MEETING MINUTES



LANCASTER SELECT BOARD & FINANCE COMMITTEE

Special Joint Meeting Minutes – FY2024 Budget Review

of Saturday, November 12, 2022

Nashaway Meeting Room, 2nd Floor, Prescott Building, 701 Main Street, Lancaster MA

I. CALL TO ORDER

Chairman Stephen J. Kerrigan called the meeting to order at 8:00AM in the Nashaway Meeting Room located on the second floor in the Prescott Building, 701 Main Street, Lancaster, MA.

He advised that the meeting was being recorded via ZOOM and is being broadcast by Sterling Lancaster Community Television. Join Zoom Meeting: <https://us02web.zoom.us/j/828595897596>
Meeting ID: 828 5958 9759

Select Board Roll call vote taken, Alexandra W. Turner, present, Stephen J. Kerrigan, present. Also present, Kate Hodges, Town Administrator. Jason Allison was absent.

Finance Committee Roll call vote taken by Chair Susan Smiley, Michelle Vasquez, present; Emily Kerrigan, present; Jocelyn Mylott, present, Richard Trussell, present, Susan Smiley, present. Also present, Cheryl Gariepy, Finance Director.

II. FISCAL YEAR 2024 BUDGET PREVIEW MEETING

The Select Board and the Finance Committee met with all town departments in order to preview the upcoming budget. All departments had been asked to submit level services budgets. This meeting was strictly informational; no deliberation was held and no votes were taken.

III. ADJOURNMENT

Ms. Turner moved to adjourn the Select Board meeting; Mr. Kerrigan seconded. *Vote taken, Alexandra W. Turner, Aye, Stephen J. Kerrigan, Aye. [2-0-0]. Vote passed.*

Emily Kerrigan moved to adjourn the Finance Committee meeting; Joycelly Mylott seconded. *Vote taken, Michelle Vasquez, Aye; Emily Kerrigan, Aye; Jocelyn Mylott, Aye; Richard Trussell, Aye, Susan Smiley, Aye. [5-0-0]. Vote passed.*

Respectfully submitted,

Kathleen Rocco
Executive Assistant

Approved and accepted,
Alexandra W. Turner, Clerk, Select Board



LANCASTER SELECT BOARD
Special Meeting Minutes – Prior to Special Town Meeting
of Monday, November 14, 2022, 5:30 P.M.
Mary Rowlandson Elementary School Auditorium

I. CALL TO ORDER

Chairman Stephen J. Kerrigan called the meeting to order at 5:36 P.M. in the Mary Rowlandson Elementary School Auditorium, 103 Hollywood Drive, Lancaster, MA. He advised that the meeting was being broadcast by Sterling Lancaster Community Television.

Select Board Roll call vote taken, Jason A. Allison, present; Alexandra W. Turner, present, Stephen J. Kerrigan, present. Also present, Kate Hodges, Town Administrator.

II. FISCAL YEAR 2024 BUDGET PREVIEW MEETING

1. FY23 Special Town Meeting Warrant Review

Mr. Kerrigan pointed out that each Board member has copies of the Warrant and of motions needed. He reviewed who would present each Warrant Article. It was noted that Article 4 will need a 2/3 majority to pass, whereas other articles require a simple majority.

2. Meeting Procedures

Rules were explained for Motions for Reconsideration. The process for wristbands was reviewed. Mr. Kerrigan explained the process that will be used for paper ballots for Articles 3 and 4. Later articles may be considered during the ballot count for earlier articles.

III. ADJOURNMENT

Ms. Turner moved to adjourn the Select Board meeting; Mr. Allison seconded. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye, Stephen J. Kerrigan, Aye. [3-0-0]. Vote passed.*

Respectfully submitted,

Kathleen Rocco
Executive Assistant

Approved and accepted,
Alexandra W. Turner, Clerk, Select Board



LANCASTER SELECT BOARD

Regular Meeting Minutes

of Monday, November 21, 2022

Nashaway Meeting Room, 2nd Floor, Prescott Building, 701 Main Street, Lancaster MA

I. CALL TO ORDER

Chairman Stephen J. Kerrigan called the meeting to order at 6:00PM in the Nashaway Meeting Room located on the second floor in the Prescott Building, 701 Main Street, Lancaster, MA. He advised that the meeting was being recorded via ZOOM and is being broadcast by Sterling Lancaster Community Television.

Join Zoom Meeting: <https://us02web.zoom.us/j/84963158479>

Meeting ID: 849 6315 8479

Roll call vote taken, Jason A. Allison, present, Alexandra W. Turner, present, Stephen J. Kerrigan, present. Also present, Kate Hodges, Town Administrator

II. APPROVAL OF MEETING MINUTES

Ms. Turner moved to approve minutes of October 31, 2022. Mr. Allison seconded the motion. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Ms. Turner moved to approve minutes of November 3, 2022. Mr. Allison seconded the motion. Ms. Turner stated that this is a very abbreviated version; she thought there should have been more information on articles other than Article 3 and Article 4. Mr. Kerrigan stated that if people wanted more information that the video was available for viewing *Vote taken, Alexandra W. Turner, Nay; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [2-1-0]*

Ms. Turner moved to approve minutes of November 7, 2022. Mr. Allison seconded the motion. Ms. Turner objected to a name misspelled (Resac) on page 5 of 13; discussion ensued regarding whether or not the motion should be tabled or voted on. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE

6:30PM Public Hearing Petition for Pole and Wire Locations

Javier Morales was present representing National Grid.

Ms. Turner moved to open the Public Hearing, reading the legal notice: *Under the provisions of Chapter 166, Section 22 of the General Laws, and any additions thereto or amendments thereof, a Public Hearing is scheduled for Monday, 6:10 pm on November 21, 2022 in the Nashaway Meeting Room located on the second floor of the Prescott Building, 701 Main Street, Lancaster, MA and by Zoom <https://us02web.zoom.us/j/84963158479> to consider a petition submitted by National Grid and Verizon New England, Inc. requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:*

Maple Street – National Grid to install 1 SO Pole on Maple Street beginning at a point approximately 0 feet northeast of the centerline of the intersection of Maple Street and Flagg Street and continuing approximately 25 feet in a northeast direction. Install 1 SO Pole #4 about 25 feet northeast of the intersection of Maple Street and Flagg Street to serve an existing building at 58 Maple Street.

Mr. Allison seconded the motion. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Mr. Morales explained that the pole is to feed the existing building used as a generation station for Atlantic Union College. He stated that he had just noticed a manhole structure on Google Maps, next to the proposed pole location, that he had not noticed in the field. He asked that the Select Board delay the pole hearing and put him in touch with the DPW.

Ms. Turner moved to continue this hearing to a later date; Mr. Allison seconded. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed; this Public Hearing is continued. [3-0-0]*

IV. BOARDS, COMMITTEES, AND DEPARTMENT REPORTS

1. Update on Joint Meeting with Finance Committee held Saturday, November 12th.

a Budget Overview

Ms. Hodges reviewed the meeting, explaining that the Select Board and the Finance Committee had met with each department, reviewing next year's budget in detail. This would, holding the school at 4% as a placeholder, leave a deficit of \$674,655; it is believed that the school increase may be higher than 4%. The change in school budget from 4% to 6% would change the deficit to \$998,000. Adding increases in non-school expenses to this number would create a deficit of about \$1.2 million. Ms. Hodges noted that it is early; the tax rate is not yet set and re-valuation will play a factor in revenue; the numbers will change and fluctuate over the next months. Finance Director Cheryl Gariepy has certified Free Cash at about \$1.2 million; Ms. Hodges cautioned against using this to cover the deficit for several reasons, including potential damage to the Town's bond rating. Mr. Allison

asked how this deficit can be overcome; Ms. Hodges said that options right now would include closing buildings or shutting entire departments, but overall there needs to be a more diversified revenue stream. Mr. Kerrigan concurred but noted that this will not happen in time for next year's budget. It was noted that the budgets submitted by some departments were actually lower than the current year's budget, and those that showed a budget increase were minimal. The Board members had a variety of questions about revenues, all of which were covered in the budget documentation supplied.

b. Schedule Capital Budget Review Meeting

Ms. Hodges asked the Board's wishes for scheduling a Joint Meeting with the Finance Committee to review the FY24 Capital Budget. She recommends that Capital items in FY24 are only funded from ARPA Funds and that only essential items are funded. A tentative date of December 5th or December 19th was chosen.

c. Discuss timelines for Future FY23 Budget Cycle

Ms. Hodges suggested a Public Forum, not a hearing, to review the numbers, sometime in January. It was tentatively scheduled for January 3, 2023 or January 17, 2023.

V. PUBLIC COMMENT PERIOD

Opportunity for the public to address their concerns, make comments, and offer suggestions on operations or programs, except personnel matters. Complaints or criticism directed at staff, volunteers, or other officials shall not be permitted.

Mr. Kerrigan recognized George Franz, 13 Highfield Drive. Mr. Franz spoke to three topics. First, the need for additional revenue for the Town. Secondly, he suggested contacting the number of non-profits in Town in the hope that some of them might make payments in lieu of taxes. Finally, he stated that last Monday's Special Town Meeting was difficult due to the large turnout, and he noted that the Government Study Committee is looking at a variety of options.

Mr. Kerrigan noted that the Select Board has received, late today, a Citizens' Petition with over 400 names to require the Select Board to have another Town Meeting to consider the zoning article. The Board now is required to vote to refer the petition to the Board of Registrars, who must confirm the signatures as citizens, and then must refer the matter to the Planning Board. Mr. Allison moved that the Select Board refer the Citizens' Petition, received today, Monday, November 21, 2022, to the Board of Registrars for certification, and additionally the Board shall also refer the subject matter of the petition, the substantive facts surrounding the Enterprise Zoning Proposal in North Lancaster, to the Planning Board for their consideration. Ms. Turner seconded the motion.

Ms. Turner stated that she had not seen the petition; Mr. Kerrigan stated that he hadn't either, but that they know of its existence, and that this motion is at the recommendation of Town Counsel.

Ms. Hodges clarified the process, explaining that this is governed by Massachusetts General Law (MGL), and that a Citizens' petition is always delivered to the Town Clerk, who then notifies the Select Board's office of its existence. The requirement for the number of signatures is 200. The Select Board needs to acknowledge the petition. Ms. Turner questioned whether the Board needs to return the petition to the Board of Registrars since the Town Clerk already had it. Ms. Turner requested a copy of the petition; Ms. Hodges will provide this.

Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]

Mr. Kerrigan stated that a target date would be Saturday, January 21, but that would be a decision that the Board would make at a later date if all the other requirements are met. Ms. Turner stated that there was a bylaw stating that Town Meetings could not be held on Saturdays; it was pointed out that there is no bylaw stating this although it was apparently unwritten policy in the past. Frank Streeter of the Planning Board was not recognized for comment but stated that the Planning Board looks forward to hearing from the Select Board and they are there to help facilitate this process to the extent possible under some very tight holiday deadlines.

VI. TOWN ADMINISTRATOR REPORT

1. Hiring Updates

- a. Outreach & Activities Coordinator - An offer has been extended to the selected candidate; the candidate is a Licensed Social Worker with extensive experience. Her first day will be next Monday.
- b. Town Clerk - Ms. Hodges will be talking to top candidates this week; she hopes to make an offer by early December.

2. Facilities Updates

- a. Community Center – The deep cleaning has been completed over the weekend and all conditions needed to be certified by the Board of Health have been met. Ms. Hodges has sent a letter to the Board of Health advising them of same. The new flooring will be complete by the end of next week.
- b. Old Town Hall – Ms. Hodges notes that this building is very expensive to heat and is neglected; a conversation is needed about future plans. Ms. Hodges has discussed some plans with Heather Lennon of the Historic Society. Ms. Turner would like someone to look at issues with the brick or the slate roof leaking.

3. New Hiring Procedures, Administrative Policy & Forms

Ms. Hodges presented a detailed procedure for new hiring processes including a form for all department heads to use to ensure that job advertising is standardized and has a funding

source. There is a new employment application that now meets legal requirements. Ms. Hodges has trained almost all department heads on this process.

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Spec Pond Road

- a. Follow-up discussion, next steps
- b. Authorize Chair to contact DPW Chair for scheduling of Joint Meeting

Mr. Allison moved to authorize Chair Kerrigan to meet with the DPW Chair to schedule a joint meeting. Ms. Turner seconded. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Mr. Kerrigan reported that a lot of research has been done, and a lot of research has been done by town residents. The Board wants to give the Spec Pond area residents an answer as to whether the Town can plow the road currently. The information is not bearing out the way that the residents would like it to. Given some research, it seems that the 1938 Town Meeting voted to authorize the State create an access road, but not to have the Town accept it as a road. Subsequent deeds in the 1940's and 1950's indicate that the road was a private road. Mr. Kerrigan stated that the Board has a responsibility to make a decision about facts before the Board. He continued, saying that there is a process for a Citizen's Petition could request that this becomes a warrant article at the Annual Town Meeting in May.

Mr. Allison stated that he would like to right a wrong, but it does not appear that the 1938 meeting accepted the road. Additionally, at the 1957 Town Meeting, there is evidence that residents said that they would build their own road.

Mr. Murphy, from the Spec Pond Residents' Association, noted that the process for accepting roads did not exist as we know it in 1938, and that there was a great deal of confusion going on, involving land seizure by Devens, and the use of the access road by the Army. Mr. Kerrigan re-stated that the warrant for the 1938 Town Meeting did not have an article that would have accepted the road. Mr. Murphy asked if there was a Citizens' Petition to accept the road, wouldn't it be problematic that the road would not meet current DOT (Department of Transportation) standards. Mr. Kerrigan stated that he could not presuppose these answers.

Ms. Hodges referred to the DPW Meeting of August 29, 2022, and July 11, 2022. Mr. Murphy had presented at the July meeting; at this meeting it was stated that if the road were to be accepted as a town road, it would need to be surveyed and brought up to standards, and that this would not be an expense of the Town. The DPW Board also said that there was nothing that they could do and that it would need to go to Town Meeting. Ms. Hodges stated that the outstanding question is whether or not the DPW can accept a non-conforming road. Accepted town roads are repaired using Chapter 90 money, but this money cannot be used for private roads. Mr. Allison offered himself as an advocate on the

Board, pledging to research to see if he can provide help. Mr. Murphy noted that the Town of Lancaster owns a large piece of land in the Spec Pond area and the Town is not current with Association dues.

2. Update Municipal Fees

- a. 1-day Liquor License
- b. Abutter Notifications
- c. Usage Permits
- d. Copies, report production, etc.

Ms. Hodges, referring to a memo she sent to the Select Board, explained that these fees had not been updated in 12-15 years. Current fees do not cover the cost of staff time and postage. Mr. Allison moved to adopt the proposed fees for services. Ms. Turner seconded. Discussion was held about “reasonableness” and it was agreed that one or two copies, at the discretion of the town employee, would not be charge, but that fees would apply to more complex requests. Ms. Turner stated that she would like to add or amend additional fees; Mr. Kerrigan stated that the Board needed to vote on the option on the floor and that Ms. Turner should submit an agenda item for other items so that the Board had the opportunity to review and consider these changes. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Ms. Turner brought up entertainment fee structures, like in the Town of Brimfield, where each vendor at the flea markets pays a fee, or like Groton’s recent adoption of a per-ticket fee. Ms. Hodges suggested that the fees just voted on were legal fees rather than entertainment, and that she could come back with recommendations for other fees.

3. Review and discuss the November 14, 2022 Special Town Meeting (Allison)

Mr. Allison proposed that the Board discuss what went well at the Special Town Meeting, what didn’t go well, and maybe some things that the Board might think about changing. He suggested that no decisions should be made at this meeting but that it was an opportunity for discussion.

Mr. Allison suggested that under the “good” category would be the large turnout, the Police assistance, the work done by the registrars, and Sterling-Lancaster television. Some of the bad things included the large turnout, the time to check in, and the overall process which took too long and didn’t serve the residents. He noted that about 200 residents had left before the end, and he stated that all residents need to be better served by Town Meeting.

Ms. Turner agreed with Mr. Allison, suggesting that things that might be considered include using Nashoba Regional High School if an outside arena was not available. Mr. Kerrigan noted that post-COVID, meetings cannot be held outside of the town. She thought that the use of clickers would make it smoother; Ms. Hodges explained that the school’s Wi-Fi and connectivity are problematic, and that a receiver would be needed in every room to support the clickers. Some discussion was held as to who “owns” the town meeting. Ms. Hodges

explained that it is the Moderator's meeting. The Select Board calls the meeting, the day of the meeting and the contents of the warrant, belong to the Select Board. The Town Clerk is responsible for procedures. Ms. Turner noted that many people do not understand the process of Town Meeting and how the current government works.

Mr. Kerrigan echoed Mr. Allison's statements, suggesting that there were some disappointments that some residents felt that their voice was not heard. He too, expressed gratitude for the town employees who planned and worked at the meeting as well as attendees.

VIII. APPOINTMENTS AND RESIGNATIONS - NONE

IX. LICENSES AND PERMITS

1. One Day Liquor (Beer and Wine) License *Beer Only

Applicant: Jesse Tarbell

Organization: Mass Brewing LLC dba Sterling Street Brewery

Event: Dimeco's First Annual Holiday Open House

Event Address: 374 Sterling Street, Lancaster, MA 01523

Event Date: November 27, 2022, from 12:00pm – 3:00pm

Ms. Turner moved to approve a One-Day Liquor License (Beer and Wine *Beer Only) for Jesse Tarbell, Mass Brewing LLC dba Sterling Street Brewery, for Dimeco's First Annual Holiday Open House, 374 Sterling Street, Lancaster, on November 27, 2022, from 12:00pm-3:00pm. Mr. Allison seconded. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

2. One Day Liquor (Beer and Wine) License

Applicant: Nicole Kanis

Organization: Lancaster PTO

Event: Art & Vendor Fair – Fundraiser for the PTO

Event Address: Lancaster Community Center, 39 Harvard Road

Event Date: December 3, 2022, from 12pm-4pm

Ms. Turner moved to approve a One Day Liquor (Beer and Wine) License, to Nicole Kanis, Lancaster PTO, for the Lancaster PTO Art & Vendor Fair, December 1, 2022, from 12pm-4pm, at the Lancaster Community Center, 39 Harvard Road. Mr. Allison seconded. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

X. NEW BUSINESS

This item is included to acknowledge matters not reasonably anticipated by the Chair.

XI. COMMUNICATIONS

- Town Offices will be closed on Thursday, November 24, 2022, in observance of Thanksgiving Day.
- Next Select Board Hybrid Meeting will be held on Monday, December 5, 2022 at 6:00pm

➤ Miscellaneous Correspondence and Memoranda

XII. ONGOING PROJECTS & OLD BUSINESS

- Liaison Roles, Policies & Appointments – Review Draft Proposal (Turner)
- Financial Audit Advisory Committee Charge Review & Outlined Functions (Turner)
- Division of Capital Asset Management & Maintenance Property, Update (Turner)
- Public Records Requests Inventory & Handling, Policy Proposals (Turner)

Ms. Turner suggested deleting Liaison Roles from the agenda; she will request to add it again when she has more information.

Regarding the Audit Committee, Ms. Turner reviewed the need again. She sent a memo to the Select Board last night; Mr. Kerrigan said that he has not had an opportunity to review, nor had Mr. Allison. Mr. Kerrigan asked that this item could be moved to the next agenda. Ms. Turner said that this committee would hire the auditor; Ms. Hodges expressed concern that they could not be responsible for hiring because this would conflict with procurement procedures. Ms. Turner explained further that this process is recommended by the Inspector General.

Mr. Kerrigan asked if the town currently has an Audit firm, and if so, when their contract expires. Ms. Hodges will investigate this. The Town has had the same firm for about 20 years.

Regarding DCAMM, Ms. Turner reported that because the town has some new staff and DCAMM has new board members, that they should be invited to a meeting in December or January to talk about the process, because there seems to be some confusion. Mr. Kerrigan asked what has happened since May on behalf of the Select Board; Ms. Turner stated nothing except Town Meeting passing legislation, with no action from the State legislature. She would like to form a group of people to work on this. Mr. Kerrigan asked if it were true that the Town needs to agree to sell the property or lease the property to a developer by December 2023; Ms. Turner agreed but thinks that there needs to be a study group and a better understanding of the sales partnership model. Mr. Kerrigan expressed concern that this land has been non-taxable for his entire life but now there is not a lot of time left. Ms. Turner explained that she has met with Ms. Hodges and Ms. Farinacci; Ms. Hodges recollects that this meeting was in May, during which Ms. Turner proposed using some ARPA funds for a study, but that it had gone no further. Ms. Hodges suggested that an RFP needs to be developed and brought to MassDevelopment. Ms. Turner has also reached out to Glenn Eaton from MRPC (Montachusett Regional Planning Council).

Mr. Kerrigan said, “We have thirteen months left. We have to tighten things up and be very clear about what our goals and objectives are, because if we just throw it out to the Town, saying, ‘let’s hear your thoughts about DCAMM’ There’s no structure there. So, we’ve got to tighten up the structure and set some real deliverables and show people that we are not going to pass up this fantastic opportunity.”

Mr. Allison moved to authorize Ms. Hodges to work on putting together an RFP to further the DCAMM initiative. Ms. Turner seconded. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Regarding public records, Ms. Turner stated that many towns use software, the most common of which is VOYA Direct which has a nice interface. She mentioned Chelmsford as a good model, as well as towns that do not use software such as Harvard which uses a form. She thinks it would help in terms of staff time and money. Mr. Kerrigan asked if there was a legitimate problem that the Board was trying to solve; Ms. Turner said that it seemed to be burdening staff and that it would help the town to be as transparent as possible. Mr. Kerrigan and Mr. Allison both said that they do not see a problem that needs to be solved. Ms. Hodges noted that software like this searches town email addresses but that it does not address the large number of board and committee members in Lancaster using private email. Debate continued, with Ms. Turner stating that this software or some other solution would be helpful and Messrs. Kerrigan and Allison stating that they do not believe there is a problem to be solved. Ms. Turner would like to see the existing Access database available to the public. Mr. Kerrigan suggested that Ms. Hodges look into this further.

XIII. EXECUTIVE SESSION

The Lancaster Select Board will meet in Executive Session pursuant to M.G.L. c30A, §21(a) for the Purpose (3): To discuss strategy with respect to collective bargaining, specifically to deliberate regarding the Union's response to the Level Three grievance determination issued by the Select Board to Teamsters Union, Local No. 170 regarding disciplinary action taken against C. Manning, as an open meeting may have a detrimental effect on the bargaining position of the Select Board.

Ms. Turner moved to enter into Executive Session pursuant to M.G.L. c30A, §21(a) for the Purpose (3): To discuss strategy with respect to collective bargaining, specifically to deliberate regarding the Union's response to the Level Three grievance determination issued by the Select Board to Teamsters Union, Local No. 170 regarding disciplinary action taken against C. Manning, as an open meeting may have a detrimental effect on the bargaining position of the Select Board, from which the Board will not reconvene in regular session. Mr. Allison seconded the motion. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

XIV. ADJOURNMENT

Respectfully submitted,

Kathleen Rocco
Executive Assistant

Alexandra W. Turner, Clerk

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS



NOTICE OF PUBLIC HEARING
TOWN OF LANCASTER
TAX CLASSIFICATION

In accordance with G.L. c.40, §56, the Select Board will conduct a Public Hearing on the question of adoption of percentages of the total tax levy to be borne by each class of real property (residential, commercial, industrial, open space) and personal property for Fiscal Year 2023. The Hearing will be held as a hybrid meeting and by Zoom Meeting <https://us02web.zoom.us/j/81755619261> on Monday, December 5, 2022 at 6:05 P.M. All interested parties are invited to attend and be heard.

SELECT BOARD OF LANCASTER
Stephen J. Kerrigan, Chairman
Alexandra W. Turner, Clerk
Jason A. Allison, Member

Fiscal Year 2023

Tax Classification Hearing

December 5, 2022



Lancaster Board of Assessors

Michael Burke Sr., Chairman

Debra Sanders, Member

Kristen Fox, Member

Bobbi-Jo Williams, Principal Assessor

Adam Quigley, Assistant Assessor

David Manzello, Regional Tax Assessor

Introduction

Each year, prior to the mailing of 3rd quarter tax billings, the Board of Selectmen holds a public hearing to determine the percentage of the town's property tax levy to be borne by each major property class. This responsibility and procedure are described in Chapter 40, Section 56 of the Massachusetts General Laws.

The steps in completing the Classification Hearing are outlined below. Also provided is information about the levy, property assessments, and recommendations made by the Board of Assessors.

Steps in Setting Tax Rates

Pre-classification Hearing Steps

- | | |
|---|------------------|
| Step 1: Determination of the property tax levy | (Budget Process) |
| Step 2: Determine assessed valuations | (Assessors) |
| Step 3: Tabulate assessed valuations by class | (Assessors) |
| Step 4: Obtain DOR value certification | (Assessors) |
| Step 5: Obtain certification of new growth revenues | (Assessors) |

Classification Hearing Steps

- | | |
|--|-------------------------|
| Step 6: Classification hearing presentation | (Assessors & Selectmen) |
| Step 7: Review and discuss tax shift options | (Selectmen) |
| Step 8: Voting a tax shift factor | (Selectmen) |

Post Classification Hearing Steps

- | | |
|---|-------------|
| Step 9: Sign the LA-5 Classification Form | (Selectmen) |
| Step 10: Send annual recap to DOR for tax rate approval | (Assessors) |
| Step 11: Obtain DOR approval of tax rates | (DOR) |

Terminology

The following are definitions of the terms frequently used in the discussion of tax rates.

Levy: The tax levy (or levy) is the amount of property taxes to be raised. The levy amount is determined by the budget. The total amount of the approved budget less revenues from other sources like motor vehicle excise, municipal fees, and state aid is the amount to be raised from property taxation. **In Lancaster, the FY2023 actual levy to be raised is estimated to be \$22,061,020.63. This represents a 1.84% increase over last year's levy of \$21,662,399.78.**

Levy Ceiling: The levy ceiling is 2.5 percent of the full value of the town. Based on the Lancaster aggregate valuation of \$1,283,363,620, the town cannot levy taxes in excess of \$32,084,091.

New Growth Revenue: Property taxes derived from newly taxable properties like new construction, additions, renovations, subdivisions, and personal property. **Fiscal year 2023 new growth revenues of \$337,710 have been certified by the Department of Revenue.**

Levy Limit: Is calculated by adding 2.5 percent of the previous year's levy limit plus new growth revenue for the present fiscal year to last year's levy limit. Exceeding the levy limit requires an override of Proposition 2 ½, capital expenditure exclusion or excluded debt. **The levy limit for fiscal year 2023 is certified at \$21,150,844.**

Excess Levy Capacity: Excess levy capacity is the difference between the levy and the levy limit.

The Fiscal Year 2023 Levy Limit and Amount to be Raised

The following is a calculation of Lancaster's estimated levy for fiscal year 2023.

Fiscal year 2022 levy	20,305,497
Levy increase allowed under Prop. 2 ½	507,637
New growth revenue	337,710
Fiscal year 2023 levy limit	21,150,844
Debt excluded under Prop. 2 ½	910,982
Maximum Levy (rounded by tax rate)	22,061,826
Levy ceiling	32,084,091
Excess Levy Capacity	805.37

Valuations by Class Before Tax Shift

<u>Major Property Class</u>	<u>Valuation</u>	<u>Percent</u>	<u>Res vs CIP%</u>	<u>Prior FY %</u>
Residential	1,114,280,987	86.8250	86.8250	85.6565
Commercial	87,097,209	6.7866		
Industrial	44,660,804	3.4800	13.175	14.3435
Personal Property	37,324,620	2.9084		
TOTAL	1,283,363,620	100	100	100

ASSESSMENT/CLASSIFICATION REPORT as of January 1, 2022

Fiscal Year 2023

Property Type	Parcel Count	Class1 Residential	Class2 Open Space	Class3 Commercial	Class4 Industrial	Class5 Pers Prop
101	2,104	959,864,000				
102	151	44,261,800				
MISC 103,109	36	26,777,100				
104	70	25,307,600				
105	27	11,759,500				
111-125	24	13,206,200				
130-32,106	388	21,342,700				
200-231	0		0			
300-393	98			83,325,900		
400-442	47				41,786,700	
450-452	3				1,793,200	
CH 61 LAND	1	6	0	25,864		
CH 61A LAND	22	25	0	224,354		
CH 61B LAND	3	1	0	81,940		
012-043	8	11,762,087	0	3,439,151	1,080,904	
501	24					1,856,480
502	57					7,322,840
503	0					0
504	3					13,766,750
505	2					3,136,000
506	1					2,346,900
508	5					704,890
550-552	7					8,190,760
TOTALS	3,113	1,114,280,987	0	87,097,209	44,660,804	37,324,620
Real and Personal Property Total Value						1,283,363,620
Exempt Parcel Count & Value						215 180,314,200

For CH 61, 61A and 61B Land: enter the mixed use parcel count in the left-hand box, and enter the 100% Chapter land parcel count in the right-hand box.

Shifting the Tax Burden

Municipalities with a large commercial/industrial tax base often see fit to shift the tax burden to help maintain lower residential taxes. Lancaster, like most small Massachusetts towns, has in the past chosen not to shift taxes, and keep the Residential and C I P factors to 1.00.

The goal of recent classification hearings has been to maintain a uniform tax rate across all classes of property. The Board of Assessors recommends that the Selectmen continue this practice.

Tax Rates

Based on the above shift factors, the Board of Assessors has calculated the following tax rate needed to raise the tax levy:

<u>Property Class</u>	<u>FY2022</u>	<u>FY2023</u>
Residential	19.45	17.19
Commercial	19.45	17.19
Industrial	19.45	17.19
Personal Property	19.45	17.19

*Note that the fiscal year 2023 rate is an estimate and may change upon Department of Revenue review.

Tax Impacts

Fiscal year 2023 Single Family residential valuations have increased approximately 17% from last year, reflecting a very aggressive sellers real estate market.

The average residential tax bill calculation will change as follows:

CIP Shift	Share Percentages						Tax Rate by Class		Average Value	
	Res Factor	Res SP	Com SP	Ind SP	PP SP	Total SP	Res ET	CIP ET	Single Fam	Commercial
1.0000	1.0000	86.8250	6.7866	3.4800	2.9084	100.0000	17.19	17.19	\$ 7,569.94	\$ 14,616.66
1.1000	0.9848	85.5075	7.4653	3.8280	3.1992	100.0000	16.93	18.91	\$ 7,723.47	\$ 16,079.17
1.2500	0.9621	83.5313	8.4833	4.3500	3.6355	100.0000	16.45	21.49	\$ 7,504.49	\$ 18,272.95
1.5000	0.9241	80.2375	10.1799	5.2200	4.3626	100.0000	15.89	25.79	\$ 7,249.02	\$ 21,929.24
									456,200	850,300

Avg Single Family	Value	Tax Rate	Taxes	Change
FY 2022	389,200	19.45	\$7,569.94	272.14
FY 2023	456,200	17.19	\$7,842.08	3.59%

Recommendations

The Board of Assessors recommends that the Board of Selectmen adopt a residential shift factor of 1.0000 with a corresponding CIP factor of 1.0000, thereby maintaining the relative shares of overall tax burden borne by the residential property owners in past years. **Based on the above assumptions a single tax rate of \$17.19/\$1000 would be classified for all property classifications. Levying the amount of \$22,061,020.63 with excess levy capacity in the amount of \$805.37**

Voting a Tax Shift Factor- (Selectman to read below verbiage at meeting)

The Lancaster Board of Selectmen votes in accordance with M.G.L., Ch. 40, Sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2023 tax rates and set the Residential Factor at 1.000, with a corresponding CIP shift of 1.000, pending certification of the Town's annual tax recap by the Massachusetts Department of Revenue.

IV. BOARDS, COMMITTEES & DEPARTMENT REPORTS

V. PUBLIC COMMENTS

VI. TOWN ADMINISTRATOR REPORT

VII. ADMINISTRATION, BUDGET AND POLICY

Audit Committee

Background: A financial audit is an annual examination of a municipality's financial records, accounts, business transactions, accounting practices and internal controls.

An annual audit may or may not help detect fraud. Auditing standards state that management and governing bodies are responsible for fraud detection. Auditors must provide reasonable assurance that the "books" are free of misstatements and that "material" issues with the "books" could be the result of fraud. In other words, they must consider the possibility of fraud and raise a red flag to the client if they suspect fraud.

An audit committee is the preferred mechanism to select, direct and present an audit according to Department of Local Services (DLS) a division of Department of Revenue (DOR).

Mission: The Lancaster Audit Committee shall work to manage the selection, and direction and review the report auditors with the Board of Selectman and Finance Committee. An independent annual audit should provide residents assurances that Lancaster finances are managed efficiently and consistent with MA and Lancaster law and best practices.

Definition of an Audit Committee:

An audit committee is a group of individuals chosen to select the outside audit firm and determine the audit objectives as well as attend the exit interview, monitor the progress of corrective actions recommended in the audit, and participate in the audit presentation to the selectboard or city/town council. The audit committee should not be composed of potential subjects of the audit (e.g., municipal managers and staff), but could include members of the finance committee or city council (Selectman) and residents with relevant experience or background.

Charge: The Audit Committee shall select a professional auditing firm, and direct the internal auditing, financial systems and independent annual audit. The AC shall make suggestions to the Board of Selectman and Finance Committee following the presentation of the management letter by the auditors.

Specific duties shall include, but are not limited to, the following

1. Select and define scope of services for, an independent auditor.
2. Review the annual financial statements and management reports and make recommendations with respect thereto.
3. Evaluate operations where expanded scope audits or review of the internal controls may be appropriate. Share these recommendations with the Finance Committee and Board of Selectman prior to audit commencing.
4. Review and make recommendations with respect to the Town's internal auditing and financial controls, with input from the Town Administrator, Selectman and Finance Committee. Review with appropriate boards and departments opportunities to improve such controls.
5. Report to the Board of Selectmen, and Finance Committee on the status of recommendations the Committee, town financial staff and/or independent auditor has

made during the preceding 12 months. Share the management letter and if needed attend meeting to review. Submit a summary of their work for the preceding calendar year for inclusion in the Towns Annual Report.

Members serve three year terms. The membership of the committee is comprised of:

- One (1) representative of the Board of Selectman
- One (1) representative of the Finance Committee
- Three (3) at-large members (appointed by the Board of Selectmen)

(Initially (upon adoption) the three at large members shall be appointed for terms of 1. Three years, a second for four years and one for five years to allow for rotation. All members to expire at the end the end of their term and maybe reappointed for subsequent three-year term to allow for rotation.)

It is preferred at-large members are not a member of another board or committee. No members shall be official or paid employee of the Town. All members of the Audit Committee shall have, at a minimum, a working familiarity with basic finance and accounting practices; Appointments should be provide preference to members of the Audit Committee who are Certified Public Accountants or otherwise have accounting or related financial management expertise; ideally that expertise shall be in municipal or not-for-profit finance. Preferred qualifications include a background or knowledge/interest in law, accounting, government, or business. Officials and employees shall not be appointed.

Size 5 Members

Term Length 36 months

Term Limit N/A

Selection of Audit Firm:

An audit firm should be selected by the audit committee members in accordance with procurement law. Audit selection is exempt by 30b however, vigorous selection and best practices should be adhered to in the selection process including a set scope, direction, and timeline for the audit. Audit procurement, like any other supply or service procurement, must have clear fees, specifications, scopes of work and terms and conditions. Such terms and solicitations should be widely publicized including on the town website, and trade publications. All procurement details should be reviewed by Lancaster's Procurement

officer for legal compliance. A list of auditing firms can be found at https://www.masscpas.org/find_a_cpa/cpa_listings

Details of Deliverables:

The audit shall be completed in accordance with the highest and most recent government auditing standards. The scope or work and other factors will determine the fee for the audit. The focus and scope of the audit will be determined by the Audit Committee. Reviewing what jurisdictions of similar size pay for their audits may provide some guidance about cost. Management letters are a required work product. A Contract for Auditors maybe five years, but minimum contracts shall be three years. Firms may reapply, but no firm shall serve more than three consecutive terms maximum.

Complete review of Audit executive summary

Majority of the Audit Committee shall attend Exit Interview of Auditors

- Monitor Progress of Corrective Actions as a result of Auditor Executive Summary
- Participate in the audit presentation to the BOS and/or Fin Com
- Present Executive Committee findings/committee to BOS and Fin Com, and placed available town website

(Submitted to the BOS 9/27/2022 by AT)

VIII. APPOINTMENTS AND RESIGNATIONS

Kathi Rocco

From: Stephen J. Kerrigan
Sent: Tuesday, November 29, 2022 2:59 PM
To: vpetraccapublic@gmail.com
Cc: Kate Hodges; Kathi Rocco; Frank Streeter; Debra Williams
Subject: Re: Re-Appointment to Affordable Housing Trust

We can do that either at 12/5 or 12/19

On Nov 29, 2022, at 8:57 AM, vpetraccapublic@gmail.com wrote:

Hi Kate and Steve,

Two members of the Affordable Housing Trust have terms expiring on December 20, 2022: Frank Streeter and Debra Williams.

<https://www.ci.lancaster.ma.us/affordable-housing-trust>

I am delighted and grateful that Deb and Frank have both confirmed their desire to be re-appointed for a second term. They are much valued participants in the Trust's work and Lancaster has been very well served by their involvement.

Per the Declaration of Trust, Article 3, Section 2, member terms shall not exceed two years. In an effort to align boards and committees on a consistent June 30th term expiration date, I recommend that Deb and Frank be re-appointed to June 30, 2024.

I respectfully request that their two-year re-appointment be scheduled for the next Select Board Agenda prior to December 20, 2022.

Please confirm.

Thank you,
Victoria Petracca, Chair
Lancaster Affordable Housing Trust

Current term expiration dates:

<https://www.ci.lancaster.ma.us/affordable-housing-trust>

Declaration of Trust – Article 3 (Appointment and Tenure of Trustees), Section 2

https://www.ci.lancaster.ma.us/sites/g/files/vyhlf4586/f/uploads/declaration_of_trust.pdf

IX. LICENSES AND PERMITS



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

Stephen J. Kerrigan, Chairman
Alexandra W. Turner, Clerk
Jason A. Allison, Member

Kate Hodges, Town Administrator
Kathleen A. Rocco, Executive Assistant

MEMORANDUM

TO: BOARD OF APPEALS, BOARD OF ASSESSORS, BOARD OF HEALTH,
BUILDING COMMISSIONER, COLLECTOR-TREASURER, CONSERVATION
COMMISSION, DEPARTMENT OF PUBLIC WORKS, FIRE DEPARTMENT,
PLANNING BOARD, POLICE DEPARTMENT, TOWN CLERK

FROM: Kathleen Rocco, Executive Assistant

DATE: OCTOBER 25, 2022

RE: 2023 LICENSE RENEWAL INSTRUCTIONS

The Select Board is in the process of conducting the annual review and renewal of various Board-issued licenses. We would appreciate your cooperation by assisting us in this process. Attached please find the following:

- 2023 Proposed License Renewal Applications;
- Department Comment Sheet; and
- Department Comment Form

As in the past, should there be a “no comment”, please indicate on 2023 License Renewal Applications, and if there are comments, please complete the Department Comment Form.

If for any reason you want a copy of a license renewal application, please contact our office.

We request the following review and comment from the following departments, as appropriate: whether the applicant owes any monies to the Town, such as real estate and excise taxes (Collector-Treasurer); whether there are any code violations or problems with an establishment (Building Department, Fire Department, Police Department [all renewals] and Board of Health [food establishments]; whether the licensed premises is laid out as shown on the filed plans or whether there have been changes (Building Department); whether any problems are found under the provisions of G.L. c.140, §66, inspection of an auto facility (Police); any comments you feel is appropriate on license renewal (all departments and boards).

Please return the form(s) to the Select Board’s Office **no later than Wednesday, November 16, 2022.**

As always, thank you for your assistance.

Enclosures



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

KATE HODGES, *Town Administrator*

Kathleen Rocco, Executive Assistant

MEMORANDUM

TO: Town Administrator Kate Hodges
FROM: Kathleen Rocco, Executive Assistant
DATE: December 1, 2022
RE: 2023 LICENSE RENEWAL

Kate

The following license renewals for 2023 have not been submitted:

- Koch Route 2 Toyota – Class I and Common Victualler
- United Ag & Turf – Class I
- Modena Motor Group – Class II
- Sandee's Restaurant – Common Victualler

If the renewal applications are received before the next Select Board's meeting, they will be placed on the December 19th agenda for consideration.

Thank you.



**TOWN OF LANCASTER
SELECT BOARD
BOARD/DEPARTMENT COMMENT SHEET**

TO ALL BOARDS AND DEPARTMENTS:

Please refer to the License Application Instruction Cover Memo and below for specific information requested. Please fill out the Comment Form with your remarks and return to the Select Board's Office. A response of "No Comment" indicates the department has reviewed the license application and that there are no comments, problems, or issues with its approval.

Requested Review and Comment:

- ☐ **Board of Appeals:** Whether any appeals are pending, or previous decisions were rendered relating to the [proposed] business. Provide copies of any and all documents relevant to this Application or parties involved.
- ☐ **Board of Health:** Whether there are any code violations or problems with an establishment or permitted or licensed individual. Please cite the rule or regulation that is in violation. Provide copies of any and all documents relevant to this Application or parties involved.
- ☒ **Building Inspector & Zoning Enforcement:** Whether the licensed premises has any building code violations or if the submitted floor plans are not in compliance with code, or the location is not zoned for the proposed use. Please cite the rule or regulation that is in violation. Provide copies of any and all documents relevant to this Application or parties involved.
- ☐ **Treasurer-Collector:** Whether the applicant has outstanding real estate, personal property or motor vehicle excise taxes, water or sewer user fees, fines or penalties, Tax Titles, delinquencies, returned check fees, etc. Provide copies of any and all documents relevant to this Application or parties involved.
- ☐ **Conservation Commission:** Whether the business location, as delineated on the Site Plan, falls under the Wetlands Protection Act, or there are any other concerns related to the location, facility, etc. Provide copies of any and all documents relevant to this Application or parties involved.
- ☐ **Fire Department:** Whether there are any code violations or problems with a building or establishment. Please cite the rule or regulation that is in violation. Provide copies of any and all documents relevant to this Application or parties involved.
- ☐ **Planning Board:** Whether any applications are pending, or previous decisions were rendered relating to the [proposed] business. Provide copies of any and all documents relevant to this Application or parties involved. Any other comments appropriate to the application.
- ☐ **Police Department:** Whether there have been any known problems or concerns with the applicant or business, or if there are concerns with regard to vehicular or foot traffic. Provide copies of any and all documents relevant to this Application or parties involved. Any other comments appropriate to the application.
- ☐ **Public Works Department:** Whether there are any concerns with regard to vehicular or foot traffic, water distribution systems, etc. Provide copies of any and all documents relevant to this Application or parties involved. Any other appropriate comments.
- ☐ **Town Clerk:** Whether a Business Certificate is on file for "D/B/A" applicants, pursuant to the Massachusetts General Laws.

2023 PROPOSED LICENSE APPLICATIONS

LICENSE TO SELL WINE AND MALT BEVERAGES

APPLICANT	TYPE	No Comment	Comment Attached
Michael Gleason, President Michael's Bridge Diner 56 Main St. Lancaster, MA 01523 Mailing: 64 Marlboro Road, Berlin, MA 01503	License to Sell All Alcohol	(X)	()

CLASS I MOTOR VEHICLE DEALER LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Koch Lancaster, Inc. Dba Koch Route 2 Toyota 700 Old Union Turnpike Lancaster, MA 01523	Class I	(X)	()
Ron Bouchard Auto Sales, Inc. d/b/a Ron Bouchard's Nissan 490 Old Union Turnpike Lancaster, MA 01523	Class I	(X)	()
Ron Bouchard Auto Sales, Inc. d/b/a The Honda Store 500 Old Union Turnpike Lancaster, MA 01523	Class I	(X)	()
Ron Bouchard Auto Dodge. d/b/a Ron Bouchard's KIA 488 Old Union Turnpike Lancaster, MA 01523	Class I	(X)	()
United Ag & Turf 700 Fort Pond Road Lancaster, MA 01523	Class I	()	(X)

CLASS II MOTOR VEHICLE DEALER LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Crawford Truck Sales, Inc. 2176 Main Street Lancaster, MA 01523	Class II	(X)	()

APPLICANT	TYPE	No Comment	Comment Attached
J.C. Madigan, Inc. 450 Old Union Turnpike Lancaster, MA 01523	Class I	(X)	()
Route 117 Used Auto Parts, Inc. 2176 Main Street Lancaster, MA 01523	Class II	(X)	()
Jose M. Fuentes d/b/a R.B.I. Motors 842 Sterling Road Lancaster, MA 01523 Mailing: P.O. Box 788, So. Lancaster, MA 01561	Class II	(X)	()
F.J.S. Auto, Inc. 248 Main Street P.O. Box 1365 So. Lancaster, MA 01561	Class II	(X)	()
Ron Bouchard Auto Sales, Inc. d/b/a Ron Bouchard's Nissan 490 Old Union Turnpike Lancaster, MA 01523	Class II	(X)	()
Ron Bouchard Auto Sales, Inc. d/b/a Ron Bouchard's KIA 488 Old Union Turnpike Lancaster, MA 01523	Class II	(X)	()
Ron Bouchard Auto Sales, Inc. d/b/a The Honda Store 500 Old Union Turnpike Lancaster, MA 01523	Class II	(X)	()
B&M Investments, LLC d/b/a Modena Motor Group 121 Mill Street Lancaster, MA 01523	Class II	(X)	()

CLASS III MOTOR VEHICLE DEALER LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Route 117 Used Auto Parts, Inc. 2176 Main Street Lancaster, MA 01523	Class III	(X)	()

APPLICANT	TYPE	No Comment	Comment Attached
Nationwide Auto Recycling, Inc. Daniel J. Warila 1340 Lunenburg Road Lancaster, MA 01523	Class III	(X)	()

COLLECTOR OF JUNK LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Route 117 Used Auto Parts, Inc. 2176 Main Street Lancaster, MA 01523	Collector of Junk	(X)	()
Nationwide Auto Recycling, Inc. Daniel J. Warila 1340 Lunenburg Road Lancaster, MA 01523	Collector of Junk	(X)	()

COMMON VICTUALLER'S LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Trolley Stop Pizzeria, Inc. 18A Prescott Street So. Lancaster, MA 01561 Mailing: P.O. Box 697, So. Lancaster, MA 01561	Common Victualler	()	(X)
Michael A. Gleason dba Michael's Bridge Diner 56 Main Street Lancaster, MA 01523 Mailing: 64 Marlboro Road, Berlin, MA 01503	Common Victualler	(X)	()
IRA Toyota Route 2 700 Old Union Turnpike Lancaster, MA 01523	Common Victualler	(X)	()
Jennifer & Eric Macellari (EJ Mace, Inc.) dba Sandee's Restaurant 162 Main Street Lancaster, MA 01523 Mailing: 105 Rowley Hill Road, Sterling, MA 01564	Common Victualler	(X)	()
Kimball Farm @ Oakridge LLC 1543 Lunenburg Road Lancaster, MA 01523	Common Victualler	(X)	()

APPLICANT	TYPE	No Comment	Comment Attached
Cumberland Farms 94 Main Street Lancaster, MA 01523 Mailing: Tax Dept. 165 Flanders Rd., Westborough, MA 01518	Common Victualler	(X)	()
Kalon Farms Keith Kopley dba Hillside Cellars 339 Seven Bridge Road Lancaster, MA 01523	Common Victualler	(X)	()
Cadette & Nadreau LLC d/b/a Dunkin Donuts 1474 Lunenburg Road Lancaster, MA 01523	Common Victualler	(X)	()

**DISPENSING FOOD AND BEVERAGES TO MEMBERS AND GUESTS
LICENSE**

APPLICANT	TYPE	No Comment	Comment Attached
Sterling National Country Club 33 Albright Road Sterling, MA 01564	Dispensing Food & Beverage	(X)	()
The International Golf Club 159 Ballville Road Bolton, MA 01740	Dispensing Food & Beverage	(X)	()

LUNCH CART LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Michael Murphy 473 Union Street Leominster, MA 01453	Lunch Cart (Bartlett Pond)	(X)	()

Kathi Rocco

From: Brian Gingras
Sent: Monday, November 21, 2022 2:29 PM
To: Kathi Rocco
Subject: Trolly Stop License.

Trolly stop has cleared up all issues, please disregard previous report.

Brian Gingras
Building Inspector/ Zoning Enforcement Officer
Town of Lancaster - (978)365-3326 Ext 1079



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TOWN OF LANCASTER SELECT BOARD

ANNUAL LICENSE RENEWAL
DEPARTMENT COMMENT FORM

DEPARTMENT/BOARD NAME:Inspections

NAME OF LICENSE HOLDER:Trolly Stop Pizza

ADDRESS OF LICENSES PREMISES:18A Prescott St

COMMENTS:

On November 14, 2022 the above facility was inspected for compliance with local and state regulations. During the inspection, several building code violations were identified. Code violations included non functional exit signs, non functional emergency lights, a commercial kitchen exhaust hood with an expired(Sept 2022) service tag and the electrical panels did not have adequate front clearance due to stored items being placed to close The owner of the establishment was provided with a copy of the attached report and given 14 days to address these items.

DATE: 11-15-22

DEPARTMENT HEAD SIGNATURE

NOTE: IF A CODE VIOLATION EXISTS, PLEASE CITE THE RULE OR REGULATION.



Town of Lancaster – Inspectional Services

Phone 978-365-3326 X 1310

Periodic Inspection Report

Facility Name: <u>Trolley Stop Pizza</u>	Inspection Date: <u>11-14-00</u>
Address: <u>118 Prescott St</u>	Use Group: <u>A-2</u>
Inspected By: <u>Brian Ringnes</u>	
<input type="checkbox"/> Pass <input checked="" type="checkbox"/> Fail	Time allotted for remedial action, with public safety in mind: <u>14 days</u>

It is the responsibility of the occupant to assure that all violations are corrected in a timely manner to assure public safety and re-inspection requested within the timeframe allotted.

	Pass	Fail	N/A		Pass	Fail	N/A
Administrative				Boilers/Furnaces			
Prior certificate posted and visible	1			Combustibles clear from equipment	+		
All construction has been permitted and inspected	1			Chimneys/vents appear sound and secure	+		
Occupant loads and floor plans posted as required				Fire/CO Protection			
Fire escape 5 year certification current and on file			+	Detection systems are present and functional	+		
Property readily identifiable from street	1			Fire extinguishers are present and tested	+		
All exterior signage in compliance	1			Date of fire extinguisher expiration			3-2003
Building Conditions				Sprinkler heads unobstructed			1
Ramps, walkways, stairs, and handrails in good repair	1			Sprinkler room clean			
Accessible parking clearly marked and maintained	1			Fire department connections unobstructed			
Interior decorations are non-combustible	1			Commercial Kitchen			
Fire resistant assemblies intact	1			Hoods clean		+	
No obvious electrical hazards	1	+		Hood cleaning next due date			9-2002
Egress				Hood suppression system tested and current	+		
Exits and exit accesses are unobstructed	1			Date of suppression system expiration			1-2003
Doors do not require excessive force	1			Other			
Access controlled hardware operational	1			In compliance with local ordinances and conditions	+		
No flush bolts and/or surface bolts present	1						
Doors swing properly and freely	1						
Doors readily operable without special knowledge	1						
Panic hardware operable	1						
Exit signs functional		+					
Lighting							
Emergency lights are present and functional		+					
Adequate normal lighting, including exit discharge	+						

Notes:

Clear 3' in front of Electrical Panel



TOWN OF LANCASTER SELECT BOARD

ANNUAL LICENSE RENEWAL
DEPARTMENT COMMENT FORM

DEPARTMENT/BOARD NAME:Inspections

NAME OF LICENSE HOLDER:United Ag and Turf

ADDRESS OF LICENSES PREMISES:700 fort Pond Rd.

COMMENTS:

The above property is currently in violation of the site plan approved by the planning board on April 12, 2021(attached). During an inspection of the addition that was constructed under the approved site plan it was found that the completed site did not match the approved plans of record. A large section of outdoor storage area was paved rendering a much greater area of impervious surface than was approved. The owner was notified and did respond indicating that they issue would be rectified. Enforcement action was put on hold so long as the owner moved forward with either bringing the site into compliance or obtaining a revised site plan approval. There has been some communication(attached) concerning resolving the issue but as of 11/15/2022 noting has been filed with the planning board and the site remains in non compliance and the building permit remains open. There were no life safety or building code violations present at the time of the final inspection.

DATE:

11-15-22

DEPARTMENT HEAD SIGNATURE

NOTE: IF A CODE VIOLATION EXISTS, PLEASE CITE THE RULE OR REGULATION.

Brian Gingras

From: Dave Hammond <Dave.Hammond@uatne.com>
Sent: Monday, October 31, 2022 12:20 PM
To: Brian Gingras
Subject: Fw: United Ag & Turf, Lancaster FYI

Just an fyi on the progress

Dave Hammond
United Ag & Turf Northeast
Direct (207)314-1140
www.uatne.com



CONFIDENTIALITY. This electronic mail and any files transmitted with it may contain information proprietary to United Ag & Turf NE, LLC, or one of its parents, subsidiaries, or affiliates, and are intended solely for the use of the individual or entity to whom they are addressed, shall be maintained in confidence and not disclosed to third parties without the written consent of the sender. If you are not the intended recipient or the person responsible for delivering the electronic mail to the intended recipient, be advised that you have received this electronic mail in error and that any use, dissemination, forwarding, printing, or copying of this electronic mail is strictly prohibited. If you have received this electronic mail in error, please immediately notify the sender by return mail. Any sales quote contained in this email shall only be valid if the quote is in writing and on a signed United Ag & Turf NE, LLC purchase order form.

From: Bill Hannigan <wdhannigan@hanniganengineering.com>
Sent: Monday, October 31, 2022 10:35 AM
To: Dave Hammond <Dave.Hammond@uatne.com>
Cc: Chris Anderson <canderson@hanniganengineering.com>
Subject: RE: United Ag & Turf, Lancaster FYI

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Dave,

Good news. Chris and I went through things this morning. We updated the drainage model with the asbuilt information for the detention basin and the corresponding outlet structure. In looking at this, if we close up one of the upper 4" orifice openings, the flows all work. I want to prepare a report that shows this, but I want to call Jasmin regarding this and find out if we can expedite the review. Haley-Ward did the reviews through the process and usually, we would be able to coordinate with them during the asbuilts.

I'll let you know what I find out.

Thanks,



Town of Lancaster
Planning Board
Lancaster, Massachusetts 01523

DEFINITIVE SITE PLAN DECISION

LANCASTER TOWN CLERK
RCUD 2021 NOV 16 PM2:23

700 Fort Pond Road (Assessor's Map 5 Parcel 32P)

At a meeting on April 12, 2021, the Lancaster Planning Board voted 5-0-0 to approve the Definitive Site Plan titled "Site Development Plan; John Deere Dealership" prepared by Hannigan Engineering, Inc. dated February 5, 2021, and filed by United Ag and Turf NE, LLC, applicant, and SRC RC Funding, IV LLV c/o United Ag and Turf NE, LLC, owner. The application involves the construction of a 50 ft by 72 ft addition, 3,600 SF, for additional services and storage.

No proposed changes in site lighting, landscaping, or drainage infrastructure will result from the project. The site is within the EZ (Enterprise Zone) zoning district and within the IPOD (Integrated Planning Overlay District) on a property located at 700 Fort Pond Road (Assessor's Map 5 Parcel 32P), Lancaster, Massachusetts.

The Site Plan was approved with the following conditions:

1. The property shall be thoroughly screened by dense natural vegetation of a suitable height to conceal any storage areas in the rear yard. Moreover, the applicant will extend the existing fence of same material and height approximately 95 feet to the east. The fencing on the west side will be relocated to be approximately 25 feet off the rear property line. A vegetative screen will be installed between the fence and the property line as additional buffer from the existing fill easement to the westerly property line. The existing woodland area between the fence and the property line will be left in its natural state as a buffer to the project.
2. The applicant shall prepare a landscape screen plan detailing the plantings described above. This shall be provided to the Planning Board for review prior to the issuance of the Building Permit for the proposed addition. And further approval of the plan will be contingent on revised drawings that indicate the buffer zone delineation as depicted on a plan submitted by Carron Associates to the Conservation Commission for negative determination of applicability.
3. Product that is stacked on the site in the rear of the property shall be limited to approximately 8 feet in height. It is acknowledged that certain products are taller than 8 feet and these items shall not be stacked.
4. The fencing modifications and the landscape screen shall be installed prior to Occupancy permit being issued. The new plantings shall be properly maintained and watered to ensure success of screening. Any plantings that die within the first two growing seasons shall be replaced by the applicant.

Lancaster Town Offices •

Prescott Building • 701 Main Street Lancaster, MA 01523 • 978-365-3326 •

Hours of Operation: Mon 9a.m. - 5 p.m. • Tue-Thur 9 a.m. - 4:00 p.m. • Fri - closed to public

Bill

William D. Hannigan, PE
President

**HANNIGAN
ENGINEERING, INC.**
CIVIL ENGINEERS & LAND SURVEYORS
8 MONUMENT SQUARE
LEOMINSTER, MA 01453

978.534.1234 (O)
978.265.7202 (C)

Public Records Law, M.G.L. c. 66, section 10. When writing or responding, please remember that the Massachusetts Secretary of State's Office has determined that email is a public record and not confidential.

5. Any use of land within the 100 foot buffer zone that includes parking of vehicles new or used and or other types of equipment should be conditioned through the Conservation Commission either with a Determination of Applicability or a notice of intent filing.

Authorized Planning Board Member,

11/16/2021 Russell W. W. **DATE:** 11/16/2021



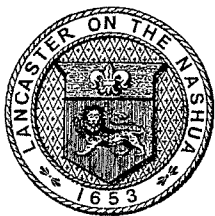
**TOWN OF LANCASTER
SELECT BOARD
BOARD/DEPARTMENT COMMENT SHEET**

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- ☐ **Conservation Commission:** Whether the business location, as delineated on the Site Plan, falls under the Wetlands Protection Act, or there are any other concerns related to the location, facility, etc. Provide copies of any and all documents relevant to this Application or parties involved.
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- ☐ **Public Works Department:** Whether there are any concerns with regard to vehicular or foot traffic, water distribution systems, etc. Provide copies of any and all documents relevant to this Application or parties involved. Any other appropriate comments.
- ☐ **Town Clerk:** Whether a Business Certificate is on file for "D/B/A" applicants, pursuant to the Massachusetts General Laws.



TOWN OF LANCASTER
SELECT BOARD

ANNUAL LICENSE RENEWAL
DEPARTMENT COMMENT FORM

DEPARTMENT/BOARD NAME: Treasurer / Collector
NAME OF LICENSE HOLDER: Koch Lancaster TNC
ADDRESS OF LICENSES PREMISES: 700 Old Union

COMMENTS: Real Estate tax due. See attached

DATE: 11-14-28

Mary E. [Signature]
DEPARTMENT HEAD SIGNATURE

NOTE: IF A CODE VIOLATION EXISTS, PLEASE CITE THE RULE OR REGULATION.

Parcel Balance Calculated Through 11/14/2022

Parcel: 9-9B

Location: 700 OLD UNION TURNPIKE

Owner: ROUTE 2 TOYOTA REALTY LL

		Tax	Liens	Interest	Fees	Total	PerDiem
Real Estate							
2023	3091	9-9B	700 OLD UNION TURNPIKE				
		\$21,943.78	\$0.00	\$111.59	\$0.00	\$22,055.37	\$8.417
Grand Total		\$21,943.78	\$0.00	\$111.59	\$0.00	\$22,055.37	\$8.417



TOWN OF LANCASTER
SELECT BOARD

ANNUAL LICENSE RENEWAL
DEPARTMENT COMMENT FORM

DEPARTMENT/BOARD NAME: Treasurer / Collector
NAME OF LICENSE HOLDER: Sandee's Restaurant.
ADDRESS OF LICENSES PREMISES: 162 Main St.

COMMENTS: Real Estate & Water Bills outstanding
See Attached.

DATE: 11-14-22

Mary E. East
DEPARTMENT HEAD SIGNATURE

NOTE: IF A CODE VIOLATION EXISTS, PLEASE CITE THE RULE OR REGULATION.

Parcel Balance Calculated Through 11/14/2022

Parcel: 41-211

Location: 94 SO MAIN ST

Owner: CFI PROPCO 2 LLC

		Tax	Liens	Interest	Fees	Total	PerDiem
Utility							
2023	1019	41-211	94 SOUTH MAIN STREET				
		\$111.99	\$0.00	\$9.32	\$0.00	\$121.31	\$0.040
Grand Total		\$111.99	\$0.00	\$9.32	\$0.00	\$121.31	\$0.040

2023 PROPOSED LICENSE APPLICATIONS

LICENSE TO SELL WINE AND MALT BEVERAGES

APPLICANT	TYPE	No Comment	Comment Attached
Michael Gleason, President Michael's Bridge Diner 56 Main St. Lancaster, MA 01523 Mailing: 64 Marlboro Road, Berlin, MA 01503	License to Sell All Alcohol	(✓)	()

CLASS I MOTOR VEHICLE DEALER LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Koch Lancaster, Inc. Db/a Koch Route 2 Toyota 700 Old Union Turnpike Lancaster, MA 01523	Class I	()	()
Ron Bouchard Auto Sales, Inc. d/b/a Ron Bouchard's Nissan 490 Old Union Turnpike Lancaster, MA 01523	Class I	(✓)	()
Ron Bouchard Auto Sales, Inc. d/b/a The Honda Store 500 Old Union Turnpike Lancaster, MA 01523	Class I	(✓)	()
Ron Bouchard Auto Dodge. d/b/a Ron Bouchard's KIA 488 Old Union Turnpike Lancaster, MA 01523	Class I	(✓)	()
United Ag & Turf 700 Fort Pond Road Lancaster, MA 01523	Class I	(✓)	()

CLASS II MOTOR VEHICLE DEALER LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Crawford Truck Sales, Inc. 2176 Main Street Lancaster, MA 01523	Class II	(✓)	()

Parcel Balance Calculated Through 11/29/2022

Parcel: 37-95

Location: 162 SO MAIN ST

Owner: DUPLEASE JOHN F JR TR

		Tax	Liens	Interest	Fees	Total	PerDiem
Real Estate							
2023	693	37-95		162 SO MAIN ST			
		\$3,218.85	\$0.00	\$91.37	\$0.00	\$3,310.22	\$1.234
Utility							
2023	1053	37-95		162 MAIN STREET			
		\$0.94	\$0.00	\$0.00	\$0.00	\$0.94	\$0.000
Grand Total		\$3,219.79	\$0.00	\$91.37	\$0.00	\$3,311.16	\$1.234

APPLICANT	TYPE	No Comment	Comment Attached
J.C. Madigan, Inc. 450 Old Union Turnpike Lancaster, MA 01523	Class I	(✓)	()
Route 117 Used Auto Parts, Inc. 2176 Main Street Lancaster, MA 01523	Class II	(✓)	()
Jose M. Fuentes d/b/a R.B.I. Motors 842 Sterling Road Lancaster, MA 01523 Mailing: P.O. Box 788, So. Lancaster, MA 01561	Class II	(✓)	()
F.J.S. Auto, Inc. 248 Main Street P.O. Box 1365 So. Lancaster, MA 01561	Class II	(✓)	()
Ron Bouchard Auto Sales, Inc. d/b/a Ron Bouchard's Nissan 490 Old Union Turnpike Lancaster, MA 01523	Class II	(✓)	()
Ron Bouchard Auto Sales, Inc. d/b/a Ron Bouchard's KIA 488 Old Union Turnpike Lancaster, MA 01523	Class II	(✓)	()
Ron Bouchard Auto Sales, Inc. d/b/a The Honda Store 500 Old Union Turnpike Lancaster, MA 01523	Class II	(✓)	()
B&M Investments, LLC d/b/a Modena Motor Group 121 Mill Street Lancaster, MA 01523	Class II	(✓)	()

CLASS III MOTOR VEHICLE DEALER LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Route 117 Used Auto Parts, Inc. 2176 Main Street Lancaster, MA 01523	Class III	(✓)	()

APPLICANT	TYPE	No Comment	Comment Attached
Nationwide Auto Recycling, Inc. Daniel J. Warila 1340 Lunenburg Road Lancaster, MA 01523	Class III	(✓)	()

COLLECTOR OF JUNK LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Route 117 Used Auto Parts, Inc. 2176 Main Street Lancaster, MA 01523	Collector of Junk	(✓)	()
Nationwide Auto Recycling, Inc. Daniel J. Warila 1340 Lunenburg Road Lancaster, MA 01523	Collector of Junk	(✓)	()

COMMON VICTUALLER'S LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Trolley Stop Pizzeria, Inc. 18A Prescott Street So. Lancaster, MA 01561 Mailing: P.O. Box 697, So. Lancaster, MA 01561	Common Victualler	(✓)	()
Michael A. Gleason dba Michael's Bridge Diner 56 Main Street Lancaster, MA 01523 Mailing: 64 Marlboro Road, Berlin, MA 01503	Common Victualler	(✓)	()
IRA Toyota Route 2 700 Old Union Turnpike Lancaster, MA 01523	Common Victualler	()	()
Jennifer & Eric Macellari (EJ Mace, Inc.) dba Sandee's Restaurant 162 Main Street Lancaster, MA 01523 Mailing: 105 Rowley Hill Road, Sterling, MA 01564	Common Victualler	()	()
Kimball Farm @ Oakridge LLC 1543 Lunenburg Road Lancaster, MA 01523	Common Victualler	(✓)	()

APPLICANT	TYPE	No Comment	Comment Attached
Cumberland Farms 94 Main Street Lancaster, MA 01523 Mailing: Tax Dept. 165 Flanders Rd., Westborough, MA 01518	Common Victualler	()	()
Kalon Farms Keith Kopley dba Hillside Cellars 339 Seven Bridge Road Lancaster, MA 01523	Common Victualler	(✓)	()
Cadette & Nadreau LLC d/b/a Dunkin Donuts 1474 Lunenburg Road Lancaster, MA 01523	Common Victualler	(✓)	()

**DISPENSING FOOD AND BEVERAGES TO MEMBERS AND GUESTS
LICENSE**

APPLICANT	TYPE	No Comment	Comment Attached
Sterling National Country Club 33 Albright Road Sterling, MA 01564 <i>Parcel 36-3</i>	Dispensing Food & Beverage	(✓)	()
The International Golf Club 159 Ballville Road Bolton, MA 01740	Dispensing Food & Beverage	(✓)	()

LUNCH CART LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Michael Murphy 473 Union Street Leominster, MA 01453	Lunch Cart (Bartlett Pond)	(✓)	()



**TOWN OF LANCASTER
SELECT BOARD
BOARD/DEPARTMENT COMMENT SHEET**

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TOWN OF LANCASTER
SELECT BOARD

ANNUAL LICENSE RENEWAL
DEPARTMENT COMMENT FORM

DEPARTMENT/BOARD NAME: Fire Dept.

NAME OF LICENSE HOLDER: Kalon Farms

ADDRESS OF LICENSES PREMISES: 339 Seabrook Rd.

COMMENTS: Has not complied or presented
anything.

DATE: 11/17/22

Mul/6

DEPARTMENT HEAD SIGNATURE

NOTE: IF A CODE VIOLATION EXISTS, PLEASE CITE THE RULE OR REGULATION.

2023 PROPOSED LICENSE APPLICATIONS

LICENSE TO SELL WINE AND MALT BEVERAGES

APPLICANT	TYPE	No Comment	Comment Attached
Michael Gleason, President Michael's Bridge Diner 56 Main St. Lancaster, MA 01523 Mailing: 64 Marlboro Road, Berlin, MA 01503	License to Sell All Alcohol	(✓)	()

CLASS I MOTOR VEHICLE DEALER LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Koch Lancaster, Inc. Db/a Koch Route 2 Toyota 700 Old Union Turnpike Lancaster, MA 01523	Class I	(✓)	()
Ron Bouchard Auto Sales, Inc. d/b/a Ron Bouchard's Nissan 490 Old Union Turnpike Lancaster, MA 01523	Class I	(✓)	()
Ron Bouchard Auto Sales, Inc. d/b/a The Honda Store 500 Old Union Turnpike Lancaster, MA 01523	Class I	(✓)	()
Ron Bouchard Auto Dodge. d/b/a Ron Bouchard's KIA 488 Old Union Turnpike Lancaster, MA 01523	Class I	(✓)	()
United Ag & Turf 700 Fort Pond Road Lancaster, MA 01523	Class I	(✓)	()

CLASS II MOTOR VEHICLE DEALER LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Crawford Truck Sales, Inc. 2176 Main Street Lancaster, MA 01523	Class II	(✓)	()

APPLICANT	TYPE	No Comment	Comment Attached
J.C. Madigan, Inc. 450 Old Union Turnpike Lancaster, MA 01523	Class I	(✓)	()
Route 117 Used Auto Parts, Inc. 2176 Main Street Lancaster, MA 01523	Class II	(✓)	()
Jose M. Fuentes d/b/a R.B.I. Motors 842 Sterling Road Lancaster, MA 01523 Mailing: P.O. Box 788, So. Lancaster, MA 01561	Class II	(✓)	()
F.J.S. Auto, Inc. 248 Main Street P.O. Box 1365 So. Lancaster, MA 01561	Class II	(✓)	()
Ron Bouchard Auto Sales, Inc. d/b/a Ron Bouchard's Nissan 490 Old Union Turnpike Lancaster, MA 01523	Class II	(✓)	()
Ron Bouchard Auto Sales, Inc. d/b/a Ron Bouchard's KIA 488 Old Union Turnpike Lancaster, MA 01523	Class II	(✓)	()
Ron Bouchard Auto Sales, Inc. d/b/a The Honda Store 500 Old Union Turnpike Lancaster, MA 01523	Class II	(✓)	()
B&M Investments, LLC d/b/a Modena Motor Group 121 Mill Street Lancaster, MA 01523	Class II	(✓)	()

CLASS III MOTOR VEHICLE DEALER LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Route 117 Used Auto Parts, Inc. 2176 Main Street Lancaster, MA 01523	Class III	(✓)	()

APPLICANT	TYPE	No Comment	Comment Attached
Nationwide Auto Recycling, Inc. Daniel J. Warila 1340 Lunenburg Road Lancaster, MA 01523	Class III	<input checked="" type="checkbox"/>	<input type="checkbox"/>

COLLECTOR OF JUNK LICENSES

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Michael A. Gleason dba Michael's Bridge Diner 56 Main Street Lancaster, MA 01523 Mailing: 64 Marlboro Road, Berlin, MA 01503	Common Victualler	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IRA Toyota Route 2 700 Old Union Turnpike Lancaster, MA 01523	Common Victualler	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jennifer & Eric Macellari (EJ Mace, Inc.) dba Sandee's Restaurant 162 Main Street Lancaster, MA 01523 Mailing: 105 Rowley Hill Road, Sterling, MA 01564	Common Victualler	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kimball Farm @ Oakridge LLC 1543 Lunenburg Road Lancaster, MA 01523	Common Victualler	<input checked="" type="checkbox"/>	<input type="checkbox"/>

APPLICANT	TYPE	No Comment	Comment Attached
Cumberland Farms 94 Main Street Lancaster, MA 01523 Mailing: Tax Dept. 165 Flanders Rd., Westborough, MA 01518	Common Victualler	()	()
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Cadette & Nadreau LLC d/b/a Dunkin Donuts 1474 Lunenburg Road Lancaster, MA 01523	Common Victualler	()	()

DISPENSING FOOD AND BEVERAGES TO MEMBERS AND GUESTS LICENSE

APPLICANT	TYPE	No Comment	Comment Attached
Sterling National Country Club 33 Albright Road Sterling, MA 01564	Dispensing Food & Beverage	()	()
The International Golf Club 159 Ballville Road Bolton, MA 01740	Dispensing Food & Beverage	()	()

LUNCH CART LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Michael Murphy 473 Union Street Lcominster, MA 01453	Lunch Cart (Bartlett Pond)	()	()



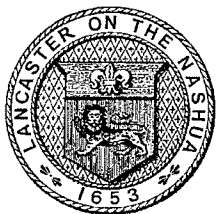
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SELECT BOARD
BOARD/DEPARTMENT COMMENT SHEET**

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- ☐ **Town Clerk:** Whether a Business Certificate is on file for "D/B/A" applicants, pursuant to the Massachusetts General Laws.



**TOWN OF LANCASTER
SELECT BOARD**

**ANNUAL LICENSE RENEWAL
DEPARTMENT COMMENT FORM**

DEPARTMENT/BOARD NAME: Police Department

NAME OF LICENSE HOLDER: _____

ADDRESS OF LICENSES PREMISES: _____

COMMENTS: _____

The Police Department has no issues or concerns with the renewals

DATE: 10/25/22

Everett L. Moody, Acting Police Chief /kr

DEPARTMENT HEAD SIGNATURE

**NOTE: IF A CODE VIOLATION EXISTS, PLEASE CITE THE RULE OR
REGULATION.**



**TOWN OF LANCASTER
SELECT BOARD
BOARD/DEPARTMENT COMMENT SHEET**

TO ALL BOARDS AND DEPARTMENTS:

Please refer to the License Application Instruction Cover Memo and below for specific information requested. Please fill out the Comment Form with your remarks and return to the Select Board's Office. A response of "No Comment" indicates the department has reviewed the license application and that there are no comments, problems, or issues with its approval.

Requested Review and Comment:

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2023 PROPOSED LICENSE APPLICATIONS

LICENSE TO SELL WINE AND MALT BEVERAGES

APPLICANT	TYPE	No Comment	Comment Attached
Michael Gleason, President Michael's Bridge Diner 56 Main St. Lancaster, MA 01523 Mailing: 64 Marlboro Road, Berlin, MA 01503	License to Sell All Alcohol	(x)	()

CLASS I MOTOR VEHICLE DEALER LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Koch Lancaster, Inc. Dba Koch Route 2 Toyota 700 Old Union Turnpike Lancaster, MA 01523	Class I	(x)	()
Ron Bouchard Auto Sales, Inc. d/b/a Ron Bouchard's Nissan 490 Old Union Turnpike Lancaster, MA 01523	Class I	(x)	()
Ron Bouchard Auto Sales, Inc. d/b/a The Honda Store 500 Old Union Turnpike Lancaster, MA 01523	Class I	(x)	()
Ron Bouchard Auto Dodge. d/b/a Ron Bouchard's KIA 488 Old Union Turnpike Lancaster, MA 01523	Class I	(x)	()
United Ag & Turf 700 Fort Pond Road Lancaster, MA 01523	Class I	(x)	()

CLASS II MOTOR VEHICLE DEALER LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Crawford Truck Sales, Inc. 2176 Main Street Lancaster, MA 01523	Class II	(x)	()

APPLICANT	TYPE	No Comment	Comment Attached
J.C. Madigan, Inc. 450 Old Union Turnpike Lancaster, MA 01523	Class I	(x)	()
Route 117 Used Auto Parts, Inc. 2176 Main Street Lancaster, MA 01523	Class II	(x)	()
Jose M. Fuentes d/b/a R.B.I. Motors 842 Sterling Road Lancaster, MA 01523 Mailing: P.O. Box 788, So. Lancaster, MA 01561	Class II	(x)	()
F.J.S. Auto, Inc. 248 Main Street P.O. Box 1365 So. Lancaster, MA 01561	Class II	(x)	()
Ron Bouchard Auto Sales, Inc. d/b/a Ron Bouchard's Nissan 490 Old Union Turnpike Lancaster, MA 01523	Class II	(x)	()
Ron Bouchard Auto Sales, Inc. d/b/a Ron Bouchard's KIA 488 Old Union Turnpike Lancaster, MA 01523	Class II	(x)	()
Ron Bouchard Auto Sales, Inc. d/b/a The Honda Store 500 Old Union Turnpike Lancaster, MA 01523	Class II	(x)	()
B&M Investments, LLC d/b/a Modena Motor Group 121 Mill Street Lancaster, MA 01523	Class II	(x)	()

CLASS III MOTOR VEHICLE DEALER LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Route 117 Used Auto Parts, Inc. 2176 Main Street Lancaster, MA 01523	Class III	(x)	()

APPLICANT	TYPE	No Comment	Comment Attached
Nationwide Auto Recycling, Inc. Daniel J. Warila 1340 Lunenburg Road Lancaster, MA 01523	Class III	(x)	()

COLLECTOR OF JUNK LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Route 117 Used Auto Parts, Inc. 2176 Main Street Lancaster, MA 01523	Collector of Junk	(x)	()
Nationwide Auto Recycling, Inc. Daniel J. Warila 1340 Lunenburg Road Lancaster, MA 01523	Collector of Junk	(x)	()

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APPLICANT	TYPE	No Comment	Comment Attached
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Michael A. Gleason dba Michael's Bridge Diner 56 Main Street Lancaster, MA 01523 Mailing: 64 Marlboro Road, Berlin, MA 01503	Common Victualler	(x)	()
IRA Toyota Route 2 700 Old Union Turnpike Lancaster, MA 01523	Common Victualler	(x)	()
Jennifer & Eric Macellari (EJ Mace, Inc.) dba Sandee's Restaurant 162 Main Street Lancaster, MA 01523 Mailing: 105 Rowley Hill Road, Sterling, MA 01564	Common Victualler	(x)	()
Kimball Farm @ Oakridge LLC 1543 Lunenburg Road Lancaster, MA 01523	Common Victualler	(x)	()

APPLICANT	TYPE	No Comment	Comment Attached
Cumberland Farms 94 Main Street Lancaster, MA 01523 Mailing: Tax Dept. 165 Flanders Rd., Westborough, MA 01518	Common Victualler	()	()
Kalon Farms Keith Kopley dba Hillside Cellars 339 Seven Bridge Road Lancaster, MA 01523	Common Victualler	()	()
Cadette & Nadreau LLC d/b/a Dunkin Donuts 1474 Lunenburg Road Lancaster, MA 01523	Common Victualler	()	()

**DISPENSING FOOD AND BEVERAGES TO MEMBERS AND GUESTS
LICENSE**

APPLICANT	TYPE	No Comment	Comment Attached
Sterling National Country Club 33 Albright Road Sterling, MA 01564	Dispensing Food & Beverage	(x)	()
The International Golf Club 159 Ballville Road Bolton, MA 01740	Dispensing Food & Beverage	(x)	()

LUNCH CART LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Michael Murphy 473 Union Street Leominster, MA 01453	Lunch Cart (Bartlett Pond)	(x)	()



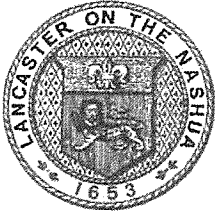
**TOWN OF LANCASTER
SELECT BOARD
BOARD/DEPARTMENT COMMENT SHEET**

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TOWN OF LANCASTER
SELECT BOARD

RECEIVED

OCT 26 2022

Board of Selectmen

ANNUAL LICENSE RENEWAL
DEPARTMENT COMMENT FORM

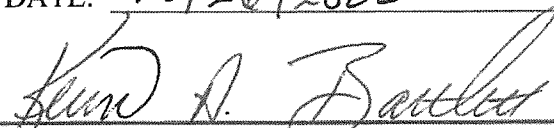
DEPARTMENT/BOARD NAME: D.P.W.

NAME OF LICENSE HOLDER: _____

ADDRESS OF LICENSES PREMISES: _____

COMMENTS: None

DATE: 10/26/2022



DEPARTMENT HEAD SIGNATURE

NOTE: IF A CODE VIOLATION EXISTS, PLEASE CITE THE RULE OR
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2023 PROPOSED LICENSE APPLICATIONS

LICENSE TO SELL WINE AND MALT BEVERAGES

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Ron Bouchard Auto Sales, Inc. d/b/a Ron Bouchard's Nissan 490 Old Union Turnpike Lancaster, MA 01523	Class I	(✓)	()
Ron Bouchard Auto Sales, Inc. d/b/a The Honda Store 500 Old Union Turnpike Lancaster, MA 01523	Class I	(✓)	()
Ron Bouchard Auto Dodge. d/b/a Ron Bouchard's KIA 488 Old Union Turnpike Lancaster, MA 01523	Class I	(✓)	()
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F.J.S. Auto, Inc. 248 Main Street P.O. Box 1365 So. Lancaster, MA 01561	Class II	(✓)	()
Ron Bouchard Auto Sales, Inc. d/b/a Ron Bouchard's Nissan 490 Old Union Turnpike Lancaster, MA 01523	Class II	(✓)	()
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Ron Bouchard Auto Sales, Inc. d/b/a The Honda Store 500 Old Union Turnpike Lancaster, MA 01523	Class II	(✓)	()
B&M Investments, LLC d/b/a Modena Motor Group 121 Mill Street Lancaster, MA 01523	Class II	(✓)	()

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Kimball Farm @ Oakridge LLC 1543 Lunenburg Road Lancaster, MA 01523	Common Victualler	(✓)	()

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Kalon Farms Keith Kopley dba Hillside Cellars 339 Seven Bridge Road Lancaster, MA 01523	Common Victualler	(✓)	()
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**DISPENSING FOOD AND BEVERAGES TO MEMBERS AND GUESTS
LICENSE**

APPLICANT	TYPE	No Comment	Comment Attached
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LUNCH CART LICENSES

APPLICANT	TYPE	No Comment	Comment Attached
Michael Murphy 473 Union Street Leominster, MA 01453	Lunch Cart (Bartlett Pond)	(✓)	()

RENEWAL CERTIFICATION 2023

CITY/TOWN: LANCASTER

A. LICENSEES WHO FAILED TO RENEW FOR 2023:

LICENSE #:

LICENSEE CORPORATE NAME AND ADDRESS:

B. LICENSEES DISAPPROVED BY THE CITY/TOWN FOR 2023:

LICENSE #:

LICENSEE CORPORATE NAME AND ADDRESS:

We hereby certify that the premises described in the 2023 renewal applications for the above mentioned municipality are now occupied, used or controlled by the licensee and will be on January 1, 2023. The 2021 Renewal Applications have been approved by the Local Licensing Authorities and forwarded to the ABCC.

The Local Licensing Authorities

LANCASTER SELECT BOARD

A. LICENSEES WHO FAILED TO RENEW FOR 2023:

[illegible]

B. LICENSEES DISAPPROVED BY THE CITY/TOWN FOR 2023:

[illegible]



Jean M. Lorizio, Esq.
Commission Chairman

Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

2023
Retail License Renewal

License Number: 00001-RS-0586 Municipality: LANCASTER
License Name : Michaels Bridge Diner Inc License Class: Annual
DBA : License Type: Restaurant
Premise Address: 56 Main Street Lancaster, MA 01561 License Category: All Alcoholic Beverages
Manager: Michael Gleason

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

Printed Name

Date

Title

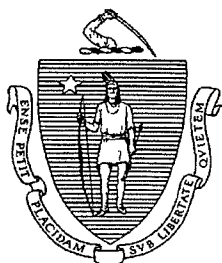
Additional Information:

Please complete and return this form to the Local Licensing Authority.



X. NEW BUSINESS

XI. COMMUNICATIONS



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

November 16, 2022

Dear Town Administrator Kate Hodges,

It is with great pleasure that we inform you that your community has been awarded a \$98,000 grant through the Community Compact Cabinet's (CCC) Information Technology grant program. Once again, grant requests exceeded the program's available budget, reiterating the value of the program. Your application was chosen because it met the overarching goal of driving innovation and transformation at the local level via investments in technology.

We want to congratulate you for being a "Compact Community" and striving to make your community a better place by virtue of implementing best practices. Your participation not only provided you with technical assistance, but it also places you in a more competitive position for other state grants, such as this IT program. We are glad to see your community continuing to take advantage of the benefits the CCC program offers, and of the CCC's impact on municipal governance and local services in communities across the Commonwealth.

Attached are the grant documents that need to be completed in order to get the funds to your community. These should be sent to Jennifer McAllister (mcallisterj@dor.state.ma.us) at the Division of Local Services (DLS) as soon as possible, but no later than December 30th.

We are currently working to schedule an award ceremony in December where we will officially announce the grant winners. You will be notified via email of the specifics regarding this future event soon. Until that time, please refrain from making any public announcement regarding this award. We look forward to celebrating with you in the coming days.

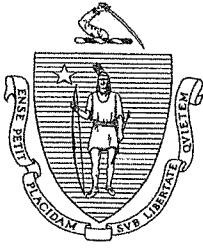
Sincerely,

Handwritten signature of Karyn E. Polito.

Karyn E. Polito
Lieutenant Governor

Handwritten signature of Michael J. Heffernan.

Michael J. Heffernan, Secretary
Executive Office for Administration and Finance



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

August 10, 2022

Dear Municipal Executive:

The Baker-Polito Administration is pleased to announce that the eighth year of the **Community Compact Cabinet (CCC) program is set to begin on August 15**. *Our Administration thanks our partners in the Legislature for providing funding for the CCC programs. In FY23, we will offer the full suite of CCC programs, including:*

- Best Practices
- IT Grant
- Efficiency & Regionalization (E&R)
- Municipal Fiber

Detailed information on each of these CCC programs is provided below.

Fostering a strong partnership with our municipalities has been a top priority of our Administration from Day One. ***Created under the first Executive Order issued by our Administration, the Community Compact Cabinet is a prime example of how the state remains responsive to the needs of municipalities.*** Over the last seven years, we have worked collaboratively to address many municipal issues and, as Chair of the Cabinet, I thank all of you for your efforts on behalf of your communities and the Commonwealth as a whole.

The CCC programs have been incredibly successful, with all 351 cities and towns signing up for the Best Practices program, 250 municipalities and school districts partnering in Efficiency and Regionalization projects, more than 360 IT grants awarded and 71 Municipal Fiber grants provided. ***In all, more than \$43 million of funding has been dedicated to the Compact programs and the positive impact of this investment can be seen across the entire Commonwealth.***

Fiscal Year 2023 CCC Municipal Grant Programs

Best Practices Program

Beginning **August 15**, applications for Year 8 of the **CCC Best Practices** program can be submitted by those municipalities *who did not apply in FY22 for a Compact*, at www.mass.gov/ccc. **Applications are accepted on a rolling basis** and will be reviewed within one month of submission. Eligible applicants can choose up to two best practices. The complete set of best practices is available on the **Community Compact Cabinet website**.

You may access the application page, however, to begin the application you will need a password. The password for your community is 4e9=KMeg. Applications cannot be saved once they are started and should be completed all at once. Your community can only submit one application in FY23.

XII. ON GOING PROJECTS & OLD BUSINESS
