



LANCASTER SELECT BOARD
Special Meeting Agenda
Prescott Building – Nashaway Room & ZOOM
Thursday, July 27, 2023
5:00 P.M.

In accordance with the Open Meeting Law, please be advised that this meeting will be recorded and broadcast, and/or rebroadcast, 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/83285264281?pwd=U01Wb0dmRVV2L2l4SzdVR3UzVFpCUT09>

Meeting ID: 832 8526 4281

Passcode: 015177

One tap mobile

+16469313860,,83285264281#,,, *015177# US

+13017158592,,83285264281#,,, *015177# US (Washington DC)

Dial by your location

- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +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

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Find your local number: <https://us02web.zoom.us/j/83285264281?pwd=U01Wb0dmRVV2L2l4SzdVR3UzVFpCUT09>

Residents Have the Ability to Ask Questions via ZOOM.

II. APPROVAL OF MEETING MINUTES

Review and take action on the Select Board's Meeting Minutes of June 22, 2023.

III. PUBLIC COMMENT

Opportunity for the public to address their concerns, make comments, offer suggestions, or ask questions.



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IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS

- Introduction of New Building Commissioner, Mike Silva (began 7/5/23)
- Joint Select Board/FinCom Meeting – FY25 Budget: Saturday, November 18th starting at 8:30 AM

V. TOWN ADMINISTRATOR REPORT

- House Special Act No. 3025 & Senate Special Act No. 2043: Remote Access Modernize Municipal Meetings
- High School Building Project Update
- Request for Proposals (RFPs) currently advertised
- Human Resources matters

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

1. FY23 Fiscal Year Ending Report; FY25 Budget Instructions
2. DCAMM Property: General Update & Environmental Assessment Project
3. Special Town Meeting & Special Election Calling
4. Abutter Lot Sales Program Draft Parameter Review/Acceptance
5. Classification & Compensation Study, Collins Center
6. New Classification Schedule 'PS: Public Safety Officials' – Provisional Adoption per Personal Polices/Bylaw Regs.
7. FY25 Community Compact Grant, HR Best Practices
8. Nashoba Regional Dispatch Center Updates
9. Memorial School Reuse/next steps – Timeline, Tasks, and Determination re: future use, project planning, assessments and scope.

VII. APPOINTMENTS AND RESIGNATIONS (Vote may be taken)

Nominations

- Montachusett Regional Planning Commission
Freight Study Guiding Committee Member, Lancaster Rep.

Dissolution of Ad Hoc Committee

- Memorial School Reuse Committee

Appointments:

Tax Fairness Committee Nominations & Appointments

- Susan Munyon

Recreation Committee Nominations & Appointments (term to expire 6/30/2026)

- Sherry Cutler
- Jessica Williams



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VIII LICENSES AND PERMITS

1. Application for Public Entertainment (Weekdays) and Sundays
Dean & Flynn Inc., dba Fiesta Shows, for the Annual Bolton Fair, August 11 –14, 2022. (Thursday 5-10pm, Friday Noon – 10pm, Saturday 9am-10pm and -Sunday 9am-9pm) at the Lancaster Fairgrounds, 318 Seven Bridge Road
2. Special (One Day) Beer & Wine License (Vote may be taken)
Bolton Fairgrounds, Inc. – Application for Special (One-Day) Liquor License to serve All Alcohol at the Bolton Fair, August 11-13, 2023 (Storage Day August 10, 2023)
3. Application for Public Entertainment (Weekdays) and Sundays (Vote may be taken): Annual Bolton Fair, August 11 –13, 2023. (Thursday 5-10pm, Friday Noon – 10pm, Saturday 9am-10pm and - Sunday 9am-9pm) at the Lancaster Fairgrounds, 318 Seven Bridge Road.
4. Application for Public Entertainment (Weekdays & Sunday) (Vote may be taken): Bay State Antique Truck Show (ATCA), to held on August 26th & August 27, 2023, from 8:00am to 4:00pm at the Lancaster Fair Grounds, 318 Seven Bridge Road.
5. Special (One Day) Beer & Wine License (Vote may be taken)
American Cancer Society – Bicycles Battling Cancer Cycling Fundraiser, to be held on September 17, 2023, from 6am-6pm at 132 Fort Pond Inn Road.
6. Request for Use of Town Green
Lancaster Historical Commission requests for use of the Town Green on September 3, 2023, from 9am-10am.
7. Application for Use of the Town Green & Gazebo
Lancaster Friends of the Seniors - Community Event -Vance Gilbert Concert to be held on September 23, 2023, from 10am-4pm

IX NEW BUSINESS

- Tentative Special Town Meeting Date – September 2023

X OLD BUSINESS

- North Lancaster Development Update
- TA Review (Allison)
- Vendor Fees & Fairgrounds Use Surcharge (Turner)
- Energy Committee Update & Membership Analysis (Turner)
- Earth Removal Permit Fees (Turner)



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XI. COMMUNICATIONS

- Select Board's next Meeting will be held on Monday, August 7, 2023
- Miscellaneous Correspondence & Memorandums

XII. EXECUTIVE SESSION

The Select Board will enter into Executive Session pursuant to M.G.L. c. 30A, S 21(a)(2) to conduct a strategy session in preparation for negotiations with nonunion personnel including the positions of: Collector-Treasurer, Recreation Coordinator and Budget & Purchasing Administrator, and not to reconvene in Open Session thereafter.

XIII. ADJOURNMENT

APPROVAL OF MEETING MINUTES



**LANCASTER SELECT BOARD
Special Meeting Minutes
of Thursday, June 22, 2023,
5:00 P.M.
Prescott Building – Nashaway Room**

ZOOM: <https://us02web.zoom.us/j/82410720390>

Meeting ID 824 1072 0390

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|-------------------------|
| I. CALL TO ORDER |
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Chairman Stephen J. Kerrigan called the meeting to order at 5:01PM and advised that the meeting was being recorded and broadcast by Sterling Lancaster Community Television.

Additional materials for Select Board meetings are available at <https://www.ci.lancaster.ma.us/administration-select-board> > Meeting Materials.

Roll call vote taken, Jason A. Allison, present, Alexandra W. Turner, absent, Stephen J. Kerrigan, present. Also present, Kate Hodges, Town Administrator. It was noted that this meeting was rescheduled from June 26 due to scheduling conflicts; because Ms. Turner regretfully could not attend, items that she had requested be placed on the agenda will be tabled until the next Regular Select Board meeting.

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| II. APPROVAL OF MEETING MINUTES |
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Mr. Allison moved to approve the minutes of June 5, 2023. Mr. Kerrigan stepped aside as Chair to second the motion. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye. Motion passed. [2-0-0].*

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| III. PUBLIC COMMENT |
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Opportunity for the public to address their concerns, make comments and offer suggestions on operations or programs.

**** Taken out of order; Memorial School Reuse topic taken here ****

No public comment was offered.

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| IV. TOWN ADMINISTRATOR REPORT - NONE |
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V. ADMINISTRATION, BUDGET, AND POLICY

1. Town Administrator Review (Allison)

Mr. Allison has been researching best practices for performing a Town Administrator review. He would like to present this when a full Board is available, and requested that this item be tabled. Mr. Allison moved to table this item to the next regularly scheduled meeting; Mr. Kerrigan stepped down as Chair to second the motion. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye. Motion passed. [2-0-0].*

2. Energy Committee Update/Next Steps (Turner)

3. Earth Removal Fees (Turner)

Mr. Allison moved to table the items “Energy Committee Update” and “Earth Removal Fees” to the next regularly scheduled meeting; Mr. Kerrigan stepped down as Chair to second the motion. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye. Motion passed. [2-0-0].*

VI. APPOINTMENTS AND RESIGNATIONS

Appointments:

- **Tax Fairness Committee Nominations & Appointments**

Mr. Allison moved to appoint Roy Rezac to an at-large position on the Tax Fairness Committee. Mr. Kerrigan stepped down as Chair to second the motion. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye. Motion passed. [2-0-0].*

It was noted that the Tax Fairness Committee is an ad hoc committee, and as such, there is no term expiration date.

VII. OLD BUSINESS

- **Memorial School Reuse**

Mr. Kerrigan reported that the awaited report from Town Counsel has been received. The Select Board needs to review the report and then to waive privilege. Following this they will forward the report to the Chairs of Memorial School Reuse Committee, Conservation Commission, Recreation, Affordable Housing Trust, Planning Board, and Zoning Board of Appeals for their review. After they have had a chance to read the report and share it with their boards or committees, it will be on the next Select Board agenda for discussion and determination of next action.

An audience member asked for a thumbnail sketch of what the report contains.

Mr. Allison moved to waive privilege on the Memorial School Reuse Report from Town Counsel. Mr. Kerrigan stepped down as Chair to second the motion. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye. Motion passed. [2-0-0].*

Mr. Kerrigan asked Ms. Hodges to summarize the Report. She read the conclusion, *"Considering all the forgoing, I believe the Town's options for use of the Memorial School property include, 1. Reuse of the school building or the property for a recreational and playground use, or 2. A petition in the nature of cy-près to permit another use of the property in the hopes that the Court will be sympathetic to the Town's apparent good faith effort to release the use limitations prior to constructing the school, and the extensive period of time during which the school has occupied this portion of the property."*

Mr. Kerrigan and Ms. Hodges offered some explanation about what the second option means; it seems likely that an Act of the Legislature would likely be needed for any use other than that specified when the land in question was bequeathed to the Town.

- **Vendor Fees & Fairgrounds Use Surcharge (Turner)**

Mr. Allison moved to table this item to the next regularly scheduled meeting; Mr. Kerrigan stepped down as Chair to second the motion. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye. Motion passed. [2-0-0].*

- **Public Records Costs & Volumes**

Mr. Allison reported that in the last ten months, Public Records requests have cost the Town of Lancaster about \$60,000. He suggested that decisions have to be made as to whether an employee should be budgeted to manage this going forward. Ms. Hodges added that it has taken 701.6 hours at varying rates.

VIII. COMMUNICATIONS

- Select Board's next Meeting will be determined; no meeting will be held on July 3, 2023.
- Miscellaneous Correspondence & Memoranda

IX. ADJOURNMENT

Mr. Allison moved to adjourn the meeting; Mr. Kerrigan seconded. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye. Motion passed. [2-0-0].*

Respectfully submitted,

Kathleen Rocco
Executive Assistant

Jason A. Allison, Member

PUBLIC COMMENTS

BOARDS, COMMITTEES & DEPARTMENT REPORTS

TOWN ADMINISTRATOR REPORT

HOUSE No. 3025**The Commonwealth of Massachusetts**

PRESENTED BY:

William J. Driscoll, Jr.*To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:*

The undersigned legislators and/or citizens respectfully petition for the adoption of the accompanying bill:

An Act relative to remote access for public bodies and town meetings.

PETITION OF:

| NAME: | DISTRICT/ADDRESS: | DATE ADDED: |
|---------------------------------|--|------------------|
| <i>William J. Driscoll, Jr.</i> | <i>7th Norfolk</i> | <i>1/17/2023</i> |
| <i>Alice Hanlon Peisch</i> | <i>14th Norfolk</i> | <i>1/26/2023</i> |
| <i>Lindsay N. Sabadosa</i> | <i>1st Hampshire</i> | <i>2/17/2023</i> |
| <i>James C. Arena-DeRosa</i> | <i>8th Middlesex</i> | <i>2/22/2023</i> |
| <i>Joanne M. Comerford</i> | <i>Hampshire, Franklin and Worcester</i> | <i>2/22/2023</i> |
| <i>Patricia A. Duffy</i> | <i>5th Hampden</i> | <i>2/22/2023</i> |
| <i>Samantha Montaño</i> | <i>15th Suffolk</i> | <i>2/27/2023</i> |
| <i>Marcus S. Vaughn</i> | <i>9th Norfolk</i> | <i>3/8/2023</i> |
| <i>Marc T. Lombardo</i> | <i>22nd Middlesex</i> | <i>3/10/2023</i> |
| <i>Rodney M. Elliott</i> | <i>16th Middlesex</i> | <i>3/10/2023</i> |
| <i>Brian M. Ashe</i> | <i>2nd Hampden</i> | <i>3/13/2023</i> |
| <i>Mathew J. Muratore</i> | <i>1st Plymouth</i> | <i>3/13/2023</i> |
| <i>Patrick Joseph Kearney</i> | <i>4th Plymouth</i> | <i>3/13/2023</i> |
| <i>Carol A. Doherty</i> | <i>3rd Bristol</i> | <i>3/13/2023</i> |
| <i>Margaret R. Scarsdale</i> | <i>1st Middlesex</i> | <i>3/13/2023</i> |
| <i>Simon Cataldo</i> | <i>14th Middlesex</i> | <i>3/14/2023</i> |
| <i>Natalie M. Higgins</i> | <i>4th Worcester</i> | <i>3/15/2023</i> |
| <i>Ruth B. Balser</i> | <i>12th Middlesex</i> | <i>3/20/2023</i> |
| <i>Tram T. Nguyen</i> | <i>18th Essex</i> | <i>3/20/2023</i> |
| <i>Brian W. Murray</i> | <i>10th Worcester</i> | <i>3/23/2023</i> |
| <i>Kay Khan</i> | <i>11th Middlesex</i> | <i>7/18/2023</i> |

HOUSE No. 3025

By Representative Driscoll of Milton, a petition (accompanied by bill, House, No. 3025) of William J. Driscoll, Jr., and others relative to remote access for public bodies and town meetings. State Administration and Regulatory Oversight.

The Commonwealth of Massachusetts

In the One Hundred and Ninety-Third General Court
(2023-2024)

An Act relative to remote access for public bodies and town meetings.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Said chapter 30A is hereby amended by striking out section 20, and inserting in place thereof the following section:

Section 20. (a) Except as provided in section 21, all meetings of a public body shall be open to the public.

(b) Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to the meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to the meeting. Notice shall be printed in a legible, easily understandable format and shall contain the date, time and place of the meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting.

(c) For meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located and on the municipal website.

For meetings of a regional or district public body, notice shall be filed and posted in each city or town within the region or district in the manner prescribed for local public bodies. For meetings of a regional school district, the secretary of the regional school district committee shall be considered to be its clerk and shall file notice with the clerk of each city or town within the district and shall post the notice in the manner prescribed for local public bodies. For meetings of a county public body, notice shall be filed in the office of the county commissioners and a copy of the notice shall be publicly posted in a manner conspicuously visible to the public at all hours in the places as the county commissioners shall designate for the purpose.

For meetings of a state public body, notice shall be filed with the attorney general by posting on a website under the procedures established for this purpose and a duplicate copy of the notice shall be filed with

the regulations division in the state secretary's office.

The attorney general may prescribe or approve alternative methods of notice where the attorney general determines the alternative methods will afford more effective notice to the public.

(d) Public bodies may allow remote meeting participation provided that all persons present at the meeting are clearly audible to each other. Remote members may vote and shall not be deemed absent for the purposes of section 23D of chapter 39. The public body shall ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means of public access. Where active, real-time participation by members of the public is a specific requirement of a general or special law, regulation or a local ordinance or by-law, pursuant to which the proceeding is conducted, any adequate, alternative means of public access pursuant to regulations established under section j shall provide for such participation and shall be sufficient to meet such participation requirement. A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide adequate, alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law, regulation or a local ordinance or bylaw that requires allowance for active participation by members of the public. A public body shall offer its selected adequate, alternative means of public access to its proceedings without subscription, toll or similar charge to the public.

(e) Public bodies may allow hybrid meeting participation provided that all persons present at the meeting are clearly audible to each other.

(f) A public body may allow remote participation by all members in any meeting of the public body and a quorum of the body and the chair shall not be required to be physically present at a specified meeting location.

(g) A public body that elects to conduct its proceedings under this section shall ensure that any party entitled or required to appear before it shall be able to appear through remote means, as if the party were a member of the public body and participating remotely as provided in subsection

(h) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body.

If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

(i) Within 2 weeks of qualification for office, all persons serving on a public body shall certify, on a form prescribed by the attorney general, the receipt of a copy of the open meeting law, regulations promulgated under section 25 and a copy of the educational materials prepared by the attorney general explaining the open meeting law and its application under section 19. Unless otherwise directed or approved by the attorney general, the appointing authority, city or town clerk or the executive director or other appropriate administrator of a state or regional body, or their designees, shall obtain certification from each person upon entering service and shall retain it subject to the applicable records retention schedule where the body maintains its official records. The certification shall be evidence that the member of a public body has read and understands the requirements of the open meeting law and the consequences of violating it.

(j) The attorney general shall develop and adopt standards and guidelines for remote or hybrid participation of public bodies.

SECTION 2. Chapter 30A of the General Laws is hereby amended by inserting after section 20 the following section:

Section 20 ½ (a) Notwithstanding any general or special law, charter provision, ordinance or by-law to the contrary, the moderator in a town having a representative or open town meeting form of government may request that the select board or board of selectmen of the town call for a representative or open town meeting to be held through remote or hybrid participation, including, but not limited to, by means of a video or telephone conferencing platform. Such a request by the moderator to the select board or board of selectmen shall be in writing and shall include, but shall not be limited to: (i) the moderator's determination and request to hold a town meeting through remote participation in accordance with this section; (ii) the video or telephone conferencing platform the moderator has determined to use to hold the town meeting; (iii) confirmation that the moderator has consulted with the local disability commission or coordinator for federal Americans with Disabilities Act compliance; and (iv) a certification by the moderator that: (A) the moderator has tested the video or telephone conferencing platform; and (B) the platform satisfactorily enables the town meeting to be

conducted in substantially the same manner as if the meeting occurred in person at a physical location and in accordance with the operational and functional requirements set forth in this section.

A video or telephone conference platform used by a town meeting for remote or hybrid participation under this section shall, at minimum, provide for the ability for: (i) the moderator, town meeting members, town officials and any other interested members of the public to identify and hear the moderator and each town meeting member who attends and participates in the remotely-held town meeting, as well as any other individuals who participate in the remotely-held town meeting; (ii) the ability to determine whether a quorum is present; (iii) a town meeting member, town official or other individual to request recognition by the moderator without prior authorization; provided, however, that to the extent technologically feasible, the request is visible or audible to the public in real time and upon review of the recording of the town meeting proceedings, preserved according to subsection (h); (iv) the moderator to determine when a town meeting member wishes to be recognized to speak, make a motion, raise a point of order or object to a request for unanimous consent; (v) the moderator to recognize a town meeting member, town official or other individual to speak and to enable that person to speak; (vi) the ability to conduct a roll call vote; (vii) any interested members of the public to access the meeting remotely for purposes of witnessing the deliberations and actions taken at the town meeting; and (viii) the town meeting to be recorded. Registered voters residing in the town wishing to participate in a remote town meeting conducted pursuant to this section shall submit a request to participate to the town clerk not less than 48 hours in advance of the town meeting. Upon receipt of the request and verification of the requester's voter registration status, the clerk shall provide to the requester instructions for participating in the remote town meeting.

(b) Not later than 10 business days following receipt of a written request by the moderator for remote or hybrid participation at a town meeting pursuant to subsection (a), the select board or board of selectmen shall vote to determine if the town meeting shall be held remotely by means of the video or telephone conferencing platform requested by the moderator.

(c) If the select board or board of selectmen votes to approve the request of the moderator for remote or hybrid participation at a town meeting the select board shall issue, a notice that expressly states: (i) that the town meeting shall be held remotely by means of the video or telephone conferencing platform requested by the moderator; (ii) the date and time of the meeting; and (iii) any information necessary for the moderator, town

meeting members, town officials and interested members of the public to access and witness the deliberations and actions taken at the town meeting remotely.

The notice issued by the select board or board of selectmen shall be: (i) accompanied by the written request of the moderator submitted to the select board or board of selectmen under subsection (a); (ii) filed and posted in accordance with the requirements of subsection (b) of section 10A of chapter 39 of the General Laws; (iii) publicly posted not less than 10 days before the scheduled date of the remote town meeting. The notice may include a date, time and place for the town meeting to be resumed if the town meeting does not vote to continue the town meeting remotely pursuant to subsection (f).

(d) If the select board or board of selectmen votes to approve the request of the moderator for remote or hybrid participation at a town meeting and the select board or board of selectmen has not yet issued a warrant for a town meeting, the select board or board of selectmen shall approve and issue a warrant pursuant to section 10 of said chapter 39 for the town meeting that expressly states: (i) that the town meeting shall be held remotely or hybrid by means of the video or telephone conferencing platform requested by the moderator; (ii) the date and time of the meeting; and (iii) any information necessary for access and witness the deliberations and actions taken at the town meeting remotely.

The warrant issued by the select board or board of selectmen shall be: (i) accompanied by the written request of the moderator submitted to the select board or board of selectmen under subsection (a); and (ii) filed in accordance with said section 10 of said chapter 39, all other applicable laws and any relevant provisions of the town charter or by-laws. The warrant may include a date, time and place for the town meeting to be resumed if the town meeting does not vote to continue the town meeting remotely pursuant to subsection (f).

(e) Not later than 5 business days after a vote of the select board or board of selectmen to approve the request of the moderator to hold a town meeting remotely or hybrid pursuant to subsection (c) or (d), the town clerk shall submit certified copies of the vote of the select board or board of selectmen and the written request of the moderator to the attorney general.

(f) Any roll call vote taken at a representative or open town meeting held through remote or hybrid participation pursuant to this section shall be taken by any means that the moderator determines accurately and securely records the votes of those entitled to vote at the meeting, including, but not limited to, roll call vote,

electronic voting, voting by ballot, voting by phone or any combination thereof. The vote of each voting member on a roll call vote shall be recorded and kept with the minutes of the town meeting.

(g) A representative or open town meeting held remotely or hybrid pursuant to this section shall be recorded and the recording shall be preserved and made publicly available on the town's website for not less than 90 days after the conclusion of the remote or hybrid town meeting.

(h) All actions taken during a remote or hybrid town meeting held pursuant to this section are hereby ratified, validated and confirmed to the same extent as if the town meeting had been conducted in person and such actions are in accordance with all other applicable laws, charter provisions, ordinances and by-laws.

(j) The attorney general shall develop and adopt standards and guidelines for remote or hybrid participation of town meetings.

SENATE No. 2043**The Commonwealth of Massachusetts**

PRESENTED BY:

Jacob R. Oliveira*To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:*

The undersigned legislators and/or citizens respectfully petition for the adoption of the accompanying bill:

An Act to modernize municipal meetings, town meetings, and local elections.

PETITION OF:

| NAME: | DISTRICT/ADDRESS: | |
|--------------------------|---|------------------|
| <i>Jacob R. Oliveira</i> | <i>Hampden, Hampshire and Worcester</i> | |
| <i>Brian M. Ashe</i> | <i>2nd Hampden</i> | <i>3/27/2023</i> |

SENATE No. 2043

By Mr. Oliveira, a petition (accompanied by bill, Senate, No. 2043) of Jacob R. Oliveira for legislation to modernize municipal meetings, town meetings, and local elections. State Administration and Regulatory Oversight.

The Commonwealth of MassachusettsIn the One Hundred and Ninety-Third General Court
(2023-2024)

An Act to modernize municipal meetings, town meetings, and local elections.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to modernize various procedural aspects of municipal governance, and, in particular, to protect municipal hearings and meetings, town meetings and local elections as cities and towns in the commonwealth transition from the end of national and global public health emergencies to normal operations, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public health and convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. For the purposes of this Act, the term “Select Board” shall have the same meaning as “Board of Selectmen” as that term is used in any general or special law or municipal charter.

SECTION 2. Chapter 30A of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by striking out paragraphs (d) and (e) of section 20 and renumbering the remaining paragraphs accordingly.

SECTION 3. Chapter 30A of the General Laws, as appearing in the 2020 Official Edition, is hereby amended by inserting after section 20 the following section:-

SECTION 20A

(a) A public body may elect to allow remote participation by any member for any meeting of the public body. For the purposes of this section, the term remote participation means participation by a member of a public body by means other than physical presence, which may include, without limitation, participation by telephone, audio or video conferencing or any other technology that enables each member of the public body to be audible to all other members of the public body and the public.

(b) Members remotely participating in a meeting may vote, and shall be considered present and in attendance for all purposes, including for purposes of determining a quorum and for the purposes of section 23D of chapter 39.

(c) If a public body allows remote participation by its members for a meeting under subsection (a), it may also allow remote participation by members of the public and any party entitled or required to appear before it in accordance with the following requirements:

(i) A public body that elects to conduct its proceedings completely or partially through remote means in accordance with this section shall ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means. A public body shall offer its selected adequate, alternative means of public access to its proceedings without subscription, toll, or similar charge to the public.

(ii) Documents intended to be used for any such meeting shall be made available to members of the public body before or during the course of the meeting of the public body subject to any limitations as may be imposed by law.

(iii) If the opportunity for participation at a meeting of a public body by an individual or the public is a specific requirement of a particular general or special law or state regulation, charter, local ordinance or bylaw, any alternative means of public access shall provide for the required opportunity to participate; provided further however that this section shall not impose on any public body a general requirement to allow the public to speak, absent an applicable special law or charter, or to participate in the debate of the public body. A public body shall offer its selected alternative means of public access to virtual meetings without subscription, toll, or similar charge to the public.

(iv) If a member is participating remotely, all votes taken shall be recorded roll call votes.

(v) A municipal public body that for reasons of economic hardship is unable to provide adequate, alternative means of public access that will enable the public to follow the proceedings of the municipal public body may instead post on its municipal website a full and complete transcript, recording or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings.

(d) Notwithstanding any other provision of this section, the chief executive officer of a municipality may develop and adopt standards and guidelines regarding remote participation of public bodies of that municipality; provided however that a local commission on disability may adopt its own standards and guidelines for remote participation applicable to meetings of such local commission on disability only.

(e) State, county, and regional public bodies, and public bodies that are not otherwise a department or subdivision of a city or town, may adopt their own standards and guidelines for remote participation applicable to meetings of such public body.

SECTION 4. Within ninety (90) days of the effective date of this act, the attorney general shall develop best practices for remote participation of public bodies in furtherance of the foregoing Section 3 of this act provided, however, that such proposed best practices guidelines shall not take effect until a public hearing, for which at least 2 weeks notice is provided and such proposed guidelines are made available to the public, is held 2 weeks has passed since that public hearing.

SECTION 5. Chapter 39 of the general laws, as appearing in the 2020 Official Edition, is hereby amended by inserting after Section 10A the following two sections:

SECTION 10B.

(a) Notwithstanding any general or special law, charter provision or bylaw to the contrary, a select board may vote, prior to the date nomination papers must be submitted to the town clerk under the provisions of section 7 of chapter 53 of the general laws, to delay the date of an annual election to a date no earlier than 64 days from the vote to postpone and no later than June 30 of that fiscal year.

(b) Notwithstanding any general or special law, charter provision or bylaw to the contrary, a select board may, during any weather-related, public safety or public health emergency declared by the chief executive officer of the town or the governor, and for the 5 days after such emergency has terminated, postpone a properly posted caucus or election to an initial date certain. If the nature of the emergency precludes identification of an initial date certain or renders the initial date inconvenient or impossible, the select board shall meet expeditiously, in accordance with chapter 30A of the general laws, and after consultation with the town clerk, to vote on a date certain.

(c) (i) If an election is postponed hereunder, all of the deadlines applicable to and all of materials prepared for and submitted in connection with the original election shall be used at such postponed election; provided, however, that if an election is postponed for less than 7 days, early voting by mail and absentee ballots properly received prior to the close of polls on the date of the postponed election shall be treated as if they were timely received. If a scheduled election is postponed for more than 7 days from the original date, any such election shall be held no earlier than 15 days from the date of the postponement to accommodate additional voter registration, early voting by mail and absentee voting by the otherwise applicable statutory deadlines.

(ii) Except as set forth herein, all provisions of election law applicable to the original election shall apply to such postponed election in the same manner.

(iii) Notwithstanding any provision of chapter 30A or other state or local law to the contrary, a meeting to vote on a postponement may be held by remote participation of some or all of the members, and such public body shall endeavor, to the maximum extent possible, to comply with all other provisions of sections 18 to 25 of chapter 30A. If the public body is not able to comply with the provisions of said chapter 30A, it shall hold a properly posted meeting within one week following at which an item substantially similar to the following shall appear on the agenda: "Review action taken at (date) (time) meeting of (name of board) and adopt minutes from such meeting to be included with the minutes of this meeting".

(d) Notice of postponement shall be prepared by the town clerk and printed in a legible, easily understandable format with the date, time and place of the rescheduled caucus or election, the reason for the postponement, and the date and time of the select board vote for postponement. To the extent practicable, notice shall be posted in the manner in which that municipality provides notice of meetings pursuant to chapter 30A, whether on the municipal website or in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located. The town clerk shall forthwith send a copy of the notice to the offices of the attorney general and secretary of the commonwealth, and may use any other form of communication to notify the voters of the postponement, including but not limited to electronic, broadcast or print media.

SECTION 10C.

(a) In a town having a representative or open town meeting form of government, the town moderator may, in consultation with the select board and local public safety or public health officials, call for any town meeting to be held through remote participation or a hybrid of in-person and remote participation, including, but not limited to, by means of a video or telephone conferencing platform. If a town does not have a moderator, the select board may call for any town meeting to be held through remote participation or a hybrid of in-person and remote participation in accordance with this paragraph.

(b) A notice of decision to hold town meeting through remote participation or a hybrid of in-person and remote participation shall be prepared by the moderator and printed in a legible, easily understandable format and shall contain: (i) the moderator's determination and request to hold a town meeting through remote participation or a hybrid of in-person and remote participation in accordance with this section; (ii) the video or telephone conferencing platform the moderator has determined to use to hold the town meeting; (iii) confirmation that the moderator has consulted with the local disability commission or coordinator for federal Americans with Disabilities Act compliance; (iv) confirmation that the moderator has consulted with the select board; and (v) a certification by the moderator that: (A) the moderator has tested the video or telephone conferencing platform; and (B) the platform satisfactorily enables the remote portion of the town meeting to be conducted in substantially the same manner as if the meeting occurred in person at a physical location and in accordance with the operational and functional requirements set forth in this section.

(c) A video or telephone conference platform used by a town meeting for remote participation under this section shall, at minimum:

(i) strictly limit voting at an open, remote, or hybrid town meeting to only those confirmed by the town clerk to be eligible to vote at that meeting, Each person deemed eligible to vote shall be provided with appropriate physical or technological participation credentials designed to allow remote participation of all eligible voters while also establishing regularity in administration, minimizing inaccurate results and creating and maintaining a virtual and physical environment free from fraud;

(ii) enable the moderator, voters, representative town meeting members, town officials and any other interested members of the public to identify and hear the moderator and each voter or other speaker recognized by the moderator, whether remotely or in person;

(iii) if applicable, determine whether a quorum is present;

(iv) a voter, town meeting member, town official or other individual authorized to participate in the meeting to request recognition by the moderator without prior authorization, consistent with any town meeting rules established by bylaw, charter or special act. To the extent technologically feasible, the request shall be visible or audible to the town meeting and the public in real time and upon review of the recording of the town meeting proceedings, preserved according to subsection (h);

(v) the moderator to determine when a remote or in person voter wishes to be recognized to speak, make a motion, raise a point of order or object to a request for unanimous consent;

(vi) the moderator to recognize a remote or in person voter, town official or other individual to speak and to enable that person to speak;

(vii) in the case of a representative town meeting, the ability to conduct a roll call vote;

(viii) any interested members of the public to access the meeting remotely for purposes of witnessing the deliberations and actions taken at the town meeting, subject to the provisions of any municipal charter; and

(ix) the town meeting to be recorded.

(d) (i) Registered voters, other than representatives elected or appointed in accordance with applicable state or local law, seeking to participate remotely in a representative town meeting shall, not less than 48 hours

in advance, submit to the town moderator a request to participate in the meeting. Upon receipt of the request and verification of the requester's voter registration status, the designated official shall provide appropriate physical or technological participation credentials; nothing herein shall be construed to require greater participation by voters or non-town meeting members than required by any applicable general or special law or municipal charter.

(ii) Eligible registered voters seeking to participate remotely in an open town meeting shall be provided with instructions, no later than 48 hours in advance, as to how to access appropriate physical or technological participation credentials; provided, however that the inability to comply with this subparagraph shall require that the meeting be delayed until a quorum is reached or 30 minutes has passed, whichever occurs sooner.

(e) Prior to taking up any business at a remote or hybrid town meeting, and following the determination of a quorum, if applicable, the meeting shall vote on whether to commence the business of the meeting using remote or hybrid access. If the town meeting votes to continue, then the town meeting shall proceed to hold a remote or hybrid meeting to address the articles in the warrant. If the town meeting votes not to conduct the town meeting by remote or hybrid means, then the town meeting shall be adjourned, without further action, to the date, time and place specified in the notice or warrant or to such other time, date and place as may be approved by town meeting.

(f) Votes taken by a roll call vote at a remote or hybrid representative town meeting shall be recorded and kept with the minutes of the town meeting.

(g) A remote or hybrid town meeting shall be recorded and the recording shall be preserved and made publicly available on the town's website for at least 90 days after the dissolution of said town meeting and until the official minutes of the meeting have been prepared by the town clerk.

For more information, please go to:

**Nashoba Regional School
Building Committee
Website**



*Use your smartphone camera to read this code and
access the site.*

<https://sites.google.com/nrsd.net/nrhs-building-project/home>

KAESTLE BOOS
associates, inc. + **SKANSKA**

NASHOBA

REGIONAL HIGH SCHOOL



Thank you!
Questions?

School Building Project Public Forum #7



Join us for a community meeting to learn about and share your thoughts on the new school project!

 **June 14, 2023**

 **6:00 PM**

 **NASHOBA REGIONAL HIGH SCHOOL AUDITORIUM**

Hosted by the Nashoba Regional High School Building Committee

FOCUS OF DISCUSSION

Project Update

Site and Building Design

Project Budget

Project Schedule

Project Funding/Approval Process

KAESTLE BOOS
associates, inc
SKANSKA

Total Project Budget

All cost associated to the project are subject to 963 CMR 2.16(5)

| Category | Budget Amount | Estimated Max Amount eligible for reimbursement* |
|-----------------------------------|----------------------|--|
| Feasibility Study Agreement | \$1,500,000 | \$1,500,000 |
| Administration | \$6,891,080 | \$3,609,953 |
| Architectural/Engineering | \$18,634,500 | \$1,902,495 |
| Pre-Construction Services | \$500,000 | \$500,000 |
| Construction (from PM&C estimate) | \$199,134,701 | \$94,257,373 |
| Misc. Project Costs Subtotal | \$1,958,000 | \$1,958,000 |
| FF&E Subtotal | \$4,853,500 | \$2,220,000 |
| Construction Contingency | \$3,982,694 | \$1,991,347 |
| Owner's Contingency | \$1,991,347 | \$995,674 |
| Permit fee (by Owner) | \$2,269,104 | \$0 |
| Total | \$241,714,926 | \$118,934,842 |

*This will be determined at Project Funding Agreement

Maximum Reimbursement Amount Calculation:

| | |
|---|---------------------|
| Estimated Max Amount eligible for reimbursement* | \$118,934,842 |
| @ 53.09% reimbursement rate | 0.5309 |
| Total Maximum Reimbursement Amount | \$63,142,507 |
| MSBA Recovery for Cx Costs associated with ineligible Building Area | (\$7,077) |
| Total Maximum Reimbursement Amount | \$63,135,430 |

Summary:

| | |
|--|----------------------|
| Total Project Budget to be approved by SBC/SC | \$241,714,926 |
| Total Maximum Reimbursement | \$63,135,430 |
| District Share | \$178,579,496 |

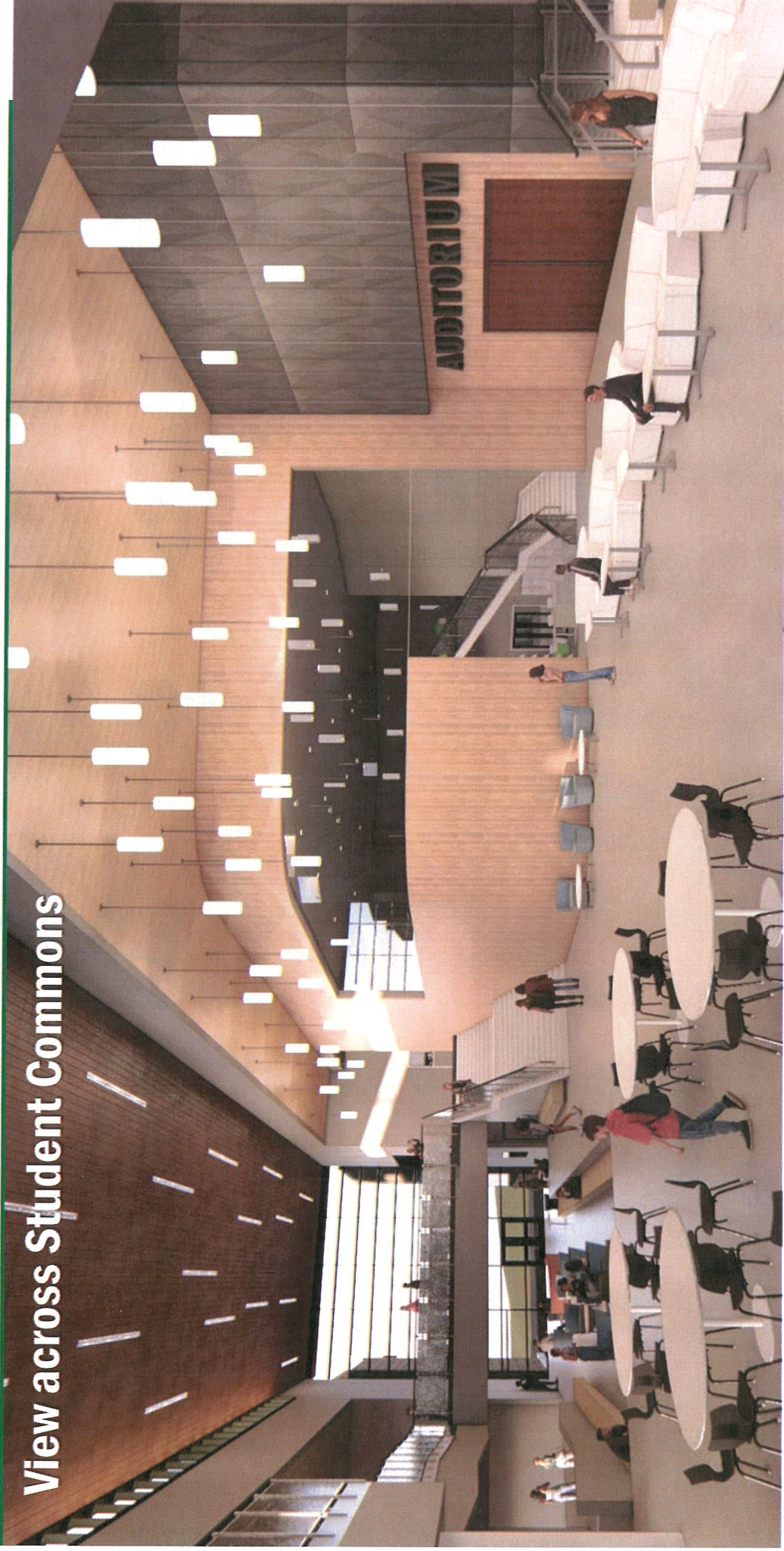
Interior Design - Development

View across Small Learning Community



Interior Design - Development

View across Student Commons



Exterior Design - Development

View from Entry Drive



Exterior Design - Development

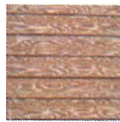
View from Route 117

Building Materials

Historic



Stone



Siding



Timber



Shakes

Modern



Glass



Concrete



Metal



Sunshades



Spatial Character - Exterior

Design Ideas



Building Materials

Historic



Stone



Siding



Timber



Shakes

Modern



Glass



Concrete



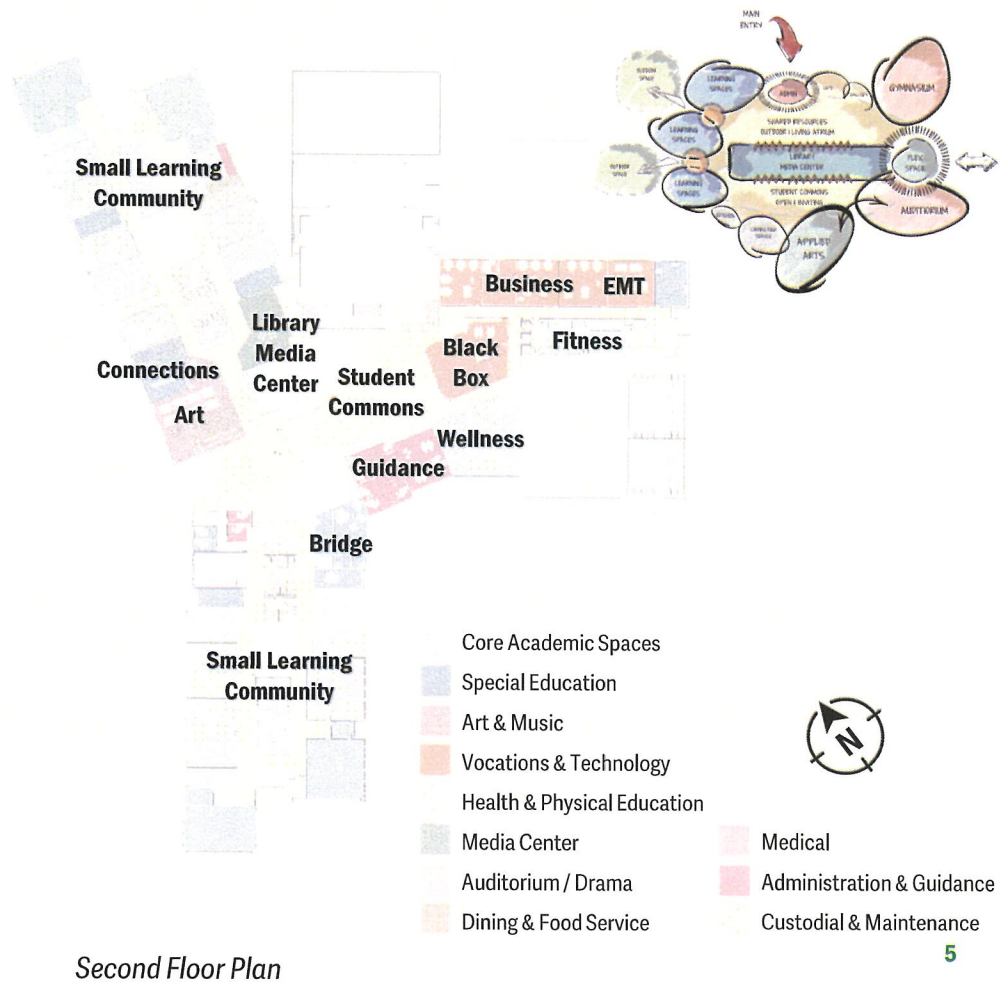
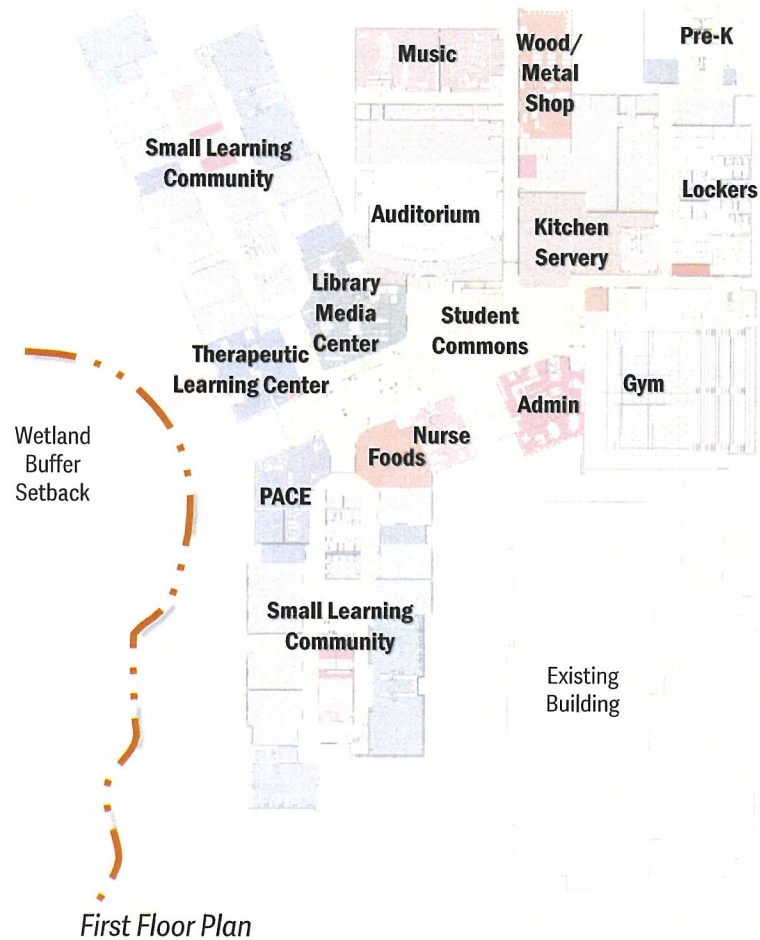
Metal



Sunshades

Floor Plan Development

Gas Easement Setback



Site Plan Development



Parking

Existing: 400 spaces
Required: 426 space
Proposed: 466 spaces

Athletics

New Baseball Field
New Tennis Courts
Maintain majority of Existing
Athletic Complete

HVAC System – Preliminary Life Cycle Cost Analysis

| System Option | Baseline (Building Code Minimum) | Current Design (Geothermal) Anticipated Range | | Alternate Option (Air Source) |
|---|--|---|--|--|
| | | 120 Wells | 140 Wells | |
| | NOT Eligible for Additional 2% MSBA Reimbursement | Eligible for Additional 2% MSBA Reimbursement | Eligible for Additional 2% MSBA Reimbursement | Eligible for Additional 2% MSBA Reimbursement |
| Whole Building EUI (kBtu/ft2/yr) | 37.93 | 24.53 | 24.53 | 30.30 |
| Installed HVAC Cost (based on SD Estimates) | \$16,170,000 | \$23,467,000 | \$24,467,000 | \$17,741,000 |
| Potential Energy Rebates | None | \$4,350,000 | \$4,350,000 | \$750,000 |
| Additional MSBA 2% Reimbursement (Green Schools) | None | \$2,356,300 | \$2,376,600 | \$2,239,750 |
| Total Initial Cost | \$16,170,000 | \$16,760,700 | \$17,740,400 | \$14,751,250 |
| Total Annual Energy Cost** (\$/yr) | \$431,400 | \$279,000 | \$279,000 | \$344,600 |
| Annual Energy Consumption Savings (Compared to Baseline) | | \$152,400 | \$152,400 | \$86,800 |
| Estimated Payback Period (Relative to Baseline) | - | 4 Years | 10 Years | 0 Years |
| Total Cost over 50 Years | \$37,740,000 | \$30,710,700 | \$31,690,400 | \$31,981,250 |

**Based on today's energy costs

Amount Included in Budget

HVAC System – Understanding the Potential Options

Current Design - Recommended

Geothermal with Water-to-Water Heat Pumps and Chilled Beams

Benefits

- Lower Energy Usage (20% Less)
- Eliminates Fossil Fuels Needed for HVAC Requirements
- Least Amount of Maintenance
- Provides Best Thermal Comfort Year Around
- Larger Energy Incentive Rebate (Approx. 5x higher)

Challenges

- Higher Installed/Upfront Cost

Alternate Option

Air Source Heat Pumps with Air Cooled Chillers, Air Cooled Roof Top Units and Chilled Beams

Benefits

- Lower Installed/Upfront Cost

Challenges

- System Can't Maintain Heating Comfort Levels at Lower Outdoor Temperatures and Requires Supplementary Backup/Emergency Heat to Makeup the Difference
- Requires Fossil Fuels for HVAC Requirements (Requires On-site Tank)
- Higher Long Term Energy Costs

FEASIBILITY STUDY PHASE

June 2022

October 2022

MSBA Facilities Assessment Subcommittee Meeting November 22 2022

June 2023

November 2023

Member Community's Town Meetings & Vote September 2023 *

2023-2024*

2027-2028 *

* Tentative Dates 1

NASHOBA

REGIONAL HIGH SCHOOL



School Building Committee Meeting

Topics of Discussion

- Project Schedule
- Building Systems
- Design Update
- Project Budget



Budget

- The School Building Committee (SBC) voted unanimously to support development of a schematic design for Option 4D.
- The Nashoba Regional School Committee (NRSC) voted unanimously to accept the recommendation of the SBC.
- The total project budget was approved by the SBC and NRSC on May 31, 2023 (presentation below).
- The approved budget and funding process was presented during Public Forum #7 on June 14, 2023 (presentation below).
- A modified budget was approved by the SBC and NRSC on July 18, 2023 to take advantage of additional reimbursement points available through a new 2023 policy under the MBTA Green School Program (presentation below).

******budgets are draft until approved by the MBTA*****





Committee unanimously approved the total project budget of \$241,714,926 on 5/31/23.

All cost associated to the project are subject to 963 CMR 2.16(5):

| Category | Budget Amount | Estimated Max Amount eligible for reimbursement* |
|-----------------------------------|----------------------|--|
| Feasibility Study Agreement | \$1,500,000 | \$1,500,000 |
| Administration | \$6,891,080 | \$3,609,953 |
| Architectural/Engineering | \$18,634,500 | \$11,902,495 |
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| Total | \$241,714,926 | \$118,934,842 |

*This will be determined at Project Funding Agreement

Maximum Reimbursement Amount Calculation:



Estimated Max Amount eligible for



| | |
|---|---------------------|
| @ 53.09% reimbursement rate | 0.5309 |
| Total Maximum Reimbursement Amount | \$63,142,507 |
| MSBA Recovery for Cx Costs associated with ineligible Building Area | (\$7,077) |
| Total Maximum Reimbursement Amount | \$63,135,430 |

Summary:

| | |
|--|----------------------|
| Total Project Budget to be approved by SBC/SC | \$241,714,926 |
| Total Maximum Reimbursement | \$63,135,430 |
| District Share | \$178,579,496 |

Requests for Proposals (RFP) and Invitation for Bid (IFB) are on the Town's website under Bids and Proposals

TOWN OF LANCASTER
FINANCE DEPARTMENT

BUDGET & PURCHASING ADMINISTRATOR

The Town of Lancaster is seeking qualified applicants for the full-time, regular status position of Budget and Purchasing Administrator within the Finance Department. Under the general direction of the Finance Director, this position is responsible for a variety of organizational and technical work related to public procurement, bidding, and project finance administration. The individual will also oversee the development, administration and analysis of all Town Budgets and funds. Qualified applicants should have a bachelor's degree in accounting, finance, or another business-related discipline, along with at least two years of responsible and related experience. Anticipated hiring range: \$52,817-\$59,635.

Interested parties should submit a cover letter and resume to: Town of Lancaster Human Resources via email to: jobs@lanasterma.gov. Position will remain open until filled with applications reviewed as they are received. A complete job description and Town information is available on our website at: <https://www.ci.lancaster.ma.us/home/pages/employment-opportunities>

BUDGET & PURCHASING ADMINISTRATOR

| | | | |
|---------------|--------------------|---------------|-----------|
| Department: | Finance | Salary Grade: | Grade 9 |
| Reports To: | Finance Director | FLSA Status: | Exempt |
| Appointed By: | Town Administrator | Date: | July 2023 |

GENERAL SUMMARY:

Under the direction of the Finance Director, performs a variety of organizational and technical work related to public procurement, bidding, project finance administration; oversees the development, administration, and analysis of all Town Budgets and funds.

ESSENTIAL JOB FUNCTIONS:

- ◆ Assists in the coordination and oversight of Lancaster's annual budget development process for General Fund, Enterprise, Special Revenue and Capital budgets. Prepares municipal personal service budgets and assists departments in developing expense budgets. Reviews departmental budget requests for completeness, accuracy, and compliance with procedures and guidelines; and compiles consolidated budget for Town Administrator use.
- ◆ Prepares budget documents, supporting materials and presentations for internal meetings, financial outlook reports and use by the Town Administrator at Finance Committee and Select Board hearings; provides staff support to Town Finance divisions.
- ◆ Drafts and advertises for public acquisitions, purchases, requests for proposals and bids consistent with M.G.L. Ch.'s 7C, 30B, 39M, and 149. Maintains records of all procurement processes and contracts. Updates Town Website, CommBuys, Central Register and other required systems relative to legal notifications consistent with MA Law and best practices.
- ◆ Maintains and updates the Vadar software used for budget development including templates, forms, workflows, user access and permissions.
- ◆ Regularly monitors annual budgets throughout the fiscal year once they have been approved and adopted by the Town. Assists the Town Accountant with Budget loads and adjustments in the Vadar General Ledger.
- ◆ Analyzes financial and budget related matters and conducts research as necessary or assigned. Compiles data from statistical studies and budget analysis, maintains database of budget history, and develops multi-year forecasts of revenues and expenditures in order to assist in budget preparation and analysis. Provides analytical support for the development and review of programs and policies affecting the budget.
- ◆ Prepares quarterly and year-end budget reports for Town Management use; depicts rates of spending versus budget and identifies potential budget problems as needed or requested. Provides and reviews budget numbers in advance of Town Meeting and may assist with budget-related questions during Town Meeting.
- ◆ Reviews and keeps current on new or revised laws and regulations related to procurement, finance, accounting and reporting which may affect the Town. Responds to finance and budget related inquiries and requests from staff, management, and the public.
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates. Regular attendance at the workplace is required. Attendance at public meetings outside of normal business hours is occasionally required.

SUPERVISORY RESPONSIBILITY:

NONE

EDUCATION & EXPERIENCE:

- ◆ Educational experience at or equal to a bachelor's degree with at least two years of responsible, relevant experience in an accounting, finance, or business-related discipline.
- ◆ Candidate must have or possess the ability to obtain within the first twelve months of hire, a valid Massachusetts Certified Public Purchasing Official (MCPPO) License issued through the Inspector General's Office.
- ◆ Any equivalent combination of education and experience accepted.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Familiarity with the principles and practices of public administration, financial accounting and reporting, pertinent Federal, State, and local laws, codes and regulations and principles and procedures of confidential and/or legally required record keeping.
- ◆ Ability to operate a computer and various software packages necessary for assigned duties.
- ◆ Proficiency in compiling, manipulating, and analyzing large amounts of financial data with accuracy and attention to detail.
- ◆ Capability in understanding and developing processes and structures related to financial management, procurement, budgeting, and financial project oversight.
- ◆ Competence in communicating clearly and concisely, both orally and in writing, and in maintaining effective relationships.

WORKING CONDITIONS & PHYSICAL DEMANDSⁱⁱ:

Work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Operates computer, printer, photocopier, scanner, and other office equipment. Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity.

ⁱ The statements herein are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

ⁱⁱ This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change. CORI Screening and Background Check Required.

**TOWN OF LANCASTER
FINANCE DEPARTMENT**

COLLECTOR-TREASURER

The Town of Lancaster seeks a highly motivated individual to join our growing Team as Lancaster's newest Collector-Treasurer. Candidates should possess a broad knowledge of municipal finance, treasury operation and bonding. Primary responsibilities include the collection of taxes and receivables; assisting with payroll administration; receipt, custody, disbursement, and borrowing of funds; tax title administration; and the management of Town reserves in accordance with state and federal law. The Collector-Treasurer operation is assisted by a full-time Assistant Collector-Treasurer and a Department Clerk. The Collector-Treasurer serves as supervisor to these individuals which requires strong interpersonal, communication, and managerial skills.

Interested parties should possess a level of education at or equal to a master's degree in accounting, finance, business administrator or another related field plus five years of progressively responsible experience in municipal finance and administration. Certification through the Massachusetts Collectors and Treasurers Association as a Town Collector-Treasurer, or ability to obtain certification within three years of appointment, is required. Individuals must be able to be bonded. Any equivalent combination of education and experience which affords the required knowledge, skills, and abilities to perform the essential functions of the job shall be considered.

This position is full-time, managerial exempt, and includes health, dental, life, retirement, and paid-time-off benefits. The projected starting salary range is \$86,464-\$93,800 DOQ. Interested applicants should send a resume and cover letter to Lancaster Human Resources at: jobs@lanasterma.gov. Applications will be accepted through August 18th at 4:00 PM. Interviews will begin immediately.

COLLECTOR RESPONSIBILITIES

January 2020



Although a city/town collector has greater collection authority than a tax collector, their statutory duties and compliance standards are the same.

- As a **tax collector**, the office possesses the authority to collect only real and personal property taxes, excises, betterments, and certain other charges added to and committed as taxes ([MGL c. 60 sec. 1, 2](#)).
- As a **city or town collector** under a local acceptance statute ([MGL c. 41 sec. 38A](#)), the office has expanded authority to receive and collect all monies or accounts due a municipality.

As excerpted the Collector's Manual published by the Massachusetts Collectors and Treasurers Association in collaboration with the Division of Local Services (DLS), the collector's duties are:

- Furnish fidelity bonds for the collector and any appropriate staff with sureties payable to the city, town or district ([MGL c. 60 §13](#)).
- Verify that commitments received are duly and properly signed.
- Conduct a visual spot check of printed bills prior to mailing to ensure completeness and accuracy of information ([MGL c. 60 §3, 3A](#)) and compliance with form prescribed by DLS ([MGL c. 60 §105](#)). Verify that the total amount due, summed from the printed bills, matches the total on the signed commitment.
- For every property tax or excise mailing ([MGL c. 60 §3](#)), submit to the city or town clerk [State Tax Form 214](#): Affidavit as to Time of Sending Tax Bills and retain a copy
- Establish procedures for the daily collection, posting, and deposit of money collected.
- Maintain a manual or electronic tax commitment list showing the status of taxpayer accounts ([MGL c. 60 §6](#)).
- At least once per week, pay over to the treasurer all monies received along with a detailed report of all charges and fees collected ([MGL c. 60 §2](#)).
- Maintain a receivable control (or cash book) that records outstanding taxes due at the start of each month, with downward adjustments for collections, abatements, and exemptions, and upward adjustments for refunds ([MGL c. 60 §7](#)).
- Reconcile the end-of-month daily deposits and turnovers to the treasurer ([MGL c. 60 §2](#)).
- Reconcile outstanding balances with the accountant's/auditor's records.
- Ensure that any deputy collector service contract conforms to DLS guidelines ([IGR 90-219](#)).
- Establish procedures for:
 - Sending tax demands ([MGL c. 60 §16](#))

- Initiating tax takings ([MGL c. 60 §53, 54](#))
- Reporting bounced checks to the accountant/auditor
- Generating municipal lien certificates ([MGL c. 60 §23](#))
- Running regular credit reports, researching potential refund payments, and creating a refund schedule for the accountant/auditor

COLLECTOR-TREASURER

Department: Finance
Reports To: Finance Director
Appointed By: Town Administrator

Salary Grade: Grade 15
FLSA Status: Exempt
Date: July 2023

GENERAL SUMMARY:

Under the general oversight of the Finance Director, the Treasurer-Collector provides highly skilled, technical, and supervisory work in the collection of all monies paid to the Town. As Collector, the individual oversees and manages all Town receipts, bonds, borrowing authorizations and expenditures. As Treasurer, the individual supervises and administers all Town borrowing and care/custody of tax title properties.

ESSENTIAL JOB FUNCTIONS:

Plans, directs, and supervises the work of the Collector/Treasurer's Office. Oversees billing and collection of real estate, personal property, and excise taxes; water and sewer user fees; liens; and other federal/state/municipal fees and charges. Maintains records of accounts. Transmits funds to Treasury. Reconciles commitment books with Town Accountant.

Enforces laws regarding delinquent tax accounts; prepares required forms and documents for tax taking; computes interest and posts abatements; handles preparation of municipal liens for banks and attorneys. Responsible for tax titles, receipt of payments, discharge of tax titles, foreclosure sales or legal processes relative thereto.

Oversees the investment of all Town funds. Maintains constant vigilance of the Town's investments, cash position including cash flow projections; evaluates various investment or borrowing options. Consults with bankers and advisors regarding investment strategies and timing.

Maintains custody of securities of town and trust funds. Accounts for income from investments and fund portfolios. Receives deposits from all sources having to do with town business. Reconciles statements and makes deposits, transfers fund, pays bills, and invests Town funds.

Supervises the preparation and issuance of Town payroll. Processes reports and payments for employees' insurance, pension and benefit plans offered by the town including cafeteria plans. Administers group health, life, and disability and county retirement system.

Prepares monthly, quarterly, and annual statements relative to cash, investments, tax title, foreclosures, payroll, employee benefits, and debt obligations.

Assists in the preparation of annual reports, capital improvement program and annual budget; advises Town Administration on budget-related matters. Regular attendance and punctuality at the workplace is required.

SUPERVISORY RESPONSIBILITY:

Supervises one full time Assistant Treasurer-Collector and certain Administrative Clerks as assigned or as situations dictate. Manages employees consistent with the Town's Personnel Bylaw and applicable Policies and Procedures and with AFSCME Local 3720 Clerical Unit's Collective Bargaining Agreement.

EDUCATION & EXPERIENCE:

Education at or equal to a master's degree in accounting, finance, business administration, or other related field plus at least five years of progressively responsible experience in municipal finance. Experience as a CPA and with supervisory work preferred but not required. Any equivalent combination of education and experience accepted.

Special Requirements include the incumbent's ability to be bonded and Certification as a Town Collector and Treasurer through the Massachusetts Collector/Treasurer Association. Those without current certification must possess the ability to obtain certification upon hire consistent with the requirements outlined herein: <https://masscta.com/page/certificationinformation>.

KNOWLEDGE, SKILLS & ABILITIES:

Complete working knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods, and procedures of municipal finance. Thorough knowledge of computer applications for accounting and financial management, GAAP and UMAS and investment markets.

Exercises independent judgment and initiative in the planning, administration, and execution of divisional services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Performs duties in accordance with state statutes and local bylaws.

Ability to establish and maintain effective and harmonious working relationships with Town officials and department heads/division managers, members of the community, state and federal agencies and the public. Ability to communicate effectively in written and oral form.

Ability to establish and maintain complex financial record keeping systems. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. Ability to prepare and administer budgets and to prepare financial reports.

WORKING CONDITIONS & PHYSICAL DEMANDSⁱⁱ:

Work is performed under typical office conditions not subject to extreme variations of temperature, noise, or orders, etc. Regularly called upon to operate a computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Makes frequent contact with other Town departments/boards/commissions, Town Counsel, attorneys, tax services, retirees, members of the banking community, and the public; communicates in person, by telephone and via standard reports. Contacts require considerable persuasiveness and resourcefulness to influence behaviors and outcomes.

Incumbent has access to department-level and town-wide confidential information including personal information about citizens and property whereby the application of appropriate judgment, discretion and professional office protocols is required. Errors in judgement or practice could result in significant legal costs, loss of services, and could have significant town-wide financial repercussions.

ⁱ The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ⁱⁱ *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May spend a large portion of shift standing at the counter. Lifts/moves objects weighing up to 10 pounds. Files and types on a keyboard at a moderate speed. Communicates verbally and in writing. Manually operates all office equipment and machines.*

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.

TREASURER RESPONSIBILITIES

January 2020



Below is a summary of the duties of the treasurer, as extracted from the Treasurers' Manual published by the Massachusetts Collectors and Treasurers Association in collaboration with the Division of Local Services (DLS) and others:

- Receive, take charge of, and account for all monies belonging to the municipality. Receive and identify monies due the town/city and report same to the accountant/auditor ([MGL c. 41 §35](#)).
- Maintain a cash book; provide for adequate funds for current obligations (through short- or long-term debt issuance); and invest the municipality's funds ([MGL c. 44 §55](#), [55A](#)).
- Pay out public money upon authorization by the accountant/auditor ([MGL c. 41 §52](#), [56](#)).
- Pay over and account for salaries and wages, including payroll deductions ([MGL c. 41 §41](#)); maintain payroll and personnel records ([MGL c. 149 §178B](#) and [c. 175 §138A](#)); when so appointed, administer unemployment compensation programs ([MGL c. 40 §5E](#)); assure compliance with labor, industry, retirement, and insurance laws; and monitor compliance with personnel bylaws, union contracts, and civil service regulations ([MGL c. 41 §35](#)).
- Negotiate all borrowing, prepare necessary documents and notes, and report the same to the Director of Accounts ([MGL c. 44, §23, 24, 28](#)).
- When budgets are submitted, report to the accountant/auditor the amount of debt and interest due in the next fiscal year ([MGL c. 41 § 59](#)).
- Maintain custody of stabilization funds, pension reserve funds, trust funds, investments, and other funds not allocated to other agencies ([MGL c. 40 §5B, 5D, c. 41 §46](#), and [c. 44 §53](#)).
- Maintain custody of the municipality's financial documents, including insurance policies, fidelity bonds, deeds, etc. ([MGL c. 41 §57](#) and [c. 44 §54](#)).
- Maintain tax title accounts; conduct sales of land; and prepare documents to petition for foreclosure ([MGL c. 60 §50, 61-63, 76-80](#)).
- Close and reconcile all books and accounts, including the cash book, warrants, bank accounts, insurance programs, retirement funds, debt records, and tax title accounts.
- Prepare reports, including:
 - Reconciliation of treasurer's cash
 - Weekly or monthly reports to the accountant/auditor of receipts, balances, and payroll deductions
 - An annual report
 - Reports to the Director of Accounts, including quarterly reports of treasurer cash reconciliations and an annual report of cash management achievements

TOWN OF LANCASTER
DEPARTMENT OF HEALTH & HUMAN SERVICES

RECREATION COORDINATOR

The Town of Lancaster is hiring for the position of full-time Recreation Coordinator. The successful candidate will serve as a member of the management team within the Town's Health and Human Services Department. The coordinator should value community building and possess the ability to leverage success through partnerships and teamwork. The Recreation Division oversees various types of programs, services, and community events throughout the year including operation and oversight of Lancaster's Town Beach and the Town's Community Center. As a steward of the Recreation Committee, the Coordinator will also develop and promote programs which utilize Lancaster's various outdoor and indoor spaces and Park facilities.

Education & Experience: Bachelor's Degree in Recreation, Leisure Studies, Management, Physical Education, or related field plus two or more years' experience working in a progressively responsible recreation field. Any reasonable combination of education and experience may be considered. Position is full-time, in-person, and may require periodic work on nights and weekends for meetings and events.

Salary & Benefits: Starting salary range \$65,490-\$72,000 DOQE. The Town of Lancaster has a competitive benefits package complete with Health, Dental, Life, Deferred Compensation and participates in the Worcester County Retirement System. EEO

To Apply: Applicants should email a cover letter and resume to Human Resources at jobs@lancasterma.gov with the position title noted in the subject line. Application deadline is Thursday, August 17th by 4:00 PM EST.

ADMINISTRATION, BUDGET AND POLICY

#1



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

KATE HODGES, Town Administrator

khodges@lancasterma.gov

MEMO

TO: SELECT BOARD
FROM: KATE HODGES, TOWN ADMINISTRATOR
CC: CHERYL GARIEPY, FINANCE DIRECTOR
FINANCE COMMITTEE
DATE: JULY 25, 2023

I am pleased to present to you the DRAFT preliminary FY23 year-end financial analysis. As you will see, for the first time in many years, the Town has a healthy balance returning to free cash. This news may come as a shock to some as we have been talking about our financial needs for most of these past twelve months. It is important to note that the need and discussions surrounding the override, and the unknowns which accompanied that situation, are principally responsible for the positive account balances you will see in this memo and the attached snapshot table.

As a matter of course during this past Fiscal Year, staff positions which were either vacant, or became vacant, were stalled, halted, combined with other positions, or simply not filled. These actions created a systematic hiring freeze resulting in net savings of more than \$415,000. Departments that also held allowances for overtime pay were cut back in terms of spending authorizations. In conjunction with the new Personnel Bylaw and the work to enact the personnel policies and procedures adopted by the Select Board in May, my office worked to enact 'flexible scheduling' as a means to limit the need for overtime and allow greater work-life-balance for employees.

As an example, if an employee was scheduled to work one evening for four hours, instead of four hours of overtime pay at time-and-one-half being paid, the employee's schedule was changed to allow the individual to leave four hours early another day within that same week/pay period. Employees who were also classified as exempt were reexamined consistent with the Fair Labor Standards Act and, in *some* cases, reclassified to the proper 'exempt' status consistent with the law and the employees' job description, educational requirements, supervisory responsibilities and market. These acts created greater job flexibility and decreased the need for additional overtime pay by more than 30% by FY-end¹.

In terms of specific line-item account savings, the areas below showed the most notable net balances for FY23 in terms of personnel and wage-related expenses:

| <u>Department/Division</u> | <u>Net</u> | <u>Notes</u> |
|----------------------------|------------|--|
| Human Resources | \$9,631 | Combined with TA, net savings from budgeted salary |
| Town Clerk | \$17,425 | Vacant ¾ of FY23 |

¹ These savings were already accounted for within the approved FY24 budget adopted at Town Meeting and during the Annual Town Election. Subsequent years' overtime budgets will also work to limit overtime pay to maintain these savings.

| | | |
|----------------------|----------|--|
| Planning Admin. | \$16,622 | Vacant ¼ of FY23 |
| Conservation Agent | \$5,784 | Vacant 1-month FY23 |
| Planning Overtime | \$3,000 | Unused - Not Authorized |
| Building Inspector | \$4,668 | Vacant 1-month FY23 |
| Building Admin. | \$7,303 | Not Filled & Not Included FY24 |
| Police Patrol | \$62,221 | Unfilled Patrolman Position |
| Police Overtime | \$39,760 | Limited Authorization for Use |
| Fire Admin. | \$24,774 | Not Filled & Combined with LT Position FY24 |
| Fire Fighters | \$36,919 | Smaller Call Groups; 3 FT, Reduction in Force |
| Fire – Call/Per Diem | \$97,768 | Reorganization: Smaller Call Groups, Longer FT Shifts, RIF |
| HHS – Burial Agent | \$430 | Not Filled |
| DPW Heavy Equip. Op. | \$23,175 | Vacant ½ FY23 |
| DPW Temp Wages | \$3,500 | Unused – Not Authorized |
| Cemetery Operator | \$24,802 | FMLA Leave, No Temp. Replacement |
| Cemetery Temp Wages | \$9,779 | Unused Portion |

In terms of line-item account savings which were unrelated to personnel, the following purposeful and strategic line-item expenses were achieved in FY23:

| <u>Department/Division</u> | <u>Net</u> | <u>Notes</u> |
|----------------------------|------------|---|
| IT - Licenses/Software | \$16,501 | Conversion to Vadar; Open.Gov. Refund |
| DPW – Snow & Ice | \$19,000 | Unused |
| DPW – Tires | \$5,000 | Limited Authorization for Use |
| DPW – Sand | \$10,000 | Limited Authorization for Use |
| DPW – Street Painting | \$25,000 | Work Not Performed FY23 |
| DPW – Tools/Repairs | \$6,500 | Limited Authorization for Use |
| Police Vehicle Repairs | \$8,300 | New Additions to Fleet; Sold Older Models |
| FF/EMT Supplies | \$6,862 | Supplemented with Grants |
| Office Supplies – ALL | \$6,300 | Limited Authorization for Use |
| Human Svs. – Meals Coord. | \$12,000 | Not Filled & Combined w/Social Worker |

FY23 General Fund Snapshot (DRAFT, NOT YET AUDITED)

| <u>Account</u> | <u>WAGES</u> | | | <u>EXPENSES</u> | | |
|------------------------|-----------------|----------------------|---------------------|-----------------|--------------------------|---------------------|
| | <u>Budgeted</u> | <u>Allocated</u> | <u>NET</u> | <u>Budgeted</u> | <u>Allocated</u> | <u>NET</u> |
| ADMINISTRATION | \$365,904.94 | (\$354,029.56) | \$11,875.38 | \$366,783.00 | (\$339,589.58) | \$27,193.42 |
| FINANCE ADMINISTRATION | \$710,156.18 | (\$614,077.10) | \$96,079.08 | \$535,207.00 | (\$539,553.41) | (\$4,346.41) |
| DEVELOPMENT/PLANNING | \$310,467.00 | (\$270,509.27) | \$39,957.73 | \$7,278.00 | (\$8,957.64) | (\$1,679.64) |
| PUBLIC SAFETY | \$1,743,563.00 | (\$1,553,950.41) | \$189,612.59 | \$502,180.00 | (\$465,317.20) | \$36,862.80 |
| HEALTH & HUMAN SVS. | \$204,478.53 | (\$196,892.89) | \$7,585.64 | \$96,869.00 | (\$62,469.48) | \$34,399.52 |
| LIBRARY | \$321,815.35 | (\$321,862.84) | (\$47.49) | \$75,363.00 | (\$75,363.00) | \$0.00 |
| FACILITIES & DPW | \$587,184.00 | (\$514,974.53) | \$72,209.47 | \$705,776.00 | (\$687,863.61) | \$17,912.39 |
| SCHOOLS | | | | \$16,932,081.00 | (\$16,856,629.80) | \$75,451.20 |
| ASSESSMENTS | | | | \$0.00 | (\$149,022.00) | (\$149,022.00) |
| INSURANCES | | | | \$1,858,947.00 | (\$1,572,036.45) | \$286,910.55 |
| LEASES/ANNUITIES | | | | \$210,000.00 | (\$187,276.66) | \$22,723.34 |
| TRANSFERS OUT | | | | \$174,282.00 | (\$174,282.00) | \$0.00 |
| | | Wage Subtotal | \$417,272.40 | | Expenses Subtotal | \$346,405.17 |
| | | GRAND TOTAL | \$763,677.57 | | | |

As you know, many small communities rely upon their previous years' free cash balances to fund, at least in part, their Capital budgets and plans. Given that Lancaster has gone more than fifteen years without articulating funding sources for Capital projects, updates, and acquisitions, it would be wise to outline a financially responsible and comprehensive Capital Project Funding Plan that will, once complete, guide Town staff in the planning and allocation of funds for longer terms projects and acquisitions. Should the Select Board believe this to be a reasonable path forward, I would work with the Finance Committee and staff to outline and draft policy parameters and contribution/allocation thresholds which could, if adopted by both boards, become a permanent part of the annual budget processes.

In closing, as you reflect upon the information and *potential* free cash balance summarized above, I hope you can feel confident in knowing that Town Staff recognize and, moreover, fully appreciate their fiduciary responsibilities to and for Lancaster. Lancaster's financial obligations and outlook work to drive staff efforts, initiatives, and programs long after the budget is accepted. The *positive* financial situation we find ourselves in today stems from a shared vision and purpose which surrounds the staff; these people care deeply about the community. While it is likely that we will not see a rate of return in FY24 similar to this, I am pleased to present this information to you and hope we may use this to continue our forward momentum relative to capital planning and asset management Town-wide. Thank you.

FY25 ANNUAL BUDGET

INSTRUCTION MANUAL



TOWN OF LANCASTER

July 2023

IMPORTANT DATES & NOTICES*

| | |
|----------------------------------|---|
| Budget Requests Due: | September 13, 2023 |
| SB/FINCOM Meeting** | November 18, 2023 – Starting 8:30 AM |
| Preliminary Budget Forum: | December 4, 2023 |
| Public Budget Forum: | January 18, 2024 |
| ATM Warrant Opens: | February 19, 2024 |
| ATM Warrant Closes: | April 1, 2024 |
| Annual Town Meeting: | May 6, 2024 – Starting 7:00 PM |

**Dates and times are subject to change by the Select Board and/or Finance Committee; changes will be called well in advance to allow for adequate public notice and participation.*

***The **annual joint meeting** of the Select Board & Finance Committee serves as the “first pass” for the FY25 General Fund Operating Budget and the FY25-FY30 Capital Plan. No public comment will be taken at the meeting as it is a working meeting for the entities. A schedule relative to when groups will meet with the Boards will be out the week of August 7, 2023. If you have specific requests regarding your operation’s presentation times or availability for that date, please let Kathi Rocco in the Town Administrator’s Office know as soon as possible.*

Budget Information, Meeting Minutes, Videos & Other Pertinent
FY25 Budget Information may be accessed on the Town’s Website:
www.ci.lancaster.ma.us → Administration & Select Board → FY25 Budget

INSTRUCTIONS FOR OPERATING BUDGETS

A. GENERAL SUBMITTAL REQUIREMENTS

1. All **General Fund** budget submittals are due by **Friday, September 13, 2023**. **Enterprise & Special Revenue/Revolving Fund** budgets (which are NEW this year) will also be **due at the same time**. These include Recreation Revolving, COA/Human Services Revolving and the Water Department Operation & Capital.
2. Budget submittals must utilize forms provided by e-mail from the Finance Director Cheryl Garipey. Do not change any data in the prior and current year columns (FY2023-2024) without consulting the Finance Director.
3. The work pages in the Excel spreadsheets are in the following order:

| | |
|----------------|-------------------|
| Form A. | ACCOUNT SUMMARY |
| Form B. | PERSONNEL SUMMARY |
| Form C. | PERSONNEL DETAIL |
| Form D. | EXPENSE DETAIL |

Spreadsheets are “linked” as appropriate. On the forms, the areas **shaded in yellow** are for the areas that you fill in. If you alter any other cells, your changes will not be recorded in the principal budget documents. As a note, when you open the Excel spreadsheet that contains the budget detail, you may be initially asked whether you want to update the links associated with the spreadsheet. These links are used internally to provide data to the detail pages. Since the spreadsheet already contains the data that you need, please respond “*Don’t Update*” and continue.

4. In general, a workbook has been created for each department and their subsequent divisions’ appropriation. The spreadsheet header identifies the account using the Line Item # from the proposed Budget Article; the footer is used for page numbers.
5. A calendar for the FY25 budget cycle is enclosed for your reference.
6. **Form D.** If you believe the description in the account area is ambiguous, you may put more detailed expense explanation in the cells to the immediate right of the amount requested areas. For example, if the line item reads ‘additional services’ but you regularly use this for peer reviews, you can type ‘peer reviews’ into the column to the left of the yellow column where you place your requested amount. If there is any doubt, please provide more information and further explanations for expenditure items. It helps to defend the need better. Additional notes and relevant information for requests may also be included on Form A within the bottom section that says ‘notes, details, etc.’
7. Please check your formulas to ensure they include all items being summarized, especially if you have added account lines.
8. **All budget requests must be submitted electronically by the appropriate Department Manager to the Town Administrator and the Finance Director.** For committees and

boards, this means the responsible Town Department Manager staffing the committee or board should be provided with the budget well in advance of the due date so they may review and submit it.

B. DETAIL BUDGET PAGES

The Finance Administration has provided the following updated information by means of the Detail Budget Pages:

| Form | Information Provided |
|-----------------------------|--|
| A -Account Summary | Actual data for FY2022 and FY2023, budgeted data for FY2024, and proposed personnel data for FY2025. |
| B -Personnel Summary | Budgeted data for FY2024, and proposed data for FY2025. |
| C -Personnel Detail | Proposed data for FY2025 based on existing staffing. |
| D -Expense Detail | Actual data for FY2022 and FY2023, and budgeted data for FY2024. |

Please do not change any information relating to prior or current year columns (FY2022-2024). If you detect an error, please contact Cheryl Gariepy.

C. INSTRUCTIONS FOR FILLING OUT DETAIL BUDGET PAGES

1. ACCOUNT SUMMARY (Form A)

This form summarizes the Personal Services totals from **Form B, PERSONNEL SUMMARY**, and the Expense Detail from **Form D, EXPENSE DETAIL** into the following categories, as appropriate:

Code 51xx Personal Services

Code 52xx-54xx Purchased Services, Supplies & Other Expenses

Form A shows budget total or the appropriation amount. We are using current fiscal year data to populate the fields.

2. PERSONNEL SUMMARY (Form B)

The FY2025 Request will be a summary of **FORM C, PERSONNEL DETAIL**, and the salary component of any **NEW POSITION COST ESTIMATE**. This section presents a summary by salary and by position title within each Department.

Employee status is categorized in the following way:

- RFT – Regular, Full-Time Employee (works at least 40 hours per week unless the position is grandfathered at less than 40 hours and receives benefits and is part of the pension plan).
- RPT – Regular, Part-Time Employee (works at least 19.5 hours per week, but less than 40 hours per week, and receives benefits and is part of the pension plan).
- LTD – Limited Status Employee (works less than 20 hours per week and does not

- receive benefits and is not a part of the pension plan).
- TMP – Temporary or Seasonal Employee (works for a limited time period during the year and does not receive benefits and is not a part of the pension plan).

3. PERSONNEL DETAIL (Form C) (for existing positions only)

Form C will include only existing positions. See Section F. New Position Requests & Cost Estimates for information regarding New Position Requests.

Projected salaries for existing positions will include step increases as appropriate but will NOT include any amount for FY2024 structure movement, merit bonuses, negotiated increases, or other salary adjustments to take effect on or after July 1, 2024. Funding for these items will be provided in the Salary Reserve Fund and transferred to your department during the fiscal year.

Base Annual Salary is the annual amount derived from the appropriate salary.

Step Increments are any pro-rated additions due to step or other monetary changes that are scheduled to occur during 7/1/2024 – 6/30/2025.

Other Special Pay mostly pertains to union employees and may include stipends, uniforms, etc.

4. EXPENSE DETAIL (Form D)

- When **Form D** is completed, look it over to spot what questions are likely to arise. Answers to these questions should appear to the cells on the right as described in A(6) above. If the explanation or answers are lengthy, please feel free to provide an explanatory cover memo which calls out ALL of the requests which you believe warrant further or more detailed information. This will be particularly important for large-scale changes in staffing (FTE's) and other non-personnel related reoccurring expenses such as software licenses, training needs, equipment, etc.
- In general, a level of expenditure is not justified solely by being equal to last year's budget. I cannot stress enough, the greater the justification the better. This is particularly true if the line item label is 'ambiguous' as stated above.
- Avoid using Oblique or Vague Codes (such as Other Miscellaneous Services or Supplies) unless absolutely necessary. If an item of expenditure is "significant" and there seems to be no logical place to include it, please note that on the forms or contact Cheryl Garipey who can create a code and provide you with the code number(s) and description data.

5. SPECIFIC CODING INFORMATION

Maintenance

- All maintenance agreement costs go here. Office Equipment may be detailed on **Form D**, but it is not required. It must, however, be documented in your own budget work papers.
- Computer Equipment Maintenance for PC's is not to be requested in individual budget accounts. This issue will be dealt with separately and most likely will be funded centrally by an overall town wide technology fund.

- Copier maintenance agreements, supplies and other related copying costs should be captured within the copier section but should **not include** copier lease costs (where applicable). The price basis (fixed versus variable costs) for copier maintenance agreements **will** be explained in the technology fund budget.

Rentals & Leases

- Rentals and leases are significant and should be detailed. **Form D** should include what is being leased, the lease period, the monthly cost, whether there is a balloon payment at the end of the lease to purchase, whether there are any additional costs in the lease agreement (such as “excessive use charges”) which may not appear until the end of the lease.

Professional/Technical Services

- In general, nothing is to be budgeted for new employee physicals in this area. This cost (and any recruitment advertising expenses) is assumed to be covered by vacancy savings. If you believe this will not be the case, please explain **in detail** within **Form A** in the lower section.
- *Computer Software Maintenance* includes only costs related to specialized or proprietary software packages such as Adobe Cloud or CAD.
- Under *Other Professional Services*, each need should be discussed separately particularly if the requests serve different purposes.

Printing

- This is for the preparation of documents, notices, reports, bill enclosures, town meeting handouts, and other materials of this nature, which are reproduced by outside vendors. This does **not** include office letterhead, envelopes, printed forms, and other items budgeted in the office supplies line items or where other routine and normal office supplies are carried.
- **Form D** should detail what is to be printed, how many copies, and the reason. If any copies are to be sold, that should be captured as a negative balance which would be reflected in the bottom line of the General Fund.

Office Supply Items

- This category does not require explanation although you may need to itemize expenditures in your own work papers to justify the expenditure level if asked during budget meetings, hearings or at Town Meeting. If there is an excessive variability from last year to this current year’s request, that should be explained in **Form D** *if necessary*.
- For copier supplies, it would be helpful to show unit price and usage changes (e.g., trend of cost of paper, expressed as cost per 1000 sheets and history of usage per year). This is simply another illustration of focusing on unit cost and the number of units consumed. A history of rapidly rising paper consumption may suggest steps to curtail use.
- Computer Supplies should be budgeted like any other “office” supply item unless they are directly linked to a larger IT initiative. If this is the case, they should be captured in the Technology Fund Budget.

Dues, Subscriptions, & Conference Registrations

- Each request in this category **must** be detailed on **Form D**.
- *Town Memberships* is to be used for organizational memberships that are in the Town's name, and not for a specific individual (e.g., Massachusetts Municipal Association).
- *Personal Memberships* must be detailed by person and position, organization name, and price per person. Any changes from the amount budgeted for FY2024 must be explained. It is a goal for the Town to provide a professional association membership for each professional staff member. Some positions have a scope of duties that justifies multiple association memberships. However, these circumstances should be supportable and controllable, as there are many more professional associations than we can possibly provide for. Ultimately, it is the Town Administrator's decision whether memberships will be provided by the Town.
- *Periodicals* are for newspapers, magazines, and annual or periodic supplements to departmental resource materials. These should be listed and compared to the prior budget if it is different in kind or amount.
- *Conference Registration* includes any training courses or conferences requested that may be consistent with prior year spending. Other online, hybrid or half-day local seminars which are offered at modest costs should be included in professional or technical services.

Capital Outlay & Equipment Expense

As of last year, we have a different way of requesting budget information -- Operating and Capital Budgets are separated into two distinct processes. In the General Fund detail sheets provided, you should only include information about the Operating Budget and **should not include information about Capital Needs or that Budget**. Capital Budget requests, and the directions for those, are included elsewhere. Accordingly, you should not include any information about capital expenditures which, generally speaking, are over \$10,000.

D. PRESENTATION OF UTILITY AND FUEL DATA

Utility and fuel data should be provided by the Finance Office.

E. INTERFUND CREDITS

Please leave this blank. Any degree of Inter-fund transfers relative to Town Divisions is being reviewed by the Town Administrator and Finance Director.

F. NEW POSITION REQUESTS & COST ESTIMATES

If your FY2025 budget proposes the creation of a new type of position, an increase in the number of existing positions, or an increase in the number of hours for an existing position, you should follow these steps:

1. Consult with the Town Administrator Kate Hodges

The TA will assist you in considering the appropriate status, classification, compensation, and benefit-eligibility regarding the proposed change, and in identifying any other matters that need to be considered when adding a new position and/or increasing hours of an existing position.

2. Consult with Finance Director Cheryl Gariepy

The Finance Director will advise you on how to complete a new account summary, personnel summary and, where applicable, the new personnel data forms.

3. Submit an explanatory memo (described below) with your budget request. Your memo must include the following:
- The proposed title and estimated salary grade for the position (based on consultation with the TA and Finance Director),
 - A brief narrative of need,
 - The impact of not creating the new position or increasing the hours of an existing position, and
 - The impact of staffing at fewer hours and/or at a lower level than requested.

In addition, please consider the questions listed below and be prepared to discuss these matters with the Town Administrator and Finance Director when staff-level budget proposal meetings commence in September and early October. You may also comment on any of these areas in a cover memo, which is highly recommended, if you feel such information will address specific concerns related to the request:

- Are there any applicable mandates in your department that we need to ensure funding to comply with as a reason to hire additional people or extend more hours to staff?
- Are the duties explained in your needs memo new or are they currently being done by other employees either officially or unofficially? Describe why this cannot, or should not, continue.
- Could the proposed job, or the tasks therein, be performed by someone else? A consultant? Current staff? Volunteers? Why or why not?
- Will the employee have busy or slow seasons which may affect the total number of hours needed over the course of a year? When and why?
- What are the space and equipment needs of the position and how will those needs be met?
- What revenues may be generated to pay for this position? Grants?
- Is comparative data from other similarly styled and sized municipalities available and relevant? (The commonly used comparable communities to Lancaster include: Bolton, Stow, Berlin, Sterling, West Boylston, Shirley, Boxboro, Harvard, Lunenburg and Ayer.)

G. REVENUE INFORMATION

Town Administration is especially interested in information regarding grants, gifts, and other alternative sources of funding which are currently available and being utilized, or which could be made available for the near future (specifically FY2025). Please include this kind of information in your cover memo if appropriate. Discussion of prospective grants should focus on matching requirements and duration.

Like last year, please feel free to reach out to Cheryl or me at any time if you need help, guidance, or clarifications. I know this is a lot of work, but if last year showed us anything, it is that people truly appreciate the transparency and explanations within our new budget documents. I believe the final product, which comes from all of you, works to educate the members of the public about our operation and shows our goals and objectives.

In Partnership,
Kate

**FY2025 – FY2030
CAPITAL IMPROVEENT PLAN (CIP)
INSTRUCTION MANUAL**



TOWN OF LANCASTER

June 2023

As most of you know, Finance Director Cheryl Gariepy and I created a new format and style for the Town's Operating and Capital Budgets last year. Now, in year two of this process, I believe the learning curve is less and, more importantly, you all have seen what the finished product looks like and how well the information was received by the community. Like last year, the first step in the budget process for FY25 surrounds updating the capital plan -- for both the short term (FY2025) needs and the forecasted 5-year outlay plan which will bring us through Fiscal Year 2030.

The Capital Improvement Plan (CIP), outlay and borrowing (if any) will be presented to Town Meeting as either part of the FY25 budget or as one stand-alone warrant article if borrowing authorization is necessary. By approving the capital plan in this manner, appropriations relative to borrowing will not be tied to a specific fiscal year, eliminating the need to encumber unused funds at the end of the fiscal year to prevent them from closing to Fund Balance.

As discussed, in the coming month, I plan to bring forward a policy initiative to the Select Board and the Finance Committee whereby the Town makes a concerted effort to allocate a minimum of 90% of the previous year's Free Cash balance to Capital Outlay. This allows the Town Departments to plan for some capital improvements annually and incentivizes town leadership to look at and allocate funds throughout the year in a manner that ensures a meaningful amount remains at each fiscal years' end.

The FY25 – FY30 CIP package contains the following documents:

- FY25-FY30 Capital Outlay Data Table
- Revised Form 1: Land Acquisition Request
- Revised Form 2: Capital Equipment Request
- Revised Form 3: Capital Equipment Request Inventory
- Revised Form 4: Capital Project Request
- Revised Form 5: Capital Item Withdrawal Request

Step 1 - Review & Update the FY25 – 30 Capital Outlay Data Tables: This, once completed, will provide a summary of all the items requested, and ultimately included, for FY25 and ultimately the next five-year period. These are for projects, purchases, studies, and assets which will utilize capital funds through **cash** rather than borrowing. While a 5-year plan will be prepared and presented, only the first year of the plan is appropriated and funded by Town Meeting; years 2 and beyond serve as a guide for future capital spending and work to allow the voters to see larger projects over a longer time span. Please review any items included relative to your department in years 2 (FY26) through 5 (FY29). Your review should focus on explaining any changes in the timing, scope or cost of items included in the spreadsheet. Please make any notations necessary to convey any changes to this form. Please submit any supplementary information which you believe may be helpful for us to understand your Department's Capital Planning needs.

Step 2 - Review Approved FY24 – 28 Debt Plan: This is the summary of all items included in the portion of the CIP funded through the issuance of debt. Again, while a 5-year plan is prepared and presented, only the first year of the plan is appropriated and funded by Town Meeting; years 2 – 5 serve as a guide for future capital spending.

Step 3 – Capital Request Forms: Revised Forms 1, 2 and 4 are required for all additions to the Capital Improvement Plan, regardless of the year in which funding is requested. Please provide as much detail

as is possible in the form, attach quotes, scopes of work, photos, maps and any other supporting materials as addendum to the form. If you have multiple projects, please use ONE FORM FOR EACH.

When assigning a Purchase Priority Value, please keep the following standards in mind:

- ✓ A capital item is considered “urgent” if it is required within the next fiscal year.
- ✓ A purchase is deemed “necessary” if the item is an integral part of the department’s long-term plan or the long-term viability of an asset (building, equipment, etc.).
- ✓ All other capital items that a department considers important for its success are considered “desirable.” Items may move from desirable to necessary to urgent from year-to-year.

Step 3 – Form 1, Land Acquisition Request: If you intend to request consideration of a land acquisition, or ***enhancement of current land owned by the town***, you should complete Form 1. Special attention should be paid to the funding source section, particularly if you believe other matching sources of revenue are available.

Step 4 –Form 2, Capital Equipment Request: Complete Revised Form 2 for all capital equipment requests, providing as much detail as possible. Estimates for purchases are helpful as are photos of existing equipment and documentation of deficiencies, as applicable.

Step 5 –Form 3, Capital Equipment Request Inventory: This form should be used to provide a full inventory of all your department’s capital equipment requests, specifically noting estimated trade-in values where appropriate.

Step 6 –Form 4, Capital Project Request: Complete this form for any non-equipment capital requests, including any special projects, feasibility analysis, studies or repairs/renovations costing \$5,000 or more which will NOT be included as part of your Operating Budget request (Distributed in Sept.).

Step 6 – Revised Form 5, Capital Item Withdrawal Request: Complete this form for any item or project currently showing in the CIP (from Steps 1 & 2 outlined above) that you wish to withdraw. Note your reason for withdrawal and whether you expect to resubmit the same or similar item at a future time. ***(For FY24, we do not expect this form to be used as a formal process has not yet been in place and likely would mean that there are not withdrawals necessary.)***

Step 7 - Submit all forms: electronically to Kate Hodges and Cheryl Gariepy on or before the deadline of **4:00PM on Friday, July 21, 2023.**

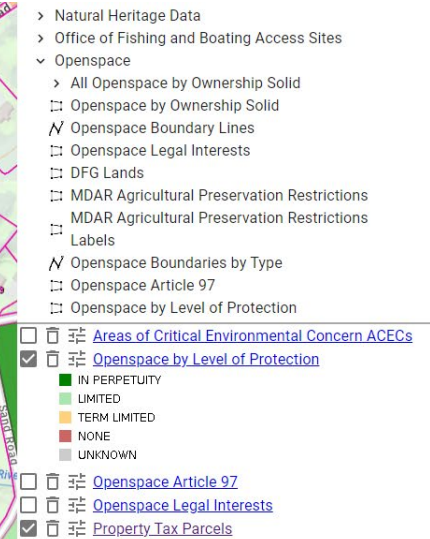
Submissions from last year will be emailed to all Department Heads individually. If you have any questions, please feel free to contact Cheryl or me.

Thanks.

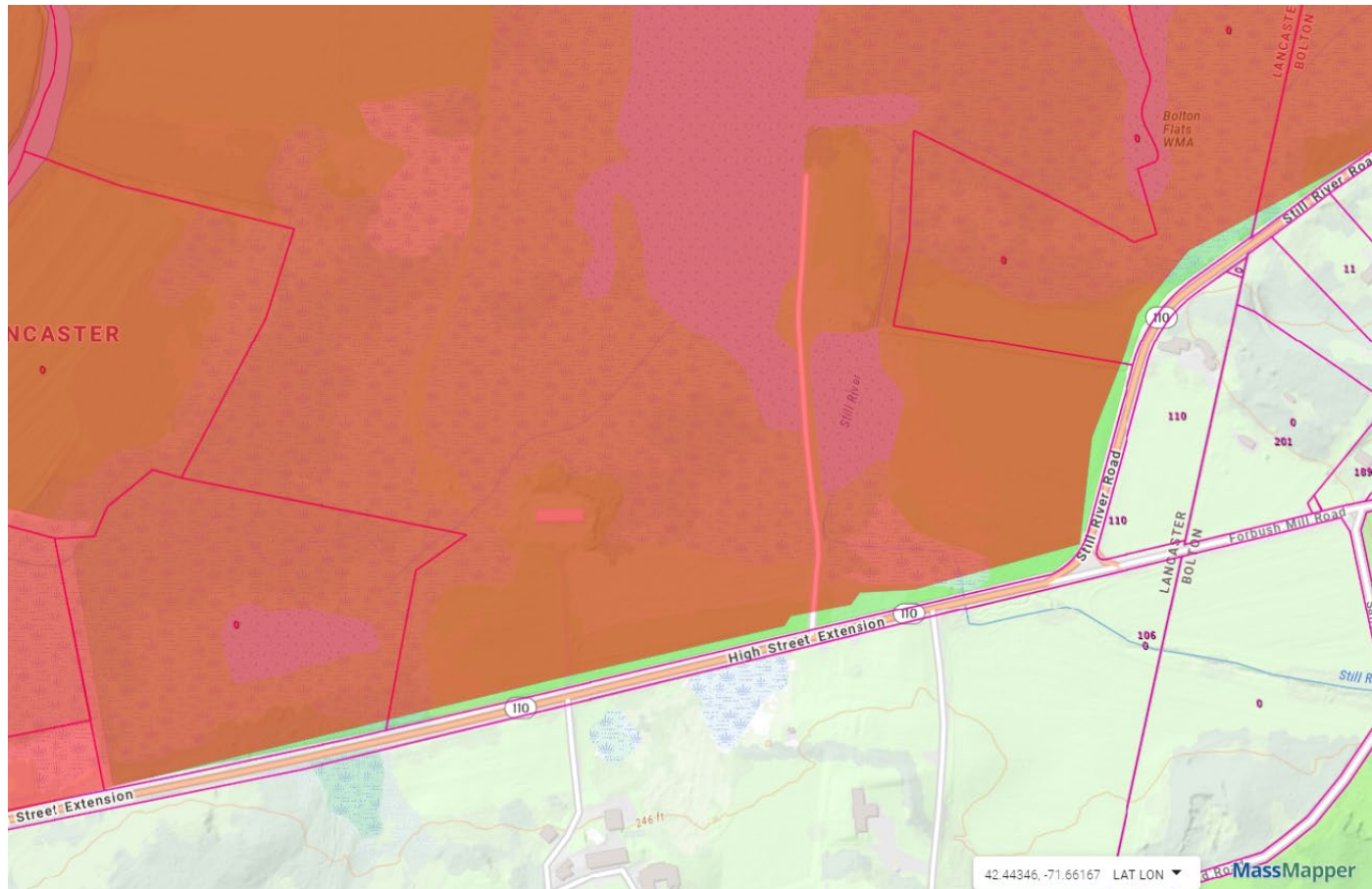
Kate

#2

- ### Open Space Level of Protection – In Perpetuity

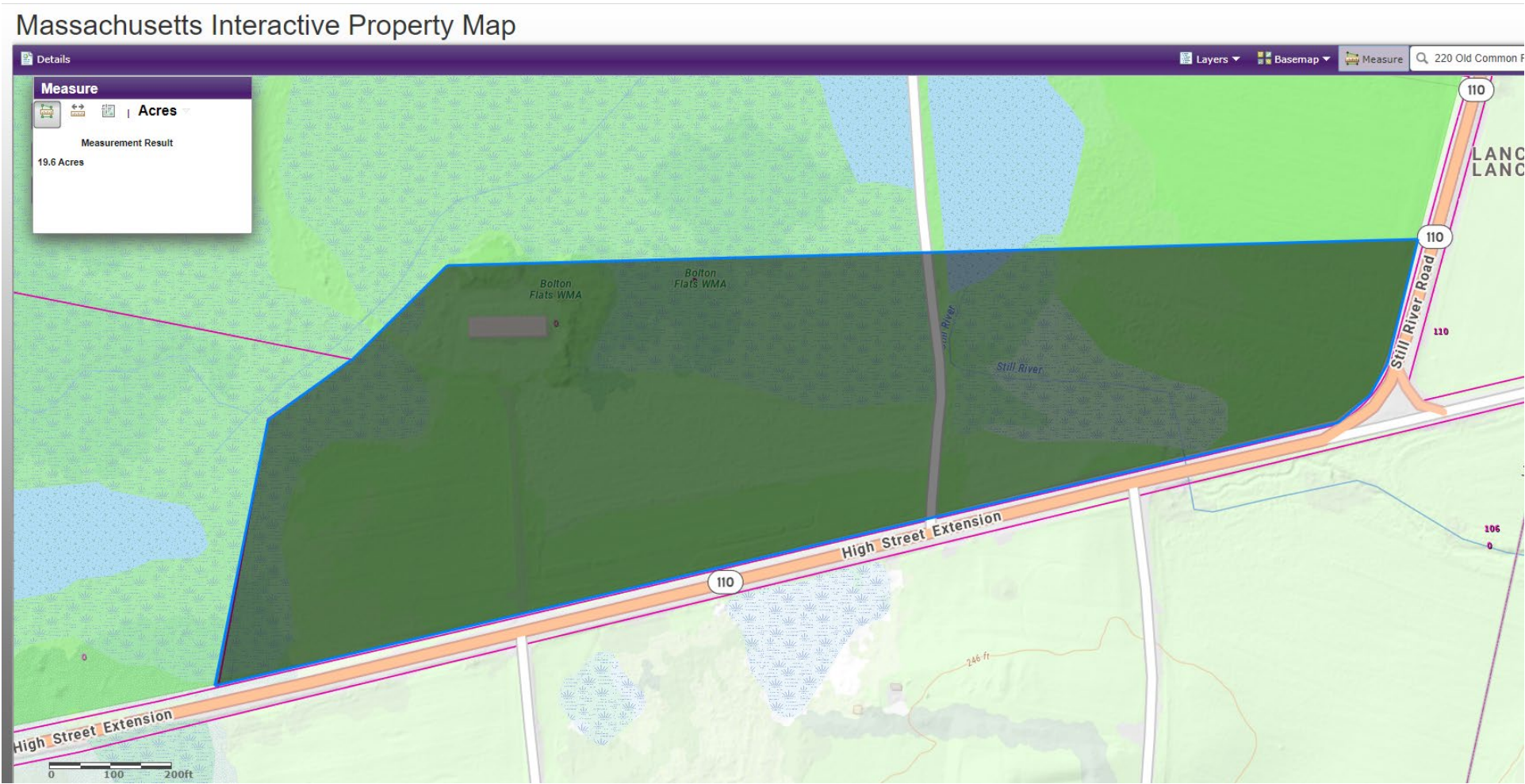


Area of Critical Environmental Concern (ACEC)



- ☐ Areas of Critical Environmental Concern ACECs
- ☐ Areas of Critical Environmental Concern ACECs
- ☐ Transparent Green
- ☐ Areas of Critical Environmental Concern ACECs
- ☐ Boundaries
- ☒ Community Preservation Act
- ☒ Natural Heritage Data
- ☒ Office of Fishing and Boating Access Sites
- ☒ Openspace
 - ☒ All Openspace by Ownership Solid
 - ☐ Openspace by Ownership Solid
 - ☒ Openspace Boundary Lines
 - ☐ Openspace Legal Interests
 - ☐ DFG Lands
 - ☐ MDAR Agricultural Preservation Restrictions
 - ☐ MDAR Agricultural Preservation Restrictions
 - ☐ Labels
 - ☒ Openspace Boundaries by Type
 - ☐ Openspace Article 97
 - ☐ Openspace by Level of Protection
- ☒ ☒ [Areas of Critical Environmental Concern ACECs](#)
- ☐ ☒ [Openspace by Level of Protection](#)
- ☐ ☒ [Openspace Article 97](#)
- ☐ ☒ [Openspace Legal Interests](#)
- ☒ ☒ [Property Tax Parcels](#)

Mapped Site Area – Approximately 20 Acres



#3

#4



Town of Lancaster Abutter Lots Sales Program

Town of Lancaster
www.ci.lancaster.ma.us
(978) 365-3326

The Town of Lancaster’s Abutter Lots Sales Program is designed to sell Town-owned vacant lots valued under \$35,000 to property owners with a home or building directly abutting the parcel. The program is administered through the Finance Department. The overall goal of the program is to reduce blighted conditions within neighborhoods by allowing existing property owners to increase their properties, reduce density and return these properties to the tax rolls.

All lots are sold “as is”. The Town makes no representations or warranties with respect to the suitability of any lot for any particular purpose or regarding the applicability or effect of any local, state and/or federal law on the property.

I. Program Parameters:

A. Availability - Lots available through this program are:

1. *Currently* assessed at or less than \$35,000.
2. Designated as surplus by the Town.
3. Approved for sale by Town Meeting.
4. Not considered to be a portion of a larger vacant parcel which could be developed.

It is important to note that not all Town-owned vacant lots are for sale. All lots to be included in this program shall first be approved by the appropriate Town Board/Committees before Town Meeting approval is requested.

B. Accepted Uses¹ - Abutter lots acquired through this program may be used only for

1. Personal or household garden space, or residential side-yard landscaped open space
2. Off-street parking
3. Garage units
4. Septic improvements
5. Addition to an abutter’s existing structure

C. Buyer Applicability – Those eligible to apply for purchase of lots under this program include those who have property located immediately adjacent to an eligible parcel.

| | | |
|---|-------------|---|
| A | B | C |
| D | Abutter Lot | E |

As seen above, property owners B, C, D, and E are eligible to apply to purchase the highlighted abutter lot. The owner of parcel A would not be eligible because their property does not share a lot line with the abutter lot. In addition, any person who owns property located across the street from the available abutter lot would also not be eligible.

¹ *Uses outlined within this section are also subject to Planning, Zoning, Board of Health, and other applicable Town approvals. Those listed in this section represent what is permissible on the property, but does not guarantee one’s ability, or any owners right, to do so. The Town makes no representations or warranties with respect to the suitability of any lot for any particular purpose, or as to the applicability or effect of any local, state, or Federal law. Selection of a proposal and sale of a lot by the Town pursuant to the terms of this program do not ensure that such zoning or other approval will be granted.*

- D. Purchase Pricing & Costs: Abutter lots are sold at a purchase price of **\$XX** per square foot.
1. Lot sales costs must be paid in full at the time of closing.
 2. A deposit, to be held by the Collector-Treasurer's Division, in the amount of **20%** of the total purchase price must be paid by the potential purchaser(s) at the time the *letter of interest to purchase* is delivered to the Town.
 3. The deposit amount is credited and deducted from the final amount due at the time of closing.
 4. The deposit may be refunded, minus a 5% administrative fee, should the sale not come to fruition.
 5. If, through no fault of the Town, the sale of the parcel(s) does not conclude within twelve (12) months of the Town's receipt of the *letter of interest to purchase*, the deposit shall be forfeited.
 6. Buyers are responsible for paying all County Registry of Deeds recording fees, any costs associated with required surveys and/or ANR plans, and a pro-rated payment in lieu of taxes calculated and assessed by Lancaster's Board of Assessors and the Assessing Division as defined by M.G.L. Ch. 59 §2C.

II. Review Process

- A. Purchase Interest Evaluations: Abutters who submit a *letter of interest to purchase* are subject to the following reviews:
1. *Tax Delinquency Review*: Abutters who have had property foreclosed on by the Town of Lancaster are ineligible for the program. Interested abutters must not be delinquent in their payment of any current years' taxes on any property owned within the Town.
 2. *Fair Housing Review*: Abutters who have any housing discrimination complaints, convictions for violating fair housing laws, unresolved tenant harassment complaints or convictions for tenant harassment are ineligible for the program.
 3. *Code Violation Review*: Abutters who have any unresolved zoning, building or health code violations are ineligible for the program.
 4. *Complete Application Review*: *Letters of Interest to purchase* must be completed and submitted by the applicable deadlines and include a certified bank check or money order for the deposit amount as outlined in section I(D)(2) herein. Interest letters should be completely and truthfully authored, the attachment forms signed, and a property deed as well as any other information, if applicable, must be included.
 5. *Eligible Abutter Review*: Applicants must be an abutting property owner to be eligible to buy an abutter lot. Please see the detail outlined in section I(C) above.
 6. *Zoning Review*: The proposed sale of the abutter lot must not expand a non-conforming use.
 7. *Abutter Lot Use*: The applicant's proposed use for the abutter lot must be allowed use as described in section I(B) above.
 8. *Parcel Acceptance*: The parcel proposed for purchase must have been approved for sale by an affirmative vote/act of Town Meeting. A certified copy of the Warrant Article and affirmative vote must be attached to the letter of interest at the time of submission.²
- B. All applications will be reviewed by the Treasurer, Assessor, Town Administrator and Community Development & Planning Offices. Abutters who are ineligible for the program will be notified

² A certified record of any Town Meeting vote may be obtained at the Town Clerk's Office. All Warrants, warrant motions and accompanying information is available on the Town's website under the 'Town Meeting' page.

immediately and their applications, documentation, and deposits shall be returned.

III. Miscellaneous Program Information

A. Purchase interest in/for the same parcel(s)

If more than one abutter applies for the purchase of a property and they have both submitted interest packages which meet the minimum requirements for the program, there will be two options available.

1. The Town Officers that review the interest packages may recommend the parcel be divided and each abutter receive a portion of the property, OR
2. The Town may decide that the property be sold to one abutter based on the following program criteria:
 - a. Preference will be given to an abutter who is a residential, owner-occupant.
 - b. Preference will be given to an abutter who maintains their property in excellent condition.
 - c. Preference will be given to the abutter who presently has little or no usable open space and/or needs additional off-street parking.
 - d. Preference will be given to the abutter who has assisted in the maintenance and care of the vacant lot.
 - e. Preference will be given to those proposals that will improve the quality of life in the neighborhood, and/or fulfill a recognized need for that neighborhood.
 - f. Preference will be given to those abutters that have an excellent tax payment history.

In some cases, Town Staff and/or the Select Board may request to meet with both applicants to generate a mutually agreeable solution for both parties. The Town reserves the right to not recommend any abutter as the purchaser of the vacant lot.

All sales will need to be approved by Lancaster Town Council.

B. Sale Terms & Conditions

1. Buyers are responsible for all legal, recording, or other applicable fees incurred as part of the sale.
2. Included in the sale terms and conditions will be an agreement which all buyers must subscribe to including the following terms:
 - a. The lot must be kept free of garbage and debris.
 - b. The grass and/or weeds must be kept trimmed and neat.
 - c. All shrubs and trees must be maintained.
 - d. The premises shall be combined with the abutting property into the same record ownership for the purposes of future conveyances. If the lot is sold, the lot must always be sold with the original abutter lot.
 - e. If the lot is used for off-street parking, a legal curb-cut must be constructed for access in compliance with all applicable Town of Lancaster Zoning regulations, Bylaws and

local regulations and ordinances.

- f. The buyer must begin maintenance of the lot immediately upon purchase and complete all proposed improvements generally within one year of purchase.
- g. Any improvement to the lot must be completed in accordance with the Town of Lancaster's Zoning regulations, local ordinances and applicable bylaws.

Restrictions will be placed in the deed at closing to secure these terms.

C. Inquiries to Purchase Lots

- 1. If you are a direct abutter to a vacant lot, you should contact Lancaster's Assessing Office at (978) 365-3326 x1000. The Office will examine whether the property is privately owned or owned by the Town and advise interested parties regarding eligibility.
- 2. Privately owned property cannot be sold by the Town. However, the property may be in tax title foreclosure for non-payment of property taxes. The Collector-Treasurer's Office can provide you with this information and advise you whether purchase of this property may be pursued.

If the property is Town-owned, the appropriate Town Staff will investigate whether the vacant lot should be included in the Abutter Lots Sales Program and if not already accepted for sale by Town Meeting, if it should be included on a subsequent meeting warrant for discussion. *Not all Town-owned vacant lots are for sale.*

Town of Lancaster
Interest to Purchase Application

Deadline and Delivery:

The application must be submitted in a sealed envelope with your return address, the program name, and the abutter lot address written on the exterior of the envelope. Applications must be mailed or delivered to the following address:

Principal Assessor, Town of Lancaster
701 Main St. Suite 3, Prescott Bld.
Lancaster, MA 01103

Checklist Information:

Information in the top box should be submitted by all applicants. The information in the bottom box is only applicable to certain applicants. See below for details. ***Any application that does not include all applicable materials may not be considered.***

REQUIRED FOR ALL APPLICANTS

- ☐ Completed application
- ☐ Affidavit regarding payment of taxes and related code violations, etc.
- ☐ Disclosure Statement
- ☐ Rough sketch showing proposed improvements and uses of the lot
- ☐ Copy of the deed (with book and page number) to your abutting property
- ☐ Beneficial Interest Statement
- ☐ Acknowledgments and Agreements form

- ☐ If your property is held in a trust, please provide Declaration of Trust with recording reference; Authorization and Declaration of Beneficiaries; Trustee's Certificate; Beneficial Interest Statement for the Trust; Schedule of Beneficial Interests
- ☐ If the applicant is a corporation (nonprofit, for-profit, or religious organization), please provide the Articles of Incorporation, By-Laws, List of Board Officers' names and addresses, Clerks Certificate, Corporate Vote, and 501(c)3 letter (if applicable).
- ☐ If the applicant is a Limited Partnership, please provide the Agreement & Certificate of Limited Partnership, Authorization by and Authority of General Partner.
- ☐ If the applicant is a Condominium Association, please provide the Master Deed and Trustee's Certificate.
- ☐ If a co-owner of your property is deceased, please provide a copy of the death certificate, Will and probate order, if applicable.



**Town of Lancaster
Abutter Lot Sale Program**

1. Abutter Lot Address: _____

2. Applicant's Name: _____

Mailing Address: _____

Town: _____ State: _____ Zip Code: _____

Phone Number: _____ Work Phone: _____

Email Address: _____

3. Address of property you own next to the abutter lot: _____

4. Recording reference of the property you own: Deed Book: _____ Page: _____

5. Please indicate the type of property you own next to the lot:

☐ Residence (Owner Occupied)

☐ Business

☐ Residence (Renter Occupied)

☐ Vacant Land

☐ Church

☐ Other: _____

6. *Co-applicant's Name (if applicable): _____

Address: _____

*Co-Applicant's Name (if applicable): _____

Address: _____

*Co-applicants or co-owners are any other person(s) listed on your deed for the abutting property. Please provide a copy of the death certificate for any co-owner who is deceased.

7. Please indicate your proposed use(s) for the abutter lot:

☐ Garden

☐ Landscaped Open Space

☐ Side Yard

☐ Off Street Parking

☐ Septic Improvements

☐ Garage

☐ Addition to Exist.

☐ Other: _____

8. When do you plan to start and complete your proposed improvements to the lot?

Start Date: _____ Completion Date: _____

9. If you are proposing to make improvements to the lot, what are your expected projects costs?

\$ _____

10. Have you (or your tenants) assisted in maintaining this lot? ☐ Yes ☐ No

If yes, please explain: _____

11. Describe your proposed use of the lot in as much detail as possible. If you are going to make improvements to the lot, please tell us what kind of materials you will be using. Please enclose or attach a rough sketch of your proposed use and design for the lot. Attach additional pages if necessary.

12. If another abutter applies for the same lot, would you be willing to purchase the lot together to subdivide at your own expense after the sale? ☐ Yes ☐ No

13. What other property do you own in Lancaster? Please include properties in which you have partial ownership through trusts or other straw organizations.

I CERTIFY THAT ALL THE INFORMATION INCLUDED IN THIS APPLICATION IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Applicant's Signature: _____ Date: _____

If applicable

Co-Applicant's Signature: _____ Date: _____

Co-Applicant's Signature: _____ Date: _____

A Bank Check or Money Order in the Amount of \$_____. ____ (20% of the purchase price) is enclosed and payable to the Town of Lancaster as part of this application. I further acknowledge the program parameters and regulations outlined in the Abutter Lot Sales Program Policy and that I have read and understand the contents therein.

Applicant Signature: _____ Date: _____

Affidavit

Any person submitting an application for the Abutter Lot Sale Program must truthfully complete this affidavit and submit it with their application. Questions apply to you as an applicant and any co- applicant(s) or co-owner(s). *The applicant and all co-applicants must sign this affidavit below.*

1. Do you or any of the co-applicants owe the Town of Lancaster any monies for incurred real estate taxes, water, rents or any other indebtedness?
☐ No ☐ Yes, Explanation: _____
☐ Unsure (If this is checked, please contact the Treasurer's Office)
2. Were you or any of the co-applicants ever the owner of property upon with the Town of Lancaster foreclosed for his/her failure to pay real estate taxes or other indebtedness?
☐ No ☐ Yes, Explanation: _____
3. Have you or any of the co-applicants ever been convicted of any arson-related crimes, or are you currently under indictment for any such crime?
☐ No ☐ Yes, Explanation: _____
4. Have you or any of the co-applicants ever been convicted of violating any law, code, statute or ordinance regarding conditions of human habitation?
☐ No ☐ Yes, Explanation: _____
5. Have you or any of the co-applicants ever been convicted of housing discrimination or

a violation of fair housing laws and ordinances?

☐ No ☐ Yes, Explanation: _____

6. Are you or any of the co-applicants and immediate family members (spouses, parents, offspring, and siblings) currently employed, employed within the last 12 months, or held within the last 12 months an elected or appointed position by the Town of Lancaster?

☐ No ☐ Yes

If yes, please include the name of the employee, their capTown or title, and the name of the department.

7. List the addresses of all property you and the co-applicants own in the Town of Lancaster, including the abutting property. Use additional paper and attach if necessary.

8.

Address: _____

Address: _____

Address: _____

Address: _____

Address: _____

Address: _____

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY THIS _____ DAY OF _____.

Applicant's Signature: _____ Date: _____

Address: _____

Co-Applicant's Signature: _____ Date: _____

Address: _____

Co-Applicant's Signature: _____ Date: _____

Address: _____

Disclosure Statement

In compliance with Chapter 60, Section 77B of the Massachusetts General Laws as amended by Chapter 803 of the Acts of 1985, I hereby certify, that I have never been convicted of a crime involving the willful and malicious setting of a fire or of a crime involving the aiding, counseling, or procuring of a willful and malicious setting of a fire, or of a crime involving the fraudulent filing of a claim for fire insurance; nor am I delinquent in the payment of real estate taxes in the Town of Lancaster, or being delinquent, an applicant for the abatement of such a tax is pending or a pending petition before the appellate tax board has been filed in good faith.

This statement is made under the pains and penalties of perjury this day of .

Applicant's Signature: _____ Date: _____

If applicable
Co-Applicant's Signature: _____ Date: _____

Co-Applicant's Signature: _____ Date: _____

Beneficial Interest Statement

This form must be completed by all applicants.

WHEREAS the undersigned intends to enter into an agreement to purchase real property situated at _____ (Street address) in the Town of Lancaster, Massachusetts.

I hereby certify pursuant to section 40J of Chapter 7 of M.G.L that the following names and addresses of all persons and/or entities who have or will have a direct or indirect beneficial interest in said property.

| NAME | ADDRESS |
|-------|---------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

This statement is made under the pains and penalties of perjury this _____ day of _____.

Applicant's Signature: _____

If applicable

Co-Applicant's Signature: _____

Co-Applicant's Signature: _____

Trustee's Certificate

Applicable to property held in Trust or by a Condo Association

The undersigned, being all the Trustees of _____ Trust
under declaration of trust dated _____and recorded with the Worcester Registry of Deeds in
Book _____, Page _____, with a mailing address care of: _____

_____ (Street Address), _____ (Town),
Massachusetts _____ (Zip Code) (the “Trust”), hereby certifies as follows:

1. As of the date hereof, the Trust is in full force and effect and has not been amended, modified or revoked.
2. That as of the date hereof, the undersigned are all the duly elected and appointed Trustees of the trust; and,
3. That the undersigned hereby consent to and confirm the following which shall be treated for all purposes as a vote taken at a duly called meeting of the Trustees in accordance with Article __, Section ____ of the Trust:

That pursuant to Article _____, Section _____ of the Trust, the Trustees are authorized and directed in the name of and on behalf of the Trust to execute and deliver any such instruments and to take all such actions as may be necessary or desirable in order to effectuate the purchase of that certain parcel of vacant land located at _____, Lancaster, Massachusetts, Map/Parcel Number _____, including but not limited to executing and delivering a Purchase and Sale Agreement, Deed acknowledgment, and Mortgage.

4. That the above vote has not been amended, modified, or rescinded and is still of full force and effect.

EXECUTED as a sealed instrument this _____ day of _____. (Trust Name): _____

Witness Signature

BY: _____, as Trustee
and not individually

Witness Signature

BY: _____, as Trustee
and not individually

COMMONWEALTH OF MASSACHUSETTS

WORCESTER

(Name) _____, on

(Date) _____

personally, appeared before me.

_____,
Trustee's Name

_____,
Trustee's Name

Trustees as aforesaid, and acknowledged the foregoing instrument to be their free act and deed
as Trustees, and the free act and deed of said Trust before me

Name of Notary Public

My Commission expires on: _____

Beneficial Interest Statement for Trust

WHEREAS the undersigned intends to enter into an agreement to purchase real property situated at _____ in the Town of Lancaster, Massachusetts,

Street Address

I hereby certify pursuant to section 40J of Chapter 7 of M.G.L. that the following are true names and addresses of all persons and/or entities who have or will have a direct or indirect beneficial interest in said property.

| | |
|-----------------------------|--------------------------------|
| _____ Trust's Name | _____ Trust's Address |
| _____ Trustee's Name | _____ Trustee's Address |
| _____ Trustee's Name | _____ Trustee's Address |
| _____ Beneficiary's Name | _____ Beneficiary's Address |
| _____ Beneficiary's Name | _____ Beneficiary's Address |

This statement is made under the pains and penalties of perjury this ____ day of _____, _____.

Witness Signature

BY: _____, as Trustee
and not individually

Witness Signature

BY: _____, as Trustee
and not individually

Schedule of Beneficial Interest and Certificate of Direction

Applicable to property held in Trust.

The undersigned, being all the Trustees and Beneficiaries of the _____
Trust's Name

under a Declaration of Trust dates _____ and recorded with the Worcester
Registry of Deeds as Document No. _____, hereby certifies that the following
is a complete list of the Beneficiaries of said Trust and their proportionate interest as of this
date.

In addition, the undersigned Beneficiaries hereby direct the undersigned Trustee to purchase
certain property in Lancaster, Massachusetts having the street address of _____
from the Town of Lancaster, and to do all things which the Trustee may deem necessary in his
sole and absolute discretion to effectuate this conveyance.

LIST OF ALL BENEFICIARY'S NAMES

PERCENTAGE OF INTEREST
RESPECTIVELY

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Witness the execution hereof take effect as a sealed instrument this ____ day of _____.

Trust's Name

Witness Signature

BY: _____, as Trustee
and not individually

Witness Signature

BY: _____, as Trustee
and not individually

Witness Signature

BY: _____, as Beneficiary

Acknowledgments and Agreements

WHEREAS the undersigned, if determined to be the successful applicant under the Abutter Lots Sales Program, intend to purchase real property located at _____, Lancaster, Massachusetts from the Town of Lancaster for the total sales price (exclusive of Recording Fees and In-Lieu of Tax Payment) of \$_____.

NOW THEREFORE, the undersigned hereby acknowledge(s) and agree(s) as follows:

1. The Town will convey the Lot by a good and sufficient quitclaim deed running to the undersigned (or, as applicable, to the record owners of the abutting land);
2. The Lot will be sold “as is”, in its present condition; and
3. The Town of Lancaster has made no representations or warranties of any kind as to the suitability of the Lot for any particular purpose, or as to the applicability or effect of any local, state, or Federal law.
4. The Town of Lancaster has made no representations or warranties as to whether the Lot contains any substance which may be classified as a hazardous, toxic, chemical or radioactive substance, or a contaminant or pollutant (together, “Hazardous Substances”) under applicable federal, state or local law, statute, ordinance, rule or regulation (“Applicable Laws”) or which may require any cleanup, remediation or other corrective action pursuant to such Applicable Laws.
5. The deed from the Town will contain restrictions that provide substantially as follows:
“This conveyance is made pursuant to the Abutter Lots Sales Program of the Town of Lancaster, and is subject to the following restrictions, which shall run with the land and which shall be enforceable by the Town:
 - ☐ The premises shall be kept free of garbage and debris.
 - ☐ The premises shall be combined for the purposes of future conveyances with the abutting property owned by Grantee, located at _____, Lancaster, Massachusetts and described in a deed dated _____ and recorded in the Worcester Registry of Deeds in Book _____, Page _____ (the “abutting lot”), such that the premises shall henceforth be conveyed in tandem with the abutting lot, and into the same record ownership.”

Signed under the pains and penalties of perjury this ____ day of _____.

Applicant’s Signature: _____

Co-Applicant’s Signature(s): _____

#5



SCOPE OF WORK

Town of Lancaster, MA

INTRODUCTION

The Town of Lancaster wishes to review the current classification and compensation system. The Town has approximately 50 positions. As with many municipalities, recruitment has become increasingly challenging. In addition to recruitment, the Town seeks to codify roles and responsibilities and work towards ensuring fair wages, including an analysis that considers the Massachusetts Pay Equity Act.

TASK 1: INITIAL PROJECT MEETING

The Center will meet with the Project Liaison to clarify the scope of the project and the approach, and particularly to plan the scheduling of the review. The Center will review the existing classification structure and related By-laws

TASK 2 CREATION OF COMPREHENSIVE DRAFT POSITION DESCRIPTIONS

The Center will create and/or update comprehensive draft position descriptions. The descriptions will reflect the skill level and the essential functions of each position without listing every conceivable duty and will comply with statutory requirements. The following is the procedure to be followed:

1. A Zoom orientation session will be held to explain the process and explain the questionnaire to be completed by all incumbents and reviewed by supervisors. The Zoom orientation may be recorded to share with those not able to attend.
2. Incumbents of study positions will be given a position questionnaire to complete. Current job descriptions, if they exist, will be reviewed and incorporated as appropriate. Employees will submit the questionnaires to department heads for comment prior to submittal to the Project Liaison.
3. Individual interviews will be conducted as necessary to review completed questionnaires to verify and clarify information contained within the questionnaires. Employees holding the same position in the same department may be interviewed together.
4. Positions with multiple incumbents the Center will work with the department head on how best to obtain the necessary information.

5. Draft/updated position descriptions will be submitted to the Project Liaison for distribution to incumbents and supervisors for review and comments.
6. Comments received will be received and where appropriate, incorporated into the position descriptions.
7. Position descriptions will be finalized and submitted to the Project Liaison for final.

TASK 3 CLASSIFICATION OF POSITIONS

The Center will classify each of the positions using a point factor analysis system applied to the job descriptions produced in Task 2. The factors include supervisory responsibilities, complexity, judgement, physical requirements and work environment. The Center will review the initial findings with the Project Liaison.

TASK 4 MARKET SURVEY

A market salary survey will be conducted of approximately 8-10 municipalities to collect base pay for study positions. The Center will work with the Town to determine which municipalities will be used for comparison for the market survey. Responses to surveys are typically the most challenging aspect of a study. Assistance from the client is frequently needed in follow up.

TASK 5 CREATION OF SALARY SCHEDULE

The Center will review the existing classification of positions and will develop a salary schedule using grades and ranges, or a similar instrument, which will coincide with the classification of positions and the market salary survey. The Center will review the proposed salary schedule with the Project Liaison.

TASK 6 CREATION OF CLASSIFICATION AND COMPENSATION PLAN

Based on the results of the creation of position descriptions and rating, along with the results of the market survey, the Center will develop a recommended classification and compensation plan.

TASK 7 SUBMITTAL OF DRAFT REPORT

The Center will prepare a draft report to be submitted to the Project Liaison for review which will include the methodology used, the findings and recommendations on classification and compensation. Positions descriptions will be provided under separate cover in electronic form. Comments on the draft report will be received, and edits will be made where appropriate.

TASK 8 SUBMITTAL OF FINAL REPORT

The Center will submit a final report which will include an introduction, explanation of methodology, positions descriptions, rating manual, and recommendations. The Center will present the Final Report to the appropriate elected or appointed body, if requested.

COMMENCEMENT OF WORK

The Center will schedule the initial meeting within one week of the execution of the contract to plan the schedule for the tasks detailed above.

RESPONSIBILITIES OF THE CENTER

The Center will act at all times in an attentive, ethical, and responsible manner. The Project Managers will be Mary Flanders Aicardi, HR Practice Leader who will be assisted by Lindsay Katz and Jennifer Romboldi.

RESPONSIBILITY OF THE TOWN

The Town shall agree to provide necessary access to its employees and records, and to respond to requests for information and comment in a timely manner. In addition, the Project Liaison or designee will have responsibility for organizing meetings, for communicating the nature and value of the project, and scheduling interviews. The Town will provide necessary data including employee name, title, department, current classification, pay range and pay rates in an Excel document prior to commencement of the project.

FEES

The all-inclusive fee for the project is \$25,000 for approximately 50 positions. The Center will invoice the Town when the Final Report is submitted.

REFERENCES

Please feel free to contact any previous client. The following are a few representative references.

Hampshire County Retirement Board

Classification, Compensation and Benefit Review

Patrick Brock, Chairman

patrick@hampshireretirementma.org

413-584-9100

Town of Edgartown

Classification and Compensation Study

Kim Lucas, Human Resources Director*

508-627-6150

personnel@edgartown-ma.us

*Kim implemented the plan in Edgartown, after replacing the HR Director; she was also the coordinator for a project with the Collins Center for the Town of Tisbury, her previous position

Town of Northborough

Classification and Compensation Review

Rebecca Meekins, Assistant Town Administrator

(508) 393-5040 x 1

Town of Millis

Classification Reviews of non-union employees; Personnel Policy Manual

Karen Bouret/Operations Support Manager

508-376-7040

KBouret@millisma.net

Town of Mendon

Compensation & Classification Study

Kimberly Newman, Town Administrator

508-478-8863

knewman@mendonma.gov

Town of Ashland

Compensation & Classification Study

Michael Herbert, Town Manager

508-881-0100

mherbert@ahslandmass.com

Town of Easton

Three different classification studies, including two surveys

Analysis of shared Human Resources with School Department

Mary Southworth, Human Resources Manager

508-230-0510

msouthworth@easton.ma.us

SELECTED LIST OF COLLINS CENTER CLASSIFICATION AND COMPENSATION PROJECTS

| MUNICIPALITY | PROJECT |
|---|---------------------------------|
| East Bridgewater | Classification and Compensation |
| Groveland | Classification and Compensation |
| Southborough | Classification and Compensation |
| Somerville Public Schools | Classification and Compensation |
| Webster | Classification and Compensation |
| West Newbury | Classification and Compensation |
| Williamsburg | Classification and Compensation |
| Northborough | Classification and Compensation |
| Dover | Compensation |
| Grafton | Classification and Compensation |
| Hampshire County Retirement Board | Compensation and Benefit Review |
| Methuen | Compensation and CBA comparison |
| Uxbridge | Classification and Compensation |
| Deerfield | Classification and Compensation |
| Hampden | Classification and Compensation |
| Peabody Public Schools | Classification and Compensation |
| Stow | Classification and Compensation |
| Worthington | Compensation |
| Abington | Classification and Compensation |
| Acton | Classification and Compensation |
| Andover Public Schools | Classification and Compensation |
| Barnstable County Retirement Board | Classification and Compensation |
| Chatham | Classification and Compensation |
| Chelsea Public Schools | Classification |
| Erving | Classification and Compensation |
| Gosnold | Classification and Compensation |
| Hancock | Classification |
| Lexington Public Schools - Clerical | Classification and Compensation |
| Lexington Public Schools - Professional | Classification |
| Marion | Classification and Compensation |
| Marshfield | Classification and Compensation |
| Methuen | Compensation |
| New Marlborough | Classification and Compensation |
| Paxton | Classification and Compensation |
| Sudbury | Pay Equity |

| MUNICIPALITY | PROJECT |
|---|---------------------------------|
| Tisbury | Compensation |
| Townsend | Classification and Compensation |
| Wakefield - Public Works | Classification and Compensation |
| Wareham | Compensation |
| West Boylston | Classification and Compensation |
| Wilmington | Classification and Compensation |
| Boston | Pay Equity |
| Boylston | Classification and Compensation |
| Brookfield | Classification and Compensation |
| Chelmsford | Compensation |
| Chelmsford | Pay Equity |
| Chicopee | Classification and Compensation |
| Dukes County Regional Housing Authority | Classification and Compensation |
| Easthampton | Classification and Compensation |
| Hanson | Classification |
| Lexington - Recreation | Classification |
| Northampton | Classification and Compensation |
| Northampton Public Schools | Classification and Compensation |
| Sunderland | Compensation |
| Wareham | Classification and Compensation |
| Whitman | Classification and Compensation |
| Brockton | Classification |
| Committee for Public Council Services | Classification |
| Deerfield | Compensation |
| East Longmeadow | Classification and Compensation |
| Edgartown | Classification and Compensation |
| Groton | Compensation |
| Hudson Public Schools | Classification and Compensation |
| Lexington- Community Development | Classification |
| Mendon | Classification |
| Princeton | Classification and Compensation |
| Spencer | Classification and Compensation |
| Westfield | Classification and Compensation |
| Worthington | Classification and Compensation |
| Wrentham | Compensation |

| MUNICIPALITY | PROJECT |
|-------------------------|---------------------------------|
| Aquinnah | Classification and Compensation |
| Arlington | Classification |
| Canton | Classification and Compensation |
| Tisbury | Classification and Compensation |
| Westfield | Classification and Compensation |
| Westwood | Classification and Compensation |
| Ashland | Classification and Compensation |
| Chelsea Public Schools | Classification |
| Duxbury | Compensation |
| Easton | Classification and Compensation |
| Easton | Compensation |
| Hudson Public Schools | Classification and Compensation |
| Mendon | Classification and Compensation |
| Southwick | Classification and Compensation |
| Wakefield - Town Hall | Classification |
| Wenham | Classification and Compensation |
| Wrentham | Classification and Compensation |
| Ashland | Classification and Compensation |
| Brockton Public Schools | Classification and Compensation |
| Easton | Classification and Compensation |
| Everett | Compensation |
| Medway | Classification |
| Wakefield - Clerical | Classification and Compensation |
| Chelsea Public Schools | Classification and Compensation |
| Hamilton | Classification |
| Hardwick | Classification and Compensation |
| Hudson Public Schools | Classification and Compensation |
| Millis | Classification and Compensation |
| Wrentham | Classification and Compensation |
| Somerville | Classification and Compensation |
| Hudson Public Schools | Classification and Compensation |
| Millis | Classification and Compensation |
| Ashby | Classification and Compensation |
| Ayer | Classification |
| Seekonk | Classification |

**Ongoing*



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

KATE HODGES, Town Administrator

khodges@lancasterma.gov

June 26, 2023

Thank you for taking the time to speak with me the other day about Lancaster's desire to have an updated and fully vetted classification and compensation plan. Below is a list of the titles which we would like to have as part of the study. They are organized by Department/Division.

Town Administration

Assistant Town Administrator
Executive Secretary (TA/Select Board)
Town Clerk
Assistant Town Clerk/Public Info. Ofc.
Human Resources Director

Finance

Finance Director
Treasurer/Collector
Assistant Treasurer/Collector
Principal Assessor
Finance Technician – Assessing
Budget & Purchasing Manager
Assistant Town Accountant

Recreation

Recreation Director
Recreation Coordinator
Program Assistant

Planning & Land Management

Planning & Community Development Dir.
Assistant Town Planner/Conservation Agent
Building Inspector
Building Commissioner

Administrative-Clerical

Office Manager
Administrative Assistant
Human Resources Assistant
COA/Recreation Program Assistant
Public Safety Matron

DPW/Facilities

DPW Director
DPW Superintendent
Town Engineer
Facilities Director
Facilities Maintenance Technician
Foreman/Crew Leader
Laborer
Water Systems Maintenance Worker/Operator
Heavy Equipment Operator

Health & Human Services

Health & Human Services Director
Social Worker/Activities Coord.
Library Director
Assistant Library Director
Library Page/Technician
Library Special Collections Assistant
Senior Library Technician
Children's Librarian

Public Safety

Police Chief
Police LT
Fire Chief
Deputy Fire Chief
Fire Captain
Fire LT
Firefighter/EMT

#6

Adopted by SB: ___/___/2023

Adopted by TM: ___/___/___
Article X, STM

Public Safety Wage Scale

| <i>differential</i> | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|---|------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Firefighter EMT | PS1 | \$ 20.10 | \$ 20.70 | \$ 21.32 | \$ 21.96 | \$ 22.62 | \$ 23.30 | \$ 24.00 | \$ 24.72 |
| Firefighter/EMT Reserve Police Officer | PS2 | \$ 23.83 | \$ 24.54 | \$ 25.28 | \$ 26.04 | \$ 26.82 | \$ 27.63 | \$ 28.45 | \$ 29.31 |
| Fire LT | PS3 | \$ 24.75 | \$ 25.49 | \$ 26.26 | \$ 27.04 | \$ 27.86 | \$ 28.69 | \$ 29.55 | \$ 30.44 |
| Fire Capt. | PS4 | \$ 27.05 | \$ 27.86 | \$ 28.70 | \$ 29.56 | \$ 30.45 | \$ 31.36 | \$ 32.30 | \$ 33.27 |
| Deputy Fire Chief | PS5 | \$ 27.46 | \$ 28.28 | \$ 29.13 | \$ 30.01 | \$ 30.91 | \$ 31.83 | \$ 32.79 | \$ 33.77 |

| Fire Stipends* | Annual |
|-----------------------------|---------------|
| Firefighter 1/2 Certificate | \$250.00 |
| EMS Coordinator | \$1,000.00 |
| Fire Prevention Officer 1 | \$250.00 |
| Fire Prevention Officer 2 | \$250.00 |

| Police Stipends | Annual |
|------------------------|---------------------------------------|
| Uniform Allowance | \$500.00 |
| Detail Rates | <i>Consistent with Union Contract</i> |

**Fire Stipends are paid in two equal portions within the employee's first regular pay in the months of July and January. Must be a current employee in the Town of Lancaster at the time of check issuance in order to receive any stipend. Employees are eligible to receive a maximum of two stipends per year.*

#7

#8

#9

APPOINTMENTS AND RESIGNATIONS

| | | Ayer |
|------------------------------|---|---|
| | | SARs |
| | Questions | W Main St, Main St (Rt 2A & 111), E Main St (Rt 2A & 111), Park St (Rt 2A & 111), Carlton Circle. |
| Question for All Communities | What are your truck freight concerns and issues concerning the Study Area Roads (SARs)? | The SARs have increasingly become a thoroughfare for truck freight and large vehicles. Part of the challenge is there is not a real viable bypass or alternative. |
| | | Truck traffic comes from all angles whether or not they're coming to and from Devens, to and from Rt 2, or to and from Rt 495 and neighboring towns. Most of the area traffic needs to cut through Ayer in order to get to a highway. |
| | | The intensity and volume of heavy trucking going through the downtown on Main Street creates a public safety issue in that it's deterring people from coming downtown and using the downtown. |

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| | | <p>The heavy commercial vehicle exclusion on Columbia St is not easily enforceable due to the trucking industry on Central Ave. The infrastructure does take a beating.</p> |
| Question for All Communities | <i>What are the top destinations within your community for truck traffic that utilizes the SARs?</i> | <p>Westford Rd (off of Sandy Pond Rd). Many of the town's industries are there and the Ayer Rail Yard Auto Loads auto unloading facility off of Bennets Brook Lane.</p> |
| | | <p>On Scully Rd off of W Main St is the Malumco Industrial park. The Pepsi Plant on Littleton Rd. There are destinations on Fitchburg Rd such as Lorden Oil and Rada.</p> |
| | | <p>The intermodal trucking facility off Barnum Rd. The industries on Central Ave.</p> |
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| Question for Lancaster & Lunenburg | <i>Does truck traffic utilize the SAR as a cut-through to reach destinations outside your community?</i> | |
| | | |
| Question for Ayer & Shirley | <i>Does truck traffic utilize the SAR as a cut-through to reach destinations within Devens ?</i> | Yes, not only to reach destinations within Devens, but also when they're leaving Devens heading to Rt 2 or Rt 495. |
| | | |
| Question for Ayer & Shirley | <i>Does truck traffic utilize SARs as a cut-through to reach other destinations outside your community (excluding Devens)?</i> | In Shirley, the car trailers from the auto auction on Great Rd (Rt 2A) use Main St as a cut through headed West and it's significant. There's definitely some truck traffic going to points west and north that do use Ayer as a cut through. |
| | | Trucks take 2A to head towards Fitchburg and they also come down Park St to take a right on W Main Street. Eastbound traffic on W Main has to stop prior to the fire station in order for the trucks to clear that turn. But most of the <u>truck traffic goes east over to Rt 2 and Rt 495.</u> |
| | | When trucks take a left from W Main to Park Street or Park Street to Main Street that creates a residual backup and there's no traffic signal. Trucks take up longer spaces than cars. So in traffic, a truck trying to take a left onto Park can cause traffic to backup to underneath <u>the railroad trestle for their cut through</u> |
| | | There are various rail crossings that during the commuter rail hours or when freight comes through, the crossings are activated which further exacerbates traffic in general, which sometimes includes freight trucks. Rail crossings that are either activated during peak hour traffic times adds to it. |

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| Question for Shirley | <i>How should the truck traffic on Front Street be described?</i> | |
| | | |
| Question for All Communities | <i>Creation of a freight guiding committee for the purpose of guiding the study</i> | Will seek to add members to the committee. |
| | | |
| Question for All Communities | <i>Are there future project developments other than those mentioned here?</i> | The W Main Street Bridge over the Nonacoicus Brook near Union St. It's just over a 10 foot span small bridge. Construction will begin next year. |
| | Projects Developments known to MRPC | The 40B residential project at 65 Fitchburg Rd is going forward. The West Ayer Village on W Main Street near Verbeck Gate and Scully Rd area is an expected project. |
| | | Catania Oils and Nasoya are expanding their warehouses. Epic is also looking to build another warehouse. |
| | | Roadway Rehab on Main St (Rts 2A & 111) from Park St to Columbia St (extends north to Central Ave intersection) (MassDOT Project # 609227, currently in design) |
| | | Resurfacing & Related Work on Fitchburg Rd & Park St (Rts 2A & 111) (MassDOT Project # 606640, project is dormant) |
| | | Bridge Projects, H-09-019 & L-02-020, Jackson Rd over Nashua River (MassDOT Project # 612883, currently in design) |
| Question for All Communities | <i>Do you have project development traffic impact studies for the project developments?</i> | Will send the traffic impact studies. |

| Lancaster | Lunenburg |
|--|---|
| SARs | SARs |
| Main St (Rt 117), Lunenburg Rd (Rt 70), Shirley Rd, Fort Pond Rd, Main St (Rt 117 & Rt 70) to the Main St (Rt 70) at Seven Bridge Rd (Rt 117) intersection. | Leominster Shirley Rd, Fort Pond Rd (Rt 70), Lancaster Ave, Pioneer Dr. |
| No major concerns at this time. However, we are seeing an increase in truck traffic on the lower end of Rt 117 headed toward Leominster as trucks come off Rt 190 and try to use Rt 117 to get to Rt 495. This seems particularly noticeable during the morning hours between 7 am – 9 am. | Add Lancaster Ave as many trucks use it for two-way trips to NH and Rt 2A. The Leominster Shirley Rd at Reservoir Rd intersection is hard to see and the geometry is difficult to negotiate and sight distance is an issue. Other Leominster Shirley Rd intersections also have issues. There may be a development in the area of the railroad bridge on Reservoir Rd. The bridge is narrow and on a blind curve. Lunenburg Central is looking at land across the street for a project that consist of 5 buildings is in the due diligence phase. |
| There is local opposition to Capital Commerce Center, but there is also considerable local support for the project. | Concerns based on safety of the roads from increased vehicle traffic. The geometry of the road, sight distances at horizontal and vertical curves and at intersections, and pavement condition and construction are items of concern that may not be up to the potential increases in truck and car traffic. Both Reservoir Rd and Fort Pond Rd have conditions that make exiting them onto Leominster-Shirley Rd challenging. It is likely that as the area develops and further passenger vehicle and truck traffic increases at these intersections will likely result in an increase in the potential for conflicts and crashes. |
| | Concerns at the Lunenburg Rd (Rt 70) at Fort Pond Rd (at Rt 2) intersection in Lancaster. The intersection for Rt 2 west bound is a simple right turn that can easily back up and the introduction of additional traffic could have significant impacts all the way back to Leominster-Shirley Rd. As for the roundabout at the Rt 2 east bound intersection, the concern is that the geometry of the roundabout may hamper the ability of significant numbers of larger vehicles to navigate the area at a reasonable speed. Currently this area can become easily overwhelmed when Progin Park holds large scale events. Although the truck traffic from the distribution operations is unlikely to compete with weekend events and if the area is easily congested with passenger cars, the concern is that increasing larger truck traffic from both directions into the area will have a negative impact on the ability of all drivers to navigate the area. |

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| Currently no significant high truck traffic destinations. | Keating, Powell, Pioneer Dr, the Mobil gas station generates a lot of traffic. |
| On Old Union Turnpike: J.C. Madigan, Inc; Ron Bouchard Auto Stores; Koch Rt 2 Toyota. | Traffic from Fort Pond/Lunenburg Road heads to many destinations in Lunenburg as this is the simplest conveyance into Town from Rt 2 west bound. Passenger vehicles proceed both east and west on Leominster-Shirley Rd to access Lunenburg, Shirley, and Leominster. |
| On Rt 117: Rt 117 Used Auto Parts; Select Horticulture. | Truck traffic is likely to travel east on Leominster-Shirley Rd to access the PJ Keating plant and in the future, Lunenburg Central. Truck travel west to access the Powell Stone & Gravel garage site kiddie corner to the Leominster-Shirley Rd at Pioneer Dr (Fort Pond Rd in original?), or the Powell Stone and Gravel retail store and stone yard at 133 Leominster-Shirley Rd. There are industrial locations to the west of the aforementioned intersection, although in my experience these locations are accessed by different routes that Fort Pond Rd to Leominster Shirley Rd. |
| On Lunenburg Rd (Rt 70): JB Hunt Transport Services, Inc; Nationwide Auto Recycling, Inc; New England Specialty Soils Screening Facility; | |
| On Sterling Road off Main St (Rt 70): Culpeper of New England; Stainless Steel Coatings, Inc; Beacon MedTech Solutions; James Monroe Wire & Cable. | |
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[illegible]

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| Will seek to add members to the committee. | Will seek to add members to the committee. |
| | Staff from the PJ Keating Operations, or a member of the development team for Lunenburg Central. Town Officials. |
| Main St (Rt 70/117) at Lunenburg Rd (Rt 70) and Main St (Rt 70) intersections (MassDOT Project # 608779, currently under construction). | 400 Leominster-Shirley Rd. across from the Lunenburg Central. This is potentially a much larger development from a square footage perspective. The development is currently in the conceptual stages and there are no traffic projections at this time. |
| Rt 2 Exit 102 (old Exit 34) at Old Union Turnpike (MassDOT Project # 608832, currently in design). | |
| Capital Commerce Center on McGovern Blvd off Lunenburg Rd (Rt 70). | |
| UN1F1ED2 Global Packaging, 580 Fort Pond Rd. | |
| | |
| | |
| Yes. Jasmin will send all docs. | No impact study completed at this time. |

| Shirley |
|--|
| SARs |
| Great Rd (Rt 2A), Parker Rd, Center Rd, Hazen/Brown Rds, Front St, Main St, Benjamin Rd, Lancaster Rd, Leominster Rd. |
| Multiple new warehouses near or on our borders (Lancaster/Lunenburg) will compound the significant increase in truck traffic that has already been noticed in recent years. |
| Potential long term negative effects on the health and safety of Shirley residents - not to mention the environment and character of Shirley - due to the noise, exhaust and frequently excessive speeds witnessed from existing truck traffic. For reference: there is an elementary school and playground along Lancaster Rd. |
| Accelerated road deterioration due to higher volumes of heavy loads (currently and potential future increase via warehouses), which will lead to costly repairs on multiple town roads (local jurisdiction) earlier than what would otherwise be anticipated without excessive truck volume and weight on roads not designed to carry such. |

Concerns Summary: **Truck traffic using town roads* (local jurisdiction)**, Air quality (exhaust), noise pollution (tires/engine breaks), environment (car parts falling off car carriers); resident, pet and animal safety (excessive speeds), accelerated road deterioration/costly repairs (higher volumes of higher weight trucks). ~~*MPDC added this comment~~

IAA (Insurance Auto Auction), Mohawk Motors, USA Auto Sales (all on 2A), Burlington Auto (Hazen Rd.); travel for these large, very loud car carriers happens along all roads leading to them, including Lancaster Rd., Parker Rd., Center Rd., potentially Townsend and Longley Roads.

Mitrano, Lazaro, Assabet (east and west off the southern end of Lancaster Rd.); heavy construction/asphalt/dumpster trucks, haulers of excavation equipment.

Phoenix Park, near the Shaker Rd./Fredonian St. intersection; only access is on Shaker Rd. More than 65 businesses, unknown volume, likely some use shipping/receiving but possibly not highest volume of large 18 wheelers.

Much lesser volume but potentially heavy/large trucks: Farnsworth Lumber (2A), Bemis (Clark Rd.)

Lower volume of large, medium, small trucks make deliveries at restaurants on Main St./Front St and 2A; at Thermofab (Patterson Rd), multiple convenience stores along Front St.

Destinations include Little Leaf Farm and the Waste Water Treatment (WWT) site both on Walker Rd. There is a preferred route for Little Leaf and WWT but it is not always adhered to.

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| Yes. |
| N-S Ayer Railyard off Barnum Rd. |
| Train car boxes have been relocated from a lot near BoomX on Lancaster Road, to the Railyard via Lancaster Rd. and Front St, entering Devens through the Verbeck entrance. |
| Yes. |
| Several Shirley roads linked together make a convenient route N-S from Manchester, Merrimack, Nashua, Ashby, Townsend down to Rt 2 E-W access at Fort Pond Rd, or into Leominster destinations and beyond. |
| In part as a result of GPS routing and increased gas prices, it seems most truck traffic is passing through, to include heavy trucks from/to Powell and Keating on Leominster Rd., the UN1F1ED2 Global Packaging (minimal) and United Ag & Turf on Fort Pond Rd. |
| |

Front Street is primarily small business and residential and fair amount of traffic includes passenger vehicles and small delivery trucks relative to the location.

Powell and Keating construction trucks have been seen, there is a school (no school zoning signage/lights) with heavy bus traffic. In general it is somewhat of a connecting road areas in the east west direction, with minimal destinations for heavy truck traffic unless they are heading south of Front St. to Phoenix Park

Will seek to add members to the committee.

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July 17, 2023

Susan Munyon
96 Grant Way
Lancaster, MA 01523-3112
978-764-0520
susanmunyon@comcast.net

Kate Hodges
Town of Lancaster

Subject: Seniors Tax program

Kate,
Please accept my request to be part of the Senior Tax program committee.

I have been active Lancaster since moving here in 1999. For 2 ½ years I took care of my mother-in-law and was active in the COA and Friends of Seniors. I'm involved in the Friends of the Thayer Memorial Library as past Chair and Book Sale Chair.

Thank you,

Susan Munyon

Kathi Rocco

From: Kelly Dolan
Sent: Thursday, July 20, 2023 4:25 PM
To: Kathi Rocco
Subject: FW: Vacancy on the Recreation Committee

Hi Kathi,

Do these requests go to you? I have one more from Win – if not please let me know

Thanks

From: Win Clark <clarkbars5@comcast.net>
Sent: Tuesday, July 18, 2023 2:01 PM
To: Kelly Dolan <KDolan@lancasterma.gov>
Subject: Fwd: Vacancy on the Recreation Committee

Sent from my iPhone

Begin forwarded message:

From: Sherry Cutler <sherrylynn18@comcast.net>
Date: June 30, 2023 at 4:58:48 PM EDT
To: jallison@lancasterma.net, Alix Turner <ATurner@lancasterma.net>, awturner@lancasterma.net, skerrigan@lancasterma.net
Cc: Win Clark <clarkbars5@comcast.net>
Subject: Vacancy on the Recreation Committee

Hello Select Board Members,

I understand there is a vacancy position on the Recreation Committee. I am interested in filling this position. I am an abutter to the Thayer Field, a former member of the Thayer Field Foundation, worked with the Thayer Field Committee creating the Thayer Field Master Plan and participated with fundraising to help build the playground.

I am currently a member of the Memorial School Reuse Committee, working to find the best use for the old Memorial School Building/Land. Hoping that it will coincide with the Thayer Field project.

My intention is to continue with the MSRC project, and I believe being on both committees could be beneficial with continuing to add to the recreational area for all of the townspeople to utilize.

Thank you,

Sherry Cutler

Kathi Rocco

From: Kelly Dolan
Sent: Thursday, July 20, 2023 4:25 PM
To: Kathi Rocco
Subject: FW: Rec committee

One more – per my last email.

Please let me know next steps

Thank you

From: Win Clark <clarkbars5@comcast.net>
Sent: Tuesday, July 18, 2023 2:01 PM
To: Kelly Dolan <KDolan@lanasterma.gov>
Subject: Fwd: Rec committee

Sent from my iPhone

Begin forwarded message:

From: Kevin Mitrano <KMitrano@lanasterma.gov>
Date: July 3, 2023 at 1:02:12 PM EDT
To: Win Clark <clarkbars5@comcast.net>
Subject: FW: Rec committee

From: Jessica Goldberg <jesagold@gmail.com>
Sent: Sunday, July 2, 2023 8:43 PM
To: Kevin Mitrano <KMitrano@lanasterma.gov>
Subject: Rec committee

Hi Kevin,

Hope you are doing well! I'm sure I'm too late but am reaching out with interest in the spot on the rec committee. My family and I have lived in Lancaster for the past two and a half years and my neighbor/friend, Victoria Fasel, mentioned there was an opening posted last month so I just thought I'd check.

Thank you and take care!

Jessica Williams

67 Harvard Road
Lancaster, MA 01523

978-365-5518

The contents of this email and any attachments are the property of the Town of Lancaster Massachusetts and subject to the 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.

LICENSES AND PERMITS



The Bolton Fair, Inc.

May 26, 2023

Selectman – Town of Lancaster

On behalf of the Board of Directors of The Lancaster Fairgrounds, we give permission for the 140th Bolton Fair to serve alcohol at their event.

Dates of the event are August 11, 12, 13, 2023

Tips certified bartenders same as past years: Jillian Darden Link, Madeline Darden Bach, Kelly Devlin, Kimberly Henriques (TIPS certification forwarded last year and still valid)

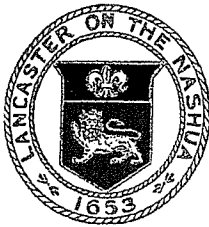
Liability Insurance to follow when renews in July.

Please let me know if you have any questions.

Best Regards,

Rose Darden
508-294-8516 cell

Fair Manager



TOWN OF LANCASTER, MASSACHUSETTS
OFFICE OF THE
BOARD OF SELECTMEN

SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION

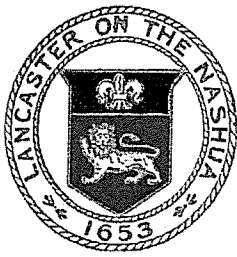
TODAY'S DATE: 5/26/23
APPLICANT'S NAME: ROSE DARDEN FAIR MGR TELEPHONE: 508-294-8516
ORGANIZATION: THE BOLTON FAIR
EVENT ADDRESS: 318 SEVEN BRIDGE RD LANCASTER FAIRGROUNDS
EVENT PURPOSE: 140TH BOLTON FAIR
EVENT DATE: AUGUST 11, 12, 13 STORAGE DAY AUGUST 11
EVENT HOURS: NOON - 9pm
ALCOHOL: Beer and Wine: _____ All Alcohol*: X
(Non Profit; Charity or Club Only)*
ATTENDANCE: Approximate Number of Persons in Attendance: 20K
Persons Under 21 in Attendance: Yes X No _____

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

Rose Darden for the Bolton Fair
Signature of Applicant

POLICE DEPARTMENT OFFICIAL USE ONLY

X Approval Recommended _____ Approval Not Recommended
Police Officer Required: Yes X No _____
Comments/Conditions: As in the past we will assign Officers to assist with traffic and safety concerns
Date: 07252023
EL Moody
Police Chief Signature



TOWN OF LANCASTER, MASSACHUSETTS
SELECT BOARD
Prescott Building, 701 Main Street, Suite 1
Lancaster, MA 01523
Tel: 978-365-3326 (ext 1201) Fax: 978-368-8486
Email: krocco@lanasterma.net

Annual License Fee -
\$100.00
Single Event Fee - \$20.00

| |
|--|
| RECEIVED Select Board Office Date Received JUN 20 2023 Board of Selectmen |
|--|

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

New Application X Renewal _____

2023

Name of Concern: THE BOLTON FAIR
Street Address of Concern: 318 SEVEN BRIDGE ROAD LANCASTER FAIRGROUNDS
Mailing Address (if different): P.O. BOX 154 BOLTON, MA 01740
Contact Person & Title (Owner, Director, Manager, Other): ROSE DARDEN FAIR MANAGER
Telephone: 978-365-7206 Facsimile: _____ E-Mail: INFO@boltonfair.org

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

ANNUAL BOLTON FAIR FRIDAY NOON-10pm
AUGUST 11-13 2022 SATURDAY 9am-10pm SUNDAY 9am-9pm

Hours of Proposed Entertainment: Starting Time: _____ P.M. Ending Time: _____ P.M.

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

Rose Darden Fair Manager

Signature of Applicant

Date

5/26/23

SSN# or Tax ID Required: 04-434-4392

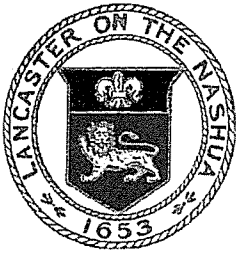
License Fee must be submitted with this form. Make check payable to *Town of Lancaster*. Mail Application Form, Workers' Compensation Affidavit, and check to: *Select Board, Suite 1, 701 Main Street, Lancaster, MA 01523*.

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

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

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

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



TOWN OF LANCASTER, MASSACHUSETTS
SELECT BOARD
Prescott Building, 701 Main Street, Suite 1
Lancaster, MA 01523
Tel: 978-365-3326 Fax: 978-368-8486
Email: krocco@lancasterma.net

Annual License Fee - \$400.00
Annual License Fee - \$100.00 w/M-Sat
License
Single Event - \$20.00

RECEIVED
Selectmen's Office
Date Received
JUN 20 2023

Board of Selectmen

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

New Application ☒ Renewal ☐

2023

Name of Concern: THE BOLTON FAIR
Street Address of Concern: 318 SEVEN BRIDGE RD. LANCASTER FAIRGROUNDS
Mailing Address (if different): P.O. BOX 154 BOLTON, MA 01740
Contact Person & Title (Owner, Director, Manager, Other): ROSE DARDEN FAIR MANAGER
Telephone: 978-365-7206 Facsimile: _____ E-Mail: INFO@BOLTONFAIR.ORG

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

ANNUAL BOLTON FAIR AUGUST 11-13, 2023 FRIDAY NOON-10pm
Saturday 9am-10pm SUNDAY 9am-9pm

Hours of Proposed Entertainment: Starting Time: _____ P.M. Ending Time: _____ P.M.

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

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

Rose Darden Fair Manager
Signature of Applicant
Tax ID Required 04-434-4392

5/26/23
Date

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

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

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

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



The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017

www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: BOLTON FAIR INC

Address: P.O. Box 154

City/State/Zip: BOLTON, MA 01740 Phone #: 978-365-7206

Are you an employer? Check the appropriate box:

1. ☐ I am an employer with _____ employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☒ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☒ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Rose Warden Date: 5/26/23

Phone #: 978-365-7206 cell 508-294-8516

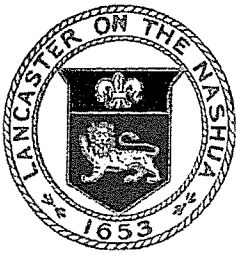
Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: _____



TOWN OF LANCASTER, MASSACHUSETTS
SELECT BOARD
Prescott Building, 701 Main Street, Suite 1
Lancaster, MA 01523
Tel: 978-365-3326 (ext 1201) Fax: 978-368-8486
Email: krocco@lanasterma.net

Annual License Fee -
\$100.00
Single Event Fee - \$20.00

RECEIVED Office

Date Received

JUN 20 2023

Board of Selectmen

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

New Application ☒ Renewal ☐

2023

Name of Concern: BAY STATE CHAPTER ATCA ANTIQUE TRUCK SHOW
Street Address of Concern: 318 SEVEN BRIDGE RD LANCASTER FAIRGROUNDS
Mailing Address (if different): P.O. BOX 154 BOLTON, MA. 01740
Contact Person & Title (Owner, Director, Manager, Other): JENNIFER SANTUCCI SECRETARY
Telephone: 508-768-5997 Facsimile: _____ E-Mail: baystatechapteratca@gmail.com

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

ANTIQUE TRUCK SHOW

AUGUST 26, 2023

Hours of Proposed Entertainment: Starting Time: 8 AM Ending Time: 4 P.M.

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

Rosalinda for Jennifer Santucci

Signature of Applicant

Date

5/26/23

SSN# or Tax ID Required: _____

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

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

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

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

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



The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017

www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: BAY STATE ATCA

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

1. ☐ I am an employer with _____ employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity.
[No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☒ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☒ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Rose Walden for Jimmy Montecchi Date: 5/26/23

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: _____



The Bolton Fair, Inc.

May 26, 2023

Selectman – Town of Lancaster

On behalf of the Board of Directors of The Lancaster Fairgrounds, we give permission for the Tyrods Car Club to serve alcohol at their event.

Dates of the event are September 9, 2023

Tips certified bartenders same as past years: Kelly Devlin, (TIPS certification forwarded last year and still valid)

Liability Insurance to follow .

Please let me know if you have any questions.

Best Regards,

Rose Darden
508-294-8516 cell

Fair Manager



TOWN OF LANCASTER, MASSACHUSETTS
OFFICE OF THE
BOARD OF SELECTMEN

SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION

TODAY'S DATE: 5/26/23

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

ORGANIZATION: TYRODS CAR CLUB

EVENT ADDRESS: 318 SEVEN BRIDGE RD LANCASTER FAIRGROUNDS

EVENT PURPOSE: TYRODS ANNUAL CAR SHOW

EVENT DATE: 9/10/23

EVENT HOURS: 9AM - 5PM

ALCOHOL: Beer and Wine: _____ All Alcohol*: X
(Non Profit; Charity or Club Only)*

ATTENDANCE: Approximate Number of Persons in Attendance: 3K

Persons Under 21 in Attendance: Yes X No _____

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

Rose Darden for Bolton Fair Inc.
Signature of Applicant

POLICE DEPARTMENT OFFICIAL USE ONLY

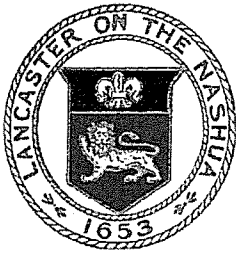
X Approval Recommended _____ Approval Not Recommended

Police Officer Required: Yes X No _____

Comments/Conditions: As in past years we will assign Officers to manage traffic concerns.

Date: 07252023

EL Moody
Police Chief Signature



TOWN OF LANCASTER, MASSACHUSETTS
SELECT BOARD
Prescott Building, 701 Main Street, Suite 1
Lancaster, MA 01523
Tel: 978-365-3326 Fax: 978-368-8486
Email: krocco@lancasterma.net

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

Single Event - \$20.00
RECEIVED

JUN 26 2023
Selectmen's Office
Date Received

Board of Selectmen

**APPLICATION FOR TOWN LICENSE
DANCING*, SPORTS, GAMES, FAIRS, EXPOSITIONS, PLAYS OR
ENTERTAINMENT OF PUBLIC DIVERSION** ON SUNDAY 2023**

New Application X Renewal _____

Name of Concern: TY-RODS CAR SHOW

Street Address of Concern: 318 SEVEN BRIDGE RD.

Mailing Address (if different): _____

Contact Person & Title (Owner, Director, Manager, Other): MIKE LASTELLA TREASURER

Telephone: 508-847-7249 Facsimile: _____ E-Mail: mlastella@ty-rods.org

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

HOT ROD CAR SHOW

SEPTEMBER 10, 2023

Hours of Proposed Entertainment: Starting Time: 9 ^{AM} P.M. Ending Time: 5 P.M.

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

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

Resubscribed for Mike Lastella
Signature of Applicant

Tax ID Required _____

Date

5/26/23

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

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

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

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



**The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017**

www.mass.gov/dia

**Workers' Compensation Insurance Affidavit: General Businesses.
TO BE FILED WITH THE PERMITTING AUTHORITY.**

Applicant Information

Please Print Legibly

Business/Organization Name: TYRODS CAR SAOW

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

1. ☐ I am a employer with _____ employees (full and/ or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☒ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☒ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Rose Warden for Mike Lastella Date: 5/26/23

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: _____



TOWN OF LANCASTER, MASSACHUSETTS
OFFICE OF THE
BOARD OF SELECTMEN

SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION

TODAY'S DATE: 6/29/2023

APPLICANT'S NAME: Allison Mannette TELEPHONE: 508-356-5115

ORGANIZATION: American Cancer Society

EVENT ADDRESS: 132 Fort Pond Inn Rd., Lancaster, MA 01523

EVENT PURPOSE: Bicycles Battling Cancer Cycling Fundraiser

EVENT DATE: 9/17/23

EVENT HOURS: 6am-6pm

ALCOHOL: Beer and Wine: Beer All Alcohol*: _____
(Non Profit; Charity or Club Only)*

ATTENDANCE: Approximate Number of Persons in Attendance: 300

Persons Under 21 in Attendance: Yes X No _____

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

Allison Mannette

Signature of Applicant

POLICE DEPARTMENT OFFICIAL USE ONLY

X Approval Recommended _____ Approval Not Recommended

Police Officer Required: Yes X No _____

Comments/Conditions: As previous years, we assign officers to help with traffic concerns

Date: 07252023

J. Moody
Police Chief Signature



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 9/1/2022

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

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

| PRODUCER Commercial Lines – (404) 923-3700 USI Insurance Services LLC 1 Concourse Parkway NE, Suite 700 Atlanta, GA 30328 | CONTACT NAME: Jennifer Lefler PHONE (A/C, No, Ext): 470-875-0441 FAX (A/C, No): 610-537-1929 E-MAIL ADDRESS: jennifer.lefler@usi.com | | | | | | | | | | | | | | |
|--|---|-------------------------------|--------|---|-------|---------------------------------------|-------|---|-------|------------|--|------------|--|------------|--|
| INSURED American Cancer Society, Inc. 3380 Chastain Meadows Pkwy. NW Suite 200 Kennesaw, GA 30144-0101 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: ACE American Insurance Company</td> <td>22667</td> </tr> <tr> <td>INSURER B: Evanston Insurance Company</td> <td>35378</td> </tr> <tr> <td>INSURER C: ACE Fire Underwriters Ins. Co.</td> <td>20702</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: ACE American Insurance Company | 22667 | INSURER B: Evanston Insurance Company | 35378 | INSURER C: ACE Fire Underwriters Ins. Co. | 20702 | INSURER D: | | INSURER E: | | INSURER F: | |
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| INSURER C: ACE Fire Underwriters Ins. Co. | 20702 | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | |

COVERAGES**CERTIFICATE NUMBER:** 15592831**REVISION NUMBER:** See below

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|--|--------------------------|--------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Event | | | HDO G47299081 | 09/01/2022 | 09/01/2023 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 2,500 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 25,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | ISA H10690857 | 09/01/2022 | 09/01/2023 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | MKLV2EUL105245 | 09/01/2022 | 09/01/2023 | EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N | N/A | WLR C50670892 (AOS) SCF C50671021 (OR-WI) | 09/01/2022 09/01/2022 | 09/01/2023 09/01/2023 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| C | | | | | | | |

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

Evidence of Insurance

CERTIFICATE HOLDER**CANCELLATION**
 American Cancer Society, Inc.
 3380 Chastain Meadows Pkwy. NW
 Suite 200
 Kennesaw, GA 30144

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

AUTHORIZED REPRESENTATIVE

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LANCASTER HISTORICAL COMMISSION
701 MAIN ST. SUITE 8 LANCASTER, MA 01523

E-MAIL HISTORICAL@LANCASTERMA.NET

PHONE: (978) 365-3326 EXT. 1057

TO: Lancaster Select Board (SB) & Town Administrator (TA)
FROM: Lancaster Historical Commission (LHC) & Lancaster Historical Society (LHS)
DATE: June 28, 2023
SUBJECT: Permission for Use of Town Green

Dear Lancaster SB members and TA,

The LHC and LHS respectfully request your approval to use the Town Green for the 200th Anniversary Celebration of General Marquis de Lafayette's Farewell Tour Anniversary of the USA. The event is timed to coordinate with several similar events across the state that particular day and, with your approval, will take place on September 3, 2024 from 9:00 a.m. to 10:00 a.m. right here on our Town Green

Background:

In 1824, General Lafayette returned to the United States on a farewell tour. In Lancaster, he was met by the Reverend Dr. Nathaniel Thayer who gave a powerful speech on the steps of the First Church of Christ, Lancaster and was received enthusiastically by the citizens of a grateful young nation for the support and military leadership he provided during the American Revolutionary War.

In 1912, Lancaster put on a grand Historical Pageant on the Town Green including a re-enactment of this same event.

In 2024, we invite the SB to be part of the welcoming assembly when the re-enactors arrive at the appointed hour. Several other groups and some state officials have already indicated a keen interest in participation.

Thank you for your thoughtful consideration and I look forward to your reply.

Sincerely,



Heather L. Lennon, LHC Chairperson
and the LHS Executive Board

FOR MORE INFORMATION, GO TO: <https://friendsoflafayette.wildapricot.org>

Or, call Peter Reilly at (774) 364-2595

TOWN OF LANCASTER

APPLICATION FOR USE OF TOWN GREEN/GAZEBO

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

July 20, 2013

Date

To the Licensing Authorities:

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

Date of Activity: September 23, 2023
Time: Start: 10AM End: 4PM
Name & Address: Denise Hurley
Telephone: 978-257-2849
Emergency Contact & Phone: Jean Syria 978-365-2043
Business Name (If applicable): Lancaster Friends of the Seniors
Address: P.O. Box 592 Lancaster MA
Lancaster, MA
Telephone: 978-257-2849
Number of People Attending: 100
Provisions for Parking: on street/town parking lots
Partial or full road closure? none
Structures? _____
Tents with sides? _____
Cooking? _____
Food/Refreshments? pizza, drinks, chips
Porta Potty? _____
Portable Sink Unit? _____
Email address: deehurley@houtmail.com
Clearly explain the purpose for requesting the use of the Town Green/Gazebo:
Vance Gilbert Concert - Community Event

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

Wedding Fees

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

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

Signature of Individual or Corporate Officer

Company Name or Individual Name

Social Security Number or Federal
Identification Number*

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

NEW BUSINESS

ON GOING PROJECTS & OLD BUSINESS

COMMUNICATIONS

EXECUTIVE SESSION

ADJOURNMENT
