



LANCASTER SELECT BOARD
Regular Meeting Agenda via ZOOM™
Monday, January 3, 2022
6:00 P.M. – 9:00 P.M.

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

I. CALL TO ORDER

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84773659536>

Meeting ID: 847 7365 9536

One tap mobile

+13017158592,,84773659536# US (Washington DC) 13126266799,,84773659536#

+US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+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)

+1 669 900 9128 US (San Jose)

Meeting ID: 847 7365 9536

Find your local number: <https://us02web.zoom.us/u/kbBLTOvByJ>

II. APPROVAL OF MEETING MINUTES - NONE

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS

6:05 P.M. Public Hearing for Renewal of Earth Products Removal Application – PJ Keating

- Notice is hereby given that a Public Hearing will be held on Monday, January 3, 2022 at 6:05 P.M. via ZOOM, to consider the application of P. J. Keating Company, 998 Reservoir Road, Lunenburg, MA, for renewal of a Special Permit To Remove Earth Products (overburden, rock, gravel, loam) from a parcel of land located south of the Lunenburg town line, west of Lunenburg Road, north of a N. E. Power Co. right-of-way and east of the Leominster city line, containing by survey 73.3 acres in Lancaster, further identified on the Lancaster Assessors' Maps as Map 1, Parcels 1 through 4 and Map 4, Parcels 1 through 6, and further delineated on Plan No. 18-D-3, sheets 1 to 4, dated January 19, 2005 and Plan No. 18-D-4, sheets 1 to 3, revised September 19, 2005, by S. J. Mullaney Engineering, Inc., 305 Whitney Street, Leominster, MA. A copy of the Application and Engineering Plans may be viewed in the Select Board's Office, Prescott Building, 701 Main Street, Lancaster, MA between the hours of 9:00 a.m. and 4:00 p.m. Monday through Thursday. All persons interested in providing comment should attend and be heard.



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- 6:25 P.M. Community Paradigm Associates, LLC - to provide recruitment services to the Town. To discuss and lay out process, introduce themselves, set timelines, expenses and the works. (Turner)

IV. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

V. PUBLIC COMMENT PERIOD

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

VI. TOWN ADMINISTRATOR REPORT - NONE

Interim Town Administrator will update the Board on the status of current projects pending.

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

1. Town Council Selection (Allison)
2. Discuss plowing and road management of Hawthorne Lane (Allison)
3. Set goals (Turner)
4. Re-affirm schedules going forward. Set Calendar for 2022 for Request for Proposals (RFP) choices, etc. (Turner)
5. Accept donation to the Board of Health from Orchard Hill Athletic Club in the amount of \$2,500.00 (TA)
6. Request from Ad hoc memorandum of understanding committee to have a resource from Town Council assigned to assist with creating a Master Agreement (Allison)
7. Make sure Ad hoc Audit committee volunteers is posted (Moody)
8. Create a Town Administrator search committee to work with the search agency (Moody)
9. What is Zoom policy and access and minutes (Moody)
10. Select board communications with Interim Human Resource (HR) Director Sandi Charton and HR future (Moody)
11. Approve several water lines for American Rescue Plan Act, (ARPA) money, not whole list yet (Moody)

VIII. APPOINTMENTS AND RESIGNATIONS - NONE

IX. LICENSES AND PERMITS -
X. OTHER/UNFINISHED BUSINESS

- **Division of Capital Asset Management and Maintenance (DCAMM) (Turner)**
Finalize Warrant Article language
- **Set date of our legislative update (Turner)**

XI. NEW BUSINESS *



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

XII. COMMUNICATIONS

- Town Offices closed on Monday, January 17, 2022, in observance of Martin Luther King Jr. Day
- Select Board's next regular meeting will be held via Zoom on Wednesday, January 19, 2022, at 6:00pm

XIII. ADJOURNMENT



Town of Lancaster

701 Main Street, Suite 1
Lancaster, MA 01523

PUBLIC MEETING REMOTE PARTICIPATION GUIDELINES

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in place, the various Boards and Committees representing the Town of Lancaster will conduct their public meetings and hearings via remote participation. No in-person attendance of members of the public will be permitted.

In Advance of Meetings:

- All non-emergency items are still required to be properly posted at least 48 hours in advance of the meeting. This is still done by contacting the Town Clerk's office.
- All members should receive the same documents for the meeting electronically.
- Supporting documents should be posted on the Town's website and be available for members of the public.

Essential Components for Remote Meetings:

- Access to participate for a quorum of committee members at the time of the meeting.
- Ability to take minutes which accurately reflect the meeting and the votes taken.
- Ability to record meeting for playback (this is not required under the order, but is preferred)
- Ability to allow for real-time public participation/comments (this is not required under the order, but is preferred)
- Meeting with public hearings must provide access for third party participation to all members of the committee.

Identifying the Proper Medium to Conduct Meetings:

While we are suspending use of the Nashaway Meeting Room and Conference Room in the Prescott Building, and the ability to live stream through Sterling-Lancaster Cable, there are alternatives for Boards and Committees to consider. Below are a few options available to Committees. There may be alternatives that members are more comfortable using which will be permitted so long as the essential components for all meetings are met through use of that medium.

- *Town of Lancaster ZOOM account with Webinar Functions* – this account was purchased by the Town Administrator's office for hosting meeting that requires public participation/third party access for participation. This method is currently the preferred method and should be used by Boards and Committees that have hearing and require third party participation through public comments of from applicants seeking permits. (includes but is not limited to: Board of Selectmen, Planning Board, Board of Appeals and Conservation Commission)
 - At this time, the town only has one executive ZOOM account. If you wish to use the ZOOM account, you may need to schedule meetings at different times/days than your board typically meets to ensure no conflict with other meetings.
- *Standard/Free Zoom Accounts* – Anyone can access a free Zoom account with up to 100 participants for a maximum 40-minute meeting. This function will allow Board and Committees to record their meetings for future playback and the ability to share screens. Please note there are

T: 978-365-3326 F: 978-368-8486

E-Mail: opacheco@lancasterma.net or krocco@lancasterma.net

several systems available that offer similar abilities and any of them can be used for this purpose. (ex. Google Meet, Skype for Business, Microsoft Teams, etc.)

- *Local Cable Access* – Currently, the Town does not allow for local cable access broadcast through the Nashaway Meeting Room. However, to the extent possible, local cable will be used if it is accessible and safe for staff, committee members, and members of the public.

Use of ZOOM for Remote Access to Public Meetings

Zoom Video Communications, Inc. (ZOOM) can be used for remote conferencing services to allow for remote access for public meetings. Access numbers and web addresses will be provided as part of each meeting's agenda posted to the town calendar on the homepage of Lancaster's website, www.ci.lancaster.ma.us.

Meetings can be accessed from your personal computer, cellphone and/or telephone. It is anticipated that most Board and Committee meetings will continue to be broadcast by Sterling-Lancaster Cable through ZOOM's "Record" feature.

Protocols for Remote Public Meetings Using the Webinar Feature

- All participants entering the meeting via a personal computer ("computer participants") are to mute themselves to limit background noise and interference with the meeting.
- Computer participants are encouraged to click on the "Participants" feature in ZOOM to view all participants and to view/use the "Q&A" function to pose questions on the bottom on the screen.
- Computer participants may "Pin" to a particular video screen.
 - It is recommended to "Pin" to the staff member associated with the committee or in the case there is no staff member, to the Chairperson. This can be done by right clicking over the three (3) dots symbol in the top right corner of the staff/chair's video screen.
- The Chair or present support staff should adhere to the script provided as an attachment to this document for the purpose of properly recognizing members and providing information to the public. (This script is a draft/guide and should be tailored to your needs)
- The Chairperson will identify himself or herself.
- The Chairperson will conduct the roll call of the Board
- The Chairperson will call the meeting to order
- All participants (excluding the Board members) will be muted throughout the meeting and should use the raise hand feature (or chat room) to ask a question or point of information.
- All participants are required to include their name and address when asking a question or participating regardless of screen name to insure meeting minutes and public records are accurately recorded.
- All documents displayed throughout the meeting will be controlled by the present staff member or Chairperson.
 - Only computer participants will be able to view documents.
- If and when the Chairperson allows for public comments/questions, it will be conducted the following sequence:
 1. The Chairperson will read public comments/questions received in advance of the meeting followed by real-time Board and/or applicant response.
 2. The Chairperson will ask if any other participants accessing the meeting comments/questions; additional questions will be asked using the "Raise Hand" feature
- Board members needing to be recused at any point of during the course of a meeting will be placed in a virtual "Waiting Room" by the staff person or Chairperson.

Directions to access meeting will be posted on agendas for the public when available.

SCHEDULED APPEARANCES & PUBLIC HEARINGS

S. J. MULLANEY ENGINEERING, INC.

CIVIL SITE DESIGN & PERMITTING

December 9, 2021

RECEIVED

DEC 13 2021

Lancaster Board of Selectmen
c/o Orlando Pacheco, Town Administrator
695 Main Street, Suite 1
Lancaster, MA 01523-2294

Board of Selectmen via email

Re: Request for Renewal – Special Permit to Remove Earth Products
P. J. Keating Company – Lunenburg Road

Dear Members of the Board of Selectmen:

Our client, applicant P. J. Keating Company, hereby respectfully requests that the Board renew the Special Permit for the above-referenced, ongoing, multi-year rock quarry permit for an additional two-year period from January 25, 2022 to January 25, 2024.

As you are aware, your consultant engineer, Tighe & Bond, Inc., inspects the quarry on a regular basis. It is our understanding that Tighe & Bond has found the operation to be substantially in compliance with its permit. No changes are proposed to the applicant's earth product removal site plans. North American Reserve is in process of preparing their yearly groundwater report and will circulate to the Board when complete, as required on previous permits.

Lancaster Zoning Bylaw Article IX, §220-32 D. states that a permit may be renewed without a public hearing by majority vote of the Board of Selectmen. We respectfully request that the Board employ this provision to renew the permit. The applicant is agreeable to the continuation of the same permit conditions currently in effect should the Board decide to renew the permit in such a manner. To that end, we enclose herewith for your consideration a marked-up version of the most-recent permit, with recommended corrections, insertions, and deletions.

As the Board customarily requires, enclosed herewith please find an updated Application and a check in the amount of \$500 for the Permit Application Fee.

Thank you for your attention to this matter. Please contact us if applicant representation is required at a Board meeting.

Very truly yours,
S. J. MULLANEY ENGINEERING, INC.



Mikael A Lassila, P.E.

Cc: client



**TOWN OF LANCASTER
BOARD OF SELECTMEN**
Town Hall, 695 Main Street, Suite 1
Lancaster, MA 01523-
Tel: 978-365-3326 Fax: 978-368-8486

Town Clerk's Office
Date & Time Received

RECEIVED

DEC 13 2021

Board of Selectmen

**APPLICATION FOR SPECIAL PERMIT
REMOVAL OF EARTH PRODUCTS**

1. Applicant's Name: P. J. Keating Company
2. Applicant's Address: 998 Reservoir Road, Lunenburg, MA 01462-1646
3. Name of Business or Concern (If operating other than individual): P. J. Keating Company
4. Business Address (If different than address listed under Question 2): Same
5. Location of Property (Street Address): Lunenburg Road
6. Assessors' Atlas: Map/Sheet No. Map 1 - Parcels 1 through 4 and Map 4 - Parcels 1 through 6 Parcel No. Lot No.
7. Location approximately 0 feet ☐ N ☒ S ☐ E ☐ W from the intersection with Lunenburg town line
Worcester Southern District
8. Evidence of Property Ownership (Attach Deed, Lease, other): Registry of Deeds Book/Pages:
6637/201, 6897/161, 8174/117, 8174/119, 8174/121 and 9758/365
9. Name and Address of Engineer or Firm Responsible for plans, specifications, compliance, etc?
S. J. Mullaney Engineering, Inc., Attn: Mikael A. Lassila, P.E.
305 Whitney St., Suite G3, P.O. Box 752, Leominster, MA 01453-0752
10. Engineering plans and specifications prepared (date): Plan 18-D-3, sheets 1 to 4, revised January 22, 2010
Plan 18-D-4, sheets 1 to 3, revised June 29, 2006

SCOPE OF WORK

56.9 million c.y. (of which 41.7 million c.y. are in Lancaster and 15.2 million c.y. are in Lunenburg)

11. Cubic yards to be excavated/removed from site: Area: Acres
103.3-ac. (of which 73.3-ac. are in Lancaster and 30.0-ac. are in Lunenburg)
12. Type of earth product(s): Peat Loam ☒ Gravel ☒ Rock ☒ Other ☒
13. Proposed date of completion of excavation: between 2034 & 2062 Of Removal between 2034 & 2062
24 months, from
14. Duration of Request (Minimum of 6 months; maximum of 24 months): January 25, 2022 to January 25, 2024
15. Reason for Request: Removal of raw materials that are integral to adjacent manufacturing operations in Lunenburg.
16. Estimated cost for erosion control, grading, seeding, or reclamation: \$ 10,000/acre (town standard) x 22-
ac. adjacent to shoreline of end-use
quarry pond = \$220,000

17. Bond Required: \$ 220,000 (condition 16 in most recent Special Permit)

(To be determined by the Town)

18. Have you been issued a Special Permit for earth products removal before? Yes ☒ No ☐

If yes, when was it last issued? January 25, 2020 For what period? 24 months *

* Permit approved by Board of Selectmen 4/5/2021.

THE FOLLOWING MUST BE SUBMITTED AS PART OF THIS APPLICATION:

1. Three (3) copies of a registered, engineered plot plan of the area showing existing grades and proposed finished grades and the distances from the excavation to the side and rear property lines.
2. Three (3) copies of the registered, engineered plot plan reduced to 11" x 17" on white paper.
3. Three (3) sets of engineering specifications.
4. Evidence of Property Ownership as required under Question 8.
5. **Check for Permit Application Fee** (\$250 for one (1) year; \$500 for two (2) years).
6. **Check for \$1,000 for Professional Engineering Review Fees.** The Applicant shall be required to forward to the Town any engineering costs exceeding the \$1,000 review fee estimate.

The applicant certifies that it has filed all state tax returns and paid all state and local taxes required by law and agrees to comply with the terms of its permit and applicable law, and all rules and regulations promulgated thereto. I further certify that the information contained in this application is true and accurate and also authorize the Permitting Authority or its agents to conduct whatever investigation is necessary to verify the information contained in this application.

Signed under the pains and penalties of perjury.

DATE SIGNED

INDIVIDUAL, PARTNER OR AUTHORIZED CORPORATE
OFFICER OR APPLICANT

P. J. Keating Company
by Robert Robinson, Vice President, Aggregate Operations

NOTE: The filing of this application does not permit the Applicant to remove earth products. Removal of earth products may not commence until the Board of Selectmen issues a special permit.

Additional Procedural Requirements

(Not Warranted as Complete)

- ☐ Applications for a Special Permit for removal of earth products must be on forms obtained from the Board of Selectmen.
- ☐ Earth Products Removal Special Permit Applications must be filed with the Town Clerk and a copy of the application, including the date and time of filing certified by the Town Clerk, shall be filed forthwith by the Applicant with the Board of Selectmen.
- ☐ The Board of Selectmen shall hold a public hearing within 65 days from the date of filing of such application.
- ☐ Notice of the public hearing shall be given by publication in a newspaper of general circulation in the town once in each of two successive weeks, the first publication to be not less than 14 days before the day of the hearing and by posting such notice in a conspicuous place in the Town Hall for a period of not less than 14 days before the day of such hearing.
- ☐ Notice shall be sent by Certified Mail, Return Receipt Requested, to "Parties in interest", meaning the petitioner, abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within three hundred feet of the property line of the petitioner as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town, the planning board of the city or town, and the planning board of every abutting city or town.
- ☐ The cost to notify abutters and publishing legal notices in local newspapers shall be paid by the Applicant. The Applicant shall be notified of the total amount due the Town.
- ☐ The assessors shall certify to the Board of Selectmen the names and addresses of parties in interest and such certification shall be conclusive for all purposes. The Board of Selectmen may accept a waiver of notice from, or an affidavit of actual notice to any party in interest or, in his stead, any successor owner of record who may not have received a notice by mail, and may order special notice to any such person, giving not less than five nor more than ten additional days to reply.
- ☐ Publications and notices shall contain the name of the petitioner, a description of the area or premises, street address, if any, or other adequate identification of the location, of the area or premises which is the subject of the petition, the date, time and place of the public hearing, the subject matter of the hearing, and the nature of action or relief requested if any. No such hearing shall be held on any day on which a state or municipal election, caucus or primary is held in such city or town.
- ☐ The required time limits for a public hearing and action by the Board of Selectmen may be extended by written agreement between the Applicant and the Board of Selectmen. A copy of such agreement shall be filed with the Town Clerk.
- ☐ The decision of the Board of Selectmen shall be made within 90 days following the date the public hearing is closed.
- ☐ A special permit for earth products removal shall require a unanimous vote of the board (3/3).
- ☐ Any restrictions or conditions imposed by the Board of Selectmen shall be attached to the letter of permit and copies of said permit and attached restrictions shall be sent to:
 - Planning Board
 - Board of Appeals
 - Board of Public Works
 - Board of Health
 - Building Commissioner/Zoning Enforcement Officer
 - Chief of Police
 - Conservation Commission
 - Town Clerk
- ☐ Other requirements relating to the issuance of special permits are prescribed under the provisions of prevailing Massachusetts General Laws and any acts and resolves adopted thereto, the Bylaws of the Town of Lancaster, and all other rules and regulations promulgated thereto.



**TOWN OF LANCASTER, MASSACHUSETTS
BOARD OF SELECTMEN
SPECIAL PERMIT TO REMOVE EARTH PRODUCTS**

In accordance with Article IX of the Zoning Bylaws, the Board of Selectmen hereby grants to the Applicant a Special Permit to remove earth products, subject to the conditions noted herein.

Name of Applicant/Grantee: P. J. Keating Company

Address of Applicant/Grantee: 998 Reservoir Rd., Lunenburg, MA 01462

Company Name: Same

Company Address: Same

Permit Issue Date: January 25, 2022

Permit Expiration Date: January 25, 2024

Conditions:

1. **Description of Area:** All earth removal and related site work shall be in accordance with the approved Earth Removal plans for P. J. Keating Company, dated January 19, 2005 and revised through January 22, 2010, as prepared by S. J. Mullaney Engineering, Inc., as modified by the terms and conditions of this Special Permit.
2. The shoreline of the end-use quarry pond and all disturbed non-bedrock surfaces shall be restored with a minimum depth of nine inches of loam which shall be capable of supporting grass growth unless the applicant can document a lesser amount pre-exists on site, in which case the applicant will be responsible for the lesser amount. These areas shall be restored upon completion of the earth removal authorized by this special permit. These areas shall be hydroseeded and the planted area shall be protected from erosion during the establishment period using sound conservation practices. Areas that wash out shall be repaired immediately. Trees or shrubs of prescribed species shall be planted to provide screening and reduce erosion during the establishment period.
3. No top or subsoil shall be removed from the site.
4. Provisions for dust control shall be in place prior to commencement of the earth removal operations. Abutting public right-of-ways and abutters shall be kept clear of construction debris and dust.
5. Dust Control measures shall be undertaken as specified in the approved plans.



**TOWN OF LANCASTER, MASSACHUSETTS
BOARD OF SELECTMEN
SPECIAL PERMIT TO REMOVE EARTH PRODUCTS**

6. Active work areas shall be in accordance with the approved plans.
7. All restoration work shall be completed within 365 days after expiration of a permit or upon cessation of operations within any phase.
8. A maximum non-bedrock slope of three foot horizontal to one foot vertical (3:1) is required; 4:1 within any buffer zone of a resource area as shown on the approved plans.
9. The hours and days for which trucks are allowed to remove earth materials from the site shall be limited to 7:00 am – 5:00 pm Monday through Friday and 8:00 am – Noon on Saturdays, except for Federal and State Holidays. Such removal is also allowed Noon – 5:30 pm on each Saturday for which the permit holder so notifies the Town Clerk by electronic mail before the close of business on the previous Wednesday, for Town Clerk posting on the Town web site. The hours of blasting shall be limited to 9:00 am – 2:00 pm. Alteration of this time schedule may be accomplished only by prior approval of the Board of Selectmen.
10. All entrances to the facility shall be gated and locked to prevent unauthorized entry during nonworking hours. Proper signage must also be posted within the site to advise drivers of site conditions. Truck entering signs shall also be erected along the abutting right-of-ways to warn motorists of truck traffic from the site.
11. No quarry access from Lancaster public ways and no access across Lancaster public ways between parcels of the applicant/grantee's properties shall occur.
12. A metered pump shall be used to remove stormwater from the quarry drainage sump hole. Data collected monthly shall be provided to the Town on a quarterly basis, or more frequently as requested by the Board of Selectmen, to demonstrate that sustained continuous pumping over extended periods of varying weather conditions, a monitoring indicator of the proximity of the bedrock water table, is not occurring. A minimum of two flow meters shall be used to record flow measurements to ensure consistency of reported pumped stormwater flow. These flow meters shall be maintained in working order to collect the required monthly monitoring data. A minimum depth to groundwater separation of 6-feet shall be maintained at all times. Areas which fall within the Town's water resource overlay district shall maintain a minimum depth to groundwater separation of 10-feet.
13. Provide a minimum of three (3) permanent benchmarks with elevations for the operation.



**TOWN OF LANCASTER, MASSACHUSETTS
BOARD OF SELECTMEN
SPECIAL PERMIT TO REMOVE EARTH PRODUCTS**

14. The land shall be left so that natural storm drainage leaves the property at the original natural drainage points and so that the total discharge at peak flow, and the area of drainage at anyone point, is not increased, and so that the hydrograph of any post-development receiving body of water is the same as that of the pre-development hydrograph per the approved plans.
15. No stumps shall be buried on-site.
16. A Surety Bond, Irrevocable Standby Letter of Credit, or Cash Account in the amount of \$220,000 shall be provided to the Town prior to commencement of any work authorized under this special permit in order to secure compliance with the terms and conditions hereof. The Surety Bond, Irrevocable Standby Letter of Credit, or Cash Account shall remain in effect during the term of the Special Permit.
17. The excavations, fills or side cuts shall be set back a minimum of one hundred (100) feet from the abutter's property lines or public right-of-way.
18. No areas, except the end-use quarry pond, should be excavated so as to cause accumulation of standing water. Excavation areas, except the end-use quarry pond, shall be graded to provide positive drainage in accordance with the approved stormwater management plan.
19. Agent(s) assigned by the Board of Selectmen shall conduct inspections. All costs for outside consultant services used for inspection purposes shall be paid for by the permit holder. Funds shall be deposited into a Consultant Review Account. Inspections shall be scheduled once during each spring, each summer and each fall during peak operations and as needed during off-peak operations (e.g. winter season), or more often as reasonably required by the Town's consultant.
20. If any conditions of this permit are violated, the permit is subject to revocation by the Board of Selectmen following a hearing.
21. This permit shall not be assigned to any other person other than the person or entity named herein, unless authorized in writing by the Board of Selectmen.
22. By exercising this special permit, the permit holder agrees to permit reasonable access onto the subject premises by the agents and employees of the Lancaster Board of Selectmen for inspection purposes consistent with the requirements of Condition 19.
23. By exercising this special permit, the permit holder agrees that he will not excavate in such a manner as to leave dangerous and unsightly conditions on the premises as a result of the excavation.



**TOWN OF LANCASTER, MASSACHUSETTS
BOARD OF SELECTMEN
SPECIAL PERMIT TO REMOVE EARTH PRODUCTS**

24. Earth removal plan sheet 3 depicts the restoration of overburden berms to form the shoreline of the end-use quarry pond at the completion of the earth product removal. Portions of the berm restoration appear to be located within the graphical Flood Zone A. The permit holder shall furnish the Board of Selectmen with a copy of Conservation Commission determinations and/or orders, if so required, when the permit holder undertakes such restoration. Alternatively, the permit holder may furnish the Board of Selectmen with a revised sheet 3 depicting the overburden berms relocated outside the limits of the graphical Zone A.
25. The permit holder shall continue to undertake a hydrogeologic study that shall continue for the duration of the earth product removal operation. To facilitate the continuation of the long term hydrogeologic monitoring program the permit holder shall collect monthly measurements of the groundwater water table and behavior in the monitoring wells, continuous weather station measurements, monthly stormwater flow measurements for the lower quarry and upper quarry flow meters, and monthly measurements of the sump water elevation for the duration of the earth product removal operation. These measurements shall be provided to the Board of Selectmen quarterly, or more frequently as requested by the Board of Selectmen, and these measurements shall be reviewed by the Town's consultant as requested by the Town. All costs for outside consultant services used for inspection, data review, comment, and recommendation purposes shall be paid for by the permit holder. The hydrogeologic study shall be modified, when needed, based on recommendations by the Board's consultant.
26. The permit holder shall submit a hydrogeologic assessment report annually by March 15, 2022. The report shall include at a minimum the most recent year of monitoring data collected per Condition 25. The monthly and yearly quarry stormwater flow measurements shall also be provided and a comparison between the precipitation and the stormwater flow shall be included within the annual report. The Town's consultant will review the annual reports and all costs for outside consultant services for the annual report review and comment purposes shall be paid for by the permit holder.
27. Repair and/or additional installation of monitoring equipment may be requested by the Board of Selectmen based on suggestions made by the Town's consultant from their review of hydrogeologic monitoring data and their recommendations for the long term hydrogeologic monitoring program. The applicant will be responsible to repair or install the requested monitoring equipment prior to the next occurring quarterly inspection.
28. The permit holder shall provide the Board of Selectmen with an updated existing active rock quarry conditions plan and updated removal volume projections with each permit renewal. The removal



**TOWN OF LANCASTER, MASSACHUSETTS
BOARD OF SELECTMEN
SPECIAL PERMIT TO REMOVE EARTH PRODUCTS**

volume projections shall include an estimated volume to be removed through the permit expiration date as well as the estimated volume removal through final completion of earth removal activities.

29. The permit holder shall biennially submit an application for permit renewal in the manner prescribed in the Zoning and/or General Earth Product Removal Bylaw then in effect.

Date of Public Hearing: January 3, 2022

Location: via ZOOM

Notice of Hearing, Names of newspapers: The Item and Posted on Town Calendar

Date of Public Notice: December 17 & 24, 2021

Certified List of Abutters: N/A

DECISION FINDINGS:

With respect to the Special Permit, the Board finds, after soliciting and reviewing comments from other Town boards, departments, agencies, staff, and interested persons that reasonable measures have been or will be taken to:

- (a) Ensure that all requirements applicable to the special permit are fulfilled;
- (b) That the specific site is an appropriate location for the uses proposed;
- (c) That there is safe access from roads adequate for the traffic expected, adequate parking is provided and internal circulation is adequate for emergency vehicles;
- (d) That the Board of Health requirements for water and sanitation arrangements will be followed;
- (e) That the use as developed and operated will not adversely affect the neighborhood;
- (f) That the purposes of the Bylaw are substantially met.

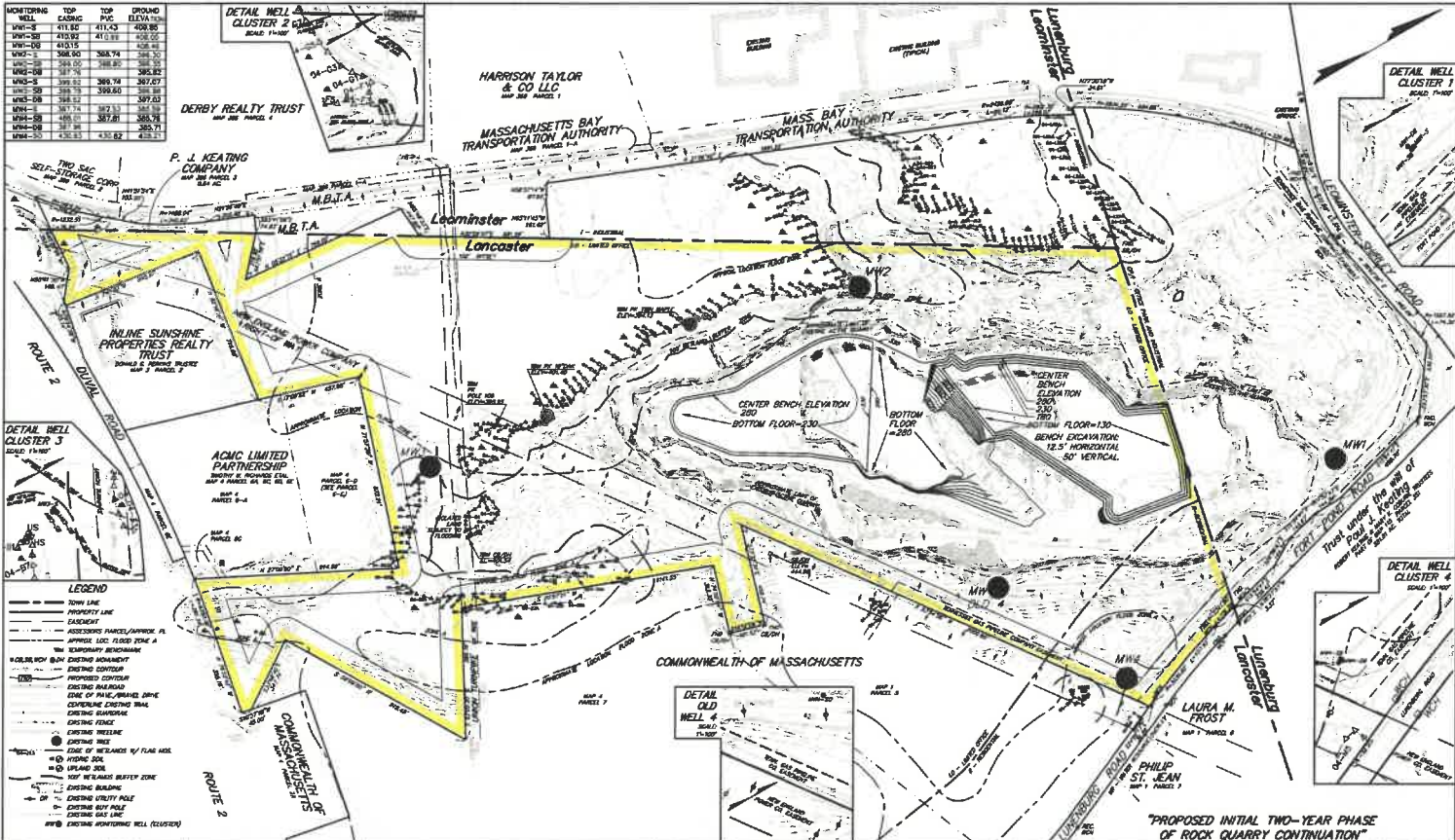
The Board of Selectmen, the Permitting Authority, hereby grants this Permit on behalf of the Town of Lancaster.

BOARD OF SELECTMEN:

Jason Allison, *Chairman*

Date: January __, 2022

MONITORING WELL	TOP CASING	TOP PVC	GROUND ELEVATION
WV-1	415.82	415.45	415.82
WV-2	415.92	415.55	415.92
WV-3	415.92	415.55	415.92
WV-4	415.92	415.55	415.92
WV-5	415.92	415.55	415.92
WV-6	415.92	415.55	415.92
WV-7	415.92	415.55	415.92
WV-8	415.92	415.55	415.92
WV-9	415.92	415.55	415.92
WV-10	415.92	415.55	415.92
WV-11	415.92	415.55	415.92
WV-12	415.92	415.55	415.92
WV-13	415.92	415.55	415.92
WV-14	415.92	415.55	415.92
WV-15	415.92	415.55	415.92
WV-16	415.92	415.55	415.92
WV-17	415.92	415.55	415.92
WV-18	415.92	415.55	415.92
WV-19	415.92	415.55	415.92
WV-20	415.92	415.55	415.92



LEGEND	
---	DOWN LINE
---	PROPERTY LINE
---	EASEMENT
---	ADJACENT PARCELS/ADJACENT PL
---	APPROX. LOC. FLOOD ZONE A
---	WATERWAY ADJACENT
---	EXISTING BOUNDARY
---	EXISTING CONTOUR
---	EXISTING INLAND
---	EXISTING OF PALE/PALE/PALE
---	EXISTING EXISTING TRAIL
---	EXISTING GUARDRAIL
---	EXISTING FENCE
---	EXISTING WETLINE
---	EXISTING RIVER
---	EXISTING OF WETLAND BY FLOOD HAZ
---	EXISTING SOIL
---	EXISTING UPLAND SOIL
---	EXISTING OF WETLAND BY FLOOD HAZ
---	EXISTING BUILDING
---	EXISTING UTILITY POLE
---	EXISTING GUY POLE
---	EXISTING GAS LINE
---	EXISTING MONITORING WELL (CLUSTER)

AS-BUILT WELLS

WELL CLUSTERS

ORIGINAL ISSUE

DATE

BY

DATE

ENGINEER

EARTH PRODUCTS REMOVAL SITE PLAN OF LAND IN

LANCASTER, MASSACHUSETTS

LOCATED

OFF LUNENBURG ROAD

PREPARED FOR

P. J. KEATING COMPANY

200 ROSEVIEW ROAD

LUNENBURG, MA 01546-1646

TEL: 878 552-5200 FAX: 878 582-8040

DESIGN: H&L

DRAWING: H&L

CHECK: S&M

REV: 18-D-1

18-D-2

S. J. MULLANEY ENGINEERING, INC.

CIVIL SITE DESIGN & PERMITTING

308 WATNEY ST. - SUITE G3 - P.O. BOX 7121 - LANCASTER, MA 01546-0712

TEL: 878 834-8331 - FAX: 878 834-3337 - EMAIL: info@sjmullaneys.com

SHEET

2

OF

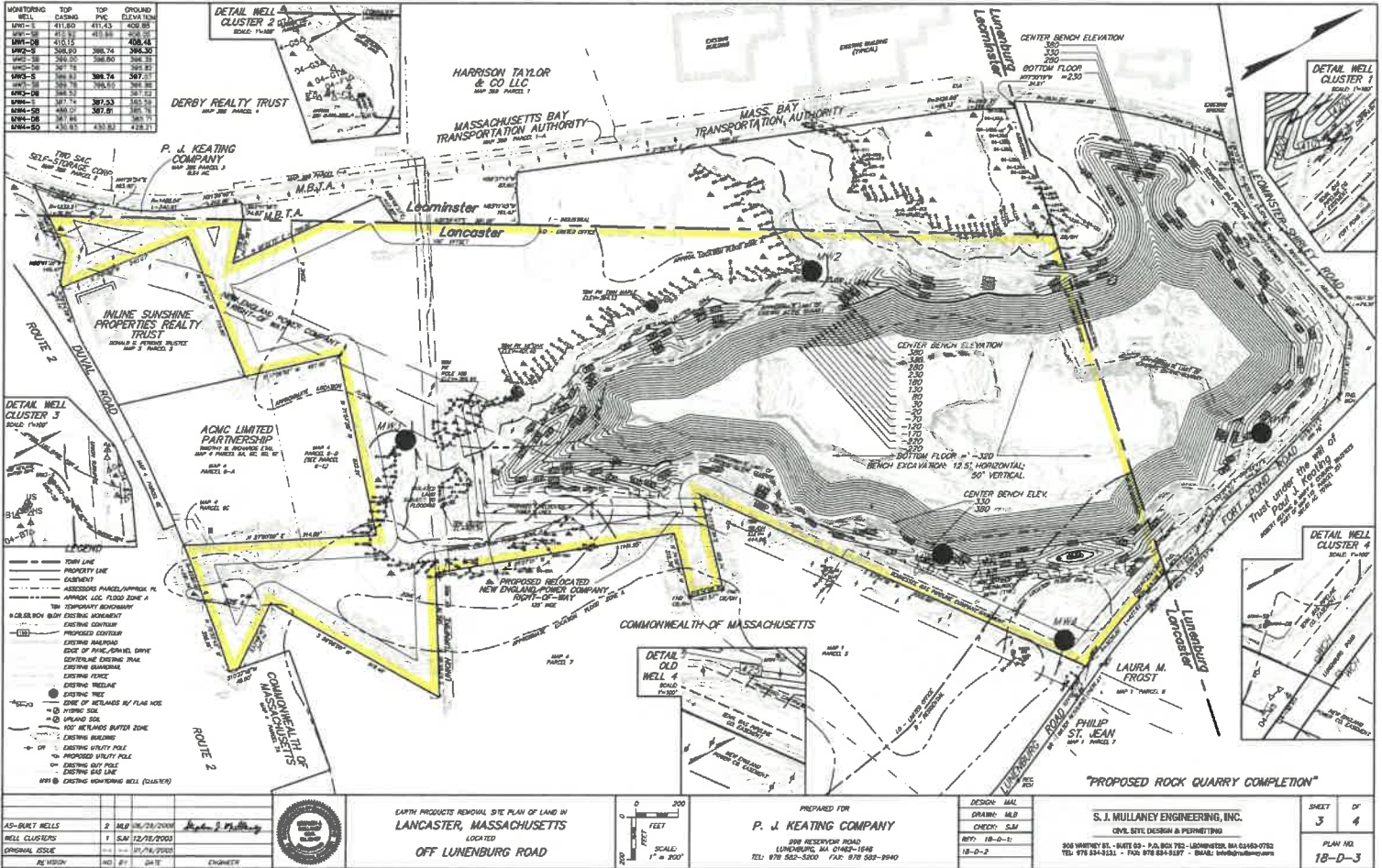
4

PLAN NO.

18-D-3

DETAIL WELL CLUSTER 2
SCALE: 1"=40'

DERBY REALTY TRUST
MAP 200 PARCELS 4



NOTES

1.0. EXISTING SITE CONDITIONS NOTES:

- [illegible]

A GRAVEL ACCESS ROAD (QUARRY ROAD) IS LOCATED AT THE PERIMETER OF THE QUARRY AND PARALLEL TO THE CHAIN LINK FENCE. THE QUARRY ROAD AND FENCE SHALL BE RELOCATED IN THE FUTURE AS THE QUARRY'S LATERAL EXTENT EXPANDS. LOCATED OPPOSITE THE QUARRY ENTRANCE, ON THE EAST SIDE OF FORT PIONEER ROAD IN LUMBURGH, IS A GRAVEL ACCESS ROAD LEADING TO THE APPLICANT'S GARAGE, GRAVEL PIT AND LUMBERING-SHEDDLE ROAD, ALL IN LUMBURGH. EXTRACTED ROCK IS TRANSPORTED FROM THE QUARRY WITHIN THE TOWN OF LUMBURGH ACROSS FORT PIONEER ROAD IN LUMBURGH THROUGH THE ABOVE-DESCRIBED BATES, AND PROCESSED AT THE APPLICANT'S FACILITIES IN LUMBURGH.

- [illegible]

5.2 UTILITIES NOTES

10. ALTERNATION ACTIVITIES SHALL NOT RESULT IN THE INTERRUPTION OF UTILITIES OR ACCESS TO ADJACENT SITES.
- 11.02. EXISTING UTILITY SERVICE CONNECTIONS ENCOUNTERED SHALL BE ACTED UPON AS REQUIRED TO MAINTAIN ALL ASPECTS OF THE WORK SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE APPROPRIATE UTILITY COMPANY OR DEPARTMENT.
- 11.03. EACH UTILITY SHALL HAVE A VISIBLE, COLOR CODED BRACE TAPE PLACED 12" ABOVE THE PIPE OR CABLE AND MUST CARRY DOWN 12" FROM THE TOP OF THE UTILITY. THE TAPE SHALL BE WHITE WITH THE UTILITY NAME AND ALL BRACKET MATERIAL SHALL HAVE AN STRENGTH GREATER THAN 2".

A.1 DRAINAGE RATES

- [illegible]

BELOW THE DEEPEST PART OF
CONCRETE TO REMOVE STORMWATER
CONTAMINANTS IN THE FIRST

- flow north. Small increases of continuous pumping would result from seasonal conditions, such as the surficial runoff of winter snowmelt and spring rains, or heavy winds at other times of the year. Sustained continuous pumping over an extended period of varying weather conditions would be a worrisome indicator of the probability of the bedrock water table well in advance of the quarry penetrating such a water table.

X OR, FOLLOWING EARTH PRODUCT REMOVAL, SET
ADJACENT TO THE SHORELINE OF THE END-USE

- 2.04. PLANTING SHALL BE CAREFULLY REVEGETED WITH EXISTING GRASS. ALL REVEGETATION SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD. PLANTING OF SPERMATOPHYTES OF OPEN PRAIRIE OR SAVANNAH TYPE SHALL BE LIMITED TO 10% OF THE TOTAL PLANTING. LAMNACEAE SHALL OCCUR AS 50% OF THE PLANTING.
- 2.05. FLOOD PRONE SLOPES OF ALL NON-RETROFIT STRUCTURES SHALL NOT EXCEED A SLOPE OF THREE-TO-ONE HORIZONTAL TO ONE-FOOT VERTICAL.
- 2.06. STREET PAVEMENT STABILIZATION IS NOT NECESSARY IF POSSIBLE. DUE TO THE PROXIMITY OF THE PROPOSED STRUCTURES TO THE EXISTING HIGHWAY, THE SLOPE SHALL BE COVERED WITH GRASS OR A SUIVET PAVING MIXTURE WITH BRANCHED AND/OR BRISTLY ROOTS.
- 2.07. A MINIMUM OF 10' SHALL BE PLACED AND ITS SURFACE SHALLOUDED TO THE UNPAVED GRASSLAND, OR A LESSER DISTANCE PRESENTS TO THE SITE. PAVED AREAS SHALL BE COVERED WITH GRASS.
- 2.08. PLANTINGS SHALL NOT IMPERE DIRECT ACCESS TO ALL SUBSURFACE STRUCTURES.
- 2.09. FERTILIZER SHALL BE USED BY THE AGRICULTURAL PRESIDENT OR THE BAC.
- 2.10. THE USE OF HERBICIDES IS STRICTLY DISCOURAGED.
- 2.11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING SUFFICIENT PLANTING MATERIAL TO COVER ALL EXPOSED AREAS. THE TOTAL QUANTITY OF PLANTING AND AS NECESSARY TO OBTAIN THE MINIMUM STABILIZATION FOR LIFE.

STORM WATER POLLUTION PREVENTION
AND EROSION & SEDIMENTATION CONTROL
PLAN

1.2. EROSION CONTROL MEASURES

- 1.01. THE CONTRACTOR AND PROPERTY OWNER ARE RESPONSIBLE FOR ENSURING THAT EROSION AND SEDIMENTATION ARE CONTROLLED.
- 1.02. CONSTRUCTION IS PERMITTED BEYOND THE LIMIT OF DISTURBANCE ONLY WHEN ADDITIONAL EROSION MEASURES OR STABILIZATION MEASURES ARE INSTALLED AND SHALL BE SUBJECT TO APPROVAL BY THE AGENCIES.
- 1.03. CONSTRUCTION SHALL BE LIMITED TO HOWE OUTSIDE OF THE DESIGNATED LIMIT OF DISTURBANCE LINE, IF WITHIN THE 100-FT. BARRIERS BUFFER ZONE.
- 1.04. THE CONTRACTOR SHALL ADEQUATELY ASSESS, MAINTAIN AND REMOVE ALL EROSION CONTROL DEVICES ON-SITE. ANY REMEDIAL MEASURES FROM THE CONTROL DEVICES SHALL BE PROPOSED TO OUTSIDE OF THE 100-FT. BARRIERS BUFFER ZONE.
- 1.05. AT NO TIME SHALL BE T-LOADEN BARRIERS BE ALLOWED TO ENTER SENSITIVE AREAS (WETLANDS, OFF-SITE AREAS AND EROSION SENSITIVE AREAS).

2.0. PRE-CONSTRUCTIONS

- 2.01. AN EROSION CONTROL BARRIER (EFT FENCE, MAY BALE ORS OR BOW BARRIERS) SHOULD BE INSTALLED TO LIMIT THE AREA OF DISTURBANCE. THIS IS ESPECIALLY IMPORTANT ON PORTIONS OF THE SITE ADJACENT TO SENSITIVE AREAS SUCH AS WETLANDS. THESE BARRIERS SHALL REMAIN IN PLACE UNTIL ALL TEMPORARY SURFACES HAVE BEEN FULLY STABILIZED.
- 3.0. PRELIMINARY SITE WORK:**
- 3.01. MATERIAL REMOVED SHOULD BE STOCKPILED, SEPARATING THE TOPSOIL FOR TRANSPORT TO AN INTERIM LEACH IN AN OVERBANKED BERM AROUND THE PERIMETER OF THE SITE. THE BERM SHALL ACT AS A MOOSE AND HEDGE BARRIER.

3.02 ALL LOAN FILES AND THE BURN 3

- 4.0. STODGPOLES SHALL BE LOCATED WITHIN THE LIMITS OF DISTURBANCE, IN AREAS OF MINIMAL IMPACT, OUTSIDE OF THE 100-FT. BUFFERED BUFFER.

402. NO STOPS SHALL BE MA

- 4.01. NO MATERIALS SHALL BE DISPOSED OF BY THE RETAILERS OF EXISTING DRAINAGE SYSTEMS. ALL CONTRACTORS SHALL BE INFORMED THAT THE CLEANING OF EQUIPMENT IS PROHIBITED IN AREAS WHERE THE HIGH-WATER BULKHEAD DIRECTLY TO THE RETAILERS OF DRAINAGE SYSTEMS.

414 THE BARRY AND LUYKSE FOUNDATION FOR RESEARCH IN

- 5.2. STABILIZATION AND CONTAINMENT:
6.04. AT NO TIME SHALL OILCONTAMINATION OCCUR WITHIN 8-FT. OF THE BEDROCK WATER TABLE LEVEL. THE PUMP USED TO REMOVE STEADYSTATE FLOW FROM THE QUARRY SHARP HOLE SHALL CONTINUE TO BE OPERATED TO ACT AS A MONITORING DEVICE. SHOULD THE QUARRY AND/OR SHARP PENETRATE THE BEDROCK WATER TABLE, THE PUMP WOULD PUMP COMPRESSIBLE, RATHER THAN INCOMPRESSIBLE, AS IT DOES CURRENTLY. MONITORING THE VOLUME OF WATER IN THE QUARRY SHARP AS THE QUARRY IS DEEPENED PRIOR TO EACH ADDITIONAL VERTICAL LIFT SHALL ESTABLISH THE QUARRY'S APPROACH NEAR TO THE

PROXIMITY OF THE BEDROCK WATER TABLE DEPT. IN A
PENETRATING SUCH A WATER TABLE.

- 6.02. CONTRACTOR IS RESPONSIBLE FOR DUST CONTROL, WHICH SHALL INCLUDE STREET STOPPING OF ALL PAVED SURFACES WITHIN THE SITE AND OFF-SITE AREAS THAT ARE IMPACTED BY SITE CONSTRUCTION ON A REGULAR BASIS, AS NEEDED.
- 6.03. THE CONTRACTOR IS RESPONSIBLE FOR SPRAYING WATER TO CONTROL DUST DURING DRY PERIODS.

OPERATIONS & MAINTENANCE PLAN

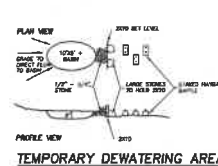
- SITE ALTERATIONS RELY UPON PROPER MONITORING, OPERATIONS AND MAINTENANCE TO FUNCTION AS DESIGNED AND INTENDED. THE ACTIVITIES DESCRIBED BELOW ARE TO BE IMPLEMENTED BEGINNING DURING CONSTRUCTION OF THE PROJECT AS APPROPRIATE.

1.04 OPERATIONS AND MAINTENANCE RECORDS SHALL BE KEPT
CURRENT AND BE MADE AVAILABLE TO PERTINENT AGENCIES

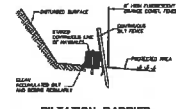
- 2.0 OPERATIONS
- 2.01. ALL MATERIAL STORED ON SITE SHALL BE STORED IN A NEAT, ORDERLY MANNER.
- 2.02. BULKY ITEMS OR HAZARDOUS MATERIAL OF NATURE SHALL BE REPORTED TO THE APPROPRIATE STATE, LOCAL OR FEDERAL AGENCY AS REQUIRED BY LAW.

2.4.3 THE USE OF SODIUM OXALATE FOR NET CONTROL

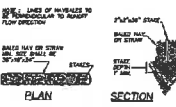
- 3.0. MAINTENANCE:**
- 3.0.1. EQUIPMENT MAINTENANCE SHALL CONTINUE TO BE CONDUCTED AWAY FROM THE COUNTRY WHEN POSSIBLE WITH ALL NECESSARY PRECAUTIONS TAKEN.
- 3.0.2. ANY REPELISHING OF CONSTRUCTION VEHICLES AND EQUIPMENT SHALL TAKE PLACE OUTSIDE OF THE 100-FEET BUFFER ZONE TO THE BELANDS AND SHALL NOT BE CONDUCTED IN PROXIMITY TO SEDIMENTATION BASINS OR OTHER SENSITIVE AREAS.
- 3.0.3. BELS, CATCH BASINS, SILT POUNDS AND ALL OTHER SEDIMENTATION STRUCTURES SHALL CONTINUE TO BE EXAMINED AND REPORTED ON A ROUTINE BASIS.



NOT TO SCALE



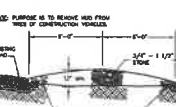
SILTATION BARRIER



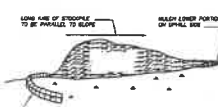
HAYBALE DIKE



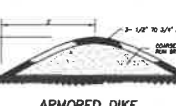
OVER PAIRING AT BASE OF FORCE





3" MIN. DEPTH AT CODES



IRON-SHAPED CORRELATED STOCK PILE TO BE LOCATED IN
WAYBALK DUE TO EXTEND AN AREA WHICH PROVIDES MAJOR



ARMORED BIKE
NOT TO SCALE

NO REVISIONS THIS SHEET		2	MJD 06/29/2006	<i>MJD</i>		EARTH PRODUCTS REMOVAL SITE PLAN OF LAND IN LANCASTER, MASSACHUSETTS LOCATED OFF LUNENBURG ROAD			PREPARED FOR P. J. KEATING COMPANY 809 RESERVOR ROAD LUNEBURG, MA 01462-1946 TEL: 978 562-5200 FAX: 978 562-9940		DESIGN: MJD DRAWING: MJD CHECK: SJM REVISION: 10/24/06 BY: MJD-SJM		S.J. MULLANEY ENGINEERING, INC. CIVIL SITE DESIGN & PERMITTING 308 WORTHEN RD. - SUITE 103 • P.O. BOX 712 • LUNEBURG, MA 01462-0712 TEL: 978 562-3333 FAX: 978 562-8337 • EMAIL: smullane@sjmullane.com		SHEET	OF	
NO REVISIONS THIS SHEET		1	SJM 11/16/2005												4	4	
ORIGINAL SHEET		1	MJD 06/29/2006														PLAN - D-3
REVISED	NO	BY	DATE	ENGINEER													

SOURCE: OFFICE OF GEOGRAPHIC AND ENVIRONMENTAL INFORMATION (GEOGRAPHIC INFORMATION SYSTEMS) OF MASSACHUSETTS
 EXISTING LOTS OF TERRAIN MAPS
 MAPS NOT REPRODUCED FROM THESE MAPS MAY BE USED
 DATE: 01/01/2000

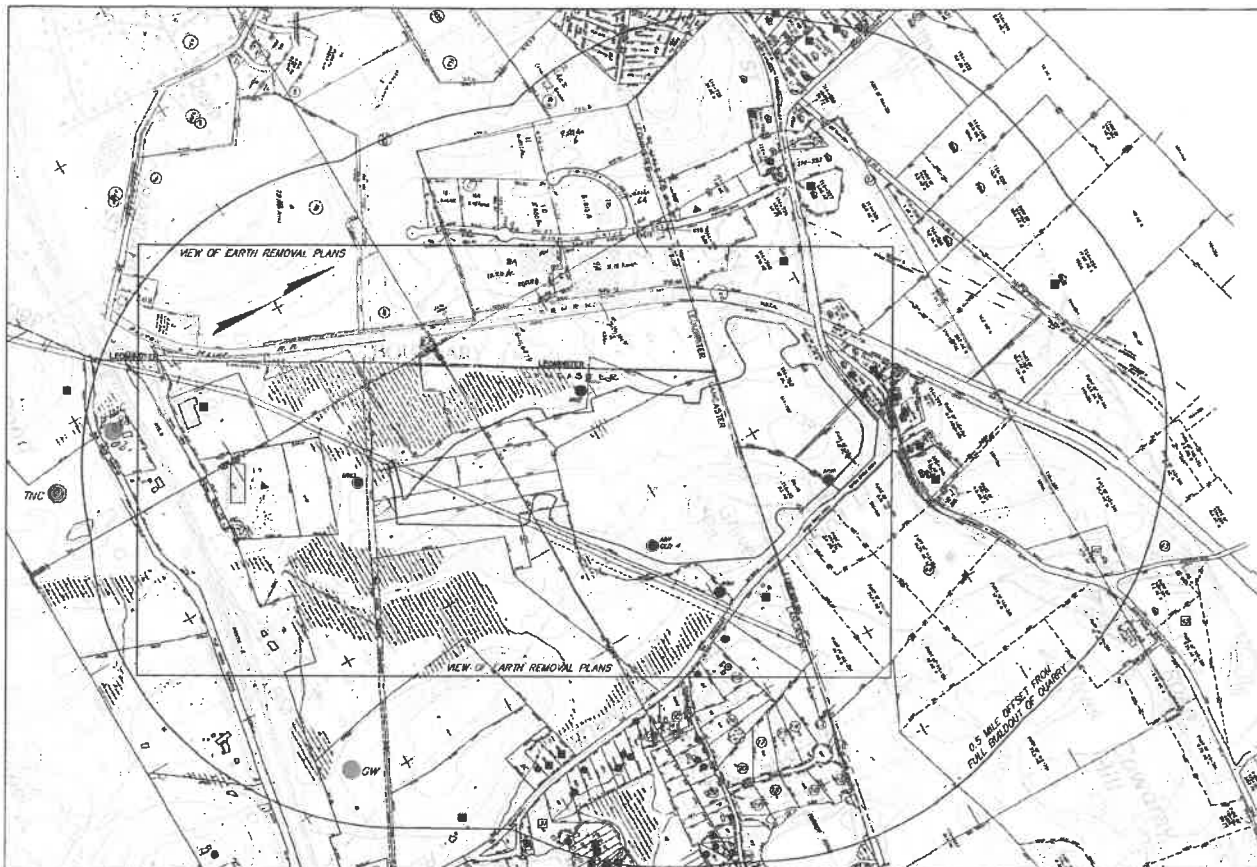
WELL CHAINING - 1/2" = 100' - 100'

ASSESSOR MAPS
 LANCASTER: MAPS 1, 2, 3, 4, 5
 LUNenburg: MAPS 114, 115
 LUNenburg: MAPS 305, 306, 453

LEGEND

- EXEMPT OF FULL BULKHEAD OF QUARRY
- WELL - PROPERTY FEATURES SERVED BY CITY WELL
- WELL LOCATION COMPRISED BY PLAN OF QUARRY
 (WELL LOCATION COMPRISED BY PLAN OF QUARRY)
 (WELL LOCATION COMPRISED BY PLAN OF QUARRY)
- WELL LOCATION NOT SERVED BY CITY - AS BULKHEAD NOT SERVED BY CITY WELLS
- WELL TWO - PUBLIC IN NEW JERSEY
- WELL LOCATION NOT-COMMUNITY
 NON-PROFITABLE NON-COMMUNITY
 COMMUNITY DEVELOPMENT WELLS
- WELL LOCATION REPORT NUMBER
- WELL LOCATION REPORT NUMBER - LOCATION WELLS (SEE BULKHEAD)
- WELL LOCATION NOT-COMMUNITY - WELLS WELLS (SEE BULKHEAD)

EXISTING WELL LOCATIONS



ACT-BUILT WELLS WELLS CLUSTERS WELLS CLUSTERS ORIGINAL ISSUE INCLUSION	3 2 1 1 1	01/01/2000 01/01/2000 01/01/2000 01/01/2000 01/01/2000		EARTH PRODUCTS REMOVAL SUPPLEMENTAL SITE PLAN OF LAND IN LANCASTER, MASSACHUSETTS LOCATED OFF LUNenburg ROAD	PREPARED FOR P. J. KEATING COMPANY 800 RESERVATION ROAD LANCASTER, MA 01450-1848 TEL: 978 562-5300 FAX: 978 562-9940	DESIGNED: J.M.L. DRAWING: J.M.L. CHECKED: J.M.L. REV: 18-D-1 18-D-2 18-D-3	S.J. MULLANEY ENGINEERING, INC. CIVIL, SITE DESIGN & PERMITTING 800 WINTER STREET, SUITE 403 - P.O. BOX 723 - LANCASTER, MA 01450-0723 TEL: 978 684-8243 FAX: 978 624-3397 EMAIL: smullaney@earthlink.net	SHEET 1 OF 3 PLAN NO. 18-D-4
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415-BULK WELLS WELL OWNERS WELL OWNERS CORONA ISSUE	3 1/2 12/15/2003 2 1/2 12/15/2003 1 1/2 12/15/2003 --- 12/15/2003		EARTH PRODUCTS REGIONAL SUPPLEMENTAL SITE PLAN OF LAND IN LANCASTER, MASSACHUSETTS LOCATED OFF LUNENBURG ROAD	PREPARED FOR P. J. KEATING COMPANY 888 HESSEY ROAD LUNENBURG, MA 01546-1044 TEL: 978 535-5500 FAX: 978 535-1040	DESIGN: MAL DRAFTER: MAL CHECKED: SAM REF: 18-D-1 18-D-2 18-D-3	S.I. MULLANEY ENGINEERING, INC. CIVIL, SITE DESIGN & PERMITTING 300 WASHINGTON - SUITE 200 - P.O. BOX 700 - LUNENBURG, MA 01546-1070 TEL: 978 534-5511 FAX: 978 534-3397 E-MAIL: smullaney@earthproducts.com	SHEET 2 of 3 PLAN NO 18-D-4
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December 21, 2021

Mr. Jay Moody, Chair
Lancaster Selectboard
701 Main Street
Lancaster, MA 01523
RE: LETTER OF ENGAGEMENT AGREEMENT

Dear Mr. Moody:

The purpose of this letter is to confirm the agreement between the Town of Lancaster (the Town) and Community Paradigm Associates, LLC (Community Paradigm) concerning the engagement to provide recruitment services to the Town as a consultant.

Consulting Services.

Community Paradigm will provide services to the Town as described in the "Executive Recruitment Approach and Plan" dated November 25, 2021 (the Scope). The Scope is attached to this Letter of Engagement Agreement as Attachment A.

Relationship of Parties.

It is expressly agreed that, when providing services to the Town under this Agreement, Community Paradigm and its employees and agents will be an independent contractor and will not be an employee of the Town of Lancaster. It is also agreed that Community Paradigm shall have no right to make any commitments on behalf of the Town without express written consent of the Town of Lancaster.

Services for Others.

During any period in which Community Paradigm is providing services as described within the Scope to the Town, Community Paradigm may choose to also provide services for others, provided that any such services do not give rise to a conflict of interest. It is expressly understood and agreed that Community Paradigm may provide recruiting services to other entities during the period of this Agreement.

Compensation.

The Town shall pay \$9,800 for services under this agreement, plus any reimbursements for costs associated with advertising, and any unusual printing and copying. Additional services beyond the basic services contained within the Scope will be billed at an hourly rate, with the prior approval of the Town.

Taxes, Insurance, Benefits and Business Expenses.

As an independent contractor, Community Paradigm shall be solely responsible for payment of all federal and state income taxes and Social Security and Medicare taxes and other legally required payments on sums received from the Town. Community Paradigm will also be solely responsible for insurance and assume all risk in connection with the adequacy of any and all such insurance that it elects to obtain.

Confidentiality.

Community Paradigm shall comply with any policies and procedures of the Town for protecting confidential information and shall not disclose to any person (other than as required by law), or use for benefit or gain, any confidential information obtained incident to association with the Town. This obligation shall continue to apply after the termination of this Agreement regardless of the reason for such termination.

Term and Termination.

This Agreement shall commence on the date hereof (the "Effective Date"). Either party may terminate the Agreement at any time, with or without cause. Upon termination of this Agreement, the parties shall have no further obligation to one another, other than for payment due for services to the applicable phase of the recruitment process as outlined within the Scope.

Miscellaneous.

This Agreement contains the entire agreement between Community Paradigm LLC, and the Town of Lancaster and replaces all prior agreements, whether written or oral, with respect to the requested consultancy services to be provided, and all related matters. This Agreement may not be amended, and no breach may be waived unless agreed to in writing by both parties. Both parties acknowledge that there has been no reliance on any agreements or representations, express or implied, that are not set forth expressly in this Agreement. This agreement shall be governed by the laws of the Commonwealth of Massachusetts.

Indemnification.

The Town shall indemnify Community Paradigm, LLC against any loss or liability incurred by Community Paradigm arising from the Town's breach of its obligations hereunder.

If the terms of this Agreement are acceptable, please sign, date and return to:

Community Paradigm Associates, LLC,
1 Saddleback,
Plymouth, MA 02360

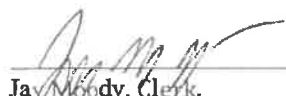
This letter shall take effect as a legally binding agreement between Community Paradigm and the Town, on the basis set forth above.

Sincerely,

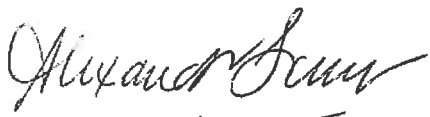

Bernard Lynch, Principal and Manager
Community Paradigm Associates, LLC

Date: 12/21/21

Accepted and agreed:


Jay Moody, Clerk,
Lancaster Selectboard

Date: 12/23/2021


Alexander Turner

12/23/2021

ADMINISTRATION, BUDGET AND POLICY

#1

#2



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

Jason A. Allison, Chairman
Jay M. Moody, Clerk
Alexandra W. Turner Member

Orlando Pacheco, Town Administrator
Kathleen A. Rocco, Executive Assistant

MEMO

To: Selectboard

From: Orlando Pacheco, Town Administrator

Date: December 29, 2021

Re: Hawthorne Lane Road Maintenance

Recently, the Selectboard office has received a number of calls regarding concerns over the future maintenance of Hawthorne Lane. Many residents have heard from the developer that he was not going to undertake any maintenance activities until the Town, acting through the Planning Board, releases the Performance Bond.

I have also had a number of conversations with the developer and residents. To date the necessary maintenance has taken place. There also has not been a firm commitment to continue those efforts making residents nervous should weather conditions create an unsafe environment.

While I understand the developer feels that the Planning Board is unlawfully withholding a portion of the performance bond. In this particular case, true, or not, it does not alleviate the developer from undertaking the responsibility given the fact that the road still has a small "punchlist" that needs to be completed

The road is built to the appropriate standard and should be scheduled for acceptance by the Town at the Annual Town Meeting in May 2022. However, until that point in my opinion the developer is still responsible and should undertake the necessary maintenance activities during the winter season.

The Board should schedule a layout hearing in March/April 2022 in preparation for the Annual Town Meeting, provided the developer provides as-built drawings to the Selectboard office.

#3

#4

#5



TOWN OF LANCASTER

BOARD OF HEALTH

701 Main Street Suite 6
Lancaster, MA 01523

Tel: (978) 365-3326 ext. 1310
Fax: (978) 368-4009

Request: BOS Approval of Donation to BOH, Orchard Hills Athletic Club, \$2,500.00

Per Finance Department Fiscal Policy: Donation and Gift Accounts

1. A letter should be submitted to the Board of Selectmen requesting the donation be accepted and include the amount of the donation and purpose of donation.

Dear Mr. Allison, Mr. Moody, Ms. Turner –

On Thursday, December 23, 2021, the BOH voted to accept a donation offer of \$2,500.00. Cindy Curley, President, was at the meeting and made the offer. The purpose and restriction of the donation is to support the BOH pandemic-related activities. The explicit uses of the donation include, but are not limited to, the following:

1. Design, creation, production and mailing of informational cards to residents to promote improved COVID-19 vaccination rates
2. Purchase of equipment and supplies to support COVID-19 vaccination clinics
3. Sponsorship of COVID-19 vaccination clinics
4. Provision of incentives for COVID-19 vaccination clinics

The BOH requests expeditious approval of this request by the BOS.

Kind regards – Jeff

Jeff Paster
Chair, Lancaster Board of Health
508-380-5185
jeffLBOHpaster@gmail.com

Orlando Pacheco

From: Jeff Paster <jefflbohpast@gmail.com>
Sent: Sunday, December 26, 2021 7:39 PM
To: Jason A. Allison; Jay Moody; Jay Moody; Alexandra Turner; Orlando Pacheco; Cheryl Gariepy; Sandra Charton
Cc: Bill Brookings; Debra Dennis; Jeff Paster; John Farnsworth; Katherine Holden; Tracy Gagnon
Subject: Request: BOS Approval of Donation to BOH, Orchard Hills Athletic Club, \$2,500.00
Attachments: BOH to BOS Orchard Hills donation.docx

Dear Mr. Allison, Mr. Moody, Ms. Turner –

Please see attached letter, summarized here:

On Thursday, December 23, 2021, the BOH voted to accept a donation offer of \$2,500.00. Cindy Curley, President, was at the meeting and made the offer. The purpose and restriction of the donation is to support the BOH pandemic-related activities. The explicit uses of the donation include, but are not limited to, the following:

1. Design, creation, production and mailing of informational cards to residents to promote improved COVID-19 vaccination rates
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3. Sponsorship of COVID-19 vaccination clinics
4. Provision of incentives for COVID-19 vaccination clinics

The BOH requests expeditious approval of this request by the BOS.

Kind regards – Jeff

-
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.

Jeff Paster
Chair, Lancaster Board of Health
508-380-5185
jeffLBOHpaster@gmail.com

#6

#7

#8

#9

#10
