



**LANCASTER SELECT BOARD**  
**Regular Meeting Agenda via ZOOM™**  
**Monday, April 4, 2022**  
**6:00 P.M.**

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

**I. CALL TO ORDER**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81184177797>

Meeting ID: 811 8417 7797

One tap mobile

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Meeting ID: 811 8417 7797

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

**II. APPROVAL OF MEETING MINUTES**

Review and take action on the following

- Regular Meeting Minutes of March 21, 2022 & March 28, 2022
- Executive Session Meeting Minutes of March 28, 2022.

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

Powers & Sullivan LLC, CPAs & Advisors to discuss the Town of Lancaster's audit of the financial statements

**IV. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS -**

- Department of Public Works Superintendent Kevin Bartlett to give update on Proposed Water Main Replacement
- Jasmin Farinacci, Director of Community Development and Planning to discuss the Massachusetts Bay Transportation Authority (MBTA) requirements and their impact on Lancaster.



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**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 -**

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

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

- 1 Discussion on Budget and Capital
- 2 Continued discussion on American Rescue Plan Act (ARPA)
- 3 Select Board to refer 40R Bylaw to Planning Board pursuant to MGL c.40A, §5
- 4 Discussion on time and place for the Annual Town Meeting
- 5 Vote to close the Annual Town Meeting Warrant

**VIII. APPOINTMENTS AND RESIGNATIONS -**

Appointments:

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

Resignations:

Nashua River Wild & Scenic Stewardship Council: Alexandra Turner

**IX. LICENSES AND PERMITS**

Rental Application use of Town Hall Auditorium

The Imago School, Program Director Peter Murphy requests use of the Town Hall Auditorium for the production of “A Midsummer Night’s Dream” rehearsal dates – May 11<sup>th</sup> & May 12<sup>th</sup>, 2022 from 3pm – 7pm with date of event Friday, May 13<sup>th</sup> at 7pm.

**X. OTHER/UNFINISHED BUSINESS**

**XI. NEW BUSINESS \***

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

**XII. COMMUNICATIONS**

- Next Select Board Regular Meeting will be held on Wednesday, April 20, 2022 via ZOOM.
- Town Offices will be closed on April 18, 2022, in observance of Patriots’ Day.
- Annual Town Election will be held on Monday, May 9, 2022, from 7am-8pm at the Town Hall Auditorium, located at 695 Main Street
- Annual Town Meeting scheduled for Monday, May 2, 2022

**XIII. ADJOURNMENT**

### III. APPROVAL OF MEETING MINUTES

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**LANCASTER BOARD OF SELECTMEN  
Special Meeting Minutes  
Of Monday, March 21, 2022**

**I. CALL TO ORDER**

Chairman Jason A. Allison called the meeting to Order at 6:00 P.M. in the Mary Rowlandson Elementary School Auditorium, located at 103 Hollywood Drive, Lancaster, Massachusetts. Mr. Allison advised that this meeting is being recorded and broadcast over Sterling-Lancaster TV. *Roll call was taken, Alexandra W. Turner, present, Jay M. Moody, present, Jason A. Allison present.*

**II. APPROVAL OF MEETING MINUTES - NONE**

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

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

**V. PUBLIC COMMENT PERIOD - NONE**

**VI. TOWN ADMINISTRATOR REPORT - NONE**

**VII. ADMINISTRATION, BUDGET, AND POLICY**

**1. Review of Special Town Meeting Warrant**

Mr. Nutting reviewed the eight articles on the warrant. He noted one change to the warrant under School Committee, Article 1; the amount is \$135,000, not \$150,00. There is also a typographical error on the warrant in Article 4; it should read Fiscal Year 2021, not 2019. The Moderator has been informed of both of these changes.

Mr. Nutting explained that the first four articles are housekeeping needs, moving money from one account to another, and that the article regarding prior year bills will require a 9/10 vote to pass. Article 5 is to accept a Massachusetts General Law that gives the Assessor a \$1,000 additional stipend for having become certified. Article 6 will give National Grid an easement on school grounds to install electric vehicle charging stations; Article 7 gives National Grid an easement on Lunenburg Road to run power to solar fields. The last article is a motion allowing the Select Board to file a home rule petition with the legislature so that they can begin discussion of the DCAMM

property in town, not binding the Board to anything other than a discussion.

Ms. Turner questioned Article 7; Mr. Nutting explained that this was on the agenda last December but language needed to be cleaned up. Mr. Nutting noted that the new Town Counsel has done yeoman's work getting familiar with this many different topics. Ms. Turner concurred that this was a good choice.

The Board assigned each member some articles to present at the Special Town Meeting, with Ms. Turner reading the motions for Articles 1, 4, and 8; Mr. Moody reading the motions for Articles 2 and 5; and Mr. Allison reading Articles 3, 6, and 7.

## **2. American Rescue Plan Act (ARPA) Discussion**

Mr. Nutting gave the Board an update because some of the items on the ARPA list would normally be requests at the Annual Town Meeting. He requests that the Board consider this for next Monday's meeting, suggesting that leaving as much free cash as possible until the State comes in to do a financial study later this year. He proposes that at next week's meeting that department heads are invited to present their requests. If an item is approved using free cash by the Annual Town Meeting, then the money for this item would be available July 1. If the Select Board chooses to use ARPA funding, the money is available immediately. Or the third option is that the Board or the Town Meeting does not like the expenditure and it fails.

<b>VIII. APPOINTMENTS AND RESIGNATIONS - NONE</b>
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<b>IX. LICENSES AND PERMITS - NONE</b>
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<b>X. OTHER/UNFINISHED BUSINESS - NONE</b>
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<b>XI. NEW BUSINESS - NONE</b>
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<b>XII. COMMUNICATIONS</b>
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<b>XIII. ADJOURNMENT</b>
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*Select Board Chair Mr. Allison offered a motion to adjourn the meeting at 6:35; seconded by Ms. Turner. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

Respectfully submitted

Kathleen Rocco  
Executive Assistant

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Jay M. Moody, Clerk  
Approved and accepted:



**LANCASTER SELECT BOARD**  
**Special Meeting Minutes**  
**Prescott Building – Nashaway Room**  
**Monday, March 28, 2022, 5:00 P.M.**

**I. CALL TO ORDER**

Chairman Jason A. Allison called the meeting to Order at 5:00 P.M. in the Nashaway Meeting Room located on the second floor in the Prescott Building, 701 Main Street, Lancaster, MA.

*Roll call was taken, Jay M. Moody, present, Jason A. Allison present. It was noted that Alexandra W. Turner would join the meeting following the Executive Session, from which she recused herself.*

**II. EXECUTIVE SESSION – Roll-Call Vote**

At 5:02, Chairman Allison moved to enter Executive Session in accordance with G.L. c.30A, §21(a)(2) for the purpose of conducting contract negotiations with the selected Town Administrator candidate, Kate Hodges, to invite Interim Town Administrator Jeff Nutting and Town Administrator Kate Hodges into the Executive Session, and to reconvene back into Open Session after the discussion. Mr. Moody seconded. *Vote taken; Jay M. Moody, Aye; Jason A. Allison, Aye. Vote passed. [2-0-0]*

The Select Board reconvened at 5:15pm.

**III. APPROVAL OF MEETING MINUTES**

Mr. Moody moved to accept the Regular Meeting Minutes of March 7, 2022; Ms. Turner seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

Mr. Moody moved to accept the Special Meeting Minutes of March 11, 2022 & March 14, 2022, *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

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

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

**VI. 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.*

Rebecca Young Jones, 94 Barnes Court expressed her concerns about the Capital Group. She stated that the Select Board must do due diligence and nail down all details, referencing a Letter to the Editor recently published in the Item written by Anne Ogilvie. She would like the article about North Lancaster development removed from the Annual Town Meeting warrant.

Greg Jackson, 40 Farnsworth Lane, requested that the Select Board hold hybrid meetings and continue to use Zoom.

John Roper, 5 Turner Lane, stated that as part of the Route 70 project the Town was supposed to receive 86 acres of land from the Capital Group, and until this happens he would like the article related to the Capital Group to be removed from the Town Meeting warrant.

Anne Ogilvie, 4 Turner Lane, talked about “lost property” due to the Town. She stated that the land settlement agreement was breached, and she urged the Select Board to first, pull the related article from the Annual Town Meeting warrant, and secondly to convene a special committee to investigate the breach of the 2017 land agreement and to fully understand what happened. She additionally urged the Board to disband the Ad Hoc MOU Committee and to close any and all negotiations with Capital Group, 702 LLC, and North Lancaster LLC until land agreement matters are fully resolved and explained to residents.

Attorney Tom Bovenzi, representing 702 LLC, asked to set the record straight and to share the buyer’s perspective. He stated that the last correspondence that he had relative to the land agreement was an email that he had sent in early 2019 to Jonathan Eichmann, then attorney to Lancaster, but that he never received a response. Attorney Bovenzi stated that there was never a situation or a time when his client did not own the land in question, as has been suggested, and that his client stands ready, willing and able to convey free and clear land, along with title insurance, noting that all taxes are, and have been, paid – as long as terms are honored and that the Town of Lancaster still wants the land.

A resident stated that there is obviously confusion about the facts and that the Town needs to investigate further before moving ahead.

Resident Narbonne 724 Main Street, agreed, saying that there is too much confusion, and that citizens need to know what’s going on, and that the Select Board should pull the article relating to Capital Group from the Annual Town Meeting Warrant.

<b>VII. TOWN ADMINISTRATOR REPORT - NONE</b>
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- FY2023 Budget

Mr. Nutting reported that the Finance Committee has their final meeting before the Annual Town Meeting on April 20, asking if the Board would like to review and make recommendations; the Board concurred that they will do this on April 20; tonight, will be a high-level overview of articles



## **VIII. ADMINISTRATION, BUDGET, AND POLICY**

### **1. Approve the Town Administrator Contract**

Mr. Allison moved to appoint Kate Hodges as Town Administrator with the agreed upon contract Mr. Moody seconded. Vote taken; *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Abstain. [2-0-1].*

The Board welcomed Ms. Hodges.

### **2. American Rescue Plan Act (ARPA) & Capital Discussion**

Mr. Nutting sent a memo to the Select Board with all department requests for ARPA money. He stated that in light of the Town's fiscal state, the Town will be using about ¾ of a million dollars of Free Cash to balance the FY2023 budget, saying that costs are rising and many things have been underfunded in the past, citing Property & Casualty Insurance and Legal costs as examples. He asked the Select Board to consider whether or not they would like to support ARPA funds for Inspectional Services Technology (\$5,500); Police Cruiser (\$53,000); Ambulance (\$350,000); School Boiler (\$150,000); Electronic Sign Boards (\$36,000 – already purchased with the assumption that CARES money could be used but then rejected); Upgrades to IT servers (\$70,000); and EV Charging Stations (\$23,000 – if not used grant money could be lost). This totals about \$670,500. If all these items were approved, it would leave \$1.7 million in ARPA money and time for consideration of other requests, i.e., Recreation Building Improvements, Community Center Study, Social Worker, and Fire Station Study.

Ms. Turner stated that the ARPA money is a one-time infusion, and she does not like the idea of using it for recurring expenses such as a police cruiser.

Jasmin Farinacci, Director of Community Development and Planning, spoke to IT needs that would help Planning, Conservation, Building, and Board of Health as well as other departments since the requested monitor would be movable.

Police Chief Everett Moody explained that the new cruiser would replace one with 146,000 miles that is currently incurring maintenance costs. The new cruiser would be hybrid, reducing fuel costs.

Fire Chief Mike Hansen talked about the need to replace the 2006 ambulance, citing mechanical problems with the existing vehicle and a 13.5% increase in ambulance calls in the past year, with 799 ambulance calls/transportations in 2021. Ms. Turner asked about the impact of ambulance calls to the Souza-Baronowski prison, recalling that when the prison was built it was agreed that Lancaster would not handle their ambulance calls; these would be covered by Shirley, and in exchange, Shirley would receive half of the State's prison impact funding. Chief Hansen replied that it would violate the law if they were not to respond, and that Shirley covered ambulance calls to the minimum and medium security prisons while Lancaster responded to maximum Souza-Baronowski calls. Ms. Turner would like to look into this further. It was noted that in a January ambulance quote, delivery time was 427 days, and that

if ARPA funds were used that there would be no financing cost. Ms. Turner had several questions about ALS (Advanced Life Support) usage and mutual aid.

Mr. Nutting spoke to the school boiler needs, pointing out that past funding delays have resulted in higher costs.

John DiTomasso explained that upgrading 5–10-year-old servers would allow “virtual architecture”, providing the Town with greater resilience and easier recovery, making the Town less susceptible to malware or other attacks.

Ms. Turner noted that some of the items listed for future consideration were very important, especially since the Town currently has no provision for emergency shelter.

Mr. Allison moved to approve ARPA funding for the EV charging stations and the electronic sign boards. Ms. Turner seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

### **3. Annual Town Meeting Warrant Articles**

Mr. Nutting noted that the Warrant will close this Wednesday and gave the Board a high level overview of the 16 articles, asking the Board to agree that these are the articles that they wish to be on the Warrant. A “deeper dive” will be held at the April 20 meeting; Ms. Turner asked that the DPW be present for this meeting.

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|-------------|--|
| Article 1:  | Budget   |
| Article 2:  | Capital Plan. Proposing \$100,000; \$75K for library architectural engineering study and \$25K for Conservation for land repair.   |
| Article 3:  | Water Enterprise Fund (standard article)   |
| Article 4:  | To fund replacement of engineering and design of water lines – estimated at about \$1,000,000 for five miles of pipe.  |
| Article 5:  | Annual Budget for Solar Array  |
| Article 6:  | Annual Vote for Revolving Fund Accounts (listed in Warrant)  |
| Article 7:  | Community Preservation Act   |
| Article 8:  | Amend bylaws to allow Finance Committee members to serve on additional committees.   |
| Article 9:  | Makes the Ad Hoc Economic Development Committee a permanent committee. Mr. Allison moved to modify the number of members of this committee from seven to five, not replacing the two members with terms to expire in June 2022. Ms. Turner seconded the motion. <i>Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]</i> |
| Article 10: | Reduce Council on Aging Membership from nine to five members plus associates. Ms. Turner noted that she would also like to change the name to reflect this committee’s multi-generational clientele; Mr. Nutting will talk to Counsel about this to ensure there is no potential downside, i.e., loss of eligibility for grants.                   |
| Article 11: | Create a Government Study Committee to look at Lancaster’s form of   |

government and report back to the Select Board in a year. Mr. Allison moved to include seven members as part of this article. Ms. Turner seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

Article 12: Wage Classification Plan

Article 13: Discontinue a sliver of land on Old Lunenburg Road

Articles 14, 15, 16: Zoning articles, including 40R Zoning with upcoming public hearings scheduled by the Planning Board. Mr. Allison wanted to stress that the most important part of the zoning articles about North Lancaster development was that Lancaster needs to know what we're going to do for tax revenue – if this development is not approved, what are the other options available.

Discussion was held about publicizing the Annual Town Meeting (ATM), with information available on the website and via postcard. The postcard will be shown to the Select Board for approval.

Mr. Moody would like to have the ATM outside; Ms. Turner would like it outside and notes that we need to do better planning for people with disabilities. Mr. Nutting will check with Police, Fire, Town Clerk, and Board of Health for their feelings on this issue and will check with Counsel on when the Warrant needs to be closed.

**4. Select Board to petition General Court for Special Legislation for Division of Capital Asset Management and Maintenance (DCAMM)**

Ms. Turner moved to petition the General Court for Special Legislation for the Division of Capital Asset Management and Maintenance (DCAMM). Mr. Allison seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

**5. Select Board Policy on Code of Conduct**

Mr. Allison moved to amend the Lancaster Code of Conduct to delete the paragraph creating a complaint mechanism for general disagreements, noting that protections against actual harassment remain in place. Mr. Moody seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

**6. Peer Review Firm for PJ Keating**

Mr. Allison moved to appoint CEI to do a peer review study of conditions pursuant to the PJ Keating Earth Removal Permit. Ms. Turner seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

**7. Acceptance of FY2022 Massachusetts Historical Commission (MHC) and Planning Grant Award**

Mr. Allison moved to accept the FY2022 Massachusetts Historical Commission (MHC) and

Planning Grant Award. Ms. Turner seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

The Board thanked Heather Lennon, Chair of the Lancaster Historical Commission, for her hard work and dedication. Ms. Lennon explained that this grant will allow study by experts of Lancaster's historic cemeteries.

**8. Land Trust Presentation: Bob Lidstone to update the Select Board on the Town Clean Up Days and inform the Board of Candidates Night on April 20<sup>th</sup> at 6:30pm.**

Mr. Lidstone announced a grant in the amount of \$5,000 for engineering improvements to the Cook Conservation Land. The Land Trust is planning a candidate's night, but will have to reconsider the date since multiple meetings are scheduled on April 20.

For the Land Trust's Annual April town wide cleanup, he requested funding from the Select Board in the amount of \$900 for a 30 foot dumpster to be placed at the DPW Barn on Center Bridge Road. Mr. Allison moved to approve up to \$900 for the dumpster; Mr. Moody seconded. Ms. Turner abstained because she is a member of the Land Trust. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Abstain. [2-0-1]*

<b>IX. APPOINTMENTS AND RESIGNATIONS - NONE</b>
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Appointments:

Alternate Plumbing Inspector - Jeremy Pierce term to expire 6/30/2022

Mr. Moody moved to appoint Jeremy Pierce as Alternate Plumbing Inspector, term to expire 6/30/22. Mr. Allison seconded. It was noted that Mr. Pierce sat through most of this lengthy meeting but eventually had to leave. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

Alternate Electrical Inspector – John Cain, term to expire 6/30/2022

Mr. Moody moved to appoint John Cain as Alternate Electrical Inspector, term to expire 6/30/22. Mr. Allison seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

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

Ms. Turner noted that while Mr. Mudgett is a great candidate, the Select Board neglected to follow procedures and advertise for the position. The Board agreed to delay this appointment until April 20. Mr. Allison moved to table this motion until April 20. Ms. Turner seconded. *Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

Resignations:

Lancaster Affordable Housing Trust Committee – Marilyn Largey, Ex-officio non-voting member

Mr. Moody moved to accept the resignation of Marilyn Largey as ex-officio non-voting member of the Lancaster Affordable Housing Trust Committee. Mr. Allison seconded. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]

**X. LICENSES AND PERMITS - NONE**

**XI. NEW BUSINESS - NONE**

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

**XII. COMMUNICATIONS**

- Select Board's next meeting will be held on the following days in April
  - Monday, April 4, 2022, at 6pm via ZOOM
  - Wednesday, April 20, 2022, at 6pm via ZOOM
- Town Office will be closed in observance of Patriots Day, April 18, 2022
- Annual Town Meeting to be held on Monday, May 2, 2022, at 7pm at the Mary Rowlandson Elementary School, located at 103 Hollywood Drive.
- Annual Town Election will be held on Monday, May 9, 2022, from 7am – 8pm at the Town Hall Auditorium, located at 695 Main Street.
- Pancake Breakfast, First Church of Lancaster, April 2, 8am – 11am, sponsored by the Lancaster Cub Scouts
- An Earth Day Tree Planting and Barbecue will be held on April 22.

**XIII. ADJOURNMENT**

*Select Board member Mr. Moody offered a motion to adjourn the meeting; seconded by Ms. Turner. Jason A. Allison, Aye, Jay A. Moody, Aye, Alexandra W. Turner, Aye. [3-0-0]*

Respectfully submitted,

Kathleen Rocco  
Executive Assistant

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Jay M. Moody, Clerk  
Approved and accepted:





**LANCASTER SELECT BOARD**  
**Executive Session Meeting**  
**Executive Session Minutes**  
**Monday, March 28, 2022**

Present: Jason A. Allison, Chair  
Jay M. Moody, Chair  
Jeff Nutting, Interim Town Administrator  
Kate Hodges, Town Administrator Candidate

Not Present: Alexandra W. Turner, Select Board Member

Chairman Allison open the meeting at 5:03P.M.

Chairman Allison read the following:

Move to enter Executive Session in accordance with G.L. c.30A, §21(a)(2) for the purpose of conducting contract negotiations with the selected Town Administrator candidate, Kate Hodges, to invite Interim Town Administrator Jeff Nutting and Town Administrator Kate Hodges into the Executive Session, and to reconvene back into Open Session after the discussion. (Roll Call Vote)

*Jason A. Allison vote Aye*  
*Jay M. Moody vote Aye*

Moved into Executive Session at 5:03 p.m.

Discussion:

Interim Town Administrator review the Contract with the New Town Administrator, Kate Hodges. Mr. Nutting explained it had been vetted by the Town's Labor Attorney.

Kate Hodges joined the meeting and explained she was very excited to be coming to Lancaster and looked forward working with everyone.

Jason A. Allison made the Motion to approve the Contract as presented, Jay M. Moody Seconded. Jason A. Allison vote Aye and Jay M. Moody vote Aye. (2-0-0)

Seeing no further business, the Executive Session was adjourned 5:10pm and reconvened back into Open Session.

Respectfully submitted

Jeff Nutting, Interim Town Administrator

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Jay Moody, Clerk  
Approved and accepted:





**EMPLOYMENT AGREEMENT BETWEEN  
TOWN OF LANCASTER  
&  
TOWN ADMINISTRATOR**

THIS AGREEMENT ("Agreement") is made and entered into this 28th day of March 2022, by and between the Town of LANCASTER, Massachusetts, a municipal corporation ("Town"), acting by and through its Select Board ("Board"), and Kate I. Hodges ("Town Administrator").

**WITNESSETH**

WHEREAS, the Town desires to employ the services of Kate I. Hodges as Town Administrator of the Town of LANCASTER; and,

WHEREAS, the Board, under Massachusetts General Laws Chapter 41, Section 108N, may contract with a Town Administrator for such services; and,

WHEREAS, it is the desire of the Board to contract for the salary and benefits and to define and establish certain conditions of employment and set working conditions of said Town Administrator; and,

WHEREAS, it is the desire of the Board to obtain the services of said Kate I. Hodges as Town Administrator, and to provide inducement for she to remain in such employment; and,

WHEREAS, Kate I. Hodges agrees to accept such employment as Town Administrator of the Town of LANCASTER;

NOW, THEREFORE, in consideration of the foregoing, and the mutual promises, terms, conditions, agreements, and covenants contained herein, the parties agree as follows:

**SECTION 1. Functions and Contract Scope**

- (a) The Town hereby employs Kate I. Hodges as its Town Administrator to perform the duties usually and customarily performed by a Town Administrator in accordance with the Job Description attached hereto as Exhibit A. The Town Administrator shall be responsible for the day-to-day management of the Town subject to the general supervision and policy direction of the Board. The Town Administrator shall perform, faithfully and to the best of her ability for the Board and the Town, all duties and responsibilities of a Town Administrator generally imposed by or implied from, including, but not limited to, the laws of the Commonwealth of Massachusetts, the Town's Bylaws, the Board's policies, other applicable laws, rules and/or regulations, customs and practices within the Commonwealth of Massachusetts, and such other functions, duties and responsibilities as from time to time may now or hereafter be assigned to the Town Administrator by the Board or Town Meeting. The Town Administrator hereby agrees to perform such duties in a timely and efficient manner, consistent with applicable professional standards.

- (b) Ms. Hodges represents that her application materials which were submitted to the Board in pursuit of the position of Town Administrator are complete and accurate to the best of her knowledge.
- (c) The contract term shall commence April 24, 2022 and shall remain in full force and effect for a period of three (3) years and two (2) months, to and including June 30, 2025, unless earlier terminated under the provisions of this Agreement.
- (d) In the event of a dispute concerning Ms. Hodges' ability to perform the essential functions of the position, the Board, acting in its sole discretion, may retain an independent medical expert to perform an examination and evaluation. Any expense for such medical examination and evaluation shall be paid for by the Town.

## **SECTION 2. Compensation**

- (a) Each twelve-month period during the term of this Agreement shall be a "Contract Year" (apart from Contract Year #1 which shall be 14 months in length). During Year #1, the Town shall pay the Town Administrator for services rendered under this Agreement an annual salary equal to One Hundred Seventy-Five Thousand (\$175,000.00) Dollars.
- (b) For subsequent contract years, the Town agrees to increase Ms. Hodges' compensation by the same percentage amount provided to all non-union, non-contract managerial professionals employed by the Town.
- (c) In addition to the base wages, the Board shall make an annual deferred compensation contribution on Ms. Hodges' behalf to a deferred compensation plan in the amount of \$5,000 for each fiscal year of this Agreement.
- (d) For the purposes of the Fair Labor Standards Act, the parties hereto agree that the Town Administrator is an "exempt employee."
- (e) The Town agrees that it shall not at any time during the term of this Agreement reduce the salary, compensation or other benefits of the Town Administrator, except to the extent that such reduction is evenly applied across the board for non-union, non-contract managerial professional employees of the Town.

## **SECTION 3. Termination and Severance Pay**

- (a) The Board may terminate the employment of Ms. Hodges at any time for just cause. Upon termination for just cause under the provisions of this paragraph, the parties will only be obligated to the extent explicitly agreed to hereunder, and the remainder of this Agreement shall be void and without recourse of the parties.
- (b) Ms. Hodges may be terminated by the Town for any reason other than just cause at any time before expiration of the aforesaid term of employment. In that event, the Town agrees to pay a lump sum cash payment of six (6) months' salary.

- (c) The termination of Ms. Hodges under this Section shall not interfere with any rights or obligations that Ms. Hodges may have under state or federal law with respect to retirement benefits and/or the continuation of group health insurance benefits at Ms. Hodges' expense.
- (d) Ms. Hodges shall not be entitled to severance pay in the case of non-reappointment or non-renewal of this Agreement. The Board agrees to provide Ms. Hodges with at least six (6) months' notice should the Board vote to not renew her contract. In the Board does not take a vote not to renew six (6) months in advance and no successor employment agreement is negotiated prior to the term of this Employment Agreement, this Employment Agreement shall be extended for term of one (1) year on its then current terms.

#### **SECTION 4. Resignation**

Ms. Hodges may voluntarily terminate this Agreement and resign from the position of Town Administrator before the expiration date of this Agreement at any time. Ms. Hodges agrees to give the Board sixty (60) days written notice prior to the effective date of her resignation, unless otherwise agreed by the parties in writing. Ms. Hodges's pay, compensation, expenses, and benefits shall cease on the effective date of resignation, unless sooner terminated under the provisions of this Agreement, subject to any rights or obligations that the Town Administrator may have under state or federal law with respect to retirement benefits and/or the continuation of group health insurance benefits at Ms. Hodges's expense. Ms. Hodges shall not be entitled to severance pay if she resigns from office.

#### **SECTION 5. Town Administrator Performance Evaluation**

- (a) The Board shall review and evaluate Ms. Hodges once each year. Said review and evaluation shall take place between June 1 and July 1 of each Contract Year and shall be based on the goals and objectives developed by the Board jointly with Ms. Hodges, as referenced in paragraph 6(b), below. The Chair of the Board shall prepare a summary written statement of the evaluation findings of the Board and shall provide an adequate opportunity for Ms. Hodges to discuss her evaluation with the Board. The summary written statement shall be subject to the approval of the Board.
- (b) On an annual basis, the Board, will work jointly with Ms. Hodges, to define the goals and objectives which the Board determines to be necessary for the proper operation of the Town. The Board shall determine the criteria for attainment of such goals. These criteria shall be reduced to writing and shall, to the extent feasible and reasonable, include, but not be limited to, budgetary and financial administration; personnel administration; supervision of subordinates and leadership; staff development; employee and labor relations; relations between Town government and the public; policy development and execution; interaction and communication with the Board; relations between Town government and other local and state governmental bodies. The goals and objectives established under this section 6(b) shall generally be attainable within reasonable time limits specified by the Board or within the limits of the annual operating and capital budgets of the Town.

## **SECTION 6. Hours of Work**

Ms. Hodges will devote her full time and attention to the business of the Town and will not engage in any other business during working hours, except with the express approval of the Board. Any additional or outside employment shall not conflict with the performance and discharge of Ms. Hodges's duties and responsibilities and shall not be in violation of the Conflict-of-Interest Law, Massachusetts General Laws Chapter 268A.

## **SECTION 7. Health Insurance, Paid Time Off, Leave and Other Benefits**

- (a) Ms. Hodges agrees not to subscribe to the Town's group health insurance program, the cost of which for a family plan for the duration of this contract in exchange for the compensation considerations outlined in sections 2 and 9 herein. Should a qualifying event occur relative to health insurance coverage or Ms. Hodges elects to enroll in the Town's group health insurance program during open enrollment, Ms. Hodges' will discuss the matter with the Board whereby Sections 2 and/or 9 of this Agreement may be adjusted.
- (b) Ms. Hodges will be afforded the opportunity to participate in the Town's life insurance programs on the same terms and conditions on which such insurance is provided to other non-union, non-contract managerial employees of the Town, including but not limited to premium contributions, coverage, and plan options.
- (c) Ms. Hodges shall be required to participate in the Worcester Regional Retirement System and shall work with Retirement officials to transfer any credible service and applicable contributions from her previous roles into the WRRS.
- (d) Ms. Hodges shall be entitled to twenty (20) vacation days for each Contract Year covered by this Agreement. Vacation days shall be granted as of July 1st of each year
  - i. Earned vacation days may be used by Ms. Hodges upon notice to the Select Board and subject to the policies of the Town.
  - ii. Accrued, unused vacation days may be carried over from one Contract Year to another during the term of this Agreement, up to a maximum of fifteen (15) days.
  - iii. Upon termination of Ms. Hodges's employment for any reason, Ms. Hodges shall be paid for:
    - Any accrued, unused vacation days which have been carried over from the previous Contract Year, up to the maximum of fifteen (15) days allowed under this Agreement and required by law.
- (e) Ms. Hodges shall be granted sick days, which sick days shall be earned and accrued at the rate of thirteen (13) days per year during each term of this Agreement. There shall be no right of buyback regarding such accrued, unused sick days upon termination of this Agreement. Ms. Hodges will be permitted to carry up to 120 days of sick leave.

- (f) Ms. Hodges shall receive three (3) days of personal leave during each Contract Year. Such days shall not accrue and shall not carry over from one Contract Year to the next. Ms. Hodges shall receive up to five (5) days of bereavement leave for a death of an immediate family member, which shall be defined as including a spouse, parent, step-parent, sibling, child, in-law (sibling, parent spouse). Up to three (3) days bereavement shall be afforded for other non-immediate family circumstances at the discretion of the Board.
- (g) All provisions of law of the Commonwealth of Massachusetts relating to retirement, health insurance, and other fringe benefits shall apply to Ms. Hodges as they generally apply to other employees of the Town, in addition to said benefits enumerated herein specifically for the benefit of Ms. Hodges, except as otherwise provided in this Agreement.
- (h) The following shall be recognized as paid holidays on the day on which they are observed: New Year's Day, Martin Luther King Day, Presidents' Day, Patriots' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day After Thanksgiving Day, Christmas-Eve (noon dismissal), and Christmas Day. If any of the foregoing holidays fall on a Saturday, the preceding Friday will be considered the holiday for purposes of this Agreement. If any of the foregoing holidays fall on a Sunday, the ensuing Monday will be considered the holiday for purposes of this Agreement.

#### **SECTION 8. Professional Development & Certification**

- (a) Ms. Hodges will be allowed to attend professional conferences, trainings, and online sessions each year without loss of vacation or other leave. Attendance at these events shall be discussed with the Board in advance, as applicable, and will be weighed against the needs of the Town.
- (b) Town agrees to pay all reasonable expenses relative to professional membership and development for Ms. Hodges with special focus on those trainings or certification needs which may be required to fulfil the essential functions of the role up to \$3,000 per year.
  - i. Memberships include: The International City Managers Association (ICMA), MA Municipal Association (MMA), MA Municipal Managers Association (MMMA) and the Society for Human Resources Management (SHRM).
  - ii. Development sessions required to maintain certifications including: ICMA-CM, MCPPO, SHIRM-CM, Mediator and any applicable Law Lab Updates and Trainings.
  - iii. Such memberships and/or development attendance shall not unreasonably interfere with the performance of Ms. Hodges's duties and responsibilities to and for the Town.

#### **SECTION 9. Automobile and Other Expenses**

- (a) The use of Ms. Hodges's personal automobile will be required for the performance of her duties under this Agreement. Because of this, the Town shall provide the Administrator with an allowance for such use at the annual rate of \$3,000 for each fiscal year of the agreement to be paid in monthly or bi-weekly installments in accordance with the Town's payroll

processes. The Town also reimburse Ms. Hodges fir all business-related travel expenses including tolls and parking as long as reimbursement is accompanied by proof of expense and dated accordantly.

- (b) Ms. Hodges shall be provided a with a Town smartphone which includes internet, hotspot connection and Town email capability. Ms. Hodges will also be provided a Town tablet enabled with wireless connectivity and access to Town email and any other relevant app-based system. The Town shall provide Ms. Hodges a laptop and docking station for Town business use. Charges for the acquisition and/or monthly fees for access to and on these devises shall be the responsibility of the Town. These devises shall be used for Town business only and may only be used in a manner consistent with the Town's IT policies.

#### **SECTION 10. Indemnification**

- (a) To the extent permitted by law, the Town shall indemnify, save, defend, and hold harmless Ms. Hodges from personal financial loss, all damages, and expenses, including legal fees and costs, to the full extent allowed by, and in accordance with the limitations, restrictions and conditions set forth in Massachusetts General Laws Chapter 258 for claims made against her arising out of the performance of her duties and responsibilities as Town Administrator. This obligation shall survive the termination or expiration of this Agreement with respect to such claims provided that they are based on acts by Ms. Hodges in the scope of her employment hereunder and that such acts occur prior to the termination or expiration of this Agreement.
- (b) The Town shall not be required to indemnify, hold harmless, or defend Ms. Hodges for violations of any civil rights if she is found to have acted in a willful or malicious manner, or for any claims arising out of conduct which is outside the scope of her duties or beyond the Town's legal authorization to indemnify her. The Town shall cover Ms. Hodges under a public liability insurance policy.
- (c) Should, subsequent to her service as Town Administrator, the Town call or summons Ms. Hodges to provide information about or testify as to actions that took place during her tenure as Town Administrator, Ms. Hodges agrees to cooperate.
- (d) The Town shall pay the amount of any settlement or judgment rendered thereon, except in no case will any individual board member(s) be considered personally liable for any demands, claims, suits, actions, and legal proceedings. The Town may compromise and settle any such claim or suit and agrees to pay the amount of any settlement or judgment rendered thereon without recourse to Ms. Hodges.
- (e) This Section shall survive any termination or expiration of this Agreement with respect to covered acts based on conduct which occurred during the term of this agreement.

## **SECTION 11. Notices**

- (a) Notices pursuant to this Agreement shall be sent by certified mail, return receipt requested, by the United States Postal Service addressed as follows:

**FOR THE TOWN:**

SELECT BOARD  
Town of Lancaster  
701 Main Street #1, Lancaster, MA 01523

**TOWN ADMINISTRATOR:**

KATE HODGES  
[REDACTED]

- (b) Alternatively, notices required hereunder may be personally served.
- (c) Notice shall be deemed as given as of the date of personal service or as of the date of receipt of such written notice as provided by the United States Postal Service, as applicable.
- (d) Ms. Hodges agrees to provide the Board with her current address, both mailing and residential, and personal telephone numbers. These shall remain private.

## **SECTION 12. Town Meeting Approval**

The financial obligations called for by this Agreement are subject to appropriation by Town Meeting. The Board agrees to support and to take reasonable action to obtain funding for the financial obligations of the Town under this Agreement, including requesting an appropriation by Town Meeting or funding from other available sources.

## **SECTION 13. Bonding**

The Town shall bear the full cost of any fidelity or other bonds required of the Town Administrator.

## **SECTION 14. Miscellaneous**


- (a) This Agreement constitutes the entire agreement of the parties hereto and may not be altered, amended, or modified, except by an agreement in writing, signed by all parties, and specifically referring to this Agreement.
- (b) The parties hereto each represent and acknowledge that in executing this Agreement they do not rely, and have not relied, upon any representation or statement made by the other party or the other party's agents, representatives, or attorneys regarding the subject matter, basis, or effect of this Agreement.
- (c) This Agreement is made and entered into in the Commonwealth of Massachusetts, and shall be interpreted, enforced, and governed under the laws of the Commonwealth. The parties

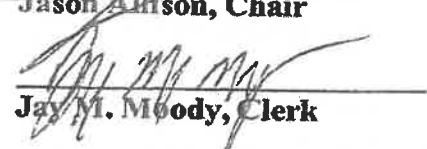
hereto agree that the terms and conditions of this Agreement shall be construed as a whole, according to their fair meaning, and that the Agreement shall not be strictly construed against either party.

- (d) If any cause of action arising out of, under, or in relation to, this Agreement is available, such action shall be brought exclusively in a state court of competent jurisdiction for the Commonwealth of Massachusetts and the parties voluntarily and expressly agree to submit to the jurisdiction of such court.
- (e) This Agreement shall be binding and inure the benefit of the Town's successors and assigns and Ms. Hodges heirs, representatives, agents, designees, assigns, executors, and administrators. If any provision, or any portion thereof, contained in this Agreement is determined by a court of competent jurisdiction to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected thereby, and shall remain in full force and effect. In the event of a conflict between this Agreement and the Massachusetts General Laws, the provisions of the Massachusetts General Laws shall control.
- (f) A failure by any party at any time to require performance of any provision of this Agreement shall not waive, affect, diminish, preclude, or void in any way that party's right to require performance of the same, or any other, provision(s) of this Agreement at any time thereafter. Each term of this Agreement is contractual and not merely a recital.
- (g) The parties will execute all such further and additional documents as shall be reasonable, convenient, necessary, or desirable to carry out the provisions of this Agreement.

IN WITNESS HEREOF, the Town of LANCASTER, Massachusetts, has caused this Agreement to be signed and executed in its behalf:

**By the Lancaster Select Board:**

  
Jason Allison, Chair

  
Jay M. Moody, Clerk

  
Alexander W. Turner, Member

**AND the Town Administrator:**

  
Kate Hodges

All parties execute this Agreement as a Sealed Instrument.



## **SCHEDULED APPEARANCES & PUBLIC HEARINGS**

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***TOWN OF LANCASTER, MASSACHUSETTS***

***MANAGEMENT LETTER***

***JUNE 30, 2021***



**Powers & Sullivan, LLC**  
CPAs AND ADVISORS

100 Quannapowitt Parkway, Suite 101  
Wakefield, Massachusetts 01880  
T. 781.914.1700 | F. 781.914.1701  
info@pas.cpa | www.pas.cpa

To the Honorable Select Board  
Town of Lancaster, Massachusetts:

In planning and performing our audit of the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town of Lancaster, Massachusetts, as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

However, during our audit we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions concerning those matters.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various Town personnel and will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

The Town's written response to the matters identified in our audit has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of management of the Town of Lancaster, Massachusetts, and is not intended to be and should not be used by anyone other than these specified parties.

*Powers & Sullivan, LLC*

March 17, 2022

TOWN OF LANCASTER, MASSACHUSETTS

MANAGEMENT LETTER

JUNE 30, 2021

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## ***Current Comments***

## **RECONCILIATION OF AMBULANCE RECEIVABLE**

### **Current Year Comment**

The Town maintains an ambulance receivable balance of \$296,000 in the general ledger. We noted that the account has not been reconciled from the general ledger to the supporting detail, which is maintained by a third-party billing company, in multiple fiscal years. Reconciling both the activity and the ending balance of the ambulance receivables is an integral internal control procedure and should be performed monthly. Without monthly reconciliations, the possibility of errors and/or irregularities occurring and not being detected in a timely manner increases.

### **Recommendation**

We recommend that the Town Accountant's office reconcile the ambulance receivable to the detailed third-party reports on a monthly basis. The timely reconciliations of the balance will enable the Town to detect errors and irregularities in a more effective and efficient manner, thereby strengthening the overall internal controls of the Town.

### **Management Response**

The Town Accountant will resolve this matter in 2022.

## **INVESTIGATE OLD ACCOUNT BALANCES**

### **Current Year Comment**

The Town has been carrying a balance of \$10,893 in a warrants payable account within the general fund for several years. This balance appears to be no longer valid and should be written-off after further investigation. This is overstating the Town's warrants payable balance.

### **Recommendation**

We recommend that the Town Accountant investigate the old unsupported balance and if deemed to be invalid, it should be written off. Additionally, we recommend that procedures be implemented to verify that year-end warrants payable balances recorded agree with the actual year-end warrants.

### **Management Response**

The Town Accountant will resolve this matter in 2022.

## **TAILINGS**

### **Current Year Comment**

While reviewing the support for tailings from the Town Treasurer we noted that checks dating back to 2014 added to the tailings listing by the Treasurer have not been added to the balance recorded in the general ledger.

This causes the reconciliation of the tailings balance and overall cash balance to be more cumbersome than necessary.

#### Recommendation

We recommend that the tailings detail as maintained by the Treasurer be reconciled to the general ledger on a regular basis. We further recommend that any reconciling items noted be adjusted at the time of the reconciliation process.

#### Management Response

The Town Treasurer will resolve this matter in 2022.

### **EVALUATE REVOLVING FUND BALANCES**

#### Current Year Comment

The Town utilizes a number of revolving funds to account for the activity associated with providing certain fee-based programs. Revolving funds are intended to essentially break-even on an annual basis, where the fee structure is developed to cover the costs of operations. The Town's revolving funds have accumulated a balance of \$168,000 as of June 30, 2021.

#### Recommendation

We recommend that the Town develop procedures to evaluate the balances of all revolving funds on an annual basis. In completing this evaluation, it should be determined whether an individual revolving fund is being appropriately charged for the full scope of services provided, and whether the established fees remain appropriate.

#### Management Response

The Town Accountant will work with the Town Administrator to determine appropriate balances to remain within the programs after evaluating the fee structures and charges. This will be completed during the beginning of 2023.



## ***Prior Comments***

## **DEVELOP WRITTEN DISASTER RECOVERY PROCEDURES**

### Prior Year Comment

The Town has developed a Comprehensive Emergency Management Plan in accordance with the Massachusetts Emergency Management Agency. However, we noted that this plan is very broad in its scope of recommendations in the event of a natural or man-made disaster that could affect the Town. The time to make contingency plans is before disaster strikes, so that all personnel will be aware of their responsibilities in the event of an emergency situation that precludes the use of the existing information technology facilities.

We recommended that management develop a disaster recovery plan that includes, but is not limited to, the following matters:

1. Location of, and access to, off-site storage.
2. A listing of all data files that would have to be obtained from the off-site storage location.
3. Identification of a backup location (name and telephone number) with similar or compatible equipment for emergency processing. (Management should make arrangements for such backup with another organization, a computer vendor, or a service center. The agreement should be in writing.)
4. Responsibilities of various personnel in an emergency.
5. Priority of critical applications and reporting requirements during the emergency period.

### Current Status

The Fire Chief, as the Emergency Management Director, has a plan in place which is followed in a disaster situation. The Fire Chief is currently in the process of documenting the Town's plan into a disaster recovery manual that can be used by all Town employees.

### Continuing Recommendation

Although the Town has procedures in place, we continue to recommend the Town formalize the disaster recovery procedures in a written manual that can be distributed to all departments.

### Management Response

The Town Accountant will work with the Town Administrator to resolve this matter in 2023.

## **ALLOWANCE FOR ABATEMENTS**

### **Prior Year Comment**

During the prior year audit, when comparing the Town's balances in the allowance for abatement accounts with the Assessor's Office estimate of potential liabilities outstanding as a result of Appellate Tax Board cases, it appeared that if all outstanding cases settle for amounts close to the Assessor's Office estimates that the Town would have a shortfall of approximately \$672,000 to cover approved abatements. That would result in the Town having to appropriate funds to cover the shortfall.

During 2021, the Town added an additional \$145,000 to the allowance for abatements account which reduced the estimated shortfall.

### **Current Status**

This comment is considered resolved. All outstanding Appellate Tax Board cases were closed during 2021. A settlement of \$400,000 was paid, which was significantly less than the Assessor's Office estimate.



## V. **BOARDS, COMMITTEES & DEPARTMENT REPORTS**

---



# Proposed Water Main Replacement 2022/2023

## Prioritized Order of Replacement

Location	Existing Size	Length
Harvard Rd	4"	6,000 ft
Neck Rd	4", 2"	2,100 ft
Chase Hill Rd	6"	3,000 ft
South Meadow Rd	6", 10"	3,200 ft
Moffett St	4"	2,400 ft
Schunacher Rd	6", 4"	1,700 ft
Ponakin Rd	6"	3,500 ft
Kilbourn Rd	4"	850 ft
Parker Rd	4"	50 ft

Benefit	Risk
Increased system reliability	Water system shut-downs due to unreliable system
Increased fire protection	Water loss for fire suppression
Conservation of water resources replacing leaking pipes	Water loss
Avoiding potential health issues through inflow contamination or pipe material	Bacterial or other contaminants
Reduced Operation and Maintenance costs	Overtime/emergency and general repairs to an unreliable system.

<b>I. Water Enterprise Revenues</b>	
User Charges	\$1,000,00
Connection Fees	\$10,000
Water Enterprise Available Funds	0
Investment Income	0
<b>Total Revenues</b>	<b>\$1,010,000</b>
<b>II. Costs Appropriated in the Enterprise Fund</b>	
Salaries and Wages	\$321,337
Expenses	\$398,163
Reserve Fund	\$0
Debt Principal	175,000
Debt Interest	115,000
<b>Indirect Costs to General Fund</b>	<b>0</b>
<b>Total Costs Appropriated in E. F.</b>	<b>\$1,010,000</b>

*Select Board recommendation:*

*Finance Committee recommendation*

**Summary:** This article presents the proposed Water Operating Budget for the Town for FY2023. A majority vote is required for passage of this article.

<p align="center"><b>ARTICLE 4</b>  <b>Water Line Replacement</b>  <b>Select Board</b></p>
--

To see if the town will vote to raise and appropriate or transfer from the Water Department Enterprise Retain Earnings account, a sum of money for the engineering, construction, reconstruction, installation of water lines including all paving and all related costs or act in any manner relating to.

*Select Board recommendation:*

*Finance Committee recommendation*

**Summary:** This article presents the proposed water line replacement for the Town for FY2023. A majority vote is required for passage of this article.

<p align="center"><b>ARTICLE 5</b>  <b>Landfill Solar Array Enterprise Fund</b>  <b>Finance Committee</b>  <b>Select Board</b></p>
--

To see if the Town will vote to appropriate \$145,000 or any other sum of money from the Renewable Energy Enterprise Fund to finance the operation of the





## MBTA Requirements

A presentation of the draft MBTA requirements, their impacts on Lancaster, and how we can comply

# MBTA - Chapter 358 of the Acts of 2020



## Chapter 358 of the Acts of 2020

- SECTION 18. Said chapter 40A is hereby further amended by inserting after section 3 the following section:-
  - Section 3A. (a)(1) An MBTA community shall have a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right; provided, however, that such multi-family housing shall be without age restrictions and shall be suitable for families with children. For the purposes of this section, a district of reasonable size shall: (i) have a minimum gross density of 15 units per acre, subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code established pursuant to section 13 of chapter 21A; and (ii) be located not more than 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station, if applicable.
  - (b) An MBTA community that fails to comply with this section shall not be eligible for funds from: (i) the Housing Choice Initiative as described by the governor in a message to the general court dated December 11, 2017; (ii) the Local Capital Projects Fund established in section 2EEEE of chapter 29; or (iii) the MassWorks infrastructure program established in section 63 of chapter 23A.
  - (c) The department, in consultation with the Massachusetts Bay Transportation Authority and the Massachusetts Department of Transportation, shall promulgate guidelines to determine if an MBTA community is in compliance with



As highlighted in the *Future of Work* study, there is an estimated shortage of up to 200,000 housing units in Massachusetts

In addition to MBTA the Governor has already instated the **2018 Housing Bond Bill**, **2021 Economic Development Bill**, **ARPA Spending Package**, and the **Eviction Diversion Initiative**

When the Governor signed the multi-family zoning requirement for MBTA communities into law last January, he made clear that the Administration will take a thoughtful approach in developing compliance criteria in accordance with the new law.

To that end, the draft guidelines:

- Are consistent with the underlying law
- Focus on zoning—the local rules that govern where housing can be built
- Recognize that a multi-family district that is reasonable in one city or town may not be reasonable in another city or town
- Provide local control—municipalities have discretion where multi-family districts are located and the rules established in those districts

This is a real opportunity to establish a new paradigm for encouraging multi-family housing production.

The draft guidelines **do not**:

- Include a production mandate or a requirement to build new units
- There is no requirement to construct a particular number of units, or any units at all. This new law requires multi-family by right zoning, not housing production.
- Have anything to do with “Chapter 40B” which allows developers to *bypass* local zoning in communities where there is not enough affordable housing
- This is not that! Unlike 40B, these draft guidelines have nothing to do with the permitting of individual projects.
- Actual production will depend on several factors, including developer interest, infrastructure (e.g. water/sewer), market dynamics, etc. It will also take time—this is about creating capacity for the future.



DHCD issued preliminary guidance on January 29, 2021. The preliminary guidance provided that MBTA Communities will be deemed to be in compliance with this new section until more detailed compliance criteria are established. These draft guidelines propose those compliance criteria.

- The draft guidelines outline a two-part test to determine reasonable size:
- **1. Minimum Land Area:** multi-family districts must comprise at least 50 acres of land—or approximately 1/10 of the land area within 0.5 mile of a transit station—with a **minimum gross density of 15 units per acre**, subject to any further limitations imposed by relevant aspects of the state environmental code.
- **2. Minimum Multi-Family Unit Capacity:** The multi-family unit capacity is a number of units based on a percentage of total housing units within the community. This represents the number of multi-family housing units that can be developed as of right within the multi-family district. That percentage varies by access to transit:
- MBTA adjacent 10% of minimum MF% of total housing stock or a minimum of 750 units – Lancaster is adjacent to Leominster commuter rail





Important to remember that this is about *capacity*—enabling production by expanding capacity through zoning. Actual unit production will depend on many factors.

Section 3A requires districts be of “reasonable size” **and** have a minimum gross density of 15 units per acre:

**Unit capacity** is the minimum number of multi-family units the zoning allows as of right. Each community’s minimum unit capacity is a percentage of its existing housing stock.

The **gross density requirement** is a simple formula: 15 units times the number of acres in the district. A district comprising 50 acres (i.e. the minimum land area) must allow as of right at least 750 units (15 x 50) to meet the gross density requirement.

Each multi-family zoning district must satisfy **both tests**. In some cases, the minimum number of units will be equal to the minimum unit capacity. In other cases, the minimum number of units allowed as of right will be determined by the gross density requirement.

This explains why **750 units is a floor for all communities** under the draft guidelines.



## MBTA communities with no land area within 0.5 miles of a transit station

—The multi-family district should be located in an area with reasonable access to a transit station based on existing street patterns, pedestrian connections, and bicycle lanes, or in an area that otherwise is consistent with the Commonwealth's sustainable development principles (e.g., near an existing downtown, village center, or an area of concentrated development).

The Baker-Polito Administration realizes that implementation is going to be complex and challenging, and that some municipalities — possibly many — are going to need help and support of different kinds.

To that end, DHCD is developing a suite of Technical Assistance to support municipalities, over time, with implementation.

EOHED/DHCD/MHP are working to make the process of seeking and receiving technical assistance as streamlined as possible for municipalities. — currently the DELTA, MassWorks, and MDI are available — but the responsibility will be on the developer to supply water and sewer — not the responsibility of the Town.





**March 31, 2022**

Public Comment Period Ends

**May 2, 2022**

Deadline to Submit MBTA Community Information Form

**December 31, 2022**

Submit an Action Plan or Request for Compliance Determination

**March/July 20231**

Action Plan Approval from DHCD

**December 31, 2023**

Subway and Bus Communities must adopt zoning amendment

**December 31, 2024**

Commuter Rail and Adjacent Communities must adopt zoning amendment

subway communities and bus service communities must obtain DHCD approval of an action plan by no later than March 31, 2023. Commuter rail communities and adjacent communities must obtain DHCD approval of a timeline and action plan by no later than July 1, 2023.

**Final Guidelines to be issued after Stakeholder**

**Engagement Process:**

- Once final guidelines are developed, communities will be expected to take affirmative steps towards the creation of a compliant multi-family district.
- Deadline for having a compliant zoning district as proposed in the draft will be phased-in: 2024 for commuter rail and MBTA adjacent communities



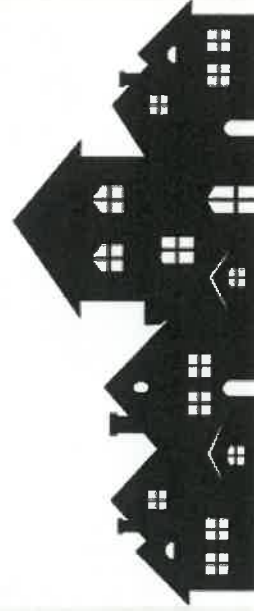
## Q&A

### ***Can the town establish a multi-family district in an area where there is already significant multi-family development?***

Yes, but we still must demonstrate the district meets the “reasonable size” criteria, including the minimum unit capacity, and at the required minimum gross density.

### ***How do the draft compliance guidelines define reasonable size?***

The draft compliance guidelines consider two factors in determining if a zoning district is of reasonable size. First, they require the land area in the district be at least 50 acres. Second, the draft guidelines consider the number of multi-family units that the zoning allows in the district—what the guidelines refer to as the district’s “multi-family unit capacity.” The minimum multi-family unit capacity for each district depends on the type of transit service in a particular community, if any, and ranges from 10 to 25 percent of the community’s total housing stock. This may at first sound like a large number of units, but keep in mind that “unit capacity” is just a measure of the number of multi-family units allowed by right in the district—many of which may already exist. Unit capacity is not a requirement to construct a particular number of units, or any units at all. Section 3A requires multi-family by right zoning, not housing production.





***A minimum land area of 50 acres seems like a lot—isn't that too big for our community?***

The intent of Section 3A is to require the creation of multi-family zoning districts within 0.5 miles of a transit station, where applicable. For reference, a circle with a half-mile radius and a transit station at its center comprises about 500 acres. The minimum district size of 50 acres is approximately one-tenth of that land area. In most MBTA communities, 50 acres will be well under 1 percent of the community's total land area. A minimum land area of 50 acres will encourage long-term, neighborhood-scale planning, instead of using zoning as a way to permit proposed projects on specific sites. But 50 acres is still only a small fraction of the land area in a town and gives communities significant flexibility on where to locate a district in the half-mile radius around a transit station.

***Section 5.a of the draft guidelines states that portions of an overlay district can be a minimum of 5 acres as long as one portion of the overlay district is 25 acres. Does this apply to "base districts" as well? Yes, base districts and overlay districts have the same minimum land area requirements.***

**My community has 2500 total housing units and is categorized as an “adjacent community.” Is the required unit capacity 250 (10% of the total housing units) or 750 (50 acres x 15 units/acre)?**

Your town’s minimum unit capacity is 250 as that term is defined in the draft guidelines. But, to comply with Section 3A, the multi-family zoning district also must meet the minimum gross density requirement of not less than 750 multi-family units (for a 50-acre district). Because the guidelines establish a minimum land area of 50 acres and the statute requires a minimum gross density of 15 units per acre, the result is that every MBTA community, regardless of its size, must provide a zoning district that allows at least 750 multi-family units as of right. This requirement is a floor on the number of units a zoning district must allow—many MBTA communities are required to have a district with a larger unit capacity. In other words, because of the minimum gross density requirement, a compliant district must allow at least 750 units regardless of the number of housing units in the community.

The important thing to understand is that you are counting what the zoning allows by right, not the number of units that currently exist. Note that in addition to meeting the unit capacity requirement, the district must meet the minimum gross density requirement as well. In some cases, the zoning for a district will need to allow for more multi-family units to meet the minimum gross density requirement.



• • • • •

***What does it mean to have a minimum gross density of 15 units per acre?***

Section 3A states that each multi-family zoning district of reasonable size "shall ... have a minimum gross density of 15 units per acre, subject to any further limitations imposed by Section 40 of Chapter 131 and title 5 of the state environmental code established pursuant to Section 13 of Chapter 21A" The law defines gross density as "a units-per-acre density measurement that includes land occupied by public rights-of-way and any recreational, civic, commercial and other nonresidential uses." The law clearly states that the gross density requirement applies to the district as a whole, rather than to individual parcels or projects within that district. The draft guidelines provide further instruction on how to calculate the gross density of an existing or proposed multi-family zoning district.

***Can the multi-family district have subdistricts with varying degrees of density as long as the average gross density is 15 units/acre? Yes. The draft guidelines permit the multi-family district to contain sub-districts that may have varying densities (higher and lower than a gross density of 15 units/acre) as long as the gross density for the entire district is at least 15 units/acre.***





***Is a district that allows or requires mixed use and residential gross density of at least 15 units per acre acceptable to meet the guidelines?***

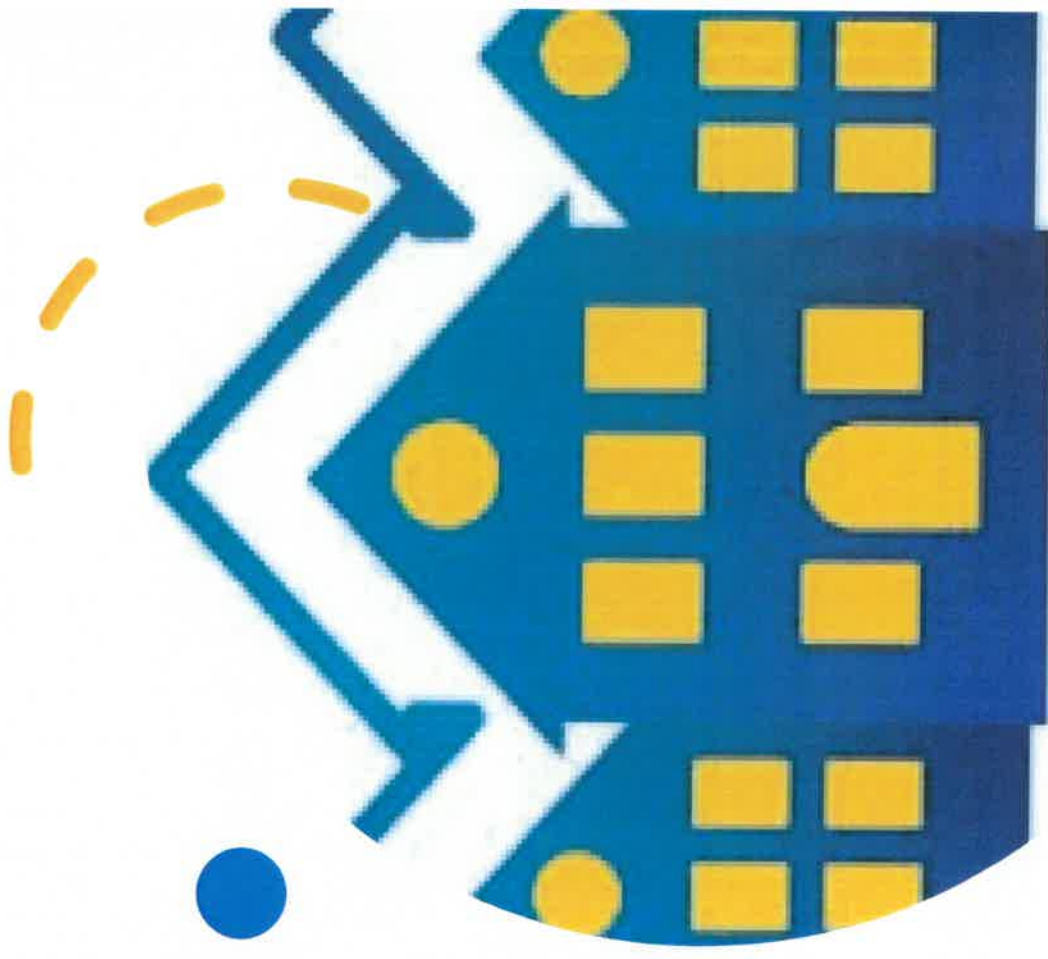
Yes, commercial and other uses can also be permitted by right or by special permit in a multi-family zoning district. A mixed-use district will be deemed to comply with Section 3A as long as it meets the unit capacity, density and other requirements in the guidelines.

***What happens if my community does not comply with Section 3A?***

MBTA communities that do not timely comply with Section 3A will not be eligible to receive Massworks or Housing Choice funding through the 2022 Community One-Stop Application. Non-compliant MBTA communities will also be ineligible to receive funding from the Local Capital Projects Fund established in section 2EEEE of chapter 29. The compliance requirements in effect until the issuance of final guidelines can be [found here](#).

***What if I already have a zoning district in which multi-family housing is allowed by special permit? Does that count?***

No, the law requires that multi-family uses be allowed by right in the district. Those uses may be subject to site plan review and design review, but multi-family uses cannot be subject to special permits or other discretionary permits that a local board can deny the use, or impose conditions unrelated to site layout, pedestrian safety, internal circulation of automobiles, and public safety considerations.



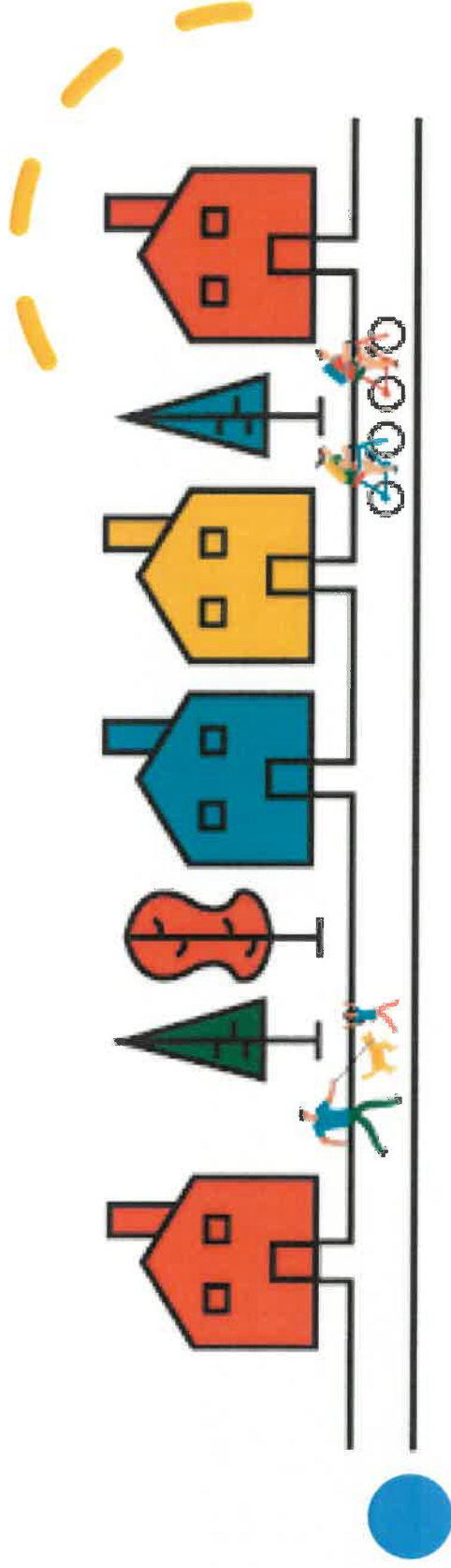


***Can an MBTA community's zoning require that multi-family projects within a multi-family zoning district include a specified percentage of affordable units?***

Yes, reasonable affordability requirements are allowed, as long as they are financially feasible and do not unduly impede the construction of new multi-family housing in the district. At least 140 cities and towns in the Commonwealth have some form of "inclusionary" zoning requiring that a percentage of units in new housing developments be affordable. Any affordability requirements in a zoning ordinance or bylaw will be reviewed on a case-by-case basis to ensure that they are reasonable.

***Can a project within the multi-family zoning district be required to have an adequate number of parking spaces?***

Requiring too many parking spaces for multi-family housing projects can practically impede the number of multi-family units that can be constructed within the district. A municipality should consider reducing or eliminating any minimum parking requirements in the multi-family zoning district—particularly for projects that are within walking or biking distance to a transit station—to allow for a greater density of multi-family units on each parcel. In all cases, a municipality must consider whether the unit capacity and minimum gross density requirements are met given the amount of parking required.



***Our community does not currently provide a public sewer system. Are we required to design and construct a public sewer system and offer sewer hook ups to support higher density housing? If so, how can we pay for that expensive infrastructure?***

No. Multi-family housing can be created at the required density using private septic and wastewater treatment systems that meet state environmental standards. Where public systems currently exist, private developers may be able to support the cost of necessary water and sewer extensions. Communities are encouraged to consider the location of any municipal water sources and other nitrogen-sensitive areas when siting multi-family zoning districts to minimize barriers to installing septic and wastewater systems that can serve the needs of multi-family housing development in the district. Cities and towns seeking to affirmatively plan for growth may also be eligible for state grants to defray the cost of new or expanded public infrastructure.

***Our community is concerned that new multi-family housing will mean many more children in the school system. Our school system is already at capacity and we do not have the resources to accommodate more children. What can we do? The new law does not require immediate housing production—only the creation of compliant zoning districts where multi-family housing may be created as of right. It is unlikely that communities will see an immediate increase in school attendance, given the time needed to assemble land for development, design and build housing. Moreover, studies have shown that in most cases new multi-family housing development has no negative impact on a community's school system.***

## Helpful links and resources:

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[MBTA Communities Frequently Asked Questions | Mass.gov](https://www.mass.gov/mbtacommunities)  
<https://www.mass.gov/mbtacommunities>  
<https://www.mass.gov/onestop>  
<http://www.mhp.net/mbtazoning>  
[Multi-Family Zoning Requirement for MBTA Communities | Mass.gov](http://www.mhp.net/mbtazoning)  
[Multi-Family Zoning Requirement for MBTA Communities | Mass.gov](http://www.mhp.net/mbtazoning)





# **Town Administrator Report**

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## ADMINISTRATION, BUDGET AND POLICY

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#1

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March 31, 2022

To: Select Board

From: Jeff Nutting, Interim Town Administrator

Subject: FY 23 Proposed General Fund Operating and Capital Budget



Please find attached five documents related to the FY 23 Budget.

1. The amount of Free Cash available that will be available after the Town Meeting if the recommended budget and capital plan are approved.
  2. A list of large increases in descending order. You will note the majority of the increases are either mandated increases or expense increases. Most of the wage increase related to step raises and COLA per the collective bargaining agreements.
    - This budget funds all the existing positions, many that were created either late in last fiscal year or during this fiscal year.
    - The budget proposes to add a 19 hour per week administrative assistant and \$50,000 additional funds for better Per Diem coverage in the Fire Department. As the department continues to have increase demand for service this will help provide a little more response capacity.
    - Adds a very small amount for committees to have someone take minutes, but this has minimal effect on the overall budget.
  3. The proposed FY 23 Budget -- See attached
  4. The proposed FY 23 Water Enterprise Budget -- See attached
- The water budget is status quo except for the addition of one position in the water department.

5. The proposed capital Budget
  - This includes \$75,000 to fund an architectural/engineering study of the Library to address all the building issues including but not limited to the roof, HVAC, windows, carpet, etc. This will provide a cost estimate to make all the improvements needed that would be presented to 2023 Annual Town Meeting for a vote to move forward with the much-needed repairs.
  - The \$25,000 for the conservation commission is to make improvements to conservation land including property located behind Mary Catherine Drive. In the future the town will need to fund ongoing maintenance of

conservation land. I recommend a five-year capital plan be developed for inclusion in the FY 24 capital plan.

**I request the Board endorse the proposed budget and capital plan prior to the Annual Town Meeting.**

CC: Finance Committee Chair

Finance Director

Town Departments and Committees



**Cheryl Gariepy**

**TOWN OF LANCASTER**

**978-365-3326 ext 1301**

**Bobbi Colburn**

**GENERAL FUND**

**FREE CASH CALCULATION**

BEGIN	UNRESERVED UNDESIGNATED FUND BALANCE 3/30/22	2,421,475
LESS	FREE CASH VOTED FY22 STM 3/21/22	397,000
LESS	REAL ESTATE TAX RECEIVABLE	184,252
LESS	PERSONAL PROPERTY TAXES RECEIVABLE	6,028
LESS	OTHER RECEIVABLE, OVERDRAWN ACCOUNTS, DEFICITS	1,907
LESS	OUTSTANDING BALANCES 3/30/2022	363,819
LESS	FREE CASH VOTED FROM TOWN MEETING NOT RECORDED 5/2/22	
	TO BALANCE FY23 BUDGET	703,085
	LIBRARY FEASIBILITY STUDY	75,000
	CONSERVATION	25,000
ADD	DEFERRED REVENUE (CREDIT BALANCE +, DEBIT BALANCE -)	-743
	FREE CASH MAY 2, 2022	<u><u>664,641</u></u>



**FY23C37A7AA1:C38**

REAL AND PERSONAL	707,636.61
ESTIMATED RECEIPTS	64,650.00
STATE AID	38,785.00
<b>REVENUE INCREASE</b>	<b>811,071.61</b>

**Increases**

NRSD	746,078 Assessment
Cherry Sheet Assess	144,867 First time in budget
COMM DEV PLANNING	120,106 Not budgeted FY22
LEGAL	97,500 Estimate based on current use and CB bargaining in FY23
FIRE	84,185 Wage, PT New Admin and 50K Per Diem
HEALTH INSURANCE	69,328 Active & Retiree Health
WORCESTER COUNTY RETIR	63,859 Assessment
COA	59,974 Combine Comm/COA Director and full time Liaison
GENERAL INSURANCE	53,443 General Liability
TOWN ADMINISTRATOR	53,408 Wage
HIGHWAY EXPENSE	40,600 Expense
POLICE	38,134 Wage
HIGHWAY WAGES	29,713 Wage
TREAS/COLLECTOR	27,957 Wage
BUILDING WAGES	24,114 Wage
SNOW & ICE	23,800 Expense - Increasing budget closer to average spending
TOWN CLERK WAGES	20,500 Wage
POLICE EXPENSE	19,092 Expense
TREAS/COLLECTOR	18,811 Expense - Placed Tax Title in budget for the first time
IT EXPENSE	17,547 Expense
LIBRARY	16,921 Wage
FIRE EXPENSE	15,742 Expense
CEMETERY	15,597 Wage
DISPATCH	13,500 Assessment
FACILITIES	13,308 Wage
BOH EXPENSE	11,914 Expense
FACILITIES EXPENSE	10,750 Expense
HUMAN RESOURCES	(73,600) Wage
MINUTEMAN	(97,266) Assessment

**BUDGET INCREASE****1,679,882**



# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

TOWN OF LANCASTER

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2023 GENERAL FUND BUDGET REQUESTS

31-Mar-22

ACCOUNTS FOR:

GENERAL FUND

## 1130 TOWN MEETING

1113200	534000 COMMUNICATIONS	2,000.00	2,500.00	2,500	2,500	2,500
1113200	534001 TOWN REPORT	0.00	0.00	2,000	2,000	2,000
<b>TOTAL</b>	<b>TOWN MEETING</b>	<b>2,000.00</b>	<b>2,500.00</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>

## 1220 SELECTMEN

1122100	511000 TOWN ADMINISTRATOR	135,532.00	155,000.00	175,000	175,000	175,000
1122100	511030 EXECUTIVE ASSISTANT	67,918.74	69,277.11	74,859	74,859	74,859
1122100	513000 OVERTIME	2,000.00	3,000.00	3,000	3,000	3,000
	DEFERRED COMP	8,000.00	0.00	5,000	5,000	5,000
	PERSONAL USE OF CAR	0.00	0.00	3,000	3,000	3,000
	MINUTE TAKER	0.00	0.00	6,000	6,000	6,000
		<b>213,450.74</b>	<b>227,277.11</b>	<b>266,859</b>	<b>266,859</b>	<b>266,859</b>

## 1122200 SELECTMEN EXPENSE

1122200	524000 REPAIRS & MAINTENANCE	0.00	0.00	0	0	0
1122200	530000 PROFESSIONAL TECHNICAL	0.00	4,162.43	4,700	4,700	4,700
1122200	534000 COMMUNICATIONS	0.00	100.00	100	100	100
1122200	534400 POSTAGE	150.00	100.00	300	300	300
1122200	534500 LEGAL ADVERTISING	100.00	100.00	100	100	100
1122200	542000 OFFICE SUPPLIES	2,500.00	4,500.00	4,500	4,500	4,500
1161200	570001 GENERAL CODE	2,500.00	3,000.00	3,500	3,500	3,500
1122200	571100 MEETINGS & CONFERENCES	1,000.00	1,000.00	1,000	1,000	1,000
1122200	573000 DUES/MEMBERSHIPS	3,003.00	3,000.00	3,200	3,200	3,200
<b>TOTAL</b>	<b>SELECTMEN</b>	<b>9,253.00</b>	<b>15,962.43</b>	<b>17,400</b>	<b>17,400</b>	<b>17,400</b>

## 1310 FINANCE COMMITTEE

1131200	534000 COMMUNICATION	0.00	0.00	1,000	1,000	1,000
1131200	571100 MEETINGS & CONFERENCES	0.00	200.00	200	200	200
1131200	573000 DUES/MEMBERSHIPS	180.00	180.00	180	180	180
		<b>180.00</b>	<b>380.00</b>	<b>1,380</b>	<b>1,380</b>	<b>1,380</b>

# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

## ACCOUNTS FOR:

### GENERAL FUND

#### 1131600 FINANCE COMM RESERVE

1131600	519900 COMPENSATION RESERVE	85,450.00	100,000.00	100,000	100,000	100,000
1131600	578000 RESERVE FUND	145,000.00	145,000.00	145,000	145,000	145,000
<b>TOTAL</b>	<b>FINANCE COMMITTEE</b>	<b>230,450.00</b>	<b>245,000.00</b>	<b>245,000</b>	<b>245,000</b>	<b>245,000</b>

#### 1350 FINANCE DEPT - ACCOUNTANT

1135100	511000 TOWN ACCOUNTANT	104,462.21	106,551.45	106,552	106,552	106,552
1135100	511020 ASSISTANT TOWN ACCOU	54,590.83	55,682.65	60,236	60,236	60,236
		<b>159,053.04</b>	<b>162,234.10</b>	<b>166,788</b>	<b>166,788</b>	<b>166,788</b>

#### 1135200 FINANCE DEPT - EXPENSE

1135200	530600 TOWN AUDIT	30,500.00	30,500.00	30,500	30,500	30,500
1135200	542000 OFFICE SUPPLIES	1,500.00	1,500.00	1,500	1,500	1,500
1135200	571000 IN-STATE TRAVEL	0.00	50.00	50	50	50
1135200	571100 MEETINGS & CONFERENC	0.00	500.00	500	500	500
1135200	573000 DUES/MEMBERSHIPS	95.00	95.00	95	95	95
<b>TOTAL</b>	<b>FINANCE DEPT - ACCOUNT</b>	<b>32,095.00</b>	<b>32,645.00</b>	<b>32,645</b>	<b>32,645</b>	<b>32,645</b>

#### 1410 ASSESSORS

1141100	511010 ADMINISTRATIVE ASSESS	77,417.08	67,191.84	67,192	67,192	67,192
1141100	511030 ASSISTANT ASSESSOR	38,755.92	38,755.92	38,758	38,758	38,758
		<b>116,173.00</b>	<b>105,947.76</b>	<b>105,950</b>	<b>105,950</b>	<b>105,950</b>

#### 1141200 ASSESSOR EXPENSE

1141200	530000 PROFESSIONAL TECHNICA	2,200.00	2,200.00	2,200	2,200	2,200
1141200	530020 CONTRACTED SERVICES	26,000.00	26,000.00	26,000	26,000	26,000
1141200	530200 APPRAISAL SERVICES	5,000.00	5,000.00	5,000	5,000	5,000
1141200	535100 SOFTWARE CAMA/GIS	4,500.00	4,500.00	4,500	4,500	4,500
1141200	542000 OFFICE SUPPLIES	400.00	400.00	400	400	400
1141200	571000 IN-STATE TRAVEL	0.00	0.00	50	50	50
1141200	571100 MEETINGS & CONFERENC	500.00	640.00	640	640	640
1141200	573000 DUES/MEMBERSHIPS	204.00	204.00	204	204	204
<b>TOTAL</b>	<b>ASSESSORS</b>	<b>38,804.00</b>	<b>38,944.00</b>	<b>38,994</b>	<b>38,994</b>	<b>38,994</b>

#### 1470 TREASURER/COLLECTOR

1147100	511010 TREASURER COLLECTOR	89,066	98,449	98,450	98,450	98,450
1147100	511020 ASSISTANT TREASURER CC	37,752	41,298	41,298	41,298	41,298

# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

ACCOUNTS FOR:		FY22	FY23	FY23	FY23	FY23	FY23
GENERAL FUND		BUDGET	DEPT REQUEST	TA RECOMM	FC RECOMM	ATM	
1147100	511030 DEPARTMENT ASSISTANT	38,304	41,298	26,666	26,666	26,666	
	511030 DEPARTMENT ASSISTANT	0	0	26,666	26,666	26,666	
		<b>165,123</b>	<b>181,045</b>	<b>193,080</b>	<b>193,080</b>	<b>193,080</b>	
1147200	<b>TREASURER/COLLECTOR EXPENSE</b>						
1147200	530000 PROFESSIONAL TECHNICA	9,972	9,000	9,000	9,000	9,000	
1147200	530002 TAX TITLE LEGAL EXPENSE	0	20,000	20,000	20,000	20,000	
1147200	531000 BONDING	975	0	0	0	0	
1147200	534400 POSTAGE	3,500	3,500	3,500	3,500	3,500	
1147200	534500 LEGAL ADVERTISING	500	500	500	500	500	
1147200	534600 PRINTING SERVICES	700	700	700	700	700	
1147200	542000 OFFICE SUPPLIES	1,000	1,200	1,200	1,200	1,200	
1147200	571000 IN-STATE TRAVEL	0	0	0	0	0	
1147200	571100 MEETINGS/CONFERENCES	0	295	295	295	295	
<b>TOTAL</b>	<b>573000 DUES/MEMBERSHIPS</b>	<b>130</b>	<b>393</b>	<b>393</b>	<b>393</b>	<b>393</b>	
	<b>1510 TREASURER/COLLECTOR</b>	<b>16,777.00</b>	<b>35,588.30</b>	<b>35,588</b>	<b>35,588</b>	<b>35,588</b>	
1151200	<b>TOWN COUNSEL</b>						
	530000 GENERAL COUNSEL	47,500.00	50,000.00	120,000	120,000	120,000	
<b>TOTAL</b>	<b>530001 LABOR COUNSEL</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	
	<b>1520 TOWN COUNSEL</b>	<b>47,500.00</b>	<b>50,000.00</b>	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>	
1152100	<b>HUMAN RESOURCES</b>						
	511000 HUMAN RESOURCE DIREC	138,600.00	65,000.00	65,000	65,000	65,000	
<b>TOTAL</b>	<b>542000 OFFICE SUPPLIES</b>	<b>138,600.00</b>	<b>65,000.00</b>	<b>65,000.00</b>	<b>65,000.00</b>	<b>65,000.00</b>	
	534400 POSTAGE	0.00	0.00	500	500	500	
<b>TOTAL</b>	<b>573000 DUES/MEMBERSHIPS</b>	<b>0.00</b>	<b>0.00</b>	<b>200</b>	<b>200</b>	<b>200</b>	
	<b>1550 HUMAN RESOURCES EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>	<b>100</b>	<b>100</b>	
1155100	<b>TECHNOLOGY DEPT</b>						
<b>1155200</b>	<b>511010 IT DIRECTOR</b>	<b>85,526.00</b>	<b>90,501.00</b>	<b>90,501</b>	<b>90,501</b>	<b>90,501</b>	
1155200	<b>TECHNOLOGY EXPENSE</b>						
1155200	524000 REPAIRS & MAINTENANCE	2,000.00	2,000.00	2,000	2,000	2,000	
1155200	524010 COMPUTERS	4,000.00	4,000.00	4,000	4,000	4,000	

# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

ACCOUNTS FOR:		FY22	FY23	FY23	FY23	FY23	FY23
GENERAL FUND		BUDGET	DEPT REQUEST	TA RECOMM	FC RECOMM	ATM	
1155200	524015 MONITORS	1,000.00	1,000.00	1,000	1,000	1,000	
1155200	524020 PRINTERS	500.00	0.00	0	0	0	
1155200	524025 BATTERY BACK-UPS	150.00	150.00	150	150	150	
1155200	524035 OTHER COMPUTER EQUIP	1,500.00	1,000.00	1,000	1,000	1,000	
1155200	TECHNOLOGY EXP CONTINUED						
1155200	527000 RENTALS & LEASES	24,500.00	24,500.00	24,500	24,500	24,500	
1155200	530000 PROFESSIONAL TECHNICA	2,500.00	2,500.00	2,500	2,500	2,500	
1155200	534000 PHONES-ALL TOWN BLDG	25,000.00	25,000.00	25,000	25,000	25,000	
1155200	534100 VADAR/MUNIS LICENSE A	74,191.00	82,283.36	82,283	82,283	82,283	
1155200	534200 PAYROLL SERVICES	11,500.00	18,000.00	18,000	18,000	18,000	
1155200	534300 CLOUD SERVICES - OFFICE	8,200.00	9,000.00	9,000	9,000	9,000	
1155200	534400 POSTAGE	4,000.00	8,000.00	8,000	8,000	8,000	
1155200	534700 VIRTUAL TOWN HALL	3,045.00	3,200.00	3,200	3,200	3,200	
1155200	534800 INTERNET CONNECTION A	6,200.00	6,200.00	6,200	6,200	6,200	
1155200	534900 CELL PAGERS ALARM LINE	7,000.00	6,000.00	6,000	6,000	6,000	
1155200	542000 IT OFFICE SUPPLIES	250.00	250.00	250	250	250	
1155200	573000 DUES & MEMBERSHIP	0.00	0.00	0	0	0	
TOTAL	TECHNOLOGY DEPT	175,536.00	193,083.36	193,083	193,083	193,083	
1610							
1161100	TOWN CLERK						
1161100	511000 TOWN CLERK	70,450.00	75,147.12	75,147	75,147	75,147	
1161100	511020 ASSISTANT TOWN CLERK	36,052.00	38,142.00	51,855	51,855	51,855	
1161100	511150 WEBSITE ADMINISTRATOR	0.00	13,915.20	0	0	0	
1161100	513000 OVERTIME	750.00	750.00	750	750	750	
1161200		107,252.00	127,954.32	127,752	127,752	127,752	
1161200	TOWN CLERK EXPENSE						
1161200	531000 BONDING	200.00	0.00	0	0	0	
1161200	534400 POSTAGE	100.00	100.00	100	100	100	
1161200	542000 OFFICE SUPPLIES	350.00	1,000.00	1,000	1,000	1,000	
1161200	558001 DOG LICENSES	0.00	0.00	275	275	275	
1161200	571000 IN-STATE TRAVEL	0.00	0.00	0	0	0	
1161200	571100 MEETINGS/CONFERENCES	800.00	1,000.00	1,000	1,000	1,000	



# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

ACCOUNTS FOR:		FY22	FY23	FY23	FY23	FY23
GENERAL FUND		BUDGET	DEPT REQUEST	TA RECOMM	FC RECOMM	ATM
TOTAL	580010 TOWN CLERK RECORD PRI	0.00	0.00	0	0	0
	1640 TOWN CLERK	1,750.00	2,350.00	2,625	2,625	2,625
1164100 ELECTIONS/REGISTRARS						
1164200	512220 TEMPORARY WAGES	5,000.00	5,000.00	5,000	5,000	5,000
1164200 ELECTIONS EXPENSE						
1164200	524000 REPAIRS & MAINTENANCE	0.00	500.00	500	500	500
1164200	534000 COMMUNICATIONS	0.00	0.00	0	0	0
1164200	534400 POSTAGE	1,227.00	1,500.00	1,500	1,500	1,500
1164200	534600 PRINTING SERVICES	6,500.00	6,500.00	6,500	6,500	6,500
1164200	542000 OFFICE SUPPLIES	500.00	500.00	500	500	500
TOTAL	549000 FOOD SERVICE SUPPLIES	350.00	350.00	350	350	350
	1790 ELECTIONS/REGISTRARS	8,577.00	9,350.00	9,350	9,350	9,350
1179100 COMMUNITY DEVELOPMENT AND PLAN						
1179100	511000 PLANNING DIRECTOR	0.00	83,707.92	83,708	83,708	83,708
1179100	511030 OFFICE MANAGER	39,698.00	45,333.60	45,334	45,334	45,334
1179100	MINUTE TAKER	0.00	0.00	2,500	2,500	2,500
	513000 OVERTIME	1,000.00	500.00	3,000	3,000	3,000
1179200		66,960.00	182,065.52	187,066	187,066	187,066
1179200 CDP EXPENSE						
1179200	530003 MONTACHUSETT REGION	2,200.00	2,453.37	2,453	2,453	2,453
1179200	534400 POSTAGE	300.00	400.00	400	400	400
1179200	534500 LEGAL ADVERTISING	250.00	300.00	300	300	300
1179200	542000 OFFICE SUPPLIES	750.00	750.00	750	750	750
1179200	551010 ADA INTERPRETER	0.00	0.00	0	0	0
1179200	571000 IN-STATE TRAVEL	100.00	100.00	100	100	100
1179200	571100 MEETINGS/CONFERENCES	150.00	150.00	150	150	150
TOTAL	573000 DUES/MEMBERSHIPS	525.00	525.00	525	525	525
	1990 COMMUNITY DEVELOPMENT	4,375.00	4,778.37	4,778	4,778	4,778
1199100 FACILITIES MAINTENANCE						
1199100	511040 MAINTENANCE WAGES	65,380.00	66,687.60	66,688	66,688	66,688

# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

## ACCOUNTS FOR:

### GENERAL FUND

1199100	513000 OVERTIME	8,000.00	8,000.00	20,000	20,000	20,000	ATM
519001	BLDG MAINT UNIFORM A	1,000.00	1,000.00	1,000	1,000	1,000	1,000
<b>1920</b>		<b>74,380.00</b>	<b>75,687.60</b>	<b>87,688</b>	<b>87,688</b>		<b>87,688</b>

### 1192200 TOWN BUILDINGS ENERGY

1192200	520900 WASTE MANAGEMENT	6,000.00	8,000.00	10,000	10,000	10,000	10,000
1192200	521100 ELECTRICITY	12,000.00	12,000.00	50,000	50,000	50,000	50,000
1192200	521200 HEATING OIL	50,000.00	50,000.00	20,000	20,000	20,000	20,000
1192200	521300 PROPANE	35,000.00	35,000.00	22,000	22,000	22,000	22,000
1192200	521400 DIESEL FUEL	22,000.00	22,000.00	27,000	27,000	27,000	27,000
1192200	521500 GASOLINE	45,000.00	45,000.00	45,000	45,000	45,000	45,000
1192200	523100 WATER	2,700.00	2,700.00	2,700	2,700	2,700	2,700
1192200	523200 SEWER	500.00	500.00	500	500	500	500
1199200	540001 FIRE ALARM MONITORING	500.00	500.00	500	500	500	500
1199200	534000 COMMUNICATIONS	0.00	0.00	0	0	0	0
1199200	538000 OTHER PURCHASE OF SER	1,200.00	600.00	600	600	600	600
1199200	542000 OFFICE SUPPLIES	1,200.00	1,000.00	1,000	1,000	1,000	1,000
1199200	543000 REPAIRS & MAINTENANCE	4,000.00	4,000.00	4,000	4,000	4,000	4,000
1199200	545000 CUSTODIAL/HOUSEKEEPING	1,300.00	2,000.00	2,000	2,000	2,000	2,000
1199200	545002 CUSTODIAL SERVICES	57,344.00	50,000.00	50,000	50,000	50,000	50,000
1199200	546000 GROUNDSKEEPING SUPPLIES	1,000.00	900.00	900	900	900	900
1199200	548000 VEHICLE SUPPLIES	1,200.00	2,500.00	2,500	2,500	2,500	2,500
<b>TOTAL</b>	571000 IN-STATE TRAVEL	0.00	0.00	0	0	0	0
	<b>FACILITIES MAINTENANCE</b>	<b>282,944.00</b>	<b>291,700.00</b>	<b>293,700</b>	<b>293,700</b>	<b>293,700</b>	<b>293,700</b>

### SALARY & WAGES

	EXPENSES	1,078,367.78	1,322,712.01	1,395,683.90	1,395,683.90	1,395,683.90	1,395,683.90
		764,791.00	887,281.46	924,043.30	924,043.30	924,043.30	924,043.30
<b>TOTAL</b>	<b>GENERAL GOVERNMENT</b>	<b>1,843,158.78</b>	<b>2,209,993.47</b>	<b>2,319,727</b>	<b>2,319,727</b>	<b>2,319,727</b>	<b>2,319,727</b>

# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

ACCOUNTS FOR:  
GENERAL FUND

	FY22	FY23	FY23	FY23	FY23
	BUDGET	DEPT REQUEST	TA RECOMM	FC RECOMM	ATM
<b>1210100 POLICE</b>					
1210100 511000 POLICE CHIEF	115,500.00	121,964.17	130,000	130,000	130,000
1210100 511030 ADMINISTRATIVE ASSISTANT	59,527.00	65,876.40	65,876	65,876	65,876
1210100 511200 LIEUTENANT	0.00	0.00	0	0	0
1210100 511210 SERGEANT	225,942.00	230,461.33	230,461	230,461	230,461
1210100 511230 PATROLMEN	497,404.00	507,351.87	507,352	507,352	507,352
1210100 511240 PERMANENT RESERVE OFFICER	0.00	0.00	0	0	0
1210100 511250 MATRON	1,500.00	1,500.00	1,500	1,500	1,500
1210100 513000 OVERTIME /RESERVE OFFICER	145,033.00	147,933.66	147,934	147,934	147,934
1210100 514000 DIFFERENTIALS	16,175.00	16,498.62	16,499	16,499	16,499
1210100 519000 CAREER INCENTIVE	23,000.00	22,593.00	22,593	22,593	22,593
1210100 519001 UNIFORM ALLOWANCE	20,000.00	20,000.00	20,000	20,000	20,000
<b>1210200</b>	<b>1,104,081.00</b>	<b>1,134,179.05</b>	<b>1,142,215</b>	<b>1,142,215</b>	<b>1,142,215</b>
<b>1210200 POLICE EXPENSE</b>					
1210200 523000 NON-ENERGY	0.00	0.00	0	0	0
1210200 523200 SEWER	0.00	350.00	350	350	350
1210200 524000 REPAIRS & MAINTENANCE	10,000.00	15,000.00	15,000	15,000	15,000
1210200 527000 RENTALS/LEASES	5,000.00	5,800.00	5,800	5,800	5,800
1210200 534400 POSTAGE	300.00	750.00	750	750	750
1210200 535100 SOFTWARE SUPPORT	4,000.00	4,000.00	4,000	4,000	4,000
1210200 542000 OFFICE SUPPLIES	2,470.00	4,000.00	4,000	4,000	4,000
1210200 543000 REPAIRS & MAINTENANCE	0.00	0.00	0	0	0
1210200 545000 CUSTODIAL/HOUSEKEEPING	1,500.00	1,500.00	1,500	1,500	1,500
1210200 548000 VEHICLE SUPPLIES	1,000.00	2,500.00	2,500	2,500	2,500
1210200 549000 FOOD SERVICE SUPPLIES	400.00	400.00	400	400	400
1210200 551000 TRAINING/EDUCATIONAL	12,000.00	13,970.00	13,970	13,970	13,970
1210200 558000 OTHER SUPPLIES	9,000.00	11,492.00	11,492	11,492	11,492
1210200 573000 DUES/MEMBERSHIPS	2,000.00	2,000.00	2,000	2,000	2,000

# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

ACCOUNTS FOR:		FY22	FY23	FY23	FY23	FY23	FY23
GENERAL FUND		BUDGET	DEPT REQUEST	TA RECOMM	FC RECOMM	ATM	
TOTAL	580003 WEAPONS REPLACEMENT	5,000.00	10,000.00	10,000	10,000	10,000	
	POLICE	52,670.00	71,762.00	71,762	71,762	71,762	
2200							
1220100	FIRE						
1220100	511000 FIRE CHIEF	110,000.00	117,000.00	117,000	117,000	117,000	
1220100	ADMIN ASSISTANT	0.00	24,774.12	24,774	24,774	24,774	
1220100	511110 FULL-TIME FIREFIGHTERS	67,192.00	115,848.84	68,535	68,535	68,535	
1220100	PER-DIEM FIREFIGHTERS/	0.00	266,347.85	216,348	216,348	216,348	
1220100	512000 CALL FIREFIGHTERS/EMS	305,046.00	140,481.07	140,481	140,481	140,481	
1220100	513000 OVERTIME	10,715.00	20,000.00	10,000	10,000	10,000	
1220100	519001 UNIFORM ALLOWANCE	7,210.00	8,210.00	7,210	7,210	7,210	
1220100	519003 PHYSICALS	1,000.00	1,000.00	1,000	1,000	1,000	
1220200		501,163.00	693,661.88	585,348	585,348	585,348	
1220200	FIRE EXPENSE						
1220200	523200 SEWER	250.00	250.00	250	250	250	
1220200	524000 REPAIRS & MAINTENANCE	20,000.00	25,000.00	20,000	20,000	20,000	
1220200	527000 RENTALS & LEASES	2,000.00	2,000.00	2,000	2,000	2,000	
1220200	530000 PROFESSIONAL TECHNICAL	30,000.00	40,000.00	35,000	35,000	35,000	
1220200	531010 AMBULANCE BILLING	75,000.00	85,000.00	75,000	75,000	75,000	
1220200	534000 COMMUNICATIONS	2,000.00	2,000.00	2,000	2,000	2,000	
1220200	534400 POSTAGE	100.00	100.00	100	100	100	
1220200	542000 OFFICE SUPPLIES	1,500.00	1,500.00	1,500	1,500	1,500	
1220200	543000 REPAIRS & MAINTENANCE	15,000.00	15,000.00	15,000	15,000	15,000	
1220200	545000 CUSTODIAL/HOUSEKEEPING	1,000.00	1,000.00	1,000	1,000	1,000	
1220200	548000 VEHICLE SUPPLIES	6,000.00	12,000.00	12,000	12,000	12,000	
1220200	550000 MEDICAL SUPPLIES	9,000.00	13,000.00	13,000	13,000	13,000	
1220200	551000 EDUCATIONAL SUPPLIES	2,200.00	2,200.00	2,200	2,200	2,200	
1220200	558000 FIREFIGHTING/EMS SUPPLIES	25,000.00	25,000.00	25,000	25,000	25,000	
1220200	571100 MEETINGS/CONFERENCES	600.00	1,000.00	1,000	1,000	1,000	
1220200	573000 DUES/MEMBERSHIPS	2,000.00	2,000.00	2,000	2,000	2,000	

# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

ACCOUNTS FOR:		FY22	FY23	FY23	FY23	FY23	FY23
GENERAL FUND		BUDGET	DEPT REQUEST	TA RECOMM	FC RECOMM	ATM	
<b>TOTAL</b>	580011 EMERGENCY MGMT CODI	5,256.00	5,597.64	5,598	5,598	5,598	
	<b>FIRE</b>	<b>196,906.00</b>	<b>232,647.64</b>	<b>212,648</b>	<b>212,648</b>	<b>212,648</b>	
<b>2400</b>							
<b>1240100</b>	<b>INSPECTIONAL SERVICES</b>						
1240100	511011 BUILDING COMMISSIONE	63,672.48	0.00	0	0	0	
1240100	511010 LOCAL BUILDING INSPECT	0.00	82,162.00	82,162	82,162	82,162	
1240100	511030 BUILDING COMMISSIONE	6,613.74	7,738.65	7,739	7,739	7,739	
1240100	512010 GAS PLUMBING WIRE SEA	30,000.00	34,500.00	34,500	34,500	34,500	
	512011 ALTERNATE BUILDING INS	1,500.00	1,500.00	1,500	1,500	1,500	
<b>1240200</b>		<b>101,786.22</b>	<b>125,900.65</b>	<b>125,901</b>	<b>125,901</b>	<b>125,901</b>	
<b>1240200</b>	<b>INSPECTIONAL EXPENSE</b>						
1240200	530000 PROFESSIONAL TECHNICA	1,500.00	2,000.00	2,000	2,000	2,000	
1240200	558000 OTHER SUPPLIES	1,000.00	1,000.00	1,000	1,000	1,000	
1240200	571000 IN-STATE TRAVEL	0.00	0.00	0	0	0	
<b>TOTAL</b>	573000 DUES/MEMBERSHIPS	170.00	170.00	170	170	170	
<b>2900</b>	<b>INSPECTIONAL SERVICES</b>	<b>2,670.00</b>	<b>3,170.00</b>	<b>3,170</b>	<b>3,170</b>	<b>3,170</b>	
<b>1290100</b>	<b>ANIMAL CONTROL</b>						
	512010 ANIMAL CONTROL	12,000.00	12,000.00	16,000	16,000	16,000	
<b>1290200</b>		<b>12,000.00</b>	<b>12,000.00</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	
<b>1290200</b>	<b>ANIMAL CONTROL EXP</b>						
1290200	534900 CELL PHONE	250.00	250.00	0	0	0	
1290200	538200 KENNEL EXPENSES	950.00	950.00	0	0	0	
1290200	538300 RABIES TESTING	150.00	150.00	150	150	150	
1290200	538400 COURIER SERVICE	150.00	150.00	150	150	150	
1290200	558001 DOG LICENSES	275.00	275.00	0	0	0	
1290200	570900 PERSONAL USE OF CAR	0.00	0.00	0	0	0	
<b>TOTAL</b>	571000 IN-STATE TRAVEL	1,300.00	1,300.00	1,300	1,300	1,300	
<b>2960</b>	<b>ANIMAL CONTROL</b>	<b>3,075.00</b>	<b>3,075.00</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>	
<b>1296200</b>	<b>COMMUNICATIONS DISPATCH</b>						
<b>TOTAL</b>	530000 DISPATCH ASSESSMENT	199,500.00	221,500.00	213,000	213,000	213,000	

# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

ACCOUNTS FOR: GENERAL FUND	FY22 BUDGET	FY23 DEPT REQUEST	FY23 TA RECOMM	FY23 FC RECOMM	FY23 ATM
COMMUNICATIONS DISPATC	199,500.00	221,500.00	213,000	213,000	213,000
SALARY & WAGES	1,719,030.22	1,965,741.58	1,869,463	1,869,464	1,869,464
EXPENSES	454,821.00	532,154.64	502,180	502,180	502,180
<b>4220 TOTAL PUBLIC SAFETY</b>	<b>2,173,851.22</b>	<b>2,497,896.22</b>	<b>2,371,643</b>	<b>2,371,643</b>	<b>2,371,643</b>
1422100 DPW HIGHWAY					
1422100 511010 DPW SUPERINTENDENT	48,073.00	51,077.52	51,078	51,078	51,078
1422100 511030 ADMINISTRATIVE ASSISTANT	23,209.00	26,748.80	26,749	26,749	26,749
1422100 511400 FOREMAN	69,230.99	73,481.22	73,481	73,481	73,481
1422100 511420 HEAVY EQUIPMENT OPER	111,362.00	120,473.60	119,792	119,792	119,792
1422100 512220 TEMPORARY WAGES	3,060.00	3,500.00	3,500	3,500	3,500
1422100 513000 OVERTIME	2,907.00	12,519.75	12,520	12,520	12,520
1422100 519001 UNIFORM ALLOWANCE	3,060.00	3,350.00	3,350	3,350	3,350
530001 POLICE DETAILS	6,630.00	6,775.99	6,776	6,776	6,776
<b>1422200</b>	<b>267,532.00</b>	<b>297,926.88</b>	<b>297,245</b>	<b>297,245</b>	<b>297,245</b>
1422200 DPW HIGHWAY EXPENSE					
1422200 523200 SEWER					
1422200 530400 DRUG/ALCOHOL TESTING	600.00	600.00	600	600	600
1422200 540000 SUPPLIES	5,000.00	8,000.00	8,000	8,000	8,000
1422200 548000 VEHICLE SUPPLIES	20,000.00	25,000.00	25,000	25,000	25,000
1422200 553000 PUBLIC WORK SUPPLIES	11,000.00	15,500.00	15,500	15,500	15,500
1422200 571100 MEETINGS & CONFERENC	0.00	100.00	100	100	100
1422200 573000 DUES/MEMBERSHIPS	200.00	200.00	200	200	200
580005 TOWN ROADWAY TREE RI	0.00	15,000.00	15,000	15,000	15,000
<b>TOTAL</b>	<b>61,800.00</b>	<b>102,400.00</b>	<b>102,400</b>	<b>102,400</b>	<b>102,400</b>
4230					
1423100 SNOW AND ICE					
1423100 512220 TEMPORARY WAGES	7,500.00	7,500.00	7,500	7,500	7,500
513000 OVERTIME	45,000.00	45,000.00	45,000	45,000	45,000
<b>1423200</b>	<b>52,500.00</b>	<b>52,500.00</b>	<b>52,500</b>	<b>52,500</b>	<b>52,500</b>
1423200 DPW SNOW & ICE EXPENSE					
1423200 524000 REPAIRS & MAINTENANCE	12,000.00	15,000.00	15,000	15,000	15,000
1423200 548000 VEHICLE SUPPLIES	25,000.00	25,000.00	25,000	25,000	25,000

# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

ACCOUNTS FOR:		FY22	FY23	FY23	FY23	FY23
GENERAL FUND		BUDGET	DEPT REQUEST	TA RECOMM	FC RECOMM	ATM
TOTAL	553000 SUPPLIES	29,200.00	80,000.00	50,000	50,000	50,000
	SNOW AND ICE	66,200.00	120,000.00	90,000	90,000	90,000
4240						
1424200 STREET LIGHTS						
TOTAL	521000 STREET LIGHTS	7,500.00	7,500.00	7,500	7,500	7,500
	STREET LIGHTS	7,500.00	7,500.00	7,500	7,500	7,500
4290						
1429200 HIGHWAY SAFETY						
1429200	524000 REPAIRS & MAINTENANCE	20,000.00	22,000.00	22,000	22,000	22,000
1429200	530060 STORM WATER MANAGEMENT	12,000.00	15,000.00	15,000	15,000	15,000
TOTAL	553000 SUPPLIES	7,700.00	10,000.00	10,000	10,000	10,000
	HIGHWAY SAFETY	39,700.00	47,000.00	47,000	47,000	47,000
4910						
1491100 CEMETERY TREE DEPT						
1491100	511400 FOREMAN	70,616.01	81,285.00	73,481	73,481	73,481
1491100	511420 HEAVY EQUIPMENT OPER	56,221.14	59,675.20	59,675	59,675	59,675
1491100	512220 TEMPORARY WAGES	7,500.00	15,000.00	15,000	15,000	15,000
1491100	513000 OVERTIME	4,692.00	6,370.00	6,370	6,370	6,370
	519001 UNIFORM ALLOWANCE	1,900.00	2,000.00	2,000	2,000	2,000
1491200		140,929.14	164,330.20	156,526	156,526	156,526
1491200 DPW CEMETER EXPENSE						
1491200	520000 PURCHASE OF SERVICES	8,220.00	7,500.00	7,500	7,500	7,500
1491200	530000 PROFESSIONAL TECHNICAL	2,400.00	6,000.00	6,000	6,000	6,000
1491200	540000 SUPPLIES	1,500.00	4,000.00	4,000	4,000	4,000
1491200	553000 PUBLIC WORK SUPPLIES	0.00	3,000.00	3,000	3,000	3,000
TOTAL	580005 TREE REMOVAL - CEMETERY	20,000.00	12,000.00	12,000	12,000	12,000
	CEMETERY TREE DEPT	32,120.00	32,500.00	32,500	32,500	32,500
SALARY & WAGES						
		460,961.14	514,757.08	506,271	506,271	506,271
EXPENSES						
		207,320.00	294,400.00	264,400	264,400	264,400

# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

ACCOUNTS FOR:		FY22	FY23	FY23	FY23	FY23	FY23
GENERAL FUND		BUDGET	DEPT REQUEST	TA RECOMM	FC RECOMM	ATM	
5100	TOTAL	668,281.14	809,157.08	770,671	770,671	770,671	770,671
PUBLIC WORKS							
1510100 BOARD OF HEALTH							
1510100	511030 ADMINISTRATIVE ASSISTANT	6,614.00	7,555.60	7,556	7,556	7,556	7,556
	512010 BURIAL AGENT	0.00	431.88	432	432	432	432
1510200		6,614.00	7,987.48	7,987	7,987	7,987	7,987
1510200 BD OF HEALTH EXPENSE							
1510200	530220 NASHOBA HEALTH	20,236.00	24,195.60	24,196	24,196	24,196	24,196
1510200	530231 NASHOBA NURSING SERV	9,235.00	11,089.62	11,090	11,090	11,090	11,090
1510200	534500 LEGAL ADVERTISING	50.00	50.00	50	50	50	50
1510200	535290 WHEAT COMMUNITY SER	3,000.00	3,000.00	3,000	3,000	3,000	3,000
1510200	542000 OFFICE SUPPLIES	150.00	150.00	150	150	150	150
1510200	558000 OTHER SUPPLIES	0.00	300.00	300	300	300	300
1510200	571000 IN-STATE TRAVEL	40.00	40.00	40	40	40	40
1510200	571100 MEETINGS & CONFERENC	50.00	300.00	300	300	300	300
1510200	573000 DUES/MEMBERSHIPS	150.00	500.00	500	500	500	500
1510200	589100 LANDFILL MAINTENANCE	2,300.00	5,825.00	7,500	7,500	7,500	7,500
1510200	589101 DEVENS REG HAZARDOUS	3,693.00	3,693.00	3,693	3,693	3,693	3,693
TOTAL		38,904.00	49,143.22	50,818	50,818	50,818	50,818
5410 BOARD OF HEALTH							
1541100 COUNCIL ON AGING							
1541100	511010 COA/COMM CENTER DIRE	28,408.00	31,549.68	63,101	63,100	63,100	63,100
1541100	511020 COA LIASSON	21,724.00	46,009.60	46,010	46,010	46,010	46,010
1541100	511030 COA DISPATCH	11,506.00	10,352.16	11,502	11,502	11,502	11,502
	513001 COA EXTRA HOURS	0.00	1,000.00	1,000	1,000	1,000	1,000
1541200		61,638.00	88,911.44	121,613	121,612	121,612	121,612
1541200 C.O.A. EXPENSE							
1541200	524000 REPAIRS & MAINTENANCE	2,000.00	2,000.00	2,000	2,000	2,000	2,000
1541200	527100 MEALS COORDINATOR	9,000.00	12,000.00	12,000	12,000	12,000	12,000
1541200	534400 POSTAGE	0.00	100.00	100	100	100	100
1541200	542000 OFFICE SUPPLIES	1,500.00	1,500.00	1,500	1,500	1,500	1,500



# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

## ACCOUNTS FOR:

### GENERAL FUND

	FY22	FY23	FY23	FY23	FY23	FY23
	BUDGET	DEPT REQUEST	TA RECOMM	FC RECOMM	ATM	
1541200 545000 COA CUSTODIAL/HOUSEK	0.00	0.00	0	0	0	
1541200 571000 IN-STATE TRAVEL MILEAG	750.00	500.00	500	500	500	
1541200 571001 MEALS ON WHEELS MILE/	0.00	0.00	0	0	0	
1541200 571100 MEETINGS & CONFERENC	500.00	500.00	500	500	500	
<b>15415200 COA EXPENSE CONTINUED</b>						
1541200 578000 PROGAMMING	600.00	600.00	600	600	600	
1541200 578001 COA TRIPS	0.00	0.00	0	0	0	
1541200 578002 COA VOLUNTEER APPREC	250.00	250.00	250	250	250	
<b>TOTAL</b>	<b>14,850.00</b>	<b>17,700.00</b>	<b>17,700</b>	<b>17,700</b>	<b>17,700</b>	
<b>5430 COUNCIL ON AGING</b>						
1543100 VETERANS BENEFITS						
1543200 512010 VETERANS AGENT	20,000.00	20,000.00	20,000	20,000	20,000	
<b>TOTAL</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	
1543200 542000 OFFICE SUPPLIES	0.00	0.00	0	0	0	
<b>TOTAL</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>	
<b>VETERANS BENEFITS</b>	<b>42,000.00</b>	<b>42,000.00</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	
<b>SALARY &amp; WAGES</b>	<b>68,252.00</b>	<b>96,898.92</b>	<b>129,600</b>	<b>129,599</b>	<b>129,599</b>	
<b>EXPENSES</b>	<b>95,754.00</b>	<b>108,843.22</b>	<b>110,518.22</b>	<b>110,518.22</b>	<b>110,518.22</b>	
<b>TOTAL</b>	<b>164,006.00</b>	<b>205,742.14</b>	<b>240,118.30</b>	<b>240,117.30</b>	<b>240,117.30</b>	

## 6100

### 1610100 LIBRARY

1610100 511000 LIBRARY DIRECTOR	89,878.08	94,605.00	94,605	94,605	94,605	
1610100 511020 ASSISTANT DIRECTOR	46,952.21	46,472.62	46,473	46,473	46,473	
1610100 511030 ADMINISTRATIVE ASSISTA	38,607.16	43,941.96	43,942	43,942	43,942	
1610100 511610 LIBRARIAN	43,326.42	45,578.87	45,579	45,579	45,579	
1610100 511630 LIBRARY PAGE	50,752.79	0.00	0	0	0	
512220 TEMPORARY WAGES	10,087.00	2,583.15	2,583	2,583	2,583	
<b>1610200</b>	<b>296,403.00</b>	<b>313,324.40</b>	<b>313,324</b>	<b>313,324</b>	<b>313,324</b>	
<b>LIBRARY EXPENSE</b>						
1610200 524000 REPAIRS & MAINTENANC	6,150.00	8,979.89	8,980	8,980	8,980	

# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

ACCOUNTS FOR:		FY22	FY23	FY23	FY23	FY23	FY23
GENERAL FUND		BUDGET	DEPT REQUEST	TA RECOMM	FC RECOMM	ATM	
1610200	534400 POSTAGE	300.00	185.16	185	185	185	
1610200	535100 SOFTWARE SUPPORT	15,082.00	15,082.00	15,082	15,082	15,082	
1610200	542000 OFFICE SUPPLIES	1,030.00	1,604.23	1,604	1,604	1,604	
1610200	543000 REPAIRS & MAINTENANCE	1,230.00	143.93	144	144	144	
1610200	545000 CUSTODIAL/HOUSEKEEPING	900.00	394.88	395	395	395	
1610200	546000 GROUNDSKEEPING SUPPL	450.00	0.00	0	0	0	
1610200	551000 EDUCATIONAL SUPPLIES	45,049.00	46,842.95	46,843	46,843	46,843	
1610200	558000 OTHER SUPPLIES	1,333.00	1,866.96	1,867	1,867	1,867	
<b>TOTAL</b>	<b>LIBRARY</b>	<b>71,524.00</b>	<b>75,100.00</b>	<b>75,100</b>	<b>75,100</b>	<b>75,100</b>	
<b>6300</b>							
1630100	<b>RECREATION</b>						
1630100	511010 RECREATION DIRECTOR	23,065.00	22,000.00	22,000	22,000	22,000	
	512220 TEMPORARY WAGES	3,501.00	3,500.00	3,500	3,500	3,500	
<b>1630200</b>		<b>26,566.00</b>	<b>25,500.00</b>	<b>25,500</b>	<b>25,500</b>	<b>25,500</b>	
1630200	<b>RECREATION EXPENSE</b>						
1630200	524000 REPAIRS & MAINTENANCE	250.00	250.00	250	250	250	
1630200	529000 OTHER PROPERTY RELATE	1,880.00	1,880.00	1,880	1,880	1,880	
1630200	534000 COMMUNICATIONS	500.00	500.00	500	500	500	
1630200	WATER FOR SPLASHPAD	0.00	0.00	2,500	2,500	2,500	
<b>TOTAL</b>	<b>546000 GROUNDSKEEPING SUPPL</b>	<b>220.00</b>	<b>220.00</b>	<b>220</b>	<b>220</b>	<b>220</b>	
	<b>RECREATION</b>	<b>2,850.00</b>	<b>5,350.00</b>	<b>5,350</b>	<b>5,350</b>	<b>5,350</b>	
<b>6940</b>							
1694100	<b>COMMUNITY CENTER</b>						
<b>TOTAL</b>	511010 DEPARTMENT HEADS	28,408.00	31,549.68	0	0	0	
	<b>COMMUNITY CENTER</b>	<b>28,408.00</b>	<b>31,549.68</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>SALARY &amp; WAGES</b>	<b>351,377.00</b>	<b>370,374.08</b>	<b>338,824</b>	<b>338,824</b>	<b>338,824</b>	
	<b>EXPENSES</b>	<b>74,374.00</b>	<b>80,450.00</b>	<b>80,450.00</b>	<b>80,450.00</b>	<b>80,450.00</b>	
<b>TOTAL</b>	<b>CULTURE &amp; RECREATION</b>	<b>425,751.00</b>	<b>450,824.08</b>	<b>419,274</b>	<b>419,274</b>	<b>419,274</b>	
	<b>SALARY &amp; WAGES</b>	<b>3,677,989.00</b>	<b>4,270,483.67</b>	<b>4,239,843</b>	<b>4,239,843</b>	<b>4,239,843</b>	
	<b>EXPENSES</b>	<b>1,597,059.00</b>	<b>1,903,129.32</b>	<b>1,881,591</b>	<b>1,881,591</b>	<b>1,881,591</b>	
<b>TOTAL</b>	<b>TOWN DEPARTMENTS</b>	<b>5,275,048.00</b>	<b>6,173,612.99</b>	<b>6,121,434</b>	<b>6,121,434</b>	<b>6,121,434</b>	

# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

ACCOUNTS FOR:  
GENERAL FUND

		FY22	FY23	FY23	FY23	FY23
		BUDGET	DEPT REQUEST	TA RECOMM	FC RECOMM	ATM
<b>7100</b>						
1710200	DEBT					
1710200	591101 PRESCOTT BUILDING PRIN	160,000.00	160,000.00	160,000	160,000	160,000
1710200	591102 PRESCOTT 2 PRINCIPLE	130,000.00	130,000.00	130,000	130,000	130,000
1710200	591300 BARTLETT POND DAM PRI	6,000.00	6,000.00	6,000	6,000	6,000
1710200	591400 ELEM SCHOOL BOND PRIN	635,000.00	0.00	0	0	0
1710200	592011 PRESCOTT BUILDING INTE	70,325.00	65,525.00	65,525	65,525	65,525
1710200	592012 PRESCOTT 2 INTEREST	45,000.00	38,500.00	38,500	38,500	38,500
<b>TOTAL</b>	592400 ELEM SCHOOL BOND INTE	19,050.00	0.00	0	0	0
<b>7900</b>	<b>DEBT</b>	<b>1,065,375.00</b>	<b>400,025.00</b>	<b>400,025</b>	<b>400,025</b>	<b>400,025</b>
1790200	DEBT SERVICE SHORT TERM					
1790200	592401 OTHER SHORT TERM INTE	2,000.00	2,000.00	0	0	0
<b>TOTAL</b>	592402 OTHER BANK CHARGES	1,000.00	1,000.00	0	0	0
	<b>DEBT SERVICE SHORT TER</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL DEBT</b>	<b>1,068,375.00</b>	<b>403,025.00</b>	<b>400,025</b>	<b>400,025</b>	<b>400,025</b>
<b>8200</b>						
1820500	STATE ASSESSMENT/CHARGES					
1820500	563900 MOSQUITO CONTROL	0.00	0.00	0	0	0
1820500	564000 AIR POLLUTION CONTROL	0.00	0.00	0	0	0
1820500	564600 RMV NON-RENEWAL SUR	0.00	0.00	0	0	0
1820500	566100 MBTA	0.00	0.00	0	0	0
<b>TOTAL</b>	566300 REGIONAL TRANSIT AUTH	0.00	0.00	0	0	0
	<b>STATE ASSESSMENT/CHARG</b>	<b>0.00</b>	<b>144,867.00</b>	<b>144,867</b>	<b>144,867</b>	<b>144,867</b>
<b>8400</b>						
1840200	SCHOOL ASSESSMENTS					
1840200	532000 MINUTEMAN REGIONAL F	1,841,266.00	1,767,610.00	1,767,610	1,767,610	1,767,610
1840200	532003 MINUTEMAN BOND PAYN	541,510.00	517,900.00	517,900	517,900	517,900

# TOWN ADMINISTRATOR'S RECOMMENDED BUDGET

## ACCOUNTS FOR:

### GENERAL FUND

		FY22	FY23	FY23	FY23	FY23	FY23
		BUDGET	DEPT REQUEST	TA RECOMM	FC RECOMM	ATM	
1840200	532001 NASHOBA REGIONAL ASSI	13,667,949.00	14,424,014.00	14,424,014	14,424,014	14,424,014	
1122200	532002 NASHOBA REGIONAL DEB	177,544.00	167,557.00	167,557	167,557	167,557	
<b>TOTAL</b>	580012 ASSABET VALLEY /NORFO	57,268.00	55,000.00	55,000	55,000	55,000	
	<b>SCHOOL ASSESSMENTS</b>	<b>16,285,537.00</b>	<b>16,932,081.00</b>	<b>16,932,081</b>	<b>16,932,081</b>	<b>16,932,081</b>	

### 9450

#### 1945200 RISK MANAGEMENT

1945200	517000 WORKERS COMPENSATIO	33,000.00	30,000.00	30,000	30,000	30,000	
1945200	517001 MEDICARE	45,000.00	50,000.00	50,000	50,000	50,000	
1945200	517002 UNEMPLOYMENT	5,000.00	5,000.00	5,000	5,000	5,000	
1945200	517003 GROUP HEALTH INSURAN	777,685.00	839,899.80	839,900	839,900	839,900	
1945200	517004 RETIREE HEALTH/LIFE INS	88,912.00	96,024.96	96,025	96,025	96,025	
1945200	569000 WORCESTER RETIREMENT	774,163.00	838,022.00	838,022	838,022	838,022	
1945200	574000 VEHICLE/PROPERTY/LIABI	156,557.00	210,000.00	210,000	210,000	210,000	
	<b>RISK MANAGEMENT</b>	<b>1,880,317.00</b>	<b>2,068,946.76</b>	<b>2,068,947</b>	<b>2,068,947</b>	<b>2,068,947</b>	

### 9900

#### 1990200 TRANS TO OTHER FUNDS

<b>TOTAL</b>	579990 TRANSFER OUT	174,282.00	174,282.00	174,282	174,282	174,282	
<b>TOTAL</b>	<b>TRANS TO OTHER FUNDS</b>	<b>174,282.00</b>	<b>174,282.00</b>	<b>174,282</b>	<b>174,282</b>	<b>174,282</b>	
	<b>GENERAL FUND</b>	<b>24,683,559.00</b>	<b>25,896,814.61</b>	<b>25,841,636</b>	<b>25,841,636</b>	<b>25,841,636</b>	

**TOWN ADMINISTRATOR'S RECOMMENDED BUDGET**

31-Mar-22	FY21 FINCOMM ATM/STM	FY22 FINCOMM ATM	FY23 DEPARTMENT REQUEST	FY23 TA RECOMMEND	FY23 FINANCE RECOMMEND
<b>WATER</b>					
DPW Superintendent	47,131	48,073	49,034	49,034	49,034
Administrative Assistant	27,720	23,803	24,279	24,279	24,279
Foreman	69,231	71,821	73,257	73,257	73,257
Heavy Equipment Operator	99,935	99,935	101,934	101,934	101,934
Water Laborer	0	0	39,672	39,672	39,672
Temporary Wages	0	0	0	0	0
Uniform Allowance	2,501	3,000	3,000	3,000	3,000
Weekend Overtime	0	0	17,000	17,000	17,000
Overtime	28,754	29,569	12,569	13,161	13,161
<b>SALARY &amp; WAGE TOTAL</b>	<b>275,272</b>	<b>276,202</b>	<b>320,745</b>	<b>321,337</b>	<b>321,337</b>
Laboratory Services	13,000	9,000	9,000	9,000	9,000
Electricity	55,000	55,000	55,000	57,250	57,250
Heating Fuel	3,500	3,500	3,500	3,500	3,500
Propane	3,000	3,000	3,000	3,000	3,000
Gasoline	6,000	6,000	6,000	6,000	6,000
Non-Energy Utilities	200	200	200	200	200
Rentals & Leases	3,517	3,517	3,517	3,517	3,517
Waste Management	400	400	400	400	400
Professional/Technical	39,686	35,550	35,550	35,550	35,550
Police Outside Details	4,000	4,000	8,000	8,000	8,000
Drug & Alcohol Testing	500	500	500	500	500
Phone	700	700	700	700	700
Postage	2,200	2,500	2,500	2,500	2,500
Legal Advertising	650	1,200	1,200	1,200	1,200
Internet Connections	215	225	225	225	225
Cell Phones	1,900	1,900	1,900	1,900	1,900
Software Support	5,500	6,200	6,200	6,200	6,200
Office Supplies	2,500	2,500	2,500	2,500	2,500
Pipe & Pipe Supplies	4,000	30,000	30,000	30,000	30,000
Vehicle Supplies	9,000	5,000	5,000	5,000	5,000
Water Supplies	35,000	35,000	35,000	35,000	35,000
Meetings & Conferences	2,000	500	500	500	500
Dues & Membership	975	975	975	975	975
Main Valve Testing	15,000	15,000	15,000	15,000	15,000
Billed Supplies - Meter Pits -	5,000	5,000	5,000	5,000	5,000
Risk Management	164,546	164,546	164,546	164,546	164,546
<b>TOTAL OPERATING EXPENSE</b>	<b>377,989</b>	<b>391,913</b>	<b>395,913</b>	<b>398,163</b>	<b>398,163</b>
Debt Principal Payment	115,000	115,000	0.00	0.00	0.00
Debt Interest Payment	9,948	5,002	0.00	0.00	0.00
Debt Principal Payment	175,000	175,000	175,000.00	175,000.00	175,000.00
Debt Interest Payment	141,750	124,250	115,500.00	115,500.00	115,500.00
<b>DEBT TOTAL</b>	<b>441,698</b>	<b>419,252</b>	<b>290,500</b>	<b>290,500</b>	<b>290,500</b>
<b>WATER DIVISION TOTAL</b>	<b>1,094,959</b>	<b>1,087,367</b>	<b>1,007,158</b>	<b>1,010,000</b>	<b>1,010,000</b>



**ARTICLE 2**  
**FY2023 Capital Expenditures**  
**Finance Committee**  
**Select Board**

To see if the Town will raise and appropriate or transfer from available funds the following sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described; or act in any manner relating thereto.

**a. Thayer Memorial Library**

Amount:	\$75,000
Funds to be expended by:	Library Trustees
Purpose:	hire architect/engineer to assess building needs of Library
Funding Source:	Free Cash

**b. Conservation**

Amount:	\$25,000
Funds to be expended by:	Conservation Commission
Purpose:	make repairs to conservation land
Funding Source:	Free Cash

*Select Board recommendation:*

*Finance Committee recommendation:*

**Summary:** *This Article proposes to fund the acquisition and equipping of certain capital items for the Town in FY2023 as part of the five-year capital plan. A majority vote is required for passage of the capital items that are purchased by transferring from available funds.*

**ARTICLE 3**  
**Water Enterprise Fund**  
**Board of Public Works**

To see if the Town will vote to appropriate \$1,010,000 or any other sum of money, from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2022 (*detail below*), or act in any manner relating thereto.





#2

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**ARPA Requests 4/24/2022**

<b>Total received to date</b>	<b>1,207,882</b>	
<b>SPENT TO DATE</b>		
Sign boards	5,489 PPE, Consultant	
EV Charging stations	36,000 Purchased but not covered by Cares act	
Rowland	23,000 Our share of the \$132,000 grant and funding from NGRID	
<b>Funds available as of 4/24/2022</b>	<b>1,179,393</b>	
<b>FOR CONSIDERATION NOW</b>		
Inspectional services	5,500 Technology for planning, building etc	
Police	53,000 Cruiser	
Fire	365,000 Ambulance	
Rowland School	150,000 Boiler	
IT	70,000 Replace Servers	
<b>Sub total</b>	<b>643,500</b>	
<b>Remaining Balance as of this date</b>	<b>535,893</b>	
<b>For Future Consideration</b>		
Recreation	125,000 Various items	
Building improvements	300,000 Community center, Prescott, old town hall, library parking lot	
Community Center study	90,000 Architectural Study	
DCAM	Need to do research	
Water Dept	Should request funds at the ATM	
Police Union Premium Pay request		
IT	not recommend	
Social Worker	Generator for Prescott, Community Center and Library	
Fire Station Study	90,000 FT Social worker with benefits	
	100,000 New or upgraded station	
<b>SubTotal</b>	<b>705,000</b>	
<b>Total Available</b>	<b>535,893</b>	
<b>Remaining 50% Not yet received</b>	<b>1,207,882</b>	expected later this year
<b>BALANCE REMAINING</b>	<b>1,743,775</b>	



#3

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#4

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March 31, 2022

To: Select Board

From: Jeff Nutting, Interim Town Administrator

Subject: Time and Place for Annual Town Meeting

Currently the ATM is scheduled for May 2, 2022, at 7 PM at the school. Any Change in the date requires a 2/3rds vote of the Board.

You will find attached what other communities are doing with their ATM this year.

The Board has several options:

- Keep the current time and place
- Move the date to later in May or June at the school
- Move the date, time, and place to later in May or early June for an outside meeting.

If the Board decides to hold an outside Town meeting, I suggest **later in May or sometime in June**. This provides a better chance for improved weather and drier land, as well as the days are longer.

You need to make a decision no later than April 20<sup>th</sup>.

## ANNUAL TOWN MEETINGS 2022

Community	Original TM Date	New TM Date	Location
Auburn	3-May	NO CHANGE	High School Auditorium
Ayer	25-Apr	NO CHANGE	High School Auditorium
Blackstone	31-May	NO CHANGE	BMRHS
Bolton	TBD		
Boxford	10-May	NO CHANGE	School Auditorium
Burlington	24-Jan	16-Feb	High School Auditorium
Carlisle	26-Apr	No change	Corey Auditorium
Charlton	16-May	NO CHANGE	Middle School Auditorium
Chester	13-Jun	NO CHANGE	Town Auditorium
Concord	1-May	NO CHANGE	High School Auditorium
Conway	4-Jun	NO CHANGE	Grammar School Auditorium
Egremont	3-May	NO CHANGE	Regional School
Foxborough	9-May	NO CHANGE	High School Auditorium
Harvard	14-May	NO CHANGE	Outside under a tent
Hopkinton	2-May	NO CHANGE	Middle School Auditorium
Hubbardston	7-Jun	No Change	Hubbardston Center School
Marshfield	25-Apr	NO CHANGE	High School Gym
Marshfield	25-Apr	NO CHANGE	High School Auditorium
Maynard	16-May	TBD	Middle School Auditorium
Middleton	10-May	NO CHANGE	High School Auditorium
Norwood	14-Mar	NO CHANGE	Will offer an outside extra room
Princeton	10-May	NO CHANGE	High School Auditorium
Shirley	9-May	NO CHANGE	Middle School Auditorium
Southborough	26-Mar	TBD	Middle School
Sterling	2-May	NO CHANGE	School Auditorium
Stow	14-May	NO CHANGE	School Auditorium
Sudbury	2-May	NO CHANGE	High School Auditorium
Walpole	May 2nd	May 7th	
Westford	26-Mar	moved to June 11	Outside on High School Field
Weston	9-May	NO CHANGE	High School Auditorium
Westwood	2-May	NO CHANGE	High School Gymnasium
Wilbraham	16-May	NO CHANGE	High School Auditorium
Willimington	30-Apr	NO CHANGE	High School Auditorium

**Subject:**

FW: ATM

From Jeff Paster

Hi Jeff and thanks for asking for feedback. The BOH continues to recommend outdoor town meetings based on pandemic related concerns however the case numbers have dropped considerably so this is not as big a concern for us as it has been. I think some additional level of cost and logistical work is reasonable to prevent COVID-19 infection transmission. As the BOH has stated in the past, if town meetings are to be held indoors, we would continue to recommend the use of properly worn face coverings and social distancing to help reduce the likelihood of infection transmission, especially since the BA.2 subvariant is so much more transmissible. Hopefully at some point this recommendation will no longer be necessary.

From Kevin barlett

Having the ATM indoors requires less resources for set up/tear down, (marking out parking areas, making sure field is mowed and safe for foot traffic, spraying for mosquitoes etc.)

## Kathi Rocco

---

**From:** Mike Hanson  
**Sent:** Wednesday, March 30, 2022 2:44 PM  
**To:** Jason A. Allison; Jay Moody; Alexandra Turner  
**Cc:** Jeff Nutting; Kathi Rocco  
**Subject:** Ambulance

Jason,

I am writing to ask that the ambulance be on the agenda for the next BOS meeting, I not sure if I relayed the urgency to order the truck sooner than later, the truck as I said has had 18 thousand dollars in repairs done in the last 18 months and is going back to the shop for more work, the next step is a job that will cost almost 15 to 20 thousand dollars to hopefully fix it, and it isn't 100% that will fully fix the truck, with the rising cost of the new ambulance and the extended timeline to have it built. If the older ambulance is removed from service and that is my concern this will leave the residents at risk, If Ambulance one is down for repairs or maintenance we have no other truck to respond with, as I said we ran 800 medical calls last year and Ambulance 2 did 365 calls, that would tax our mutual aid partners, as they too are having increases in call volume and manpower issues and can not guarantee a truck to respond in a timely manor or at all. If it is possible to include the new TA on this for her in-put I'm willing to speak with her.

Michael J Hanson  
Fire Chief/ EMD  
Lancaster Fire-EMS Department  
1055 Main Street  
Lancaster, MA 01523  
Bus: 978-368-4003  
Fax: 978-368-4006  
[WWW.Lancasterfd.net](http://WWW.Lancasterfd.net)

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#5

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**WARRANT FOR  
ANNUAL TOWN MEETING  
FOR FISCAL YEAR 2023  
May 2, 2022  
THE COMMONWEALTH OF MASSACHUSETTS**

**Worcester, ss.**

To any Constable of the Town of Lancaster in the County of Worcester,

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Lancaster qualified to vote in the elections and Town affairs, to meet at **Mary Rowlandson Elementary School Auditorium, 103 Hollywood Drive in said Lancaster on Monday, the second day of May 2022, at 7:00 in the evening**, then and there to act on the following Articles:

**ARTICLE 1  
Budget for Fiscal Year 2023  
Finance Committee  
Select Board**

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, from the Omnibus Operating Budget, by borrowing, by transfer from Overlay Surplus, by transfer from fund balance reserved for school debt, or any combination thereof; to defray the expenses of the Town for the Fiscal Year beginning July 1, 2022, or act in any manner relating thereto.

**The Budget for Fiscal Year 2023 will be available at Town Meeting**

***Select Board recommendation:***

***Finance Committee recommendation:***

***Summary:*** This article presents the proposed omnibus operating budget for the Town for FY2023, together with prior year appropriations and actual expenditures for comparison.

**ARTICLE 2**  
**FY2023 Capital Expenditures**  
**Finance Committee**  
**Select Board**

To see if the Town will raise and appropriate or transfer from available funds the following sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described; or act in any manner relating thereto.

**a. Thayer Memorial Library**

Amount:	\$75,000
Funds to be expended by:	Library Trustees
Purpose:	hire architect/engineer to assess building needs of Library
Funding Source:	Free Cash

**b. Conservation**

Amount:	\$25,000
Funds to be expended by:	Conservation Commission
Purpose:	make repairs to conservation land
Funding Source:	Free Cash

*Select Board recommendation:*

*Finance Committee recommendation:*

**Summary:** *This Article proposes to fund the acquisition and equipping of certain capital items for the Town in FY2023 as part of the five-year capital plan. A majority vote is required for passage of the capital items that are purchased by transferring from available funds.*

**ARTICLE 3**  
**Water Enterprise Fund**  
**Board of Public Works**

To see if the Town will vote to appropriate \$1,010,000 or any other sum of money, from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2022 (*detail below*), or act in any manner relating thereto.



<b>I. Water Enterprise Revenues</b>	
User Charges	\$1,000,00
Connection Fees	\$10,000
Water Enterprise Available Funds	0
Investment Income	0
<b>Total Revenues</b>	<b>\$1,010,000</b>
<b>II. Costs Appropriated in the Enterprise Fund</b>	
Salaries and Wages	\$321,337
Expenses	\$398,163
Reserve Fund	\$0
Debt Principal	175,000
Debt Interest	115,000
<b>Indirect Costs to General Fund</b>	<b>0</b>
<b>Total Costs Appropriated in E. F.</b>	<b>\$1,010,000</b>

*Select Board recommendation:*

*Finance Committee recommendation*

**Summary:** This article presents the proposed Water Operating Budget for the Town for FY2023. A majority vote is required for passage of this article.

<p align="center"><b>ARTICLE 4</b>  <b>Water Line Replacement</b>  <b>Select Board</b></p>
--

To see if the town will vote to raise and appropriate or transfer from the Water Department Enterprise Retain Earnings account, a sum of money for the engineering, construction, reconstruction, installation of water lines including all paving and all related costs or act in any manner relating to.

*Select Board recommendation:*

*Finance Committee recommendation*

**Summary:** This article presents the proposed water line replacement for the Town for FY2023. A majority vote is required for passage of this article.

<p align="center"><b>ARTICLE 5</b>  <b>Landfill Solar Array Enterprise Fund</b>  <b>Finance Committee</b>  <b>Select Board</b></p>
--

To see if the Town will vote to appropriate \$145,000 or any other sum of money from the Renewable Energy Enterprise Fund to finance the operation of the

Landfill Solar Array for the fiscal year beginning July 1, 2022 (*detail below*), or act in any manner relating thereto.

<b>I. Renewable Energy Enterprise Revenues</b>	
Sale of Solar Energy Certificates	\$130,000
Qualified Energy Bond Subsidy	\$15,000
<b>Total Revenues</b>	<b>\$145,000</b>
<b>II. Costs Appropriated in the Enterprise Fund</b>	
Maintenance Expenses	\$35,575
Debt Principal and Interest	\$109,425
<b>Total Costs Appropriated in E. F.</b>	<b>\$145,000</b>

*Select Board recommendation:*

*Finance Committee recommendation*

**Summary:** *This article presents the proposed Renewable Energy Operating Budget for the Town for FY2023. A majority vote is required for the passage of this article.*

**ARTICLE 6  
Revolving Fund Account  
Finance Committee  
Select Board**

To see if the Town will vote pursuant to G.L. c.44, §53E½, to take the following actions:

- (1) Amend the row related to the Community Center Revolving Fund appearing in the table in Section 150-6 of the Town's General Bylaw, by inserting the bold and italics text and deleting the strike through text, as follow:

<b>Revolving Fund Program or Purpose</b>	<b>Department Receipts to Be Credited to Fund</b>	<b>Representative or Board Entity Authorized to Spend</b>
<del>Community Center</del> <b><i>Council on Aging –</i></b> program expenses	Fees and charges	<del>Board of Selectmen</del> <b><i>Council on Aging</i></b>

And to set the limit on the total amount that may be spent from this revolving fund for the fiscal year beginning July 1, 2022, at \$25,000;

and

- (2) To set the limit on the total amount that may be spent from each departmental revolving fund for the fiscal year beginning July 1, 2022, as follows:

Revolving Fund Program	Fiscal Year 2023 Cap
Stormwater Management	\$3,000
Library Charges	\$10,000
Recreation Committee	\$35,000
Duval Road Sewer	\$5,000
M.A.R.T. Bus	\$45,000
Planning Board	\$25,000
Publications	\$2,500
Recycling	\$10,000
Community Development	\$2,500
Agricultural Commission	\$2,000
Police Department	\$1,000

or act in any manner related thereto.

*Select Board recommendation:*  
*Finance Committee recommendation*

### **Summary**

<p style="text-align: center;"><b>ARTICLE 7</b>  <b>Community Preservation Annual Budget</b>  <b>Community Preservation Commission</b></p>
--

To see if the Town will receive the report of the Community Preservation Committee and vote to appropriate from the Community Preservation Fund, in the amounts recommended by the Community Preservation Committee, for eligible community preservation projects, for community preservation reserve accounts for open space and recreational use, historic resources and community housing, and for the FY2023 Community Preservation Act budget, including the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee, with each item to be considered a separate appropriation: or act in any manner relating thereto.

### **Appropriations:**

From FY 2023 estimated revenues for Committee Administrative Expenses  
**\$8,100**

### **Reserves:**

From FY 2023 estimated revenues for Historic Resources Reserve **\$16,200**  
From FY 2023 estimated revenues for Community Housing Reserve **\$16,200**  
From FY 2023 estimated revenues for Open Space/Recreation Reserve  
**\$16,200**  
From FY 2023 estimated revenues for Undesignated Budgeted Reserve  
**\$105,300**

NOTE: This budget anticipates FY23 CPA revenue of \$120,000 from the local CPA surcharge and an estimated distribution of \$42,000 (35%) from the statewide CPA Trust Fund, for total revenue of \$162,000.

*Select Board recommendation:*

*Finance Committee recommendation:*

**Summary**

<p style="text-align: center;"><b>ARTICLE 8</b> <b>Amend Finance Committee Bylaw</b> <b>Finance Committee</b></p>
---

To see if the Town will vote to amend Article I of Chapter 17 of the Town of Lancaster's General Bylaw, Finance Committee, by inserting the bold and italics text and deleting the strike through text, as follows:

**§ 17-1. Membership; terms; vacancies.**

There shall be a standing Finance Committee consisting of five members elected at large, ~~none of whom shall hold public office concurrently with his service on the Committee.~~ The members of the Finance Committee shall be elected for alternating three-year terms. Any vacancies in the Finance Committee shall be filled in accordance with MGL c. 41, § 11.

***Any member of the Finance Committee, who shall be appointed or elected to any official body, shall forthwith upon that member's qualification in such office, cease to be a member of the Finance Committee. This provision shall not apply to the appointment of a Finance Committee member to serve as a member of any ad hoc board, commission or committee or to any board, commission or committee upon which a member of the Finance Committee shall serve in an ex officio capacity. For purposes of this bylaw, ex officio shall refer to a member of the Finance Committee who serves by virtue of his or her office.***

or act in any manner relating thereto.

*Select Board recommendation:*

*Finance Committee recommendation:*

**Summary:**

**ARTICLE 9**  
**Economic Development Committee Bylaw**  
**Select Board**

To see if the Town will vote to amend Chapter 17 of the Town of Lancaster's General Bylaw by inserting a new Article XI, as follows:

**Article XI      Economic Development Committee**

**§17-39    Membership.**

The Economic Development Committee shall be comprised of five members appointed by the Select Board as follows: two members to be appointed for one year, two for two years, and three for three years. Thereafter, each member shall be appointed to a three-year term, as each term expires.

**§17-40    Powers and Duties.**

The Economic Development Committee is an advisory committee. It is charged with working collaboratively with the Town's Planning Director, private property owners, and businesses, to promote responsible business and residential development in Lancaster. The Committee shall also carry out any other task delegated to it by the Select Board or required by the Town's General and Zoning bylaws.

or act in any manner relating thereto.

*Select Board recommendation:*

*Finance Committee recommendation:*

**Summary:**

**ARTICLE 10**  
**Amend Council on Aging Bylaw**  
**Select Board**

To see if the Town will vote to amend Article IX of Chapter 17 of the Town of Lancaster's General Bylaw, Council on Aging, Section 17-20, by inserting the bold and italics text and deleting the strike through text, as follows:

- A. Regular Members. Until June 30, 2023, Ssaid Council shall consist of nine ~~regular members~~ citizens appointed at-large by the Select Board, after which time said Council shall consist of five regular members. The terms of the first members of the Council shall be for one, two or three years, and so arranged that the term of not more than three of the members expires each year, and their successors shall be appointed for terms of three years each. All members shall be at-large and appointed by the Select Board. Regular members***

*shall be appointed on a rotating basis, each for a term of three years.*

**B. Associate Members.** *There shall also be four associate members of said Council, appointed by the Select Board, for terms of one year. The associate members may attend Council meetings, but shall not have voting rights and shall not count towards quorum of Council meetings.*

**C. Removal/Filling Vacancies.** Any **regular or associate** member of said Council may, after a public hearing, be removed for cause by the Select Board. *If Aany **regular or associate** member missesing more than three meetings without cause, or without notification to the Chairperson of the need for the absence, it shall be considered cause for removal. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as the original appointment. The Chairperson and other officers shall be chosen by a majority vote of said **regular** Council members. No **regular or associate member** officer shall serve more than three one-year terms in succession.*

**D. Salary.** No salary or compensation shall be paid to any **regular or associate** member of the Council on Aging for services rendered.

or act in any manner relating thereto.

Select Board recommendation:

**Summary:**

<p style="text-align: center;"><b>ARTICLE 11</b> <b>Government Study Committee</b> <b>Select Board</b></p>
--

To see if the Town will vote to direct the Select Board to appoint a Government Study Committee pursuant to Section 304-21 of the Town of Lancaster's General Bylaw and consisting of seven members to (a) study the Town's form of government and governance, (b) examine models of government in comparable communities, (c) identify strengths and opportunities for growth and improvement in the Town's current government, (d) facilitate public engage on the committee's work, and (e) provide a written status report to the Select Board no later than March 15, 2023, and a final written report to Town Meeting no later than May 1, 2023, which recommends any amendments to the bylaws and governing practices so as to improve the Town's form of government and governance, or to act in any manner related thereto.

Select Board recommendation:

**Summary:**

**ARTICLE 12**  
**Unclassified Wage Schedule**  
**Select Board**

To see if the Town will vote to accept the Unclassified Wage Schedule effective July 1, 2023, as shown on the below chart, or act in a manner relating thereto.

Select Board recommendation:

Finance Committee recommendation:

2.00%		UNCLASSIFIED WAGE TABLE						
FY23 GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
1	14.54	14.29	14.91	15.51	16.16	16.82	17.52	18.24
2	16.00	16.66	17.34	18.07	18.81	19.59	20.40	21.25
3	17.35	18.28	19.02	19.84	20.65	21.38	22.27	23.19
4	18.99	19.78	20.61	21.46	22.34	23.26	24.22	25.23
5	20.37	21.23	22.12	23.02	23.96	24.95	25.99	27.06
6	21.08	21.93	22.87	23.81	24.79	25.81	26.88	28.00
7	22.76	23.72	24.71	25.70	26.76	27.86	29.02	30.22
8	23.74	24.73	25.76	26.82	27.93	29.08	30.29	31.54
9	24.80	25.83	26.89	28.00	29.16	30.36	31.62	32.93
10	27.07	28.22	29.39	30.61	31.86	33.17	34.55	35.99
11	30.75	32.01	33.38	34.75	36.18	37.66	39.23	40.85
12	31.52	32.80	34.16	35.61	37.08	38.60	40.21	41.87
13	34.43	35.88	37.37	38.93	40.53	42.19	43.94	45.76
14	38.49	40.09	41.78	43.51	45.30	47.15	49.11	51.15
15	40.60	42.26	44.04	45.89	47.74	49.70	51.77	53.91
16	42.19	44.17	45.41	47.70	49.67	51.71	53.86	56.09

**Summary:** Accept the Wage Schedule for the non-union personnel

**ARTICLE 13**  
**Discontinuance of Old Lunenburg Road**  
**Select Board**

To see if the Town will vote to discontinue and abandon a portion of a public way consisting of that triangular portion of "Old Lunenburg Road 1883 Town Layout" north of a stone wall located on the way as shown on a plan entitled "Plan of Land in Lancaster, Massachusetts" prepared by Hannigan Engineering, Inc. dated July 30, 2013 and recorded with the Worcester District Registry of Deeds in Plan Book 902 as Plan 36, and to see if the Town will authorize the Select Board to convey the discontinued and abandoned portion of the way by quitclaim deed for nominal consideration to Lancaster Property Management, LLC, the abutter to the way, with the area to be conveyed being shown on a plan prepared and recorded at the expense of Lancaster Property Management, LLC, or to act in a manner relating thereto.

*The Select Board recommendation:*

**Summary:** *This article proposes to abandon a portion of Old Lunenburg Road and transfer the underlying interest in the fee to Lancaster Property Management, LLC.*

**ARTICLE 14**  
**Zoning 40R**  
**Affordable Housing Trust**

To see if the Town will vote as follows:

- (1) Add a new Article XIX to the Town of Lancaster's Zoning Bylaws, entitled "North Lancaster Smart Growth Overlay District", and comprised of the following sections: Purpose, Definitions, Applicability of North Lancaster Smart Growth Overlay District – Scope & Authority; Permitted Uses; Housing and Housing Affordability; Dimensional and Density Requirements; Parking Requirements; Traffic Impact Assessment; Plan Approval of Projects; Plan Approval Procedures; Plan Approval Decisions; Change in Plans after Approval by PAA; Design Standards; and Severability;
- (2) Amend Section 220-4 by adding the following abbreviation in appropriate alphabetical order:

Abbreviation	Name of District
NL-SGOD	North Lancaster Smart Growth Overlay District

- (3) Amend Section 220-5.B, by inserting a new subparagraph (7), as follows:



- (7) The North Lancaster Smart Growth Overlay District (NL-SGOD) is defined on the Official Zoning Overlay Map, as specified at 220 Attachment 3.

And

- (4) Amend the Town of Lancaster's Official Zoning Overlay Map, 220 Attachment 3, to include the North Lancaster Smart Growth Overlay District, which district shall be comprised of the Assessors' Map 14 Lots 4.A, 4.D, 4.F, 4.G, 4.H, 4.I, 4.J, 4.K, 4.L, 4.M, 4.N, 8.O, and 8.A;

Or to act in any manner relating thereto.

*Select Board Recommendation:*

*Affordable Housing Trust Recommendation:*

*Summary:*

**ARTICLE 15**  
**Zoning North Lancaster**  
**Select Board**

To see if the Town will vote to amend the Official Zoning Map of the Town of Lancaster, attached as 220 Attachment 2, by rezoning those portion of the parcel identified as Assessors' Map 8, Lot 45 located within the Residential District, to the Enterprise District, such that the entirety of said parcel is located within the Enterprise District, and as further shown on a plan entitled North Lancaster Proposed Zoning Change and on file with the Town Clerk; or to act in any manner relating thereto.

The Select Board recommendation:

*The Planning Board recommendation:*

*Summary:*

**ARTICLE 16**  
**Zoning Solar Photovoltaic and Standalone Energy Storage Systems**  
**Planning Board**

To see if the Town will vote to:

- (1) Amend Article XVII of the Zoning Bylaw, Solar Energy Systems, for the purpose of allowing Standalone Energy Storage Systems, defined as a system that is capable of absorbing energy from the electric grid, storing it for a period of time and thereafter distributing electricity and having a nameplate capacity of less than ten (10) megawatts, in all zoning districts with a special permit issued by the Planning Board, by renaming Article XVII, Solar Photovoltaic and Standalone Energy Storage Systems, inserting

- new definitions into Section 220-74, and adding a new section to Article XVII addressing Standalone Energy Storage Systems;
- (2) Revise the references to the National Electrical Code in Article XVII of the Zoning Bylaw to be the Massachusetts Electrical Code;
  - (3) Renumber the Sections appearing in Article XVII of the Zoning Bylaw, as needed; and
  - (4) Amend the Use Regulation Schedule at Section 220-8 of the Zoning Bylaw, Attachment 1, by adding a new Section 220-8.6, Subpart J, in the appropriate alphabetical order, to read as follows:

Item	Use	Zoning Districts						Notes
		R	NB	LI	LI2	GI	EZ	
J.	Standalone Energy Storage Systems	PB	PB	PB	PB	PB	PB	

or to act in any manner relating thereto.

*The Planning Board recommendation:*

*Summary:*

<b>ARTICLE 17</b> <b>Citizens Petition</b>
---

To see if the Town will vote to amend the Planning Board Bylaw, Section 17-6, ESTABLISHMENT, by deleting:

"None of the Planning Board Members shall serve concurrently on the Lancaster Board of Appeals." and adding: "None of the Planning Board members shall serve concurrently on any other Lancaster Board or Commission."

The amended bylaw change shall read as follows:

**Section 17-6 ESTABLISHMENT**

A Planning Board of five members is established pursuant to MGL, C. 41, §§ 81A through 81J. None of the Planning Board Members shall serve concurrently on any other Lancaster Board or Commission.

Or act in any manner relating thereto

And you are directed to serve this Warrant by posting up attested copies thereof at the South Lancaster Post Office, the Center Post Office, the Fifth Meeting House and the Prescott Building, in said Town seven days at least before the time for holding said meeting. Hereof fail not and make due return of the Warrant with your doings thereon to the Town Clerk at the time and place of meeting aforesaid.

**SELECTMEN OF LANCASTER**

\_\_\_\_\_  
**Jason A. Allison, *Chairman***

\_\_\_\_\_  
**Jay M. Moody, *Clerk***

\_\_\_\_\_  
**Alexandra W. Turner, *Member***

**Date of Execution** \_\_\_\_\_

**CONSTABLE'S CERTIFICATION**

***I hereby certify under the pains and penalties of perjury that I posted an attested a copy of this Warrant at the South Lancaster Post Office, the Center Post Office, the Fifth Meeting House, and the Prescott Building on the date attested. I further certify that this Warrant was posted in accordance with the By-laws of the Town of Lancaster and the provisions of M.G.L. c.39, §10.***

**Attest:**

\_\_\_\_\_  
**Constable Signature**

\_\_\_\_\_  
**Print**

\_\_\_\_\_  
**Date:**

**The full text of the Warrant is available in the Prescott Building and Thayer Memorial Library. The Warrant will also be available at Town Meeting.**

## **VIII. APPOINTMENTS AND RESIGNATIONS**

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March 19, 2022

Lancaster Board of Selectman  
Main Street  
Lancaster, MA 01523

To the Lancaster Board of Selectman,

My name is Stephen Mudgett, a lifelong resident and fourth generation farmer in the town of Lancaster, (Deershorn Farm). I would like to be considered for the opening on the Agricultural Committee. I have served on different boards within the Town of Lancaster over the years and now feel that I could best represent the town as an Agricultural Member.

Born and raised in town, farmed all my life, I have a four-year bachelor's degree in Horticulture and a minor in Business, and to this day continue the legacy of a farming family. I have a great connection with farmers in town and surrounding towns. I feel I could be a great asset to the Agricultural Community and provide helpful information and knowledge as the Agricultural world evolves from old to new methodologies.

Please consider me for this position and I look forward to the opportunity.

Sincerely,



Stephen A. Mudgett  
241 Chace Hill Road  
Lancaster, MA 01523  
Cell: 978-771-4185  
Home: 978-368-7947

## Kathi Rocco

---

**From:** Jeff Nutting  
**Sent:** Tuesday, March 29, 2022 7:53 AM  
**To:** Kathi Rocco  
**Subject:** FW: Resignation NSN

**From:** Alexandra Turner <alixturner@gmail.com>  
**Sent:** Monday, March 28, 2022 9:21 PM  
**To:** Jeff Nutting <JNutting@lancasterma.net>; Jason A. Allison <JAllison@lancasterma.net>  
**Subject:** Resignation NSN

Greetings,

I am writing to formalize my resignation as a director on the Federally designated Nashua-Squanocock-Nissiset Steering Committee. I announced in meetings that I would like another candidate to fill this position. I noticed that we have had a candidate step forward, in response to my request. I ask that you accept my resignation, and earnestly begin the recruitment process to fill this important position.

Thank you for the opportunity,  
Alix

ps Not sure if this is a duplicate. If so please ignore it.

--

*Alexandra Turner*  
620 Main Street  
Lancaster MA 01523  
978 365 7331

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## **IX. LICENSES AND PERMITS**

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## Rental Application

### Lancaster Use of Town Owned Buildings & Town Green

TO: SELECT BOARD, LANCASTER MASSACHUSETTS

RE: PERMISSION TO RENT THE FOLLOWING TOWN OWNED BUILDINGS (Please check one)



TOWN HALL AUDITORIUM



LANCASTER COMMUNITY CENTER (LCC) GYM



LANCASTER COMMUNITY CENTER (LCC) MEETING ROOM



TOWN GREEN/GAZEBO

Name of Individual/Organization: The Imago School

Date of Event: Friday, May 13

Time: 7:00 PM

Program: 'A Midsummer Night's Dream' by William Shakespeare

Rehearsal(s) will/will not be necessary on Wednesday, May 11 & Thursday, May 12

From: 3:00

To: 7:00 pm

If Banquet, Caterer will be: N/A

We do ~~do not~~ plan to have an uniformed Police Officer on duty.

Program Director/Contact person name: Peter Murphy

Address: 34 Seven Bridge Rd, Lancaster MA 01523

Email: pmurphy1723@gmail.com

Phone: (978) 962-1943

\*\*\*\*\*

Approved: ☐

Disapproved: ☐

Lancaster SELECT BOARD \_\_\_\_\_

