



LANCASTER SELECT BOARD
Special Meeting Agenda Revised*
Prescott Building – Nashaway Room & Zoom
Wednesday, July 13, 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 Stephen Kerrigan will call the meeting to Order at 6:00 P.M. in the Nashaway Meeting Room located on the second floor in the Prescott Building, 701 Main Street, Lancaster, MA 01523

This Meeting Will Also Be Held Virtually at:

Join Zoom Meeting:

<https://us02web.zoom.us/j/85729036910?pwd=UCtmaUt2Zm1lZ2k5OEt3VHFLZ001UT09>

Meeting ID: 857 2903 6910

Passcode: 513021

One tap mobile

+16465588656,,85729036910#,,,,*513021# US (New York)

+16469313860,,85729036910#,,,,*513021# US

Dial by your location

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

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Meeting ID: 857 2903 6910

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Find your local number: <https://us02web.zoom.us/j/85729036910?pwd=UCtmaUt2Zm1lZ2k5OEt3VHFLZ001UT09>

Residents Have the Ability to Ask Questions via ZOOM.

II. APPROVAL OF MEETING MINUTES

- Review and act on Select Board's Regular Meeting Minutes as available.

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS

- Town of Lancaster Hazard Mitigation Plan – Presentation from Town Staff on Plan Update



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IV. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS

- Town Meeting Committee Updates & Administrative Clean Ups
 - Economic Development Committee – new charge, new membership
 - Financial Audit Advisory Board (Audit Committee)
- Discussion & Next Steps relative to 0 Old Common Rd. Property (DCAMM Parcels)

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-

- Budget Guidelines Update & Template Review
- Review proposals relative to new Department of Health & Human Services
- Town Clerk Recruitment Update, position closed 6/30/22

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

- Proposal for Acquisition of new Police Cruiser, ARPA funding potential – Chief E. Moody
- Minuteman Technical High School Budget Update & Correspondence, June 2022

VIII. APPOINTMENTS AND RESIGNATIONS

Appointments/Reappointments

- Town Constable – Lyle Pierce, term to expire 6/30/2025
- Memorial Re-use Committee (Ad Hoc) - Daniel Lapen & Cynthia Lefebvre, term to expire 6/30/2025*

Resignations - Zoning Board of Appeals - Ryan Aldrich, Associate Member*

IX. LICENSES AND PERMITS (Vote may be taken)

- Special (One Day) Beer & Wine License (Vote may be taken)
Bolton Fairgrounds, Inc. – Application for Special (One-Day) Liquor License to serve All Alcohol at the Bolton Fair, August 12-14, 2022 (Storage Day August 11, 2022)
- Application for Public Entertainment (Weekdays) and Sundays (Vote may be taken): Annual Bolton Fair, August 12 –14, 2022. (Thursday 5-10pm, Friday Noon – 10pm, Saturday 9am-10pm and -Sunday 9am-9pm) at the Lancaster Fairgrounds, 318 Seven Bridge Road.
- Application for Public Entertainment (Weekdays & Sunday) (Vote may be taken): Bay State Antique Truck Show (ATCA), to held on August 27th & August 28, 2022, from 8:00am to 8:00pm at the Lancaster Fair Grounds, 318 Seven Bridge Road.



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X. NEW BUSINESS *

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

XI. COMMUNICATIONS

- Letter from Mr. Maxon Frelick, Parker Road regarding sidewalks.

XII. Executive Session

1. The Board will enter into Executive Session pursuant to M.G.L. c. 30A, S 21(a)(2) to conduct a strategy session in preparation for negotiations with nonunion personnel, Town Clerk applicant and not to reconvene in Open Session thereafter.

II. APPROVAL OF MEETING MINUTES



LANCASTER SELECT BOARD
Special Meeting Minutes
of June 13, 2022

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

I. CALL TO ORDER

Chairman Jason Allison called the meeting to order at 10:00 AM in the Nashaway Meeting Room located on the second floor in the Prescott Building, 701 Main Street, Lancaster, MA.

Chairman Allison noted that the meeting was being recorded and broadcasted over Sterling-Lancaster Community TV

Roll call vote taken, Jason A. Allison, present, Stephen J. Kerrigan, present. Also present were Kate Hodges, Town Administrator, Alexandra Rubin and Ivria Fried Town Counsel, and Alexandra Turner.

II. EXECUTIVE SESSION

Select Board to meet in Executive Session, to discuss the discipline or dismissal of, or complaints against the Council on Aging Director Alix Turner, pursuant to M.G.L. c. 30A, Section 21(a)(1) and to reconvene in Open Session thereafter.

Ms. Turner verified that she wanted the session to be held in open session. Mr. Allison verified that Ms. Turner had copies of all complaints and fact finding statements.

Fire Chief Hanson and Police Chief Moody, at the request of the Select Board, spoke to complaints. All parties concurred that a town wide policy regarding wellness checks needs to be developed. Ms. Hodges recently gave Ms. Turner a written warning to be included in her personnel file. Mr. Allison moved to ratify this written warning; Mr. Kerrigan seconded. Mr. Allison noted that this was the second circumstance of a warning, the first being in December, 2021. *Vote taken, Stephen Kerrigan, Aye; Jason Allison, Aye. Motion passed. [2-0-0]*

Following presentation of complaints, fact findings, questions and answers from both the Board and Ms. Turner, Mr. Kerrigan and Mr. Allison discussed and debated next steps. Mr. Kerrigan proposed that the ratification of Ms. Hodge's complaint be placed in Ms. Turner's file, and that a timeline of corrective actions, training opportunities and goals should be developed. Mr. Allison asked how conflict between Ms. Hodges and Ms. Turner could be addressed, where they currently report to each other. Mr. Kerrigan suggested that this could be part of the discussion, and that this issue does need to be addressed. Mr. Allison questioned why no action is taken relative to

complaints about how wellness checks were handled; Mr. Kerrigan does not think action can be taken because there is not a policy in place.

Mr. Allison moved to authorize Mr. Kerrigan to work with Town Counsel to create a set of corrective actions for employee Alix Turner and an appropriate timeline. Mr. Kerrigan seconded. *Vote taken, Stephen Kerrigan, Aye; Jason Allison, Aye. Motion passed. [2-0-0]*

III. ADJOURNMENT

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

Respectfully submitted,

Kathleen Rocco
Executive Assistant

Approved and accepted:



**LANCASTER SELECT BOARD
Special Meeting Minutes
of June 15, 2022**

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

I. CALL TO ORDER

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

Join Zoom Meeting

<https://us02web.zoom.us/j/88374223626>

Meeting ID: 883 7422 3626

Roll call vote taken, Jason A. Allison, present, Stephen J. Kerrigan, present, and Alexandra W. Turner, present.

II. APPROVAL OF MEETING MINUTES

Mr. Kerrigan moved to review and approve the Regular Meeting Minutes of June 6, 2022. Ms. Turner seconded. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Alexandra W. Turner, Aye. Approved, [3-0-0].*

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS

- PJ Keating Permit Peer Review Report
 - Presentation of Findings – Comprehensive Environmental (CEI)
 - Discussion – PJ Keating and Tighe & Bond

Ms. Hodges presented the background for this topic. CEI has performed a peer review; this has been shared with PJ Keating and Tighe and Bond. Robert M. Hartzel, Principal from Comprehensive Environmental, Inc. (CEI) presented the report / findings (*see attached*).

Doug Vigneau from PJ Keating responded to CEI's suggestion for a 25' vegetated clearing at the top of the rim around the quarry, saying that within a few feet of the quarry hole, vegetation there is untouched and natural, so this requirement would dig up plants to be re-planted. Ms. Turner suggested that some pictures and perhaps soil analysis would be helpful. Mr. Kerrigan noted that he would like to see only native plants included in any plantings. Michael Wright, geologist from PJ Keating, pointed out that while they have a number of needs to revegetate in the Lunenburg

areas, the Lancaster quarry areas are all currently vegetated. Mr. Allison asked Mr. Hartzel why more vegetation would be needed; Mr. Hartzel agreed that CIE's point about vegetation is only in response to a condition on the Town's permit requiring 9" of loam but without specifying the type of loam.

Discussion was held about how the conditions about dust mitigation could be better written to provide more measurable metrics.

CEI reviewed hydrogeologic findings. It was realized that CEI had not received information on some of the hydrogeologic work that has previously been done; they would like to review this prior to submitting their conclusions. CEI tabled a variety of other conclusions pending review of this additional data.

CEI recommends that PJ Keating have vernal pools certified; Mr. Vigneau objected, stating that this is private property and is not a requirement.

Mr. Allison suggested that PJ Keating provide CEI with additional information and for the Board to hold a couple of meetings for public comments, with the goal of wrapping this up by mid-September. He also asked PJ Keating to provide instructions that can be shared with residents as to how to file complaints with PJ Keating. Mr. Hartzel suggested that following the receipt of information from PJ Keating, their report could be updated in a couple of weeks. Mr. Allison suggested that the report could be done by mid-July, a public forum on dust complaints could happen in late July, a public forum on noise complaints could happen in August. Mr. Vigneau asked if there might be an opportunity to extend the current permit expiration date from October through November. Ms. Turner stated that a permit was "all or nothing" and that the minimum time that the Board could extend a permit was six months. Mr. Vigneau asked if there was any problem with PJ Keating meeting with CEI or Tighe & Bond; the Board assured him that this would be a good thing.

IV. BOARD, COMMITTEE, AND DEPARTMENT REPORTS

Joint Meeting with the Planning Board

The Planning Board called their meeting to order with a roll call vote. Carol Jackson, present; Peter Christoph, present; Kendra Dickinson, present; Roy Mirabito, present.

1. Discuss the Planning Board's plan on revising the Town's Master Plan

Mr. Allison asked if there was a plan to revise the Town's Master Plan. Mr. Mirabito said that they were anxious to get going on this project, but without a Conservation Agent this is difficult. They have recently made two offers to qualified candidates, but in each case the applicant has taken a position elsewhere for \$10,000-\$20,000 more than Lancaster's offer. He asked the Select Board's help in adjusting the salary for this position. Revising the Master Plan is a 12-18 month endeavor, and the Planning Board intends to start this immediately following the hiring of a Conservation Agent. Ms. Hodges noted that the first candidate offered a position had said that the reason for declining the offer was that they

were only willing to work from home. The second candidate took a position for \$30,000 more and had told Ms. Hodges that they only wanted to work four days a week. Ms. Turner noted that if the Planning Board and Planning Director did not currently have the capacity to work on the Master Plan, using a consultant might be an option.

2. Discuss North Lancaster Settlement agreement and any impact it currently has on the Planning Board scheduling public hearings.

Mr. Mirabito stated that the North Lancaster Settlement agreement has absolutely no impact on scheduling public hearings for the North Lancaster Enterprise Zoning change. He offered clarification, stating that on March 23, after the Lancaster Affordable Housing Trust (LAHT) had missed two submission deadlines set by the Planning Board, he had moved to delay the public hearing, with the hope that this would afford the Select Board more time to either explain to residents why the agreement was never consummated, or to advocate for the Town for transfer of the parcel from the applicant as a condition of continued negotiation. He said that this did not come to pass, and that the Select Board had chosen the alternate route of assigning the negotiation to the MOU Committee. He hopes this work will be done in time to bring it to the voters before the Fall Town Meeting.

Ms. Turner stated that in many people's minds, the North Lancaster Settlement Agreement is relevant to their vote and to the understanding of the larger decisions before us but scheduling a hearing should go forward. Ms. Jackson said that she wanted to know what the Select Board is doing about the Settlement Agreement if the MOA does not go through, because it is a separate issue. Mr. Allison said that if the MOA does not go through, he would have the appetite to seek recourse in some form. Ms. Turner said that she was happy that we would seek recourse, although she is more optimistic since speaking to the lawyer who represents the Town. Ms. Jackson stated that this has been brought before the Select Board many times, with documents provided, but that it was ignored and left to the Town Administrator, and she would think that the Select Board would take more action than what they have been doing. Ms. Dickinson requested that Mr. Mirabito send her a copy of the documents sent to the Select Board so that she can review them. Mr. Mirabito stated that he did not know what documents she is referring to; Ms. Dickinson said, "whatever documents Carol is referring to." Ms. Jackson said that this was not from the Planning Board so she should ask the Select Board to provide documents. Mr. Allison rebutted, noting that Ms. Jackson had earlier mentioned documents sent to the Select Board that were ignored. Ms. Jackson said that many residents have sent documents to the Select Board. Mr. Kerrigan asked Ms. Jackson if she had the documents. She said that she had some, but so do many residents.

Mr. Mirabito asked to recognize Russ Williston; Mr. Allison said no. Mr. Mirabito stated that it was a joint meeting, and that the Planning Board recognizes public comment. Mr. Kerrigan withdrew his request for documentation in order to take the topic off the table, negating the need for a request to recognize Mr. Williston.

3. Discuss the Planning Board's plan on scheduling the public hearing for the Enterprise rezone.

Mr. Mirabito stated that the Planning Board will schedule a public hearing at their next regularly scheduled meeting once they receive an updated concept plan for the application. Mr. Christoph expressed concern with the way Mr. Allison is describing the proposed zoning amendment; he said that what Mr. Allison is describing is not an Enterprise rezone but is a change to the Enterprise zone district and the residential district, with consequences to abutters, the Town, and to public resources, and the area of Critical Environmental Concern. He stated, *"This is not something to propose cavalierly, and there is already great public concern that you don't fully understand what you're proposing. Mr. Allison, when you initially sent an article to the Planning Board in December, Select Board member Turner asked, 'Do you understand the article?' and you answered, 'you don't need to understand it.'"* Mr. Christoph went on to review past actions and the definition of a concept plan. Mr. Allison asked Mr. Mirabito to confirm that the Planning Board was waiting on the Select Board to provide the concept plan. Mr. Mirabito confirmed yes. Mr. Allison asked when this had been requested of the Select Board. Mr. Mirabito stated that it is incumbent on the applicant to provide the concept plan. Mr. Mirabito said that the Planning Director had told him that this was on hold due to the spending freeze. Ms. Hodges will contact the Planning Director tomorrow to see what can be done. Ms. Turner suggested that the two chairs meet with the Town Administrator and the Planning Director to make sure requirements are spelled out. Mr. Mirabito stated that they were spelled out in the Town Bylaws, §220-63, and that the Planning Board does not assist applicants to put forth an application for a concept plan. Some debate was held as to why the plan needed to be re-submitted.

Mr. Allison recognized Ms. Farinacci, Planning Director. Ms. Farinacci apologized for any confusion in her conversation with Mr. Mirabito, stating that she had been under the impression that the plan presented by Ms. Petracca of the LAHT did not fully represent the project in the entirety desired by the Planning Board. Her belief was that the Planning Board wished to see the plans with the 40R development and manufacturing facilities. Mr. Mirabito confirmed that this was correct. Ms. Farinacci stated that she does not have a plan that shows this and does not believe that the Select Board have a plan that shows this, and that therefore the applicant would have to have this plan created, which would cost money. Mr. Kerrigan confirmed that since the 40R Hearing has been held, the concept plan should be able to be updated. Mr. Allison stated that if this was the only requirement then this would be resolved.

4. Discuss when the Planning Board will switch from Zoom only to hybrid meetings.

Mr. Allison stated that residents have reached out with this question. Mr. Mirabito stated that as an independently elected board, similar to the Select Board, they have the right, currently until July 15, to continue meeting via ZOOM. He states that 3 of 4 current members support this and that 3 of 4 current members have serious, pre-existing health conditions that require vigilance in public settings. He said that he will not put any Planning Board member in a position to potentially impact the future health of themselves

or their family, so as of today they will continue with ZOOM only meetings until July 15. They will re-evaluate after July 15, depending on the situation. Discussion ensued, offering pros and cons of ZOOM and hybrid meetings.

5. Joint discussion on the Planning Board's appointment

Mr. Allison explained that he and Mr. Mirabito have agreed on the process for this item. There are four applicants for this position. There will be a four minute opening statement, followed by questions from the boards as outlined (*see attached*). The applicants are requested to keep answers succinct in the interest of time. Mr. Allison proposed that each board select a member to make a motion. After a second is heard, each member of each board will be limited to one statement. Following statements, the vote will be held. All members of the Planning Board and the Select Board agreed that this process was satisfactory.

Mr. Allison asked if it was satisfactory for Frank Streeter, who was unable to attend this meeting, to have pre-recorded both his opening statement and his answers to questions. Mr. Mirabito agreed that this was okay.

Mr. Allison played on tv Mr. Streeter's opening statement and answers to questions.

Mr. Allison moved to allow the meeting to go past 10:00pm. Mr. Kerrigan seconded. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Alexandra W. Turner, Aye. Approved, [3-0-0].*

Mr. Allison recognized applicant Tom Christopher, who offered his opening statement and answered the questions provided.

Mr. Allison recognized applicant Kris Mahabir, who offered his opening statement and answered the questions provided.

Mr. Allison unsuccessfully attempted to contact applicant Michael Favreau who did not appear to be present; Ms. Hodges noted that he had not responded to her email. Mr. Mirabito agreed with Mr. Allison that they should move on.

Mr. Allison had board members guess a number in order to select who made the first motion. Ms. Jackson moved to appoint Tom Christopher. Mr. Christoph seconded. Ms. Turner stated that Mr. Christopher's knowledge was unparalleled, while she was also impressed with Mr. Mahabir's credentials. Ms. Dickinson stated that she thinks Mr. Christopher is brilliant, and has a huge knowledge base, but she also thinks that the voters have spoken. Mr. Mirabito is impressed with both Mr. Christopher and Mr. Mahabir, but his "*heart belongs with Tom.*" Ms. Jackson thought all candidates were great, but would support Mr. Christopher's candidacy. Mr. Christoph thought any of the candidates would serve the Board well but would support Mr. Christopher because of his experience both on the Planning Board and on the Conservation Commission. Mr. Kerrigan is grateful to all

candidates. Mr. Allison is most impressed with Mr. Mahabir who brings both aptitude and desire, although he has great respect for Mr. Christopher.

Vote taken, Alexandra Turner, No; Kendra Dickinson, No; Roy Mirabito, Yes; Carol Jackson, Yes; Peter Christoph, Yes; Stephen Kerrigan, No; Jason Allison, No. Vote failed [3-4-0].

Mr. Kerrigan moved to appoint Frank Streeter to the Planning Board until the next Town election. Ms. Dickinson seconded. Ms. Turner supports Mr. Streeter, noting that all members of the Planning Board and the Select Board need to work to bridge the divide. Ms. Dickinson expressed how difficult the decision is but will support Mr. Streeter. Mr. Mirabito thinks Mr. Streeter would be an excellent candidate. Ms. Jackson said that Mr. Streeter would be a good candidate, as would Mr. Mahabir, but she would still prefer Mr. Christopher, and it is a tough decision. Mr. Christoph said that he has no doubt that Mr. Streeter would serve the town well. Mr. Kerrigan echoed Mr. Christoph's statement. Mr. Allison would support Mr. Streeter's candidacy; he said that he has been impressed with Mr. Streeter on the Ad Hoc MOU Committee.

Vote taken, Alexandra Turner, Yes; Kendra Dickinson, Yes; Roy Mirabito, Yes; Carol Jackson, Yes; Peter Christoph, Yes; Stephen Kerrigan, Yes; Jason Allison, Yes. Vote passed [7-0-0].

The chairs of both the Select Board and the Planning Board thanked the participants. Mr. Christoph moved for the Planning Board to adjourn; Ms. Jackson seconded. *Roll call vote was taken; Carol Jackson, Yes; Peter Christoph, Yes; Kendra Dickinson, Yes; Roy Mirabito, Yes. Vote passed, [4-0-0], Planning Board meeting adjourned.*

V. PUBLIC COMMENT PERIOD

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

Chairman Allison recognized George Franz, 13 Highfield Drive.

Mr. Franz talked about the number of tax-exempt entities in town and thinks that a campaign should be started among them to adopt payment in lieu of taxes. Secondly, as a member of the Economic Development Committee (EDC), he finds it curious that the Select Board would consider reducing the number of members of the EDC from seven to five, considering that they are currently working on fourteen projects, to research and bring back information to the Select Board. He respectfully suggests that seven are hardly sufficient to do the job.

Mr. Allison recognized Jeanne Rich, Mill Street Extension.

Ms. Rich wanted to speak about the candidates for the Government Study Committee. Mr. Allison cautioned against speaking negatively about individuals in Open Session, asking that if she was displeased with a particular candidate that this should be communicated by email. The speaker

stated that she had nothing positive to say, although many candidates other than the one she was concerned with were excellent candidates.

VI. TOWN ADMINISTRATOR'S REPORT

Ms. Hodges presented the Draft Budget Preparation Calendar. She has sent it to members of the Select Board and to the Finance Committee and needs the Finance Committee to plug in some dates.

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Discussion and Motion on the following (tabled from Select Board meeting 6/6/22)

a. Delegation of Personnel Authority to Town Administrator

Mr. Kerrigan, after conversation with Town Counsel, would like to remove this from the agenda. Ms. Hodges notes that the Town Code already has this designation. Mr. Allison and Ms. Turner agreed to remove this from the agenda.

b. Delegation of Contract Administration and Signatories to Town Administrator

Mr. Kerrigan moves to amend last week's motion to remove the word "full." The motion now reads, *"I move that the Select Board assign the following authority to the Town Administrator, pursuant to Massachusetts General Law, Chapter 41, Section 23A, the authority to negotiate, sign, administer and settle contracts, agreements, and other instruments, including but not limited to, Public Works Contracts, Architecture and Engineering Contracts, Agreements and Memoranda of Understanding with other government agencies, Permit Documents, Grant Documents, Environmental Review Documents, Enforcement Documents, Amendments and Change Orders for Town Projects. Further, the Board delegates to the Town Administrator the authority to execute agreements, reports, and other town business submittals relating to, but not limited to, grant applications, state aid, State and/or Federal programs, needs or any other contracts or agreement necessary for the administration of Town Housing Production, Community Development, or Human Resources."* Ms. Turner seconded. Ms. Turner asked if this countered the authority of any other independently elected boards. Ms. Hodges explained that this would only apply to projects under the Select Board's oversight, although she is also the Town's Procurement Officer. To illustrate, Ms. Hodges explained that the Town has recently issued several RFPs, but right now when they come back she cannot do anything with them. Ms. Turner asked if they could be signed by the Select Board; Ms. Hodges explained that the signature has to be from an MCPPO certified person in order to sign state bids. Mr. Kerrigan explained that he removed the word "full" because this would mean that the Select Board abdicated all signatory authority. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Alexandra W. Turner, Aye. [3-0-0].*

2. Select Board appointment to the Montachusett Joint Transportation Committee

Ms. Hodges attended today's meeting of the Montachusett Joint Transportation Committee, noting that she was the only person there from Lancaster, although several Lancaster projects were discussed. It appears that this position has not been filled in some time. It was agreed that the position will be posted.

VIII. APPOINTMENTS AND RESIGNATIONS

Appointments

Economic Development Committee – moving from 7 members to 5.

Mr. Allison noted that at the Annual Town Meeting it was voted to make this committee permanent and to change membership to five; to change it back would require Town Meeting vote. Ms. Turner suggested not renewing membership of the two people expiring this month. Mr. Allison noted that Joseph D'Eramo shows an appointment expiration of 6/20/22, and both Lenay Yorko and Glenn Fratto show an appointment expiration of 6/30/22.

Ms. Turner moved to not renew the appointments of Joseph D'Eramo and Lenay Yorko to the Economic Development Committee. Mr. Kerrigan seconded for discussion. Mr. Kerrigan wondered if we use this opportunity to solicit five people, whether existing member or new members. Mr. Allison thinks that the Committee needs a particular mindset and he would be disinclined to support this motion. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Alexandra W. Turner, Aye. [3-0-0].*

Mr. Kerrigan moved to have the Select Board re-solicit five members to make up the Economic Development Committee, suggesting that current members stay on until the process is complete. Mr. Allison seconded for purposes of discussion. Mr. Allison is not sure that members with existing terms could be removed; it was questioned as to whether the Town Meeting vote negates prior appointments. Mr. Kerrigan agreed to withdraw the motion; Mr. Allison requested that the motion is tabled so that Ms. Hodges can check on this.

Government Study Committee (term to expire automatically when final report is presented to Select Board)

Applicants include:

- | | |
|-------------------|-----------------------|
| - Jay Moody | - Monica Tarbell |
| - Christine Burke | - Everett Moody |
| - Anne Ogilvie | - Michael Hansson |
| - Kathy Hughes | - Rob Zidek |
| - David Mallette | - Melinda Apgar |
| - Russ Williston | - Rebecca Young-Jones |

- Denise Hurley
- Sue Thompson
- Emily Taylor
- Kate Hodges (ex-officio)
- Jean Syria
- Phil Lawler
- Steve Kerrigan (Select Board representative)

This committee was created to have nine members. Mr. Allison suggested a “Round Robin” where each Select Board member move to appoint a member and the process continues until nine members are appointed. Mr. Kerrigan suggested that each member move to appoint a slate of nine, the Board agrees to appoint those with commonality on each slate, and then discussion continues. Ms. Turner would like to appoint Jay Moody, Anne Ogilvie, Kathy Hughes, Sue Thompson, Emily Taylor, Jean Syria, Russ Williston, Monica Tarbell, and Steve Kerrigan. Mr. Kerrigan would like Jay Moody, Anne Ogilvie, Christine Burke, Monica Tarbell, Rob Zidek, himself, Emily Taylor, Dave Mallette, and Russ Williston. Mr. Allison would like Everett Moody, Michael Hanson, Monica Tarbell, Christine Burke, Melinda Apgar, David Mallette, Emily Taylor, Phil Lawler, and Steve Kerrigan.

Three nominations each were received for Monica Tarbell, Steve Kerrigan, and Emily Taylor. Ms. Turner would like to hear from candidates. Mr. Kerrigan would like to nominate candidates, inform them that they have been nominated, and hear from them at the next meeting. Ms. Turner agreed that this was satisfactory. David Mallette, Christine Burke, Russ Williston, Anne Ogilvie, and Jay Moody all received two nominations. Mr. Allison made a case for both Chief Hanson and Chief Moody to serve, or at least one of the two. He would also like to hear from Melinda Apgar because it would be good to have a new and passionate person participating in town government. Mr. Kerrigan suggested that the Chiefs participate as ex-officio members. Mr. Kerrigan suggested Rob Zidek because of his passion for the Town. Ms. Turner would like to see Sue Thompson as the ninth nominee. Mr. Allison noted that although he has nothing personal against Mr. Zidek, but he found him difficult to work with at the formation of the Economic Development Committee. Mr. Kerrigan withdrew his support for Rob Zidek and agreed with Ms. Turner to support Sue Thompson.

It was agreed that the nominees are Monica Tarbell, Steve Kerrigan, Emily Taylor, David Mallette, Christine Burke, Russ Williston, Anne Ogilvie, Jay Moody, and Sue Thompson. Ms. Hodges will reach out to the nominees, advise them that they have been nominated, and ask them to speak at the next Select Board meeting so that the Select Board can clearly communicate the charge for this committee. Mr. Kerrigan moved to appoint the nine selected meeting and ask them to visit at an upcoming meeting; he stated that the Select Board has picked nine good members. Ms. Turner seconded. *Vote taken, Jason A. Allison, No; Stephen J. Kerrigan, Aye; Alexandra W. Turner, Aye. [2-1-0].*

North Lancaster Memorandum of Understanding Ad Hoc Committee - Kendra Dickinson

Mr. Kerrigan moved to appoint Kendra Dickinson to the Ad Hoc MOU Committee with a term to expire 6/15/23. Mr. Allison seconded. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Alexandra W. Turner, Aye. [3-0-0].*

IX. LICENSES AND PERMITS - NONE

X. NEW BUSINESS

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

1. Reorganization of the Select Board (Allison)

Mr. Allison moved to appoint Stephen Kerrigan to Chair of the Select Board. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Alexandra W. Turner, Aye. [3-0-0].*

2. Temporary reorganization of reporting structure for Council on Aging Director and Community Center Director (Allison)

Mr. Allison moved to temporarily change the reporting structure for the Council on Aging Director and Community Center Director to Select Board member Stephen Kerrigan. Mr. Kerrigan seconded. Ms. Turner noted that a letter that she has requested from the State Ethics Commission is long overdue, so this will work in the short term. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Alexandra W. Turner, Abstain. [2-0-1].*

XI. COMMUNICATIONS

- Town Offices will be closed Monday, June 20, 2022, in observance of Juneteenth Independence Day.

XIII. ADJOURNMENT

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

Respectfully submitted,

Kathleen Rocco
Executive Assistant

Alexandra W. Turner, Clerk
Approved and accepted:



COMPREHENSIVE
ENVIRONMENTAL
INCORPORATED

41 Main Street
Bolton, MA 01740
508.281.5160
www.ceiengineers.com

May 23, 2022

Town of Lancaster Select Board
Attn: Kate Hodges, Town Administrator
701 Main Street
Lancaster, MA 01523

RE: P.J. Keating Company
Peer Review of Special Permit to Remove Earth Products

Dear Ms. Hodges,

As requested by the Lancaster Select Board, Comprehensive Environmental Inc. (CEI) has provided a technical review of the P.J. Keating Company (Keating) facility located at 998 Reservoir Road in Lunenburg (the Site) and associated performance standards and monitoring as required per the Site's current Special Permit to Remove Earth Products (Special Permit; issue date of March 7, 2022).

CEI staff conducted a site walk with Keating staff on April 22, 2022 to observe conditions in the vicinity of the quarry operation, associated monitoring wells, the flow path of the quarry dewatering process, and other Site features relevant to the Special Permit. In addition to the site walk, CEI's review is based on the following documents provided by the Town and Keating:

- P.J. Keating Company, Town of Lancaster - Special Permit to Remove Earth Products (permit issue date March 7, 2022)
- P.J. Keating Company, Town of Lancaster - Special Permit to Remove Earth Products (permit issue date January 25, 2020)
- P.J. Keating Company, Town of Lancaster - Special Permit to Remove Earth Products (permit issue date January 25, 2005)
- Quarry Closure Plan Circa 2042 (S.J. Mullaney Engineering, Inc., rev. date 2/17/2022)
- SWPPP Figures 1-4 (TRC, January 2022)
- Site Plan – Drainage from Quarry to Lake Shirley (TRC, February 2022)
- Photo Log – Easter Brook Entering Lake Shirley (P.J. Keating, 2/24/2022)
- P.J. Keating Mining Plan 2022-2023 (P.J. Keating, 1/28/2022)
- Aerial Image of Quarry Seismograph Locations (2/22/2022)
- Lunenburg's Water System PWS ID # 2162000 (from MassDEP Online Map Viewer)
- Review of Application for Special Permit – Update (Tighe & Bond, 2/1/2022)
- Aerial Image of Extent of Existing Fence Around Quarry (Google Earth image)
- P.J. Keating Existing Conditions Plan (S.J. Mullaney Engineering, Inc., 1/26/2022)
- Response to Resident Questions and Concerns, Application for Special Permit Earth Products Removal, P.J. Keating Company (Tighe & Bond, 2/28/2022)
- Wetland Assessment, P.J. Keating Facility (Lucas Environmental, 11/30/2015)
- ANRAD Peer Review (LEC Environmental, 11/30/2016)

- Hydrogeologic Assessment of the Marble Quarry, P.J. Keating Company, Lancaster, MA (North American Reserve, June 2005)
- Hydrogeologic Monitoring Reports (2019, 2020; North American Reserve)
- Review of 2019 Groundwater Monitoring Report (Tighe & Bond, 9/16/2020)
- Quarterly Inspection Reports (2019, 2020, 2021; Tighe & Bond)
- Stormwater Pollution Prevention Plan (SWPPP), P.J. Keating Company, Lunenburg, MA Facility (TRC, February 20220)
- Quarterly Laboratory Analytical Reports and Year End Reports to EPA (2019-2022)

1. SPECIAL PERMIT CONDITIONS

Special Permit Conditions are presented verbatim below in blue font followed by related CEI review comments. The numbering below is based on the Condition numbering in the Special Permit. Conditions not listed below did not have suggested revisions or comments from CEI.

Condition 2. The shoreline of the end-use quarry pond and all disturbed non-bedrock surfaces shall be restored with a minimum depth of nine inches of loam which shall be capable of supporting grass growth. These areas shall be restored upon completion of the earth removal authorized by this special permit. These areas shall be hydroseeded and the planted area shall be protected from erosion during the establishment period using sound conservation practices. Areas that wash out shall be repaired immediately. Trees or shrubs of prescribed species shall be planted to provide screening and reduce erosion during the establishment period.

CEI Comments:

- A minimum width of 25 feet is recommended for the required loam and vegetation establishment around the perimeter of the quarry pond. This width is based on (1) the assumption that end use quarry pond will become a wetland resource area protected per 310 CMR 10.00 and the Lancaster Wetlands Protection Bylaw after the quarry has been inactive for five or more consecutive years, and (2) establishment of a vegetated buffer consistent with the Bylaw 25-foot no disturb zone.
- A specification for loam should be required to ensure good quality planting conditions, including a minimum organic content of 4-6% by weight.
- Planted trees and shrubs should be species native to the Northeastern U.S. and from a list submitted by the Applicant and approved by the Town. In areas where trees or shrubs will be planted, a minimum topsoil depth of 18 inches is recommended. An equal depth of subsoil is also recommended to allow for an adequate rooting zone for woody species. Spacing for trees and shrubs should be specified (e.g., 8-feet on center for tree species, 5-feet on center for smaller shrub species).

Condition 5: Dust Control measures shall be undertaken as specified in the approved plans.

CEI Comments:

- There are no approved plans associated with the Special Permit that specify dust control measures. Dust control appears to be an ongoing challenge for the portion of Fort Pond Road (Route 70) near the quarry, and inclusion of a plan and/or a detailed narrative specifying dust control measures is recommended.

As a reference, CEI reviewed the current Storm Water Pollution Prevention Plan (SWPPP) associated with the National Pollutant Discharge Elimination System (NPDES) permit for the Site. Although no reference to dust control measures is included in the SWPPP plans, the SWPPP document includes the following narrative:

3.7.7 Dust Generation and Vehicle Tracking of Industrial Materials

Dust generation and vehicle tracking activities potentially occur in each of the Drainage Areas at the facility. The Lunenburg facility maintains dust control by pumping water from the detention basins and using it for dust suppression as necessary. A mobile water truck is also used at the facility to wet down on-site roads to minimize the amount of dust generated by vehicle traffic and the transport and deposition of sediment on surrounding public roadways. Locations where vehicles enter and exit the site are inspected regularly for sediment that has been tracked off site. If sediment has been tracked off site, the paved surfaces are swept.

- Based on dust control measures required at similar quarry operations, the Town should consider requiring the following:
 - Dust monitoring (e.g., by installation of a high-volume air sampler) to identify periods when/if fugitive dust conditions warrant additional control actions to protect public health.
 - Additional control actions could include installation of a dust suppression system for haul trucks along the quarry interior roadways, such as a wheel wash system comprised of roadside sprinklers which spray trucks as they pass by.

Condition 25: The permit holder shall continue to undertake a hydrogeologic study that shall continue for the duration of the earth product removal operation. To facilitate the continuation of the long term hydrogeologic monitoring program the permit holder shall collect a minimum of monthly measurements of the groundwater water table and behavior in the monitoring wells, continuous weather station measurements, monthly stormwater flow measurements for the lower quarry and upper quarry flow meters, and monthly measurements of the sump water elevation for the duration of the earth product removal operation. Pressure transducers shall be implemented within groundwater monitoring wells to monitor groundwater water table behavior at hourly increments. Upon failure of any pressure transducers, the permit holder has 90-days to replace the equipment. These measurements shall be provided to the Board of Selectmen quarterly, or more frequently as requested by the Board of Selectmen, and these measurements shall be reviewed by the Town's consultant as requested by the Town. All costs for outside consultant services used for inspection, data review, comment, and recommendation purposes shall be paid for by the permit holder. The hydrogeologic study shall be modified, when needed, based on recommendations by the Board's consultant.

- a. New hourly reporting pressure transducers shall be replaced in all groundwater monitoring wells by April 15, 2022.

CEI Comments:

1. Hydrogeologic Study

In addition to ongoing monitoring of groundwater levels and stormwater flow volumes, Keating conducted a hydrogeologic study in 2005 (NAR) to partially address this permit condition. This study focused on a review of the general bedrock geology and a review of existing bedrock wells in the area. The 2005 NAR study concludes that the existing bedrock wells have fairly uniform characteristics based upon specific capacity calculations and that any higher yielding bedrock wells are likely influenced by proximate surface water bodies. One exception was existing bedrock well

#33, which had the highest yield of the sample group, likely associated with its location along the Wekepeke Fault System. Final recommendations of the 2005 NAR study were to install four bedrock monitoring wells, drilled to the permitted depth of quarry excavation. The recommended well locations were based on installing one in each direction (north, south, east, west) with the north/south monitoring wells located along the Wekepeke fault line.

The conclusions and recommended monitoring plan of the 2005 NAR study do not fully correlate with the geologic features and data limitations identified in the study. Specifically, we note the following key issues:

- The 2005 NAR study notes that the landfill site in general has a “*complicated array of jointing*” and “*near vertical fractures*” as observed at several of the NAR field reconnaissance locations. These features are due to the quarry site being transected by the Wekepeke Fault System. This extent of fracturing would logically increase the potential for groundwater movement in a multitude of directions.
- The 2005 NAR study evaluated existing bedrock wells in the vicinity of the quarry, classifying the wells as above or below average yield (i.e., 10 gallons per foot of drawdown) based on readily available data from the well drillers. Based on the location of most of the high yield wells (proximate to a lake or pond), NAR inferred that the higher well yields were influenced by surface water, even those these wells were approximately 500 feet deep. Location alone does not necessarily mean there is any connection between a surface water body and a 500-foot-deep bedrock well, as it is common for surface water bodies to be “perched” and protected by a bottom impervious (or semi-impervious) layer.
- The 2005 NAR study used well drilling records for the analysis, most likely from the date of installation for each bedrock well. These well drilling records are of limited value for determining regional groundwater flow patterns, since they are typically performed with the sole purpose of confirming sufficient water quantity and quality for a residential dwelling. A more detailed pump test (e.g., pumping to determine sustained yield) would be required as part of a hydrogeological study to determine overall regional groundwater flow patterns.
- The 2005 NAR study specifically notes that the “*quarry is generally very dry*”, most likely due to the “*strongly developed fracture system...allowing infiltration and recharge*” associated with steeply dipping cleavage planes that can be near vertical in some locations.

These observations and bedrock features appear to provide a potential viable path for surface water to flow deep into the bedrock and then travel along the extensive fracturing in a multitude of directions. The limited locations and depths of the four existing bedrock monitoring wells are not sufficient to identify potential impacts of the quarry operation on groundwater flows and water quality in the area.

- CEI recommends that additional bedrock monitoring wells be installed around the perimeter of the quarry, as follows:
 - Ideally, additional monitoring wells would be located along identified surface lineaments that reflect sub-surface bedrock fractures;
 - Alternatively, new wells could be located at regularly spaced intervals along the quarry perimeter. If this approach is used, CEI recommends installation of six wells at approximate 550-foot intervals along the southern/eastern quarry perimeter (from the southern tip of the quarry to the intersection of the quarry haul road and Fort Pond Road).

- CEI also recommends that water samples be collected and analyzed from these bedrock monitoring wells on an annual basis, to allow for assessment of any potential impacts of the quarry operation on off-site bedrock water supply wells. *See Section 2 for a list of recommended monitoring parameters.*

2. Monitoring Equipment

During the site walk on April 22, 2022, NAR stated that they will be installing In-Situ Level TROLL® 400 pressure transducers in all of the monitoring wells with the ability to connect to the instruments with Bluetooth for profiling and downloading data. NAR stated that the transducers will be set to monitor groundwater water table behavior at hourly increments and they will collect data using a cloud storage service and complete a quality control check before they are sent to the town for review. These transducers have a battery life of 10 years or 2 million readings. The Bluetooth capabilities will allow for a quicker and easier download of data and will remove some likelihood for human error and damage to transducers as a result of removing the instrument to download readings, clear the device, and reinstall the instrument.

Scheduled maintenance of these instruments is critical to sustain their accuracy and longevity, and should include the following:

- a. Scheduled maintenance should be required as described in the In-Situ Operator's Manual in order to sustain the accuracy and longevity of the probes and the cables.
- b. The transducers should be checked monthly for the first year to ensure they are working properly and then quarterly after that.
- c. The monitoring visits should include equipment inspections and documentation that the transducers are in the correct position, have been collecting measurements, that measurements are recording properly, and that the battery life as displayed in the Win-Situ software is sufficient.
- d. The transducers should undergo factory maintenance and calibration every year in May and proof of calibration should be submitted to the Town for review.

Condition 30: The deepest point of open excavation shall be no deeper than 20-ft above the elevation of the deepest groundwater monitoring well. Upon reaching this threshold, new monitoring wells shall be installed to deeper elevations.

CEI Comments:

- The monitoring wells are currently set at an elevation of 180 feet NAVD, approximately 50 feet below the existing bottom elevation of the quarry (elevation 230 feet NAVD). Based on Condition 30, these existing monitoring wells would ultimately allow for excavation to a depth of 200 ft NAVD. In comparison, most residential bedrock wells in the area are approximately 800 to 1000 feet deep and are therefore set at an elevation of approximately -400 feet to -600 feet NAVD, approximately 580 to 780 feet below the present depth of the quarry monitoring wells.
- Based on the extensive bedrock fracturing in a multitude of directions (as noted in the 2005 NAR hydrogeological study and discussed above in CEI's comments on Condition 25), and the substantial difference in depth/elevation between the monitoring wells and the depth of bedrock water supply wells in the area, we recommend that the quarry monitoring wells be extended to a depth that is comparable to the deepest existing bedrock water supply wells in the area (i.e., approximately 1000 feet).

2. OTHER RECOMMENDATIONS

Additional CEI recommendations and comments that are not specific to a current Special Permit Condition are provided below.

2.1 Additional Water Quality Monitoring

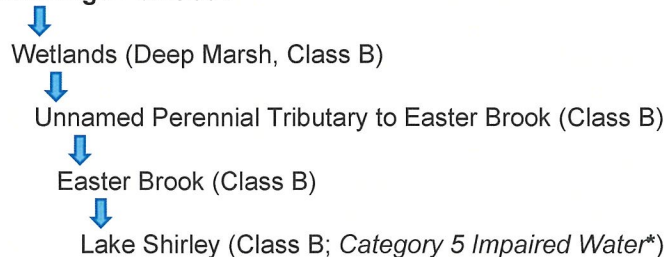
Stormwater discharges from the Keating site in Lunenburg and Lancaster are authorized under a NPDES Multi-Sector General Permit (MSGP). Under the MSGP, monitoring of quarry stormwater effluent is required for the following:

- **Total Suspended Solids:** benchmark concentration of 100 mg/l; quarterly sampling (*Note: TSS in the quarry settling basin is measured with an in-situ instrument. Keating staff stated that water is pumped and discharged only when TSS concentration is below 15 mg/L*)
- **Turbidity:** benchmark concentration of 50 NTU; grab sample required once per year
- **pH:** effluent limitation of 6.0-9.0; grab sample required once per year
- **Polyaromatic Hydrocarbons:** report only (no threshold/benchmark values); biannual sampling

Other similar facilities have discharges (both process wastewater and stormwater) authorized under NPDES Individual Permits which require more extensive monitoring. Monitoring parameters and associated effluent limitations for Individual Permits are typically established as needed to ensure that state and federal water quality standards are met for the receiving water bodies.

Stormwater effluent from the quarry is discharged to a series of Class B, High Quality Waters as defined in Massachusetts Surface Water Quality Standards ([314 CMR 4.00](#)). The flow path from the Quarry Dewatering Discharge (Discharge Point 001) is listed below and shown in Figure 1. The Class B Water Quality Standards are the same for all segments of the flow path listed below.

Discharge Point 001



* Lake Shirley is listed in the [Massachusetts 2018/2020 Integrated List of Waters](#) as impaired for:

- *turbidity*
- *harmful algal blooms*
- *dissolved oxygen*
- *mercury in fish tissue*
- *non-native aquatic plants*

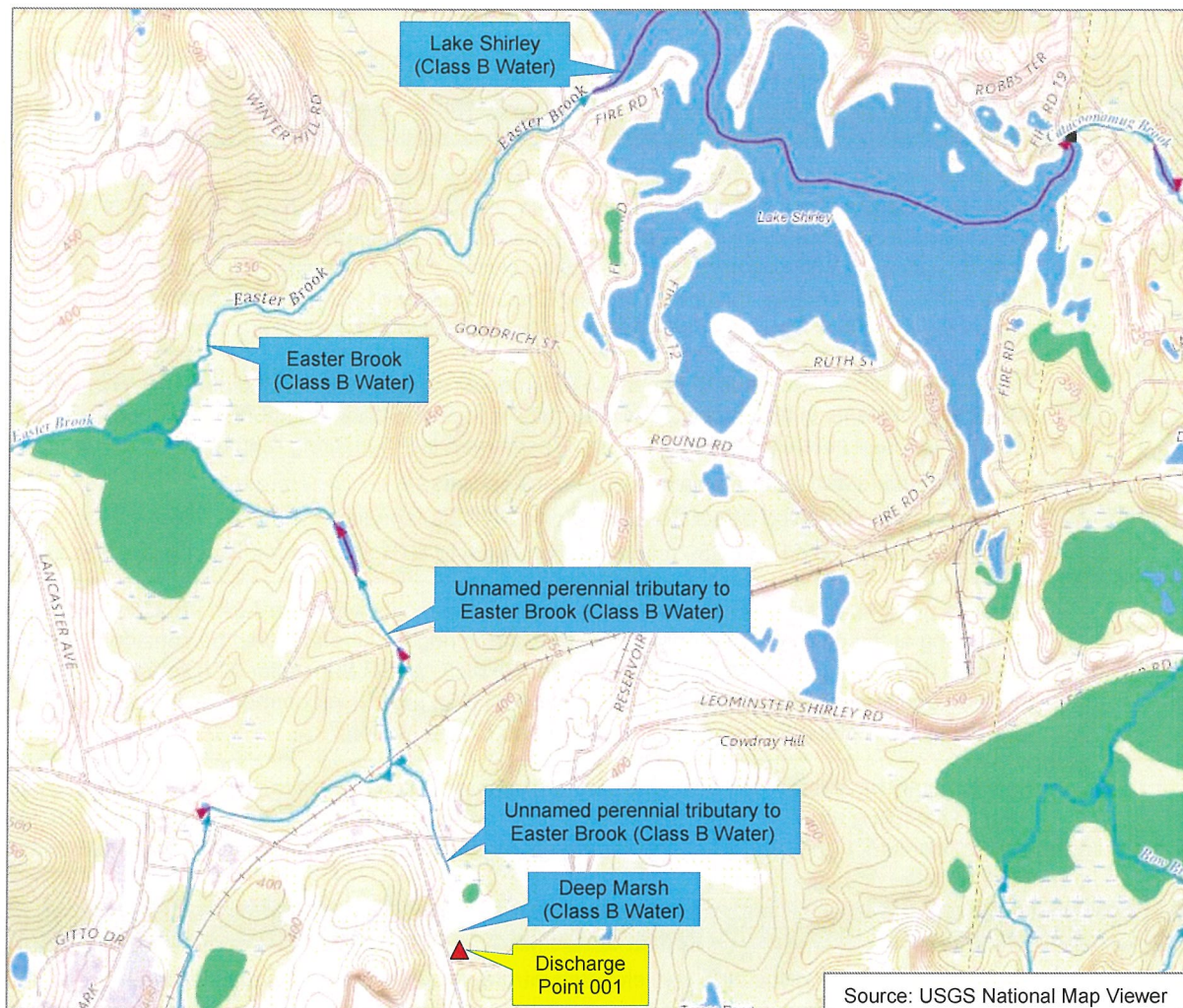


Figure 1: Flow Path from Quarry Dewatering Discharge to Lake Shirley

Based on review of monitoring required for similar facilities in the region, CEI recommends that the Town should consider requiring the additional monitoring parameters discussed in Table 1 as a condition of a future Special Permit authorization.

Table 1: Additional Water Quality Monitoring Recommendations

Parameter	Discussion/Recommendation
Stormwater Effluent Monitoring^{1,2}	
Turbidity	<ul style="list-style-type: none"> CEI recommends that more frequent turbidity monitoring should be considered as a condition preceding pumping from the quarry settling basin, with an effluent discharge limit of 25 NTU. This recommendation is based on the Individual Permit for the Keating Acushnet facility, which states “a turbidity value of 25 NTU is consistent with several states that have established numeric water quality criteria for turbidity, including the New England states of Vermont and New Hampshire as well as the turbidity limitations imposed on similar facilities in Massachusetts and New Hampshire.”
Whole Effluent Toxicity (WET)	<ul style="list-style-type: none"> Based on use of explosives at the quarry, WET monitoring is recommended once per year. WET evaluates pollutants in the discharge to determine if their additivity, antagonism, synergism, or persistence have potential to cause toxicity. Recommended monitoring requirements include: <ul style="list-style-type: none"> Use daphnid and fathead minnow as the test species Chronic No Observed Effect Concentration (C-NOEC) should be $\geq 100\%$ Acute effects based on LC50 (concentration lethal to 50% of test organisms) should be $\geq 100\%$.
Nitrate	<ul style="list-style-type: none"> Because nitrogen-based compounds (ammonium nitrate explosives from Austin Blasting) are used for blasting at the quarry, CEI recommends that monitoring for nitrate should be considered. Although there are no numeric nitrate criteria for NPDES MSGP Subsector J2 (Dimension and Crushed and Nonmetallic Minerals), a benchmark of 0.68 mg/L is recommended based on the NPDES MSGP criteria for Subsector J1 (Sand and Gravel Mining).
Total Metals	<ul style="list-style-type: none"> Heavy metals have been detected with quarry discharges at similar sites. CEI recommends an initial (year 1) sampling round for total metals (antimony, arsenic, cadmium, chromium, copper, iron, lead, nickel, selenium, silver, and zinc). Requirements for any additional testing should be based on the initial results.
Bedrock Monitoring Wells (annual monitoring for existing and additional recommended bedrock wells)	
Nitrate	<ul style="list-style-type: none"> Health concerns are associated with elevated nitrate levels (>10 mg/L) in drinking water.
Total Metals	<ul style="list-style-type: none"> Annual monitoring for antimony, arsenic, cadmium, chromium, copper, iron, manganese, lead, nickel, selenium, silver, and zinc.
Perchlorate	<ul style="list-style-type: none"> Sampling for perchlorate is recommended due to the use of nitrogen-based explosives at the quarry. The NPDES permit the Keating Acushnet facility states, “Perchlorate may also be present in nitrogen-based explosives as an impurity or contained in detonators up to 4 to 60 milligrams of potassium perchlorate. EPA’s Interim Drinking Water Health Advisory for perchlorate is 15 $\mu\text{g/L}$.”
pH	<ul style="list-style-type: none"> pH is an inexpensive parameter that can be helpful in identifying if surface waters (with relatively higher pH) are mixing with groundwater (with relatively lower pH) via bedrock fractures.

Table 1 Notes:

- Based on CEI’s review of operations at the quarry and related stormwater effluent discharges to Discharge Point 001, CEI recommends that additional monitoring is not needed for the following parameters listed for Class B Waters in 314 CMR 4.05(3)(b): pH, dissolved oxygen, temperature, taste and odor, oil and grease, and solids.

2. CEI recommends that some additional monitoring parameters required at similar sites are not applicable to stormwater discharges from the Lancaster/Lunenburg quarry operation. For example, naphthalene monitoring is required at sites where petroleum products are stored, but there are no petroleum products stored within the Keating quarry area.
3. If additional monitoring is required as condition of a future Special Permit, CEI recommends that results should be reported to the Town for review on a quarterly basis. The Town should reevaluate required monitoring frequencies in future Special Permits based on results from the first year of monitoring data.

2.2 Noise Monitoring

Based on requirements at similar quarry operations, the Town should consider requiring continuous 24/7 noise monitoring to determine if there are periods when quarry operations result in nuisance noise levels in nearby residential areas. Such monitoring could be required as either a long-term, ongoing requirement of operations, or as a shorter-term requirement intended to:

1. Identify any time periods and sources of nuisance noise levels; and
2. Address any identified sources with actions to minimize nuisance noise levels.

2.3 Potential Vernal Pools

The ANRAD Peer Review (LEC, 2016) notes the following with regard to two Isolated Vegetated Wetlands (IVWs) delineated with flags I-1 through I-6 and J-1 through J-15:

Both of the IVWs have potential vernal pools, but a definitive determination of vernal pools at this time of the year is difficult. The status of these potential pools should be determined by the Applicant in the Spring of 2017.

Based on communication with Keating staff, a field investigation to confirm the status of these potential vernal pools has not been conducted. CEI recommends that a vernal pool investigation should be required as a condition of future permit approval, with field investigations specified for the spring vernal breeding season for obligate vernal pool species. If vernal pool conditions are documented, an application for vernal pool certification should be submitted to the Massachusetts Natural Heritage and Endangered Species Program (NHESP).

Note: The IVW J-series is located in Lancaster. The IVW I-series is located in Leominster, but if certified as a vernal pool would have a portion of its 100-foot buffer zone within Lancaster.

If you have any questions regarding this review letter, please contact Bob Hartzel at 508-281-5160.

Sincerely,



Robert M. Hartzel, Principal
Comprehensive Environmental, Inc.



June 1, 2022

Town of Lancaster Select Board
Attn: Kate Hodges, Town Administrator
By email (khodges@lanasterma.net)
701 Main Street
Lancaster, MA 01523

RE: P.J. Keating Company Response to CEI Peer Review of Special Permit to Remove Earth Products

Dear Ms. Hodges,

Thank you for forwarding the CEI peer review report. Please see comments by P.J. Keating (PJK) compiled with the assistance of our professional consultants, TRC's Andrew Smyth, Professional Geologist and Principal Consultant, Gary Hunt, Vice President and Air Sciences Technical Director and North American Reserve's Michael Wright, Principal Geologist. We have included CEI comments verbatim. PJK's comments may be found in **green font** following those comments.

1. SPECIAL PERMIT CONDITIONS

Special Permit Conditions are presented verbatim below in **blue font** followed by related CEI review comments. The numbering below is based on the Condition numbering in the Special Permit. Conditions not listed below did not have suggested revisions or comments from CEI.

Condition 2. The shoreline of the end-use quarry pond and all disturbed non-bedrock surfaces shall be restored with a minimum depth of nine inches of loam which shall be capable of supporting grass growth. These areas shall be restored upon completion of the earth removal authorized by this special permit. These areas shall be hydroseeded and the planted area shall be protected from erosion during the establishment period using sound conservation practices. Areas that wash out shall be repaired immediately. Trees or shrubs of prescribed species shall be planted to provide screening and reduce erosion during the establishment period.

CEI Comments:

- A minimum width of 25 feet is recommended for the required loam and vegetation establishment around the perimeter of the quarry pond. This width is based on (1) the assumption that end use quarry pond will become a wetland resource area protected per 310 CMR 10.00 and the Lancaster Wetlands Protection Bylaw after the quarry has been inactive for five or more consecutive years, and (2) establishment of a vegetated buffer consistent with the Bylaw 25-foot no disturb zone.

At the end of the life of the quarry, P.J. Keating (PJK) will provide a 25-foot natural vegetative perimeter around the rim of the quarry for those areas that are not naturally revegetated. The establishment of the 25-foot zone will include, if necessary, the application of loam to establish the vegetative zone which may include the planting of trees and shrubs based on site conditions at the time.

The quarry will naturally fill with groundwater and rainfall and become a static height at the approximate elevation of the nearest wetland, which is located at the southwestern end of the quarry. That wetland complex is at elevation 393± and the quarry rim is at elevation 403±

(MassMapper). Further, the quarry rim will be fenced, and the entire property is and will continue to be posted for no trespassing.

- A specification for loam should be required to ensure good quality planting conditions, including a minimum organic content of 4-6% by weight.

As stated above, at the end of the quarry life, a 25-foot vegetative perimeter around the rim of the quarry will be established for those areas not vegetated with natural vegetation. The establishment of the 25-foot zone will include, if necessary, the application of loam to establish the vegetative zone. It should be understood, that by the time the quarry is abandoned there will be vegetation all along the perimeter as PJK is going deeper over the next several decades, not horizontally. It would make little sense to remove this natural vegetation.

- Planted trees and shrubs should be species native to the Northeastern U.S. and from a list submitted by the Applicant and approved by the Town. In areas where trees or shrubs will be planted, a minimum topsoil depth of 18 inches is recommended. An equal depth of subsoil is also recommended to allow for an adequate rooting zone for woody species. Spacing for trees and shrubs should be specified (e.g., 8-feet on center for tree species, 5-feet on center for smaller shrub species).

Native vegetation present will continue to establish and encroach closer to the quarry rim. In particular, at the end of the life of the quarry. Should non-vegetated areas exist, supplemental endemic plantings (trees and shrubs) will take place based on the site conditions at the time.

Condition 5: Dust Control measures shall be undertaken as specified in the approved plans.

CEI Comments:

- There are no approved plans associated with the Special Permit that specify dust control measures. Dust control appears to be an ongoing challenge for the portion of Fort Pond Road (Route 70) near the quarry, and inclusion of a plan and/or a detailed narrative specifying dust control measures is recommended.

Dust suppression is paramount to PJK, and the quarry operation utilizes two water trucks and two street sweepers that circulate all areas of the facility on a daily basis. Also, as indicated to the CEI reviewers, PJK was about to, and since has made improvements to the grade of the paved surface at the exit drive (in Lunenburg) from the quarry to better shed water and control water tracking onto Fort Pond Road in Lunenburg. PJK will continue to monitor the situation on a constant basis.

Tighe & Bond conducted a site inspection on April 1, 2022, and noted that:

"Water Truck on site, used throughout the day on haul roads and quarry base. Two sweepers run daily at road crossings."

Tighe & Bond did not identify any corrective action that needed to be taken by PJK and found that permit conditions were being met.

As a reference, CEI reviewed the current Storm Water Pollution Prevention Plan (SWPPP) associated with the National Pollutant Discharge Elimination System (NPDES) permit for the Site. Although no reference to dust control measures is included in the SWPPP plans, (PJK does not understand the inclusion of this statement; CEI indicates the SWPPP does not discuss dust control but then goes on to reference section 3.7.7 of the SWPPP which does include dust management; further, dust control measures are also included in other sections of the SWPPP).

Note the SWPPP document includes the following narrative:

3.7.7 Dust Generation and Vehicle Tracking of Industrial Materials

Dust generation and vehicle tracking activities potentially occur in each of the Drainage Areas at the facility. The Lunenburg facility maintains dust control by pumping water from the detention basins and using it for dust suppression as necessary. A mobile water truck is also used at the facility to wet down on-site roads to minimize the amount of dust generated by vehicle traffic and the transport and deposition of sediment on surrounding public roadways. Locations where vehicles enter and exit the site are inspected regularly for sediment that has been tracked off site. If sediment has been tracked off site, the paved surfaces are swept.

- Based on dust control measures required at similar quarry operations, the Town should consider requiring the following:
 - Dust monitoring (e.g., by installation of a high-volume air sampler) to identify periods when/if fugitive dust conditions warrant additional control actions to protect public health.

Given that aggressive dust control measures are currently in place as noted above air monitoring is not warranted. Further, the absence of nuisance dust complaints supports this position. In the event that PJK elects to perform air monitoring in the future, high volume air sampling methodology would not be the appropriate methodology.

- Additional control actions could include installation of a dust suppression system for haul trucks along the quarry interior roadways, such as a wheel wash system comprised of roadside sprinklers which spray trucks as they pass by.

PJK does not understand what “a wheel wash system comprised of roadside sprinklers which spray trucks as they pass by” would accomplish. Adding additional water to the wheels of 80-ton haul vehicles would merely track out additional haul road dirt into the roadway, not less. The balance of water addition directly to the road is carefully monitored and additional sprinkler water on the haul road would not serve to reduce water and soil tracking at the haul crossroads.

Condition 25: The permit holder shall continue to undertake a hydrogeologic study that shall continue for the duration of the earth product removal operation. To facilitate the continuation of the long term hydrogeologic monitoring program the permit holder shall collect a minimum of monthly measurements of the groundwater water table and behavior in the monitoring wells, continuous weather station measurements, monthly stormwater flow measurements for the lower quarry and upper quarry flow meters, and monthly measurements of the sump water elevation for the duration of the earth product removal operation. Pressure transducers shall be implemented within groundwater monitoring wells to monitor groundwater water table behavior at hourly increments. Upon failure of any pressure transducers, the permit holder has 90-days to replace the equipment. These measurements shall be provided to the Board of Selectmen quarterly, or more frequently as requested by the Board of Selectmen, and these measurements shall be reviewed by the Town's consultant as requested by the Town. All costs for outside consultant services used for inspection, data review, comment, and recommendation purposes shall be paid for by the permit holder. The hydrogeologic study shall be modified, when needed, based on recommendations by the Board's consultant.

- a. New hourly reporting pressure transducers shall be replaced in all groundwater monitoring wells by April 15, 2022.

CEI Comments:

1. Hydrogeologic Study

In addition to ongoing monitoring of groundwater levels and stormwater flow volumes, Keating conducted a hydrogeologic study in 2005 (NAR) to partially address this permit condition. This study focused on a review of the general bedrock geology and a review of existing bedrock wells in the

area. The 2005 NAR study concludes that the existing bedrock wells have fairly uniform characteristics based upon specific capacity calculations and that any higher yielding bedrock wells are likely influenced by proximate surface water bodies. One exception was existing bedrock well #33, which had the highest yield of the sample group, likely associated with its location along the Weepee (Wekepeke) Fault System. Final recommendations of the 2005 NAR study were to install four bedrock monitoring wells, drilled to the permitted depth of quarry excavation. The recommended well locations were based on installing one in each direction (north, south, east, west) with the north/south monitoring wells located along the Wekepeke fault line.

The conclusions and recommended monitoring plan of the 2005 NAR study do not fully correlate with the geologic features and data limitations identified in the study. Specifically, we note the following key issues:

- The 2005 NAR study notes that the landfill site in general has a “*complicated array of jointing*” and “*near vertical fractures*” as observed at several of the NAR field reconnaissance locations. These features are due to the quarry site being transected by the Wekepeke Fault System. This extent of fracturing would logically increase the potential for groundwater movement in a multitude of directions.

NAR performed an evaluation of the fractures within the quarry. The fractures observed were all on faces of rock that had been blasted. This is not what the rock looked like in any of the core holes that were drilled to construct the wells. In fact, the core showed quite the opposite. The rock core was evaluated for Rock Quality Designation (RQD), which is expressed as a percentage and its formula is the sum of the length of intact core pieces that are longer than twice the diameter of the core recovered during the core run divided by the total length of the core run. The quality (strength) of the rock core from the borehole is thereby assessed on a scale from very poor to excellent: 0-25% = very poor, 25-30% = poor, 30-75% = fair, 75-90% = good, and 90-100% = excellent. Therefore, RQD denotes the degree and depth of fracturing, weathering, shearing, and other areas of weakness in a rock mass. The RQD of the cores for the deep bedrock wells are typically between 90-100%.

The presence of intact massive bedrock at the quarry site indicates that the fractures are not extensive and testing data indicates that the fault is not more permeable than the surrounding massive rock. This is not uncommon, as processes such as fault zone sediment mixing, clay smears, cataclasis, and geochemical precipitation can result in lower fault zone permeability than source rock. For example, the NAR report identified that:

“Wells 5 and 7 are almost directly on-strike of the fault line that identifies the Wekepeke fault zone. It would be intuitive to most hydrogeologists that these wells would have been expected to have some of the highest yields because of enhanced fracturing and interconnection of fractures caused by the faulting. However, these wells have yields that are below the average of the data set, so it appears that the fault is not an important hydrogeologic factor in the yield of these wells.” In other words, the statement by CEI that the fractures are more permeable and lead to increased groundwater movement is incorrect and misleading.

- The 2005 NAR study evaluated existing bedrock wells in the vicinity of the quarry, classifying the wells as above or below average yield (i.e., 10 gallons per foot of drawdown) based on readily available data from the well drillers. Based on the location of most of the high yield wells (proximate to a lake or pond), NAR inferred that the higher well yields were influenced by surface water, even though these wells were approximately 500 feet deep. Location alone does not necessarily mean there is any connection between a surface water body and a 500-foot-deep bedrock well, as it is common for surface water bodies to be “perched” and protected by a bottom impervious (or semi-impervious) layer.

The data from well drillers is not exactly the data you would use or quote unless you know how the drillers got their values. Most well drillers do not do this correctly. Each well was tested at 5-foot intervals to evaluate the K value of the well. NAR calculated by three (3) varied sets of formulas and then averaged over the interval to arrive at a "conservative" value. All the K values obtained were between 10-1 to 10-3 ft/day. This is an average value for metamorphic rock and illustrated that the rock is not a good transmitter of flow. That is very slow movement for ground water.

The closest public water supply well (well 08G) has been Zone 2 modelled and the public well draws water from the surface water at Turner Pond. CEI has not presented any data to show that the surface water is "common[ly]" "perched" and unable to be the principal water source for bedrock wells.

- The 2005 NAR study used well drilling records for the analysis, most likely from the date of installation for each bedrock well. These well drilling records are of limited value for determining regional groundwater flow patterns, since they are typically performed with the sole purpose of confirming sufficient water quantity and quality for a residential dwelling. A more detailed pump test (e.g., pumping to determine sustained yield) would be required as part of a hydrogeological study to determine overall regional groundwater flow patterns.

See above. The wells were installed according to the lineaments. There has never been any substantive evidence presented that the quarry has had any impact on private wells. These unsubstantiated allegations are convenient but without merit. A comprehensive study was conducted, and professional geologists and hydrogeologist hired by PJK have agreed with the Town's consultant T&B, which also has Professional Geologists reviewing this work. It is PJK's understanding that T&B will also be analyzing CEI's findings and providing a letter to the Town.

- The 2005 NAR study specifically notes that the "*quarry is generally very dry*", most likely due to the "*strongly developed fracture system...allowing infiltration and recharge*" associated with steeply dipping cleavage planes that can be near vertical in some locations.

These statements do not go together. The walls of the quarry are shattered and fractured due to blasting. At approximately 10 to 20 feet into the highwall, these fractures are not present. The quarry has minimal water entering it because it is very tight rock.

These observations and bedrock features appear to provide a potential viable path for surface water to flow deep into the bedrock and then travel along the extensive fracturing in a multitude of directions. The limited locations and depths of the four existing bedrock monitoring wells are not sufficient to identify potential impacts of the quarry operation on groundwater flows and water quality in the area.

- CEI recommends that additional bedrock monitoring wells be installed around the perimeter of the quarry, as follows:

- Ideally, additional monitoring wells would be located along identified surface lineaments that reflect sub-surface bedrock fractures;

Wells were installed according to the lineaments. Additional wells are not needed as they would be redundant, providing no new information.

- Alternatively, new wells could be located at regularly spaced intervals along the quarry perimeter. If this approach is used, CEI recommends installation of six wells at approximate 550-foot intervals along the southern/eastern quarry perimeter (from the southern tip of the quarry to the intersection of the quarry haul road and Fort Pond Road).

See PJK response to Condition 30.

- CEI also recommends that water samples be collected and analyzed from these bedrock monitoring wells on an annual basis, to allow for assessment of any potential impacts of the quarry operation on off-site bedrock water supply wells. *See Section 2 for a list of recommended monitoring parameters.*

See PJK response to Condition 30.

2. Monitoring Equipment

During the site walk on April 22, 2022, NAR stated that they will be installing In-Situ Level TROLL® 400 pressure transducers in all of the monitoring wells with the ability to connect to the instruments with Bluetooth for profiling and downloading data. NAR stated that the transducers will be set to monitor groundwater water table behavior at hourly increments and they will collect data using a cloud storage service and complete a quality control check before they are sent to the town for review. These transducers have a battery life of 10 years or 2 million readings. The Bluetooth capabilities will allow for a quicker and easier download of data and will remove some likelihood for human error and damage to transducers as a result of removing the instrument to download readings, clear the device, and reinstall the instrument.

Presumably, this statement is in agreement with the installed transducers and the collection of data on an hourly basis.

Scheduled maintenance of these instruments is critical to sustain their accuracy and longevity, and should include the following:

- a. Scheduled maintenance should be required as described in the In-Situ Operator's Manual in order to sustain the accuracy and longevity of the probes and the cables.

In-Situ, among the largest manufacturers and distributors of water quality monitoring equipment in the world and the makers of the equipment under discussion, told us that by obtaining monthly elevation reading by hand and comparing them to the probes is a very good way to verify that the probes are operating correctly. This tests for equipment water level drift which is the basis for setting a maintenance plan for the instrument as described in the equipment manual.

- b. The transducers should be checked monthly for the first year to ensure they are working properly and then quarterly after that.

PJK and NAR follow In-Situ's operations manual

- c. The monitoring visits should include equipment inspections and documentation that the transducers are in the correct position, have been collecting measurements, that measurements are recording properly, and that the battery life as displayed in the Win-Situ software is sufficient.

PJK and NAR follow In-Situ's operations manual

- d. The transducers should undergo factory maintenance and calibration every year in May and proof of calibration should be submitted to the Town for review.

PJK and NAR follow In-Situ's operations manual

Condition 30: The deepest point of open excavation shall be no deeper than 20-ft above the elevation of the deepest groundwater monitoring well. Upon reaching this threshold, new monitoring wells shall be installed to deeper elevations.

CEI Comments:

- The monitoring wells are currently set at an elevation of 180 feet NAVD, approximately 50 feet below the existing bottom elevation of the quarry (elevation 230 feet NAVD). Based on Condition 30, these existing monitoring wells would ultimately allow for excavation to a depth of 200 ft NAVD. In comparison, most residential bedrock wells in the area are approximately 800 to 1000 feet deep and are therefore set at an elevation of approximately -400 feet to -600 feet NAVD, approximately 580 to 780 feet below the present depth of the quarry monitoring wells.

CEI and the Town were explicitly told that deeper wells will be installed in 2023 and that they will be 50- feet below the depth of the deepest quarry cut level as provided in the mine plan.

- Based on the extensive bedrock fracturing in a multitude of directions (as noted in the 2005 NAR hydrogeological study and discussed above in CEI's comments on Condition 25), and the substantial difference in depth/elevation between the monitoring wells and the depth of bedrock water supply wells in the area, we recommend that the quarry monitoring wells be extended to a depth that is comparable to the deepest existing bedrock water supply wells in the area (i.e., approximately 1000 feet).

This approximately \$200,000+ ask for six new wells and drilling the existing wells to 1,000 feet is entirely without merit and scientific basis. Assessing ground water movement and quality is done best nearest the quarry if it is believed the quarry is somehow negatively impacting groundwater quality. It would be very unusual to impossible for hypothetical quarry related contamination to be at higher levels 1,000 feet down than near the quarry floor. The classic plume is for highest concentrations near the source and declining away. Any water migrating off the quarry site would be easiest and best detected in the existing wells at their current/future depths.

The quarry wells should not be extended any deeper than necessary (within 50 feet of the mine plan final elevation). The suggestion that 1,000-foot-deep wells should be installed is reckless. It is well known that deeper wells have the potential to cause short circuiting of contamination from higher elevations to reach the deeper aquifer. The aquifer has a very low hydraulic conductivity and does not have sufficient vertical gradients to cause the downward flow of contaminants to reach any of the CEI proposed monitoring wells. The water supply well that seems to be CEI's concern (Lunenburg water supply well RW-08G "Keating well") has been groundwater tested for perchlorate and was non-detect. There is no basis for concern for perchlorate. CEI was provided the SDS sheet for blast emulsion used.

The closest town well raw water has also been tested for inorganic parameters including selenium, antimony, arsenic, fluoride, cyanide, cadmium, chromium, thallium, and beryllium and all were non-detect. The only inorganic parameter detected was barium (which is ubiquitous) and had a value of 0.014 mg/l versus a drinking water standard of 2.0 (142 times less than the standard). Therefore, there is no impact from inorganic parameters on the town well. CEI has also recommended sampling for nitrates but, once again, there is no problem with nitrates in the Town's Keating well. The measured value of nitrate in groundwater at this well varies from 0.46 to 0.86 mg/L but the water quality standard is 10 mg/L, much higher. Therefore, the proposed deep wells and suggested monitoring are not necessary and if anything could make a non-existent issue into one, when all water quality standards are already being met.

2. OTHER RECOMMENDATIONS

Additional CEI recommendations and comments that are not specific to a current Special Permit Condition are provided below.

2.1 Additional Water Quality Monitoring

Stormwater discharges from the Keating site in Lunenburg and Lancaster are authorized under a NPDES Multi-Sector General Permit (MSGP). Under the MSGP, monitoring of quarry stormwater effluent is required for the following:

- **Total Suspended Solids:** benchmark concentration of 100 mg/l; quarterly sampling (*Note: TSS in the quarry settling basin is measured with an in-situ instrument. Keating staff stated that water is pumped and discharged only when TSS concentration is below 15 mg/L*)
- **Turbidity:** benchmark concentration of 50 NTU; grab sample required once per year
- **pH:** effluent limitation of 6.0-9.0; grab sample required once per year
- **Polyaromatic Hydrocarbons:** report only (no threshold/benchmark values); biannual sampling

Other similar facilities have discharges (both process wastewater and stormwater) authorized under NPDES Individual Permits which require more extensive monitoring. CEI discussed the NPDES permit authorization for the facility with George Papadopoulos of EPA Region 1, to determine why this facility is permitted under the NPDES MSGP rather than an Individual Permit. Mr. Papadopoulos is the lead EPA staff for the current NPDES Individual Permit authorization for the Keating facility in Acushnet, MA. Key points of the discussion are summarized as follows:

The Acushnet facility – **What does the Acushnet facility have to do with the Lunenburg facility. Has CEI even visited the Acushnet facility?**

- From a NPDES permitting perspective, the Keating Lunenburg/Lancaster facility and operations are similar to the Acushnet facility. Both facilities conduct rock quarrying, aggregate processing, and production of hot mix asphalt.

The CEI discussion is based on hearsay only. Under any reasonable court or fair hearing without all parties present, such discussions should and would be disallowed. No permit conditions can be made on hearsay discussions.

- Mr. Papadopoulos stated that the type of operations and processing conducted at the Lunenburg/Lancaster facility and associated discharges to surface waters would appear to disqualify the facility from obtaining permit authorization under the MSGP.

The conditions for PJK's stormwater discharge permit are based on national standards and they are not less stringent at Lunenburg than elsewhere. The CEI discussion is based on hearsay only. It is not clear what CEI was telling Mr. Papadopoulos' about the Lunenburg operation. The facility does have a stormwater permit and has had a stormwater permit for many years. Nothing has changed. CEI has provided no details about what specific operation they consider that PJK conducts that would disqualify them from qualification under a MSGP stormwater permit. At this point the statements by CEI to Mr. Papadopoulos and others appear unfounded. No letter of correspondence is provided to backup that these were Mr. Papadopoulos' thoughts, nor was he copied on CEI's contentions of what he may or may not have said.

- Mr. Papadopoulos stated that the current MSGP permit authorization could have been approved because applications for coverage under the MSGP do not always get reviewed thoroughly.

Again, hearsay only. The facility has had a MSGP through several permit cycles and the EPA and MassDEP have had plenty of time to review the permit information if they thought there were errors. It is an affront by CEI to indicate that the EPA does not do a proper job of reviewing permits before approving. It is highly unlikely that anybody from EPA and in particular, Mr. Papadopoulos would indicate that they do not do an adequate job of reviewing permits.

- Mr. Papadopoulos stated that EPA staff plan to conduct a site inspection in the near future to determine if an Individual permit will be required for the facility.

Hearsay only and perhaps libelous if CEI indicated that EPA should conduct an inspection at a facility based on providing them inadequate and/or at the very least, inaccurate information. PJK provided all data that was requested, including all requested water quality reports that have been provided to EPA on its DMR site. PJK conducts inspections and record keeping, as required. There is no basis to suggest that PJK is polluting the environment and therefore somehow in need of further costly restrictions and baseless water quality analyses.

Monitoring parameters and associated effluent limitations for Individual Permits are typically established as needed to ensure that state and federal water quality standards are met for the receiving water bodies. Stormwater effluent from the quarry is discharged to a series of Class B, High Quality Waters as defined in Massachusetts Surface Water Quality Standards ([314 CMR 4.00](#)). The flow path from the Quarry Dewatering Discharge (Discharge Point 001) is shown in Figure 1. The Class B Water Quality Standards are the same for all segments of the flow path listed below.

This figure, in another format, was previously provided to the Town by PJK. That is except for the purple line shown in Lake Shirley. While the purple line might be endeavoring to show the general flow path of Easter Brook through the lake it is of no meaning in this instance as no detention times or other typical factors are provided. Moreover, the point of discharge of clean, quarry water that traverses two (2) miles through a multitude of natural wetland resource areas and Easter Brook (with a drainage area that dwarfs that of the quarry) prior to entering Lake Shirley is scarcely worth mentioning again and again.

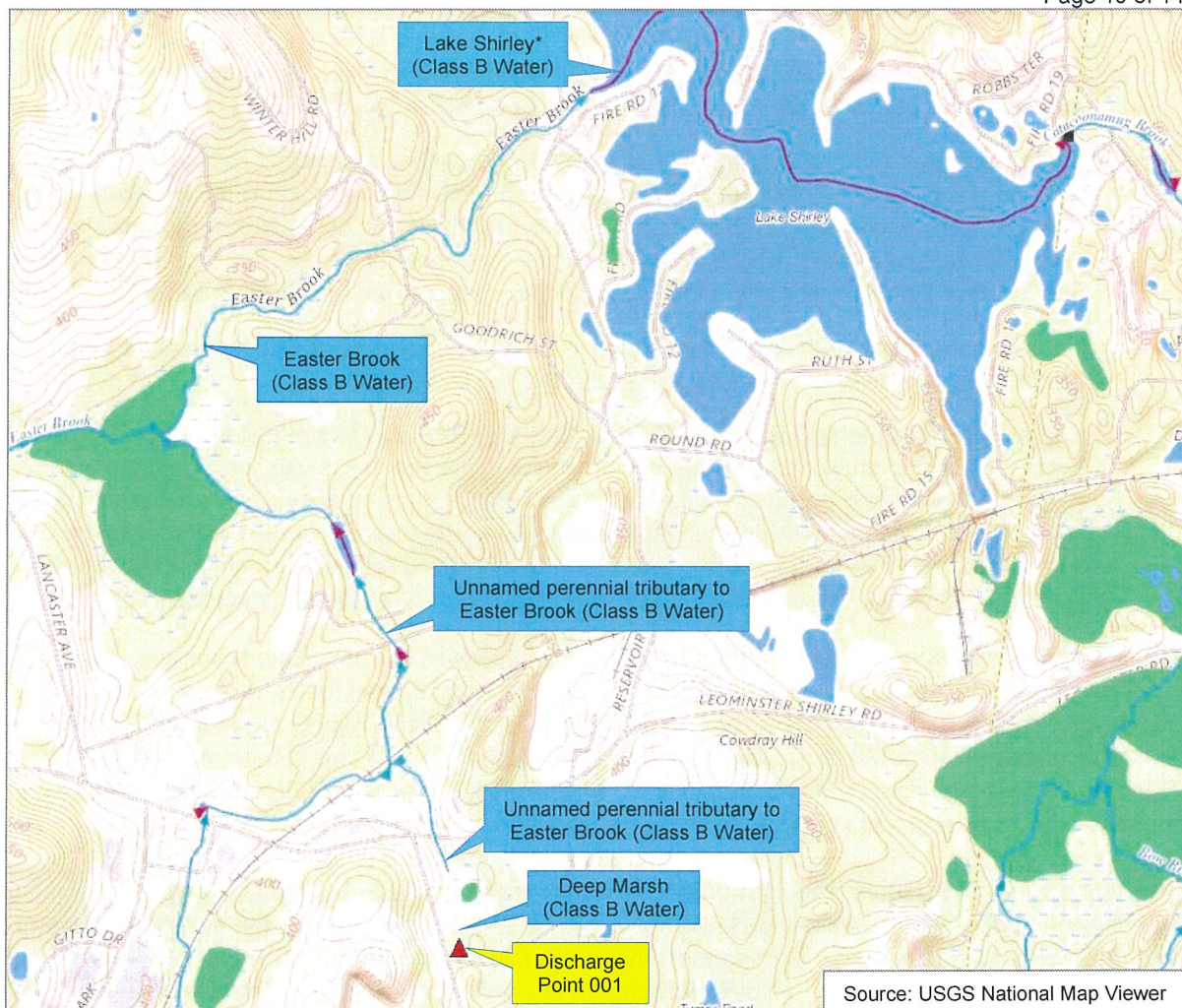


Figure 1: Flow Path from Quarry Dewatering Discharge to Lake Shirley

* Note: Lake Shirley is listed in the Massachusetts 2018/2020 Integrated List of Waters as a Category 5 Impaired Water, with impairments for:

- turbidity
- harmful algal blooms
- dissolved oxygen
- mercury in fish tissue
- non-native aquatic plants

Based on review of monitoring required for similar facilities in the region, CEI recommends that the Town should consider requiring the additional monitoring parameters discussed in Table 1 as a condition of a future Special Permit authorization.

Please provide the locations/institutions 'of monitoring required for similar facilities in the region.'

The PJK facility has a MSGP, and those monitoring conditions are established nationally. Adding additional monitoring is not based on any scientific reasoning. The MSGP monitoring requirements were purposefully established by the USEPA based on scientific studies and extensive comment and response from various regulatory agencies. The most recent MSGP added a number of sampling requirements based on extensive studies of similar mining operations. It would be inappropriate to modify stormwater monitoring requirements

at the local level based on an unsubstantiated/non-scientific request. MassDEP and USEPA issued the facility permit jointly.

The monitoring request is based on misjudged information such as a request to conduct WET monitoring because of explosives – the only source of potentially unnatural substance in the quarry. However, as was explained, 95-100% of blasting emulsion is vaporized upon blast and non-vaporized nitrogen compounds are unlikely to have any significant impact on a freshwater receiving body. As an example, and to our knowledge, no other quarries discharging to a freshwater wetland system in Massachusetts conduct WET monitoring because of explosives. Why should the PJK quarry conduct nitrate monitoring based on CEI's opinion that industries different from PJK do it? This would be a slippery slope as should a gasoline station have to meet the monitoring limits for a dairy farm or vice versa. In terms of metals, once again, these would have been looked at by the USEPA and were not chosen by them for quarry monitoring.

Table 1: Additional Water Quality Monitoring Recommendations

Parameter	Discussion/Recommendation
Stormwater Effluent Monitoring^{1,2}	
Turbidity	<ul style="list-style-type: none"> CEI recommends that more frequent turbidity monitoring should be considered as a condition preceding pumping from the quarry settling basin, with an effluent discharge limit of 25 NTU. This recommendation is based on the Individual Permit for the Keating Acushnet facility, which states “a turbidity value of 25 NTU is consistent with several states that have established numeric water quality criteria for turbidity, including the New England states of Vermont and New Hampshire as well as the turbidity limitations imposed on similar facilities in Massachusetts and New Hampshire.”
Whole Effluent Toxicity (WET)	<ul style="list-style-type: none"> Based on use of explosives at the quarry, WET monitoring is recommended once per year. WET evaluates pollutants in the discharge to determine if their additivity, antagonism, synergism, or persistence have potential to cause toxicity. Recommended monitoring requirements include: <ul style="list-style-type: none"> Use daphnid and fathead minnow as the test species Chronic No Observed Effect Concentration (C-NOEC) should be $\geq 100\%$ Acute effects based on LC50 (concentration lethal to 50% of test organisms) should be $\geq 100\%$.
Nitrate	<ul style="list-style-type: none"> Because nitrogen-based compounds (ammonium nitrate explosives from Austin Blasting) are used for blasting at the quarry, CEI recommends that monitoring for nitrate should be considered. Although there are no numeric nitrate criteria for NPDES MSGP Subsector J2 (Dimension and Crushed and Nonmetallic Minerals), a benchmark of 0.68 mg/L is recommended based on the NPDES MSGP criteria for Subsector J1 (Sand and Gravel Mining).
Total Metals	<ul style="list-style-type: none"> Heavy metals have been detected with quarry discharges at similar sites. CEI recommends an initial (year 1) sampling round for total metals (antimony, arsenic, cadmium, chromium, copper, iron, lead, nickel, selenium, silver, and zinc). Requirements for any additional testing should be based on the initial results.
Bedrock Monitoring Wells (annual monitoring for existing and additional recommended bedrock wells)	
Nitrate	<ul style="list-style-type: none"> Health concerns are associated with elevated nitrate levels (>10 mg/L) in drinking water.
Total Metals	<ul style="list-style-type: none"> Annual monitoring for antimony, arsenic, cadmium, chromium, copper, iron, manganese, lead, nickel, selenium, silver, and zinc.
Perchlorate	<ul style="list-style-type: none"> Sampling for perchlorate is recommended due to the use of nitrogen-based explosives at the quarry. The NPDES permit the Keating Acushnet facility states, “Perchlorate may also be present in nitrogen-based explosives as an impurity or contained in detonators up to 4 to 60 milligrams of potassium perchlorate. EPA's Interim Drinking Water Health Advisory for perchlorate is 15 $\mu\text{g/L}$”.
pH	<ul style="list-style-type: none"> pH is an inexpensive parameter that can be helpful in identifying if surface waters (with relatively higher pH) are mixing with groundwater (with relatively lower pH) via bedrock fractures.

Table 1 Notes:

1. Based on CEI's review of operations at the quarry and related stormwater effluent discharges to Discharge Point 001, CEI recommends that additional monitoring is not needed for the following parameters listed for Class B Waters in 314 CMR 4.05(3)(b): pH, dissolved oxygen, temperature, taste and odor, oil and grease, and solids.

It is unclear as to whether CEI is suggesting that EPA-required sampling parameters (i.e., pH, dissolved oxygen, oil and grease and 'solids') be eliminated for discharge water?

2. CEI recommends that some additional monitoring parameters required at similar sites are not applicable to stormwater discharges from the Lancaster/Lunenburg quarry operation. For example, naphthalene monitoring is required at sites where petroleum products are stored, but there are no petroleum products stored within the Keating quarry area.
3. If additional monitoring is required as condition of a future Special Permit, CEI recommends that results should be reported to the Town for review on a quarterly basis. The Town should reevaluate required monitoring frequencies in future Special Permits based on results from the first year of monitoring data.

PJK is required to provide all WQ testing results to USEPA. If a benchmark effluent limitation is exceeded it is automatically 'red-flagged' and depending on the exceedance, the USEPA has strict guidelines and a stepped process that must be met to rectify the situation. These guidelines went through extensive regulatory review and consideration over a multi-year process. Is the Town of Lancaster and or its consultants prepared to or capable of being more scientifically inclined than the USEPA? All of the data is readily available on the USEPA website. This request is merely meant to be one more measure of the myriad of requirements the facility is already required to meet. Moreover, as part of this peer review, all the requested data reports were provided to the Town's consultant.

This is not a landfill as listed by CEI. Landfills require sampling of metals because of the nature of the leachate of a landfill and the landfills components. This is a quarry. Water that enters the quarry from rainfall and groundwater is discharged only as necessary to keep the quarry bottom level from filling in with water. How would the groundwater become tainted with any of these metals and find their way to the perimeter wells? NAR has operated in over 1,000 quarries in the US and Canada and have never come across an aggregate quarry with a metal's issues, unless there are some reasonable explanations, like a landfill next door or the presence of those metals naturally occurring in the rock. This rock is a quartzite. It does not have these rare metals leaching out of it.

pH is analyzed in the surface water leaving the quarry and is consistently within permit parameters of 6.5-9.0. If the surface water is within this range what would make the quarry impact groundwater pH? What is driving this request, there is no proof or otherwise that the quarry pH is acidic or alkaline and the discharge meets the permit limits designed to protect water quality.

2.2 Noise Monitoring

Based on requirements at similar quarry operations, please provide the locations and institutions 'of requirements at similar quarry operations' the Town should consider requiring continuous 24/7 noise monitoring to determine if there are periods when quarry operations result in nuisance noise levels in nearby residential areas. PJK has received no noise complaints from nearby residences, albeit whenever, you put this misconception in people's mind, it is likely that some should be expected soon. Further, why would 24/7 monitoring be suggested as an appropriate edict when PJK's operating hours per the Special Permit are from 7am to 5pm Monday thru Friday (with the ability to operate on Saturday from 8am to 12pm with prior permission of the Town). Such monitoring could be required as either a long-term, ongoing requirement of operations, or as a shorter-term requirement intended to:

1. Identify any time periods and sources of nuisance noise levels; and

Blasting operations are monitored with seismographs and are consistently under State guidelines. The Fire Departments in Lancaster and Lunenburg receive these data. All persons wishing to be on the pre-blast call line are notified well in advance of the blast.

2. Address any identified sources with actions to minimize nuisance noise levels.

No nuisance noise level sources have been identified. Residences are not in the near vicinity of the quarry and as stated operating hours are strictly controlled. A Contractor can build a subdivision and break rock with a hydraulic hammer but PJK needs to do 24/7 noise monitoring?

2.3 Potential Vernal Pools

The ANRAD Peer Review (LEC, 2016) notes the following with regard to two Isolated Vegetated Wetlands (IVWs) delineated with flags I-1 through I-6 and J-1 through J-15:

Both of the IVWs have potential vernal pools, but a definitive determination of vernal pools at this time of the year is difficult. The status of these potential pools should be determined by the Applicant in the Spring of 2017.

Based on communication with Keating staff, a field investigation to confirm the status of these potential vernal pools has not been conducted.

In fact, PJK's response was as follows: 'In reviewing the potential vernal pool(s) locations, these are not in an area we plan to ever enter – we have no need. J-1 thru J-15 is on the opposite side of the transmission corridor and the 150 East of Flag 17 reference, is immediately adjacent to the J series flagging. Again, there is no intent to go into this overall wet area for any reason. Looking thru records, I do not believe a vernal pool Certification was completed and there are no plans to go through the Certification process, at this time. These areas will be left as is, we have no reason to venture any closer in that area. The quarry rim is approximately 800 feet from these areas and will not be expanded further in that direction.'

CEI did not look at this area. The quarry has been operating for 100 years and the potential 'vernal pool' whether it exists or not and may or may not have been present for the 100 years of the quarry operations is not in the vicinity of any PJK operations and will not be going forward. PJK has no intention of examining or certifying areas that are not going to be encroached on its private property.

CEI recommends that a vernal pool investigation should be required as a condition of future permit approval, with field investigations specified for the spring vernal breeding season for obligate vernal pool species. If vernal pool conditions are documented, an application for vernal pool certification should be submitted to the Massachusetts Natural Heritage and Endangered Species Program (NHESP).

Note: The IVW J-series is located in Lancaster. The IVW I-series is located in Leominster, but if certified as a vernal pool would have a portion of its 100-foot buffer zone within Lancaster.

If you have any questions regarding this response, please contact Doug Vigneau, 978-732-3761 or by email at douglas.vigneau@pjkeating.com. PJK, TRC, and NAR would be pleased to meet with the Select Board.

Sincerely,
PJ Keating Company

Douglas E. Vigneau

Douglas E, Vigneau, CEP, ENV-SP
Environmental Compliance Manager

cc: Andrew Smyth, PG, Principal Consultant, TRC
Gary Hunt, VP, Air Sciences Technical Director, TRC
Michael Wright, PG, North American Reserve
Robert Robinson, VP, Aggregate Operations, PJK
Kayla M. Larson, PE, Project Manager, Tighe & Bond

Kathi Rocco

From: Kate Hodges
Sent: Thursday, June 9, 2022 11:56 AM
To: Tom Christopher; kris mahabir; Frank Streeter; theelitecompany@yahoo.com
Cc: Jason A. Allison; roy mirabito; Carol Jackson; Stephen J. Kerrigan; electkendrad@gmail.com; Alexandra Turner; Jasmin Farinacci; Kathi Rocco; Peter Christoph
Subject: Open Planning Board Seat - 6/15/22 Joint Meeting
Importance: High

Good afternoon,

Thank you for your interest in becoming a member of the Lancaster Planning Board. As you may know, the matter is slated to be placed on the Select Board Agenda during a Special Meeting this coming Wednesday, June 15, 2022. The Board's meeting will begin at 6:00 PM and will be held in the Nashaway Meeting Room on the 2nd floor of the Prescott Building (Town Hall) and on Zoom. There are a number of matters which the Board will be discussing prior to the appointment item.

For your planning purposes, the Select Board and Planning Board will join a JOINT MEETING during this Wednesday's meeting beginning at approximately 8:00 PM. All interested planning board candidates, such as yourself, are being asked to attend the meeting and will be asked a series of questions. The impetus of my email today is two-fold. First, I would like to make you aware of the date and time of the meeting and agenda item; secondly, I have been asked to supply each candidate with the list of questions that are to be asked that evening.

Candidate Questions:

- Who do you feel you are representing as a member of the Planning Board?
- What do you believe to be the most important quality in a Planning Board member?
- What is the greatest strength you will bring to the Planning Board?
- Do you believe data can contribute to how Lancaster approaches its permitting process? If yes, in what ways?
- The Massachusetts Municipal Association has a guidebook on permitting best practices. How could or should this be leveraged in Lancaster?
- What would you like to see done in North Lancaster?
- What are some of the proactive measures the Planning Board could take with the Housing Trust to move forward in smart ways?

Procedurally, please know that each candidate will be allowed to make a 4-minute opening statement and the boards will then ask the questions outlined above. In the interest of time, we ask that each candidate's answers be kept as succinct as possible. The Boards will be hearing from four candidates total on Wednesday evening.

If you would please acknowledge receipt of this email by reply to me when you are able, I would appreciate it. Additionally, if you would advise me of your plan to either attend in-person or via zoom, it would be helpful. If you choose to participate via Zoom, I will send a separate link via a follow up email when the agenda is set to ensure there is no confusion. The link will also be posted on the Town's Website within the meeting calendar platform under the Select Board.

Please feel free reach out directly with any questions you may have. Thank you for your interest in serving the Town of Lancaster. Both Boards and departmental staff members are excited to speak with you about this important decision for our community.



LANCASTER SELECT BOARD
Special Meeting Minutes
of June 29, 2022

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

I. CALL TO ORDER

Chairman Stephen Kerrigan called the meeting to order at 9:00 AM in the Nashaway Meeting Room located on the second floor in the Prescott Building, 701 Main Street, Lancaster, MA. He advised that the meeting was being recorded via ZOOM:

Join Zoom Meeting: <https://us02web.zoom.us/j/88321048071>
Meeting ID: 883 2104 8071

Roll call vote taken, Jason A. Allison, present, Stephen J. Kerrigan, present.

II. EXECUTIVE SESSION

Agenda Item: Consideration of appeal of disciplinary action (oral warning) against Alexandra Turner dated December 14, 2021.

Mr. Allison moved to remove the verbal warning from Ms. Turner's personnel file. Mr. Kerrigan seconded. *Vote taken, Stephen Kerrigan, Aye; Jason Allison, Aye. Motion passed. [2-0-0]*

Ms. Turner thanked the Board for their action.

III. ADJOURNMENT

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

Respectfully submitted,

Kathleen Rocco
Executive Assistant

Approved and accepted:

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS



TOWN OF LANCASTER HAZARD MITIGATION PLAN

DRAFT - April 2022

Prepared by:
Montachusett Regional Planning Commission

Town of Lancaster, MA

Hazard Mitigation Plan

DRAFT - April 2022

Prepared for:

Town of Lancaster, MA



Prepared by:



IV. BOARDS, COMMITTEES & DEPARTMENT REPORTS

<p style="text-align: center;">ARTICLE 9 Economic Development Committee Bylaw Select Board</p>

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: *Currently there is an ad-hoc EDC committee. This proposal would codify the committee in the town's bylaws and make it a permanent committee.*

V. PUBLIC COMMENTS

VI. TOWN ADMINISTRATOR REPORT

Town of Lancaster
FY24 Budget Planning Calendar
for the 2023 May Annual Town Meeting

June 27, 2022	Capital Improvement Program (FY24-28) Instructions Issued	TA/Finance Dir.
August 1, 2022	Capital Improvement Program (FY23-27) Requests due	Department Heads
August 19, 2022	General Fund Budget Instructions issued to Departments	TA/Finance Dir.
August 26, 2022	Draft #1 – Capital Plan Due	TA/Finance Dir.
August 29, 2022	Capital Plan Draft Discussion & Initial Review	Select Board/FINCOM
September 16, 2022	General Fund Requests Due	Department Heads
September 19-30, 2022	Departmental Meetings Re: GF Requests	Department Heads TA/Finance Dir.
October 14, 2022	FY24 General Fund Outlook Draft #1 Out	TA/Finance Dir.
October 17, 2022	FY24 General Fund Budget Review	Select Board
November, 2022	Revisions of Budget, Meetings & Reviews	SB, FINCOM, TA, Finance Dir.
November 30, 2022	Budget Outlook Available to Public	TA
December 7, 2022	PUBLIC BUDGET FORUM: FY24 CIP & GF Budgets	SB, TA
December 20, 2022	FINCOM Additional Review of Budget & Guidelines	FINCOM
January 16, 2023	PUBLIC BUDGET FORUM/TOWN MEETING PREPARATION	Select Board, Town Moderator
January 16, 2023	FY24 General Fund Narratives sent out to Departments	Department Heads
January 23, 2023	FY24 Enterprise Budget Requests due	DPW, Water, Sewer
February 20, 2023	Select Board Opens Warrant	Select Board
March 20, 2023	Warrant Closes at 4:00 PM	Town Administrator/Town Clerk
March 21-31, 2023	Finalize Town Meeting Materials, Print Budget Books Publicize Town Meeting	All Town Departments All Town Boards & Committees

May 1, 2023

Town Meeting – 7:00 PM

**Mary Rowlandson Elementary
Auditorium**

¹ At this time, this budget calendar is for illustrative and informational purposes only. Once discussed with relevant Boards, Committees and Departments, the Select Board and Town Administrator may alter the dates and actions above to best serve the Town and ensure information is available to the community well in advance of Town Meeting. It is also worth noting that the availability of the Nashoba Regional School budget drivers, projections and capital needs are not yet known. Once a budget calendar is received from the school committee, the schedule above may be amended to ensure all available information is represented.



Town of Lancaster

Office of the Town Administrator

701 Main Street, Suite 1 • Lancaster, MA 01523

MEMO

TO: Select Board Members
FROM: Kate Hodges, Town Administrator
DATE: July 13, 2022
RE: Reorganization: Department of Health & Human Services

Background:

I was asked by Select Board Chairperson Stephen Kerrigan to study the operation and management of the Council on Aging (COA) and the Lancaster Community Center (LCC) in order to create a plan for the Town relative to these operations which was both financially feasible and appropriately sized to meet the needs of the Lancaster Community. My approach in beginning this study was to create a short-term and long term plan for the operation which covers all aspects of social and human services with the exception of the Public Library which is overseen by a separately elected Board of Directors.

While contemplating a long-term plan relative to social services in Lancaster, the need to develop a clear set of departmental goals and objectives which are to be carried out by professionally licensed staff became a very apparent and clear first step to the process. In order to hire and retain qualified individuals, the roles must be clearly defined and the operational funding sources must be identified.

Table A: FY23 Budgeted Personnel:

DIVISION	ROLE/TITLE	STATUS HOURS PER WEEK	TOTAL COMPENSATION
<i>COA</i>	Director	20 hrs/week	\$ 31,550
	Liaison	40 hrs/week	\$ 46,010
	Dispatch	10 hrs/week	\$ 11,502
	Meals Coordinator	9 hrs/week	\$ 12,000
<i>LCC</i>	Director	20 hrs/week	\$ 31,550
<i>Veterans</i>	Agent	Shared w/Leominster	\$ 20,000
<i>Recreation</i>	Director	20 hrs/week	\$ 22,000
<i>Board of Health</i>	Health Agent	Not Budgeted & Vacant	--
	Administrative Asst.	5 hrs./week	\$ 7,556
<i>Human Resources</i>	Director	Vacant	\$ 65,000
TOTAL BUDGETED SALARIES			\$ 247,168

In studying the structure of the existing operations, the physical layout of the building, and the resources allocated to the operation, (outlined in *Table A* above) I believe if we carefully reevaluate the total social services needs for the Town with a keen eye towards the reallocation of dollars, we will be able to develop

a plan of action which creates a well-defined, and proportionately staffed, Department of Health and Human Services. The creation of a Health and Human Services Department ensures that Lancaster residents are provided access to essential needs and creative life-enhancements that cultivate all residents' social and emotional needs.

The idea of a Town Department tasked with ensuring attention and resources are funneled towards social, emotional, medical, and behavioral health programs and services is both timely and necessary. As Lancaster's population increases, so does the need for community and recreational programming. Service areas currently lacking in Town include access to affordable childcare, school-aged activities, summer camp programming, community social events, parent groups and organized playgroups. In terms of public health and social services, a strong push for programming related to substance abuse treatment, long and short-term care or support groups, nutritional and food insecurity assistance, and greater ease of access to public benefit systems for those who qualify, has grown exponentially.

Department staff will work to connect youth, families, elders, individuals with disabilities, veterans, and other community members to programming, employment, volunteer opportunities, affordable housing, and support services. Through greater outreach efforts, the Town will be able to work with other local and state agencies and the Regional School District to identify at-risk persons in our community and their families *before* a crisis ensues. Partnering with programs such as regional juvenile justice and the Department of Elder Affairs will better assist families in helping their loved ones navigate difficult times. Greater community programming and events will work to bring the community together and foster a sense of belonging and shared purpose for residents.

1. REORGANIZATION FACTORS

- Complex health and safety issues over the past several years have led many communities to re-think and reevaluating their social service needs.
 - The 2021 US Census data shows Lancaster's population as 8,441, an increase of nearly 5% since 2010.
 - Residents aged 65+ account for 18.7% of Lancaster's population.
 - 6.6% of Lancaster's population are Veterans.
 - Lancaster residents under the age of 65 who are living with some type of disability account for 9.5% of the population. 5% of those individuals are without healthcare.
 - 3.9% of Lancaster's population are children under the age of 5 and 16.6% are under the age of 18 and live at home.
- The Recreation Committee has done an amazing job over the years of running a quality and robust program with very little budget and only one part-time staff member. Given the number of active community members and families, coupled with the fact that Lancaster has a public bathing beach and an active Community Center, expanding public recreational opportunities Town-wide is of great benefit to all.
 - The personal benefits relative to Recreational offerings are backed by more than three decades of scientific research and include:
 - Increased Life Expectancy
 - Improved Heart Health

- Prevention of Bone Disease
 - Reduction of Chronic Illnesses such as Diabetes
- The psychological benefits of Recreation include:
 - Reduction of Stress and Depression
 - Holistic Development Aids for Youth and Families
 - Enhancement of Emotional Health
 - Creation of Community and Belonging
- The Social Benefits of Recreation include:
 - Reduction of Crime
 - Reduction of Feelings of Isolation and/or Loneliness
 - Enhancement of Social Skills
 - Greater Understanding of Social, Cultural and Socioeconomic Differences
- The field of Social Work has changed a great deal over the years. Where communities once had no staff, or limited part time staff, '*available*' for folks in need, the structure of these services were often reactive rather than proactive.
 - Persons in crisis or in need would seek help, but communities were not set up in a manner that actively helped seniors, families, or persons in crisis *before* their situations became dire.
 - The COA Board members and staff have worked hard to adapt, expand and, in many cases, change their programs and offerings to best meet the needs of the community. They have accomplished a great deal with very little budget and even less staff support.
 - The Center is active and boasts a robust programming schedule, thanks for the efforts of the staff and board members – both past and present. Center staff coordinate rides for those in need and arrange for the delivery of food to Seniors who may not have consistent access to nutritious meals.
 - As the need for services have increased, the Town expanded its offerings. With this, the Town's fiduciary responsibility to the people served -- both professionally and ethically, also needs to evolve. To legally and ethically comply with the standards of care and operational procedures which surround client-based social services, staff must possess, and retain, certain qualifications.
 - In considering revisions to the job descriptions for the Director and the associated support staff, the Town must seek personnel with:
 - Educational backgrounds in Social Services, Geriatric Care, Human Factors or Organizational Management.
 - A minimum of three years' experience working in a social service setting or under a Licensed Clinical Social worker.
 - Particular focus and experience working with persons over the age of 65.
 - Clarity in both the Job Description and through ongoing trainings that social service staff are mandated reporters and are required to uphold and exercise certain boundaries relative to the populations they serve—children and adults.
 - When looking at the total operation in the Community Center, the Town must have at least one member of the paid staff who possess:

- A valid license in Social Work or a provisional social work license (meaning, they are working under the MSW or LCSW to obtain a clinical license) valid in the State of MA.
- The ability to sustain their license through a commitment to continuing education which, in many cases, is provided by the State or offered through various Professional Associations.
- A valid Serve-Safe certification and is familiar with the requirements necessary to operate a commercial kitchen and handle food service in accordance with the rules and regulations outlined by the Nashoba and Lancaster Boards of Health.
- A background or expertise relative to community-based childcare and camp programming *plus* the ability to obtain proper licensing through the appropriate childcare authorities such as: Department of Early Education and Childcare, Nashoba Board of Health Camp Licensing Division and/or the American Camping Association.
- It is no secret that high-quality and visible leadership positions such as those outlined here are hard to fill. As the global workforce reevaluates the meaning of ‘work-life-balance’ in the wake of the pandemic, this notion has become particularly evident. As an employer, we need to be creative in structuring of our positions, offering competitive wages and allowing additional forms of compensation such as the ability to work from home or flexible scheduling, to attract persons to these roles.

2. REORGANIZATION GOALS

- Enhance the attraction of Lancaster for existing and potential residents, staff members, volunteers, businesses and local non-profit organizations and clubs.
- Meet the needs of community members by keeping them satisfied, engaged, safe and whole.
- Preserve and strengthen the Town’s capabilities to serve its citizens by expanding services, program offerings, grant opportunities and social interactions.
- Reduce burdens on the Town’s General Fund by generating steady and healthy revenue streams which sustain operations and, ultimately, *may* provide additional financial means for capital investments and infrastructure improvements.
- Bolster the capabilities of local businesses, entrepreneurs, and seasoned professionals by allowing them to market or teach classes within the community in the form of continuing education classes, public programing, and other wide-spread community building efforts.
- Create meaningful job opportunities for community members that teach responsibility, teamwork, and cooperation.
- Directly provide education to, or advocacy for, our community’s most vulnerable members in areas like cash and food assistance, subsidized health and housing programs, state and federal aid programs, tax abatements, and various trainings or self-help courses.
- Increase opportunities for seniors to participate in cross or multi-generational events and social activities.
- Improve communication to residents relative to social service, recreation, and public health matters available in, or through, the community.
- Actively promote programs and efforts which identify and surround public health; develop a

volunteer medical core consistent with hazard mitigation best practices relative to pandemic and public-health related outbreaks or natural disaster relief preparedness.

3. RECOMMENDED OPERATIONS

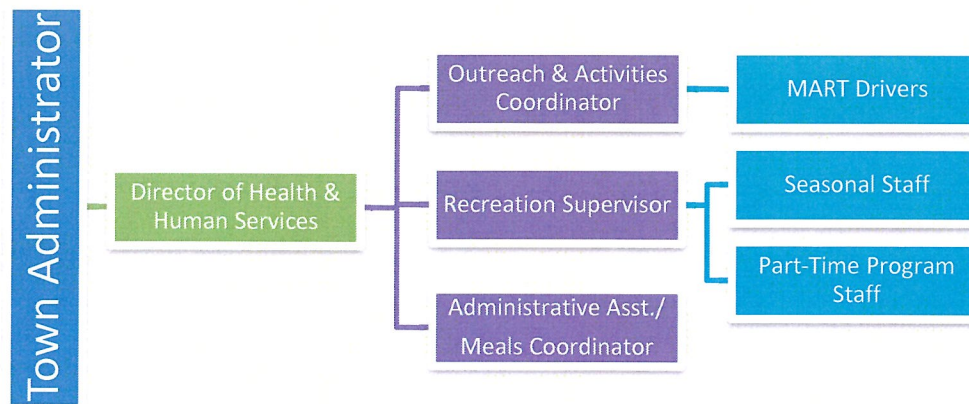
While the public sector differs from private business in a variety of ways, the operational management of the two entities is strikingly similar. Many Fortune 500 Companies undergo organizational audits regularly to ensure their departments, committees and staff are focused, streamlined, and designed in a manner which aligns with the goals and desires of its constituents. The same principles apply here. To meet the needs and demands of our growing community, we need to be more proactive in communicating with area social service agencies, recreation departments, state and federal transitional assistance agencies and local boards of health. Members of the community need to be informed of specific assistance programs that are available and, when requested, become more engaged in community-wide events, programs, and social gatherings.

To that end, the following restructuring proposal takes the existing dollars which were allocated to various health and human services functions for FY23 and re-organizes them into the following positions and categories:

Table B: FY23 Reorganized Personnel

ROLE/TITLE	STATUS HOURS PER WEEK	Projected COMPENSATION ¹
Health & Human Services Director	Full Time, Exempt	\$ 81,285
Outreach & Activities Coordinator	Full Time, Exempt	\$ 58,464
Recreation Coordinator	Full Time, Exempt	\$ 63,913
Admin/Meals Coordinator	15 hrs/week	\$ 19,420
Veteran's Agent	Shared w/Leominster	\$ 20,000
Health Agent	TBD ²	TBD ³
	TOTAL SALARIES	\$ 243,082
	Diff. from Budget	(\$ 4,086) ⁴

4. REPORTING STRUCTURE*



**The diagram shows the paid staff positions only. It is worth noting; however, that the Director will also be overseen by the Council on Aging and Board of Health. The Director is also expected to maintain a good working relationship with the Recreation Committee who also participates in the oversight of the Recreation Supervisor's goals and effectiveness.*

Conclusion & Next Steps:

I believe that the plan above, as outlined, meets the criteria identified by the Select Board relative to Town Departments' purpose and structure. The proposed Department of Health and Human Services is fiscally responsible, budget neutral (and more likely, budget positive) and, most importantly, a professional, responsible, and holistic way to fulfil the important needs and basic human rights for those in our community. The mission of the Department is based on the idea of protecting the physical, social, and emotional wellbeing of Lancaster residents by supporting an individual's access to available transitional assistance, childcare and wellness programs, and other social and health-related services. Additionally, the Department will oversee various types of youth and family programming and events, each varying in style and format, to ensure members of the community have a convenient way to participate in community and educational endeavors which increase the quality of life in Lancaster.

In partnership with several well-established Town Boards and Committees, the Department will connect with existing resources to further their goals and mission. The Department of Health and Human Services shall build upon the idea of '*community*' and '*togetherness*' by spearheading initiatives which bring people and resources together. Regular communication and coordination with local groups such as the Nashoba and Lancaster Boards of Health, Council on Aging, Recreation Committee, Regional Veterans Services, Cultural Council, Disability Commission and the Agricultural Commission will benefit the Town by a collective approach to identifying needs and developing results-based solutions and opportunities to expanded resources and advocacy.

As a first step, the position of *Director of Health and Human Services* has been advertised. The ad was written to reflect a 'rolling deadline' but outlined a priority review date of July 15th. As of today's date, we have received more than thirty applications for the position, more than half of those who applied exceed the minimum qualifications relative to years of experience and education. The Director's job description was provided to the Chairperson of the COA Board and discussed with the Select Board Chair prior to posting. The advertisement and application timeline were also reviewed with both Board Chairs. I have asked that at least one of the COA Board participate in each 'round' of the interview process and expect the Select Board Chair will also be involved. I believe it is important to have additional perspectives from other boards and committees that may interact regularly with the Department and its staff. I would be interested in hearing thoughts regarding which committees or members of the community may be best to involve in the screening processes.

As a next step, attached you will find draft copies two other positions which were discussed above – the proposed Outreach and Activities Coordinator and the Recreation Supervisor. Filling these positions is critical to the operation and likely will be one of the first assignments imparted to the new Director at the time of their hire. As a final measure, this plan, and the accompanying documents, once reviewed by the Select Board, will also be forwarded to the Chairpersons of the Committees mentioned above and to the Town Department Heads. I want to ensure everyone is clear regarding this initiative and is afforded the opportunity to provide feedback as we move forward. I look forward to also receiving the Select Board's thoughts relative to this matter.

I look forward to working together to create a robust and exciting new Department of Health and Human Services. I am confident the members of this new team and the respective Boards and Committees will be able to work together to provide these essential services for Lancaster.

Health & Human Services Director

Department: Health & Human Services
Reports To: Town Administrator
Date: July 2022

Salary Grade: 13 (*not yet ratified*)
FLSA Status: Exempt

GENERAL SUMMARY:

Under the general direction of the Town Administrator, the Health and Human Services Director coordinates all Town-wide social services, public health and recreational programs for Lancaster residents, businesses, and visitors. The Director has a particular focus on those residents over the age of 60 or those living with a disability or disease. Incumbent is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control. Performs varied and responsible duties requiring a thorough knowledge of public service operations, organizational management, social work best practices and geriatric program implementation. The Director must exercise sound judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is frequently called upon to handle significant amounts of details, each varying from the other in substance and content requiring flexibility in approach to their workload. Manages, supports, and develops Department staff according to Town guidelines, policies and procedures, errors in judgement result in reduced levels of service, poor public relations, and potential danger to vulnerable populations.

ESSENTIAL JOB FUNCTIONS: *

- ◆ Conducts office and/or in-home interviews with families, or individuals, to assess needs and facilitate access to transitional assistance such as funds, services, activities, housing, food insecurity, personal safety, childcare, wellness initiatives and self-advocacy.
- ◆ Provides limited-scope counseling, support, and referrals for clients/residents; refers issues to State and Federal agencies as appropriate or when precedent dictates. The Director is classified as a mandated reporter for all matters concerning abuse, neglect, self-harm or any life-threatening or safety issues.
- ◆ Works with Public Safety officials, Board of Health, Council on Aging, and other agencies as directed to handle emergency or crisis situations for residents and their families.
- ◆ Networks with other Town Departments, agencies, and organizations to ensure Town-wide coordinated service efforts for clients; maintains strong working relationships with area social service agencies and social workers, emergency services resource officers, DCF, Child and Elder Protective Services and various in and/or out-patient mental health service providers.
- ◆ Makes appropriate referrals to other agencies for necessary services as permitted by the client; provides follow-up case management for those who are perceived to need assistance. Interacts and maintains good working relationships with area service organizations including meals on wheels, MART, hospice, elder services, and the Nashoba Regional School District.
- ◆ Assists clients in filling out necessary forms to obtain essential services from appropriate agencies. Helps client's access resources including, but not limited to educational services, outpatient medical services, legal services, DTA/Cash Assistance, food stamps, health and medical resources, housing, fuel assistance, tax assistance, SSI, and health insurance; may be called upon to serve as intake site coordinator for State and Federally funded assistance programs.
- ◆ Develops, markets, and oversees programs for Seniors and other members of the public utilizing the Community Center and other existing resources; creates a sense of community and belonging for members of the public. Advocates and develops funding plans for resources needed to hold and organize outreach and programming efforts.

- ◆ Attends Council on Aging and Board of Health meetings. Periodically attends other civic groups' meetings as assigned or deemed necessary for the operation. Facilitates information sharing and collaboration between Human Services divisions, the Town Administrator's Office, and other Town Departments and agencies.
- ◆ Respects and preserves confidentiality. Has access to Department-related confidential information and sensitive information about clients, families, and staff. Must use discretion in connection with confidential information including financial and medical records, the disclosure of which would cause a significant breach of trust, seriously damage the reputation of the Department, and may lead to legal action or recourse.
- ◆ Manages and implements the hiring and training of volunteers and employees including determining work schedules, performance appraisal systems, corrective action plans, job description reviews, and other personnel related functions. Holds staff and management meetings as necessary.
- ◆ Oversees any contracted Senior Van and ride share programs. Maintains ridership data for budgetary and trend analysis efforts.
- ◆ Provides supervision and editorial oversight for the monthly newsletter and other forms of communication intended for the public audience. Approves all printed, social media, cable TV, newspaper and website postings.
- ◆ Promotes Department programs and services through presentations to community groups, etc. Responds to requests for information and action including letters, manuals, memos, meeting notices and public records requests.
- ◆ Prepares and recommends Department budgets to the Town Administrator; reviews budgets with citizen committees as required; administers approved funds in accordance with Town policies and procedures and within the adopted budget parameters. Prepares Annual Report submission to Town Administrator. Maintains statistical records for budgetary forecasting and planning purposes. Monitors and manages expenditures and revenues. Oversees and approves payroll and accounts payable processes including any supporting documentation.
- ◆ Serves as facility manager for Lancaster Community Center by providing for the needs of other Departments who may require the use of the building. Oversees all building use, rentals, and schedules of availability. Coordinates maintenance and facility needs with facilities personnel.
- ◆ Attends trainings, conferences and seminars as required/needed to expand knowledge base; as time permits, participates in local, state and/or national projects, committees, and events.
- ◆ Performs special projects and related responsibilities as initiated and requested; performs other duties as required, directed, or as the situation dictates. Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

Provides direct supervision to full-time department staff. Oversees and directs other paid, unpaid, and volunteer support staff and temporary workers including, but not limited to van drivers, outreach workers, service vendors, event staff, and program instructors.

Frequently called upon to work collaboratively with other division or departmental staff and provides staff to support for the Board of Health and Council on Aging Board. May be asked to assist the Recreation Committee in times of recreation supervisor absence or as situations dictate.

EDUCATION & EXPERIENCE:

- ◆ Master's Degree in Human Services, Counseling, Psychology, Geriatric Care, Social Work or a related field plus at least five years' of highly responsible experience working in, or with, a Social Services agency. MSW or LICSW preferred. Any reasonable combination of work experience and education may be considered.
- ◆ Valid MA motor vehicle operator's license required, with a safe driving record and ability to provide own transportation to and from the workplace and for home visits. Valid CPR, AED and First Aid certifications or ability to obtain within 60-days of hire.
- ◆ Experience writing and administering grants and overseeing grant finding and revolving accounts.
- ◆ Ability to be cleared through the Criminal and Sexual Offender Record Information (CORI/SORI) background checks.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Excellent written and verbal communication skills. Ability to interface and communicate effectively, professionally, and with a high level of patience, tact, and discretion. Communicates regularly with elders, families, social service agencies and members of the public. Communications are primarily conducted via telephone, email or in-person meetings.
- ◆ Ability to maintain high levels of confidentiality and work with clients according to all applicable State, Federal and Town laws, policies, bylaws, codes, and operating standards.
- ◆ Strong organizational and interpersonal skills. Ability to work with a high level of detail and prioritize multiple tasks. Ability to change direction and rearrange tasks according to deadlines and circumstances.
- ◆ Possession of an empathetic and calming persona, particularly in time of crisis.
- ◆ Experience working in municipal government and knowledge of effective public and community relations practices preferred. Municipal grant funding knowledge and experience preferred.
- ◆ Classified as a confidential employee.

WORKING CONDITIONS & PHYSICAL DEMANDS¹:

Work time consists of duties which are performed in both typical office conditions and work which may be conducted offsite including home visits in varying conditions. Outreach work may take place in all weather conditions; employee must be able to traverse uneven terrain. While in the office, the noise level is moderate, and incumbent is frequently subjected to the demands of other individuals, walk-in clientele, and those who occupy the building including recreational users, public classes, and events. The Director has frequent contact with members of the public both in-person, online and via telephone.

Regularly operates computers, printers, facsimile machines, copiers, calculators, and other standard office equipment, requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching, and stooping may also be required. Also operates an automobile. Must be able to lift and carry up to 25 pounds and traverse stairs and outside areas safely.

¹ The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Outreach & Activities Coordinator

Department: Health & Human Services
Reports To: Health & Human Services Director
Date: July 2022

Salary Grade: 9 (*not yet ratified*)
FLSA Status: Exempt

GENERAL SUMMARY:

Under the general supervision of the Health and Human Services Director, coordinates social services and programs for Lancaster residents with a particular focus on those over the age of 60. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control. Performs varied and responsible duties requiring a thorough knowledge of human services or non-profit operations. Exercises careful judgment and consistent initiative in completing tasks particularly in situations that are not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant number of details, each varying from the other in substance and content, requiring flexibility in approach to workload. Follows Department guidelines and procedures. Errors could result in reduced levels of service, poor public relations, and potential danger to the public.

ESSENTIAL JOB FUNCTIONS:

- ◆ Conducts office and/or intake interviews with families or individuals to best assess needs and facilitate access to available funds, services, and activities.
- ◆ Works with Public Safety personnel, the Board of Health, and other agencies, as directed, to handle emergency or crisis situations for residents and their families. The coordinator is classified as a mandated reporter for all matters concerning abuse, neglect, self-harm or any life-threatening or safety issues.
- ◆ Networks with other Town Departments, agencies, and organizations to ensure a Town-wide coordinated service efforts for clients; maintains strong working relationships with other area social service agencies, MA COA, State Executive Office of Elder Affairs and Elder Protective Services.
- ◆ Develops and accurately maintains client files, including progress notes, releases of Information forms, and records of family and emergency contacts or referrals.
- ◆ Interacts and maintains good working relationships with other area service organizations. Assists clients in filling out necessary forms to obtain needed services from appropriate agencies. Helps client's access resources, including, but not limited to therapy services, outpatient medical services, legal services, DTA/Cash Assistance, food stamps, health and medical resources, housing, fuel assistance, tax assistance, SSI, and health insurance; serves as intake site for town and government funded fuel and cash assistance programs.
- ◆ Researches and applies for grant opportunities as assigned; manages grant funding and applications to ensure adequate funding levels for the division.
- ◆ Creates and organizes programs, events, trips, and other offerings for residents aged 60 and over; implements marketing campaigns related to offerings. May serve as a trip 'chaperone' or staff liaison relative to certain out-of-Town events or travel.
- ◆ Creates guidelines, policies, and procedures for adoption by the Health & Human Services Director and the Town Administrator relative to Departmental activities, seminars, events and offerings. Maintains printed and online community resource guides for citizen reference, manages social media and health and human services-related webpages, blogs, and brochures at the discretion of their manager.

Outreach & Activities Coordinator

- ◆ Coordinates and oversees rentals and usage of the Community Center Facility in conjunction with the Town's Facilities Manager. Synchronizes the use of the Center's kitchen facilities with other users, the relative boards of health and members of the world farmers' market organization.
- ◆ Prepares reports relative to incidents or accidents occurring on town property or in town-sponsored programs under the coordinator's purview to be handled by the Town Administrator's Office.
- ◆ Attends meetings as assigned including monthly COA Board Meetings, COA Friends Group meetings and staff/team meetings.
- ◆ Assists the public, other town Departments and governmental agencies by furnishing a variety of information, referral, and problem-solving advice as requested or required. Participates in the annual budget process, completed public records requests and FOI requests as dictated by law.
- ◆ Performs special projects and related responsibilities as initiated and requested; performs other related duties as required, directed, or as the situation dictates; regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

- ◆ May be called upon to provide functional oversight to program vendors, temporary and/or part-time guest lecturers and various organizational volunteers.

EDUCATION & EXPERIENCE:

- ◆ Bachelor's Degree in a Human Services, management, Sociology, Psychology, or a related field plus at least two years' experience working in, or with, a Social Services agency. Any reasonable combination of work and educational experience may be considered.
- ◆ Valid motor vehicle operator's license required, with a safe driving record and ability to provide own transportation.
- ◆ Serve-safe or similar kitchen management and food handling certification required within 6-months of hire; ability to maintain license for duration of tenure required.
- ◆ Ability to be cleared through the Criminal/Sexual Offender Record Information (CORI/SORI) background check.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Excellent written and verbal communication skills. Ability to interface and communicate effectively, professionally, and with a high level of patience, tact, and discretion. Communicates regularly with elders and the public.
- ◆ Ability to maintain high levels of confidentiality and work with clients according to all applicable state, federal and town laws, policies, and standards. Classified as a confidential employee; ability to work in a calm, methodical, organized and collected manner, particularly in the case of an emergency or an emotionally charged situation, is essential for an incumbent's success.
- ◆ Strong organizational and interpersonal skills. Ability to work with a high level of detail and prioritize multiple tasks. Ability to change direction and rearrange tasks according to deadlines, circumstances and need.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Outreach & Activities Coordinator

A fair amount of work consists of outreach duties which may include conducting off-site programs, client visits or events within varying conditions. Departmental work may take place in all weather conditions. Employee must be able to traverse uneven terrain. Office work is performed under typical conditions; the noise level is moderate, and incumbent is frequently subjected to the demands of other individuals, walk-in clientele and those who occupy the building including participants of recreational programs and classes. Has frequent contact with the public both in person and by email or telephone.

Operates computer, printers, facsimile machine, copier, calculator, and other standard office equipment, requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching, and stooping may also be required. Also operates an automobile.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>

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

VII. ADMINISTRATION, BUDGET AND POLICY

Kathi Rocco

From: Everett L. Moody
Sent: Monday, July 11, 2022 1:55 PM
To: Kathi Rocco
Subject: Re: SB Agenda 7.13.22
Attachments: FY23 cruiser quote (1).pdf

Kathi,

Earlier this year, the Police department presented a budget request to purchase a new Cruiser. During that meeting, a discussion took place about the best practices for financing a yearly request. Members of the Board at the time showed support for the purchase, but there was a conversation about it being an annual budget request, and not ARPA funded. Subsequently, the cruiser was removed from the FY23 budget and has not yet been approved for purchase with any other funding source. In FY21 we did not receive budget approval for a cruiser, this has had a major impact on our fleet. We have had 3 water pumps replaced this year due largely to skipping a year. Each replacement cost approximately \$5,000.00 and continues to create issues on our remaining fleet. I have spoken with the representative at Colonial Municipal Group and he has stated he will honor the previous quote (as attached). My concern is that if we do not order a new cruiser ASAP we will continue to overwork our current fleet jeopardizing the annual routine replacement of a single cruiser per year. I believe pushing this off any further will create a need for a single-year multiple vehicle replacement request.

Have a Nice Day
Acting Chief Everett L. Moody

From: Kathi Rocco <KRocco@lancasterma.net>
Sent: Monday, July 11, 2022 12:28 PM
To: Everett L. Moody <ELMoody@lancasterma.net>
Cc: Robin Zagwyn <RZagwyn@lancasterma.net>; Kate Hodges <KHodges@lancasterma.net>
Subject: SB Agenda 7.13.22

Hi Chief

One of SB Agenda items is **the proposal for Acquisition on new Police Cruiser, ARPA Funding**. If you have any information for the SB to review, could you please email that to me for their packets.

Any information that you have would be greatly appreciated.

Thank you.

Kathi

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



Budget Quote

December 13, 2021

To: Chief Everett Moody
 Lancaster Police Department
 1053 Main Street
 Lancaster MA 01523
 978-758-3335 / emoody@lanasterma.net

Salesperson: Dave Brown
 774-283-6400

CONTRACT: GBPC/MAPC

dbrown@buycmg.com

Qty	Item #	Description	Unit Price	Line Total
1.00	K8A / 500A	2022 Ford Interceptor Utility AWD	\$ 33,452.50	\$ 33,452.50
		Engine: 3.3L Gasoline		\$ -
1.00	UM / 9W	Black exterior paint with HD cloth bucket seats, rear vinyl bench	\$ -	\$ -
1.00	43D	Dark car feature	\$ 24.25	\$ 24.25
1.00	51R	Driver side pillar mounted spot light	\$ 383.15	\$ 383.15
1.00	549	Power heated exterior rear view mirrors	\$ 58.20	\$ 58.20
1.00	65L	Full style 18" wheel covers	\$ 56.00	\$ 56.00
1.00	76R	Reverse sensing safety system	\$ 266.75	\$ 266.75
1.00	GRAPHICS	Graphics kit unit # C2	\$ 595.00	\$ 595.00
1.00	TINT 35	Tint front door glass 35%	\$ 200.00	\$ 200.00
1.00	VENT	Set of (4) window vent shades	\$ 125.00	\$ 125.00
1.00	EMPLB00LEV-1VP-PKG	Sound Off 55" MPOWER 6 INCH LED LIGHTBAR W/ LIN DSC TECHNOLOGY, bluePRINT® Control System - Gold Package #2, bluePRINT Link® Micro Module and Vehicle Harness f, bluePRINT Sync® Module includes GPS Antenna, (2) ETSS100J5 Siren Speaker	\$ 4,875.00	\$ 4,875.00
1.00	ETSKLF200	200W low frequency siren enhancer	\$ 700.00	\$ 700.00
1.00	LABOR	Activate factory wig wag headlight flasher	\$ -	\$ -
1.00	362125	Push bar	\$ 495.00	\$ 495.00
1.00	36-6005S4	Recessed cross bar for (4) LED	\$ 65.00	\$ 65.00
2.00	ENFRMS3E	Blue/white LED recessed in top channel push bar, pair	\$ 265.00	\$ 530.00
2.00	EMPSQMS4E	Blue/white LED sides of push bar 1/side	\$ 175.00	\$ 350.00
2.00	EMPR20013-W	Clear flood LED on front push bar	\$ 180.00	\$ 360.00
2.00	ELUC3H010E	Blue/white LED in headlamps	\$ 165.00	\$ 330.00
2.00	PLUCTCL	Collar kits	\$ -	\$ -
1.00	P1000UIN20AO	Single cell transport system with officer safety bell	\$ 3,095.00	\$ 2,850.00
1.00	ENFSGS3E	Blue white LED rear cargo lower center side glass, pair	\$ 295.00	\$ 295.00
1.00	ENFWB004YL	Blue LED light stick rear upper interior with amber directional	\$ 1,150.00	\$ 1,150.00
2.00	EMPS1QMS3E	Blue white LED under rear gate lid with switches for flash & flood	\$ 175.00	\$ 350.00
2.00	ELUC3H010D	(1) pair red white LED hideaways rear high	\$ 155.00	\$ 310.00
2.00	ELUC3H010E	(1) pair blue white LED hideaways rear low	\$ 155.00	\$ 300.00
2.00	EMPS2QMS5RBW	TRI Color LED on rear gate vertical to plate	\$ 195.00	\$ 390.00

1.00	CVS1012INUT	Console with dual cup holder included	\$	650.00	\$	650.00
1.00	CARPB1014	Armrest with bracket for e-ticket printer	\$	295.00	\$	295.00
1.00	091-219-5	USB power point	\$	65.00	\$	65.00
2.00	425-3818	Magnetic microphone clip with c-mcb bracket	\$	45.00	\$	90.00
1.00	C-MCB	Mounting bracket	\$	-	\$	-
2.00	002LI716	Red white dome light in cargo area and front cabin	\$	50.00	\$	100.00
1.00	FLEETSMARTPIU	Tremco anti theft switch	\$	200.00	\$	200.00
1.00	1080ETRAIL	Blac Rac gun mount on cage between seats	\$	695.00	\$	695.00
1.00	25018	Mounting rail	\$	-	\$	-
1.00	BCD996P2	Digital scanner	\$	575.00	\$	575.00
1.00	BMAXSCAN	Antenna included	\$	-	\$	-
1.00	302-VS2	External speaker included	\$	-	\$	-
1.00	LABOR	Transfer radar	\$	75.00	\$	75.00
1.00	LABOR	Transfer 2 way police radio & antenna (wire to ignition)	\$	230.00	\$	230.00
2.00	90942	Antenna cables	\$	-	\$	-
1.00	LABOR	Transfer e-ticket printer	\$	150.00	\$	150.00
1.00	LABOR	Transfer computer system and mount	\$	295.00	\$	295.00
1.00	7160-1336	Computer mount base to fit 2020+ PIU	\$	275.00	\$	275.00
1.00		Shop supplies	\$	295.00	\$	295.00

TOTAL \$52,500.85



The contents of this email and any attachments are the property of the Town of Lancaster Massachusetts and subject to the Public Records Law, M.G.L. c. 66, section 10. When writing or responding, please remember that the Massachusetts Secretary of State's Office has determined that email is a public record and not confidential.

The contents of this email and any attachments are the property of the Town of Lancaster Massachusetts and subject to the Public Records Law, M.G.L. c. 66, section 10. When writing or responding, please remember that the Massachusetts Secretary of State's Office has determined that email is a public record and not confidential.

VIII. APPOINTMENTS AND RESIGNATIONS

6/18/2022

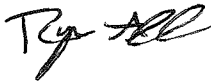
**To: The Lancaster Select Board (Jason Allison (Chair), Alix Turner, Steve Kerrigan)
& Town Administrator (Kate Hodges)**

From: Ryan Aldrich (Board of Appeals, Associate Member)

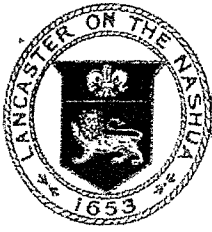
I am writing to inform you of my decision to resign from the Zoning Board of Appeals, effective 6/24/2022. I have enjoyed learning new things and serving the Town, but unfortunately, due to some personal matters, this decision is what's best for me.

I would like to thank the prior Select Board for the opportunity. I'd also like to acknowledge all the members that I've served with on the ZBA for the experience, knowledge, and hard work that they continually exhibit day in and day out. Lastly, I would like to thank Jeanne Rich (chair) for the recommendation to be appointed to this board. It was a pleasure being able to work under Jeanne, as her leadership and unwavering effort to do what's best for the Town and its residents was always her top priority.

Sincerely,
Ryan Aldrich

A handwritten signature in black ink, appearing to read "Ryan Aldrich", with a stylized flourish at the end.

IX. LICENSES AND PERMITS



TOWN OF LANCASTER, MASSACHUSETTS
OFFICE OF THE
BOARD OF SELECTMEN

SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION

TODAY'S DATE: 6/10/2022

APPLICANT'S NAME: ROSE DAROEN FAIR ^{MANAGER} TELEPHONE: 508-294-8516

ORGANIZATION: THE BOLTON FAIR

EVENT ADDRESS: 318 SEVEN BRIDGE RD LANCASTER FAIRGROUNDS

EVENT PURPOSE: 139th BOLTON FAIR

EVENT DATE: AUGUST 12, 13, 14 STORAGE DAY AUGUST 11

EVENT HOURS: NOON - 9pm

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

ATTENDANCE: Approximate Number of Persons in Attendance: 20K

Persons Under 21 in Attendance: Yes X No _____

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

Signature of Applicant

POLICE DEPARTMENT OFFICIAL USE ONLY

X Approval Recommended _____ Approval Not Recommended

Police Officer Required: Yes X No _____

Comments/Conditions: logistical meeting with Chief of Police required.

Date: 06/24/2022

Chief Everett L. Moody
Police Chief Signature



The Bolton Fair, Inc.

June 14, 2022

Selectman – Town of Lancaster

On behalf of the Board of Directors of The Lancaster Fairgrounds, we give permission for the 139th Bolton Fair to serve alcohol at their event.

Dates of the event are August 12, 13, 14, 2022

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

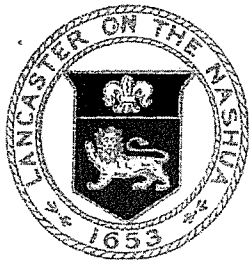
Liability Insurance to follow when renews in July.

Please let me know if you have any questions.

Best Regards,

Rose Darden
508-294-8516 cell

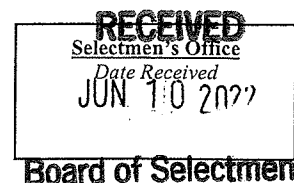
Fair Manager



**TOWN OF LANCASTER, MASSACHUSETTS
SELECT BOARD**

Prescott Building, 701 Main Street, Suite 1
Lancaster, MA 01523
Tel: 978-365-3326 Fax: 978-368-8486
Email: krocco@lanasterma.net

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



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

New Application X Renewal _____ 2022

Name of Concern: THE BOLTON FAIR

Street Address of Concern: 318 SEVEN BRIDGE RD LANCASTER FAIRGROUNDS

Mailing Address (if different): P.O. BOX 154 BOLTON, MA 01740

Contact Person & Title (Owner, Director, Manager, Other): ROSE DARDEN FAIR MANAGER

Telephone: 978-365-7206 Facsimile: _____ E-Mail: info@boltonfair.org

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

ANNUAL BOLTON FAIR AUGUST 11-14, 2022 THURS 5p-10p FRIDAY NOON-10p
SATURDAY 9am-10pm SUNDAY 9am-9pm

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

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

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

Rose Darden Fair Manager

Signature of Applicant

Tax ID Required 04-434-4392

6/10/2022

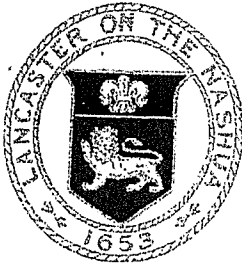
Date

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

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

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

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



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

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

Select Board's Office
RECEIVED
Date Received

JUN 10, 2022

Board of Selectmen

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

New Application ☒ Renewal ☐

2022

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

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

ANNUAL BOLTON FAIR AUGUST 11-14, 2022 THURS 5p-10p FRIDAY NOON-10p
SATURDAY 9am-10pm Sunday 9am-9pm

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

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

Rose Darden Fair Manager
Signature of Applicant _____ Date 6/10/2022
SSN# or Tax ID Required: 04-434-4392

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

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

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

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

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



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

www.mass.gov/dia

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

Applicant Information

Please Print Legibly

Business/Organization Name: BOLTON FAIR INC

Address: P.O. BOX 154

City/State/Zip: BOLTON MA 01740

Phone #: 978-365-7206

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

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

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

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

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____

Expiration Date: _____

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

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

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

Signature: Rose Nader

Date: 6/10/2022

Phone #: 978-365-7206

cell 508-294-8516

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

City or Town: _____

Permit/License # _____

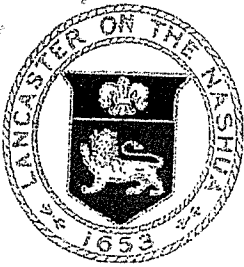
Issuing Authority (circle one):

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

Contact Person: _____

Phone #: _____

www.mass.gov/dia



TOWN OF LANCASTER, MASSACHUSETTS
SELECT BOARD

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

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

JUN 10 2022
Selectmen's Office
Date Received
Board of Selectmen

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

New Application X Renewal _____

Name of Concern: BAY STATE CHAPTER ATCA ANTIQUE TRUCK SHOW
Street Address of Concern: 318 SEVEN BRIDGE RD LANCASTER FAIRGROUNDS
Mailing Address (if different): P.O. BOX 154 BOLTON, MA 01740
Contact Person & Title (Owner, Director, Manager, Other): BOB GREENE JEN SANTUCCI EVENT DIRECTOR
Telephone: 857-332-0699 Facsimile: _____ E-Mail: baystatechapteratca@gmail.com

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

ANTIQUE TRUCK SHOW August 28, 2022

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

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

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

Rose Warden for Bob Greene
Signature of Applicant
Tax ID Required _____

6/10/2022
Date

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

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

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

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



TOWN OF LANCASTER, MASSACHUSETTS
SELECT BOARD

Prescott Building, 701 Main Street, Suite 1
Lancaster, MA 01523

Tel: 978-365-3326 (ext 1201) Fax: 978-368-8486
Email: krocco@lancasterma.net

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

Select Board's Office
Date Received

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

New Application ☒ Renewal ☐ 2022

Name of Concern: BAY STATE CHAPTER ATCA ANTIQUE TRUCK SHOW
Street Address of Concern: 318 SEVEN BRIDGE RD LANCASTER FAIRGROUNDS
Mailing Address (if different): P.O. BOX 154 BOLTON, MA 01740
Contact Person & Title (Owner, Director, Manager, Other): BOB GREENE JEN SANTUCCI EVENT DIRECTORS
Telephone: 957-332-0699 Facsimile: _____ E-Mail: baystatechapteratca@gmail.com

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

ANTIQUE TRUCK SHOW AUGUST 27th, 2022

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

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

Rosendarden for Bob Greene
Signature of Applicant
SSN# or Tax ID Required: _____

Date 6/10/2022

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

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

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

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

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



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

www.mass.gov/dia

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

Applicant Information

Please Print Legibly

Business/Organization Name: BAY STATE (ATCA)

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

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

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

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

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

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

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

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

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

Signature: Rose Duden

Date: 6/10/2022

Phone #: _____

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____ Phone #: _____