



LANCASTER SELECT BOARD
Regular Meeting Agenda
Prescott Building – Nashaway Room
Tuesday, August 16, 2022
6:00 P.M.

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

I. CALL TO ORDER

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

This Meeting Will Also Be Held Virtually at:

Join Zoom Meeting

<https://us02web.zoom.us/j/89627147463>

Meeting ID: 896 2714 7463

One tap mobile

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Meeting ID: 896 2714 7463

Find your local number: <https://us02web.zoom.us/j/89627147463>

Residents Have the Ability to Ask Questions via ZOOM.

II. APPROVAL OF MEETING MINUTES

Review and take action on the following Select Board's Meeting Minutes of August 1, 2022

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS -

Police Chief Everett Moody and Fire Chief Michael Hanson – Updates to the Community & Select Board regarding the LIV Golf Invitational scheduled to begin Friday, September 2nd and run through Sunday, September 4th at the International Golf Club in Bolton. Parking and Shuttle Services to and from the event will be in Lancaster.

IV. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE



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V. PUBLIC COMMENT PERIOD

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

VI. TOWN ADMINISTRATOR REPORT

- Recruitment Updates
 - Health & Human Services
 - Planning & Land Management
 - Town Clerk
- PJ Keating Peer Review – Set next meeting date, review supplemental peer review letter.
- Discussion regarding requests to conduct Town Business on weekends: Town Meeting preview session(s) and/or Town Meeting.
- ARPA (American Rescue Plan Act) Funding Update (Town Administrator's Memo)

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

1. Discuss and set Date for Special Town Meeting
2. Discuss and set date/time for Special Town Meeting Preview Meeting/Forum
3. Review and take action on the Warrant for the 2022 State Primary to be held on September 6, 2022, in the Town Hall, 695 Main Street, from 7:00 A.M. to 8:00 P.M.
4. Liaison Discussion and Assignments (Town Administrator's Memo)
5. Delegation of certain Personnel-Related Authorities to the Town Administrator (Kerrigan)
6. Select Board Gift Acceptance Policy (Town Administrator's Memo & Draft Policy)
7. Requests/FOIA (Freedom of Information Act) Authority (Turner)
8. Review and discuss July 18, 2022 Open Meeting Law Compliant filed by Russ Williston
9. Discuss next steps, authorization, and processes relative to Recall Petitions received on August 10, 2022, by Interim Town Clerk James Mullen.

VIII. APPOINTMENTS AND RESIGNATIONS

Appointments

- Discussion on Council on Aging Board – Member verification and appointments
- MART (Montachusett Regional Transit Authority) Area Representative – Alexandra Turner, term to expire June 30, 2022



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IX. LICENSES AND PERMITS (Vote may be taken)

1. Application for Public Entertainment on Sundays
Applicant: Mark Keenan, President of Tyrods Car Shows
Event: Tyrods Car Show, to be held on Sunday, September 11, 2022, from 9:00am-6pm, located Lancaster Fairgrounds, 318 Seven Bridge Road
2. Application Special (One Day) Liquor License Application - Beer and Wine
Applicant: Rose Darden, Manager of Bolton Fair, Inc.
Event: Tyrods Car Show, to be held on Sunday, September 11, 2022 (Load Sept. 9, 2022)
3. Application for Public Entertainment on Sundays
Applicant: Peter Quick, Event Director
Event: British Motorcycle Show & Swap Meet to be held on Sunday, September 18, 2022 from 6:00am-6:00pm, located Lancaster Fairgrounds, 318 Seven Bridge Road.
4. Application for Public Entertainment (Weekdays) and Sundays
Applicant: Michelle Palmer and Rose Darden Mangers of the Bolton Fair, Inc.
Event: The Profound Market, from September 24 - September 25, 2022 (Saturday 8:30am-5:00pm & Sunday 10:00am – 5:00pm) located Lancaster Fairgrounds, 318 Seven Bridge Road
5. Application Special (One Day) Liquor License Application - All Alcohol
Applicant: Rose Darden, Manager of Bolton Fair Inc.
Event: The Profound Market, from September 24 – September 25, 2022 (Load in Sept. 23, 2022). Located at Lancaster Fairgrounds, 318 Seven Bridge Road,

X. NEW BUSINESS *

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

XI. COMMUNICATIONS

- Town Offices will be closed on Monday, September 5, 2022 in observance of Labor Day
- 2022 State Primary will be held on Tuesday, September 6, 2022 at the Town Hall, 695 Main Street, from 7AM -8:00AM

XII. ON GOING PROJECTS

- Audit Committee
- DCAMM (Division of Capital Asset Management and Maintenance)

XIII. ADJOURNMENT

II. APPROVAL OF MEETING MINUTES



LANCASTER SELECT BOARD
Regular Meeting Minutes
of Monday, August 1, 2022
Nashaway Meeting Room, 2nd Floor, Prescott Building,
701 Main Street, Lancaster MA

I. CALL TO ORDER

Chairman Stephen J. Kerrigan called the meeting to order at 6:01PM in the Nashaway Meeting Room located on the second floor in the Prescott Building, 701 Main Street, Lancaster, MA. He advised that the meeting was being recorded via ZOOM and is being broadcast by Sterling Lancaster Community Television.

Join Zoom Meeting: <https://us02web.zoom.us/j/83024559085>

Meeting ID: 830 2455 9085

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

II. APPROVAL OF MEETING MINUTES

Mr. Kerrigan asked for a motion to approve the minutes of June 15 and July 13. Ms. Turner offered this motion, seconded by Mr. Allison. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Mr. Kerrigan asked for a motion to approve the minutes of June 13 and June 29 with a spelling correction in the June 13 minutes (Hodge to Hodges') and one change to wording in the June 13 minutes (strike word 'complaint' and replace with 'warning'). Mr. Allison made the motion to approve the minutes with amendments as specified. Mr. Kerrigan seconded. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [2-0-0]*

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS

Mr. Kerrigan introduced MaryAnne Cleary, who spoke about Nashoba Neighbors, an all-volunteer, nonprofit organization dedicated to helping members in Berlin, Bolton, and Lancaster. Ms. Cleary presented a PowerPoint deck, explaining that the mission of Nashoba Neighbors is to help people age at home, addressing gaps in services, such as transportation and small home tasks and repairs. This organization augments existing groups such as the Council on Aging or Friends of Seniors but does not replace them. Nashoba Neighbors is expanding their Board of Directors and their volunteer crew, and the goal of tonight's presentation was to engage the Select Board

and get their feedback regarding how Nashoba Neighbors could be most helpful. More information is available at nashobaneighbors.org.

Mr. Allison thanked Ms. Cleary for coming and urged her to reach out to the Board with any needs. Ms. Turner stated that she has recently retired from the Nashoba Neighbors Board of Directors and has always been impressed with the organization. She encouraged people to volunteer, noting that it does not have to be a burden or very time consuming.

Mr. Kerrigan recognized resident Rob Zidek. Mr. Zidek talked about the SHINE program, tax incentives for seniors, and doing a “proxy” work off. Ms. Hodges noted that it would be good to look at the Senior Means programs offered by some towns. Mr. Kerrigan recognized Catherine Pfau, President of the Nashoba Neighbors Board of Directors. Ms. Turner talked about SHINE and would like to have a presentation by SHINE on an upcoming agenda.

IV. BOARDS, COMMITTEES AND DEPARTMENT REPORTS - NONE

V. PUBLIC COMMENT PERIOD

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

Mr. Kerrigan noted that this is not a forum for attacks or for repetitive conversation. He then recognized Lisa Engel, 922 Main Street. She had questions about the status of hiring for the new positions in the Health and Human Services (HHS) department. Mr. Kerrigan explained that interviews for the Director position are ongoing. It is unlikely that the positions will be staffed by mid-August, although “hope springs eternal.”

Mr. Zidek talked about Environmental Justice, and his takeaways from a recent Environmental Justice Council meeting. He would like the Board to consider developing a set of Environmental Justice standards.

Mr. Kerrigan thanked George Franz for some good information he had posted on Facebook about Lancaster’s water. He recognized Mr. Franz to speak. Mr. Franz noted that in response to a note he had sent to the Superintendent of the Water District that the District had responded promptly. He noted that about 60% of the land in Lancaster is owned by non-profit organizations that pay no property taxes. He would like the Board to consider beginning a voluntary program, Payment in Lieu of Taxes, which is done in many other towns. Mr. Kerrigan noted that just this week a donation was received from Arctic Community Alliance.

VI. TOWN ADMINISTRATOR REPORT

1. General Community Updates

Ms. Hodges stated that because of vacation schedules, she observed that the Town Hall does get busy on Thursdays, and expects activity to increase as Fall approaches. She noted that Town Hall is closed to the public on Fridays, but that employees are available by appointment.

2. Community Center Board of Health Report

Ms. Hodges reported that an exterminator has been to the Community Center and that any problems are not severe and have been treated. The World Farmers' Market has come in and are scheduling approvals for the smoke hood and the commercial stove. They have removed other items. One issue with multiple organizations using the same kitchen facilities is that they each need separate storage, so the room in back that was going to be a Recreation office, or a small conference room will now be storage for Health and Human Services, which hopefully will meet Nashoba Board of Health requirements. This will allow the organizations using the facility to be licensed to cook and serve food.

Ms. Hodges noted that they have called several commercial cleaning companies for quotes, but the quotes were very expensive; some of the items needed, like cleaning the rafters in the gym, cannot be done by volunteers, so she will continue to look for a solution.

3. Keating/CEI peer review updates and schedule of next steps

Ms. Hodges reported that PJ Keating had not been invoiced for a previous peer review charge of \$8,000. This was taken care of, and PJ Keating paid immediately. There will be another invoice coming for about \$5,000. In light of their prompt payment, Ms. Hodges has authorized CEI to finish the peer review process. The Board discussed when they will need all materials in place in order to consider PJ Keating's October permit. Ms. Turner would like a meeting with both CEI and PJ Keating present to address flow meter issues, dust, and hydrology. She noted that PJ Keating was going to put in new transducers in April, so this should be on the radar (condition 25A). Mr. Kerrigan suggested telling CEI that the initial peer review is due on or around Labor Day so that the Board could meet on this topic in September.

4. Open Meeting Law Legislation Update

Ms. Hodges reported that the State Legislature has extended Zoom meeting allowances through March 31, 2023. Their language basically creates a permanent mandate for municipalities that says that meetings that involve public input in person, will also need to be on some remote platform to allow public comment. She noted that going forward this could be an expensive proposition, with multiple boards and committees meeting during the week, and that perhaps some of this should be rolled into the Capital Plan. The Board agreed that this should be on a future agenda, but not until the Board has actionable steps.

(Out of order)

Ms. Hodges thanked the group of people to the Friends of the Council on Aging, especially Denise Hurley, Jean Syria, Steve and Sheila Myette, Billie Jean, Deb, and Gary Renckowski, and many other folks for painting, kitchen cleaning, and a great job cleaning up the Community Center.

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Town Meeting Clean-up (continued)

- Council on Aging (COA) from 9 members to 5 members; vote to determine how to do that

This is before the Legislature for approval. There are currently six members; one member has submitted her resignation so there are just enough members. The numbers are fine, but the staggering dates are now not correct because three members are set to expire in 2024. Ms. Turner said that one member being counted, Frank MacGrory, is not a current member; Ms. Hodges said that there is no record of this person resigning. Mr. Kerrigan will call Mr. MacGrory to verify. Staggered dates will be adjusted.

2. Audit Committee

Mr. Kerrigan explained that this had last been discussed December 20, 2021, at which time the Board discussed the creation of the committee and agreed to solicit members, but it appears that the Board did not vote to do so. Mr. Kerrigan thinks that the charge of the committee needs to be defined. Ms. Hodges and Mr. Kerrigan thanked Kathi Rocco and Cheryl Garipey for the work they have done to put together the history of this. Ms. Turner added that there had been a hold-up because at the time, Finance Committee members were not allowed to serve on other committees, but this was changed at Annual Town Meeting. Ms. Hodges notes that this committee has been referred to as an advisory committee, an ad hoc committee, and sometimes as an audit advisory board; these are very different things. Ms. Turner will work on defining the charge of the committee and will report back to the Board.

3. MART Representative

In the past Ms. Turner served as the representative to MART (Montachusett Area Regional Transit). Ms. Hodges attended a recent meeting and suggests that the representative would best be from the Health and Human Services Department or one of the related boards. This board meets at the same time as the Devens E911 Committee, which requires a Town Administrator as representative per their letters of incorporation. Ms. Turner explained that each community has one vote, but that vote is weighted by population, so the smaller towns do not have the same impact as Leominster, Fitchburg, or Gardner. Ms. Turner would be willing to take this on; the Board agreed to put this on the next agenda.

4. Discussion of Liaisons to Boards and Committees

- Assign Liaisons
- Define the role of Liaisons

Ms. Hodges has been researching this topic; generally, liaisons are appointed after Annual Town Elections or at some other time such as mid-year. In the past, liaisons from the Select Board have been appointed to the Planning Board, Economic Development Commission, Finance Committee, Library Trustees, Public Works, and Housing Authority. The liaison role is sometimes assigned to the Town Administrator, especially to the Council on Aging, the Disability Commission, the Historical Commission and the Historical Society, MART, the Conservation Commission, the Recreation Committee, the Board of Health, the Zoning Board of Appeals, and something called Ceremonies and Celebrations. These appointments have not been made for a few years. Typically, a Board member would be liaison to elected boards and the Town Administrator liaison to the appointed committees, but this is not carved in stone.

Mr. Allison stated that he thinks that enough research has been done and the Board should formalize a policy and move forward.

Ms. Turner said that she has been the liaison to the Planning Board, but in an informal way, because the Board has not appointed liaisons in a long time.

Mr. Kerrigan said the Board needs to define a policy and then to populate the defined openings. It was discussed that elected boards might be managed differently than appointed boards and committees, with a couple of exceptions, such as the Economic Development Committee (EDC). The EDC is not elected but would be treated like an elected committee. Ms. Hodges will define the different “buckets” to determine which boards and committees should have a Select Board liaison. She will also write a draft policy. This will be an upcoming agenda item. Ms. Turner would like a liaison to every board and committee; Mr. Kerrigan disagrees, in that boards that have staff would communicate with the Town Administrator on a day-to-day basis.

5. Discussion of Select Board members working through the Town Administrator and staff individually

Mr. Kerrigan stated that he hopes that Board members suppress the urge to call town staff directly to ask for things, rather than going through the Town Administrator. He would like to develop a working understanding that will best help town staff to do their work. Mr. Allison agrees, noting that the MMA (Massachusetts Municipal Association) states that the Select Board is a policy making board, not engaged in day-to-day activities. Ms. Turner concurs.

VIII. APPOINTMENTS AND RESIGNATIONS

Resignations:

Minuteman School Committee member – Jennifer Leone

Council on Aging – Ann Mazzola, effective immediately

Mr. Kerrigan thanked both Ms. Leone and Ms. Mazzola for their contributions. Ms. Turner moved to accept the resignations of Jennifer Leone from the Minuteman School Committee and Ann Mazzola from the Council on Aging. Mr. Allison seconded. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Reappointments

Council on Aging – Linda Cutler, term to expire 6/30/2025

Ms. Turner moved to reappoint Linda Cutler to the Council on Aging, term to expire 6/30/2025. Mr. Allison seconded. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

IX. LICENSES AND PERMITS

1. Application for Public Entertainment (Weekdays and Sundays)

Dean & Flynn Inc., dba Fiesta Shows, for the Annual Bolton Fair, August 11-14, 2022. (Thursday 5-10pm, Friday Noon-10pm, Saturday 9am-10pm and Sunday 9am-9pm) at the Lancaster Fairgrounds, 318 Seven Bridge Road.

Mr. Allison moved to grant a renewal Public Entertainment permit (Weekdays and Sundays) to Dean & Flynn Inc., dba Fiesta Shows, for the Annual Bolton Fair, August 11-14, 2022. (Thursday 5-10pm, Friday Noon-10pm, Saturday 9am-10pm and Sunday 9am-9pm) at the Lancaster Fairgrounds, 318 Seven Bridge Road. Ms. Turner seconded. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

2. Application for Hawker & Peddler License

Ms. Hodges explained this requires no action; there was a misunderstanding between the Nashoba Board of Health and the applicant.

3. Application for use of the Town Green/Gazebo

The Thayer Memorial Library has applied for the use of the Town Green/Gazebo for Animal Adventures of Bolton, on August 6, 13, 20, & 27, from 10:30am-12:30pm.

Ms. Turner moved to grant a permit to the Thayer Memorial Library for the use of the Town Green/Gazebo for Animal Adventures of Bolton, on August 6, 13, 20, & 27, from 10:30am-12:30pm. Mr. Allison seconded. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

X. NEW BUSINESS

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

XI. COMMUNICATIONS

- Select Board's next hybrid meeting will be held on Monday, August 15, 2022, at 6:00pm.

The Board will be returning to their regular schedule of first and third Mondays of the month. This would cause the first September meeting to conflict with Labor Day; Mr. Kerrigan asked the Board to consider this for discussion at the August 15 meeting.

- Popham Report – May 2022 Landfill Environmental Monitoring Report

Ms. Hodges advised the Board that this report requires no action and is included in their packets. Ms. Turner would like this topic to be placed on an upcoming agenda. Ms. Turner noted that this should be part of the budget and that the report shows that there may be some items that will have a cost.

- Maxon Frelick letter

Ms. Hodges read the letter received from Mr. Frelick, aged 11. Mr. Frelick would like a sidewalk on his street. There are many walkers who would benefit from a sidewalk, and Mr. Frelick would be able to ride his bike other than in the graveyard. Additionally, Mr. Frelick notes that his mother would like a sewer hookup. Mr. Frelick enclosed a nice picture. Mr. Kerrigan thanked him for his interest and requested that this item be left on the agenda until such time as the Board could meet with him.

- Payment in Appreciation of Services Provided from RFK Community Alliance (Perkins) Letter

Ms. Hodges notes that the Board should have a gift policy, probably in line with State policies, requiring a vote at public meeting for gifts over \$500.00. She will draft a policy for an upcoming agenda. Ms. Turner offered a motion to accept, with thanks, the generous gift of \$10,000 from the RFK Community Alliance. Mr. Allison seconded the motion. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Ms. Turner stated that PILOT (Payment in lieu of taxes) money is something that should be pursued since so much of Lancaster is owned by non-profits or the Federal Government, i.e., Devens. Mr. Kerrigan noted that this gift is not PILOT money, but a thank you for services.

XII. EXECUTIVE SESSION

Ms. Turner moved to enter Executive Session to discuss the discipline or dismissal of, or complaints against the Community Development & Planning Office Manager, pursuant to M.G.L. c30A, Section 21(a)(1) and not to reconvene in Open Session thereafter. Mr. Allison seconded. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Respectfully submitted,

Kathleen Rocco
Executive Assistant

Approved and accepted,
Alexandra W. Turner, Clerk

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS

IV. BOARDS, COMMITTEES & DEPARTMENT REPORTS

V. PUBLIC COMMENTS

VI. TOWN ADMINISTRATOR REPORT

TOWN OF LANCASTER
DEPARTMENT OF HEALTH & HUMAN SERVICES

OUTREACH & ACTIVITIES COORDINATOR

The Town of Lancaster is seeking a full-time Outreach & Activities Coordinator to work in the Town's newly formed Department of Health and Human Services. The coordinator will plan, develop, oversee, organize, and direct programs, classes, and events. Focus for programming efforts primarily surround Seniors and families; however, the coordinator also assists Recreation with events and programming. In the coordinator's outreach capacity, they will provide case management services to residents over the age of 60. These may include assistance in obtaining state or federal aid, Medicare enrollment, transitional assistance eligibility, food stamp applications, submission of referrals for treatment or any other social service need. The coordinator is expected to conduct periodic home visits and acts as a liaison between seniors and area social service agencies.

Education & Experience: Bachelor's Degree in social services, sociology, gerontology, social work or related field plus two years' experience working in, or with, social services agencies. Any equivalent combination of education and experience shall be considered. Position is full-time, in-person, and may require limited and seasonal work on nights/weekends for meetings and events.

Salary & Benefits: Salary range is \$51,782-\$68,758; starting salary expected at or below mid-point DOQ. The Town of Lancaster has a competitive benefits package complete with Health, Dental, Life, Deferred Compensation and participates in the Worcester County Retirement System. EEO

To Apply: Applicants should email a cover letter, resume and any supporting documents to Town Administrator, Kate Hodges at khodges@lanasterma.net with the position title in the subject line. Deadline for all applicants is August 26th at 4:00 PM. If you do not have access to email and wish to fax or mail your materials, please contact the Town Administrator's Office at (978) 365-3326.

TOWN OF LANCASTER
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

ASSISTANT PLANNING DIRECTOR & CONSERVATION AGENT

The Town of Lancaster seeks a motivated, detail-oriented, team player to fill the role of the Town's newly created Assistant Planning Director/Conservation Agent position. Under the direction of the Planning and Community Development Director, the Planner/Agent will assist the Planning Board and Conservation Commission in the administration and enforcement of town bylaws, subdivision and wetlands laws and other regulatory matters. As Conservation Agent, duties surround coordination of a wide range of environmental sustainability efforts including ideas for stormwater management and environmentally friendly development. As Assistant Director, the individual will work on a variety of special projects and planning-related tasks in partnership with the Director. Tasks may include site plan review, special permit application management, and coordination with potential developers and builders. As the Town moves forward to update its updated Comprehensive Master Plan, the Assistant Director is expected to be an integral part of the project team working with many town boards and committees to gather information and develop strategies relative to town-wide development initiatives and smart growth infrastructure. This is a unique opportunity for someone interested in both planning and conservation to acquire hands-on experience working with various agencies, boards, and town departments relative to initiatives that vary both in scope and size.

Education & Experience: Bachelor's Degree in environmental or wetland science, biology/ecology, planning or a related field plus at least two years' experience working in the field relative to wetlands management. Any equivalent combination of education and experience shall be considered. Position is full-time, in-person, and may require some evenings for board or commission meetings.

Salary & Benefits: Lancaster offers a competitive wage and benefits package; salary range for the position is currently set at \$64,206 to \$85,295. Starting salary is projected not to exceed the mid-point DOQE.

To Apply: Please visit the town's website at www.ci.lancaster.ma.us to access the job description and get more information about the Town. Interested parties should email a cover letter and resume, referencing the position title in the subject line, to Town Administrator Kate Hodges at khodges@lancasterma.net. Resumes will be collected through September 9, 2022.



COMPREHENSIVE
ENVIRONMENTAL
INCORPORATED



E-MAILED

8/9/22
(SS packet prep)

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

August 8, 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 prepared this revised peer review letter based on discussion during the Select Board meeting on June 15, 2022, subsequent additional information provided by P.J. Keating Company (Keating) for review, and a meeting held with Keating staff and consultants on July 21, 2022.

CEI notes that significant progress was made during the July 21 meeting with regard to:

1. Resolving previous technical questions about deep bedrock wells based on newly submitted information. New information included:
 - Well boring logs, photos, and well construction diagrams submitted by North American Reserve (NAR) via a Dropbox link on June 22, 2022.
 - Site Plan and Groundwater Contour Maps; Plan No. 18-D-3, Figure 1 (dated 6/29/2006) and Figures 2-3 (dated 12/07/06), prepared by S.J. Mullaney Engineering, Inc.
 - Monitoring Well Installation Report, Marble Quarry, Lancaster, MA (NAR, October 6, 2006)
 - Monitoring Well Installation Report Review (Tighe & Bond, December 15, 2006)
 - Hydrogeologic Monitoring Report, August to December 2006 (NAR, January 26, 2007)
 - Hydrogeologic Monitoring Report Review (Tighe & Bond, February 5, 2007)
 - Roadway Dust Suppression – Paved Roadways/ Unpaved Roads/ Haul Roads (letter from Keating to Lancaster Select Board, August 1, 2022)
2. Reaching general agreement between CEI and Keating with regard to recommended Special Permit Conditions as presented below.

3. SPECIAL PERMIT CONDITIONS

The current version of Special Permit Conditions with recommended revisions are presented verbatim below in *italics*, followed by a version with CEI's recommended revisions or related comments. The numbering below is based on the Condition numbering in the Special Permit. Conditions not listed below do not have suggested revisions or comments from CEI.

Condition 2 (current version): *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:

CEI recommends the following revision to Condition 2:

Condition 2 (recommended version): When Keating's active mining use of the quarry is completed, the Town or its representative will conduct a site assessment of vegetation establishment and supporting soil conditions within a minimum of 25 feet of the shoreline of the end-use quarry pond and all disturbed non-bedrock surfaces. Areas where existing vegetation has established with a minimum areal coverage of 75% will not require additional soil or plantings. In areas determined by the Town to require restoration, soils shall be restored with a minimum depth of nine inches of loam with a minimum organic content of 4-6% by weight, 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 weed-free straw mulch or an appropriate erosion control mat based on site-specific slopes, sound conservation practices. Areas that wash out shall be repaired immediately. During the site assessment, the Town or its representative will specify any areas requiring planting of tree or shrubs of prescribed species shall be planted to provide screening and reduce erosion during the vegetation establishment period. Tree and shrub plantings shall 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 required, with a minimum 18 inches of subsoil to allow for an adequate rooting zone for woody species. Spacing for trees and shrubs shall be specified 8-feet on center for tree species and 5-feet on center for smaller shrub species.

Condition 5 (current version): *Dust control measures shall be undertaken as specified in the approved plans.*

CEI Comments:

There are currently no approved plans which specify dust control activities. During the July 21, 2022 meeting and subsequent communications by email, Keating agreed to provide a document which identifies the areas where dust control practices are implemented, the specific practices used, frequency of implementation, and any other relevant details. CEI recommends that this information should be incorporated by reference into Condition 5 as follows:

Condition 5 (recommended version): Dust control measures shall be undertaken as specified in the approved plans in the document from Keating dated August 1, 2022 with the subject Roadway Dust Suppression – Paved Roadways/ Unpaved Roads/ Haul Roads.

CEI understands that the Select Board will discuss dust control further at a future public meeting, including assessment of any public complaints received by Keating, Town official comments, and public comments on this issue. As discussed during the June 15, 2022 Select Board meeting, CEI's scope of work was limited to a single site visit, which is not sufficient to determine if dust control is a significant issue or advise the Town with regard to specific monitoring or mitigative measures.

Condition 25 (current version): *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

- Based on CEI's review of newly submitted information (listed at the beginning of this letter), we concur with NAR's overall assessment that the existing bedrock formations around the quarry are relatively tight and that any natural fractures are limited to the shallow bedrock. The 2006 Monitoring Well Installation Report by NAR specifically highlights the borehole pressure testing that was conducted on each of the monitoring well locations, which in combination with the visual examination of the rock cores support NAR's conclusion that the existing bedrock in the area (especially deep bedrock) is "competent" and has limited hydraulic conductivity.
- Groundwater levels were monitored and hydraulic gradients around the quarry were developed, as reported in the 2007 Hydrologic Monitoring Report by NAR. These groundwater contour maps generally indicate flow away from the quarry in all directions for the shallow bedrock and deep bedrock conditions. However, NAR cautions in this 2007 report that "*there is insufficient data to create meaningful contour maps, and the presence of the quarry pit forces us to make assumptions regarding the interconnection of saturated zones that cannot be defended*". Additionally, Tighe & Bond note in their February 5, 2007 review letter of the 2007 NAR report that the data suggests the quarry is a localized "sink" for groundwater discharge but that this impact is localized most likely due to the low hydraulic conductivity of the bedrock fractures.
- Based on our review of the additional information provided, we revise our previous recommendation for additional bedrock monitoring wells as follows:
 - CEI recommends installation of a shallow bedrock well and deep bedrock well at the "old" MW4 location, or just south of that location, in order to monitor groundwater levels and flow directly eastward from the quarry. Although this location cannot be used for installation of a shallow well (no groundwater observed above the bedrock here), monitoring of bedrock groundwater levels and associated water quality sampling at this location would fill in a current gap in the monitoring well locations along the east side of the quarry, for protection of groundwater resources in Lancaster.
 - Additional monitoring wells (other than "old" MW4 or similar) are not warranted based upon review of the additional information, recognizing the low hydraulic conductivity of the deep bedrock and associated fractures.

- CEI recommends that water samples be collected and analyzed from bedrock monitoring wells MW1 and MW4, to allow for assessment of any potential impacts of the quarry operation on off-site bedrock water supply wells. See Table 1 for recommended monitoring parameters and associated threshold values. One round of deep bedrock samples from these wells is recommended to determine if additional future monitoring is required.

2. Monitoring Equipment

In-Situ Level TROLL® 400 pressure transducers have been recently installed (April 2022) in all of the monitoring wells. Scheduled maintenance of these instruments is critical to sustain their accuracy and longevity. Recommended conditions related to maintenance are as follows:

- a. Scheduled maintenance shall be conducted 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 shall be checked monthly for the first year of operation to ensure they are working properly and on a quarterly basis thereafter.
- c. The monitoring visits shall 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 shall undergo factory maintenance and calibration every year in May and proof of calibration shall be submitted to the Town for review.

Condition 30 (current version): *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 depth of the recommended additional monitoring well near "old" MW4 or midway between MW3 and MW4 should adhere to the existing requirements for the other monitoring wells, with respect to monitoring well depth below the current quarry bottom at any time. Additional depth for this additional monitoring well or any other monitoring well (MW1 through MW4) as previously recommended is not warranted, given the demonstrated "tightness" and low hydraulic conductivity of the deep bedrock.

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

CEI recommends requiring the additional monitoring presented in Table 1 as a condition of a future Special Permit authorization.

Table 1: Additional Water Quality Monitoring Recommendations

Parameter	Recommendation	Monitoring Frequency
Stormwater Effluent Monitoring ¹		
Turbidity	Turbidity monitoring is recommended as a condition preceding pumping from the quarry settling basin, with an effluent discharge limit of 25 NTU.	Prior to pumping from the quarry settling basin.
Nitrate	Because nitrogen-based compounds are used for quarry blasting, an initial (year 1) benchmark monitoring round (quarterly sampling) for nitrate is recommended, with a benchmark of 5 mg/L. Because Massachusetts has not yet established numeric criteria for nitrate in surface waters, the proposed benchmark is based on the Vermont standard for both lakes and Class B rivers.	Monitor quarterly for first year, with future monitoring requirement based on year 1 results. If a sample cannot be obtained in a given quarter (i.e., due to lack of pumping based on precipitation), the quarterly monitoring schedule shall be extended until monitoring can be conducted in 4 separate quarters.
Total Metals	Heavy metals have been detected with quarry discharges at similar sites. An initial (year 1) screening sampling round (quarterly sampling) is recommended for total metals (arsenic, cadmium, chromium, copper, iron, lead, nickel, selenium, silver, and zinc). Criteria for each parameter is based on the Fresh Water Aquatic Life Criteria found as listed in the Massachusetts Surface Water Quality Standards.	
Bedrock Monitoring Wells		
Nitrate	Monitoring for nitrate is recommended due to health concerns associated with elevated nitrate levels (>10 mg/L) in drinking water.	Monitoring is recommended for bedrock monitoring wells MW1 and MW4. One round of deep bedrock samples from these wells should be used to determine if additional future monitoring is required.
Iron and Manganese	Recommend monitoring for iron and manganese with a 0.3 mg/L threshold for both based on the MA Drinking Water Standards.	
Perchlorate	Sampling for perchlorate is recommended due to the use of nitrogen-based explosives at the quarry. Perchlorate may be present in nitrogen-based explosives as an impurity or contained in detonators. The Massachusetts drinking water standard for perchlorate is 2 ppb.	
pH	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. Stormwater monitoring should be conducted 5 feet downstream from Discharge Point 001.

2.2 Noise Monitoring

CEI understands that the Select Board will discuss noise related to blasting and general quarry operations at a future public meeting, including assessment of any public complaints received by Keating, Town official comments, and public comments on this issue. As discussed during the June 15, 2022 Select Board meeting, CEI's scope of work was limited to a single site visit, which is not sufficient to determine if noise is a significant issue or advise the Town with regard to specific monitoring or mitigative measures.

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.

Keating staff has confirmed that 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 508-281-5201.

Sincerely,



Robert M. Hartzel, Principal
Comprehensive Environmental, Inc.



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

KATE HODGES, Town Administrator

Kathleen Rocco, Executive Assistant

MEMO

To: Lancaster Select Board
From: Kate Hodges, Town Administrator
Date: August 10, 2022
RE: ARPA Funding Update

The American Rescue Plan Act (ARPA) became public law in March of 2021. Since that time, Lancaster has received three (3) payments totaling \$1,630,848.14. Approximately \$14,500 was spent on COVID-related community needs such as personal protective equipment, test kits and personnel costs relative to the town's part time COVID-coordinator and ARPA funding oversight. By the end of September, the Town should receive its final ARPA payment in the amount of \$784,916.88. This will bring the total amount of ARPA funding received by the Town Lancaster to a total of approximately \$2,415,800.

The table below represents a breakdown of the Town's ARPA funds including the projects and expenses debited against the fund through August 1, 2022.

FUNCTION/DESCRIPTION		CREDIT	DEBIT	NOTES
Received REVENUES				
Jun-21	ARPA Funding Payment	\$422,965.63		
Aug-21	ARPA Funding Payment	\$784,916.88		
Aug-22	ARPA Funding Payment	\$422,965.63		
TBD	ARPA Funding Payment	\$784,916.88		
Bill Date(s) DIRECT COSTS				
July - Aug 2022	COVID Coordinator Pay		\$1,722.50	
July - Dec. 2022	Consulting & Strategic Planning		\$13,042.35	
Aug - Sept. 2022	Test Kits & Supplies		\$66.10	
April 20220	Board Business (minutes, etc.)		\$2,619.75	
Approved CAPITAL PROJECTS				
Feb-22	Police Station Cameras & Equip.		\$23,999.28	COMPLETE
Feb-22	Servers, Licenses & Backup Network		\$70,000.00	Final amount pending grant award
Apr-22	Ambulance Replacement		\$350,000.00	Order complete; invoice not paid
Apr-22	School Boiler Replacement		\$150,000.00	COMPLETE
Jul-22	Police Cruiser Replacement		\$52,500.00	Order complete; invoice not paid
NET		\$2,415,765.02*	\$663,949.98	\$1,751,815.04 *

*Amount totals after last disbursement is received.

Expenditure Authorizations

In January of 2022, Interim Town Administrator Jeff Nutting asked Town Department Heads to submit requests for any capital items or projects for which ARPA funding may be utilized. Many of those requests were presented to the Select Board in February and March of 2022. Since that time, three urgent matters requiring immediate spending authorization have been approved by the Board. These projects included: updating and replacing security cameras within the Police Station and surrounding the building, the replacement of two failed boilers within the Mary Rowlandson and Luther Burbank Schools and the acquisition of a new Ambulance and Police Cruiser which, once received, will replace the failed models currently in the Town's fleet.

An additional authorization for spending *up to* \$70,000 was approved for '*IT infrastructure*' by the Board in March of 2022. Since that time, the State's Community Compact Grant Program has been released, and this year's program includes money for IT infrastructure improvements. Lancaster's IT Director John DiTommaso will be applying for this grant in the next several weeks. Until the Town receives information regarding the State's decision to fund Lancaster's proposed project, we will be placing that project on hold. Should State grant funding be received, the corresponding amount will be deducted from the maximum authorization request outlined above.

Given the previous disbursements and the planned IT expense outlined above, the amount of ARPA funding available to the Town on or about January 1, 2023 is estimated to total approximately \$1.75 million. As we begin the Town's new and expanded budgetary processes, as outlined for the Board several months ago, it will be important to consider the ARPA funds in the same manner and time as other requests for capital expenses are contemplated, this includes funding in both capital outlay and borrowing authorizations.

Future Use Allowances & *Final Rule* Language

There have been several discussions at both Board and Staff levels regarding what, specifically, ARPA funds may be used for. I understand that funds were allocated for items at the beginning of the pandemic with an understanding that they would be CARES-Act or ARPA-eligible for reimbursement. Ultimately, some of those expenses were not deemed eligible and the Town was left to identify alternate funding sources to cover these acquisitions. In an effort to avoid that particular situation as we move forward, I would like to outline the final piece of legislative language attached to ARPA funding entitled, the *Interim Final Rule* or *Final Rule*, for short. This rule provides language that allows municipal governments the ability to spend fiscal recovery funds on certain governmental services or improvements if those entities are able to link a reduction in revenue experienced within the municipality, due to the COVID-19 public health emergency, to the need for funding. The *Final Rule* also added language that stipulated that governments *may* elect to spend *up to* \$10 million of fiscal recovery funds on government services because of the reduction in revenue amounts due to the pandemic. These expenses are referred to as '*Revenue Losses*' and are categorized as such when accounting for the use of recovery funds.

The *Final Rule* states that "*Government services can include ... maintenance ... of infrastructure ... [the] purchase of public safety equipment*" The *Final Rule* also states that "*...recipient governments may use funds for capital expenditures that support an eligible COVID-19 public health or economic response, and this allowable use category shall be referred to as the 'Public Health and Economic Impact' category. Additionally, capital expenditures should be a related and reasonably proportional response to the public health emergency which led to a negative economic impact from the pandemic.*"

In recognition of the fact that many Department Heads and members of certain Town Boards and Committees have put forth proposals to use ARPA monies for infrastructure, capital, and larger-scale building improvements, the clarifying language in the *Final Rule* Order seems particularly relevant.

Should the Board wish to entertain these types of expenses using ARPA funds, either in part or in total, it will be necessary to verify the project funding strategy against the *Final Rule's* "*Capital Expenditures in General Provisions: Other*" section. That portion of the order specifies additional standards and requirements which *may* apply to any municipality that chooses to use ARPA funding for *certain* capital expenditures. The Select Board, as we begin the process of identifying Town-wide capital needs and prioritizing projects over the next few fiscal years, should maintain the idea that no capital expense or building improvement project which identifies ARPA as a funding mechanism should be deemed ineligible. Given the fluctuation within the legislative rulings regarding this matter, Lancaster's ability to use ARPA monies for wider ranges and scopes of projects should be explored.

If I can supply any additional information for the Board's review and discussion, please do not hesitate to contact me directly.

Thank you.



Strategic
Municipal Services, LLC



E-MAILED

8/9/22

(SB Packet prep.)

December 23, 2021

Town of Lancaster
Attn: Orlando Pacheco, Town Administrator
701 Main Street
Lancaster, MA 01523

RE: Federal American Rescue Plan Act (ARPA) Funds Review and Reporting

Dear Mr. Pacheco:

Thank you for the opportunity to present to you this proposal to provide services to the Town of Lancaster. Our firm will provide on-site, and/or remote, services in accordance with Massachusetts General Laws and we understand that the duties may include the following:

1. Provide consulting services including, but not limited to, the following:

- i Develop criteria and documentation that conforms with the proper and eligible uses of the funds as received under "ARPA" in accordance with the U.S Treasury guidelines
- ii Create filing and reporting with documentation of all expenditures to U.S Treasury
- iii Communicate with local officials with regular updates, estimates, and accounting of authorized funds
- iv Additional duties, if needed, in accordance with reviewing the expenditures of funds under "ARPA"

Our firm has been providing consulting services since 2009 throughout Massachusetts. Our services are performed by experienced and seasoned municipal professionals well versed in Massachusetts General Laws. We perform our services on-site at your location for the hours as determined or remotely as authorized. With our hands-on approach, we not only prepare and service the specific duties, but we also make recommendations on policies and procedures, staffing, organizational restructuring, and any other improvements as needed. Since we have over 100 combined years of municipal experience, it is important for us to help make your municipality more efficient and up to date with your goals.

Page 1 of 2

645 Chandler Street, Worcester, MA 01602

Tel: 508-719-8455 Fax: 508-754-2668 Email: michael@strataccounting.com Web: www.stratmuniservices.com

Our services will be managed on-site and/or remotely by our Chief Municipal Advisors, Thomas Zidelis or other professional Chief Municipal Advisors, who are employees of Strategic Municipal Services, LLC. Additionally, work may be performed by our supporting staff, municipal finance specialists, at the hourly rate detailed below. Our staff have extensive municipal experience and are available as soon as possible to start working.

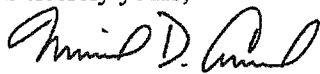
Our fee for these services will be as set forth and detailed for each staff:

\$175 per hour for the Chief Municipal Advisors
\$125 per hour for the Municipal Finance Specialists

Additional fees such as any out-of-pocket expenses such as mileage reimbursement from and to our Worcester office calculated based on the Internal Revenue Service standard mileage rate. The total hours estimated for this engagement will be based on the Town's need and the amount the Town authorizes. Invoices for our services will be submitted on the 1st of each month for the previous month's services throughout the engagement and are payable on presentation. In accordance with our policies, services may be suspended if your account becomes thirty (30) days or more overdue and may not be resumed until your account is paid in full.

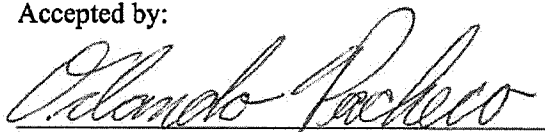
I appreciate the opportunity to be of service to the Town of Lancaster. If you have any questions, please let me know.

Sincerely yours,



Michael D. Conrad
President

Accepted by:



Town of Lancaster

Town Administrator 12/28/21
Title Date



Strategic
Municipal Services, LLC

December 23, 2021

Town of Lancaster
Attn: Orlando Pacheco, Town Administrator
701 Main Street
Lancaster, MA 01523

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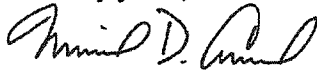
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Sincerely yours,



Michael D. Conrad
President

Accepted by:



Town of Lancaster

Town Administrator 12/28/21
Title Date

VII. ADMINISTRATION, BUDGET AND POLICY

#1

#2

#3



Warrant for 2022 STATE PRIMARY
September 6, 2022
The Commonwealth of Massachusetts

Worcester, ss.

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

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Lancaster qualified to vote in Primaries for the candidates of political parties, to elect by ballot, on Tuesday, the sixth day of September 2022, at the Town Hall Auditorium, 695 Main Street, in said Lancaster, the following Officers:

GOVERNOR	For this Commonwealth
LIEUTENANT GOVERNOR.....	For this Commonwealth
ATTORNEY GENERAL.....	For this Commonwealth
SECRETARY OF STATE.....	For this Commonwealth
TREASURER	For this Commonwealth
AUDITOR.....	For this Commonwealth
REPRESENTATIVE IN CONGRESS	Third District
COUNCILLOR.....	Seventh District
SENATOR IN GENERAL COURT	Worcester & Middlesex District
REPRESENTATIVE IN GENERAL COURT	Twelfth Worcester District
DISTRICT ATTORNEY	Middle District
SHERIFF.....	Worcester County

The polls will open at 7:00 A.M. and will remain open until 8:00 P.M.

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

Select Board of Lancaster

Stephen J. Kerrigan, *Chair*

Alexandra W. Turner, *Clerk*

Jason A. Allison, *Member*

CONSTABLE'S CERTIFICATION

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

Attest: _____
Constable

Date _____

#4

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



E-MAILED

to SB 8/14/22 (general)
8/19/22 (packet
prep)

KATE HODGES, Town Administrator

Kathleen Rocco, Executive Assistant

MEMO

To: Lancaster Select Board
From: Kate Hodges, Town Administrator
Date: August 3, 2022
RE: SB Request for Information – Liaison Positions

At the Select Board's regular meeting held on August 1, 2022, the Board requested I provide information and background regarding Liaison roles and how the Board may utilize best practices in determining which boards and committees should have a direct Liaison within the Select Board and which roles could be delegated to staff. I have researched Lancaster's Town Code, several board and committee charges and other relative information pertaining to liaison best practices as written by the International City Manager's Association (ICMA) and the Massachusetts Municipal Association (MMA).

The following information is meant to assist the Board in its discussion regarding the role of a Select Board Liaison and which public bodies you may wish to consider Liaison 'assignments' for.

Select Board Liaison Purpose & Best Practices

Liaisons, by definition, serve as independent and neutral communication channels between various public bodies. Select Board Members, in their Liaison capacities, should act as *resources* for the other elected officials. To maintain effective working relationships between the parties, and to ensure that individual Board business and dialogue flows freely and unfettered, Liaisons should remain as *passive* observers and not participate in deliberations, votes, or other board or committee matters unless expressly called upon to do so by that Board's Chair. Should a request for participation be issued, the Liaison should participate only to the extent they are able to within their Select Board function. The Liaison should make clear that they do not speak for the entirety of the Select Board, but rather represent what they believe *may* be the will, or thoughts, of the Select Board at that time.

Select Board Liaisons are not expected to attend every meeting of their assigned boards or committees; however, if attending a meeting is not possible, it is customary for the Liaison to inform the Chair of their absence. Additionally, it is incumbent upon the Liaison to establish a solid working relationship with other board or committee chair(s) to ensure the Select Board is kept apprised of significant issues, policy decisions or budget drivers which may materialize or require Select Board assistance. In those instances, since Liaisons cannot make decisions on behalf of the Select Board, the Liaison should report back to the Select Board, at the next regular meeting, regarding any request for assistance or issues which should be placed on an upcoming agenda.

The Liaison is responsible for communicating relevant information and actions by the Select Board to their assigned boards and committees. They are also responsible for reporting back to the Select Board on any developments, information, and actions taken by their assigned boards and committees which they believe may be relevant to the work of the Select Board. They are not to act as an official member of any board or committee to which they are assigned as liaison.

Board & Committees Responsibilities

The Chair of each board or committee should inform their respective Select Board Liaisons of any significant issues under current, or potential, discussion which may be relevant to the Select Board. Items which may require future action of the Select Board should be placed on a future Select Board Agenda after the matter is brought to the attention of the Liaison.

The board or committee Chair should notify their Liaison, with as much advance notice as possible to ensure attendance, when their presence at a meeting is requested. The Chair should also funnel requests for joint meetings with the Select Board through the Liaison particularly when a board or committee determines that an issue before them *may* require action by the Select Board. Requests for direction from the Select Board, or access to certain information which is in the possession of Select Board and under the purview of the board or committee, should be requested through the liaison.

On each Select Board Regular Meeting agenda, the heading "*Liaison Reports*" should be added to allow liaisons to inform the public and the other members of the Select Board about the business of other Town entities. Select Board members may also use that time to alert the Board to matters which may be of concern, or to request certain board or committee matters be placed on a later agenda for discussion or action, as permitted under Open Meeting Law.

Delegation of Duties

Liaison roles should be determined and appointed by the Select Board each year either immediately following the Annual Town Election or when (if) the Chair of the Board changes. Care should be taken to allow Select Board members to alternate their respective Liaison roles from year-to-year, so boards and committees are able to understand the perspectives of each Select Board member and vice-versa.

Determining Select Board vs. Staff Liaisons

Lancaster has a three-member Select Board. The ability for each member to be a consistent and meaningful participant in every Town board or committee's work is admirable, but not realistic. This is true in nearly all the 351 communities in the Commonwealth (and around the Country). Many professional organizations which help develop policies and procedures for governmental organizations, such as the ICMA or the MMA, have recommended distinguishing *elected* boards from *appointed* boards, in terms of Liaison assignments. Defining roles in this manner has proved to be a fair and consistent way to distribute varied responsibilities among the Board members.

Elected boards and committees *should* have a Select Board Liaison. This distinction denotes not only the importance of relationship building between the elected officials in the Town, but works to ensure policymaking and regularity boards interact frequently with one other. Providing opportunities to align board and committee business with the Town-wide priorities and objectives set by the members of the Select Board is essential to good governance. Communities that employ a

professional Manager or Administrator, appointed board or committee liaison roles are generally *delegated* to the Manager or Administrator who, in turn, *may* delegate to other Town qualified staff (i.e., a Recreation Director assigned as a staff-support-liaison to an appointed Recreation Commission).

In Lancaster, the elected boards or committees which the Select Board *may* wish to assign a Select Board liaison for include:

- Finance Committee
- Planning Board
- Library Trustees
- Public Works Committee
- Housing Authority
- Board of Health

The appointed boards or committees where a liaison role *may* be delegated to the Town Administrator, or his or her designee, include:

- Board of Appeals
- Ceremonies & Celebrations
- Community Preservation
- Conservation Commission
- Council on Aging
- Disability Commission
- Historical Commission
- Historical Society

Conclusion

I recognize that over time, many of the procedures relative to Select Board business has changed. I also understand that many years ago, Town Departments had Select Board members appointed to them in ‘*quasi-Liaison*’ capacities. While that practice is a Board decision, I believe that type and level of departmental involvement would be in direct conflict with the Select Board roles outlined in Chapter 304 of the Town Code. Specifically, §304-7(B) defines the roles of the Select Board as policy driven and removed from the day-to-day operations. §304-8(C) asserts the role of the Town Administrator as, amongst other things, that of a ‘Chief Administrative Officer’. There is nothing in place, nor should there be, limiting staff and Select Board access to one-another, but the introduction of a Liaison-specific role between Select Board members and Town staff adds a layer of complication and undermines the chain of command. I would ask that the Board weigh these factors thoughtfully when determining a course of action.

Should the Board wish to designate board or committee Liaisons consistent with the manners outlined above (elected vs. appointed) I can provide a detailed list of the staff member(s) who are currently assigned to each of the six appointed boards or committees represented here.

Lastly, I wanted to bring to your attention that two elected entities, the Finance Committee, and the Planning Board, have staff-support already assigned to them. In the case of the Finance Committee, Finance Director Cheryl Garipey has been working with them for many years. The Planning Board has historically had the Planning Director assigned as their staff support; most recently, Planning and

Community Development Director Jasmine Farinacci has filled this role. As the Town begins to hire staff into the new positions outlined within the new Health and Human Services Department, staff support for boards and committees that falls under that Department's auspices shall be assessed. That said, the Director of Health and Human Services, when appointed, shall be assigned as staff support for the Board of Health. This assignment is consistent with the duties and responsibilities outlined in the job description included in the Department outline memo received and discussed by the Board during the July 13, 2022 regular meeting.

I hope this information is beneficial to you all as you determine your liaison roles and delegate those responsibilities between on another. If I can provide any additional information, please do not hesitate to contact me directly.

Thank you.

#5

#6



AP # 4: Acceptance of Gifts

*The acceptance of gifts is specifically governed by State Statute and Massachusetts Ethics Law.
This Administrative Policy shall set forth the procedures for the acceptance of gifts under the purview
of the Select Board.*

I. Funds

- A. Chapter 44, Section 53A of the Massachusetts General Laws provides:
 - 1. For the acceptance of gifts, or grants of funds, by a Town Officer or Department¹ (including Committee, Commission and/or Board members) with the approval of the Select Board.
 - 2. For the deposit of the funds with the Town Treasurer/Collector subject to the Town's financial policies and procedures, accounting practices and annual audits.
 - 3. For the expenditure of gift funds for a specific purpose to/for which the gift is provided without further Town Meeting appropriation, subject to the approval of the Select Board.
- B. Gifts bestowed to the Cemetery Division for Perpetual Care are exempt from M.G.L. Chapter 44 and shall be kept in a separate fund, where applicable, as governed by M.G.L. Chapter 14, Section 25.
- C. Any Employee, Committee, Commission or Board member who receives a gift on behalf of the Town shall promptly deposit the gift with the Town Treasurer/Collector and send a copy of the gift and any accompanying materials to the Town Administrator.
 - 1. If the gift received is valued over \$100, a written acknowledgment shall be provided by the Town's Finance Director to the benefactor. The recipient shall also notify the Town Administrator regarding the receipt of the gift.
 - 2. By vote of the Select Board, the Town Administrator is authorized to accept gifts up to \$250.
 - 3. For gifts over \$250, a vote to accept the funds by the Select Board is required.
- D. No expenditure of gifted funds shall be permitted until the Town Administrator or Select Board have accepted the gift in the manner deemed appropriate by this policy or the relevant M.G.L.
- E. All expenditures of gifted funds must be made through the Town's financial policies and are subject to the Town's purchasing regulations and accounts payable/warrant processing procedures.

II. Real and Personal Property

- A. M.G.L. Chapter 40, Sections 8C and 8D authorize the establishment of a Natural Resources (Conservation) Commission and a Historical Commission. M.G.L. further authorizes these specific Commissions to accept real and personal property subject to the approval of the Select Board.
- B. Any Employee, Committee, Commission or Board member who is offered a gift of real or personal property on behalf of the Town, including Conservation or Historical, shall notify the Town Administrator and the Select Board in writing immediately.

The above Administrative Policy-Procedure governs gifts only and is not applicable to payments for services rendered, fines, fees, or replacement of damaged property.

¹ The employee or board member will be notified of the date and time of the agenda item in the event they wish to attend.

#7

#8



E-MAILED

8/9/22
(8 packet prep.)

Ivria G. Fried

T: 617.804.2427

ifried@miyares-harrington.com

August 3, 2022

Via email only (russwilliston@gmail.com)

Russell Williston
4 Highfield Drive
Lancaster, MA 01523

Re: July 18, 2022 Open Meeting Law Complaint

Dear Mr. Williston,

On July 18, 2022, you filed an Open Meeting Law Complaint with the Board of Registrars in which you allege that the Board violated the law on July 6 by: (1) deliberating outside a posted meeting; (2) improperly removing members from the meeting; and (3) speaking in a way that was inaudible to some members of the public. As described below in detail, these allegations are without merit.

Relevant Facts

The Board of Registrars is comprised of four members: Elizabeth Cahill (Chair), Interim Town Clerk James Mullen, Mary Perreira, and Heather LeBlanc. On July 6, 2022, the Board met to review and certify signatures on three recall affidavits submitted to the Interim Town Clerk pursuant to Chapter 137 of the Acts of 2014. All members of the Board attended in person. The public was permitted to attend either in person or remotely via the Zoom platform.

Mr. Mullen, Ms. Cahill, and Ms. Perreira arrived at the meeting on time. While waiting for Ms. LeBlanc, a brief conversation ensued between the three members. The discussion pertained to the need for clipboards and red pens to hold and mark the recall affidavits. Mr. Mullen also explained the process of certifying the signatures. He shared that he would need look up each signatory on the electronic voter rolls to ensure the individual was a registered voter. He showed Ms. Cahill and Ms. Perreira the computer that he would use for this process. He also stated that he would need to sit at his desk because the computer was a desktop and not a laptop. Mr. Mullen further indicated that, as posted on the agenda, the Board would need to elect a Chair. Amie Martin, Assistant Town Clerk, offered to get water for the three members.

At no point did Mr. Mullen, Ms. Cahill, or Ms. Perreira certify a signature, express an opinion on the validity of any signature, or discuss a particular address or voter. Likewise, the three members did not suggest potential nominees for the position of Chair.

Ms. LeBlanc arrived at approximately 10:05 a.m. and the meeting was officially called to order. Mr. Mullen restated the information he shared with Ms. Cahill and Ms. Perreira regarding the signature certification process. He again showed the members the computer. The discussion related to the office supplies, including the conversation related to the red pens and clipboards, was repeated.

Town Administrator Kate Hodges and Ms. Martin were managing the Zoom platform. Ms. Hodges advised individuals to rename themselves if their usernames contained profanity or an advertisement. Two users changed their usernames to "Iphone" before the Board could engage in any discussion about the use of certain usernames by Zoom participants. Contrary to your assertion, at no point did Ms. Martin or Ms. Hodges "remove" anyone from the Zoom meeting.

During the meeting, you questioned whether Mr. Mullen was audible. Ms. Hodges immediately looked down at the Zoom platform and confirmed that it was registering sound when Mr. Mullen spoke and that he wasn't muted. Although Ms. Hodges did not verbally inform the Board that the sound was working, she allowed the Board to proceed with its meeting. If the sound was not working, she would have alerted the Board and suggested a recess to correct the problem.

The Fire Chief was also listening to the meeting from his phone. Upon receipt of your OML Complaint, Ms. Hodges contacted him to discuss the matter. He confirmed that Mr. Mullen was audible while he was watching the meeting. At no point during the meeting did anyone use the chat feature of Zoom to alert the Board to a problem with the audio feed.

Response

1. The Board did not improperly deliberate outside a posted meeting.

The Open Meeting Law seeks to balance the public's interest in witnessing the deliberations of public officials with the government's need to manage its operations efficiently. To that end, the law defines deliberation as "an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction; provided, however, that 'deliberation' shall not include the distribution of a meeting agenda, scheduling information or distribution of other procedural meeting [information] or the distribution of reports or documents that may be discussed at a meeting, provided that no opinion of a member is expressed." G.L. c.30A, §18. As such, it is clear that certain administrative tasks are excluded from the definition of "deliberation." OML 2013-5.

Here, a quorum of the Board discussed office supplies needed to assist with the certification process. Whether an individual needs a pen, or a clipboard is clearly an administrative matter. Mr. Mullens also explained the process for certifying the signatures, showing Ms. Cahill and Ms. Perreira the computer where he would review the voter rolls. None of the Board members expressed an opinion on the validity of a signature, nor did they certify a signature as part of the

explanation. Contrary to your assertion, the members did not discuss particular addresses. This brief conversation was completely procedural and administrative in nature. See OML 2022-133 (Quorum of the Select Board discussed the inclusion of a document in the Board's meeting packet found to be administrative in nature); OML 2021-122 (finding no violation where a quorum worked together to perform mathematical computations to aggregate evaluation scores but did not substantively discuss the evaluations); but, see, OML 2017-91.

While waiting for Ms. LeBlanc, Mr. Mullen also stated that the Board must elect a Chair. At no point did any member of the three members broadcast their opinion or view on who should serve as Chair. This statement merely mirrors what was posted on the agenda and therefore falls outside the scope of the OML's definition of "deliberation."

Additionally, the discussion that ensued before Ms. LeBlanc arrived is considered the distribution of information during a properly posted meeting and, therefore, not a violation of the Open Meeting Law. In OML 2022-16, the Division of Open Government found that the Ashland Planning Board did not violate the law when a member of the Board emailed a draft permitting decision to a quorum of the Board three minutes before the commencement of the Board's meeting. The circulated decision reflected the Board member's opinion relative to the issuance of the permit. The Division concluded that "[w]here this document was shared moments before the start of the meeting, ... it was simply the distribution of a document during a meeting and therefore did not violate the Open Meeting Law." OML 2022-16 (Emphasis added).

The same analysis applies here. Mr. Mullen shared information relative to the process of certifying signatures. He conveyed this information for the sole purpose of informing members how to properly review the affidavits and certify the signatures. Mr. Mullen provided this information no more than a few minutes before Ms. LeBlanc arrived and the meeting was called to order. As noted above, Ms. LeBlanc arrived five minutes late to the meeting. As such, it is entirely possible that Mr. Mullen could have discussed the certification process after the posted start time of 10 a.m. See, OML 2018-90 ("The Open Meeting Law does not contain any provision requiring that a formal statement be made to begin or conclude a meeting."). Thus, these statements should be equated with the distribution of information during a meeting, as was the case in OML 2022-16.¹

Although the Board maintains that it did not violate the law, it will include a summary of the statements made before Ms. LeBlanc arrived in the minutes of the meeting. The Board notes that the conversation between the three members was repeated when the meeting was called to order and, therefore, such statements are already reflected in the minutes. However, the Board will take this step to provide further transparency to the public.²

¹ The format the information was distributed – via a typed document or orally – is not legally significant. See G.L. c.30A, §18 (defining deliberation as "oral or written communication").

² The Board continues to maintain that it did not violate the law. However, repeating the allegedly problematic conversation after the start of the meeting (which was done) and including such statements in the minutes would act to cure the alleged violation.

2. The Board did not improperly remove people from its July 6 meeting.

At no point did the Board improperly “remove” a member from the meeting. Ms. Hodges encouraged members of the public to refrain from using profanity or advertisements in their username. Before the Board could discuss this matter, the individuals at issue had changed their username to “Iphone”. No one was “removed” from the meeting. Accordingly, the Board did not violate the OML as alleged.³

3. The members of the Board were audible during the meeting.

During the meeting you asserted that Mr. Mullen was inaudible for a portion of the meeting. Upon notice, Ms. Hodges immediately checked the Zoom platform and confirmed that the Zoom was not muted. She also went into her computer settings to see if Mr. Mullen’s voice was registering on the computer. The computer showed that Mr. Mullen’s voice was registering through the computer’s microphone and that the audio quality was clear and not obfuscated. Significantly, no other Zoom participant raised a similar concern through the chat feature of the platform. The Fire Chief also shared with Ms. Hodges that Mr. Mullen was audible during the meeting.

Moving forward, if a question of sound quality is raised, the Board will stop and wait until staff verbally confirm that the audio on the Zoom platform is functioning.

For the reasons stated above, the Board of Registrars did not violate the Open Meeting Law as alleged.

Sincerely,



Ivria Glass Fried

cc: Division of Open Government (with a copy of the Complaint)
Board of Registrars
Town Clerk
Town Administrator

³ It is also worth noting that the Board may remove a member of the public if they “disrupt” the proceeding. G.L. c.30A, §20(g). Arguably, a username containing a profanity would constitute disruption of the meeting.



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108



RECEIVED

*via email
to Town clerk
7/18/22 @
6:17am*

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Russell Last Name: Williston

Address: 4 Highfield Drive

City: Lancaster State: MA Zip Code: 01523

Phone Number: +1 (508) 735-8628 Ext.

Email: russwilliston@gmail.com

Organization or Media Affiliation (if any):

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

☒ Individual ☐ Organization ☐ Media

Public Body that is the subject of this complaint:

☒ City/Town ☐ County ☐ Regional/District ☐ State

Name of Public Body (including city/
town, county or region, if applicable): Town of Lancaster Board of Registrars

Specific person(s), if any, you allege
committed the violation: n/a

Date of alleged violation: Jul 6, 2022



E-MAILED

*7/20/22 @ 9am
TO BOR & Council*

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

On July 6, 2022 the Lancaster Board of Registrars met, primarily to certify a recall petition regarding three members of the Lancaster Planning Board. The meeting was held in the Town Clerks Office at 10AM, allowing in-person attendance and remote access via "Zoom" meeting.

1. The board discussed matters before the board outside of the public meeting. I arrived a few minutes before the scheduled 10AM start time of the meeting, and the meeting had not been opened yet. No other members of the public were present at that time. As I entered the room, board members Elizabeth Cahill and Mary Perreira were seated facing the clerks desk and were discussing the affidavits that were scheduled to be reviewed at the meeting. (Heather LeBlanc had not yet arrived.) They were discussing how specific addresses on the affidavits would be handled.

2. The board removed attendees from the "Zoom" meeting in a way that excluded members of the public from the meeting. The meeting was advertised as being held in the clerks office and via "Zoom." I witnessed attendees being removed from the "Zoom" meeting by the Town Administrator (Kate Hodges) and assistant town clerk Amie Martin, who was operating the laptop used for the Zoom meeting. They indicated that Zoom attendees were expected to use their proper names to identify themselves. I interjected that as I understood it attendees only needed to identify themselves if they spoke at the meeting; the Town Administrator countered that the attendees removed had used inappropriate names.

3. The certification of names at the meeting was inaudible to the public. The bulk of the meeting was the certification of individual names on three affidavits. A number of residents were attending the meeting "via Zoom"; I was the only member of the public attending in person. At 10:27AM I received a text from another resident that clerk, Jim Mullen, reading and reviewing the names was inaudible as he had his back to the camera. I raised my hand and notified the clerk: I told him that his back was to the camera that that he was inaudible to remote attendees. The clerk responded with a witty remark but continued to orient himself away from the camera.

The form asks me to identify if the alleged violations were intentional: #1 and #3 were certainly deliberate actions by the board members, who were aware of the requirements of open meetings at the time they took the actions.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

940 CMR 29.07 (2) (1) immediate and future compliance with M.G.L. c. 30A, §§ 18 through 25;
940 CMR 29.07 (2) (3) nullification of any action taken at the relevant meeting, in whole or in part;

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Russell W. Wellist

Date: 7/18/2022

For Use By Public Body
Date Received by Public Body:

For Use By AGO
Date Received by AGO:

#9

VIII. APPOINTMENTS AND RESIGNATIONS

COUNCIL ON AGING

TOWN OF LANCASTER, MASSACHUSETTS

MEMBERSHIP: Five members;

TERM OF OFFICE: Staggered terms of 3 years.

STATUTORY REFERENCE: Town Bylaw.

			TERM DATE	NEXT EXPIRATION	
1	Frank MacGrory	66 South Meadow Rd., Lancaster	6/30/2024	6/30/2027	
2	M. Judith MacLean	10 Burbank Lane, Lancaster 01523	6/30/2024	6/30/2027	
3	Linda Cutler	2 Turner Lane	6/30/2025	6/30/2028	
4	Nicole Jimino Kanis	535 Harvard Rd., Lancaster 01523	6/30/2023	6/30/2026	
5	Vacant				

E. Lively resigned 4.16.19

J. Moody resigned 5.20.19

M. MacDonald resigned 6.30.21

J. Santangelo declined reapp 6.21

R. Winsor resigned 7.8.21

D. Ducharme declined reappt 7.22

A. Mazzola resigned 7.18.22

Minutes - COA/LCC Meeting

March 14, 2022 at 10:30AM

Lancaster Community Center - in person and via ZOOM

Join Zoom Meeting:

<https://us02web.zoom.us/j/87647643485>

Meeting ID: 876 4764 3485

Attendees:

Alix Turner, Director

Members:

	Present	Absent
Judie Maclean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nicole Kanis – Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deborah Ducharme	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linda Cutler	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frank Macgrory	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ann Mazzola	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others present:

Sheila Casey, Friends of Lancaster Seniors

David Bartlett, CSL

Roberta Winsor

Jeff Paster, BOH

Approval of Minutes

Friends Updates:

- \$35,819 is the bank balance
 - \$10,000 donation this month!
 - Expenses:
 - Pancakes \$159 (\$175 income)
 - Fuel assistance \$100
 - Cheers support \$216

- Website \$206
- Social services emergency \$117
- Sterling fundraiser \$215 (\$210 income)
- Friday lunch group \$91
- New checks \$171

Director's updates:

- Covid-19 update
 - Cases creeping up again
 - Lancaster's vaccination rate also slowly increasing (still less than 60%)
- LCC/SC vacation coverage/hours
 - Alix still needs to use or lose vacation time
- PR/Marketing
 - Newsletter and email blasts
- Budget Status – no report
- Senior Tax Work-off Program – no report
- Building Updates. Cleaning etc. – no report
- Food service updates- MOC etc. (Alix) – no report
- Programming – no report
- Grants (Alix)
 - Alix continues to work on them (when she has time)
- Administrative and Personnel – no report
- Spring planning – no report
- CSL update – no report
- Next meeting date – April 11; 10:30am
- New Business that could not be anticipated

Minutes - COA/LCC Meeting

February 14, 2022 at 10:30AM

Lancaster Community Center - in person and via ZOOM

Join Zoom Meeting:

[https://us02web.zoom.us/j/](https://us02web.zoom.us/j/87647643485) 876 4764 3485

Meeting ID: 876 4764 3485

Attendees:

Alix Turner, Director

Members:

	Present	Absent
Judie Maclean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nicole Kanis – Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deborah Ducharme	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linda Cutler	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frank Macgrory	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ann Mazzola	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others present:

Jay Moody

Sheila Casey, Friends of Lancaster Seniors

David Bartlett, CSL

David James, Admin Asst

Roberta Winsor

Jeff Paster, BOH

Meeting called to order at 10:35

Approval of Minutes

January minutes were approved as submitted.

Friends Updates:

No update at this time.

Director's updates:

- General updates
 - Marie Espinola has passed away.
 - Alix Turner and Ann Mazzola are now certified UCLA Memory Trainers; classes to be scheduled.
 - David Bartlett certified in Fall Prevention. Automatic fall detection is important for isolated/at-risk individuals. Also, GPS tracking devices for those who may wander or are in accidents.
 - A senior fell in the Senior Center (tripped on a chair leg), breaking her hip and leg.
 - Need for Social Worker is great. We've had a death from hypothermia recently (lived alone). Depression and loneliness are significant. Discussion of local resources available was discussed.
- Covid-19 update
 - Jeff Paster updates from BOH
 - Case rate is down, but still triple the rate before Delta
 - Received a gift of 720 rapid antigen test. Meeting today to discuss distribution (through designated distribution centers).
 - Face covering mandate is STILL in effect for Lancaster.
 - Still lowest vaccination rate in the region
 - Planning on a post card mailing targeting younger residents; confidence is low on effectiveness.
 - Reducing effort for vaccination clinics (last one is February 22). Options for vaccines at drug stores, etc.
 - Will adapt as necessary if vaccine for kids 5 and under is approved.
 - Free test kits from the government are starting to arrive.
 - BOH requirements for face coverings preempt school district rules (in Lancaster).
 - Frank Macgrory mentioned that a SECOND booster is approved and indicated for those with underlying conditions.
- LCC/SC vacation coverage/hours – no update
- PR/Marketing – need to get newsletter out on time!
- Budget Status
 - Alix Turner has been working with interim Town Administrator
 - We still have extreme heating/cooling issues in this building
 - Discussing Social Worker position
 - Still waiting for final numbers from state, schools, etc.
- Senior Tax Work-off Program
 - More people signing up, but we need more!
 - Streamlined/simplified application has helped.
- Building Updates. Cleaning etc.

Minutes - COA/LCC Meeting

January 10, 2022 at 11:00AM

Lancaster Community Center - in person and via ZOOM

Join Zoom Meeting:

<https://us02web.zoom.us/j/83816132161>

Meeting ID: 838 1613 2161

Attendees:

Alix Turner, Director

Members:

	Present	Absent
Judie Maclean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nicole Kanis – Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deborah Ducharme	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linda Cutler	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Frank Macgrory	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ann Mazzola	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others present:

Susan Munyon

Sheila Casey, Friends of Lancaster Seniors

David Bartlett, CSL

David James, Admin Asst

Mary Ann Cleary

Roberta Winsor

Joan Eastman

Jeff Paster, BOH

Meeting was called to order at 11:05am

Approval of Minutes

December minutes were approved unanimously without changes.

Friends Updates:

- Balance 12/31/21 is \$26,044.32
- Pancake Breakfast: income \$346, expenses \$140.26
- Cheers for the Holidays program: expenses \$526.31
- Raffle income: \$224
- Lunch Group and Birthday subsidies: \$118.81
- Donations (income): \$200

Director's updates:

- Covid-19 update
 - The majority of the meeting was dedicated to the latest COVID Omicron variant surge.
 - Alix Turner commented that we have temporarily suspended face-to-face events in the center where people would be occasionally unmasked (for eating): pancakes (converted to take-out), BINGO, Bridge, and Mah Jong.
 - Jeff Paster updated us on BOH activities and statistics
 - About 58% of Lancaster vaccinated
 - Only 21% of 20-29 year olds
 - Only 45% of 30-49 year olds
 - Positivity rate increasing to 16-18 cases per 1000 (from 1 or 2)
 - Vaccination Clinics posted on web site and sign boards
 - Booster now recommended at 5 months following second dose
 - Tracy Gagnon has resigned and a search is on for a replacement
 - Orchard Hills Club gifted the BOH \$2,500, which will be used for a postcard mailing.
 - The remainder of almost an hour of discussion focused on reasons why people were not getting vaccinated and if there was anything we could do about it. No solutions obvious!
- LCC/SC vacation coverage/hours – Alix still has a lot of unused vacation
- PR/Marketing - "Community Crier" is late this month; relying on email blasts
- Budget Status
 - Revolving Account has about \$15,000
 - Meeting with Finance Committee January 25th.
 - Current FY23 budget that was submitted to FinCom distributed.
- Senior Tax Work-off Program – no update
- Building Updates. Cleaning etc. – no update
- Food service updates- MOC etc. (Alix)
 - MOW and "congregate meals" still being delivered.
- Programming – no update
- Grants (Alix) – no update

COA/LCC Meeting

December 13, 2021 at 11AM

Lancaster Community Center - in person and via ZOOM

Attendees:

Alix Turner, Director

Members:

	Present	Absent
Judie Maclean	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nicole Kanis – Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deborah Ducharme	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linda Cutler	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frank Macgrory	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ann Mazzola	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others present:

Sheila Casey, Friends of Lancaster Seniors

David Bartlett, CSL

David James, Admin Asst

Mary Ann Cleary

Denise Hurley

Jeff Paster

Meeting was called to order at 11:15 by Nicole Kanis

Approval of Minutes

- Minutes of the November 15 meeting were approved without changes

Friends Updates: (Sheila Casey)

- \$26,107 in account as of November 30
- Pancakes: \$409 in, \$195 out
- Halloween: \$411 in, \$131 out
- Fourth Friday Lunch Group: \$120 out
- Donations: \$278 in
- Santa and Song Raffle: \$224 in

- Denise Hurley talked about a tasting event fundraiser for February 24, 2022. Sterling Street Brewery. \$20 pp includes tour, music, food. More details to follow.
- Also looking to have a sleigh ride at Cornerstone Ranch

Director's updates (Alix)

- Covid-19 update (Jeff Paster)
 - Clinics are continuing, both primary shots and boosters
 - Booster clinic today in Town Hall (all slots filled)
 - Lancaster at 55% immunized, lowest in the area
 - Worst group is 20-29 year olds, comprising 20% of population, but only 29% are vaccinated.
 - 30-49 year olds are 53% vaccinated
 - Seniors are doing great!
 - Positivity rate is, unfortunately, increasing
 - Omicron variant:
 - Much more transmissible
 - Not as virulent
- LCC/SC vacation coverage/hours
 - Still a problem for Alix.
 - David James will be taking a few days Christmas/New Year's week
 - Need coverage for pancake breakfast the 28th
 - Denise Hurley and David Bartlett offered to help
- PR/Marketing
 - "Crier" still being published; future in doubt
 - Denise Hurley is coordinating with SLCTV for promotional segments
- Budget Status
 - Due soon (January).
 - Town is requesting "level services"
 - David James and Alix to prepare initial budget request.
 - CSL position
 - Need to interview candidates
 - Should this be a full time person, or two part time people?
- Senior Tax Work-off Program
 - Need to push this in the January "Crier"
- Gardening Updates (Sheila) – no update
- Building Updates. Cleaning etc.
 - Still no heat in the gym
 - Estimates have, again (3rd or fourth time) been performed
 - Tai Chi and Strength classes moving to old Town Hall
 - Dishwasher will need to be replaced next year (\$8k-\$10k)
- Food service updates- MOC etc. (Alix)
 - Still no meals in house
- Programming

COA/LCC Meeting

November 15, 2021 at 9:30AM

Lancaster Community Center - in person and via ZOOM

Join Zoom Meeting:

<https://us02web.zoom.us/j/85212560797>

Meeting ID: 852 1256 0797

Attendees:

Alix Turner, Director

Members:

	Present	Absent
Judie Maclean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nicole Kanis – Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deborah Ducharme	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linda Cutler	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frank Macgrory	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ann Mazzola	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others present:

Susan Munyon

Sheila Casey, Friends of Lancaster Seniors

David Bartlett, CSL

David James, Admin Asst

Meeting was called to order at 9:39 by Alix Turner (Nicole Kanis was still on her way in)

Approval of Minutes

- October 4, 2021, minutes were approved with no changes.

Friends Updates: (Jay or Designee)

- Sheila Casey gave the report
 - Approximately \$26,000 in checking account
 - Oil Fund set up with Fraticelli Oil with \$1,000 to start

- \$1,200 for dumpster for Lancaster senior
- Pancakes brought in a smaller amount this past month

Director's updates (Alix)

- Covid-19 update
 - Indoor mask mandate in place for ALL buildings/businesses still in effect in Lancaster
- LCC/SC vacation coverage/hours
 - Alix still has been unable to use vacation time due to work load
- PR/Marketing
 - "Beauty Around Us" art show
 - Art show a real success
 - Opening reception was well attended
 - Lots of food, thanks to work of many volunteers
 - Census insert due shortly
 - Other media mentioned
- Budget Status
 - Need to consider and evaluate priorities
- Senior Tax Work-off Program
 - Simplified form and requirements are in effect, and working!! No asset requirements.
- Gardening Updates (Sheila)
 - MCI-Concord work crew rebuilt three (3) beds.
 - Garden has been "put to bed" for the year
 - New registration forms for 2022 season are being generated.
- Building Updates. Cleaning etc.
 - STILL NO HEAT IN THE GYM
 - Carpets and chairs downstairs have been cleaned
 - Water leaks in CLS and Veteran's Office have been repaired. Need painting
 - Still some mold in lower stairwell
- Food service updates- MOC etc. (Alix)
 - "congregate" count decreased due to people moving or opting out
 - Investigating possible in-house options
 - Thanksgiving Dinner with Friends will be 11/18/2021
 - Will be using the lower level due to lack of heat and lower attendance (21 people).
 - Sandee's will cook the turkeys.
 - Strict BOH rules (Tracy will be here to check vaccine cards)
 - Grab-and-Go an option with about 30 reservations
- Programming
 - Tower Hill "Sparkle" on December 8 with Wine & Dine
 - Freeport trip is full
 - XMAS lights contest this year?

COA/LCC Meeting

October 4, 2021 at 10:00AM

Lancaster Community Center - in person and via ZOOM

Join Zoom Meeting:

<https://us02web.zoom.us/j/85212560797>

Meeting ID: 852 1256 0797

Attendees:

Alix Turner, Director

Members:

	Present	Absent
Judie Maclean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nicole Kanis – Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deborah Ducharme	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linda Cutler	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frank Macgrory	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ann Mazzola	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others present:

Mary Ann Cleary, Nashoba Neighbors

Sheila Casey, Friends of Lancaster Seniors

David Bartlett, CSL

David James, Admin Asst

Meeting was called to order at 10:06 by Alix Turner (Nicole Kanis was still on her way in)

Approval of Minutes

- September 13, 2021, minutes were approved with no changes.

Friends Updates: (Jay or Designee)

- Sheila Casey gave the report
 - Pancake breakfast and Open Mi BBQ netted about \$200 in the month
 - \$477 income from quilt raffle

- \$139 spent on gift cards. COA need only ask if/when any are needed
- Balance in checking: \$27,666.26
- Next Friends meeting 10/8/2021

Director's updates (Alix)

- Covid-19 update
 - Indoor mask mandate in place for ALL buildings/businesses in Lancaster
 - COA/LCC issued a warning about being seen without a mask at some point on 9/28/2021. Anonymous reporter.
 - Lancaster up to 53% vaccinated.
 - Next flu shot clinic 10/5/2021
- LCC/SC vacation coverage/hours
 - Alix has been unable to use vacation time due to work load
- PR/Marketing
 - Need more advertisers in "Crier" or we risk losing free printing
 - "Crier" published ON TIME this month!
 - Alix suggested COA members take copy of newsletter to local businesses
 - 10th Anniversary party VERY successful
 - "Beauty Around Us" art show coming in November
 - Entry deadline extended to 10/20/2021
 - Lot of artists in Lancaster
 - Need help setting up, reception, takedown
- Budget Status
 - No reports from finance since June
- Senior Tax Work-off Program
 - On BOS agenda for finalization of new policy (removing asset requirements and simplifying form)
- Gardening Updates (Sheila)
 - Sheriff's department workers said they would love to help with garden
 - Sheila Casey to coordinate with Ann Mazzola on this
 - Winding down for the season – next meeting 10/6/2021 in Senior Center
 - Radish seeds planted in several beds as a soil enhancement
 - Gardener's Contract being revised for 2022 to clarify responsibilities
 - Friends still have \$400 allocated toward garden expenses
- Building Updates. Cleaning etc.
 - Tereso out on sick leave; substitute cleaner in place
- Food service updates- MOC etc. (Alix)
 - "congregate" count decreased due to people moving or opting out
 - Investigating possible in-house options
 - Thanksgiving Dinner with Friends will be 11/18/2021
 - Need BOH guidance/ruling on options
 - Waiting for confirmation from Sandee's re:cooking
 - Grab-and-Go an option

Minutes - COA/LCC Meeting

September 13, 2021 at 10:30AM

Lancaster Community Center - in person and via ZOOM

Join Zoom Meeting:

<https://us02web.zoom.us/j/85212560797>

Meeting ID: 852 1256 0797

Attendees:

Alix Turner, Director

Members:

	Present	Absent
Judie Maclean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nicole Kanis – Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deborah Ducharme	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linda Cutler	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frank Macgrory	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ann Mazzola	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others present:

Mary Ann Cleary, Nashoba Neighbors
Sheila Casey, Friends of Lancaster Seniors
David Bartlett, CSL
David James, Admin Asst
Tracy Gagnon, BOH
Jeff Paster, BOH

Meeting was called to order at 10:38PM by Nicole Kanis

Approval of Minutes

- Minutes of the August 10th meeting were approved without changes.

Friends Updates: (Sheila Casey)

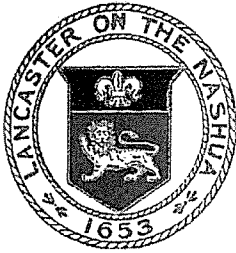
- Friends met on September 10

- Purchased a number of gift cards (\$20 each) for local store
 - COA just needs to ask for them as needed
- Small profit (about \$57) from Farmer's Market
- Pancake breakfast ahead about \$230 for August
- Continuing to subsidize Fourth Friday lunch group (tip, appetizer, help one needy individual)
- Balance: \$26,593.
- Next meeting October 8th at 10:30 at the center

Director's updates (Alix)

- COVID update
 - Indoor mask mandate as of 9/8
 - Jeff Paster:
 - Clarification issued September 9th (exclusions, etc.)
 - Current vaccination rate for Lancaster 51%
 - Town has purchased two electronic board signs using CARES money
 - Tracy Gagnon:
 - Actually up to 52% vaccinated
 - Collaborating with town of Clinton and WHEAT and local schools
 - Two successful clinics, and have been asked to repeat clinics in October
 - Only 26% of 20-29 year old vaccinated
 - Flu clinic coming at College Church (very accessible)
 - Using a variety of communication methods to disseminate information (SLCTV, Facebook, emails, town web site, schools, etc)
 - Alix commented: state info that 99% of 65+ year old have received at least one dose!
 - Nicole Kanis asked about booster shots. BOH will keep us advised. Likely that booster will become available in October.
 - Any questions from townspeople should be directed to the BOH
- LCC/SC vacation coverage/hours
 - Improved due to David Bartlett's hiring
 - Alix still has to use a week in September (unlikely to happen)
- PR/Marketing
 - Risk of losing LPI support of newsletter due to lack of advertisers
 - Continue to use/update Facebook page
 - Andie Ordnung made a quilt to be raffled off at Horseshed Fair 10/2 as fundraiser for Friends and PR for Senior Center.
 - Word of mouth always works!
- Formula Grant – no update
- Budget Status
 - Still money in budget for Meals Coordinator. It is being used to fund other programs (Sandee's meals, anniversary party food, extra hours, etc.

IX. LICENSES AND PERMITS



**TOWN OF LANCASTER, MASSACHUSETTS
SELECT BOARD**

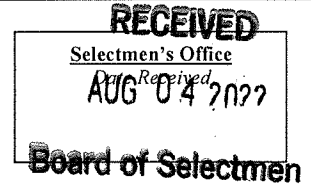
Prescott Building, 701 Main Street, Suite 1

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: TYRODS CAR SHOW AT LANCASTER FAIRGROUNDS

Street Address of Concern: 318 SEVEN BRIDGE ROAD

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

Contact Person & Title (Owner, Director, Manager, Other): MARK KEENAN PRESIDENT TYRODS

Telephone: 508-847-7249 Facsimile: E-Mail: info@boltonfair.org

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

CAR SHOW SEPTEMBER 11, 2022

Hours of Proposed Entertainment: Starting Time: 9 AM Ending Time: 6 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.

Mark Keenan

Signature of Applicant

Tax ID Required

8/1/22

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.

MASSACHUSETTS GENERAL LAWS ANNOTATED
PART I. ADMINISTRATION OF THE GOVERNMENT
TITLE XX. PUBLIC SAFETY AND GOOD ORDER
CHAPTER 136. OBSERVANCE OF A COMMON DAY OF REST AND LEGAL HOLIDAYS
SPORTS, GAMES AND ENTERTAINMENT ON SUNDAY

Current through Ch. 11 of the 2003 1st Annual Sess.

§ 4. License; application; issuance; fee; revocation, etc.; application of section

(1) The mayor of a city or the selectmen of a town, upon written application describing the proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion, except as provided in section one hundred and five of chapter one hundred and forty-nine, may grant, upon such reasonable terms and conditions as they may prescribe, a license to hold on Sunday dancing or any game, sport, fair, exposition, play, entertainment or public diversion for which a charge in the form of payment or collection of money or other valuable consideration is made for the privilege of being present thereat or engaging therein, except horse racing, dog racing, boxing, wrestling and hunting with firearms; provided, however, that no such license shall be issued for dancing for which a charge in the form of the payment or collection of money or other valuable consideration is made for the privilege of engaging therein; and provided further, however, that no license issued under this paragraph shall be granted to permit such activities before one o'clock in the afternoon; and provided further, that such application, except an application to conduct an athletic game or sport, shall be approved by the commissioner of public safety and shall be accompanied by a fee of two dollars, or in the case of an application for the approval of an annual license by a fee of fifty dollars.

(2) Licenses may be issued by the authorities designated in paragraph (1) to permit such activities before one o'clock in the afternoon, with the written approval of the commissioner of public safety and upon such reasonable terms and conditions as prescribed by him therein. The application for the approval of the proposed activity by the commissioner shall be in writing and shall be accompanied by a fee of five dollars or in the case of an application for the approval of an annual license by a fee of one hundred dollars.

(3) The licensing authority, or the commissioner of public safety or his designee, may revoke, cancel or suspend any license issued under this section upon evidence that the terms or conditions of such license or provisions of law are being violated; provided, however, that said commissioner shall not revoke, cancel or suspend any license issued under paragraph (1) which he is not required by said paragraph to approve.

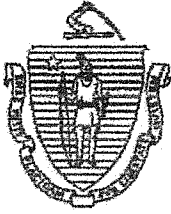
(4) The city council of a city or Select Board of a town may determine fees for the issuance of licenses, but in no event shall any such fee be greater than twenty dollars per event and four hundred dollars per year.

(5) The city council of a city and Select Board of a town may make regulations relative to granting of licenses under this section and may revoke or amend them from time to time.

(6) The provisions of this section shall not apply to premises licensed under the provisions of section one hundred and eighty-three A of chapter one hundred and forty; provided, however, that paragraph (2), insofar as it regulates activities on such premises between the hours of two o'clock in the morning and one o'clock in the afternoon on Sunday, shall apply to premises licensed under said section one hundred and eighty-three A of said chapter one hundred and forty.

(7) Sections two and three and this section shall not apply to golf, tennis, bowling, skiing, or any activity in a gymnasium or on any rink, court, or field, for which a charge is made only for the privilege of engaging therein and not for the privilege of being present thereat as a spectator, nor to the conduct for charitable purposes of amateur contests involving time trial driving of automobiles nor to beano games licensed under the provisions of section thirty-eight of chapter ten.

(8) Sections 2 and 3 and this section shall not apply to an athletic game or contest for which a charge in the form of the payment of money or other valuable consideration is made for the privilege of being present thereat, conducted, presented or exhibited on Sunday prior to 1 o'clock antemeridian; provided, however, the said athletic game or contest



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: Ty-Rods Club, Inc.

Address: 200 Legate Hill Rd.,

City/State/Zip: Leominster, MA 01453

Phone #: (508) 847-7249

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 Hot Rod Car Club

*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: Mark Keenan Mark Keenan, Ty-Rods Club President Date: 06/15/2022

Phone #: (617) 633-8206 cell

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____

Phone #: _____



The Bolton Fair, Inc.

August 2, 2022

Selectman – Town of Lancaster

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

Dates of the event are: September 11, 2022

The Event Manager Rose Darden for the fairgrounds has been CORI checked.

Tips certified licenses to be provided before each event.

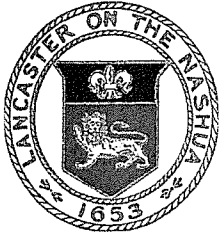
Liability Insurance to follow for events.

Please let me know if you have any questions.

Best Regards,

Rose Darden
508-294-8516 cell

Lancaster Fairgrounds Event Manager



TOWN OF LANCASTER, MASSACHUSETTS

OFFICE OF THE BOARD OF SELECTMEN

RECEIVED

AUG 04 2022

Board of Selectmen

SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION

TODAY'S DATE: 8/1/22

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

ORGANIZATION: LANCASTER FAIRGROUNDS / TYRODS / BOLTON FAIR (MC)

EVENT ADDRESS: 318 SEVEN BRIDGE RD

EVENT PURPOSE: TYRODS

EVENT DATE: SEPTEMBER 11, 2022 (LOAD IN 9/9/22) 3 DAYS

EVENT HOURS: 9AM - 6PM

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

ATTENDANCE: Approximate Number of Persons in Attendance: 2K

Persons Under 21 in Attendance: Yes YES No _____

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

Rose Darden for Bolton Fair / Tyrods
Signature of Applicant

POLICE DEPARTMENT OFFICIAL USE ONLY

_____ Approval Recommended _____ Approval Not Recommended

Police Officer Required: Yes _____ No _____

Comments/Conditions: _____

Date: _____

Police Chief Signature

701 Main Street, Suite 1, Lancaster, Massachusetts 01523

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

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



TOWN OF LANCASTER, MASSACHUSETTS
SELECT BOARD

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

Tel: 978-365-3326 Fax: 978-368-8486

Email: krocco@lancasterma.net

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

SELECTED
RECEIVED
Date Received

AUG 04 2022

Board of Selectmen

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: BRITISH MOTORCYCLE SHOW + SWAP MEET
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): PETER QUICK - EVENT DIRECTOR
Telephone: 603-305-1133 Facsimile: _____ E-Mail: peter@bdsauitsingles.com

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

ANTIQUE BRITISH MOTORCYCLES SHOW SEPTEMBER 18, 2022

Hours of Proposed Entertainment: Starting Time: 6 ^{AM} ~~P.M.~~ Ending Time: 6 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 for Peter Quick
Signature of Applicant

8/1/22

Tax ID Required _____

Date

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

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

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

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



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

www.mass.gov/dia

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

Applicant Information

Please Print Legibly

Business/Organization Name: BRITISH MOTORCYCLE

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 Darden

Date: 6/10/2022

Phone #: _____

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

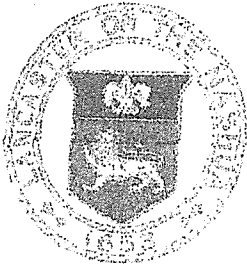
City or Town: _____ Permit/License # _____

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 #: _____



TOWN OF LANCASTER, MASSACHUSETTS
BOARD OF SELECTMEN
Town Hall, 695 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 - \$25.00

RECEIVED
Selectmen's Office
Date Received
AUG 04 2022
Board of Selectmen

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

New Application X Renewal _____ 2022

Name of Concern: THE PROFOUND MARKET AT LANCASTER FAIRGROUNDS
Street Address of Concern: 318 SEVEN BRIDGE RD LANCASTER, MA
Mailing Address (if different): P.O. Box 154 BOLTON, MA.
Contact Person & Title (Owner, Director, Manager, Other): MICHELLE PALMER / ROSE DARDEN
Telephone: 508-294-8516 Facsimile: 978-365-2120 E-Mail: INFO@BOLTONFAIR.ORG

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

DISPLAY OF VINTAGE INSPIRED VENDORS AND ARTISAN MARKET
SATURDAY 9/24/22 8:30A - 5:00P SUNDAY 9/25/22 10:00A - 5:00P
Hours of Proposed Entertainment: Starting Time: SAT 8:30 A.M. Ending Time: 5:00 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 for Michelle Palmer 8/1/22
Signature of Applicant Date
SSN# or Tax ID Required: 82-113791

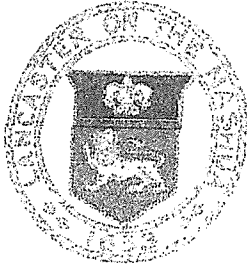
License Fee must be submitted with this form. Make check payable to Town of Lancaster. Mail Application Form, Workers' Compensation Affidavit, and check to: Board of Selectmen, Suite 1, 695 Main Street, Lancaster, MA 01523.

* 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 Board of Selectmen an APPLICATION FOR LICENSE FOR DANCING, SPORTS, GAMES, FAIRS, EXPOSITIONS, PLAYS OR ENTERTAINMENT OF PUBLIC DIVERSION ON SUNDAY, as well as an Application for a State License to the Commissioner of Public Safety, Attn: Special Licensing Division, One Ashburton Place, Boston, MA 02108-1618.

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



TOWN OF LANCASTER, MASSACHUSETTS
BOARD OF SELECTMEN
Town Hall, 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 - \$25.00
RECEIVED

~~Application 9/15/09~~
~~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: THE PROFOUND MARKET AT LANCASTER FAIRGROUNDS
Street Address of Concern: 318 SEVEN BRIDGE RD LANCASTER, MA
Mailing Address (if different): P.O. Box 154 BOLTON, MA
Contact Person & Title (Owner, Director, Manager, Other): MICHELLE PALMER / ROSE DARDEN
ROSE CELL
Telephone: 508-294-8516 Facsimile: 978-365-2120 E-Mail: INFO@BOLTONFAIR.ORG

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

DISPLAY OF VINTAGE INSPIRED VENDORS AND ARTISAN MARKET
SUNDAY 9/25/22

Hours of Proposed Entertainment: Starting Time: 10:00 A.M. Ending Time: 5:00 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 for Michelle Palmer
Signature of Applicant
Tax ID Required 82-113791

8/1/22
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: Board of Selectmen, 701 Main Street, Suite 1, Lancaster, MA 01523.

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

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

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



The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia

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

Applicant Information

Please Print Legibly

Business/Organization Name: the profound MARKET

Address: 339 Boston Post Rd Ste 5

City/State/Zip: Sudbury MA 01761 Phone #: _____

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

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

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

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

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____

Expiration Date: _____

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

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

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

Signature: _____

Date: 5.4.22

Phone #: _____

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

City or Town: _____

Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____

Phone #: _____



The Bolton Fair, Inc.

August 2, 2022

Selectman – Town of Lancaster

On behalf of the Board of Directors of The Lancaster Fairgrounds, we give permission for the Profound Market to serve alcohol at their events at the fairgrounds.

Dates of the event are: September 24 & 25, 2022

The Event Manager Rose Darden for the fairgrounds has been CORI checked.

Tips certified licenses to be provided before each event.

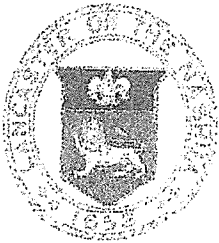
Liability Insurance to follow for events.

Please let me know if you have any questions.

Best Regards,

Rose Darden
508-294-8516 cell

Lancaster Fairgrounds Event Manager



TOWN OF LANCASTER, MASSACHUSETTS

OFFICE OF THE
BOARD OF SELECTMEN

RECEIVED

AUG 04 2022

Board of Selectmen

SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION

TODAY'S DATE: _____

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

ORGANIZATION: BOLTON FAIR INC

EVENT ADDRESS: 318 SEVEN BRIDGE RD LANCASTER

EVENT PURPOSE: PROFOUND MARKET

EVENT DATE: 9/24/22 - 9/25/22 LOAD IN 9/23/22 (3 DAYS)

EVENT HOURS: SAT. 8:30AM - 5:00PM SUNDAY 10:00AM - 5:00PM

ALCOHOL: Beer and Wine: _____ All Alcohol*: X TO SERVE VODKA
(Non Profit; Charity or Club Only)* BASED SEITEERS ALSO

ATTENDANCE: Approximate Number of Persons in Attendance: 6K OVER 2 DAYS

Persons Under 21 in Attendance: Yes X No _____

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

Rose Darden
Signature of Applicant

POLICE DEPARTMENT OFFICIAL USE ONLY

____ Approval Recommended _____ Approval Not Recommended

Police Officer Required: Yes _____ No _____

Comments/Conditions: _____

Date: _____

Police Chief Signature

X. NEW BUSINESS

XI. COMMUNICATIONS



E-MAILED

07/29/22 to
SAB & PB

259 TURNPIKE ROAD SOUTHBOROUGH, MASSACHUSETTS 01772
www.capitalgroupproperties.com

July 29, 2022

Ms. Kate Hodges
Town Administrator
Town of Lancaster
Prescott Building
701 Main Street
Lancaster, MA 01523

Ms. Jasmin Farinacci
Director of Community Development and Planning
Town of Lancaster
Prescott Building
701 Main Street
Lancaster, MA 01523

Re: Concept Plan Materials for the Enterprise District Zoning Expansion

Dear Kate and Jasmin,

Enclosed with this cover letter are various materials relevant to the area of the proposed Enterprise District Zoning Expansion for the purposes of Town of Lancaster Bylaw Section 220-63 Concept Plan A 1-4:

1. Schematic Development Plans (Concept plans) created by Bohler Engineering, showing zoning boundaries, perimeter boundary, proposed buildings, roads, drives, parking, open space, wastewater treatment plant, stormwater basins, wetlands, etc.
2. We currently do not have any floor plans or architectural elevations for any structures shown on the Concept Plan by Bohler Engineering. This plan is based on proposed uses and we do not have any specific tenants for any specific buildings on the plan and the alternate plan enclosed.
3. Attached is a letter from Avison Young addressing the analysis supporting the demand for the proposed uses, the anticipated market area, and what share of the market will come from the Town of Lancaster. Also attached is a letter from Bohler Engineering entitled "Project Narrative for Capital Group Properties Proposed Zoning Map Change Request," addressing the other items included in Section A (3). In addition, a map from TEC showing proposed off-site transportation improvements and matrices for utility and transportation improvements are attached.
4. The attached Bohler Engineering letter referenced above in #3 also addresses the analysis of Section A (4) a, b, and d. The attached Economic report addresses Section A (4) c.

If you have questions or concerns, please feel free to contact me at 508-768-7972 or rjdepietri@cgpllc.net.

Very Truly Yours,
Capital Group Properties, LLC

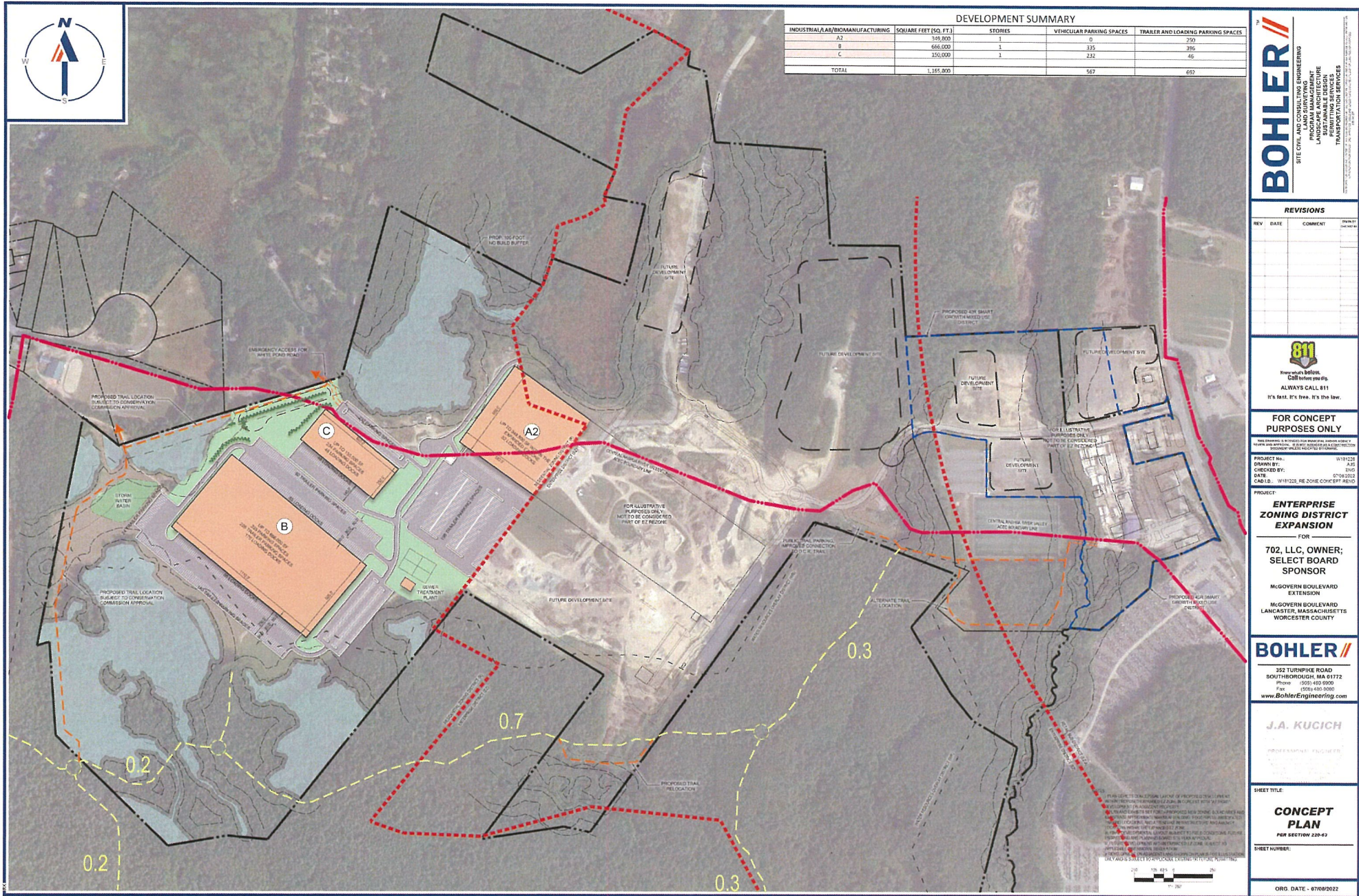
Bob Depietri

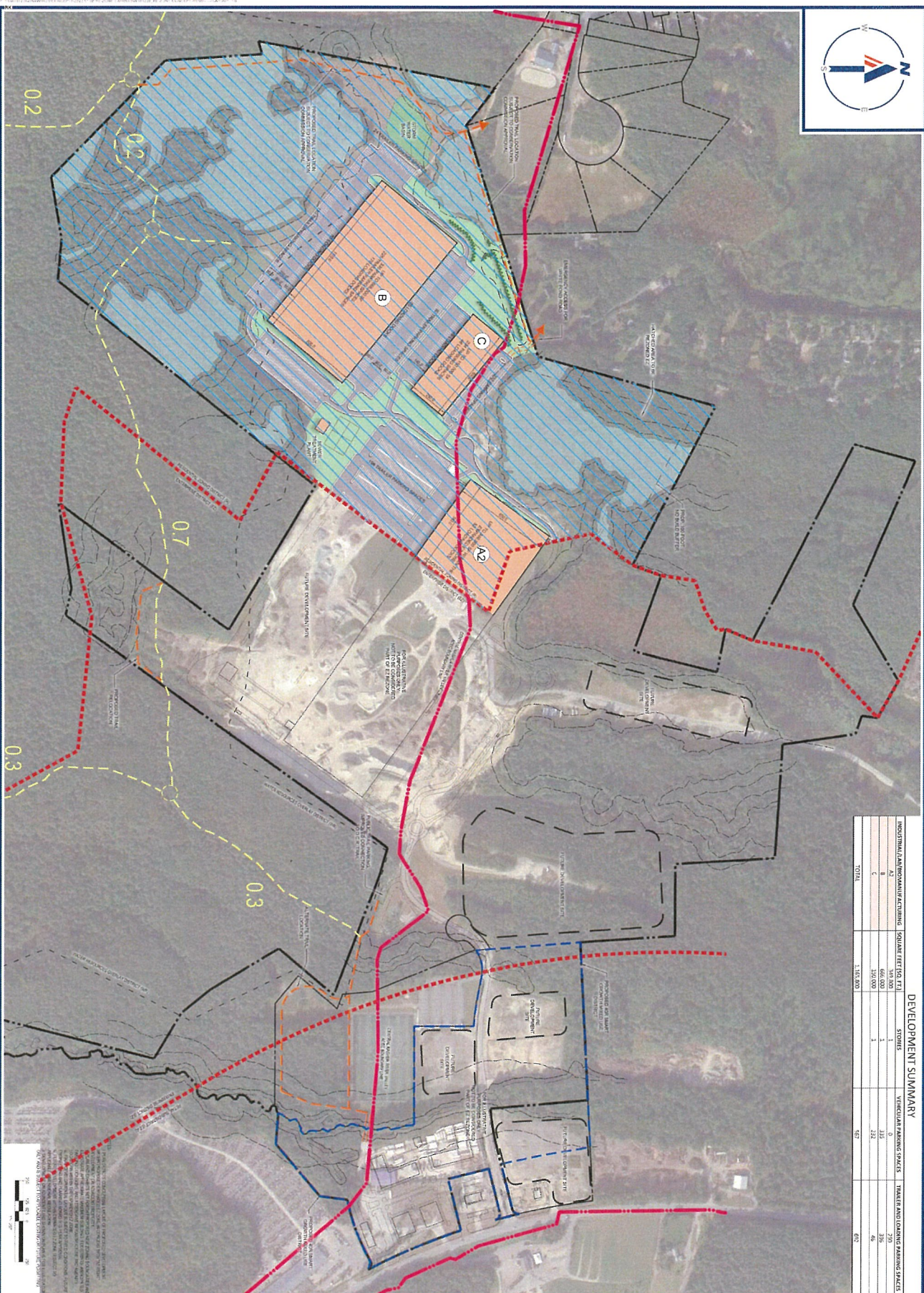
Bob Depietri

cc: W. Depietri



Concept Plans





DEVELOPMENT SUMMARY			
INDUSTRIAL/ANNUAL/RECURRING	SQUARE FEET (±)	STORIES	TREES AND GRASS PLANTING
A2	547,300	0	250
B	668,000	1	350
C	182,000	1	40
TOTAL	1,397,300	2	620

BOHLER

SITE CIVIL AND CONSULTING ENGINEERING
LAND SURVEYING
PROGRAM MANAGEMENT
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
PERMITTING SERVICES
TRANSPORTATION SERVICES

REV	DATE	COMMENTS

811

ALWAYS CALL 811
BEFORE YOU DIG
IT'S FREE TO CALL 811
FOR ANY DIGGING

ENTERPRISE

ZONING DISTRICT
EXPANSION

FOR

703 LLC OWNER
SELECT BOARD
SPONSOR

MEADOWS BOULEVARD
LANCASTER, MASSACHUSETTS
WORCESTER COUNTY

BOHLER

325 TURNING ROAD
SOUTH BOSTON, MA 02127
TEL: (617) 450-0000
WWW.BOHLERENGINEERING.COM

J.A. KUCICH

REGISTERED PROFESSIONAL ENGINEER
LICENSE NO. 10001

CONCEPT

PLAN

PER SECTION 22B.43

DATE: 07/20/2022



DEVELOPMENT SUMMARY				
INDUSTRIAL/LAB/BIO-MANUFACTURING	SQUARE FEET (SQ. FT.)	STORIES	VEHICULAR PARKING SPACES	TRAILER AND LOADING PARKING SPACES
C	409,250	1	328	103
D	665,000	1	335	376
F	150,000	1	232	55
TOTAL	1,224,250		895	545

BOHLER
SITE CIVIL AND CONSULTING ENGINEERING
LAND SURVEYING
PROFESSIONAL ARCHITECTURE
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
TRANSPORTATION SERVICES

REVISIONS

REV	DATE	COMMENT	BY	CHKD BY



811
Call before you dig.
ALWAYS CALL 811
It's free. It's fast. It's the law.

FOR CONCEPT PURPOSES ONLY

THIS DRAWING IS PREPARED FOR CONCEPT PURPOSES ONLY. IT IS NOT INTENDED AS A CONTRACT DOCUMENT AND SHALL NOT BE USED FOR SUCH PURPOSES.
PROJECT NO.: 17121228
DRAWN BY: JAC
CHECKED BY: BMS
DATE: 07/06/2022
CADD ID: V181228_RE_ZONE_CONCEPT_02

ENTERPRISE ZONING DISTRICT EXPANSION

FOR
702, LLC, OWNER;
SELECT BOARD
SPONSOR

McGOVERN BOULEVARD
EXTENSION
McGOVERN BOULEVARD
LANCASTER, MASSACHUSETTS
WORCESTER COUNTY

BOHLER

352 TURNPIKE ROAD
SOUTHBOROUGH, MA 01772
Phone: (508) 450-0900
Fax: (508) 450-0900
www.BohlerEngineering.com

J.A. KUCICH

PROFESSIONAL ENGINEER

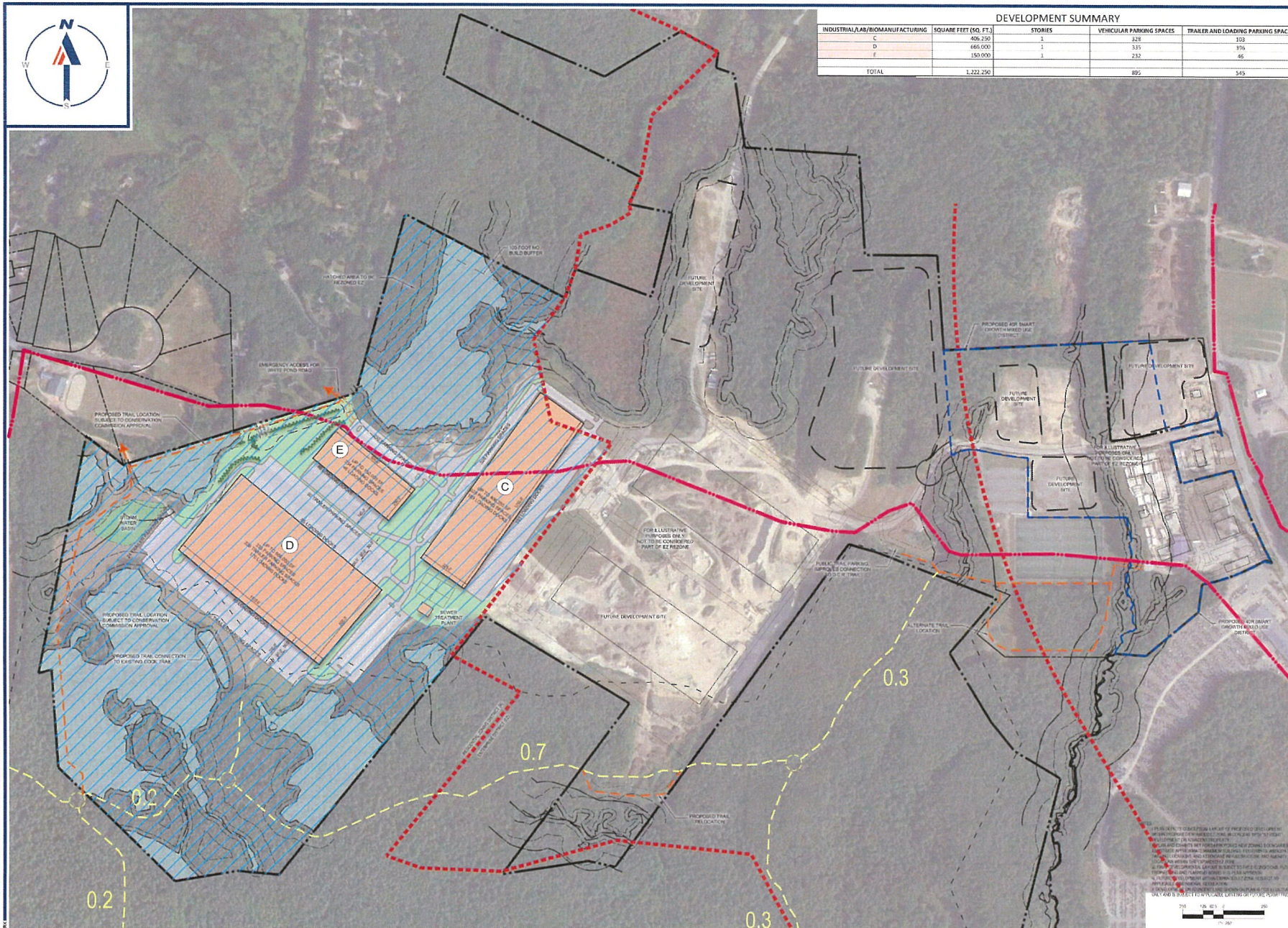
SHEET TITLE:

ALTERNATE CONCEPT PLAN

FOR SECTION 220-42

SHEET NUMBER:

ORG. DATE - 07/06/2022



Project Narrative

PROJECT NARRATIVE

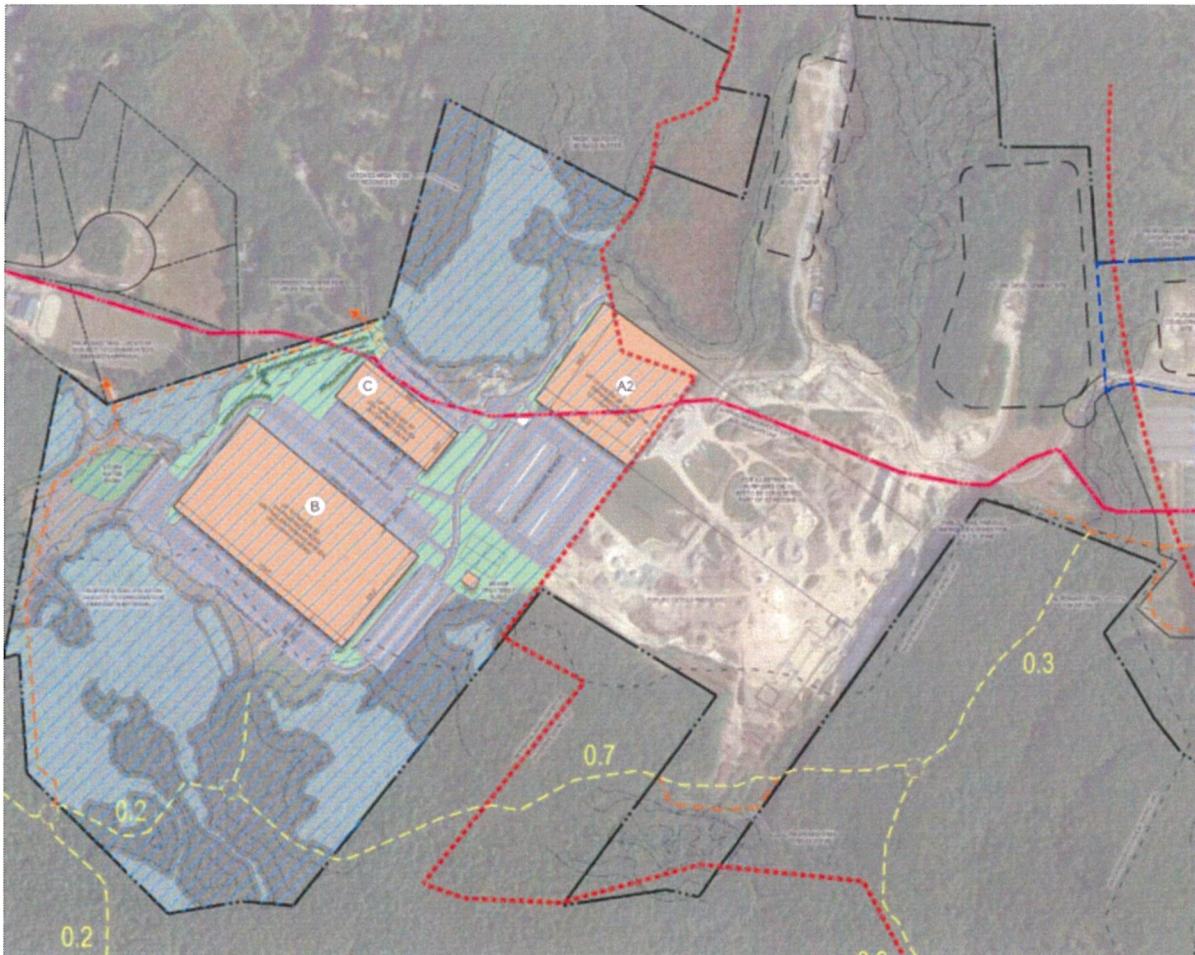
FOR



PROPOSED

ZONING MAP CHANGE REQUEST

McGovern Boulevard
Lancaster, Massachusetts
Worcester County



Executive Summary

Capital Group Properties, LLC, the Developer (“CGP”) and 702, LLC the property owner, (“702”) is submitting the enclosed application package in support of rezoning a 171.28-acre portion of the residential zoned part of the 702 Site. The project site (the “Site”) is located off McGovern Boulevard and Lunenburg Road in the Town of Lancaster. As shown on the Town Assessor’s Maps, the Site is identified as Map #8, Lot #45 and Map #9, Lot #4, refer to enclosed Plan of Land

The site is currently located within the Enterprise Zoning District and the Residential Zoning District. The zoning line runs roughly north to south through the central portion of the site with the Enterprise District covering the eastern 244.08-acres and the Residential District covering the western 188.90-acres. There are also three (3) overlay districts, the Integrated Planning Overlay District (IPOD), the Floodplain Overlay District and Water Resources Overlay District, encompass portions of the Site as well.

The rezone portion of the Project proposes approximately 1,165,800+/- GSF of logistics, lab, or biomanufacturing buildings as shown on the enclosed Schematic Development Plan (the “Plan”). The buildings will vary in size from approximately 150,000 SF to approximately 666,000 SF. Adequate parking and loading for each of the proposed buildings are shown on the Plan.

The proposed Project includes uses allowed by right within the Enterprise Zoning District but not within the Residential Zoning District. Access to the Site is from McGovern Boulevard to the east within the Enterprise Zoning District and there is no other access to the residentially zoned portion of the site other than through the Enterprise Zoning District. The proposal is to rezone a portion of the residential portion of the Site from the Residential Zoning District to the Enterprise Zoning District.

Existing Site Conditions

The Site is located off McGovern Boulevard on the western side of Lancaster Road (Route 70). The Site consists of approximately 368± acres of land and is bordered by woods, wetlands, and residences to the northwest, Route 190 to the west, woods, wetlands, walking trails and the North Nashua River to the south, and Lunenburg Road and Kimball Farm to the east. The site also abuts the Lancaster Crossing development project to the east which contains a Dunkin’, Mobil Gas Station, and soccer fields (F.C. Stars Soccer Complex) with associated driveways, parking areas, utilities, and stormwater management systems. McGovern Boulevard was constructed as the main access point to the Site and to access the Lancaster Crossing development from Lunenburg Road. The Site consists of an active sand & gravel pit and gravel access roads, as well as fields, woodland, and wetlands.

Proposed Site Conditions

The rezone Project proposes approximately 1,165,800+/- GSF of logistics, lab, or biomanufacturing buildings, along with associated access roadways, parking and circulation areas, stormwater management systems, and utility infrastructure. The Site is adjacent to the outdoor F.C. Stars Soccer Complex, a Dunkin’, and Mobil Gas Station.

Primary access to the Site will be via McGovern Boulevard from Lunenburg Road to the east. The Site currently consists of existing sand & gravel pits, gravel access roads and undeveloped woodlands and fields. The Proponent proposes to extend McGovern Boulevard approximately 2,300 LF in the westerly direction via a private roadway to provide access to the multiple buildings proposed as part of the Project. A new wastewater treatment plant is proposed to be constructed to the south as depicted on the plans.

The proposed Project is illustrated on the Schematic Development Plan included with the application. A breakdown of gross square footage (GSF) per use is also provided in the Development Summary Table provided below:

Development Summary Table

INDUSTRIAL/LAB/BIOMANUFACTURING	SQUARE FEET (SQ. FT.)	STORIES	VEHICULAR PARKING SPACES	TRAILER AND LOADING PARKING SPACES
A2	349,800	1	0	250
B	666,000	1	335	396
C	150,000	1	232	46
TOTAL	1,165,800		567	692

702 will also be transferring two parcels of land (Map 14, Lot 15 and Map 19, Lot 11) totaling 86.7 acres of land as open space.

Utilities

As noted above, an on-site wastewater treatment plant (WWTP) is proposed in the central portion of the Site along the southern boundary to treat approximately sewer flow generated by the Project. All wastewater flow will be handled by the proposed WWTP, and no impact is anticipated to the municipal sewer system.

A new water line extension is proposed from Leominster to provide public water service for the Project. The Project will implement efficient water use strategies to reduce overall potable water use on-site. The proposed extension will allow for the Project to be serviced by the City of Leominster public water system and will have no impact on the Town of Lancaster water system. This extension has received approval from the Lancaster Conservation Commission.

Power and telecommunication services will extend and be upgraded in McGovern Boulevard from Lunenburg Road to service the Site. Power and telecommunication services will be fully coordinated with the utility provider during the preparation of detailed design plans.

Stormwater

The project will include stormwater systems that will be designed to meet or exceed the ten (10) MassDEP Stormwater Standards by attenuating runoff rates to less than the pre-development condition, providing water quality treatment and TSS removal prior to infiltration and discharge, and promoting groundwater recharge. Best Management Practices (BMPs) may include but may not be limited to deep sump and hooded catch basins, water quality swales, proprietary stormwater quality units, forebays, infiltration basins and detention basins. The systems will be designed to mitigate proposed impervious surfaces and its impact on surface water, groundwater and flooding. Approximate locations for surface stormwater basins are shown on the enclosed plans. Underground basins will also be located under the parking lots of each pad site.

Traffic, Transportation and Circulation

Access to the Site will be provided from McGovern Boulevard (which will be completed) which connects to Lancaster Road (Route 70) to the east. The following mitigation measures are proposed to as part of the Project.

Transportation Infrastructure:

CGP has committed to the following improvements at the intersection of Main Street (Route 70) / Seven Bridge Road (Route 117):

- Modify traffic signal timings and parameters (traffic signal to be constructed as part of MassDOT Project No. 608779) post-occupancy to accommodate the additional traffic flow from the Project site.

CGP has committed to the following intersection improvements at the intersection of Lunenburg Road (Route 70) at McGovern Boulevard:

- Construct a fully-actuated traffic signal. Provide new demand-based vehicular and bicycle detection as part of the new traffic signal, as well as providing accommodations for emergency-vehicle pre-emption;
- Widen McGovern Boulevard to provide two eastbound travel lanes including an exclusive left-turn lane and an exclusive right turn-lane;
- Widen the Lunenburg Road northbound approach to introduce an exclusive left-turn lane operating under protected-permitted signal phasing;
- Widen Lunenburg Road southbound approach to introduce an exclusive right-turn lane operating under permissive-overlap signal phasing;
- Provide ADA/AAB-compliant pedestrian accommodations; including a crosswalk across McGovern Boulevard and Lunenburg Road, accessible ramps, and audio/vibratory pedestrian signal equipment; and
- Reconstruct private commercial driveways immediately north of McGovern Boulevard to accommodate the widened roadway.

CGP has also committed to making improvements to the acceleration and deceleration lanes at the Route 2 westbound interchange with exit 103.

Pedestrian Accommodations:

CGP will construct a sidewalk along McGovern Boulevard to provide connectivity between land uses on the site and Lunenburg Road. This includes connectivity to the several retail parcels previously constructed (Dunkin' and Mobil Gas Station) and the existing Kimball's Farms along the east side of Lunenburg Road. Additional pedestrian crossings will be provided across McGovern Boulevard within the site.

Bicycle Accommodations:

CGP is committed to constructing bicycle accommodations along McGovern Boulevard to provide connectivity between land uses on the Site and Lunenburg Road. These bicycle accommodations will be in the form of bicycle lanes and supplemented with MUTCD-compliant bicycle signage. In addition, bicycle racks will be provided on-site at various locations to promote the use of bicycle travel. Improvements along Lunenburg Road are generally short in nature and are along a high-speed arterial with wide-shoulders and therefore no formal bicycle improvements are proposed. As reconstructed, shoulders within the limits-of-work will be a minimum of 5-feet wide to support bicycle connectivity along the wide shoulders of the corridor.

Natural Resources

The Site contains the following natural resource areas:

- Bordering Vegetated Wetland (BVW) – numerous areas containing BVW were field delineated, and survey located in September of 2018.
- Perennial Stream – numerous mapped perennial streams were identified on the USGS Map and survey located on-site.
- Intermittent Stream Bank – Unmapped and mapped intermittent streams are identified on the USGS Map and survey located on-site.
- Certified Vernal Pool – One (1) Certified Vernal Pool was identified in the southwestern portion of the Site using the Massachusetts Geographical Information System (MassGIS) Online Maps and survey located on-site.
- Isolated Vegetated Wetland – numerous areas containing isolated vegetated wetlands were field identified and survey located on-site.

According to the most recent Flood Insurance Rate Map (FIRM) prepared by the Federal Emergency Management Agency (FEMA) and the MassGIS Online Mapping Tool (Oliver), portions of the Site to the north and east are located within Zone A: 1% Annual Chance of Flooding (100-year flood). A small portion of the Site along the southern perimeter is located within Zone AE: 1% Annual Chance of Flooding (100-year flood) and Zone X: Areas of 0.2% annual chance flood. According to the latest addition of the Massachusetts Natural Heritage Atlas, 14th edition, there are no areas of Priority Habitats or Estimated Habitats located on the Site. The southern half of the site is located within the Central Nashua River Valley ACEC which is administered by The Department of Conservation and Recreation (DCR). The intent of the ACEC is to preserve, restore and enhance environmental and cultural resources. Land development is not prohibited within the ACEC, but the designation provides higher environmental standards for projects within ACECs that impact wetlands, tidelands, Great Ponds and most navigable rivers and streams. The Project will be designed to meet the intent of the ACEC designation by working within previously disturbed areas as is practicable, avoiding direct alteration of onsite wetland resource areas and minimizing impacts to resource areas. Work within ACEC areas also involves state-coordinated public review through the MEPA process. CGP has had initial discussions with DCR to review how the project relates to the ACEC and will continue to work with DCR as the project progresses through the state and local permitting processes.

In the fall of 2018, EcoTec, Inc. delineated wetland resource areas and obtained an Order of Resource Area Delineation (“ORAD”) under DEP File: CE 193-0554 for the project Site. The approved wetland boundaries and associated buffers are depicted on the project plans.

The Project will involve work within the within the aforementioned natural resource areas. Work within these areas will be designed to mitigate impacts to the resource areas, including avoidance of the 25 foot no touch buffer zone, and will require full review by the Town of Lancaster Conservation Commission as part of a future Notice of Intent process. In addition, as noted the Project will include stormwater systems that are designed to meet or exceed the ten (10) MassDEP Stormwater Standards by attenuating runoff rates to less than the pre-development condition, providing treatment and TSS removal prior to infiltration and discharge, and promoting groundwater recharge. The systems will be designed to mitigate proposed impervious surfaces and its impact on surface water, groundwater and flooding.

The Project will provide construction period erosion and sedimentation controls to minimize temporary construction impacts. This will include protection for stormwater inlets, protection around temporary material stockpiles and various other techniques. Additionally, the Project will be required to file Notice of Intents with the US EPA and implement Stormwater Pollution Prevention Plans (SWPPP) during the construction period. The SWPPP will be prepared prior to the start of construction and will be implemented by the site contractors under the guidance and responsibility of the project's proponent.

Visual Environment

The project will have little impact on the visual environment for the area. The project is located off the end of McGovern Boulevard and is setback roughly 3,800 feet from Lunenburg Road (Route 70). The proposed buildings will have minimal visual impact to surrounding areas.

CGP has had discussions with the closest residential neighbors on White Pond Road. Based upon these discussions they have agreed to maintain and enhance a 100-foot buffer between the development and these properties along with constructing a substantial landscaped berm and fencing between the site and the residences to help screen the property. The berm and trees that currently exist will remain and a new additional 16' tall berm will be installed. On the top of the new berm, CGP will be planting 8-10 ft tall evergreen trees and an 8 ft tall vinyl fence. It should be noted that the closest building to White Pond Road, building C, is approximately 165 feet from the property line providing additional buffer to the abutting residences.

It is also noted that CGP has met with DCR to discuss the project and its relation to the abutting laned owned by DCR (Map #14, Lot #11). Based upon these discussions CGP has also agreed to provide a 100-foot landscape buffer between the Project and the DCR owned land.

Schools and Public Recreation

As noted, the project will include the development of non-residential buildings and will not have any impact on the Town of Lancaster school system nor require the need for additional public recreation facilities.

Fiscal impact / taxes

The proposed rezone project is conservatively estimated to generate new tax revenue of \$1,927,359 and municipal costs of \$113,821, resulting in significant new tax income of \$1,813,538 annually at full build out of the area of the rezone alone for the Town of Lancaster and have a positive fiscal impact.

Off-Site Transportation Improvement Plan

Scale: 1" = 1,300'

Capital Commerce Center - Lancaster, MA

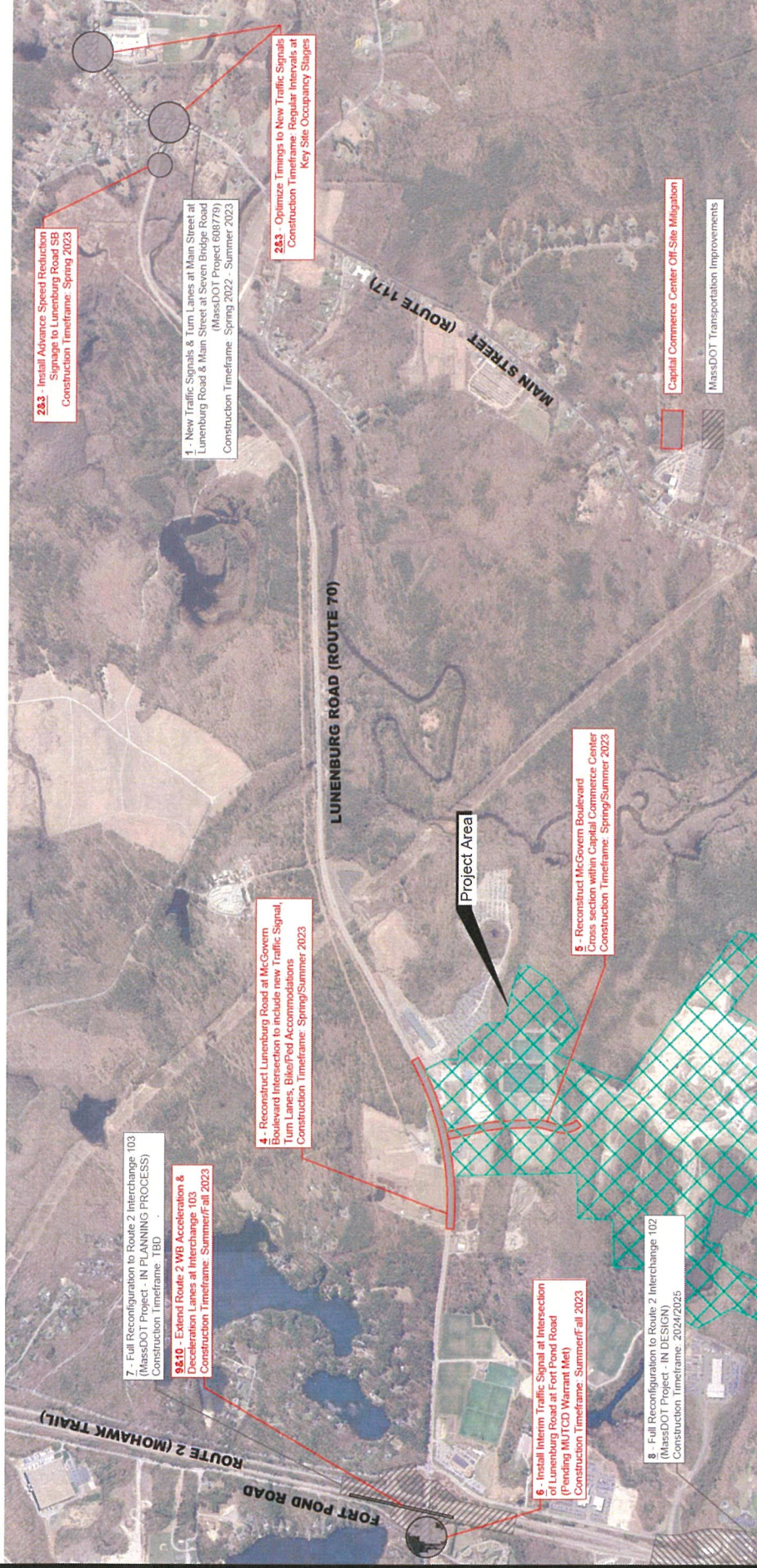


Exhibit A-1

Infrastructure Improvement Matrix

<u>Project Segment</u>	<u>Functional Classification</u>	<u>NHS Roadway</u>	<u>Jurisdiction</u>	<u>Responsible Party for Construction</u>	<u>ROW Impacts</u>	<u>Grading Impacts</u>	<u>Environmental Impacts</u>	<u>Construction Timeline</u>
Main Street [MassDOT Project No. 608779] – Route 70/117 Intersection Improvements	Urban Principal Arterial	Yes	Town of Lancaster	MassDOT	Minor ROW Acquisitions	Minor grading impacts	No Environmental Impacts	2022/2023
Main Street / Seven Bridge Road Intersection – Traffic Signal Optimization	Urban Principal Arterial	Yes	Town of Lancaster	Capital Group Properties	N/A	N/A	N/A	Recurring for Project Milestones
Main Street / Lunenburg Road Intersection – Traffic Signal Optimization	Urban Principal Arterial	Yes	Town of Lancaster	Capital Group Properties	N/A	N/A	N/A	Recurring for Project Milestones
Lunenburg Road / McGovern Boulevard Traffic Signal	Urban Principal Arterial	No	Town of Lancaster	Capital Group Properties	Minor ROW Impacts	Minor grading impacts	N/A	2023 Prior to 1 st Opening ^(a)
McGovern Boulevard	Local	No	Town of Lancaster	Capital Group Properties	N/A	Minor grading impacts	N/A	2023
Lunenburg Road / Fort Pond Road – Temporary Traffic Signal	Urban Principal Arterial	Yes	Town of Lancaster	Capital Group Properties	N/A	N/A	N/A	2023 ^(a)
Route 2 Interchange 102 Improvements	Urban Minor Arterial / Freeway	Yes	MassDOT / Town of Lancaster	MassDOT	Significant ROW Impacts	Some grading Impacts	Some Environmental Impacts	2024/2025
Route 2 Interchange 103 Improvements	Urban Minor Arterial / Freeway	Yes	MassDOT / Town of Lancaster	MassDOT	Significant ROW Impacts	Significant grading Impacts	Significant Environmental Impacts	TBD
Route 2 WB Interchange 103 Deceleration Lane Improvements	Freeway	Yes	MassDOT	Capital Group Properties	N/A	Minor grading impacts	N/A	2023
Route 2 WB Interchange 103 Acceleration Lane Improvements	Freeway	Yes	MassDOT	Capital Group Properties	N/A	Minor grading impacts	N/A	2023

^a Subsurface infrastructure for traffic signal installed in 2023 prior to 1st site building opening. Above-ground infrastructure purchased in 2023 and installed upon meeting MUTCD traffic signal warrants.

^b Full build out of McGovern Boulevard cross-section to be completed from Lunenburg Road to western limit of site plan where building occupancy is occurring.

Utility Improvement Matrix

Utility	Jurisdiction	Party Responsible of Funding Construction	Estimated Construction Start
Waterline Extension	Leominster	Capital Group Properties	2023
On-site Wastewater Treatment Facility	Private	Capital Group Properties	2023
Electric	National Grid	Capital Group Properties	2023
Gas/Propane	Eversource/TBD	Capital Group Properties	2023

Economic Impact Report

Enterprise District Expansion

Lancaster, Massachusetts
Estimated Gross Valuation
& Revenue Impact Study

Prepared by:

Capital Group Properties, LLC
702, LLC
259 Turnpike Road
Southborough, MA

"Capital Commerce Center" - Estimated Gross Valuation and Revenue Impact Summary

As per Section 220-63.A(4)c of the Zoning Bylaws, Capital Group Properties, LLC and 702, LLC have prepared an analysis of the potential economic benefits that will be associated with the proposed Enterprise District Zoning Expansion affecting the rear portion of land on McGovern Boulevard. We built upon the "Fiscal Impact Analysis-Capital Commerce Center"¹ report RKG Associates, Inc. delivered to Lancaster's Economic Development Committee on October 29, 2021, which we recommend be read as a supplementary reading to identify the sources of the numbers used excluding our revised employee estimate that is presented.

The square footage used is 1,165,800 square feet across three buildings, as depicted on the "Concept Plan" attached to this analysis. This analysis is limited to only the area of the proposed Enterprise District Zoning Expansion.

Like in the RKG Report, the estimated assessment for the logistics buildings is \$85/ft. This uses the cost method which is the most viable method of valuation at this stage as due to the lack of similar buildings in Lancaster which a sales approach to valuation is not appropriate. As tenants move in, this approach is likely to be switched to an income approach to valuation on the part of the local assessor. We retain the assumption that the site's land assessment will remain the same as opposed to increasing so the new tax revenue represented only incorporates the construction of the new buildings.

For the operating costs, we used the figures per employee RKG had obtained in its own research and its discussions with the former Town Administrator Orlando Pacheco regarding General Government services and Fire, Acting Police Chief Everett Moody regarding the Police, and Superintendent Kevin Bartlett regarding Public Works. This resulted RKG finding an incremental variable cost per new employee of \$97.99. We have increased the estimated employee count of the project modeled for municipal expenses to be in line with the most employee intensive user we have had discussions with, resulting in a figure of 1,162, resulting in higher services cost per square foot than the RKG study.

Regarding employment created, we expect the 1,165,800 square feet to create approximately 777 jobs, using the employee estimate used in RKG's study, which is based on a standard logistics use.

¹ RKG Associates, Inc. October 29, 2021. "Technical Memorandum: Fiscal Impact Analysis – Capital Commerce Center." https://www.ci.lancaster.ma.us/sites/g/files/vyhli4586/ff/pages/rkg_2021-10-29_lancaster_ma_fia_final_report.pdf

*Estimated Gross Valuation and Revenue Impact Summary
Proposed Logistics Center in the Area of the Enterprise District Zoning Expansion
Town of Lancaster*

New Real Property Tax Levy²

- Facility Size: 1,165,800 square feet (sq. ft.)
- Total Estimated Assessed Value: \$99,093,000
- Total Modeled New Employment: 1,162 (Actual Estimated Employment is 777)
- New Cost of Services per Worker: \$97.99
- Total Estimated Cost to Provide Services to Facility: \$113,821
- Projected Tax Rate: 19.45/1000

Tax Revenue Gains/Loss	
Total Estimated New Revenue	\$1,927,359
Revenue Ratio (Costs/Revenue)	0.059
New Income (Surplus):	\$1,813,538

The numbers in this table mean that for every \$1.00 the Town receives in new tax revenue from the logistics center in the rezone area, the Town will spend 6 cents on municipal services.

In addition, the property will pay additional taxes for the Community Preservation Act (CPA) totaling approximately \$19,215 per year.

Due to proximity, we project that the project will have an immediately beneficial impact on the businesses of Dunkin Donuts, the Mobil gas station, and Kimball Farm on Lunenburg Road and spur the development of more of the Enterprise parcels on Lunenburg Road. Due to a much lower traffic impact towards the south, we expect a comparatively much smaller but still material effect on the businesses in the southern part of Lancaster from workers commuting to and back from the development from nearby communities which are too far from Routes 190 and 290 in that direction, primarily Clinton, and certain parts of Boylston, West Boylston, Berlin, and Sterling. These include Sandee's, Michael's Bridge Diner, Trolley Stop Pizzeria, and the Cumberland Farms station. The overall effect of the local meals tax from their increased sales to the Town of Lancaster should only be in the thousands of dollars due to its low levy.

² The assessment and revenue projections omit the personal property tax which Lancaster does not currently benefit in any significant way from this type tax due to its existing commercial base lacking new capital-intensive equipment. As this is front heavy and very user dependent, averaging about one half of the starting value over a 20-year period, we do not include this figure.

Market Demand Letter



200 State Street
Floor 15
Boston, MA 02109
USA

T +1 617 250 7600

avisonyoung.com



July 29, 2022

Mr. Robert Depietri
Capital Group Properties
259 Turnpike Road
Southborough, MA 01772

Dear Bob,

As we head into the end of Q2 2022, the Greater Boston industrial market continues to experience record activity, both in sales and leasing. With that activity, the lack of adequate industrial real estate across all submarkets has been exposed.

The acceleration of demand is directly attributed to both e-commerce and brick & mortar retailers seeking to add more distribution centers in densely populated areas to accommodate “last mile” logistics. According to global real estate advisor Avison Young, there was over 30 million square feet of industrial demand at the end of Q2 2022, which stands in stark contrast to the 8 million square feet of demand at the end of Q1 2019. Continued high tenant velocity, which stems from both organic growth and national demand, has rents at historic highs, and vacancy rates at record lows (3.9% regionally). The demand-to-availability ratio has shifted dramatically from 1:2 in Q1 2020 to over 3:1 in Q2 2022. Most projects under construction have been leased prior to completion, so while construction has increased, it will likely be insufficient to taper the demand/supply imbalance. The Route 2 – West submarket is one of the tightest, with vacancy rates at just 0.6%.

Lancaster is one of the only sites in the New England region which can accommodate a range of logistics users, allowing for rare floor plates in excess of one-million square feet, with the simultaneous ability to house multiple users in 500,000 square foot range and smaller. In addition, the town features unique highway access prized by large occupiers and strong access to labor. These factors are nearly impossible to replicate in the area. This will lead Lancaster to evolve from presently having a limited industrial and commercial tax base to becoming an important logistics submarket for Greater Boston and bolster Lancaster’s economy.

Based on all the supporting data and historical trends, we don’t expect a significant slowdown in demand even if there is wider economic weakness due to the forecasted recession. Demand for logistics buildings will continue to remain robust as long-term trends favoring closer proximity to the consumer continues. Established retailers continue to add space to their portfolios to reduce shipping times and improve the efficiency of their supply chains to accommodate existing and future demand. Additionally, increased fuel costs have made increasing network efficiency more crucial.



The combination of historically low available space and a more than 3:1 demand supply ratio will apply upward pressure and support to rents as the delivery of new supply continues to be a major issue in one of the most undersupplied markets in the country.

Sincerely,

A handwritten signature in black ink, appearing to read "JP", written in a cursive style.

Jonathan Pezzoni
Senior Vice President

A handwritten signature in black ink, appearing to read "John F. Dolan, III", written in a cursive style.

John Dolan
Principal

RECEIVED

August 16, 2022

AUG 18 2022

Board of Selectmen

Attn: Lancaster Town Clerk

LANCASTER TOWN CLERK
RD 2022 AUG 16 AM 10:04

We, three members of the Lancaster Planning Board, have written this letter to notify the town that we are resigning.

We will join what has become a steady outgoing stream of volunteers and professional staff. Many residents may not realize that Lancaster was left without a Planning Director for a year and a half after Michael Antonellis left in disgust. Presently Lancaster has an interim town clerk, no Planning Office Manager, and no Conservation Agent. The Council on Aging Director resigned in July amid continuing harassment, after forcing multiple complaints against her from the past year to be reviewed and discarded. On July 18th, a long-time Council on Aging member resigned at their meeting, citing her discouragement with the town's administration.

The Select Board has frequently mistreated the Planning Board, other volunteers, and residents, in the past couple years. Violations of the town's existing Code of Conduct have not been followed or enforced. Additionally, the Select Board has failed to enforce their own item on their agenda, which reads "Complaints or criticism directed at staff, volunteers, or other officials shall not be tolerated." The Select Board's mistreatment, and lack of respect of the Planning Board and its chartered authority led us to this decision.

The Planning Board is an independently elected board charged with the developmental planning of our community, Following by-laws, rules and regulations, and Mass General Laws. This fact seems to have been overlooked by the Select Board. On numerous occasions one Select Board member has used public comment on both the Select Board and the Memorandum of Agreement meetings to disparage the Planning Board and their decisions regarding the North Lancaster zoning changes and 40R by-law. We assure you that each and every decision that our Planning Board made complied with both Lancaster by-laws and Massachusetts General Laws. Conversely, the Select Board created their own timeline for the North Lancaster zoning articles, which did not coincide with the Planning Board's timeline. The Select Board attempted to derail the Planning Board's timeline, by harassing the Planning Board with immature rants during Select Board meetings, and on social media. This is clearly an unjustifiable interference with the decisions of the duly elected Planning Board. It is unfortunate the Select Board chose to pursue this counter productive behavior. Our decisions are based on

serving the best interest of the town, according to our board's time schedule, and the information needed, rather than the timeline of one individual selectman.

As Alan Greenblatt, an NPR reporter, recognized: "...Recall campaigns against [public officials] used to be rare. They've not only become more common, but they're also now more often driven by partisan politics than accusations of high crimes or misdemeanors."

The recall proceedings we face are driven by residents who see an opportunity to grind a variety of axes. The top-ten signers on our initial recall petition included:

- The former chair of the Planning Board, who lost her seat after her toxic politics were brought to light by the era of recorded meetings and internet discussion. By no coincidence, she is seeking to recall the man who unseated her.
- A disgraced developer who still has not completed his subdivision, left the neighborhood adrift this past winter when he refused to plow it, and who was stymied from transferring maintenance of an expensive private pump station by the Planning Board.
- The developer who clearcut the Maharishi property alongside Hilltop Road received a Cease-and-Desist order from the Planning Board last year.
- The above developer's real-estate colleague, who ran for Planning Board this year financed by the first developer mentioned.
- A former Planning Board member who, in his last attempt to run for Planning Board, was backed by the same public Relations Firm used by Capital Group Properties.
- Realtors who were incensed when the Planning Board presented the town with an Inclusionary Zoning Bylaw in 2020, which discouraged tracts of housing that placed a burden on Lancaster.

The charges against us, which the above attested to under penalty of perjury, are preposterous.

- We're accused of preventing a bylaw from being considered at town meeting, when the bylaw was not completed until a month after town meeting. Agreements necessary to consider that bylaw have, to this day, still have not been signed. What we're accused of is not possible.

- Some members are accused of “not working with other board’s.” Another member is accused of “conspiring with the Conservation Commission.”

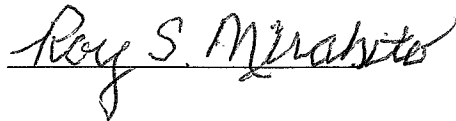
There is no magic to gathering signatures against a board, that to most residents, is obscure in purpose. At Shaw’s in Clinton, the signature gathers told their prospects “...unless the Planning Board members are recalled, your taxes will be going way up.” At the post office, a young man named “Ben” was open that he was being paid to collect signatures and had never himself seen a Planning Board meeting.

A special election would force Lancaster to endure another three months of vile rhetoric and division and a special election that would cost \$10,000 or more. The chaos in town hall and uncertainty about the remaining term of the seated board has already led prospective applicants to delay their applications, and they will not submit them if they are uncertain the seated members can complete their hearings. By resigning, we can ensure that Planning Board business will be disrupted for the shortest possible period.

This letter serves as notice that the below-signed members of the Lancaster Planning Board resign our positions effective 9:00AM on Tuesday, August 16, 2022, and is intended to fulfill the requirement in M.G.L. Chapter 41 Section 109.

With the highest regard for the town we all share,

Chairman Roy S. Mirabito



Vice Chair C. Peter Christoph



Clerk Carol Jackson

