



**LANCASTER SELECT BOARD**  
**Regular Meeting Agenda**  
**Prescott Building – Nashaway Room & ZOOM**  
**Monday, August 7, 2023**  
**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

Town of Lancaster is inviting you to a scheduled Zoom meeting.

Topic: Select Board Meeting

Time: Aug 7, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85856254816?pwd=L0huaWRJUXo0eno0d1M4TEp6cTRkZz09>

Meeting ID: 858 5625 4816

Passcode: 292824

One tap mobile

+13092053325,,85856254816#,,, \*292824# US

+13126266799,,85856254816#,,, \*292824# US (Chicago)

Dial by your location

- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)

Meeting ID: 858 5625 4816

Passcode: 292824

Find your local number: <https://us02web.zoom.us/j/85856254816?pwd=L0huaWRJUXo0eno0d1M4TEp6cTRkZz09>

Additional materials for Select Board meetings are available at:

<https://www.ci.lancaster.ma.us/administration-select-board/pages/meeting-materials>

Residents Have the Ability to Ask Questions via ZOOM.



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**II. APPROVAL OF MEETING MINUTES**

Review and take action on the following Select Board's Meeting Minutes: July 27, 2023

**III. SCHEDULED APPEARANCES & PUBLIC HEARINGS**

6:10 pm Public Hearing for Renewal of Special Permit to Remove Earth Products

Notice is hereby given that a Public Hearing will be held on **Monday, August 7, 2023 at 6:10 p.m. located in the Prescott Building, Nashaway Room – Second Floor, 701 Main Street, Lancaster and via Zoom** <https://us02web.zoom.us/j/85856254816?pwd=L0huaWRJUXo0eno0d1M4TEp6cTRkZz09> to consider the application of John E. Kanis, Inc. 535 Harvard Road, Lancaster, MA, for renewal of a Special Permit To Remove Earth Products (Sand and Gravel) from a parcel of land located at the terminus of Pine Hill Road (0 Pine Hill Road) further identified on the Lancaster Assessors' Maps as Map 31, Parcels 4, easterly of B& M Railroad, westerly of Nashua River at the end of Pine Hill Road by DeFalco Engineering Services, 35 Pine Hill Road, Lancaster, MA. A copy of the Application and Engineering Plans may be viewed in the Town Administrator's Office, Prescott Building, 701 Main Street, Suite 1, Lancaster, MA between the hours of 9:00 a.m. and 4:00 p.m. Monday through Thursday. All persons interested in providing comment should attend and be heard.

6:20 pm Public Hearing to consider a Petition submitted by National Grid

Under the provisions of Chapter 166, Section 22 of the General Laws, and any additions thereto or amendments thereof, a Public Hearing is scheduled for **Monday August 7, 2023 at 6:20 pm in the Nashaway Meeting Room located on the second floor of the Prescott Building, 701 Main Street, Lancaster, MA and Zoom**

<https://us02web.zoom.us/j/85856254816?pwd=L0huaWRJUXo0eno0d1M4TEp6cTRkZz09> to consider a petition submitted by National Grid, requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Mill Street Extension – National Grid to install 1 SO Pole on Mill Street Extension beginning at a point approximately 180 feet south of the centerline of the intersection of Lee Street and continuing approximately 15 feet in an east direction. Install new stub pole 35-84 in order to accommodate removal of tree guy.

**IV. BOARDS, COMMITTEES AND DEPARTMENT REPORTS**

- Lancaster Board of Assessors – Abutter Lot Sales Program

**V. PUBLIC COMMENT**

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





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**VI. TOWN ADMINISTOR REPORT**

1. Review of Special Town Meeting & Election process & potential article/ballot language
2. Potential Special Town Meeting Articles (*non-school*)

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

1. Lancaster Fire Department – Engine Replacement Program, Chief Michael Hanson
2. Personnel Policies – New Section Inclusion “Public Safety”
3. Memorial School Reuse – Draft Scope & Outline for Request for Proposals (RFPs)
4. Online Financial /Software Programs (Turner/Allison)
5. Review & Update of Town Fees (Turner)
6. Montachusett Regional Planning Commission (MRPC) Transportation Improvement Program (TIP) Amendment (Turner)

**VIII. APPOINTMENTS AND RESIGNATIONS -**

**Appointments:**

Tax Fairness Committee Nominations & Appointments:

*Open Seats: 3 Members-At-Large, 1 Finance Committee & 1 Board of Assessor*

- Sheila Casey
- Denise Hurley

Recreation Committee Nominations & Appointments (1 seat open, term to expire 6/30/2026)

*Open Seats: 1*

- Sherry Cutler
- Jessica Williams

Zoning Board of Appeals

*Open Seats: 1*

- Eric Jakubowicz

**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 –13, 2023. (Thursday 5-10pm, Friday Noon – 10pm, Saturday 9am-10pm and -Sunday 9am-9pm) at the Lancaster Fairgrounds, 318 Seven Bridge Road.
2. Application for Public Entertainment on Sundays for Tyrods Annual Car Show, September 10, 2023 at the Lancaster Fairgrounds, 318 Seven Bridge Road.



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3. Application Special (One Day) Liquor License for Tyrods Annual Car Show to be held on September 10, 2023 at the Lancaster Fairgrounds from 9am-5pm.

**X. COMMUNICATIONS**

- Select Board's upcoming meetings will be held on Monday, August 21, 2023 & Tuesday, September 5<sup>th</sup> (due to the Labor Day holiday on 9/4) both starting at 6:00 PM.
- Special Town Meeting called for Monday, September 18, 2023. The meeting will be held in the Mary Rowlandson and Luther Burbank schools starting at 7:00pm.
- Special Town Election called for Monday, September 25, 2025. Polls open from 7 am – 8 pm.
- Miscellaneous Correspondence & Memorandums

**XI. ON GOING PROJECTS & OLD BUSINESS**

**XII. ADJOURNMENT**

## **II. APPROVAL OF MEETING MINUTES**

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### **III. SCHEDULED APPEARANCES & PUBLIC HEARINGS**

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## Kathi Rocco

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**From:** Kate Hodges  
**Sent:** Monday, July 24, 2023 2:17 PM  
**To:** Stephen J. Kerrigan; Jason A. Allison; AW Turner  
**Cc:** Kathi Rocco  
**Subject:** FW: Public Hearing - Application for Special Permit to Remove Earth Products Renewal

SB:  
FYI.

Kate Hodges, Town Administrator  
Town of Lancaster

**From:** Frank Streeter <fstreeter@mac.com>  
**Sent:** Monday, July 24, 2023 2:00 PM  
**To:** Kate Hodges <KHodges@lancasterma.gov>  
**Subject:** Re: Public Hearing - Application for Special Permit to Remove Earth Products Renewal

Thanks, Kate! As you know, I don't usually do this sort of thing, but Kanis and his family have really had an utterly different attitude towards stewardship than the other sand and gravel removal operations in town, and I think that should be acknowledged and rewarded.

Sent from a mobile device and probably dictated, so please excuse any typos, excessive brevity, or inadvertent auto-corrects. Thanks!

On Jul 24, 2023, at 1:38 PM, Kate Hodges <KHodges@lancasterma.gov> wrote:

Thanks, Frank. I will send along to the Board.

Kate Hodges, Town Administrator  
Town of Lancaster

**From:** Frank Streeter <fstreeter@mac.com>  
**Sent:** Monday, July 24, 2023 1:31 PM  
**To:** Kate Hodges <KHodges@lancasterma.gov>  
**Subject:** Fwd: Public Hearing - Application for Special Permit to Remove Earth Products Renewal

Hi Kate,

I'd like to submit this unsolicited comment as a private citizen. I have interacted with Mr. Kanis for over 20 years through my role in the Land Trust and our activities in the Pine Hill area, and I have found his operation to be far and away the best managed sand & gravel removal operation in town. I commend Mr. Kanis and his family for their commitment to site restoration at Pine Hill and sensitivity to the Nashua River. I would definitely recommend that the Select Board approve his permit extension. thanks for your consideration, Frank Streeter

John A. Farnsworth, M.S.C.E.  
dba **Farnsworth Engineering Associates** (*since 1986*)  
Professional Land Surveyor, Registered Sanitarian  
(*Registrations in Massachusetts & Connecticut*)  
35 Pine Hill Road, Lancaster, MA 01523  
603-566-4317 ( *cell-phone* ), jf111b@aol.com



5 June 2023

Select-Board  
Town Hall  
695 Main Street  
PO Box 293  
Lancaster, MA

Re: John E. Kanis, Inc., Year 2023, Earth Products Removal Permit Renewal

Dear Boardmembers,

Herein, We respectfully request Waiver of a Public Hearing for the Kanis 2023 EPR Permit renewal.

We note that there are but two Abutters within 300-feet of the subject activity parcel, MA Fish & Wildlife and the Town of Lancaster.

As the renewal entity, we assume Lancaster is aware of the Application and we will forward copies of the Application to Fish & Wildlife in Westborough.

Very best regards,

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

John Farnsworth

EPR Bylaw Excerpt:

Authorization: Section D: Time limit. No earth products removal permit shall be issued for a period of less than six months or more than 24 months. **A permit may be renewed without a public hearing by majority vote of the Select Board.**



Property Card: 0 PINE HILL RD  
Town of Lancaster, MA



Parcel Information	
Parcel ID: 031-0004.0 Owner: KANIS JOHN E TR Co-Owner: B&B PINE HILL TRUST Mailing Address: 535 HARVARD RD LANCASTER, MA 01523-	Use Description: 037 Land Area: 90.5 Acres
Sale History	Assessed Value
Book/Page: 47646/305 Sale Date: 20110727 Sale Price: \$100	Land: \$299500 Buildings: \$53100 Extra Bldg Features: \$53070 Total: \$352600



www.cai-tech.com

This information is believed to be correct but is subject to change and is not warranted.



Bk: 47646 Pg: 305

Page: 1 of 5 07/27/2011 03:04 PM WD

### QUITCLAIM DEED

I, **JOHN E. KANIS**, as **TRUSTEE OF THE JOHN E. KANIS TRUST**, under Trust Agreement dated August 27, 2009 duly established under law, see Trustee Certificate recorded in Book 44819, Page 80, with an address of 535 Harvard Road, Lancaster, Massachusetts

for consideration paid and in full consideration of

**LESS THAN ONE HUNDRED DOLLARS**  
**(\$100.00)**

grant to **JOHN E. KANIS**, as **TRUSTEE OF THE B&B PINE HILL TRUST**, under Trust Agreement dated July 27, 2011, duly established under law, being an unrecorded Trust, see Trustee Certificate recorded herewith in Book 47646, Page 303 with an address of 535 Harvard Road, Lancaster, Massachusetts

#### **WITH QUITCLAIM COVENANTS:**

Three certain parcels of land located in the easterly part of said Lancaster, Worcester County, Massachusetts being described more particularly bounded and described follows:

#### **PARCEL I**

A certain tract of land situated in Lancaster, Massachusetts, and bounded and described as follows, viz:

BEGINNING at a stone bound at the northeast corner of the lot, a corner of land of Edward Kanis and

THENCE running by said Kanis land south forty-one (41) degrees eighteen (18) minutes east nine hundred twenty-four (924) feet to a stone bound at land of Custer L. Farnsworth;

THENCE running by said Farnsworth land south seventy (70) degrees twelve (12) minutes west two hundred forty (240) feet to a corner;

THENCE still by said Farnsworth land south no (0) degrees three (3) minutes east three hundred seven (307) feet to the north bank of the Nashua River;

THENCE angling by the north bank of the Nashua River westerly and southwesterly upstream to a corner at land of Frank Kanis and a point about eighty-two (82) feet southeasterly from a stone bound;

Pine Hill Road, Lancaster, MA

THENCE running by said Frank Kanis land north forty (40) degrees fifteen (15) minutes west eighty-two (82) feet to said stone bound;

THENCE continuing by said Kanis land north forty (40) degrees fifteen (15) minutes west nine hundred eighty-nine and eight-tenths (989.8) feet to a stone bound at a corner of land of Edward Kanis;

THENCE running by said Edward Kanis land north sixty-one (61) degrees thirty-three (33) minutes east seven hundred fifty-one (751) feet to the bound first mentioned.

CONTAINING seventeen (17) acres more or less.

SUBJECT to the rights of Edward Kanis, his heirs and assigns, to pass and repass with vehicles or on foot at any and all times upon and over a roadway now existing and in use on the above described premises, which way runs generally from north to south to other land of said Edward Kanis, his heirs and assigns.

## **PARCEL II**

A certain parcel of land situate in the easterly part of said Lancaster upon "Pine Hill" so called, containing twenty-four acres more or less, bounded and described as follows:

BEGINNING at the extreme westerly corner;

THENCE south  $47^{\circ} 30'$  east thirty-seven (37) rods and twelve (12) links;

THENCE north  $53^{\circ} 30'$  east forty-four (44) rods and twelve (12) links;

THENCE south  $49^{\circ}$  east fifty-six (56) rods and twelve (12) links;

THENCE north  $62^{\circ} 30'$  east sixty-four (64) rods;

THENCE north  $14^{\circ} 30'$  east ten (10) rods;

THENCE north  $83^{\circ} 30'$  west sixty-one (61) rods;

THENCE south  $88^{\circ} 30'$  west ninety-two (92) rods;

THENCE south  $68^{\circ} 30'$  west fourteen (14) rods and twelve (12) links to the place of beginning."

## **PARCEL III**

A certain lot or parcel of land in the easterly part of Lancaster on Pine Hill so called, bounded and described as follows:

BEGINNING at the southwesterly corner of the land at corner of land now or formerly of heirs of R. M. Farnsworth and of land formerly of Washburn;

THENCE north fifteen (15) degrees east nineteen (19) rods and eleven (11) links;

THENCE north thirty-two (32) degrees east twenty (20) rods;

THENCE north eighty-seven (87) degrees east twenty-nine (29) rods;

THENCE north sixty-four (64) degrees east fifty-eight (58) rods;

THENCE north twenty-nine and one-half ( $29 \frac{1}{2}$ ) degrees west fifteen (15) rods;

THENCE north fifty-eight and one-half ( $58 \frac{1}{2}$ ) degrees east thirty (30) rods to a corner of land now or formerly of heirs of F. H. Farnsworth, the last six (6) courses being by said land of the heirs of F. H. Farnsworth;

THENCE south seventeen (17) degrees east twenty-eight and one-half ( $28 \frac{1}{2}$ ) rods;

THENCE north eighty-five (85) degrees east seven (7) rods;

THENCE north sixty-seven and one-half ( $67 \frac{1}{2}$ ) degrees east forty (40) rods; the last three (3) courses being by said land of heirs of F. H. Farnsworth;

THENCE south thirty-one and one-half ( $31 \frac{1}{2}$ ) degrees east eighteen and one-quarter ( $18 \frac{1}{4}$ ) rods;

THENCE north seventy-six and one-half ( $76 \frac{1}{2}$ ) degrees east seventeen (17) rods;

THENCE south thirty-eight (38) degrees east twenty-eight and one-half ( $28 \frac{1}{2}$ ) rods; the last three (3) courses being by said land of the heirs of R. M. Farnsworth;

THENCE by said Farnsworth land and land formerly of Howard, south thirty-seven and one-half ( $37 \frac{1}{2}$ ) degrees west thirty-three and two-fifths ( $33 \frac{2}{5}$ ) rods;

THENCE due west fourteen and one-half ( $14 \frac{1}{2}$ ) rods;

THENCE south seventeen (17) degrees west ten and three-fourths ( $10 \frac{3}{4}$ ) rods;

THENCE south forty-five (45) degrees west two (2) rods;

THENCE south twenty-seven and one-half ( $27 \frac{1}{2}$ ) degrees west ten (10) rods;

THENCE due south eight (8) rods; the last five (5) courses being by land formerly of Howard;

THENCE by land formerly of Haynes south forty-eight and one-half (48 ½ ) degrees west eighteen (18) rods to the Nashua River;

THENCE along the said river northwesterly, westerly and southwesterly about forty-four (44) rods;

THENCE of land formerly of Washburn north eighty-nine (89) degrees west fifty-six (56) rods;

THENCE north eighty-four (84) degrees west sixty-one (61) rods to the point of beginning.

CONTAINING seventy-six and one-half (76 ½) acres more or less.

Being the Tract II conveyed to the Grantor by deed dated August 27, 2009 and recorded with the Worcester District Registry of Deeds in Book 44819, Page 83.

**I, JOHN E. KANIS, TRUSTEE OF THE JOHN E. KANIS TRUST**, under Trust Agreement dated August 27, 2009 (the "Trust") hereby certify, that:

1. I am the current Trustee of the Trust;
2. The Trust is in force and effect and there are no amendments to the Trust;
3. Pursuant to provisions of the "Trust" I am authorized to sell the trust property. I, as Trustee, have been duly authorized and empowered to sell the property conveyed herein;
4. There are no conditions precedent to the action of the Trustee which is, in any manner, germane to the affairs of the Trust.
5. No beneficiary is a minor, a corporation selling all or substantially all its Massachusetts assets, or a personal representative of an estate subject to estate tax liens, or deceased or incapacitated.

Executed as a sealed instrument under the pains and penalties of perjury this

27th day of July, 2011.

  
\_\_\_\_\_  
John E. Kanis, Trustee

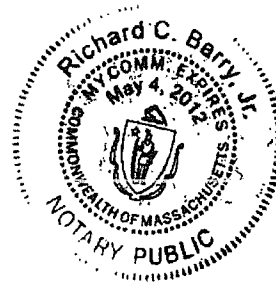


## THE COMMONWEALTH OF MASSACHUSETTS

Worcester, ss.

On this 27th day of July, 2011, before me, the undersigned notary public, personally appeared **John E. Kanis**, proved to me through satisfactory evidence of identification, which was ☐ photographic identification with signature issued by a federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☒ personal knowledge of the undersigned, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as Trustee of The Robert and Marie Dole Trust.

Richard C. Barry  
Notary Public





# KANIS 2023-EPR-App

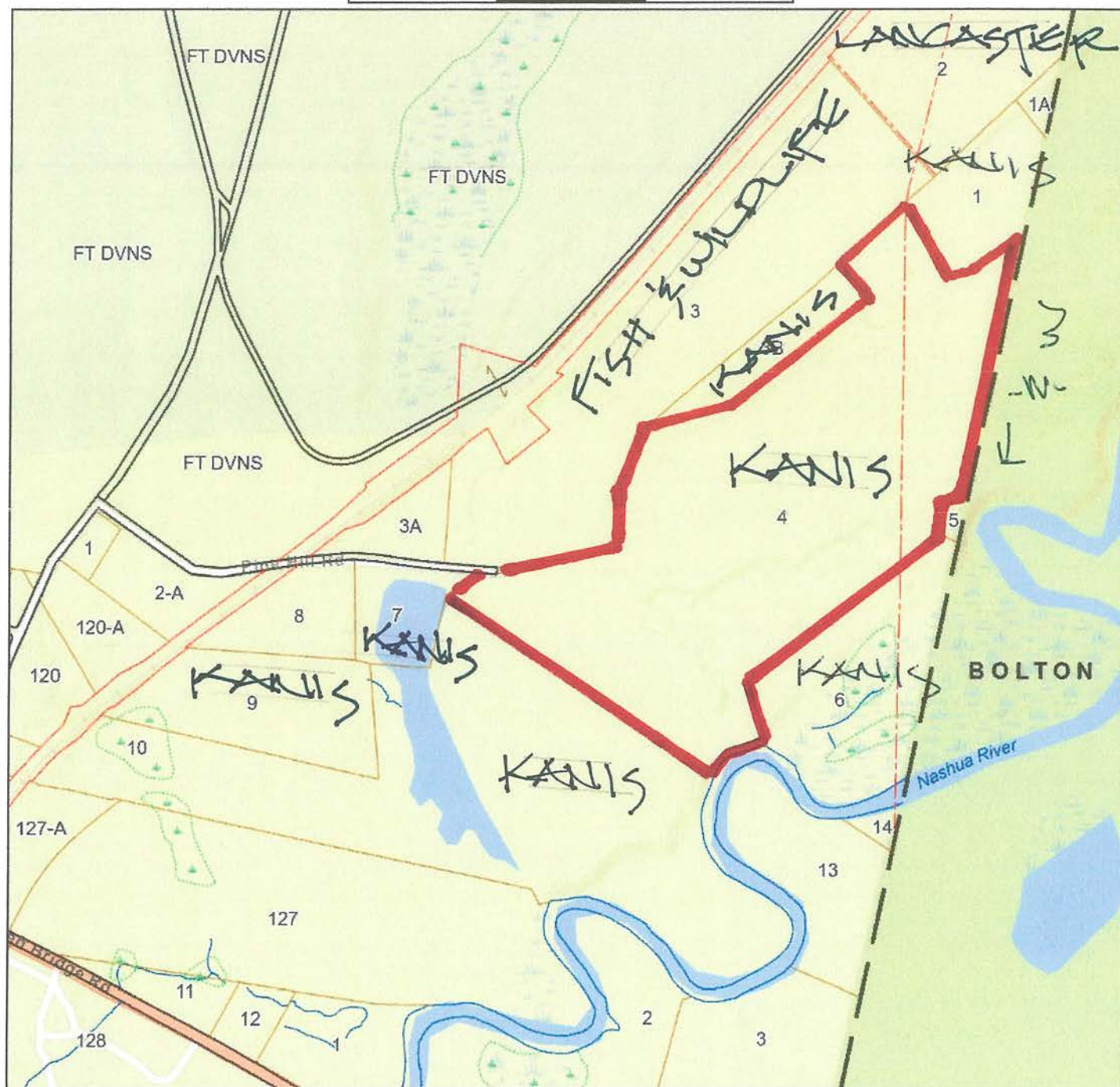
Town of Lancaster, MA

1 inch = 800 Feet



www.cai-tech.com

June 1, 2023

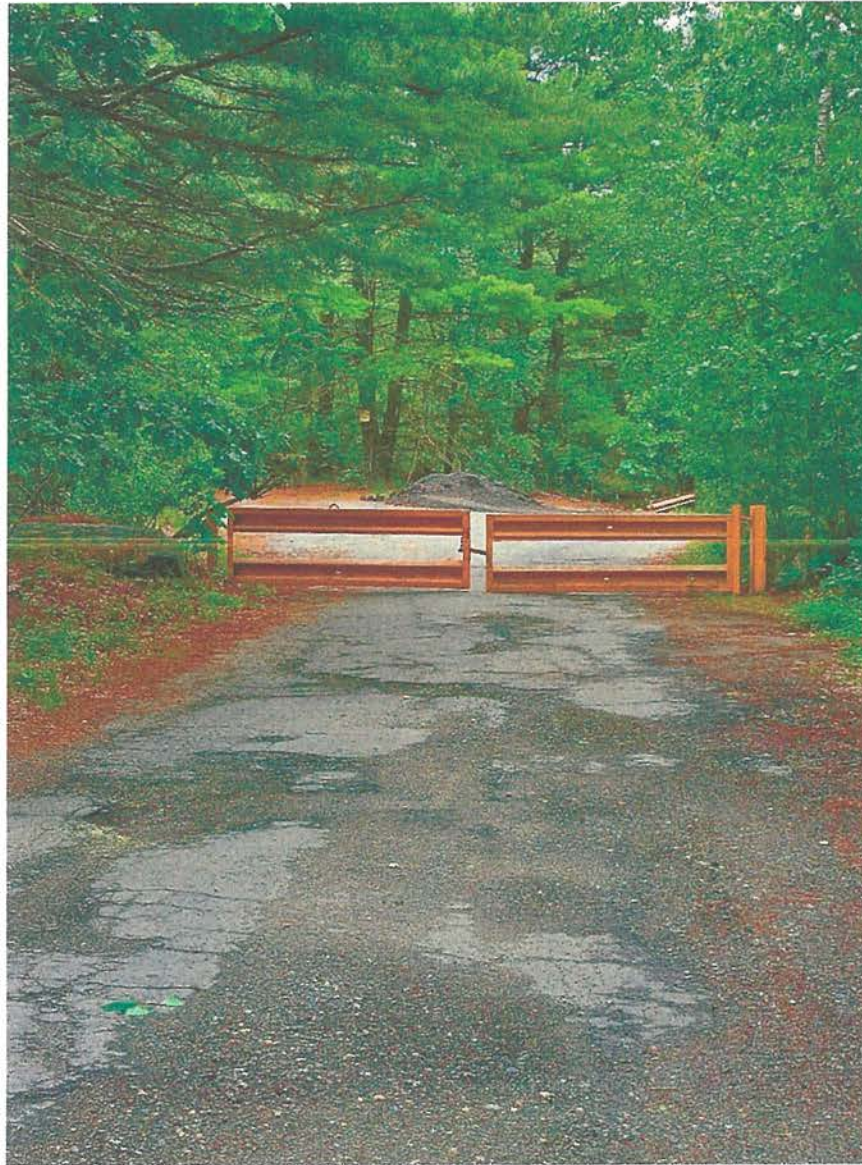


Large Scale	Property Line	Utility	Wetland
CAI Town Line	Public Road	Dashed Road	WaterLines
Parcel - Poly	Railroad	Property Hook	Wet Areas
PWater	Utility	RoadNotPar	World Hillshade

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



**Photo: End of Pine Hill Road, Lancaster  
Looking East, 1<sup>st</sup> of two Gates  
accessing Kanis Property**



**Photo by John Farnsworth  
2023-06-04**

**Photo: John E. Kanis, Inc.**  
**Active Earth Products Removal Activity Area**  
**May 2023**







## TOWN OF LANCASTER BOARD OF ASSESSORS

### *Request for Certified Abutters List*

SUBJECT PARCEL: ADDRESS: Kanis

MAP: 31 PARCEL: 0004.0

CURRENT OWNER: Kanis, John E.

REQUESTER'S NAME: NAME: John E. Kanis, Inc.

MAILING ADDRESS: 535 Harvard Road

CITY: LANCASTER STATE: MA ZIP: 01523

PHONE#: 603-566-4317, John Farnsworth

INTENDED USE: CHECK APPROPRIATE BOX

☐ BOARD OF APPEALS (ZONING)

☐ CONSERVATION

☐ BOARD OF HEALTH

☐ PLANNING BOARD

☒ BOARD OF SELECTMEN

☐ OTHER: \_\_\_\_\_

CERTIFIED LIST SHOULD BE: CHECK APPROPRIATE BOX

☐ EMAIL TO: \_\_\_\_\_

☒ PICKED UP (WILL CALL WHEN READY)

☐ MAILED TO OWNER (*Must include a self-addressed stamped envelope*)

☐ MAILED TO REQUESTER (*Must include a self-addressed stamped envelope*)

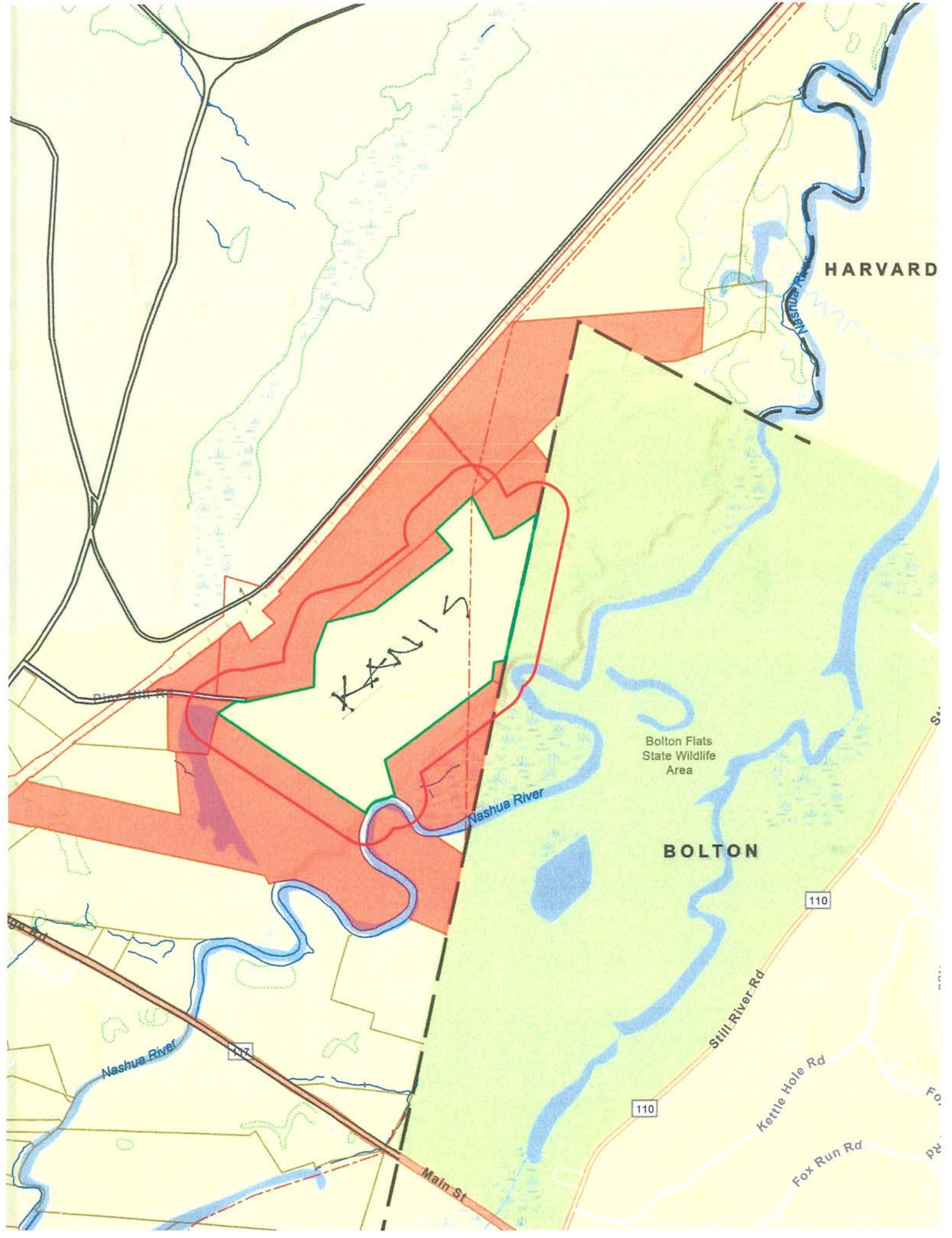
☐ OTHER: \_\_\_\_\_

2023-06-05  
DATE OF REQUEST

  
SIGNATURE OF REQUESTER

*Please Note: The Assessors Office has 10 business days to act on a request for a Certified Abutters List. We will make every effort to process your request as quickly as possible.*





HARVARD

Bolton Flats  
State Wildlife  
Area

BOLTON

Nashua River

Nashua River

Main St

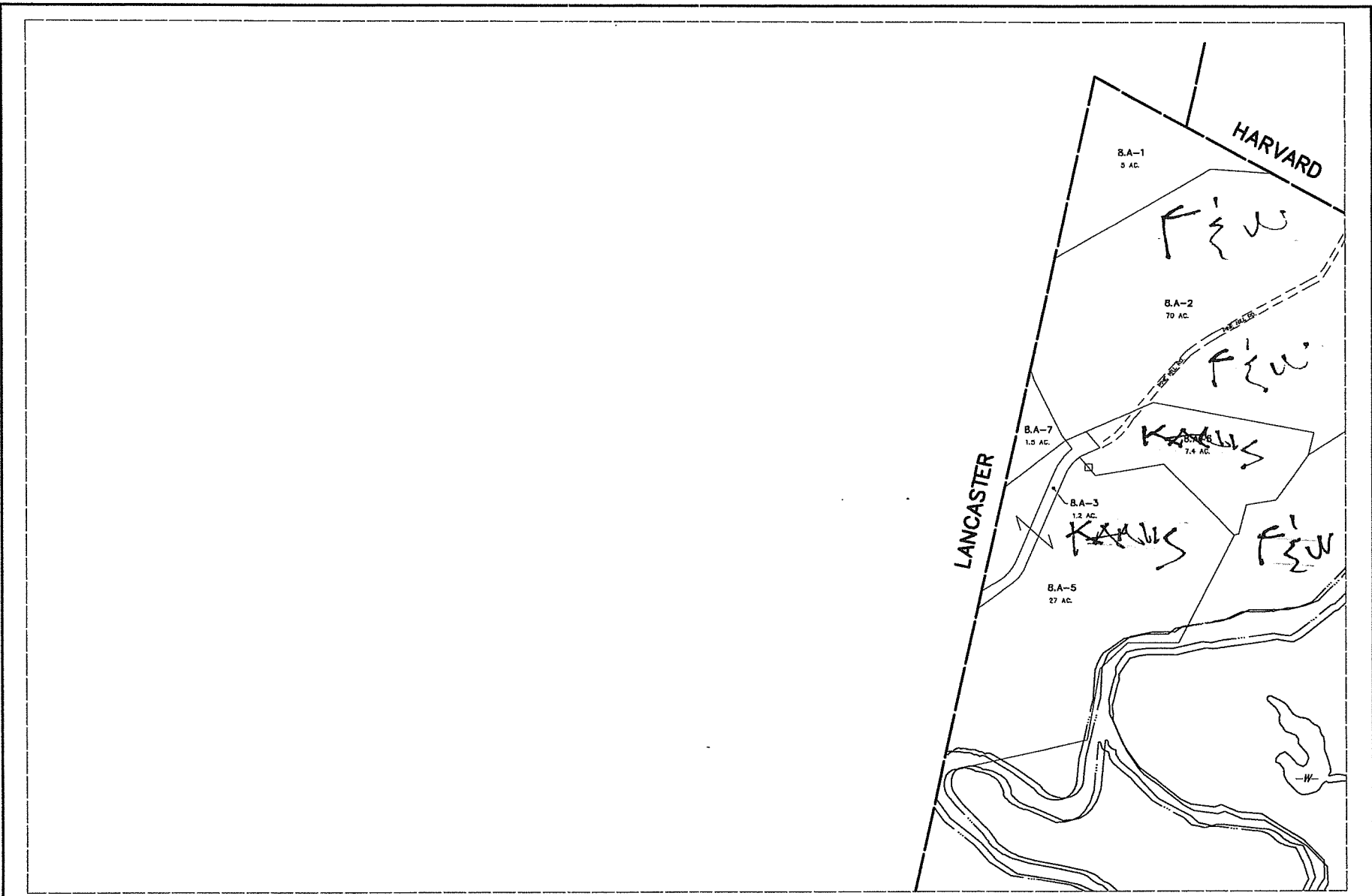
Still River Rd

Kettle Hole Rd

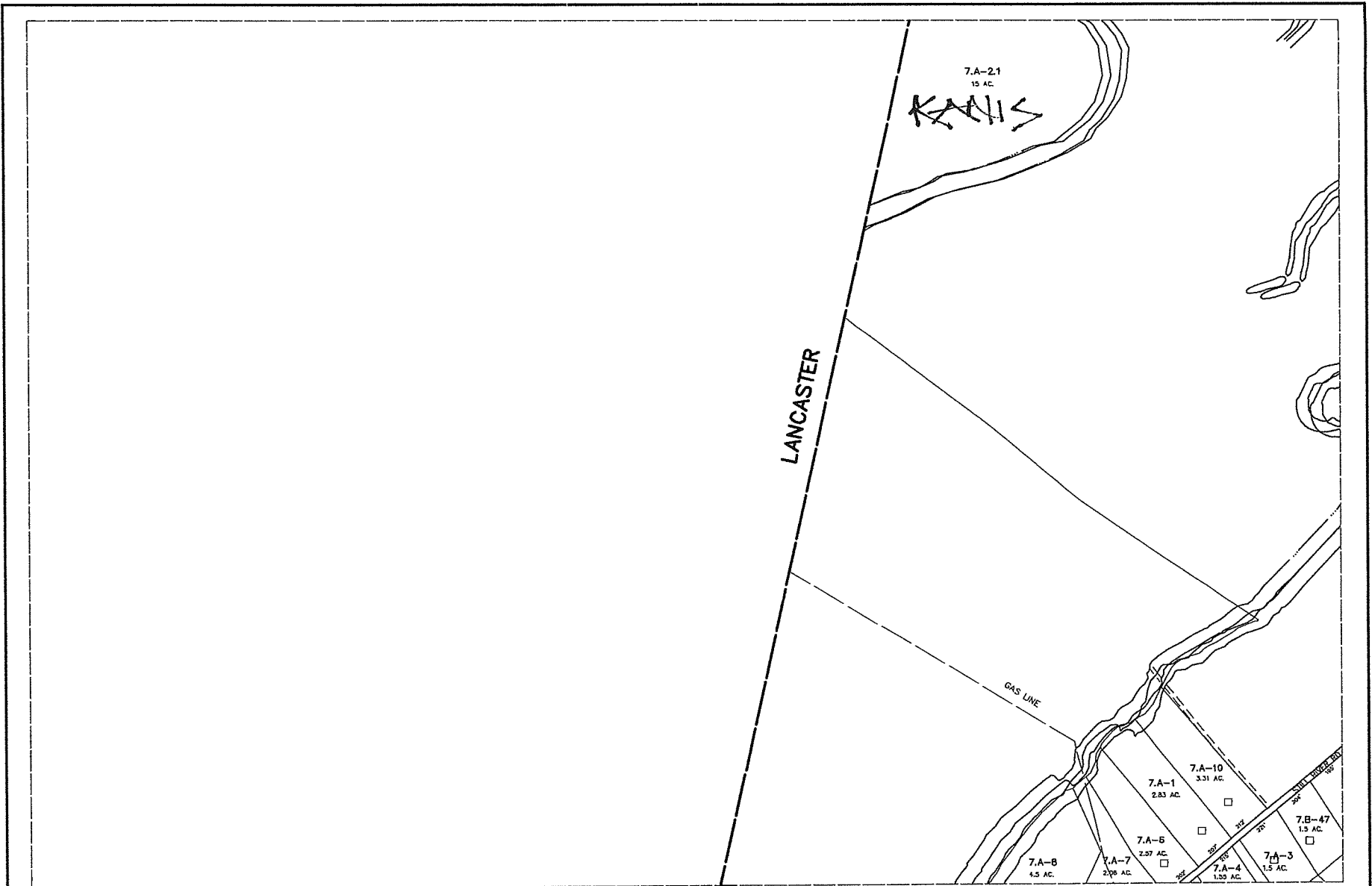
Fox Run Rd

110

110



<p>THIS MAP IS FOR ASSESSMENT PURPOSES. IT IS NOT VALID FOR LEGAL DESCRIPTION OR CONVEYANCE.</p> <p>THE HORIZONTAL DATUM IS THE MASSACHUSETTS STATE PLANE COORDINATE SYSTEM, NAD 83 METERS.</p> <p>THE ORIGINAL DATA CONVERSION OF THE TOWN OF BOLTON TAX MAPS WAS COMPLETED BY APPLIED GEOGRAPHICS, INC.</p>	<p>REVISED AND REPRINTED BY  <b>CARTOGRAPHIC ASSOC. INC.</b>          PROFESSIONAL GIS CONSULTANTS</p> <p>MANAGERIAL MAPPING - GIS - PUBLIC WORKS INFORMATION MANAGEMENT          11 PLEASANT STREET, LITTLETON, NEW HAMPSHIRE 03043          (603)444-6700 - (603)322-6540 - FAX (603)444-1306 - WWW.CAI-INFO.COM</p>	<p><b>LEGEND</b></p> <p>PARCEL AREA . . . . . AC</p> <p>RECORD DIVISION . . . . . 107</p> <p>MAP-LOT . . . . . 2B-16</p> <p>EDITOR . . . . .</p> <p>BUILDING . . . . .</p> <p>RIGHT OF WAY/ACCESS . . . . .</p> <p>COMMON DIMENSION . . . . .</p> <p>WETLANDS . . . . .</p>	<p>SCALE 1" = 200'</p> <p>100 0 200 400 600</p> <p>FEET</p> <p>REVISED TO :</p>	<p>PROPERTY MAPS</p> <p><b>BOLTON</b></p> <p>MASSACHUSETTS</p>	<p>INDEX DIAGRAM</p> <p>7A 8B 7B</p> <p>MAP NO. <b>8A</b></p>
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THE HORIZONTAL DATUM IS THE MASSACHUSETTS STATE PLANE COORDINATE SYSTEM, NAD 83 METERS.

THE ORIGINAL DATA CONVERSION OF THE TOWN OF BOLTON TAX MAPS WAS COMPLETED BY APPLIED GEOGRAPHICS, INC.

REVISED AND REPRINTED BY  
**CARTOGRAPHIC ASSOC. INC.**  
 PROFESSIONAL GIS CONSULTANTS  
 MUNICIPAL MAPS - GIS - PUBLIC WORKS INFORMATION MANAGEMENT  
 11 PLEASANT STREET, LITTLETON, NEW HAMPSHIRE 03041  
 (603)444-4780 - (603)332-4340 - FAX (603)444-1268 - WWW.CAI-INTL.COM

LEGEND  
 PARCEL AREA . . . . . AC  
 SECOND DIVISION . . . . . 100'  
 MAP-LOT . . . . . 2B-16  
 WATER . . . . .

BUILDING . . . . .  
 RIGHT OF WAY/ACCESS . . . . .  
 COMMON OWNERSHIP . . . . .  
 WETLANDS . . . . .

SCALE 1" = 200'  
 FEET  
 0 100 200 400 600  
 REVISED TO :

PROPERTY MAPS  
**BOLTON**  
 MASSACHUSETTS

INDEX DIAGRAM ON MAP NO.  
 7A



## TOWN OF LANCASTER, MASSACHUSETTS

### OFFICE OF TREASURER/COLLECTOR

Mary E. Frost, TREASURER/COLLECTOR

Donna Kunst, FINANCE TECH/PAYROLL CLERK  
Marcia L. Sands, ASSISTANT COLLECTOR

**Written request for prior year taxes paid for income tax purposes.**  
(Return to Town Hall by Mail, Fax or in person)

Date: 2023.10.06

Check all that apply:

☒ Request for Real Estate Taxes

Addressed Owner(s):

JOHN KANIS  
535 HARVARD ROAD

Property Address(s):

MAP 31, PARCEL A  
END OF PINE HILL ROAD

☐ Request for Motor Vehicle Excise Taxes:

Registered Owner:

License Plate Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Return Information: Check one**

☐ Mail to Address: \_\_\_\_\_

☐ Fax to Number: \_\_\_\_\_

☒ Pick up at Town Hall: CALL 603-566-4317

☐ Email Address: \_\_\_\_\_

Please allow 10 days for return

701 MAIN STREET, SUITE 5 LANCASTER, MASSACHUSETTS 01523  
TELEPHONE - 978-365-3326 FACSIMILE - 978-368-4005 E-MAIL - MFROST@LANCASTERMA.NET





TOWN OF LANCASTER, MASSACHUSETTS  
BOARD OF SELECTMEN  
Town Hall, 695 Main Street, P.O. Box 293  
Lancaster, MA 01523-0293  
Tel: 978-365-3326 Fax: 978-368-8486



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

1. Applicant's Name: **John E. Kanis, President, John E. Kanis, Inc.**
2. Applicant's Address: **535 Harvard Road, Lancaster, MA 01523**
3. Business Address: **535 Harvard Road, Lancaster, MA 01523**
5. Location of Property: **at the gated terminus of Pine Hill Road**
6. Assessor's Atlas: Map/Sheet No. **34** Parcel No. **4**
8. Evidence of Property Ownership: **Deed Bk 47646, Page 305 (attached)**
9. Name & Address of Firm Responsible for Plans, Specifications, Compliance, ect.

**John Farnsworth, MSCE, MA PLS, SE, SI, CT RS, dba as  
Farnsworth Engineering, 35 Pine Hill Road, Lancaster, MA 01523  
(603) 566-4317, jf111b@aol.com (Since 1982)**

10. Engineering Plans: **Plan no. 03-17-Renewal, Dated 2023-May**

**SCOPE of WORK**

11. Cubic yards to be excavated/removed from site: **See Plan** Area: **Parcel is 90-Acres**
12. Type of Earth Product: **Sand & Gravel**
13. Proposed date of completion: **Ongoing** Of removal: **Ongoing**
14. Duration of request: **Minimum 2-Years/ 24-Months (requested to be extended)**

**The Applicant acknowledges the numerous 2-year prior filings and ongoing nature of the existing operation. Given that the Applicant has yet to have a viable or recorded complaint, we herein request the 2-year Permit be extended to 4, 6, 8 or 10-years with bi-annual inspections.**

15. Reason for request: **Ongoing, Pre-1950 Zoning activity in continuous operation, likely to Continue to perpetuity, Family owned and operated.**



16. Estimated cost for erosion control, grading, seeding, or reclamation: No bond could equal the value of the Applicant's demonstrated and ongoing superb restoration.

17. Bond required: Applicant requests a WAIVER for posting a bond.

18. Have you been issued a Special Permit for earth products removal before: YES !

For what period: 2-year increments .... For many, many years

**Herein we incorporate all previously submitted record information**

**THE FOLLOWING MUST BE SUBMITTED AS PART OF THIS APPLICATION:**

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

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

Signed under the pains and penalties of perjury.

  
INDIVIDUAL, PARTNER OR AUTHORIZED CORPORATE  
OFFICER OR APPLICANT

DATE SIGNED 6-1-23

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

**By submitting herein, the Applicant does not concede, relinquish, abandon, set-aside, fore-go, or give-up any rights as a pre-existing endeavor pre-dating subdivision-control or any and all applicable by-laws.**

16. Estimated cost for erosion control, grading, seeding, or reclamation: No bond could equal the value of the Applicant's demonstrated and ongoing superb restoration.

17. Bond required: Applicant requests a WAIVER for posting a bond.

18. Have you been issued a Special Permit for earth products removal before: YES !

For what period: 2-year increments .... For many, many years

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Signed under the pains and penalties of perjury.

[Signature]  
INDIVIDUAL, PARTNER OR AUTHORIZED CORPORATE  
OFFICER OR APPLICANT

DATE SIGNED 6-1-23

<b>J.E. KANIS, INC.</b> 535 HARVARD RD LANCASTER, MA 01523		3644
DATE <u>6-1-23</u>		53-8293/2113
PAY TO THE ORDER OF <u>TOWN OF LANCASTER</u>	\$ <u>500<sup>00</sup>/<sub>100</sub></u>	
<u>FIVE HUNDRED AND 00/100</u>		DOLLARS
 <b>WORKERS</b> CREDIT UNION		
FOR <u>EPR PERMIT</u>	<u>[Signature]</u>	
⑈003644⑈ ⑆211382931⑆ 78401070⑈		

JUN - 5 2023

**REVENUE CERTIFICATION**

**Application/Petition/Appeal of:**

1. **Applicant:** John E. Kanis, President of John E. Kanis, Inc
2. **Owner:** Applicant is Owner, John E. Kanis
3. **Property:** Assessors Map 31 Parcel 4

Pursuant to G.L. c. 40D, Section 57, and the General By-Laws of the Town of Lancaster, the undersigned applicant hereby certifies as follows:

- 1) The following named persons, firms or corporations constitute the complete list of all parties having an ownership or proprietary interest in the property or use subject to the above-entitled application.
- 2) Each of the below listed parties have complied with the laws of the Commonwealth of Massachusetts and the Town of Lancaster in that they have not neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve month period.

**NAME OF  
INTERESTED PARTY**

**ADDRESS**

**OWNER:** JOHN E. KANIS, President, JOHN E. KANIS, Inc.

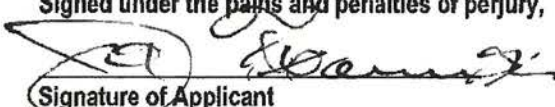
**APPLICANT:**

**OTHER:** Acting as Agent: John A. Farnsworth, Farnsworth Engineering

Call for Pick-Up: 603-566-4317

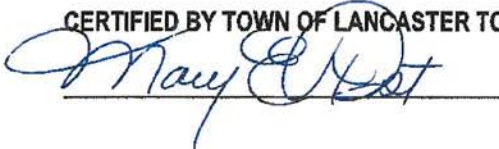
For: BOS, Year 2023 Earth Products Permit Renewal

Signed under the pains and penalties of perjury,

  
(Signature of Applicant)

Dated: 2023-06-05

**CERTIFIED BY TOWN OF LANCASTER TOWN COLLECTOR**

  
Dated: 6-6-2023



Questions contact: Connor Reynolds 774-312-0350

## PETITION FOR POLE AND WIRE LOCATIONS

North Andover, Massachusetts

To the Board of Selectmen  
Of Lancaster, Massachusetts

Massachusetts Electric Company d/b a National Grid requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Mill St Extension - National Grid to install 1 SO Pole on Mill St Extension beginning at a point approximately 150' feet south of the centerline of the intersection of Lee St and continuing approximately 15 feet in an East direction. Install new sub pole 35-84 in order to accommodate removal of tree guy.

Location approximately as shown on plan attached

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find and necessary, said poles to be erected substantially in accordance with the plan filed herewith marked Mill St Extension - Lancaster, Massachusetts.

No. 30793361 June 28, 2023

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b a  
NATIONAL GRID *Pat Shea*

BY

Engineering Department



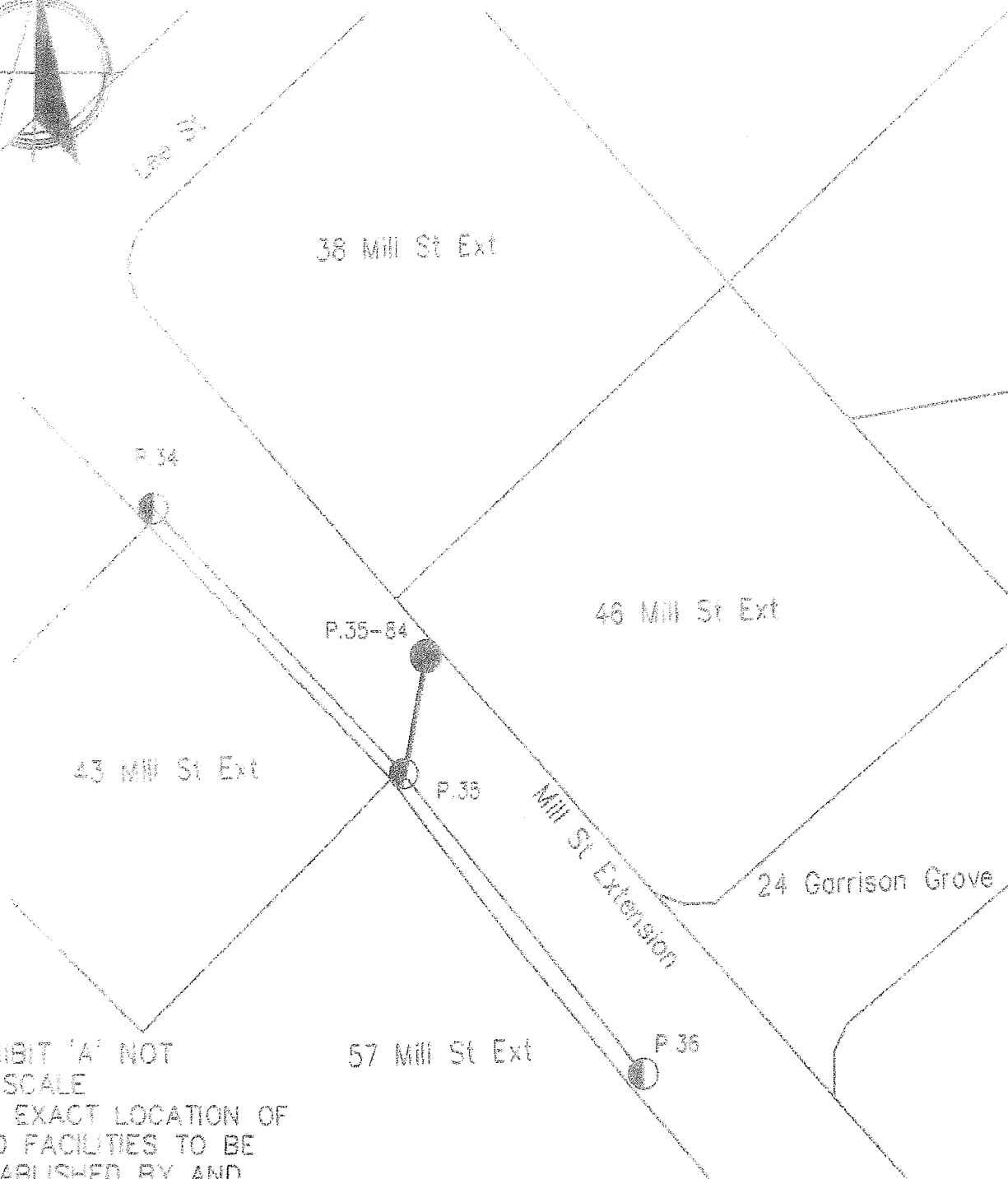
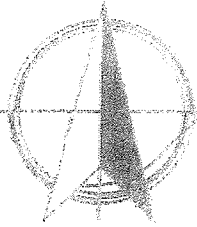


EXHIBIT 'A' NOT  
TO SCALE  
THE EXACT LOCATION OF  
SAID FACILITIES TO BE  
ESTABLISHED BY AND  
UPON THE INSTALLATION  
AND ERECTION OF THE  
FACILITIES THEREOF.

LEGEND



Existing 10 Pole



Proposed 50 Pole

Existing Guy Wire



Proposed Guy Wire

Petition  
Sketch

Date 6/28/2023

Designer REYNOLDS

WIR 30783561

Mill St Extension

Lancaster

**nationalgrid**

## ORDER FOR POLE AND WIRE LOCATIONS

In the Town of Lancaster, Massachusetts

Notice having been given and public hearing held, as provided by law,

IT IS HEREBY ORDERED:

that Massachusetts Electric Company d/b/a National Grid and be and it is hereby granted a location for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Company may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Company dated the 28th day of June, 2023.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Mill St Extension - Lancaster – Massachusetts.

No.# 30793561 Dated: June 28, 2023. Filed with this order

There may be attached to said poles such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Mill St Extension - National Grid to install 1 SO Pole on Mill St Extension beginning at a point approximately 180' feet south of the centerline of the intersection of Lee St and continuing approximately 15 feet in an East direction. Install new stub pole 35-84 in order to accommodate removal of tree guy.

I hereby certify that the foregoing order was adopted at a meeting of the City Council of the City/Town of \_\_\_\_\_, Massachusetts held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Massachusetts City/Town Clerk.  
20\_\_.

Received and entered in the records of location orders of the City/Town of \_\_\_\_\_  
Book \_\_\_\_\_ Page \_\_\_\_\_

Attest:  
\_\_\_\_\_  
City/Town Clerk

I hereby certify that on \_\_\_\_\_ 20\_\_, at \_\_\_\_\_ o'clock, M  
at \_\_\_\_\_ a public hearing was held on the petition of \_\_\_\_\_

Massachusetts Electric Company d/b/a National Grid

for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

.....  
.....  
.....  
.....

Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of hearing with notice adopted by the \_\_\_\_\_ of the City of \_\_\_\_\_ Massachusetts, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and recorded with the records of location orders of the said City, Book \_\_\_\_\_, Page \_\_\_\_\_. This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof

Attest:

City/Town Clerk



## **RESCHEDULED HEARING DATE**

**TOWN OF LANCASTER  
NOTICE OF PUBLIC HEARING  
PETITION FOR JOINT OR IDENTICAL POLE  
LOCATIONS**

TO WHOM IT MAY CONCERN AS INTERESTED PARTY  
OR AN ABUTTER OF RECORD:

Under the provisions of Chapter 166, Section 22 of the General Laws, and any additions thereto or amendments thereof, a Public Hearing is scheduled for **Monday August 7, 2023 at 6:20 pm** in the Nashaway Meeting Room located on the second floor of the Prescott Building, 701 Main Street, Lancaster, MA and Zoom

<https://us02web.zoom.us/j/85856254816?pwd=L0huaWRJUXo0eno0d1M4TEp6cTRkZz09>

to consider a petition submitted by National Grid, requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Mill Street Extension – National Grid to install 1 SO Pole on Mill Street Extension beginning at a point approximately 180 feet south of the centerline of the intersection of Lee Street and continuing approximately 15 feet in an east direction. Install new stub pole 35-84 in order to accommodate removal of tree guy.

**LANCASTER SELECT BOARD**



**TOWN OF LANCASTER**  
**OFFICE OF THE**  
**SELECT BOARD**

*Stephen J. Kerrigan, Chairman*  
*Alexandra W. Turner, Clerk*  
*Jason A. Allison, Member*

*Kate Hodges, Town Administrator*  
*Kathleen A. Rocco, Executive Assistant*

**MEMORANDUM**

**TO:** BOARD OF APPEALS, BOARD OF ASSESSORS, BOARD OF HEALTH,  
BUILDING COMMISSIONER, COLLECTOR-TREASURER,  
CONSERVATION COMMISSION, DEPARTMENT OF PUBLIC WORKS,  
FIRE DEPARTMENT, PLANNING BOARD, POLICE DEPARTMENT, TOWN  
CLERK

**FROM:** Kathleen Rocco, Executive Assistant

**CC:** Select Board & Kate Hodges, Town Administrator

**DATE:** June 30, 2023

**RE:** *Notice of Public Hearing – National Grid Petition for Pole and Wire Locations  
– Mill Street Extension*

The Board is in the process of reviewing National Grid & Verizon New England, Inc.'s Petition for the above –referenced. Our office would appreciate your cooperation by assisting us in this process. Attached please find the following:

- National Grid's Petition for Pole and Wire Locations – Mill Street Extension
- Petition Sketch;
- Town of Lancaster Notice of Public Hearing; and
- Department Comment Sheet.

Please complete the Department Comment Form, with any comments you feel appropriate on said Petition.

Please return the form(s) to the Selectmen's Office **no later than Wednesday July 12, 2023**

Thank you for your assistance in this matter.

Enclosures





# 300 feet Abutters List Report

Lancaster, MA

July 03, 2023

## Subject Property:

Parcel Number: 042-0151.0  
CAMA Number: 042-0151.0  
Property Address: 46 MILL ST EXT

Mailing Address: FRIEL RYAN P & KAYLIE E  
46 MILL ST EXT  
LANCASTER, MA 01523-

---

## Abutters:

Parcel Number: 042-0087.0  
CAMA Number: 042-0087.0  
Property Address: 46 PAINE ST

Mailing Address: MITCHELL CATHERINE E & ROBERT W  
46 PAINE ST  
LANCASTER, MA 01523-

Parcel Number: 042-0088.0  
CAMA Number: 042-0088.0  
Property Address: 28 PAINE ST

Mailing Address: BOYLE PATRICIA J  
PO BOX 167  
SO LANCASTER, MA 01561-

Parcel Number: 042-0093.0  
CAMA Number: 042-0093.0  
Property Address: 73 HIGH ST EXT

Mailing Address: PELLETIER RICHARD W & LOIS E  
73 HIGH ST EXT  
LANCASTER, MA 01523-

Parcel Number: 042-0094.0  
CAMA Number: 042-0094.0  
Property Address: 81 HIGH ST EXT

Mailing Address: PERRON ROBERT J, HYLAND DEBORAH  
366 MILL ST  
LANCASTER, MA 01523-

Parcel Number: 042-0095.0  
CAMA Number: 042-0095.0  
Property Address: 17 MILL ST EXT

Mailing Address: POTAS EDMUND W  
17 MILL ST EXT  
LANCASTER, MA 01523-

Parcel Number: 042-0096.0 *-rtl'1*  
CAMA Number: 042-0096.0  
Property Address: 33 MILL ST EXT

Mailing Address: MONGEON MICHAEL P & SUSAN C  
33 MILL ST EXT  
LANCASTER, MA 01523-

Parcel Number: 042-0098.0  
CAMA Number: 042-0098.0  
Property Address: 43 MILL ST EXT

Mailing Address: SCHULTZE CHRISTINE A  
43 MILL STREET EXT  
LANCASTER, MA 01523-

Parcel Number: 042-0099.0  
CAMA Number: 042-0099.0  
Property Address: 57 MILL ST EXT

Mailing Address: SANDY HOLLOW APARTMENTS LLC  
2100 LAKEVIEW AVENUE  
DRACUT, MA 01826-

Parcel Number: 042-0099.A *-t I ob*  
CAMA Number: 042-0099.A  
Property Address: 69 MILL ST EXT

Mailing Address: PRUDENT MICHELINE CCORN ST  
FLEUR MARILYN  
PO BOX 685  
SO LANCASTER, MA 01561-

Parcel Number: 042-0101.0  
CAMA Number: 042-0101.0  
Property Address: 27 GORHAM AVE

Mailing Address: FELIZ LIDIA L  
27 GORHAM AVE  
LANCASTER, MA 01523-



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7/3/2023

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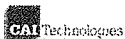


## 300 feet Abutters List Report

Lancaster, MA

July 03, 2023

Parcel Number: 042-0102.0 CAMA Number: 042-0102.0 Property Address: 87 MILL ST EXT	Mailing Address: AD SHADE SHAWN 87 MILL ST EXT LANCASTER, MA 01523-
Parcel Number: 042-0130.T CAMA Number: 042-0130.T Property Address: 8 GARRISON GROVE	Mailing Address: DIEFENBACK JAMES A & TERRY A 8 GARRISON GROVE LANCASTER, MA 01523-
Parcel Number: 042-0130.U CAMA Number: 042-0130.U Property Address: 24 GARRISON GROVE	Mailing Address: DOHERTY PATRICK J.YGILDA M LEANDRES 24 GARRISON GROVE LANCASTER, MA 01523-
Parcel Number: 042-0130.V CAMA Number: 042-0130.V Property Address: 31 GARRISON GROVE	Mailing Address: BASTER! MICHAEL L & SHARON A 31 GARRISON GROVE LANCASTER, MA 01523-
Parcel Number: 042-0130.W CAMA Number: 042-0130.W Property Address: 15 GARRISON GROVE	Mailing Address: MORRISON PAUL J 15 GARRISON GROVE LANCASTER, MA 01523-
Parcel Number: 042-0148.0 CAMA Number: 042-0148.0 Property Address: 106 MILL ST EXT	Mailing Address: LANDRESS HENRY & LORETTA 106 MILL STREET EXT LANCASTER, MA 01523-
Parcel Number: 042-0149.0 CAMA Number: 042-0149.0 Property Address: 88 MILL ST EXT	Mailing Address: MAILLET NICOLE C.-MILLER ANDREWS 88 MILL ST EXT LANCASTER, MA 01523-
Parcel Number: 042-0150.0 CAMA Number: 042-0150.0 Property Address: 70 MILL ST EXT	Mailing Address: VOLENT ROBERT C & MALORIE S 70 MILL ST EXT LANCASTER, MA 01523-
Parcel Number: 042-0152.0 CAMA Number: 042-0152.0 Property Address: 38 MILL ST EXT	Mailing Address: RYBERG GLENN D 38 MILL ST EXT LANCASTER, MA 01523-
Parcel Number: 042-0153.0 CAMA Number: 042-0153.0 Property Address: 3 LEE ST	Mailing Address: YNGSTROM JORGEN B & KATHLEEN E 3 LEE ST LANCASTER, MA 01523-
Parcel Number: 042-0154.0 CAMA Number: 042-0154.0 Property Address: 5 LEE ST	Mailing Address: GREENE WYATT & LILLIAN 5 LEE ST LANCASTER, MA 01523-
Parcel Number: 042-0155.0 CAMA Number: 042-0155.0 Property Address: 7 LEE ST	Mailing Address: PARADIS MICHAEL. 7 LEE ST LANCASTER, MA 01523-



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7/3/2023

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## 300 feet Abutters List Report

Lancaster, MA

July 03, 2023

Parcel Number: 042-0184.0  
CAMA Number: 042-0184.0  
Property Address: 6 LEE ST

Mailing Address: ELIADIS KARA M & THEODORE  
8 ELM PL APT 8  
MARLBOROUGH, MA 01752-

Parcel Number: 042-0185.0  
CAMA Number: 042-0185.0  
Property Address: 4 LEE ST

Mailing Address: BOYDACK DOROTHY  
4 LEE ST  
LANCASTER, MA 01523-

Parcel Number: 042-0186.0  
CAMA Number: 042-0186.0  
Property Address: 20 MILL ST EXT

Mailing Address: BAKER MARY LINDA t BRIAN C NOVAK  
20 MILL ST EXT PO BOX 13  
LANCASTER, MA 01523-

Parcel Number: 042-0187.0  
CAMA Number: 042-0187.0  
Property Address: 97 HIGH ST EXT

Mailing Address: MACLEOD JOANNE & JAMES BEAL  
97 HIGH ST EXT  
LANCASTER, MA 01523-

Parcel Number: 042-0188.0  
CAMA Number: 042-0188.0  
Property Address: 111 HIGH ST EXT

Mailing Address: AMODIA MICHELLE  
111 HIGH ST EXT  
LANCASTER, MA 01523-

**!cERTIFIED CO**

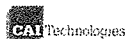
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7/3/2023

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Page 3 of 3





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



Town of Lancaster Abutter Lots Sales Program

Town of Lancaster  
[www.ci.lancaster.ma.us](http://www.ci.lancaster.ma.us)  
(978) 365-3326

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

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

**I. Program Parameters:**

A. Availability - Lots available through this program are:

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

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

B. Accepted Uses<sup>1</sup> - Abutter lots acquired through this program may be used only for

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

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

A	B	C
D	Abutter Lot	E

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

---

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

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

## II. Review Process

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

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



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

### **III. Miscellaneous Program Information**

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

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

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

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

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

#### **B. Sale Terms & Conditions**

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

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

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

### **C. Inquiries to Purchase Lots**

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

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

Town of Lancaster  
Interest to Purchase Application

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**Deadline and Delivery:**

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

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

**Checklist Information:**

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

**REQUIRED FOR ALL APPLICANTS**

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

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



**Town of Lancaster**  
**Abutter Lot Sale Program**

---

1. Abutter Lot Address: \_\_\_\_\_

2. Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

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

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

☐ Residence (Owner Occupied)

☐ Business

☐ Residence (Renter Occupied)

☐ Vacant Land

☐ Church

☐ Other: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

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

☐ Garden

☐ Landscaped Open Space

☐ Side Yard

☐ Off Street Parking

☐ Septic Improvements

☐ Garage

☐ Addition to Exist.

☐ Other: \_\_\_\_\_



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

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

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

\$ \_\_\_\_\_

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

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If applicable*

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Affidavit**

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

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

a violation of fair housing laws and ordinances?

☐ No ☐ Yes, Explanation: \_\_\_\_\_

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

☐ No ☐ Yes

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

\_\_\_\_\_

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

8.

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

**SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY THIS \_\_\_\_\_ DAY OF**

\_\_\_\_\_.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

### **Disclosure Statement**

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

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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If applicable*

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Beneficial Interest Statement**

*This form must be completed by all applicants.*

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

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

NAME	ADDRESS

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

Applicant's Signature: \_\_\_\_\_

*If applicable*  
Co-Applicant's Signature: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_



## Trustee's Certificate

*Applicable to property held in Trust or by a Condo Association*

The undersigned, being all the Trustees of \_\_\_\_\_ Trust  
under declaration of trust dated \_\_\_\_\_ and recorded with the Worcester Registry of Deeds in  
Book \_\_\_\_\_, Page \_\_\_\_\_, with a mailing address care of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Street Address), \_\_\_\_\_ (Town),  
Massachusetts \_\_\_\_\_ (Zip Code) (the "Trust"), hereby certifies as follows:

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

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

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

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

\_\_\_\_\_  
Witness Signature

BY: \_\_\_\_\_, as Trustee  
and not individually

\_\_\_\_\_  
Witness Signature

BY: \_\_\_\_\_, as Trustee  
and not individually

**COMMONWEALTH OF MASSACHUSETTS**

WORCESTER

(Name) \_\_\_\_\_, on

(Date) \_\_\_\_\_

personally, appeared before me.

\_\_\_\_\_,  
Trustee's Name

\_\_\_\_\_,  
Trustee's Name

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

\_\_\_\_\_  
Name of Notary Public

My Commission expires on: \_\_\_\_\_

**Beneficial Interest Statement for Trust**

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

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

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

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

\_\_\_\_\_  
Witness Signature

BY: \_\_\_\_\_, as Trustee  
and not individually

\_\_\_\_\_  
Witness Signature

BY: \_\_\_\_\_, as Trustee  
and not individually

**Schedule of Beneficial Interest and Certificate of Direction**  
*Applicable to property held in Trust.*

The undersigned, being all the Trustees and Beneficiaries of the \_\_\_\_\_  
Trust's Name  
under a Declaration of Trust dates \_\_\_\_\_ and recorded with the Worcester  
Registry of Deeds as Document No. \_\_\_\_\_, hereby certifies that the following  
is a complete list of the Beneficiaries of said Trust and their proportionate interest as of this  
date.

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

LIST OF ALL BENEFICIARY'S NAMES

PERCENTAGE OF INTEREST  
RESPECTIVELY

_____	_____
_____	_____
_____	_____

Witness the execution hereof take effect as a sealed instrument this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_

Trust's Name

\_\_\_\_\_ BY: \_\_\_\_\_, as Trustee  
Witness Signature and not individually

\_\_\_\_\_ BY: \_\_\_\_\_, as Trustee  
Witness Signature and not individually

\_\_\_\_\_ BY: \_\_\_\_\_, as Beneficiary  
Witness Signature

### **Acknowledgments and Agreements**

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

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

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

Signed under the pains and penalties of perjury this \_\_\_\_ day of \_\_\_\_\_.

Applicant's Signature: \_\_\_\_\_

Co-Applicant's Signature(s): \_\_\_\_\_



## V. PUBLIC COMMENTS

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## **VI. TOWN ADMINISTRATOR REPORT**

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# TOWN OF LANCASTER

## OFFICE OF THE TOWN CLERK

Amanda J Cannon  
Town Clerk



### **2023 Special Town Meeting/Election Calendar**

Friday, September 1	Last day to post warrant for Special Town Meeting **September 4 is 10 but falls on the Labor Day Holiday** <b>(14 days prior to STM per MGL 39 §10)</b>
Friday, September 8	Last day to register to vote at Special Town Meeting <b>(10 days prior to STM per MGL 51 §26)</b>
Friday, September 15	Last day to register to vote at Special Town Election <b>(10 days prior to Special Town Election per MGL 51 §26)</b>
Monday, September 18	Last day to post warrant for Special Town Election <b>(7 days prior to Special town Election per MGL 39 §10)</b>
Monday, September 18	Special Town Meeting
Monday, September 25	Special Town Election

## VII. ADMINISTRATION, BUDGET AND POLICY

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#1



#2

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#3

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#4

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#5

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#6

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## **VIII. APPOINTMENTS AND RESIGNATIONS**

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**Kathi Rocco**

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**Subject:** FW: Senior Tax Program Committee

-----Original Message-----

-----Original Message-----

From: Sheila <sheila\_casey@comcast.net>

Sent: Monday, June 26, 2023 10:45 AM

To: Town Clerk <clerk@lanasterma.gov>; Kate Hodges <KHodges@lanasterma.gov>

Subject: Senior Tax Program Committee

I'm asking to join the Senior Tax Program as a representative from the Friends of the Lancaster Seniors. I'd like to help with developing the Senior Tax Program. As a senior, I have some insight on the issues facing seniors and I've worked with and for seniors here in Lancaster for about 12 years.

Respectfully,

Sheila Casey

Sent from my iPhone

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

## Kathi Rocco

---

**Subject:** FW: [Lancaster MA] Tax Fairness Committee (Sent by Denise Hurley, Deehurley@hotmail.com)

**From:** Denise Hurley <deehurley@hotmail.com>  
**Sent:** Wednesday, July 26, 2023 6:55 PM  
**To:** Kate Hodges <KHodges@lancasterma.gov>; Kathi Rocco <KRocco@lancasterma.gov>  
**Subject:** Re: [Lancaster MA] Tax Fairness Committee (Sent by Denise Hurley, Deehurley@hotmail.com)

Hi Kate,

That was quick. Lol ....Thank you.. I am looking forward to doing the work.

Take care,

Denise

Sent from Samsung Galaxy smartphone.  
Get [Outlook for Android](#)

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Get [Outlook for iOS](#)

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**From:** Contact form at Lancaster MA <cmsmailer@civicplus.com>  
**Sent:** Wednesday, July 26, 2023 6:11:08 PM  
**To:** Kate Hodges <KHodges@lancasterma.gov>  
**Subject:** [Lancaster MA] Tax Fairness Committee (Sent by Denise Hurley, [Deehurley@hotmail.com](mailto:Deehurley@hotmail.com))

Hello khodges,

Denise Hurley ([Deehurley@hotmail.com](mailto:Deehurley@hotmail.com)) has sent you a message via your contact form (<https://www.ci.lancaster.ma.us/user/5191/contact>) at Lancaster MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.ci.lancaster.ma.us/user/5191/edit>.

Message:

Hi Kate,

How are you?

If you are still looking for members I would be interested in being appointed to the committee.

Take care,

## Kathi Rocco

---

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

Hi Kathi,

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

Thanks

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

Sent from my iPhone

Begin forwarded message:

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

Hello Select Board Members,

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

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

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

Thank you,

Sherry Cutler

## Kathi Rocco

---

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

One more – per my last email.

Please let me know next steps

Thank you

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

Sent from my iPhone

Begin forwarded message:

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

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

Hi Kevin,

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

Thank you and take care!

Jessica Williams

## Kathi Rocco

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**From:** Kate Hodges  
**Sent:** Friday, July 28, 2023 12:17 PM  
**To:** Robert Alix; Jasmin Farinacci  
**Cc:** Kathi Rocco  
**Subject:** Re: Appointment of 5th member of the ZBA

Kathi,  
Can you please put this on the next SB agenda for 8/7. Thanks.!

Get [Outlook for iOS](#)

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**From:** Robert Alix <robert.alix.lzba@gmail.com>  
**Sent:** Tuesday, July 25, 2023 5:17:46 PM  
**To:** Jasmin Farinacci <JFarinacci@lancasterma.gov>; Kate Hodges <KHodges@lancasterma.gov>  
**Subject:** Appointment of 5th member of the ZBA

Good evening Jasmin and Kate,

I wanted to reach out to you regarding the organization of the ZBA. Dave Staddther's term expired in June and he did not seek reappointment, so we are currently short of the required 5-member board. In reading the bylaw around membership and officers (302-4) it is not clear if we as a board can move someone from an associated member to a regular member. In the past, the select board has elevated someone from an alternate member to a regular member. My feeling is that based on this past precedent, I would like to put this before the select board but happy to get your input. If you agree I'd like to get it on the select board agenda to move Eric Jakubowicz from an associated member to a regular member. He is a consistent and active participant in our meetings and has the longest tenure at this point as an associated member. Thanks

Rob Alix

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



## IX. LICENSES AND PERMITS

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**TOWN OF LANCASTER  
SELECT BOARD**  
Prescott Building, 701 Main Street, Suite 1  
Lancaster, MA 01523-0293  
Tel: 978-365-3326 x1201 Fax: 978-368-8486  
Email: krocco@lanasterma.net

Annual License Fee –  
\$100.00 per device

Select Board's Office

Date Received

JUL 28 2023

Board of Selectmen

**APPLICATION FOR LICENSE  
AUTOMATIC AMUSEMENT DEVICES – SUNDAY**

New Application ☒ Renewal ☐

Name of Establishment: Fiesta Shows / Bolton Fair  
Address of Establishment: 311 Seven Bridge Rd. Lancaster, Ma  
Contact Person (Owner, Manager): John Flynn Phone: (978) 815-1350  
Street and number of premises where devices are kept or offered for operation (or give some particular description of such premises) Lancaster Fair grounds  
Number and type of machines applied for: 18 (List each machine on attached form).

Is the location of automatic amusement devices suitable to the neighborhood and compatible with existing uses? yes

Will locating the devices create a nuisance or inconvenience to abutters or pedestrians? no

Is the facility adequate and appropriate for the proper operation of the machines? yes

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.

Signature of Applicant

Date

July 18, 2023

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.**

A License issued under this Application applies to Sunday operation ONLY, as well as an Application for a State License to the Commissioner of Public Safety.

**STATEMENT OF OPERATION:** If your machine(s) is not operated on Sundays, please execute the following statement: I certify under the pains and penalties of perjury that the coin-operated amusement device(s) proposed to be operated in my establishment by the issuance of a license pursuant to this application shall not be in operation on Sundays.

Signature of Applicant

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





**TOWN OF LANCASTER, MASSACHUSETTS  
SELECT BOARD**

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

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

Select Board's Office  
Date Received

JUL 28 2023

Board of Selectmen

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

New Application ☒ Renewal ☐

Name of Concern: Fiesta Shows / Bolton Fair  
Street Address of Concern: 311 Seven Bridge Rd. Lancaster Fair  
Mailing Address (if different): P.O. Box 460 Seabrook, N.H. 03874  
Contact Person & Title (Owner, Director, Manager, Other): John Flynn  
Telephone: (978) 815-1350 Facsimile: \_\_\_\_\_ E-Mail: Fiesta1@comcast.net

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

Aug 11-13, 2023 Bolton Fair at Lancaster

Hours of Proposed Entertainment: Starting Time: 1:00 P.M. Ending Time: 11:00 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.

Signature of Applicant John Flynn  
SSN# or Tax ID Required: \_\_\_\_\_

Date July 18, 2023

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

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

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

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

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/13/2023

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

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

<b>PRODUCER</b> McGowan Allied Specialty 140 Fountain Parkway, Ste 570 St. Petersburg FL 33716	<b>CONTACT NAME:</b> Sue Vereker <b>PHONE (A/C, No, Ext):</b> 727 547 3059 <b>FAX (A/C, No):</b> 440-333-3214 <b>E-MAIL ADDRESS:</b> svreker@mcgowanallied.com
<b>INSURED</b> Dean and Flynn Inc. DBA Fiesta Shows PO BOX 460 Seabrook NH 03874	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Everest National Ins. Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
<b>License#:</b> 973 FISSHO-01	<b>NAIC #</b> 10120

**COVERAGES****CERTIFICATE NUMBER:** 1058319615**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			SI8ML02856231	2/15/2023	2/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Dates: August 6, 2023 - August 14, 2023  
Town of Lancaster, MA  
Bolton Fair, Inc.

as respects to the negligence of the name insured

**CERTIFICATE HOLDER****CANCELLATION**

<b>CERTIFICATE HOLDER</b> Bolton Fair, Inc. P.O. Box 154 Bolton MA 01740	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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# The Bolton Fair, Inc.

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May 26, 2023

Selectman – Town of Lancaster

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

Dates of the event are September 9, 2023

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

Liability Insurance to follow .

Please let me know if you have any questions.

Best Regards,

Rose Darden  
508-294-8516 cell

Fair Manager



**TOWN OF LANCASTER, MASSACHUSETTS**  
**OFFICE OF THE**  
**BOARD OF SELECTMEN**

**SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION**

TODAY'S DATE: 5/26/23

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

ORGANIZATION: TYRODS CAR CLUB

EVENT ADDRESS: 318 SEVEN BRIDGE RD LANCASTER FAIRGROUNDS

EVENT PURPOSE: TYRODS ANNUAL CAR SHOW

EVENT DATE: 9/10/23

EVENT HOURS: 9AM - 5PM

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

ATTENDANCE: Approximate Number of Persons in Attendance: 3K

Persons Under 21 in Attendance: Yes X No \_\_\_\_\_

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

Rose Darden for Bolton Fair Inc.  
Signature of Applicant

**POLICE DEPARTMENT OFFICIAL USE ONLY**

X Approval Recommended \_\_\_\_\_ Approval Not Recommended

Police Officer Required: Yes X No \_\_\_\_\_

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

Date: 07252023

EL Moody  
Police Chief Signature







**The Commonwealth of Massachusetts**  
**Department of Industrial Accidents**  
**1 Congress Street, Suite 100**  
**Boston, MA 02114-2017**  
[www.mass.gov/dia](http://www.mass.gov/dia)

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

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: TYRODS CAR SAW

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Are you an employer? Check the appropriate box:**

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

**Business Type (required):**

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

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

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

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

Insurance Company Name: \_\_\_\_\_

Insurer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

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

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

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

Phone #: \_\_\_\_\_

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

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

**Issuing Authority (circle one):**

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

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

## **X. NEW BUSINESS**

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## **XI. COMMUNICATIONS**

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## **XII. ON GOING PROJECTS & OLD BUSINESS**

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### **XIII. ADJOURNMENT**

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

KATE HODGES, Town Administrator

[khodges@lancasterma.gov](mailto:khodges@lancasterma.gov)

## MEMO

To: Select Board  
From: Kate Hodges, Town Administrator  
Date: August 4, 2023  
RE: New/Clarifying Language to Personnel Policies

During the Select Board's regular meeting on May 15, 2023, the Board adopted a new and comprehensive *Personnel Policies and Procedures* manual that was drafted in response to the creation, and acceptance, of Lancaster's Personnel Bylaw, adopted at Annual Town Meeting May 2, 2023. The document serves as a guide for both staff and management relative to non-union or unclassified employees' benefits, promotional opportunities, performance evaluations and other job-related regulations.

As I explained during the May 15<sup>th</sup> meeting, these 18-24 months 'post-bylaw acceptance' will require additional conversation, and edits, to the policy manual as we take time to understand the implications the new bylaw has on personnel management. From time-to-time, there may be a need for the Select Board to add additional sections, or clarifying language, to the manual in order to outline certain employment situations which have either risen or may arise in the future.

To that end, please find the attached document which includes three sections to be added to the existing *Personnel Policies and Procedures* manual. These drafts include language relative to Firefighter Promotional processes and two sections of language additions and clarifications relative to paid sick and personal time.

I am asking the Board to accept these new sections during your August 7, 2023 meeting. Should that take place, these sectionals can be incorporated into the manual as outlined in the attached pages. Please let me know if you have any questions or need further information on this matter. Thank you for your consideration.



**A. ADD new sub-section, “Firefighter Promotional Opportunities” within the existing *Classification & Compensation* Chapter of Lancaster’s Personnel Policies & Procedures Manual adopted by the Select Board on May 15, 2023.**

***FIREFIGHTER PROMOTIONAL OPPORTUNITIES***

During specified times of the year, or in the case of a vacancy within the Command Staff, the Town may, budget permitting, offer a promotional assessment center and/or exam to fill the position in accordance with the following provisions and stipulations:

***Eligibility***

To be deemed eligible for any promotional processes, the following prerequisites must be met at the time of the position posting date:

- Lieutenants:**
- Bachelor’s degree or equivalent combination of education and experience whereby two (2) years of qualified service within the Fire Industry equal one (1) year of undergraduate coursework and education.
  - Five (5) years’ experience as a Firefighter/EMT
  - Three (3) years’ experience working as a Lancaster Firefighter/EMT
  - Credentialed as a Certified Firefighter I/II, EMT-B and Company Official I (Fire Officer I) or ability to obtain same within one calendar year (12 months) of hire pending availability of course by the Massachusetts Fire Academy.
- Captain**
- Master’s degree or equivalent combination of education and experience whereby two (2 <sup>3</sup>/<sub>4</sub>) years of qualified service within the Fire Industry equal one (1) year of graduate coursework and education.
  - Five (5) years’ experience as a Fire Officer
  - Three (3) years’ experience working as a Lancaster Fire Officer
  - Credentialed as a Certified Firefighter I/II, EMT-B and Company Official II (Fire Officer II) or ability to obtain same within one calendar year (12 months) of hire pending availability of course by the Massachusetts Fire Academy.

***Posting & Process***

Any available promotional positions will be posted in accordance with the bylaw and policies herein, in the break area of the Lancaster Fire Station and on the Town’s website under ‘job opportunities’ for at least two weeks, fourteen (14) days.

Materials that are necessary for any promotional exam shall be identified within the position posting. Interested applicants may ‘borrow’ study materials, including textbooks, from the Town in accordance with the *exam materials loan program* overseen and managed by the Fire Chief. Materials will be distributed on a first-come-first-serve basis. Applicants are responsible for obtaining all the required materials necessary for the exam; the inability to borrow materials from the Town shall not serve as a reason for poor scoring or any applicant being unprepared.

***Written Exam***

Written exams are administered by the Town Administrator’s Office and graded by an independent party who is not a member of the Lancaster Fire Department. Qualified applicants must receive a mark equal to or greater than 75% in order to be considered eligible to move to the next round in the process.

### *Oral Assessment*

An oral interview will be conducted by a panel organized by and through the Offices of the Town Administrator and Fire Chief. A scoring system will be used to assess all oral interviews and is available for any candidate's review upon request.

## **B. ADD new and clarifying language regarding Sick and Personal Leave within the existing *Attendance & Time Off Provisions* Chapter of Lancaster's Personnel Policies & Procedures.**

### *SICK LEAVE*

Employees who are regularly scheduled to work at least 20 hours per week, and work at least 23 weeks each fiscal year, or more shall earn paid sick leave. Leave is accrued based on a forty (40) hour workweek. Leave for employees who work 40-hours are accrued at the rate of one and one half (1½) working days each month, for each complete calendar month of service. Employees who work less than 40 hours will accrue time on a pro-rated schedule whereby one (1) day of sick leave shall equate to the total number of hours the employee is regularly scheduled to work during a work week, divided by the number of days an employee is regularly scheduled to work in a week. An 'hourly' format shall be used to track sick leave.

Employees hired prior to July 1, 2018, shall accumulate sick leave to a maximum of three hundred (300) days. Employees hired after July 1, 2018 shall accumulate sick leave to a maximum of one hundred eighty (180) days. Sick leave may be used for the following purposes:

- a. Personal illness or injury
- b. Enforced quarantine of the employee in accordance with community health regulations.
- c. In the event of serious illness or injury to a member of the immediate family, as defined by the FMLA, creating an emergency, provided that no more than five (5) days of sick leave per calendar year shall be granted for this purpose.
- d. Employees are normally expected to schedule medical appointments outside their normal work hours; however, if medical appointments must be scheduled during work hours, the employee will be allowed to use sick leave for such appointments with permission from their supervisor.

### *PERSONAL LEAVE*

Employees who have successfully completed their in-training/probationary period and who are regularly scheduled to work at least thirty-two (32) hours per week shall be granted three (3) paid personal leave days per fiscal year.

Personal leave for new employees shall be calculated as follows:

- (a) Employees hired from July 1<sup>st</sup> through December 31<sup>st</sup> shall receive one (1) personal day in their first year.
- (b) Employees hired from January 1<sup>st</sup> through June 30<sup>th</sup> shall receive two (2) personal days in their first year.

For employees working less than forty (40) hours per week, one day of personal leave shall be equivalent to the total number of hours an employee is regularly scheduled to work each day.