



LANCASTER SELECT BOARD
Regular Meeting Agenda via ZOOM™ - REVISED*
Wednesday, September 8, 2021
6:00 P.M.

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

I. CALL TO ORDER

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82752443922>

Meeting ID: 827 5244 3922

One tap mobile

+13017158592,,82752443922# US (Washington DC) 13126266799,,82752443922#

+US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 827 5244 3922

Find your local number: <https://us02web.zoom.us/j/82752443922>

II. PUBLIC COMMENT PERIOD

6:00 P.M. - Opportunity for the public to address their concerns, make comment and offer
6:10 P.M. suggestions on operations or programs, except personnel matters. Complaints or criticism directed at staff, volunteers, or other officials shall not be permitted.

III. APPROVAL OF MEETING MINUTES

Review and take action on Regular Meeting Minutes August 16, 2021.

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS

6:10 PM. **NOTICE OF PUBLIC HEARING**
PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

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 **Wednesday at 6:10 pm on September 8, 2021 via ZOOM** to consider a petition submitted by National Grid and Verizon New England, Inc., requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Lunenburg Road – National Grid to install 1 JO Pole on Lunenburg Road beginning at a point approximately 13 feet northwest of the centerline of the intersection of Laurel Hill Road/Lunenburg Road. New residential development being fed from new riser pole 9-5. LANCASTER SELECT BOARD



LANCASTER SELECT BOARD
Regular Meeting Agenda via ZOOM™ - REVISED*
Wednesday, September 8, 2021
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

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS -

- Recreation Commission – Discussion on Recreation Director Vacancy

VI. TOWN ADMINISTRATOR REPORT

Town Administrator Orlando Pacheco will update the Select Board on the following:

- Legal Services Request for Proposals (RFP)
- Other Post Employee Benefits (OPEB) Returns
- Potential Special Town Meeting Warrant Articles
- Vaccination Clinics
- Cultural Council Appointments
- OpenGov Software Platform
- American Rescue Plan Act (ARPA) of 2021

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Discussion on Lancaster Economic Planning (Allison)
 - a) Lancaster Master Plan Implementation
https://www.ci.lancaster.ma.us/sites/g/files/vyhli4586/f/uploads/plan_implementation_element_vix.pdf
 - b) Lancaster Economic Development Plan (Allison)
https://www.ci.lancaster.ma.us/sites/g/files/vyhli4586/f/uploads/economic_development_plan.pdf
2. Open Meeting Law support request (Allison)
3. Discussion on Select Board meeting minute generation (Moody)
4. Senior Work-off Application with back up. (Moody)
5. Change the date of Town Meeting. (Moody)
6. Select Board's role in the Coronavirus Aid, Relief and Economic Security (CARES) Act and the full accounting of all spending and reimbursements (Moody & Turner)
7. Discussion on Vaccine Mandates (Turner)

VIII. APPOINTMENTS AND RESIGNATIONS

Appointments (Votes may be taken)

Personnel Board – Staggered terms of three years

- Jean Bean
- Jay Riley
- Denise Hurley
- Stan Starr

Finalize Principal Assessor Appointment

Select Board Finance Liaison - to be determined

Select Board Personnel Liaison – to be determined

Massachusetts Bay Transportation Authority (MBTA) Advisory Board – to be determined

Re-Appointments (Votes may be taken)

Memorial Day Committee – Term of Office is One Year per Town Bylaw, term to expire 6/30/2022



LANCASTER SELECT BOARD
Regular Meeting Agenda via ZOOM™ - REVISED*
Wednesday, September 8, 2021
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

- Barbara Foster
- Donna Sanginario
- Karen Shaw
- Ann Fuller
- Jennifer Lapen
- Alphonse Russo

Resignations (Vote may be taken)

- Economic Development Committee – Mark Grasso, effective 9/8/2021.

IX. LICENSES AND PERMITS

Special (One Day) Liquor License Applications:

Event- Bicycles Battling Cancer Cycling Fundraiser to be held on September 25, 2021 from 7am-4pm at 132 Fort Pond Inn Road, Lancaster.

Organization – American Cancer Society, Inc.

Event – 45th Annual Horseshed Fair to be held on October 2, 2021 at the First Church of Christ grounds, Main Street.

Organization – First Church of Christ, Unitarian.

Rental Applications - Use of Town Owned Building & Town Green

Event – Tree Lighting and Gazebo will be decorated to be held on December 5, 2021 from 6:30pm-8pm.

Organization – Lancaster 4H

Event – Easter Egg Hunt on the Town Green to be held on April 10, 2022 from 7:30am-9:30pm.

Organization – Lancaster 4H

*Event – Friends of Thayer Memorial Library Annual Book Sale to be held on Wednesday, September 29, 2021 -Wednesday, October 13, 2021 at the Town Hall Auditorium.

Organization – Friends of Thayer Memorial Library

*Event – 10th Anniversary party for the Lancaster Community Center to be held on Saturday, September 18, 2021 (rain date September 19th) from 3-6pm on the Town Green.

Organization – Lancaster Community Center

*Event – The Beauty Around Us to be held in the Town Hall Auditorium from November 9, 2021 – November 22, 2021.

Organization – Lancaster Community Center and Council on Aging

*Application to Erect Temporary Banner Along or Across a Public Way

Friends of Thayer Memorial Library request to place two banners facing traffic each way on the Town Green for Friends Annual Book Sale. To be displayed from September 18, 2021 – October 12, 2021.



LANCASTER SELECT BOARD
Regular Meeting Agenda via ZOOM™ - REVISED*
Wednesday, September 8, 2021
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

X. OTHER/UNFINISHED BUSINESS

- **Annual Town Report**
Town Clerk to start compiling reports/work with departments
- **Code of Conduct Policy**
Comments received from Public are on file with Select Board's office.
- **Evaluation of Town of Lancaster Website/Communication Committee**
No action taken
- **North Lancaster Settlement**
In process of setting up closing date/transfer of title
- **DCAMM Land Sale Partnership**
Select Board member Alix Turner to discuss site walk scheduled with DCAMM/Meeting
Scheduled for 9/29/21
- **Aggregation**
Waiting for Select Board to advise on percentage of additional renewables, if any. Solicit new pricing after decision made.
- **Gazebo Ramp**
Materials are being ordered for installation
- **Department Assistant for Community Development & Planning (CDP)**
Temp. help is being solicited/Select Board to take action on new position and determine hours
- **Town Counsel Request for Proposal (RFP)**
Advertised as of 9/1/2021
- **Review Renewal of Special Permit to Remove Earth Products for LLEC**
Site walk and new well and confirm accurate zoning and a letter of credit in lieu of a bond.
- **Status Barrett Planning Group**
Planning Board is requesting \$8000 be placed back in their revolving account
- **Audit Services**
Powers & Sullivan is under contract for the FY22 Audit
- **0 Hardy Street**
No objections (few responses) from Boards and Committees. Value has been re-adjusted to \$1,100.00. Property was listed as buildable but is a non-buildable land locked parcel.
- **Special Town Meeting**
Tentative date Monday, October 4, 2021, pending feedback for other Boards and Committees

XI. NEW BUSINESS *

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

XII. COMMUNICATIONS

- COVID Coordinator Update – Tracy Gagnon
- Notification and Reminder to Stakeholders on Military Munitions within former Fort Devens
- Select Board's next regular meeting will be held via Zoom on Monday, September 20, 2021 at 6:00pm



LANCASTER SELECT BOARD
Regular Meeting Agenda via ZOOM™ - REVISED*
Wednesday, September 8, 2021
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

XIII. ADJOURNMENT

III. APPROVAL OF MEETING MINUTES



LANCASTER BOARD OF SELECTMEN
Regular Meeting Minutes
Of August 16, 2021

I. CALL TO ORDER

Chairman Jason A. Allison called the Regular Meeting of the Board of Selectmen to Order at 6:00 P.M. via ZOOM™. Present were Select Board members Jay M. Moody, and Alexandra W. Turner and Town Administrator Orlando Pacheco.

Join Zoom Meeting

<https://us02web.zoom.us/j/85750090755>

Meeting ID: 857 5009 0755

One tap mobile

+13017158592,,85750090755# US (Washington DC) 13126266799,,85750090755#

+US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 857 5009 0755

Find your local number: <https://us02web.zoom.us/j/85750090755>

II. PUBLIC COMMENT PERIOD

6:00 P.M. 6:00 P.M. – 6:10 P.M. *Opportunity for the public to address their concerns, make comment and offer suggestions on operations or programs, except personnel matters. Complaints or criticism directed at staff, volunteers, or other officials shall not be permitted*

No Public Comment Submitted

III. APPROVAL OF MEETING MINUTES

Review and take action on Regular Meeting Minutes August 2, 2021.

A vote was taken to approve the Regular Meeting Minutes of August 2, 2021. Seconded. Jason A. Allison vote Aye, Jay M. Moody vote Aye, Alexandra W. Turner vote Aye. [3-0-0]

IV. SCHEDULED APPEARANCES & PUBLIC HEARINGS

- Director of Community Development and Planning Search Committee

Mark Grasso, Chair, will provide update and status report regarding recruitment of this important position. Discussion on Planning Board's letter regarding Town Planning Director.

Mr. Grasso provided the Select Board with a final job posting authored by the Search Committee. Mr. Grasso noted that there was substantial disagreement regarding the reporting structure, therefore was removed as a compromise. He further stated that who manages the Planning Director will have to be dealt with at a later date.

Mr. Grasso posed to the Select Board if they would approve the ad and authorize the expenditure to post it through the Massachusetts Municipal Association (MMA) as well as several other organizations. It was noted that the ad will be posted for forty-five (45) days, however interviews will begin as soon as there are appropriate applicants.

Mr. Allison asked the Mr. Pacheco to get an opinion from the Town's Labor Counsel regarding language for a potential reporting structure and how it works in the existing town bylaw.

- Public Hearing (continued from August 2, 2021) LLEC's Application for Special Permit to Remove Earth Products Renewal.

Jim Simpson was present on behalf of LLEC to request a renewal of his Earth Products Removal Permit. Mr. Simpson explained that very little actual earth removal is taking place and the primary use has been bringing in topsoil to be screened. The activity on site has been limited to 1-2 trucks per days. Mr. Simpson stated that much of the site has been reclaimed naturally.

Mr. Allison requested the Town Administrator follow up on the letter sent from the Planning Board.

Ms. Turner stated that while things looked good there were a few due diligence items she wanted to address 3 items prior to issuing any approval. The confirmation of the surety (bond) was in place, the location and reading of the monitoring well that Tighe and Bond identified as not being able to find, and a site visit conducted by the board to review any of the operations.

Mr. Simpson welcomes the site visit. She said the well is on site but the vegetation most like has hidden the well from view. He stated he will locate the well and take a reading.

If he can not locate the well, he committed to installing another groundwater monitoring well.

The Board closed the public hearing.

V. BOARDS, COMMITTEES AND DEPARTMENTS REPORTS - NONE

VI. TOWN ADMINISTRATOR REPORT

Hazard Mitigation Plan Update

Town Administrator Pacheco reported that they are starting work on developing a new Hazard Mitigation Plan (HMP) with the assistance of Montachusett Regional Planning Committee (MRPC). He noted that he has spoken with the Town's CARES Act liaison and the funding source is appropriate. The Plan will take at least 6 months to complete. The HMP, once approved by the Massachusetts Emergency Management Agency (MEMA), will also make the Town eligible for a number of federal emergency management/public safety related grant programs. Previously, there was a regional plan developed by MRPC that is not going to be updated. The expected cost will be \$25,000.

Vaccination Clinics

The Town has hosted 2 additional vaccination clinics through the Board of Health. Town Administrator Pacheco noted that they have vaccinated an additional 60 residents through these clinics. He further noted that they are continuing to collaborate with the State as well on the mobile vaccination van to provide additional services to any residents, including assisting neighboring towns when available.

Main Street (117) Bridge

Mr. Pacheco reported that Beta Group Inc., the Town's design engineer is close to finalizing the 100% design plans for the Main Street Bridge on 117 (this is located by the Bartlett Pond Recreational Area). A copy of the 25% design is attached. The design will have to be submitted to MassDOT for final approval and a cost estimate put together. The Board and Finance Committee should discuss a financing plan. Mr. Pacheco noted that he did secure a \$500,000 grant for the project and expects the cost to come in near \$2 million based on the discussions with the engineer; the bridge must meet stream crossing standards which is a cost driver for the project.

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Formalize Special Town Meeting Schedule (Allison)

The Board tentatively set a Special Town Meeting date for October 4, pending notification and feedback from other boards and committees. Mr. Pacheco suggested that while he

thought the next Town meeting would be indoors that he did not think things were headed in that direction. Mr. Pacheco stated there were some articles already in the works and that having a Special Town Meeting would alleviate the workload for the Annual Town Meeting. The Special Town Meeting would need to be posted 14 days prior to the meeting

Mr. Turner stated that Board needs to consider in the future when to open and close the warrant and advise residents of any other items.

2. Discussion on insert with the next tax bill explaining Community Preservation Act (CPA) and the way to apply for the exemptions (Moody)

Mr. Moody requested that an insert be placed in the property tax bills explaining to people what the Community Preservation Act (CPA) is and that exemptions are available for those who qualify. Mr. Moody provided a sample. Mr. Pacheco stated that this could be done as long as it did not increase the postage. Mr. Allison suggested that the document be put in a pdf and placed on the website

3. Honor Madison Hughes for being a member of the US Olympic Rugby Team (Moody)

Mr. Moody wanted to acknowledge the accomplishments of Madison Hughes as Captain of the US Rugby team and provided an article from the Telegram. The Board suggested that once Town Meeting is finalized that Mr. Hughes be invited to be recognized by the Town

4. Discussion on the status of the Atlantic Union College tax lawsuit (Turner)

The Board discussed the resolution of the tax dispute between the Town and Atlantic Union College. Ms. Turner stated that there are a lot of number out there in terms of liability to the Town and there needs to be a clear idea of the impact. Mr. Pacheco stated he believe that's why the Board of Assessors has been looking to meet in executive session prior to just putting numbers out. Ms. Turner also suggested that perhaps any final agreement would need to be approved by the Board. Mr. Pacheco stated that the Assessors are not asking for resources so I assume there will resolve the matter entirely within the overlay.

Mr. Moody asked if this had any impact on the sale of the college. Mr. Pacheco responded that he didn't think so although any funds would provide cash for improvements needed to move the process along.

VIII. APPOINTMENTS AND RESIGNATIONS

Re-Appointments

John Ledoux to the Board of Sterling-Lancaster Community Television (SLCT), term to expire 9/2024

Moved to appoint John Ledoux to the Board of Sterling-Lancaster Community television (SLCT), term to expire 9/2024, Seconded. Vote taken, Jason A. Allison Aye, Jay M. Moody Aye, Alexandra W. Turner, Aye. Vote passed [3-0-0]

Appointments

Kristen Fox to the Board of Assessors – Kristen Fox, term to expire 6/30/2022

Moved to appoint Kristen Fox to the Board of Assessors, term to expire 6/30/2022. Seconded. Vote taken, Jason A. Allison Aye, Jay M. Moody Aye, Alexandra W. Turner, Aye. Vote passed [3-0-0]

Resignations

Andrea Kiuru-Shepard as Recreation Director effective immediately

Moved to accept the resignation of Recreation Director Andrea Kiuru-Shepard, effective immediately. Seconded. Vote taken, Jason A. Allison Aye, Jay M. Moody Aye, Alexandra W. Turner, Aye. Vote passed [3-0-0]

Donna Rosander from the Cultural Council, effective immediately

Moved to accept the resignation of Cultural Council member Donna Rosander, effective immediately. Seconded. Vote taken, Jason A. Allison Aye, Jay M. Moody Aye, Alexandra W. Turner, Aye. Vote passed [3-0-0]

IX. LICENSES AND PERMITS - NONE

X OTHER/UNFINISHED BUSINESS

- **Annual Town Report**

Mr. Pacheco stated the Town Clerk has started to start compiling reports/work with departments. Mr. Allison requested if Mr. Pacheco could set a date for completion. That is not setting a deadline for staff as it will not get done well, but to give the Board more of an idea on expectation. Mr. Pacheco stated he would work with the Town Clerk to get this done and Mrs. Rocco is supporting the effort. Most departments have submitted reports and it should be done in a few months, but he would have to speak with the Town Clerk regarding a timeframe.

- **Code of Conduct Policy**

Comments received from public are on file with BOS

- **Evaluation of Town of Lancaster Website/Communication Committee**

Mr. Pacheco stated was not sure what the actual scope was. Mr. Allison ask that he go back and review the previous meeting, but the Board did give an indication of the charge. Mr., Pacheco stated that he would get the vacancies posted

- **North Lancaster Settlement**
Mr. Pacheco gave the Board an update and stated that
- **DCAMM Land Sale Partnership**
Select Board member Alix Turner to discuss site walk scheduled with DCAMM/Meeting Scheduled for 9/29/21
- **Aggregation**
Mr. Pacheco stated that the Energy Commission met last week and they are currently review the aggregation as well as other issues. Waiting for Select Board to advise on percentage of additional renewables, if any. Solicit new pricing after decision made.
- **Gazebo Ramp**
The Fire Association is putting the estimate together for the materials and expect to place the order in the next week. All work should be completed by Halloween
- **Department Assistant (CDP)**
Mr. Pacheco reported that Deb Dennis does have some Senior Tax work-off help. Deb is working with Sandi on additional temp. help but nothing finalized yet
- **Assessor Search**
The Board is looking to schedule interviews in the coming days and coordinating with HR
- **Open Meeting Law (OML)/Records Training**
Mr. Pacheco stated that Attorney Mark Reich was scheduled to do the training on August 25th at 6pm via zoom and the event would be posted on the Town Calendar
- **Town Counsel Request for Proposal (RFP)**
The RFP was finalized being prepared for advertising. Mr. Allison asked if Mr. Pacheco had received a list of forms from HR yet. Mr. Pacheco stated he would confirm with the HR Director and make sure those parties received the RFP directly. It would also be posted in the MMA's Beacon, and goods and services bulletin.
- **Review Renewal of Special Permit to Remove Earth Products for John E. Kanis, Inc.**
Select Board moved to approve the Special Permit to Remove Earth Products for John E. Kanis, Inc., Seconded. A vote was taken. Jason A. Allison vote Aye, Jay M. Moody vote Aye, Alexandra W. Turner vote Aye. Motion passed. [3-0-0]
Ms. Turner stated there was some concern about the cost of the inspection and perhaps the Town should consider another vendor. Mr. Pacheco responded that there was value in the continuity of service and the cost to the vendor should be what determines the Town's vendor for performing services. Ms. Turner did re-iterate that it was not about Tighe and Bond or the Services the Town receives, as much as a good practice to re-bid services on a more regular basis.
- **Status Barrett Planning Group**
Mr. Pacheco stated that he felt the only path forward was a reserve fund transfer for the Planning Board. Mr. Allison stated this may be something we just won't agree on but Orlando is preparing a Memo and we can review at the next meeting.
- **Audit Services**
Powers & Sullivan is under contract for the FY22 Audit; Ms. Turner stated that the Town needs to decide how its going to bid these services at some point in the future.

XI. NEW BUSINESS *

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

XII. COMMUNICATIONS

- Town Offices will be closed on Monday, September 6, 2021 for Labor Day.
- Select Board's next regular meeting will be held via Zoom on Wednesday, September 8, 2021 at 6:00pm

XII. ADJOURNMENT

Seeing no further business, Ms. Turner made the Motion to adjourn and Moody Seconded. to it was unanimously voted.

Respectfully submitted

Jay M. Moody Clerk
Approved and accepted:

SCHEDULED APPEARANCES & PUBLIC HEARINGS



TOWN OF LANCASTER
OFFICE OF THE
SELECT BOARD

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

Orlando Pacheco, 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 & Orlando Pacheco, Town Administrator

DATE: August 23, 2021

RE: *Notice of Public Hearing – National Grid & Verizon New England, Inc.
Petition for Joint or Identical Pole Locations – Lunenburg Road*

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 & Verizon New England, Inc. 's Petition for Joint or Identical Pole Locations – Lunenburg Road
- 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, September 1, 2021.

Thank you for your assistance in this matter.

Enclosures

Questions contact – Nicholas Memmolo 978-821-3110

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

To the Board of Selectmen
Of Lancaster, Massachusetts

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

Lunenburg Rd - National Grid to install 1 JO Pole on Lunenburg Road beginning at a point approximately 13 feet northwest of the centerline of the intersection of Laurel Hill Road/Lunenburg Road. New residential development being fed from new riser pole 9-5.

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 necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Lunenburg Rd - Lancaster - Massachusetts.

No. 30360817 July 20, 2021

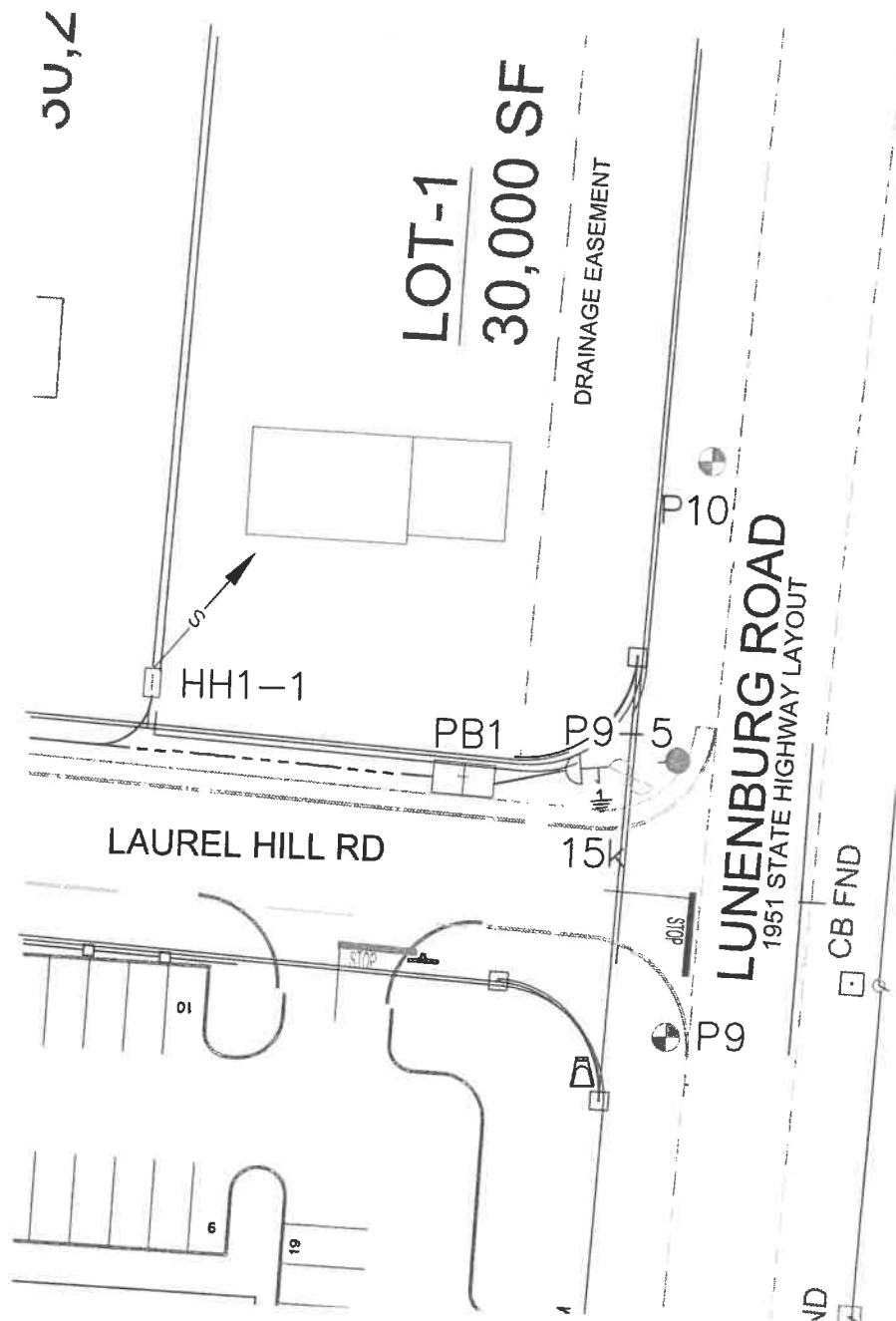
Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

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
BY *Pat Cody*
Engineering Department

VERIZON NEW ENGLAND, INC.

BY *Albert E. Bessette*
Manager / Right of Way



LEGEND		POLE 9-5 PETITION		Date: 7/15/2021
●	PROPOSED J/O POLE			Designer: N.MEMMOLO
○	EXISTING J/O P OLE	LANCASTER ROYAL ESTATES		W/R: 30360817
□	HANDHOLE			
▢	PULLBOX	LUNENBURG RD. LANCASTER, MA		
----- 3IN. PVC CONDUIT				nationalgrid



**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 **Wednesday at 6:10 pm on September 8, 2021 via ZOOM** to consider a petition submitted by National Grid and Verizon New England, Inc., requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Lunenburg Road – National Grid to install 1 JO Pole on Lunenburg Road beginning at a point approximately 13 feet northwest of the centerline of the intersection of Laurel Hill Road/Lunenburg Road. New residential development being fed from new riser pole 9-5.

LANCASTER SELECT BOARD

The Item – 8/27/2021 & 9/3/2021



TOWN OF LANCASTER
SELECT BOARD

DEPARTMENT COMMENT FORM

DEPARTMENT/BOARD NAME: Treasurer / Collector

Applicant: National Grid and Verizon New England, Inc.

Requests: Permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixture, along and across the following public way:

Lunenburg Road – National Grid to install 1 JO Pole on Lunenburg Road beginning at a point approximately 13 feet northwest of the centerline of the intersection of Laurel Hill Road/Lunenburg Road. New residential development being fed from new riser pole 9-5.

Location: Lunenburg Road

COMMENTS: None

DATE: 8-24-21

May E. Stet
DEPARTMENT HEAD SIGNATURE

NOTE: IF A CODE VIOLATION EXISTS, PLEASE CITE THE RULE OR REGULATION.



TOWN OF LANCASTER
SELECT BOARD

DEPARTMENT COMMENT FORM

DEPARTMENT/BOARD NAME: Police Dept

Applicant: National Grid and Verizon New England, Inc.

Requests: Permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixture, along and across the following public way:

Lunenburg Road – National Grid to install 1 JO Pole on Lunenburg Road beginning at a point approximately 13 feet northwest of the centerline of the intersection of Laurel Hill Road/Lunenburg Road. New residential development being fed from new riser pole 9-5.

Location: Lunenburg Road

COMMENTS: _____

DATE: 8.24.21
[Signature]

DEPARTMENT HEAD SIGNATURE

NOTE: IF A CODE VIOLATION EXISTS, PLEASE CITE THE RULE OR REGULATION.



300 foot Abutters List Report

Lancaster, MA
August 30, 2021

Subject Property:

Parcel Number: 004-0009.0
CAMA Number: 004-0009.0
Property Address: 2038 LUNENBURG RD

Mailing Address: *Harbor Classic Homes LLC*
~~RHO LTD~~
~~ATTN ADRIENNE ROLLA 441 SAW MILL~~
~~RIVER RD 439 Lancaster Ave~~
~~YONKERS, NY 10701~~
Leominster MA 01453

Abutters:

Parcel Number: 004-0008.0+7, 001-0005.0
CAMA Number: 004-0008.0+7, 001-0005.0
Property Address: 0 LUNENBURG RD

Mailing Address: MASSACHUSETTS COMMONWEALTH
OF BOARD OF REGENTS OF HIGHER
ED
C/O DCAM, 1 ASHBURTON PLACE
BOSTON, MA 02108

Parcel Number: 004-0009.A
CAMA Number: 004-0009.A
Property Address: 2164 LUNENBURG RD

Mailing Address: GRADESKI ANNE M & JOHN W
2164 LUNENBURG RD
LANCASTER, MA 01523

Parcel Number: 004-0009.B
CAMA Number: 004-0009.B
Property Address: 2180 LUNENBURG RD

Mailing Address: ~~RANDALL PATRICK D & MELISSA S~~ *mckelvie*
2180 LUNENBURG RD
LANCASTER, MA 01523
tyl
twokiewac
monies

Parcel Number: 004-0009.C
CAMA Number: 004-0009.C
Property Address: 2148 LUNENBURG RD

Mailing Address: FOLLANSBEE JUSTIN W
2148 LUNENBURG RD
LANCASTER, MA 01523

Parcel Number: 004-0010.A
CAMA Number: 004-0010.A
Property Address: 1980 LUNENBURG RD

Mailing Address: NASHUA VALLEY COUNCIL INC
1980 LUNENBURG RD
LANCASTER, MA 01523

Parcel Number: 004-0010.B
CAMA Number: 004-0010.B
Property Address: 14 WOODS LANE

Mailing Address: EATON MARK D TR & PATRICIA A TR M
D EATON REV TRU & P A EATON REV
14 WOODS LN
LANCASTER, MA 01523

Parcel Number: 004-0035.0
CAMA Number: 004-0035.0
Property Address: 0 FORT POND RD

Mailing Address: MASSACHUSETTS COMMONWEALTH
OF
C/O DCAM, 1 ASHBURTON PLACE
BOSTON, MA 02108

Parcel Number: 004-0036.0+37
CAMA Number: 004-0036.0+37
Property Address: 1983 LUNENBURG RD

Mailing Address: FAY JOHN & JANE
180 CRAWFORD ST
LEOMINSTER, MA 01453

Parcel Number: 004-0037.A
CAMA Number: 004-0037.A
Property Address: 0 LUNENBURG RD

Mailing Address: OPSOYAN PATRICIA LEE+HOSANSKY
TAMAR
1997 LUNENBURG RD
LANCASTER, MA 01523

Parcel Number: 004-0038.0+38A
CAMA Number: 004-0038.0+38A
Property Address: 1997 LUNENBURG RD

Mailing Address: OPSOYAN PATRICIA LEE+HOSANSKY
TAMAR
1997 LUNENBURG RD
LANCASTER, MA 01523

CAI Technologies

www.cai-tech.com

8/30/2021

Data shown on this report 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 report.

Abutters List Report - Lancaster, MA

Page 1 of 2



300 foot Abutters List Report

Lancaster, MA
August 30, 2021

Parcel Number: 004-0039.0
CAMA Number: 004-0039.0
Property Address: 2027 LUNENBURG RD

Conville Jason M
Mailing Address: NEUMAYER LINDA G & RUSSELL JAMES W
2027 LUNENBURG RD
LANCASTER, MA 01523

Parcel Number: 004-0040.0
CAMA Number: 004-0040.0
Property Address: 2029 LUNENBURG RD

Mailing Address: ~~POCHINI MARIBETH & JAMES M CICHY~~
~~270 HILL ST~~ *2029 Lunenburg St* *Laurent Jesse*
~~LEOMINSTER, MA 01453~~ *Lee Amy L*
Lancaster 01523

Parcel Number: 004-0041.0
CAMA Number: 004-0041.0
Property Address: 15 OLD LUNENBURG RD

Mailing Address: CICHY ROBERT E & ELIZABETH M *Trustees*
15 OLD LUNENBURG RD *Cichy Living Tr*
LANCASTER, MA 01523

Parcel Number: 004-0042.0
CAMA Number: 004-0042.0
Property Address: 0 OLD LUNENBURG RD

Mailing Address: MARBLE MARK C & MARTHA MOORE
MARBLE BEACH REALTY TRUST
94 GREEN ST
ATHOL, MA 01331

Parcel Number: 004-0043.0
CAMA Number: 004-0043.0
Property Address: 0 LUNENBURG RD

Mailing Address: MARBLE MARK C & MARTHA MOORE
MARBLE BEACH REALTY TRUST
94 GREEN ST
ATHOL, MA 01331

Parcel Number: 004-0044.0
CAMA Number: 004-0044.0
Property Address: 0 OLD LUNENBURG RD

Mailing Address: MARBLE CATHERINE A
45 OLD LUNENBURG RD
LANCASTER, MA 01523

Parcel Number: 004-0045.0
CAMA Number: 004-0045.0
Property Address: 45 OLD LUNENBURG RD

Mailing Address: MARBLE CATHERINE A
45 OLD LUNENBURG RD
LANCASTER, MA 01523

Parcel Number: 004-0046.0+49
CAMA Number: 004-0046.0+49
Property Address: 6 MT LAUREL LN

Mailing Address: JAMIESON JASON R & AMY L
6 MT LAUREL LN
LANCASTER, MA 01523

Parcel Number: 004-0047.0
CAMA Number: 004-0047.0
Property Address: 0 LUNENBURG RD

Mailing Address: LANCASTER TOWN OF
695 MAIN ST, SUITE 1
LANCASTER, MA 01523

Debra Sanders
Debra Sanders, Member
August 31, 2021
3 pages

CERTIFIED COPY



www.cai-tech.com

8/30/2021

Data shown on this report 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 report.

Page 2 of 2

PARCEL NUMBER	PROPERTY ADDRESS	OWNER	MAILING ADDRESS	TOWN/STATE/ZIP
004-0007.B	38 Woods Lane	Lussier Caroline D & Jeffrey M	38 Woods Lane	Lancaster MA 01523
004-0007.C	42 Woods Lane	Loring daniel M & Loring Kathryn M Ohearn	42 Woods Lane	Lancaster MA 01523
004-0007.D	46 Woods Lane	Finch Gilbert D Jr	46 Woods Lane	Lancaster MA 01523
004-0007.E	50 Woods Lane	Stromberg Paul R & Andrea	50 Woods Lane	Lancaster MA 01523
004-0007.F	54 Woods Lane	Lewis Marcus	54 Woods Lane	Lancaster MA 01523
004-0010.0	10 Woods Lane	Kelly Robert S & Donna M Trs, Kelly 2018 Tr	51 Windemere Cir	Tyngsborough MA 01879
004-0010.B	14 Woods Lane	Eaton Mark D Tr & Patricia A Tr, MD Eaton Rev Tr & PA Eaton Rev	14 Woods Lane	Lancaster MA 01523
004-0010.C	11 Woods Lane	Maguire David Julie	11 Woods Lane	Lancaster MA 01523
004-0010.D	15 Woods Lane	Eaton Mark D Tr & Mark D Eaton Rev Tru	14 Woods Lane	Lancaster MA 01523
004-0010.E	19 Woods Lane	Boxboro International LLC	901 Ponce De Leon Blve, Suite 204	Coral Gables FL 33134
004-0010.F	23 Woods Lane	Peters John & Lefebvre Deborah	23 Woods Lane	Lancaster MA 01523
004-0010.G	27 Woods Lane	Daries Sandra M	27 Woods Lane	Lancaster MA 01523
004-0010.H	31 Woods Lane	Bhatia Anu J & Shilpa Ramesh Kondadasula	31 Woods Lane	Lancaster MA 01523
004-0010.I	35 Woods Lane	Pawar Yogesh B	35 Woods Lane	Lancaster MA 01523
004-0010.J	39 Woods Lane	Bernasconi Jorge U	39 Woods Lane	Lancaster MA 01523
004-0010.K	43 Woods Lane	Dauphinanais Deborah Ann	39 Woods Lane	Lancaster MA 01523
004-0010.L	18 Woods Lane	Lutz David A	43 Woods Lane	Lancaster MA 01523
004-0010.M	22 Woods Lane	Menezes Renato R Eni	18 Woods Lane	Lancaster MA 01523
004-0010.N	26 Woods Lane	Melgaard Christine I	22 Woods Lane	Lancaster MA 01523
004-0010.P	30 Woods Lane	Horne Debora A & Barbara A Dorr	26 Woods Lane	Lancaster MA 01523
			30 Woods Lane	Lancaster MA 01523

Town Administrator Report

TOWN ADMINISTRATOR's REPORT

9/08/2021

Legal Services RFP

The RFP for Legal Services has been sent to a list of law firms provided by HR, as well as advertised in the Good and Services bulletin, the MMA Beacon and on the Town website responses are due back 11/8/2021 at 4pm.

OPEB Returns

The Town has now earned over \$1 million in income from the OPEB Trust Fund, with investments from the Public Reserves Investment Trust (PRT) fund. The Town itself has contributed \$1,942,838. The current OPEB Trust value is \$3,048,145 as of June 30, 2021.

Potential STM Articles

With the Board looking to have a Special Town Meeting in October I have compiled a preliminary list of potential articles for inclusion in the Warrant

- 1) Police Chief Removal from Civil Service
- 2) NGRID Easement for Electric Vehicle Charging Stations
- 3) Potential Zoning Change (N. Lancaster)
- 4) Lunenburg Road Discontinuance
- 5) Capital Items(s)
 - a. Water Meters (DPW) \$250,000
 - b. Cemetery Tree Cutting (Historical Commission) \$15,000
 - c. MRE/LBMS Boiler (NRSD) \$100,000

Vaccination Clinics

The Board of Health has scheduled vaccination clinics on the following dates:

September 13, 14 October 4, 5 and 13. All those in need of a vaccination are encouraged to attend.

Cultural Council Appointments

The Lancaster Cultural Council currently has 3 members which is in-sufficient to be able to vote to allocate funds under the Massachusetts Cultural Council. The Town must have a minimum of 5 members to be able to vote and approve requests and we should expand the recruitment efforts. Applicants are limited to two (2) three (3) year terms.

TOWN ADMINISTRATOR's REPORT

9/08/2021

OPENGOV

We received permission through CARES to implement the OPENGOV software platform. This is part of the Goals and Objectives to make information more easily accessible to residents. The budgeting and financial module we are utilizing will make data easier to access and understandable for residents not directly involved with municipal finance. It will also provide a more clear and transparent way to get

information, without having to go through town staff. The 1-time conversion cost is \$56,000. We expect to have to "draft" ready for deployment by 12/31/21.

ARPA

As part of the potential ARPA (American Rescue Plan Act of 2021) one of the funding categories is Water Infrastructure (along with sewer and broadband). In working with the DPW they have prepared a potential list of water line main replacements. This is not a prioritized list since the amount of line replacement would depend on funds allocated.

Orlando Pacheco

From: REGS@sec.state.ma.us
Sent: Thursday, August 26, 2021 10:10 AM
To: Orlando Pacheco
Subject: Publish Date Assigned to Goods and Services

A publish date of 8/30/21 has been assigned to your Goods and Services submission with description of:

The Town of Lancaster, through its Board of Selectmen, hereby solicits proposals for the provision of general and specialized Massachusetts municipal legal services for a one year term effective 1/1/22

Town of Lancaster OPEB Funds in SRBTF

Net of Fees Returns as of July 31, 2021

		Calendar									
		MKT \$ (000)	%	Month	QTR	FY '22	YTD	1 Year	3 Year	5 Year	10 Year Inception
TOWN OF LANCASTER											
		3,160	100%	0.76	0.76	0.76	12.05	26.49	11.53	11.04	9.36
SRBTF OPEB MASTER TRUST											
		3,160	100%	0.76	0.76	0.76	12.05	26.49	11.53	11.05	
POLICY BENCHMARK											
		0.70	0.70	0.70	0.70	0.70	7.96	18.11	9.88	9.64	

Inception date: October 1, 2014

TRANSACTION DATE	AMOUNT
11/1/2019	\$300,000.00
11/29/2017	\$491,838.00
6/30/2017	\$151,000.00
6/1/2016	\$170,000.00
10/1/2015	\$415,000.00
10/1/2014	\$415,000.00

Orlando Pacheco

From: Tracy Gagnon
Sent: Thursday, August 19, 2021 11:29 AM
To: John-F; Jeff Paster; kholden.lancaster.boh@gmail.com
Cc: Debra Dennis; Orlando Pacheco; Kathi Rocco
Subject: Dates of upcoming clinics

Please mark your calendars-we will be making posters to distribute but in meantime:

Location	Day/Time	Type
Mary Rowlandson Elementary-Gym	Tues., 8/31 1-6p	COVID-19 12+ Community Event Mobile Clinic Staffing
Clinton High School-Gym	Mon., 9/13 1-6pm* Mon., 10/4 1-6pm*	COVID-19 12+ *Community Event 2:30-6pm Mobile Clinic Staffing
Luther Burbank Middle School-Gym	Tues., 9/14 4-6pm Tues., 10/5 4-6pm	COVID-19 12+ Community Event Mobile Clinic Staffing
The College Church-ground floor	Wed., 10/13 12-6pm	Flu Clinic all ages (with other possible vaccines-stay tuned) Community Event Nashoba Associated Boards of Health and Rite Aid Collaboration

Tracy Gagnon



Town of Lancaster- COVID-19 Coordinator
(978) 365-3326 x 1078
tgagnon@lancasterma.net
Pronouns I use: she/her/hers

Together We Can, Lancaster!

Get the Vax! <https://vaxfinder.mass.gov>

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.

Lancaster Cultural Council is Seeking Volunteers

The Massachusetts Cultural Council (MCC) distributes funds to local and regional cultural councils for distribution in their communities. Lancaster Cultural Council (LCC) reviews applications for local grants and distributes the MCC funds to Individuals, schools, and cultural organizations for after school programs, concerts, festivals, lectures, theater, dance, music etc.

If you have a background or interest in cultural arts and can commit to a small but important volunteer position in our community, please consider the Cultural Council. There are usually 3- 6 meetings per year, primarily in the fall after grant applications are received; the term is for 3 years. Brief on-line training is also required by MCC but we can help you with that!

If you are interested serving on the Lancaster Cultural Council, please send a statement of interest to Kathi Rocco at krocco@lancasterma.net

Proposed Water Main Replacement

Chace Hill Road	3,000 ft
Moffett Street	2,400 ft
Harvard Road	6,000 ft
Neck Road	2,100 ft
Ponakin Road	3,500 ft
Schumacher Road	1,700 ft
Kilbourn Road	850ft
Parker Road	850 ft

ADMINISTRATION, BUDGET AND POLICY

#1

IX. IMPLEMENTATION

BACKGROUND

In the summer of 1941, just prior to the United State's involvement in World War II, "A Preliminary Country Life Report for the Town of Lancaster" was distributed¹, prepared by a town committee. It greatly resembles a master plan, although it is not so-titled. Just like this *Plan*, it featured a division of the Town into four kinds of policy areas, made future projections, framed goals for the Town and policies for the districts, and then recommended a series of just ten specific actions. The central thread through the document and the actions was preservation of the viability of the Town's agricultural industry in order to preserve the fundamental nature of the Town.

One of the 1941 report's recommendations was for the adoption of zoning. Nine years elapsed between the report's publication and the town's adoption of zoning in 1950. None of the nine remaining recommendations, which included such familiar ideas as creation of a recreation center for young people, appear to have been implemented. However, if that 1941 report importantly contributed to the climate of opinion that supported adoption of zoning in 1950, then perhaps the effort of the study was well justified.

Much has changed since 1941, including our understanding of how to improve the chances of achieving implementation of planning proposals. Plan documents don't implement themselves. Implementation of each specific action item requires an initiator, which can be an individual or an organization, in or outside of Town government, who brings it forward for action efforts. It also requires a proposal developer, again an individual or an organization, able to move the proposal forward from being only a briefly outlined direction into an actionable item, ready for a town meeting warrant or other decision-making point.

Implementation ideally doesn't await final completion of a comprehensive plan, even though the essence of such plans is to make connections across topical areas. Much can be gained from early action through how that can improve understanding and minimize the "propose/dispose" dichotomy which too often damages plan accomplishments

¹ Country Life Committee of Lancaster, "A Preliminary Country Life Report for the Town of Lancaster," August, 1941.

Reflecting that recognition, this Master Plan program has already included a number of steps towards implementation. First, several action items were taken to the first level of development as actionable items early in the program in order to meet requirements of a funding source, to gain understanding about the topics, and to address current concerns. As a result, first drafts of a number of items have been prepared. They include revised versions of Flexible Development and Major Residential Development provisions, new inclusionary zoning, earth products removal control, and town center zoning provisions. They also include a cluster of items related to support for agriculture: creation of an Agricultural Commission, a Right to Farm bylaw, zoning provisions for Agricultural Protection and Resource Protection.

Further, the program has budgeted time and funds for the initial development of a few further items towards being at an actionable level. The selection of those will be made reflecting the understanding hoped to be gained through the public hearing on this plan.

Choices also need to be made regarding how to structure the process for *Plan* implementation beyond the currently committed program. Some communities leave implementation initiatives to their planning boards. Some others create a special Plan Implementation Committee which acts as an initiator and developer for actions outlined in the plan.

Either a planning board or a special committee can and should also act as an advocate for policies and perspectives as well as initiating actions on specific proposals. Such should include long range and comprehensive viewpoints being taken on actions over time. The Board or committee should also act to gain incorporation of the learning from later actions into revisions to the Master Plan, making it truly the dynamic instrument which it should be.

It is often noted by planners that the half-life of a comprehensive plan is about five years. Comprehensive plan updates each five years are mandated by many states, including all New England states other than Massachusetts, and has been proposed by those seeking reform of Massachusetts planning law. Five-year updates of open space and recreation plans is required for state or federal grant eligibility for those topics. The American Planning Association's model for state planning legislation calls for a five-year major review of local comprehensive plans and their complete replacement after ten years. That further reinforces the concept of a master plan as a dynamic reference, not a static one.

To help in consideration of how to move forward with further implementation steps, the following table lists the action items currently contained in the *Master Plan*, noting the chapter of the *Plan* in which it is first suggested (some are repeatedly suggested, but not all repetitions are listed).

should be the lead in initiating and developing those actions. Actions upon which other actions depend or which are critical to a current issue are entered in boldface type. That doesn't mean that those are the most important actions, but rather just that delay for them could prove to be more costly than for others.

The table also indicates in the third column a tentative identification of the organization which

LANCASTER MASTER PLAN IMPLEMENTATION

(**Boldface type** denotes actions upon which others depend or are critical to a current issue).

ACTION	CHAPTER	LEAD
ORGANIZATION AND FINANCE		
Explore organizational change re sewerage.	Community Facilities	Selectmen
Create a Housing Partnership	Housing	Selectmen
Create an Economic Development Task Force	Economic Develop	Selectmen
Revise capital planning to explicitly reflect adopted plans.	Land use	Selectmen
Revisit participation in the Community Preservation Act	Housing	Selectmen
Create an Open Space and Recreation Coordinating Committee	OS, NR, Recreation	Selectmen
Assign above Committee to recommend use for available Town land.	OS, NR, Recreation	Selectmen
Adopt policy: no-degradation of pedestrian access to be allowed to result from road construction	Circulation	Selectmen
Expand recycling	Community Facilities	Selectmen
Explore joining a regional consortium for housing funding.	Housing	Planning Board
FACILITIES AND OTHER EXPENDITURES		
Pursue Mary Rowlandson school expansion	Community Facilities	School Dept
Reconstruct key intersections	Circulation	DPW
Railroad crossing gates	Circulation	DPW
Sidewalks on all major roads	Community Facilities	DPW
Tercentenary (or other) Building for a senior/community center	Community Facilities	Selectmen
Town Hall improvements	Community Facilities	Selectmen
Library improvements	Community Facilities	Selectmen
Other improvements.	Community Facilities	Selectmen
Explore creation of a Lancaster history museum	Historic, cultural	Historic Commission
Pursue various land acquisitions and restrictions	OS, NR, recreation	Conservation Comm
Improve trails and related facilities	OS, NR, recreation	Conservation Comm
Develop Nashua River canoe launch off Bolton Road	OS, NR, recreation	Conservation Comm
Pursue the NRWA plan's proposals	OS, NR, recreation	Conservation Comm
Develop new recreation fields	OS, NR, recreation	Recreation Comm
Approach MA Youth Soccer re occasional Town use	OS, NR, recreation	Recreation Comm
Improve Town beach facilities & functions	OS, NR, recreation	Recreation Comm
STUDIES AND PLANS		
Resolve wastewater management for North Lancaster	Land use	Selectmen
Study leveraging the Route 2/Rte 70 aggregation's magnet.	Economic Develop	Econ Dev Task Force
Integrate zoning & infrastructure planning along Route 2	Economic Develop	Planning Board

ACTION	CHAPTER	LEAD
Pursue Town Center, seek zoning, do other studies.	Land use	Planning Board
Prepare and follow a Planned Housing Production Plan.	Housing	Planning Board
Explore telecommunications as a tool for economic development.	Economic Develop	Planning Board
Explore new road alignments.	Circulation	Selectmen
Explore a gym and recreation center	OS, NR, recreation	Selectmen
Explore water supply and distribution improvements	Community Facilities	DPW
Pursue sewerage system Infiltration & Inflow	Community Facilities	DPW
Devise strategies for historic property preventive maintenance.	Historic, cultural	Historic Commission
Explore historic bridges as historic attractions	Historic, cultural	Historic Commission
LAND USE REGULATIONS		
Make trip generation a permit consideration under zoning.	Circulation	Planning Board
Parking buffer controls in zoning.	Circulation	Planning Board
Adopt Earth Products Overlay	Land use, Ec Dev	Planning Board
Get town meeting vote on Policy Areas	Land use	Planning Board
Modernize regulations for the Enterprise Areas	Land use, Ec Dev	Planning Board
Develop context-sensitive subdivision regulation standards	Circulation	Planning Board
Revise road classifications under zoning.	Circulation	Planning Board
Pursue bike accommodations.	Circulation	Planning Board
Oblige developments to provide pedestrian & bike accommodations.	Circulation	Planning Board
Explore "inclusionary" approaches	Housing, Land use	Planning Board
Explore expanding locations allowing multi-family housing.	Housing, Econ Dev, Land use	Planning Board
Update multifamily zoning rules.	Housing, Land use	Planning Board
Explore village overlay district.	Housing, Land use	Planning Board
Adopt Estate Preservation rules.	Housing	Planning Board
Authorize accessory dwelling units	Housing	Planning Board
Reconsider rate of development provisions.	Housing	Planning Board
Adopt continuing housing affordability rules.	Housing	Planning Board
Adopt means of assuring housing energy affordability.	Housing	Planning Board
Adopt agriculture-friendly zoning changes.	Land use, Econ Dev	Planning Board
Reconsider zoning rules and mapping for business town-wide.	Land use, Econ Dev	Planning Board
Revise Subdivision Regulations	Land use	Planning Board
Undertake "Dover Amendment" zoning enhancement re "exempt" institutional uses.	Land use	Planning Board
Revise site plan criteria, give business development "points" for creating open or recreation space.	OS, NR, recreation	Planning Board
GENERAL REGULATIONS		
Explore water demand management approaches	Community Facilities	DPW
Designate truck routes	Circulation	DPW
Recalibrate water fees so developers provide mitigation funds for water system improvements.	Community Facilities	DPW
Pursue a local historic district.	Historic, cultural	Study Committee
Adopt demolition-delay bylaw	Housing	Historic Commission
CONTINUING EFFORTS		
Safety-oriented enforcement, education, exhortation	Circulation	Selectmen
"Adopt-a-street" program	Circulation	Selectmen

ACTION	CHAPTER	LEAD
Enhance communication between town & citizens	Community Facilities	Selectmen
Create a “partnership” approach to development.	Land Use	Selectmen
Allow Conservation & Recreation Commissions priority for Town-owned lands before private use	OS, NR, Recreation	Selectmen
Work with MRPC re regional efforts at trip reduction.	Circulation	MRPC reps
Link business and the natural and cultural landscape.	Economic Develop	Econ Dev Task Force
Public education re preservation	Historic, cultural	Historic Commission
Seek grants or other funds to preserve cemeteries and bridges.	Historic, cultural	Historic Commission
Encourage participation in the APR program.	OS, NR, Recreation	Conservation Comm

January 26, 2007 PLAN IMPLEMENTATION ELEMENT.DOC

TOWN OF LANCASTER

ECONOMIC DEVELOPMENT PLAN



Prepared by: Montachusett Regional Planning Commission
(MRPC)
Funded by: Commonwealth of Massachusetts
District Local Technical Assistance Program

JANUARY 2015

Table of Contents

Section 1: Introduction.....	3
Section 2: Assessment Of Lancaster’s Current Economic Base	4
Lancaster’s Labor Force	4
Measures of Wealth.....	4
Journey to Work.....	5
The Number and Types of Jobs in Lancaster	6
Education	8
Economic Sector Contribution to Local Tax Base	9
Chapter 43D Sites.....	12
Section 3: Development Potential	14
Section 4: Proposals and Recommendations.....	17
Attachment 1: Development Potential Map	21
Attachment 2: Preliminary Market Analysis – ESRI Bao Analysis	23

Section 1: Introduction

In March 2014, the Town of Lancaster submitted a request for District Local Technical Assistance (DLTA) service from the Montachusett Regional Planning Commission (MRPC). MRPC awarded DLTA to the Town of Lancaster on March 26th, 2014 to draft an Economic Development Plan with assistance from the Town of Lancaster Planning Director. The DLTA program provides technical assistance at no cost to the Town of Lancaster. The study was funded through the Massachusetts Department of Housing and Community Development (DHCD). The DLTA program was established by Chapter 205 of the Acts of 2006, which enables staff of Regional Planning Agencies (RPAs) such as MRPC to provide technical assistance to communities for projects meeting certain criteria determined by the Commonwealth of Massachusetts. MRPC is a unit of regional government created under the General Laws (MGL Chapter 40B, Sections 1-8). Regional planning commissions (agencies) provide planning advisory services and technical assistance to its 22 member communities.

This Economic Development Element consists of an inventory and analysis of economic data, and recommendations to identify policies and strategies for the expansion or stabilization of the local economic base and the promotion of employment opportunities. Moreover, MRPC GIS staff took a look at and mapped the environmental and development characteristics of all zoning districts within the community including undevelopable acres with absolute and partial development constraints, developed acres, and developable acres. Results can be found in Section 3 of this report. This is followed by proposals and recommendations for Lancaster to promote economic development while retaining community character.

Section 2: Assessment Of Lancaster's Current Economic Base

Lancaster's Labor Force

As can be seen in Table 1 below, the number of employed Lancaster residents peaked in the year 2011 (3,275 persons employed). Since 2011, employment decreased slightly to 3,199 persons employed in the year 2013. Conversely, Lancaster's local unemployment rate increased from a low of 4.3% in 2001 to a high of 9.1% by the year 2009; Lancaster's unemployment rate increased since the year 2001 and saw a big jump in unemployment between 2008 (5.6%) and 2009 (9.1%). Since 2009, the unemployment rate has declined slowly to 7.1% for the year 2013.

Of course Lancaster's unemployment rate is closely tied to that of the state and the nation as a whole, both of which saw similar increases in unemployment. However, it should be noted that Lancaster's unemployment rate has been consistently higher than that of the state, suggesting that Lancaster residents have been much more prone to layoffs than other communities when the state's economy declines. Recently there has been some improvement in the national and state unemployment rates and this is expected to continue, albeit slowly. While the economy continues to struggle, higher education and vocational training in Lancaster should be a priority.

Table 1
Lancaster's Labor Force, Employment Numbers and
Unemployment Rate over Time vs. the Unemployment Rate for the State

Year	Labor Force	Employed	Unemployed	Unemployment Rate	State Unemployment Rate
2013	3,443	3,199	244	7.1%	6.9%
2012	3,446	3,206	240	7.0%	6.7%
2011	3,533	3,275	258	7.3%	7.4%
2010	3,557	3,246	311	8.7%	8.5%
2009	3,114	2,830	284	9.1%	8.2%
2008	3,082	2,908	174	5.6%	5.3%
2007	3,166	3,008	158	5.0%	4.5%
2006	3,150	2,978	172	5.5%	4.8%
2005	3,053	2,887	166	5.4%	4.8%
2004	3,050	2,850	200	6.6%	5.2%
2003	3,017	2,808	209	6.9%	5.8%
2002	2,980	2,797	183	6.1%	5.3%
2001	2,913	2,787	126	4.3%	3.7%

Source: MA Department of Labor and Workforce Development

Measures of Wealth

There are measures of wealth that reflect the health of the local economy by describing the incomes of local residents: per capita, median household and median family incomes, as well as the percent of people for whom poverty status was determined. Per capita income is equal to the total incomes generated by a population divided by the number of persons in that area. Communities with higher

number of persons per household or smaller household incomes would likely have smaller per capita income figures. The per capita income for the State of Massachusetts was \$35,485, while that of Lancaster was just \$30,150, significantly below the State average. Lancaster's per capita income was also lower than that of Lunenburg, Clinton, Sterling, and Harvard but it was higher than Shirley.

Table 2
Measures of Wealth
Lancaster and Neighboring Communities

Community	Per Capita	Median Household	Median Family	Below Poverty
Lancaster	\$30,150	\$77,321	\$87,679	10.2%
Shirley	\$24,653	\$69,750	\$81,118	11.5%
Lunenburg	\$35,944	\$78,452	\$92,292	5.2%
Clinton	\$30,567	\$66,308	\$83,135	9.5%
Sterling	\$42,211	\$102,847	\$115,658	2.2%
Harvard	\$53,284	\$144,143	\$155,972	6.3%
Bolton	\$54,018	\$140,439	\$151,563	2.8%
State	\$35,485	\$66,658	\$84,380	11.0%

Source: American Community Survey 2008-2012 Estimates

Another measure of wealth in a community is its median income, which is based on the type of household. In Table 2, family incomes are differentiated from other household incomes. For example, a single student living alone is considered a household but not a family. According to the American Community Survey 2008-2012 Estimates, Lancaster's median household income (\$77,321) is higher than Shirley (\$69,750) and Clinton (\$66,308) and slightly lower than Lunenburg (\$78,452) but substantially lower than Sterling (\$102,847) and Harvard (\$144,143). However, it should be noted that the median household income and median family income for Lancaster (\$77,321 and \$87,679 respectively) is above the state rate for both categories (\$66,658 and \$84,380 respectively). In terms of poverty, there is less in Lancaster (10.2%) than Shirley (11.5%) and the state (11.0%) but more than in Clinton (9.5%) and substantially more than Harvard (6.3%), Lunenburg (5.2%) and Sterling (2.2%).

Any effort to increase economic activity in Lancaster should focus on increasing wages and creating new jobs for the Lancaster labor force. There are some ways in which economic development efforts can support these goals. They include attracting and retaining businesses with good-paying jobs; stabilizing residential property tax rates; encouraging local entrepreneurship, and providing social services, such as subsidized daycare and pre-schools to support single-parent families and households with two working parents.

Journey to Work

According to the American Community Survey 2012 estimates, 99.3% of Lancaster's workforce worked in Massachusetts, 65.7% worked in Worcester County, and about 3.6% worked in Lancaster (not including those who work at home). Using data from the 2000 Census and 2012 ACS Estimates, a comparison can also be made on the following page as to how Lancaster's workforce gets to work and how its commuting patterns have changed during the past twelve years.

	<u>2000</u>	<u>2012</u>
Drove Alone	79.1%	82.7%
Car-Pooled	7.1%	7.9%
Walk/Bike	7.3%	2.9%
Public Transit	0.3%	.9%
Worked at Home	5.4%	5.3%
Other Means	0.8	0.3%

Reviewing the figures above, it is interesting to note that the “driving to work alone” category actually increased in Lancaster over the past decade as did car-pooling, and Public Transit. “Walk/Biking to Work” showed a rather significant decline from 7.3% in the year 2000 to just 2.9% in 2012. The town should and is focusing attention on walkability issues and is currently taking a proactive step by initiating the development of a Village District Bylaw and a Complete Streets Study to be conducted by MRPC this year.

As indicated in the Table below, the mean travel time to work for Lancaster’s residents is 26.9 minutes, slightly lower than the Massachusetts average (27.7), but a little higher than the national average of 25.4 minutes.

Table 3
Travel to Work

Mean Travel Time to Work	
Community	Minutes
Lancaster	26.9
Massachusetts	27.7
U.S.	25.4

Source: US Census 2008-2012 Five Year Estimates

Of notable interest, the mean travel time to work by total means of transportation increased in every community in the Montachusett Region from 1990 to 2000 and Lancaster was no exception as travel time increased substantially from 20.3 minutes to 26.2 minutes. This could be attributed, at least in part, to the dramatic increase in real estate prices during this time span, widening the gap between income and purchase price. Historically, the average house price in Central Massachusetts where Lancaster is located has been lower than state averages so that housing stock remained relatively affordable. This, along with the town’s scenic beauty and attractive quality of life, brought homebuyers who were willing to travel greater distances to work.

The Number and Types of Jobs in Lancaster

The Massachusetts Division of Unemployment Assistance (DUA) is the State entity in charge of tracking the changes taking place in the various sectors of the State’s economy at both the state and local levels. The table below presents the changes that took place in Lancaster’s local economy from 2008 to 2012. The number of establishments increased during this five year period by 6 (or 3.3%) and employment

increased by 69 workers or 3.4% of the employment base in Lancaster. The largest loss in employment did not occur during the height of the economic recession between 2008 and 2011 but instead decreased by 101 jobs between 2011 and 2012 along with a loss of 12 establishments. Historically speaking, the cyclical nature of the regional economy has resulted in Lancaster gaining jobs during one decade, losing jobs the next, and so on although the recent economic downturn has been nationally recognized as the most severe in decades.

Total wages has been increasing steadily and some good news is that average weekly wage increased by 11.8% during the period even despite the loss of employment and establishments between 2011 and 2012. In contrast, the Consumer Price Index for the nation increased by about 6.5% during the period, indicating that wages in Lancaster increased somewhat faster than inflation. As a result, employed consumers might have a little more disposable income to spend locally and spread more dollars throughout the economy.

Table 4
Employment and Wages in Lancaster

	2008	2009	2010	2011	2012	Change	
Establishments	182	183	194	200	188	+ 6	3.3%
Total Wages (Millions \$)	\$72.7	\$74.7	\$80	\$81	\$84	+ \$11.3	15.5%
Average Employment	2,006	2,111	2,176	2,176	2,075	+69	3.4%
Average Weekly Wage	\$697	\$681	\$708	\$720	\$779	+ \$82	11.8%

Source: Massachusetts Division of Unemployment Assistance

Table 5 provides information on the type of jobs found in Lancaster. The largest number of jobs is found in Education and Health Services, with about 809 education and Health Services jobs, or about 39% of all jobs in Lancaster – however, it should be noted that since 2010 there has been a reduction of 306 jobs in this sector. Besides Education and Health Services, strengths of the local economy include Trade, Transportation and Utilities (373 jobs in 2012), Manufacturing (266 jobs) and Professional and Business Services (183 jobs). Results of the recession can be seen in the loss of jobs in Financial Activities, Leisure and Hospitality, and as previously noted, Education and Health Services.

Table 5
Lancaster Workforce by Sector

	2008	2009	2010	2011	2012	Change
Construction	104	80	98	100	78	-0.25%
Manufacturing	207	193	197	244	266	28.5%
Trade, Transportation and Utilities	118	248	299	316	373	216.1%
Financial Activities	27	32	26	19	15	-445%
Professional and Business Services	92	109	110	160	183	98.9%
Education and Health Services	1,078	1,102	1,115	998	809	-25%
Leisure and Hospitality	184	162	162	173	169	-8.2%
Other Services	94	117	98	97	101	7.5%
*Total All Industries	2,006	2,111	2,172	2,176	2,075	34.4%

Source: Massachusetts Division of Unemployment Assistance

**Not all industry category data is published by the MA DUA due to the confidentiality of those industries.*

Table 6 allows for a comparison of the number of jobs in neighboring towns. The Table also provides 2012 employment and wages to compare Lancaster with neighboring communities.

Table 6
Employment and Wages
Year 2012 Comparison

	Lancaster	Shirley	Lunenburg	Clinton	Sterling	Harvard	Bolton
Establishments	188	151	237	334	237	169	145
Total Wages (Millions \$)	\$84	\$150	\$88.8	\$202	\$102	\$53	\$71.4
Average Employment	2,075	2,559	2,167	4,398	2,422	906	1,312
Average Weekly Wage	\$779	\$1,130	\$788	\$884	\$811	\$1,129	\$1,047

Source: Massachusetts Division of Unemployment Assistance

Table 6 indicates that Lancaster has more establishments than Shirley and Harvard but less than Lunenburg, and Sterling – and, significantly less than Clinton which is not surprising. Over \$84 Million was earned in wages in Lancaster in 2012 – less than its neighbors with the exception of Harvard and Bolton. As a result Lancaster also has fewer employees than communities with higher total wages as well. Moreover, the average weekly wage is lower than communities with higher total wages. To improve its economy, the town should strategize and seek to diversify its economy by attracting higher paying jobs.

Education

As shown in Table 8 below, residents with a high school diploma, but no higher education, represent the largest segment of the Lancaster population (26.3%) in terms of educational attainment –this is more than Sterling (21.8%) and Harvard (16.5%) and the state (25.9%). The second largest group (19.1%) has some college education, followed by residents with a Bachelor's degree (17.7%) and a Graduate Degree (16.6%).

The state percentages reveal how the population in Lancaster compares to the overall state population in terms of educational attainment. As in Lancaster, the largest segment contains those with a high school diploma, but no higher education (25.9%). However, the second largest group is those with a bachelor's degree (22.2%) followed by those with a graduate degree (16.8%).

The state data contains slightly higher numbers in the groups of the upper echelon of the educational attainment spectrum than the Lancaster data since 39% of the state's population is reported to have a Bachelor's or Graduate Degree – a little more than the rate of Lancaster (34.3%). Although the difference between Lancaster and the state is not substantial, the difference could be due in part that more Lancaster residents might be attending a trade school (Montachusett Technical Vocational is located in nearby Fitchburg) or obtaining a two year degree at Mount Wachusett Community College.

Table 7
Educational Attainment
Population 25 Years and Over

Amount of School	Lancaster	Shirley	Lunenburg	Clinton	Sterling	Harvard	Bolton	State
No High School Diploma	10.1%	17%	7%	13.8%	4.3%	4.5%	2.2%	10.9%
High School Diploma	26.3%	33.6%	27.7%	29.3%	21.8%	16.5%	17.1%	25.9%
Some College, No Degree	19.1%	21.6%	19.2%	17.8%	14.3%	12.7%	10.8%	16.6%
Associate's Degree	10.3%	5%	11.6%	8.1%	7.2%	4.7%	5.6%	7.7%
Bachelor's Degree	17.7%	14.4%	22.9%	21.3%	30.1%	27.6%	33.1%	22.2%
Graduate or Prof. Degree	16.6%	8.5%	11.6%	10.8%	22.2%	32.9%	31.2%	16.8%

Source: American Community Survey 2008-2012 Estimates

There are numerous public school districts within the region educating young persons from pre-kindergarten through high school and private schools educating residents at approximately the same age levels. The area also has new charter schools. As previously indicated, Montachusett Technical Vocational High School is located in Fitchburg offering trade school curriculum at the high school level. Located in Gardner/Leominster/Devens, Mount Wachusett Community College (MWCC) offers two-year programs while Fitchburg State University offers four-year programs. In addition, there are many private sector educational operators offering training courses. The North Central Massachusetts Workforce Investment Board, Inc. promotes the economic and social welfare of the region through education, employment and training programs that increase employability of young people and adults.

Economic Sector Contribution to Local Tax Base

In fiscal year 2014 Lancaster levied a total of \$14,898,360 in taxes, based on a local tax rate of \$18.91 per \$1,000 of assessed valuation. Lancaster homeowners accounted for roughly 86.6% of the total tax base (\$12,904,495) while the business and industries accounted for 10.9% (\$1,628,886). The remainder (2.5%) was derived from taxes on personal property (\$364,979). The next two tables look at how Lancaster compares to its adjacent neighbors in terms of commercial and industrial tax base.

Table 8
Commercial Tax Base Comparison

Community	FY2014 Tax Rate	Commercial Taxes Levied	Assessed Valuation	% Total Tax Levy
Lancaster	18.91	1,003,345	53,058,979	6.7%
Shirley	16.75	303,300	18,107,458	3.3%
Lunenburg	17.99	1,146,276	63,717,379	5.7%
Clinton	30.19	2,115,300	70,066,258	10.8%
Sterling	16.93	652,063	38,515,235	4.2%
Harvard	17.09	579,165	33,889,096	3.2%
Bolton	21.20	859,996	40,565,856	4.6%

Source: Department of Revenue

The previous table indicates that Lancaster's commercial sector raises the second highest percentage of tax dollars when compared to neighboring communities, with Clinton, the more urbanized community in this area of the region, raising the highest percentage. Lancaster's Assessed Valuation and Commercial Taxes Levied are third highest behind Clinton and Lunenburg.

Table 9
Industrial Tax Base Comparison

Community	FY2014 Tax Rate	Industrial Taxes Levied	Assessed Valuation	%of Total Tax Levy
Lancaster	18.91	625,541	33,079,900	4.2%
Shirley	16.75	381,784	22,793,100	4.2%
Lunenburg	17.99	361,450	20,091,700	1.8%
Clinton	30.19	1,864,299	61,752,200	9.5%
Sterling	16.93	858,960	50,736,000	5.5%
Harvard	17.09	41,409	2,423,000	0.2%
Bolton	21.20	240,747	11,356,000	1.3%

Source: Department of Revenue

The table above indicates that Lancaster raises more tax dollars from its industrial sector than Shirley, Lunenburg, Bolton, and Harvard but fewer than Clinton and Sterling. Lancaster's combined commercial and industrial annual tax levy makes up about 10.9% of their overall tax base. While these comparisons seem somewhat favorable for Lancaster in terms of Commercial and maybe a little less so in terms of Industrial, it should be noted that the Town has more potential and needs to maintain and expand upon this and do better to avoid residential property taxes accounting for a higher percentage of the Town's total tax base into the future. In order to do so, the Town should devise a comprehensive economic development strategy.

Table 10
Lancaster's Tax Levy 2007-2014 (with rate)

Fiscal Year	Tax Rate	Residential	Commercial	Industrial	Personal Property	Total
2007	\$13.77	10,450,258	594,529	310,756	212,043	11,604,123
2008	\$13.64	10,853,739	694,430	359,894	216,610	12,124,673
2009	\$14.84	11,192,445	778,989	437,284	266,621	12,675,339
2010	\$16.07	11,710,695	776,863	477,393	309,292	13,274,243
2011	\$17.13	12,124,089	860,493	477,230	334,879	13,796,691
2012	\$17.94	12,335,833	909,492	572,491	329,846	14,147,662
2013	\$19.08	12,422,592	969,915	622,962	375,796	14,391,265
2014	\$18.91	12,904,495	1,003,345	625,541	364,979	14,898,360

Source: Department of Revenue

The previous table highlights the change in tax rate, and change in total levied taxes for Lancaster from 2007-2014. From 2007- 2014 the tax rate increased from \$13.77 to \$18.91 and the Town was able to generate increases in overall levied taxes due to increases in the residential/commercial/industrial sector as well as personal property. Currently, Lancaster's tax rate is \$18.91, higher than surrounding towns with the exception of Clinton.

On the following page is the FY 14 tax rate by class for each community within the Montachusett Region as well as the Average Single Family Tax Bill. Five Montachusett communities have a higher residential tax rate than Lancaster while 16 have a lower residential tax rate. In regards to the Average Single Family Tax Bill, just two (2) communities are higher (Groton and Harvard), while nineteen (19) communities have a lower Average Single Family Tax Bill.

Table 11
FY 14 Tax Rate by Class/
Average Single Family Tax Bill for
Montachusett Region Communities

Community	Tax Rate by Class			Average Single Family Tax Bill
	Res	Comm.	Ind.	
Ashburnham	19.83	19.83	19.83	3997
Ashby	19.10	19.10	19.10	3802
Athol	18.43	18.43	18.43	2373
Ayer	14.08	28.55	28.55	3749
Clinton	16.15	30.19	30.19	3500
Fitchburg	19.83	26.32	26.32	3078
Gardner	18.87	18.87	18.87	3056
Groton	17.83	17.83	17.83	6857
Harvard	17.09	17.09	17.09	9341
Hubbardston	14.52	14.52	14.52	3286
Lancaster	18.91	18.91	18.91	5310
Leominster	18.89	18.89	18.89	3961
Lunenburg	17.99	17.99	17.99	4414
Petersham	15.93	15.93	15.93	3741
Phillipston	16.29	16.29	16.29	3170
Royalston	12.29	12.29	12.29	2057
Shirley	16.75	16.75	16.75	4206
Sterling	16.93	16.93	16.93	4779
Templeton	16.24	16.24	16.24	2722
Townsend	19.57	19.57	19.57	4150
Westminster	18.98	18.98	18.98	4364
Winchendon	15.96	15.96	15.96	2592

Source: Department of Revenue

Chapter 43D Sites

On August 2, 2006, Massachusetts General Law Chapter 43D was signed into law. This program offers communities a tool to promote targeted economic and housing development by providing a transparent and efficient process for municipal permitting, guaranteeing local permitting decisions on priority development sites within 180 days, increasing visibility of the participating community, and targeting development site(s) known as Priority Development Sites (PDS). According to state regulations, a PDS must be:

- Commercially or industrially zoned (including mixed use);
- Eligible for construction of a structure of 50,000 sq. ft. or more;

The Expedited Permitting Program gives a town the ability to promote commercial development on pre-approved parcels by offering expedited local permitting on those parcels. Such development must be primarily commercial however mixed-use properties also qualify for priority designation so long as they conform to the statutory requirements for a priority development site. Other advantages of designating priority development sites in a community include eligibility for and priority consideration for MassWorks funding, priority consideration for other quasi-public financing, brownfields remediation assistance, enhanced online marketing and technical assistance from MassDevelopment and/or the Montachusett Regional Planning Commission.

Projects located on Priority Development Sites continue to have flexibility; the applicant may still apply for permits and approvals under Chapter 40B to the same extent as if the property was not designated as a Priority Development Site. However the provisions of Chapter 43D relating to permit processing and appeals shall not apply to projects seeking permits and approvals under Chapter 40B. A full listing of additional resources concerning Chapter 43D including fact sheets, frequently asked questions, and contact persons can be found at www.mass.gov/mpro.

In the year 2009 there was a majority vote at Lancaster Town Meeting to accept the provisions of Chapter 43D of the MA General Laws, as amended, pursuant to Section 11 of Chapter 205 of the Acts of 2006, and to approve the filing of an application with the Interagency Permitting Board for the designation of land. The Town of Lancaster then designated Lancaster Technology Park; Ascetic Hill Park; Chisholm Property; and Hill Property as Chapter 43D sites.

Section 3: Development Potential

Lancaster has a long list of financial matters (including facility and capital equipment needs) that will need to be addressed during the next decade. If Lancaster's commercial and industrial sectors do not grow and increase their contribution to the local tax base, then it will be up to the homeowners to cover a larger percentage of the Town's annual budget. Simply put, the right mix of commercial development combined with appropriate industrial development will help ease the tax burden on local homeowners while creating jobs and lowering the unemployment rate. Thus the question becomes, what opportunities for appropriate economic development exist for Lancaster? As part of this master plan element, MRPC took a look at the development potential of all districts including the districts where commercial/industrial development can take place in order to gain an assessment of how much they will be able to contribute to the Town's future economic base. Table 12 along with the attached development potential map (See Attachment 1) present this information.

Methodology: An environmental and development characteristics analysis involves two phases: mapping followed by quantification of development. In order to reach accurate results, it is crucial to have the necessary geographical data to perform the initial phase of the analysis. To conduct the analysis, current parcel data from the Town of Lancaster was provided as well as current Zoning coverage. Additionally environmental and land use data was provided by the state GIS (Geographic Information Systems) agency, MassGIS. For the purpose of this analysis the area of Lancaster encompassed by Devens was completely removed.

The first step was to identify lands that have already been developed. Based on MassGIS Land Use data, the categories that are included in "Developed Lands" are participation, spectator, and water recreation, residential, commercial, industrial, transportation, waste disposal, power lines, cemeteries, and urban public/institutional.

With the remaining land, the next step was to compile environmental data, which is a key component to the development potential analysis. Certain environmental elements are considered inappropriate for development and can be either defined as "Absolute Constraints" or "Partial Constraints" for the purposes of the development potential analysis. Absolute constraints are defined as water (as coded by Land Use data), 100 Foot DEP (Department of Environmental Protection) RPA (River Protection Act) Buffers, Slopes >26%, and Permanently Protected Open Space. Partial Constraints are defined as FEMA 100 and 500 year Flood Zones, DEP Wetlands and other limited-protection Open Space. Absolute constraints are completely unsuitable for development, while partial constraints could be developed if pursued in an appropriate manner.

The final category that is determined is "Future Developable Lands". In order to determine what has potential for development, GIS tools are utilized and involve combining all of the currently developed lands and constraints.. This result is a new coverage indicating lands that are developable without any existing development or constraints.

The development potential map depicts all of these data categories (Absolute Constraints, Partial Constraints, Developed Lands, and Future Developable Lands) and provides information for local officials to identify the location and current zoning of future developable lands. GIS tools offer additional useful information by calculating the acreage for each category (Absolute Constraints, Partial Constraints, Developed Lands, and Future Developable Lands) by zoning district. The data provided by the GIS phase of the build-out analysis is then given to the planner who further investigates the future developable lands within the given zoning districts and provides recommendations for development opportunities.

The Table below displays information on existing conditions in Lancaster quantifying acres of land by zoning district for the three categories of Undevelopable, Developed, and Developable Land. It is to be used with the Development Potential Map in **Attachment 1**.

Table 12
Lancaster Development Characteristics by Zoning District

Zoning District	Undevelopable Acres (Absolute Constraints)	Partial Constraints	Developed Acres	Developable Acres not including Acres listed under partial Constraints	Developable Acres including Acres listed under Partial Constraints
Enterprise District	171.09	183.91	42.13	596.29	780.20
EZ-A Retail Sub-District	37.95	62.74	59.88	382.61	445.35
General Industry	13.25	15.15	43.23	33.86	49.00
Light Industry	16.46	25.16	18.09	16.01	41.17
Light Industry 2	13.13	10.27	9.05	40.65	50.93
Neighborhood Business	0.07	7.84	15.42	0.94	8.78
Residential	2,508.66	2,241.61	2,033.07	4,062.22	6,303.83
Residential- Multi Family Permitted	23.93	0.45	83.64	33.46	33.91
Area Not Zoned	2.72	10.96	104.12	88.03	98.99
TOTAL OF ALL ZONING DISTRICTS	2,784.55	2,547.12	2,304.53	5,166.05	7,713.17

Source: MRPC Environmental and Development Characteristics Analysis for the Town of Lancaster, December 2014.

As shown in Table 12, in its entirety about 7,713.17 acres of land in Lancaster is available (not including absolute constraints) for residential, commercial and industrial development. About 2,784.55 acres in Lancaster is made up of absolute constraints and is undevelopable and about 2,304.53 acres is already

developed. The **vast majority of developable land is within the residential district** – not including land listed under absolute and partial constraints, the Residential District has 6,303.83 acres of developable land. Although it should be noted that land locked areas, subdivision control, etc. would reduce the amount of developable land), Section 3 of this plan indicates that there is substantial potential for development. However, in contrast, the Residential – Multi Family Permitted District has just 33.47 acres of developable land.

About 171.09 acres of the Enterprise District is undevelopable, 42.13 acres has been developed, and 780.20 acres is developable with partial constraints (596.29 Acres with no partial constraints). The EZ-A Retail Sub-District follows the Residential and Enterprise Districts with a total of 382.61 acres of developable land with no partial constraints, and General Industry, Light Industry, and Light Industry 2 Districts have about 33.86, 16.01 and 40.65 acres respectively of developable land not including land with partial constraints. So, besides having ample developable land for residential development, the amount of developable land when looking at the non-residential use districts in their entirety is about 1,070.37 acres (not including land with partial constraints), which is much more than that occupied by existing development (187.81 acres) and undevelopable acres (51.96 acres).

If used efficiently, there does seem to be some developable land zoned for commercial/industrial to promote opportunities and enhance economic development. However, commercial and industrial build-out isn't possible without public water/sewer service. Currently, the Town of Lancaster is seeking alternative water sources to supply North Lancaster, which is currently served 100% by private wells. The Town has worked with the Shirley Water District to bring water in and the town will also be speaking with the Lunenburg Water District for the same purpose. Meanwhile, local officials are also working with the town's municipal Water Department to understand the feasibility of supplying North Lancaster with water from a new Lancaster public water supply located off of Route 110 on the Bolton/Lancaster line. The land for this site is owned by the State, which makes the situation a bit more complicated, but not impossible.

As for sewer, the Lancaster Sewer District has no plans to expand into North Lancaster. Because Lancaster sewer waste is received and treated by the Clinton Sewer, there is no possibility of any major expansion in Lancaster. There is a sewer line on Duval Road that comes from Leominster, but further expansions into Lancaster have been denied by the City. However, the town should continue to explore possibilities/opportunities to promote infrastructure in areas that are suitable to support economic development. Moreover, the town should work to ensure that appropriate design guidelines are in place to retain community character along with adequate performance standards to protect the environment.

Section 4: Proposals and Recommendations

The following is a description of recommendations, based upon the inventory and analysis of this report, to enhance economic development in the Town of Lancaster. These will help local officials gain an understanding of the range of possibilities available to the Town to promote economic development while maintaining the character of the community. Generally, these recommendations could be characterized as a mix of both short and long range strategies that could be implemented following community outreach and support.

1. **Establish a Local Economic Development Committee:** The Town did have an Economic Development Committee but it disbanded some time ago. The town should work to re-establish a local Economic Development Committee to coordinate all the various elements of an economic development strategy for Lancaster. Some neighboring communities in the Montachusett Region (Town of Shirley and Westminster) have successfully done so and have very active committees. And, just recently, the nearby Town of Templeton has formed such a committee.

The Town could include local officials, business owners, and a real estate professional as part of the committee's makeup. The committee could start by reviewing this document and its recommendations, the Town's zoning scheme, tax policies, road improvement plans and water/sewer expansion plans as they relate to the Town's ability to retain existing businesses and attract new businesses. Such a committee could also monitor vacant buildings for potential economic development possibilities – the closing of Atlantic Union College has had a major impact on the community including walkability, local employment, and housing and reuse could have a substantial impact on economics in Lancaster. The committee would need to work with the various municipal boards and departments including but not limited to the Board of Health, Finance Committee, the Sewer, Water, Fire and Police departments, emergency services and the School Board.

2. **The Town could prepare a Market Study to identify Potential Business:** Some research required for a market study has already been completed as part of this project utilizing ESRI Business Analyst – See Attachment 2. MRPC has already obtained a market profile for the Town of Lancaster. An economic market study draws on information from a variety of sources, mainly the US Economic Census, to determine the amount of purchasing demand in the study area for various types of retail businesses. It compares this to sales standards for typical business to determine whether the demand is being met locally, or if there is unmet demand. This unmet demand, or "leakage," indicates the potential for additional retail establishments in the trade area. A current market study would provide a tool for the town to target its business development efforts.
3. **Continue Efforts to Review Adequacy of Current Zoning and Identify New Areas for Economic Development Opportunities:** The Town should continue a review of current zoning bylaws and determine their adequacy for accommodating desired land use and development within the

community. This includes the exploration of zoning for a Village District Bylaw which is currently underway. Also, as indicated in Section 3 of this report, if used efficiently, there does seem to be some developable land zoned for commercial/industrial to promote opportunities and enhance economic development. However, it should be noted that the vast majority of developable land is within the residential district. Lancaster has done much in terms of rezoning to promote economic development (i.e. creating the Enterprise Zone and IPOD Overlay for mixed use development, rezoning Four Corners NB) and should continue to look at areas of improvement.

The identification of any new and appropriate areas may be best accomplished through a charrette. A charrette is basically a design focused public meeting where boards, committee's, departments and the public get together to brainstorm ideas. Those in attendance are divided into small groups to develop ideas and proposal. The groups will then present their schemes to the larger group for discussion. Ultimately the goal is to have at a minimum two possible alternatives for Lancaster's planners to explore more in depth prior to making any final proposal or recommendation. By holding a charrette all the stakeholders will have the opportunity to voice their opinions and concerns, public officials will have the opportunity to respond and the possibilities of reaching a consensus are increased.

The Town could also keep in mind that it can adopt additional Chapter 43D Priority Development Sites. This program offers communities a tool to promote targeted economic and housing development by providing a transparent and efficient process for municipal permitting, guaranteeing local permitting decisions on priority development sites within 180 days, increasing visibility of the participating community, and targeting development site(s) known as Priority Development Sites (PDS). A PDS also has priority when it comes to receiving state grants and other resources.

4. **Continue to Work to Redevelop any "Brownfields"** to eventually allow remediation to take place, redevelopment to occur and generate new tax revenue. The Town has recently been highly successful in this effort when the former landfill off of Route 70 was converted to the Lancaster Landfill Solar Farm with more than 2,200 solar panels with the power produced used to offset power used in municipal facilities. An Economic Development Committee as described above could also be instrumental in seeking and facilitating additional opportunities. Reuse efforts are generally difficult and time-consuming with obstacles to overcome. An Economic Development Committee would also act as a liaison with state economic development officials and be alert for new programs and opportunities that may support the Town's efforts.

The Town should also continue to send a representative to attend meetings of the Montachusett Brownfields Group (MBG) – The Lancaster Planning Director has and continues to attend meetings when meetings are held. The MGB is made up of local officials, private sector representatives, MassDevelopment, economic development and environmental proponents, and representatives of the federal Environmental Protection Agency (EPA) who generally meet a few times per year to discuss brownfields related issues. MGB meetings are staffed by MRPC and meetings are held at MRPC offices in Fitchburg. Because of the wealth of knowledge of meeting attendees, some communities have utilized these meetings as a vehicle to work with others and resolve brownfields questions and sometimes even acquire grant funds - MRPC is sometimes successful in acquiring grant funds from EPA to fund environmental site assessments (ESA) – Lancaster is eligible to apply to

MRPC to fund ESA's – several MRPC communities have taken advantage of this program over the years including the Town of Lancaster which lead to the redevelopment of the landfill.

5. **Enhance Communication with Businesses:** The town should develop a survey that can be used to solicit information from existing businesses. Such a survey - whether a mailed document, web-based form, phone call, or a simple and informal personal visit to a business site - can be used to determine future business needs in the community and help local officials to plan ahead for necessary changes or improvements. The Town should also continue to work with the Chamber of Commerce to establish a small business association which could also serve as a forum where businesses can communicate with the town. Moreover, the town should have a Business Development web site. The Town should put additional local and regional economic information on the webpage including data included within this report such as the top employers; contact information; economic, housing, demographic, labor, education; transportation; any market information; and current/ future projects. This is the easiest and least costly way to make information available to those who need it. The town should also have its open space and recreation plan on the business development web site which is positive; firms place a premium on quality of life issues.

It should also be noted that MassDevelopment can provide assistance to potential businesses and manufacturers that wish to locate in Lancaster. MassDevelopment provides low-cost financing to businesses for real estate and equipment. Its programs and tools are especially advantageous for manufacturers including industrial bonds, the emerging technology fund, and the export program. MassDevelopment can also provide real estate pre-development services and various levels. More details are found at <http://www.massdevelopment.com/>.

6. **Aggressively seek Funding for Road/Infrastructure Improvements:** Town officials should seek federal and state funds for Road/Infrastructure Improvements including the regular participation in the transportation planning process at MRPC (the Board of Selectmen's appointment regularly attends the Joint Transportation Committee) and ensure that key road projects are listed on the Transportation Improvement Plan (TIP) and continue to press for regular funding of local projects.

According to Section 3 of this report, there does seem to be some developable land zoned for commercial/industrial to promote opportunities and enhance economic development. However, it is unlikely that this potential for commercial and industrial is anywhere near possible without appropriate infrastructure so the town needs to promote infrastructure in these areas that are suitable to support economic development. In particular, the town should strive to bring water and sewer into North Lancaster where it could assist in the development of commercial/industrial zoned land thus providing jobs, services, and lessening the residential tax burden.

7. **Regionalization of Services and Consolidation:** Lancaster should explore any regionalization opportunities with neighboring towns that have the potential to reduce operating costs. One resource that could further any effort made by the town is MRPC's District Local Technical Assistance (DLTA) Program. The DLTA program, funded by the Commonwealth of Massachusetts, enables MRPC staff to provide technical assistance at no cost to its 22 communities to encourage municipalities to work together to achieve and/or enhance cost-effective service delivery. Over the past eight years, MRPC received funding from the Commonwealth in fall/early winter. Shortly

thereafter, MRPC forwarded a Request for Service Delivery to member communities. This year, examples of eligible projects categorized as municipal partnerships included but were not limited to:

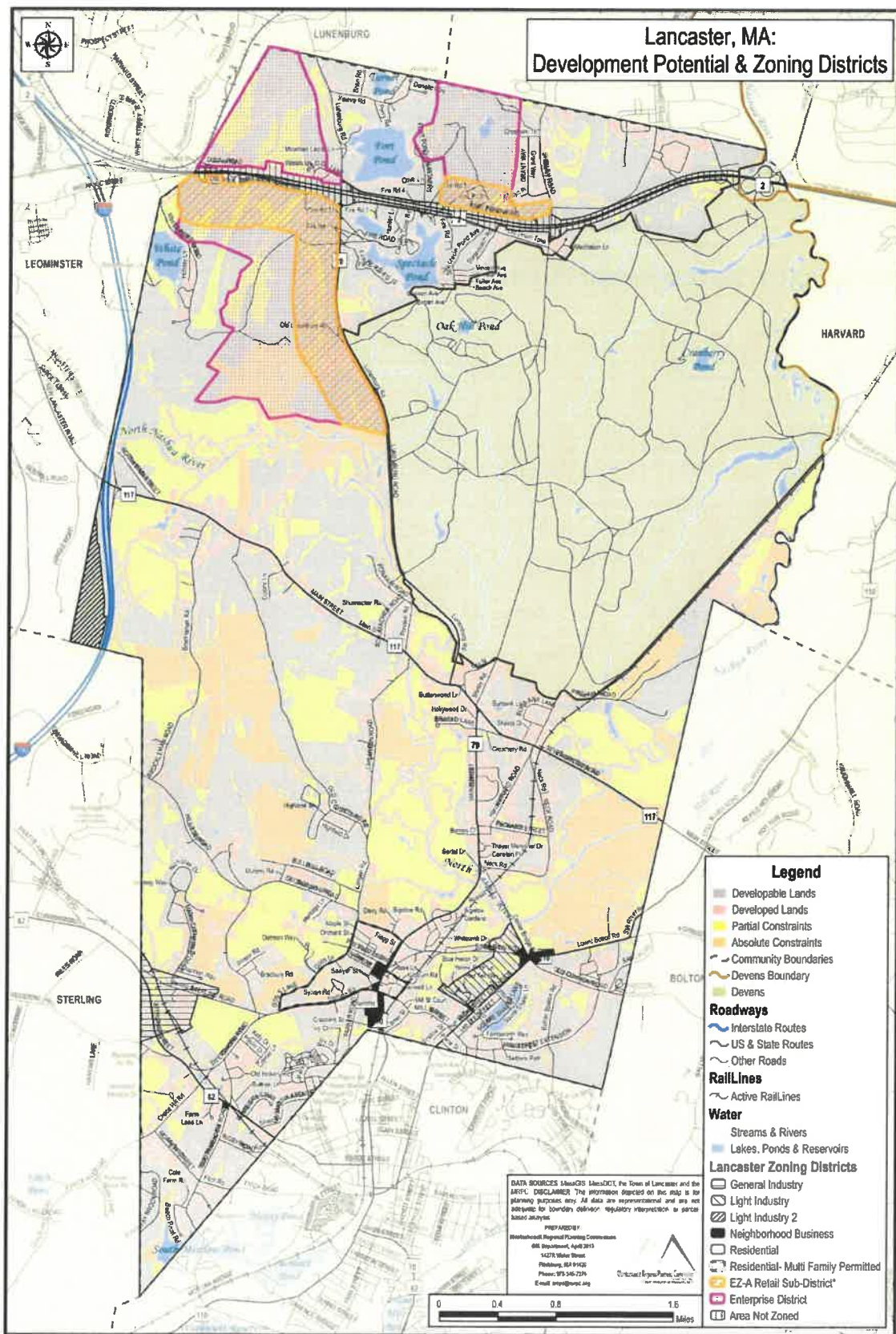
- Shared services (e.g., regional lockup, regional 911 centers, other public safety and emergency response responsibilities, information technology/data management, school district/regional school district analysis, shared professional and administrative services, agreements to operate shared waste disposal/recycling facilities/programs);
- Collective purchasing (if such purchasing cannot be otherwise accomplished using statewide contracts or can be achieved regionally for less than the state contract price, or items proposed for purchase are specific to municipal and/or school district agreements).

It should be noted that funding from the Commonwealth of Massachusetts is not guaranteed each year, and applications must be discussed in a public meeting and signed by the Chair of the Board of Selectmen.

8. **Research and Consider Ways to Guide Development to Enhance Community Character and Promote Smart Growth and Connectivity within the Community:** With land available to promote economic development in designated zoning districts, the Town could research and consider the concept of design guidelines for development in areas with significant characteristics worthy of preservation. Design guidelines can provide a flexible tool for influencing the visual quality of new development. 'Guidelines' are not mandatory, but they provide a vehicle to open dialogue with developers, engineers, and architects about features the community finds desirable. This helps to reinforce community character by identifying development standards that are consistent with the built environment. Design guidelines may be applied to town centers, highway corridors, industrial parks, etc. Guidelines may be prepared by an architect, urban designer or planner, and often contains photographs or renderings that illustrate the preferred design treatments.

Simultaneously, the Town should conduct a study on the downtown area to promote traffic/safety enhancements/crosswalks, sidewalks, appropriate pavement markings and signage, etc. and the identification of links to the towns overall trail/bike network. The Town is taking a proactive step by initiating the development of a Village District Bylaw and a Complete Streets Study to be conducted by MRPC this year.

Attachment 1: Development Potential Map



Attachment 2: Preliminary Market Analysis – ESRI BAO Analysis

ESRI BAO Analysis

Preliminary Market Analysis

To assess market potential as an aspect of economic development for the Town of Lancaster, an analysis was conducted using the Esri Business Analysis Online (Esri-BAO) analytic tool. This tool was developed to provide a “snapshot” of the local economy and the retail market supply and demand within a given study area. Among the information it provides is an analysis of disposable income, existing businesses by Standard Industrial Code (SIC) and North American Industry Classification System (NAICS), consumer spending to show market demand or retail potential, and an examination of business revenues or retail sales to show market supply. This section presents the results of the Business Analyst Online assessment.

An initial analysis, using Esri-BAO tools, was conducted to develop a disposable income profile for the Town of Lancaster and a summary of businesses. The disposable income profile indicated that, in 2014, the 2,547 households in Lancaster had a median disposable income of \$69,428 and an average disposable income of \$81,089. Results of this analysis are shown below:

	Census 2010	2014	2019	2014-2019 Change	2014-2019 Annual Rate
Population	8,055	8,452	8,784	332	0.77%
Median Age	38.5	38.9	39.3	0.4	0.20%
Households	2,409	2,547	2,686	139	1.07%
Average Household Size	2.66	2.64	2.62	-0.02	-0.15%
2014 Households by Disposable Income				Number	Percent
Total				2,547	100.0%
<\$15,000				261	10.2%
\$15,000-\$24,999				194	7.6%
\$25,000-\$34,999				179	7.0%
\$35,000-\$49,999				279	11.0%
\$50,000-\$74,999				433	17.0%
\$75,000-\$99,999				384	15.1%
\$100,000-\$149,999				620	24.3%
\$150,000-\$199,999				110	4.3%
\$200,000+				87	3.4%
Median Disposable Income				\$69,428	
Average Disposable Income				\$81,089	

The business summary indicated that in 2014, the Town had a total of 482 businesses, which employed 2,701 employees. Based on classification by Standard Industrial Code (SIC), 67.6% of these employees were employed in Services industries. Of these, the majority were employed by Education Institutions & Libraries. Based on the North American Industry Classification System (NAICS), 31.2% of Lancaster’s employees were employed by Educational Services, with the next highest shares being employed by Health Care & Social Assistance and Other Services (except Public Administration). Results of the business summary are shown in the following pages.



Business Summary

Lancaster town 2
Lancaster town, MA (2502734165)
Geography: County Subdivision

Prepared by MRPC

Data for all businesses in area

Total Businesses: 482
Total Employees: 2,701
Total Residential Population: 8,452
Employee/Residential Population Ratio: 0.32:1

Lancaster town, ...
482
2,701
8,452
0.32:1

by SIC Codes	Number		Percent		Employees	
					Number	Percent
Agriculture & Mining	28	5.8%	91	3.4%		
Construction	60	12.4%	131	4.9%		
Manufacturing	19	3.9%	239	8.8%		
Transportation	8	1.7%	27	1.0%		
Communication	3	0.6%	6	0.2%		
Utility	1	0.2%	3	0.1%		
Wholesale Trade	12	2.5%	52	1.9%		
Retail Trade Summary						
Home Improvement	43	8.9%	152	5.6%		
General Merchandise Stores	3	0.6%	3	0.1%		
Food Stores	1	0.2%	4	0.1%		
Auto Dealers, Gas Stations, Auto Aftermarket	4	0.8%	28	1.0%		
Apparel & Accessory Stores	8	1.7%	74	2.7%		
Furniture & Home Furnishings	4	0.8%	7	0.3%		
Eating & Drinking Places	4	0.8%	9	0.3%		
Miscellaneous Retail	5	1.0%	4	0.1%		
Finance, Insurance, Real Estate Summary	14	2.9%	23	0.9%		
Banks, Savings & Lending Institutions	30	6.2%	104	3.9%		
Securities Brokers	4	0.8%	17	0.6%		
Insurance Carriers & Agents	4	0.8%	7	0.3%		
Real Estate, Holding, Other Investment Offices	2	0.4%	8	0.3%		
Services Summary	20	4.1%	72	2.7%		
Hotels & Lodging	28	45.2%	1827	67.6%		
Automotive Services	2	0.4%	3	0.1%		
Motion Pictures & Amusements	4	2.9%	60	2.2%		
Health Services	15	3.3%	144	5.3%		
Legal Services	17	3.5%	98	3.6%		
Education Institutions & Libraries	6	1.2%	15	0.6%		
Other Services	15	3.3%	841	31.1%		
Government	147	30.5%	566	21.0%		
Unclassified Establishments	5	1.0%	69	2.6%		
Totals	55	11.4%	0	0.0%		
	482	100.0%	2,701	100.0%		

Source: Copyright 2014 Dun & Bradstreet, Inc. All rights reserved. Esri Total Residential Population forecasts for 2014.



Business Summary

Lancaster town 2
Lancaster town, MA (2502734165)
Geography: County Subdivision

Prepared by MRPC

	Businesses		Employees	
	Number	Percent	Number	Percent
by NAICS Codes				
Agriculture, Forestry, Fishing & Hunting	16	3.3%	37	14%
Mining	0	0.0%	0	0.0%
Utilities	1	0.2%	3	0.1%
Construction	64	13.3%	140	5.2%
Manufacturing	18	3.7%	237	8.8%
Wholesale Trade	12	2.5%	52	19%
Retail Trade	38	7.9%	148	5.5%
Motor Vehicle & Parts Dealers	8	1.7%	74	2.7%
Furniture & Home Furnishings Stores	4	0.8%	9	0.3%
Electronics & Appliance Stores	0	0.0%	0	0.0%
Bldg Material & Garden Equipment & Supplies Dealers	3	0.6%	3	0.1%
Food & Beverage Stores	4	0.8%	28	10%
Health & Personal Care Stores	1	0.2%	4	0.1%
Gasoline Stations	0	0.0%	0	0.0%
Clothing & Clothing Accessories Stores	4	0.8%	7	0.3%
Sport Goods, Hobby, Book, & Music Stores	4	0.8%	7	0.3%
General Merchandise Stores	1	0.2%	4	0.1%
Miscellaneous Store Retailers	8	1.7%	11	0.4%
Nonstore Retailers	1	0.2%	1	0.0%
Transportation & Warehousing	8	1.7%	27	10%
Information	8	1.7%	22	8.8%
Finance & Insurance	13	2.7%	37	14%
Central Bank/Credit Intermediation & Related Activities	4	0.8%	7	0.6%
Securities, Commodity Contracts & Other Financial	6	1.2%	10	0.4%
Insurance Carriers & Related Activities; Funds, Trusts & Other	3	0.6%	59	2.2%
Real Estate, Rental & Leasing	12	2.5%	136	5.0%
Professional, Scientific & Tech Services	54	11.2%	16	0.6%
Legal Services	6	1.2%	16	0.6%
Management of Companies & Enterprises	2	0.4%	4	0.1%
Administrative & Support & Waste Management & Remediation	68	14.1%	130	4.8%
Educational Services	21	4.4%	844	31.2%
Health Care & Social Assistance	22	4.6%	309	11.4%
Arts, Entertainment & Recreation	12	2.5%	135	5.0%
Accommodation & Food Services	7	1.5%	7	0.3%
Accommodation	2	0.4%	3	0.1%
Food Services & Drinking Places	5	1.0%	4	0.1%
Other Services (except Public Administration)	46	9.5%	305	11.3%
Automotive Repair & Maintenance	13	2.7%	58	2.1%
Public Administration	5	1.0%	69	2.6%
Unclassified Establishments	55	11.4%	0	0.0%
Total	482	100.0%	2,701	100.0%

Source: Copyright 2014 Dun & Bradstreet, Inc. All rights reserved. Esri Total Residential Population forecasts for 2014.

Esri-BAO was also used to develop a Retail MarketPlace Profile for Lancaster. The database used for this analysis includes the latest market statistics for Retail Trade and Food Services and Drinking Places (the retail market), utilizing data from the 2007 Census of Retail Trade and Consumer Expenditure Surveys (2011 and 2012) from the Bureau of Labor Statistics. Retail sales data also incorporates 2014 business data from Dun & Bradstreet. Consumer spending data is drawn from the Bureau of Labor Statistics' annual Consumer Expenditure Surveys and the Census of Retail Trade which is then adjusted by Esri based on demographic profiles specific to the given study area. This provides for improved differentiation of spending, particularly in smaller markets where distinctions can be difficult to measure and for big-ticket items where consumer preferences are more pronounced.

The database reflects geographic inventories and boundary definitions such as block groups, tracts, and counties based on 2010 Census geography, enabling the analysis to be applied at a finer level than the overall community. In this case, the analysis was conducted for the entire Town of Lancaster. Dollar estimates of supply and demand are presented in the North American Industry Classification System (NAICS) which defines 27 industry groups in the Retail Trade sector as well as four industry groups within the Food Services and Drinking Places subsector. Complete results of the Retail MarketPlace Profile analysis are shown in the following pages.



Retail MarketPlace Profile

Lancaster town 2
Lancaster town, MA (2502734165)
Geography: County Subdivision

Prepared by MRPC

Summary Demographics

2014 Population	8,452
2014 Households	2,547
2014 Median Disposable Income	\$69,428
2014 Per Capita Income	\$33,904

Industry Summary	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Total Retail Trade and Food & Drink	44-45,722	\$12,551,718	\$59,90,948	\$53,360,770	31.1	34
Total Retail Trade	44-45	\$10,790,512	\$58,919,407	\$41,871,105	26.2	32
Total Food & Drink	722	\$1,761,206	\$271,541	\$1,489,665	95.5	2

Industry Group	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Motor Vehicle & Parts Dealers	441	\$20,415,976	\$48,433,693	-\$28,017,717	-40.7	4
Automobile Dealers	4411	\$17,947,509	\$47,848,069	-\$29,900,560	-45.4	3
Other Motor Vehicle Dealers	4412	\$1,139,293	\$585,624	\$553,669	32.1	1
Auto Parts, Accessories & Tire Stores	4413	\$1329,174	\$0	\$1,329,174	100.0	0
Furniture & Home Furnishings Stores	442	\$2,652,630	\$125,1340	\$1,401,290	35.9	4
Furniture Stores	4421	\$1,269,574	\$582,125	\$687,449	37.1	2
Home Furnishings Stores	4422	\$1,383,056	\$669,215	\$713,841	34.8	2
Electronics & Appliance Stores	443	\$3,546,352	\$0	\$3,546,352	100.0	0
Bldg Materials, Garden Equip. & Supply Stores	444	\$3,521,983	\$2,283,051	\$1,238,932	21.3	3
Bldg Material & Supplies Dealers	4441	\$3,011,078	\$219,464	\$2,791,614	88.4	2
Lawn & Garden Equip. & Supply Stores	4442	\$510,905	\$2,063,587	-\$1,552,682	-60.3	1
Food & Beverage Stores	445	\$20,232,348	\$2,619,187	\$17,613,161	77.1	3
Grocery Stores	4451	\$17,196,560	\$1,864,313	\$15,332,247	80.4	1
Specialty Food Stores	4452	\$822,628	\$754,874	\$67,754	4.3	2
Beer, Wine & Liquor Stores	4453	\$2,213,160	\$0	\$2,213,160	100.0	0
Health & Personal Care Stores	446,4461	\$10,022,261	\$505,039	\$9,517,222	90.4	1
Gasoline Stations	447,4471	\$8,708,967	\$1,988,946	\$6,720,021	62.8	1
Clothing & Clothing Accessories Stores	448	\$7,666,051	\$546,069	\$7,119,982	86.7	4
Clothing Stores	4481	\$5,657,867	\$546,069	\$5,111,798	82.4	4
Shoe Stores	4482	\$965,824	\$0	\$965,824	100.0	0
Jewelry, Luggage & Leather Goods Stores	4483	\$1,042,360	\$0	\$1,042,360	100.0	0
Sporting Goods, Hobby, Book & Music Stores	451	\$2,841,064	\$282,309	\$2,558,755	81.9	3
Sporting Goods/Hobby/Musical Instr Stores	4511	\$2,318,795	\$282,309	\$2,036,486	78.3	3
Book, Periodical & Music Stores	4512	\$522,269	\$0	\$522,269	100.0	0
General Merchandise Stores	452	\$10,810,132	\$352,175	\$10,457,957	93.7	1
Department Stores Excluding Leased Depts.	4521	\$5,875,273	\$0	\$5,875,273	100.0	0
Other General Merchandise Stores	4529	\$4,934,859	\$352,175	\$4,582,684	86.7	1
Miscellaneous Store Retailers	453	\$2,612,923	\$542,235	\$2,070,688	65.6	7
Florists	4531	\$178,966	\$105,326	\$73,640	25.9	2
Office Supplies, Stationery & Gift Stores	4532	\$965,766	\$0	\$965,766	100.0	0
Used Merchandise Stores	4533	\$463,619	\$266,518	\$197,001	27.0	2
Other Miscellaneous Store Retailers	4539	\$1,004,572	\$170,291	\$834,281	71.0	3
Nonstore Retailers	454	\$7,759,825	\$115,363	\$7,644,462	97.1	1
Electronic Shopping & Mail-Order Houses	4541	\$5,750,135	\$0	\$5,750,135	100.0	0
Vending Machine Operators	4542	\$150,150	\$0	\$150,150	100.0	0
Direct Selling Establishments	4543	\$1,859,540	\$115,363	\$1,744,177	88.3	1
Food Services & Drinking Places	722	\$1,761,206	\$271,541	\$1,489,665	95.5	2
Full-Service Restaurants	7221	\$6,078,652	\$83,808	\$5,994,844	97.3	1
Limited-Service Eating Places	7222	\$4,727,653	\$187,733	\$4,539,920	92.4	1
Special Food Services	7223	\$599,488	\$0	\$599,488	100.0	0
Drinking Places - Alcoholic Beverages	7224	\$355,418	\$0	\$355,418	100.0	0

Data Note: Supply (retail sales) estimates sales to consumers by establishments. Sales to businesses are excluded. Demand (retail potential) estimates the expected amount spent by consumers at retail establishments. Supply and demand estimates are in current dollars. The Leakage/Surplus Factor presents a snapshot of retail opportunity. This is a measure of the relationship between supply and demand that ranges from +100 (total leakage) to -100 (total surplus). A positive value represents 'leakage' of retail opportunity outside the trade area. A negative value represents a surplus of retail sales, a market where customers are drawn in from outside the trade area. The Retail Gap represents the difference between Retail Potential and Retail Sales. Esri uses the North American Industry Classification System (NAICS) to classify businesses by their primary type of economic activity. Retail establishments are classified into 27 industry groups in the Retail Trade sector, as well as four industry groups within the Food Services & Drinking Establishments subsector. For more information on the Retail MarketPlace data, please view the methodology statement at <http://www.esri.com/library/whitepapers/pdfs/esri-data-retail-marketplace.pdf>.

Source: Esri and Dun & Bradstreet. Copyright 2014 Dun & Bradstreet, Inc. All rights reserved.

January 14, 2015

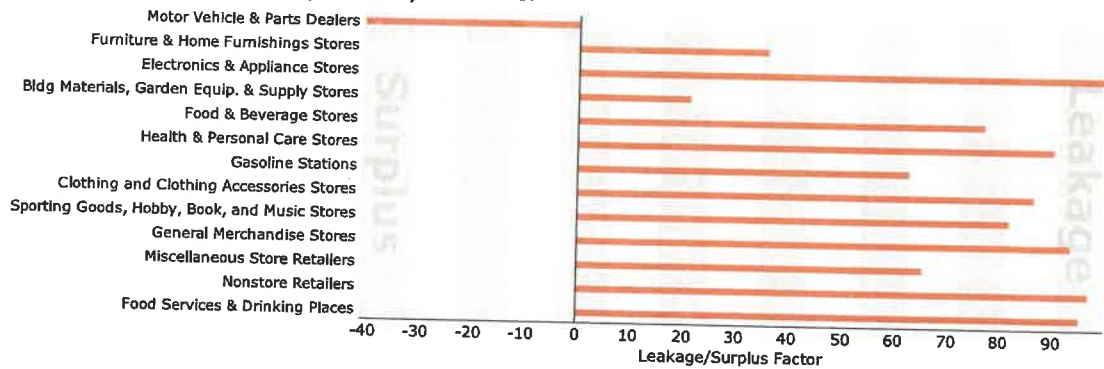


Retail MarketPlace Profile

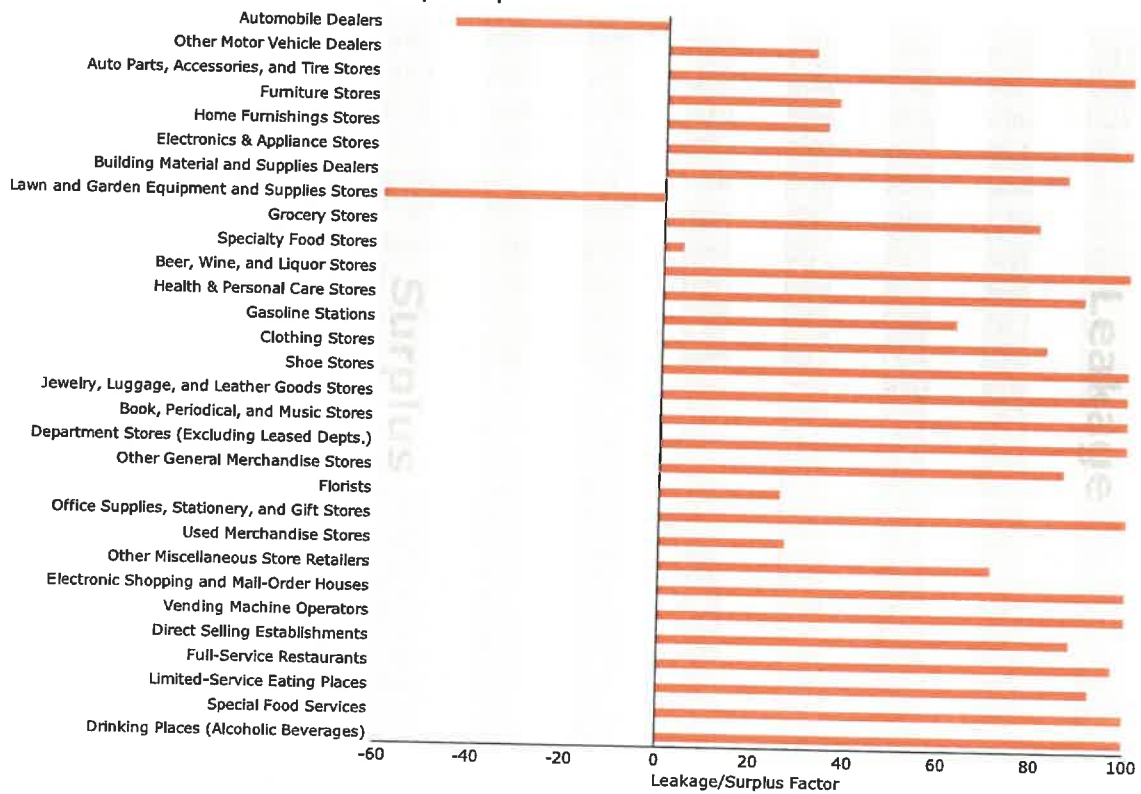
Lancaster town 2
Lancaster town, MA (2502734165)
Geography: County Subdivision

Prepared by MRPC

Leakage/Surplus Factor by Industry Subsector



Leakage/Surplus Factor by Industry Group



By comparing supply and demand, the analysis is also able to estimate a Leakage/Surplus Factor which provides a measure of the balance between the volume of supply (retail sales) generated by retail industry and demand (spending by households or retail potential) within the same industry. "Leakage" in an area represents a condition where a market's supply is less than its demand. In this case, retailers outside the area are fulfilling demand for retail products from area consumers and demand is "leaking" out of the trade area. Surplus represents a condition where the area's supply exceeds the area's demand. In this case, retailers are attracting shoppers that reside outside of the trade area, so there is a surplus in market supply. This information can be used in a variety of ways, but one aspect of its use is as a *potential* indication of retail opportunity in instances where the leakage factor is high. Caution must be used in interpreting results however, taking into account the size of the market area, the type of commodities involved, the extent of the overall regional market and the location and relative strength of competitive retail markets.

As indicated above, the BAO tables present the results of the retail market analysis the entire Town of Lancaster. This includes a summary of current businesses by SIC and NAICS classification, disposable income of population within the community, and the Retail MarketPlace Profile. The first set of rows in the MarketPlace Profile indicates total demand and supply by major industry categories (retail, food & drink, and retail and food & drink combined). Looking at all industries combined, there is a total demand of \$104.4 million for retail and food & drink by the Lancaster market but only \$50.2 million in goods supplied by the 32 retail businesses represented in the market. This means that there is "leakage" of approximately \$54.3 million spent by Lancaster consumers for goods purchased outside of the Town. Looking at specific industries, only the category of Automobile Dealers is shown as providing a surplus within the community. In terms of total magnitude, Grocery Stores, General Merchandise Stores, and Food Service & Drinking Places are the categories showing the greatest leakage in dollar value, although Auto Parts Stores, Beer, Wine & Liquor Stores, Shoe Stores, Jewelry, Luggage & Leather Stores, Book, Periodical & Music Stores, Electronic Shopping & Mail-Order Houses, and Vending Machine Operators have a 100 percent "leakage" factor, meaning these businesses are completely absent in Lancaster. Whether these industry categories represent opportunities for development and investment within the Study Area would require further investigation, taking into account the type and magnitude of industry under consideration and the location of competitive businesses within proximity to the Town of Lancaster.

#2

#3

#4



Town of Lancaster

Senior Tax Work-Off Program

Chapter 184 S52 of the Acts of 2002 (Amending G.L. Ch. 59 S5K)

978-365-3326x1000

www.ci.lancaster.ma.us

FY2022 Program Application Form

Work to be completed from November 1, 2020 to October 31, 2021

Abatement for hours worked will be applied to actual tax bills of FY2022

Return completed form to: Assessors Office, Town Offices (Prescott Building), 701 Main St, Lancaster MA 01523

Part 1: Applicant Eligibility

Name of Applicant: _____

Date of Birth: _____

Property Location: _____

Mailing Address: _____

Email: _____

Telephone #: _____

Are you the current
owner of the
property? _____ Yes _____ No

Is this property your
legal residence
(domicile)? _____ Yes _____ No

Form of
Ownership: _____
_____ Sole Owner
_____ Co-Owner with Spouse
_____ Co-Owner with Others,
indicate: _____
_____ Trustee of Trust
_____ Life Estate

Part 2: Medical and Physical Restrictions

Please indicate and explain any restrictions which may keep you from performing certain types of work.

Part 3: Commitment, Availability, and Work Hours

I am able to commit to working a total amount of hours for fiscal year 2022 of:

_____ 118 hours for maximum abatement of \$1500

_____ 78 hours for abatement of \$1000

_____ 39 hours for abatement of \$500

Please indicate which weekdays and hours you are available to work or any schedule issues. Please also use this part to indicate if you have transportation or issues which affect your ability to travel to work at certain times.

Part 4: Your Qualifications, Skills, and Experience

Please explain in detail your knowledge, skills, abilities, and experience which demonstrate your qualifications to work in available positions. Please use this section to explain your previous work experiences and to tell us about yourself. Attach your work history or resume. List past program participation jobs and any skills you feel would be helpful such as typing, data entry, gardening, grounds-keeping, building maintenance, mechanical, electrical, computer spreadsheet calculations, customer service, technology skills, relevant hobbies, etc. Remember, we use this information to match you to a job or need of the Town.

Part 5: Areas of Interest

Please indicate if there is any particular department you would like to work in and why.

Part 6: Disclaimer and Signature

I, the undersigned, certify that all above information provided is accurate and true to the best of my knowledge and that I understand the eligibility requirements and policies of the program. I understand that if approved for participation:

I am responsible to immediately notify program administrators in writing of any changes affecting my eligibility.

I cannot begin work until notification of approval from the Lancaster Assessor's Office and work assignments have been determined.

I must turn in signed timesheets to the Principal Assessor by the 5th of each month for hours worked the previous month. All hours must be completed, approved and submitted to the Appropriate Department Head on or before 12:00PM on 10/31/2021 in order to process abatement for tax bills.

Signature Date

Part 7: Application Disposition

Approval of Eligibility by Assessors Office (does not guarantee program participation approval):

_____ Approved _____ Denied Signature _____ Date _____



Town of Lancaster

Senior Tax Work-off Program

Chapter 184 S52 of the Acts of 2002

(Amending G.L. Ch. 59 S5K)

978-365-3326x1000

www.ci.lancaster.ma.us

Participation Agreement

The Town of Lancaster, a municipal corporation with offices at 701 Main St, Lancaster MA, hereinafter "the Town" and _____ (participant name) of _____ (participant address), Lancaster MA, hereinafter "the participant" agree as follows:

By signing this Participation Agreement the participant attests that they have read and understood all eligibility requirements and program policies as written on the Program Information Sheet for the current fiscal year. The Participant is responsible to immediately notify program administrators in writing of any changes affecting their eligibility including pending sale or change in ownership status of their property to which the abatement is to be credited.

The Participant will provide service to the Town, maximum abatement amount of \$1,500.00, between the date of execution of this Agreement and October 31, 2021.

It is agreed and understood by both parties that the actual work assignments may be made on a week-to-week basis and may vary according to the needs of the department(s) to which the Participant is assigned. The nature of the work assignment shall be dictated by the needs of the Town and the head of the department(s) to which the Participant is assigned.

The Participant is a volunteer in this program and is not entitled to benefits under any classification, compensation, or benefit schedule.

This Agreement will terminate on October 31, 2021, but may be terminated sooner at the discretion of the Lancaster Board of Assessors upon no less than seven (7) days written notice of termination, which shall be given or mailed to the Participant's residential address listed above.

Date: _____

Volunteer Participant: _____

Principal Assessor: _____



Town of Lancaster

Senior Tax Work-off Program

Chapter 184 S52 of the Acts of 2002

(Amending G.L. Ch. 59 S5K)

978-365-3326x1000

www.ci.lancaster.ma.us

STANDARD HOLD HARMLESS AND INDEMNITY CLAUSE FOR USE IN LEASES, USE AGREEMENTS, ETC.

I, _____ (participant name), through the signing of this document, indemnify, hold harmless and defend the Town of Lancaster and its agents and employees from all suits and actions, including attorney's fees and all costs of litigations and judgment of every name and description brought against the Town as a result of loss, damage or injury to person or property by reason of any act by:

Print Name

Signature

Date



TOWN OF LANCASTER SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM

Purpose: *Guidelines for the Senior Citizen Property Tax Work-Off Abatement Program are in accordance with Massachusetts General Law Chapter 59 Section 5K*

To provide property tax relief to lower-income, senior homeowners, over 60 years of age. Eligible seniors are given the opportunity to reduce their property tax obligation by as much as \$1,500.00, in exchange for community service. Under the program, participating taxpayers volunteer their services to the municipality in exchange for a reduction in their tax bills.

Eligibility Requirements

The senior must satisfy tests relating to age, domicile, ownership, occupancy, annual income and assets. If the senior owns the property with someone who is not their spouse, for example, their children, siblings, other relatives or partner, then each of the other co-owners must also satisfy the income and asset tests. Town of Lancaster employees will not be eligible for this program. Members of Boards, Commissions, Councils, and Committees cannot participate by doing work related to their appointed or elected position.

Age: senior applicants must be over 60 years of age

Ownership and Residency: applicants must be the assessed owner of the property on which the tax to be abated is assessed, or have acquired ownership before the work is performed and the abatement applied. The applicant must own and occupy the property as their domicile. Their domicile is where their principal and legal home is located, their family, social, civic and economic life is centered and they plan to return whenever they are away. They may have more than one residence, but only one domicile.

- If the applicant holds a life estate in the domicile, the applicant is the owner
- If the domicile is held in a trust, the applicant must have legal title, i.e., be one of the trustees, on the applicable January 1 assessment date, or at the time the work is performed

Income Limits: applicant's income (gross receipts) for the previous calendar year cannot exceed a specified limit. Gross receipts means income from all sources. If the applicant is single, the allowable gross receipts of the applicant **and other household members** cannot exceed \$75,000. If the applicant is married, the limit is based on the combined gross receipts of the applicant, their spouse **and other household members** and cannot exceed \$100,000.

Asset Limits: applicant's assets (whole estate) cannot exceed \$500,000. Whole estate means all assets to which the applicant has legal title and access as sole, joint owner or trustee that contribute to their total worth. The value of the domicile and one registered vehicle will not be included.

Documentation: applicant must provide whatever information is reasonably required to establish their eligibility. This information may include, but is not limited to:

1. Birth Certificate
2. Evidence of ownership, domicile and occupancy
3. Income tax returns, bank and other asset account statements



TOWN OF LANCASTER SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM

Exceptions

Exceptions to the eligibility requirements for **income/asset limitations ONLY** may be considered and reviewed with the Council on Aging (COA) for any unexpected circumstances which may prevent the applicant from qualifying for the Work-Off Program.

Guidelines

Maximum Abatement and Hourly Rate

In accordance with M.G.L. Ch. 59 Section 5K, the maximum abatement taxpayers may earn is \$1,500 per fiscal year. In addition, they cannot receive credit for their services at an hourly rate higher than the state's minimum wage and no lower than the federal minimum wage. The Board of Selectmen have approved an hourly compensation, up to \$1,500 maximum, based upon current state minimum wage, as of program start date which is November 1st. All hours worked for abatement must be completed from November 1 to October 31 and any excess hours cannot be carried over. The amount of the abatement earned by each participant will be applied as a credit/abatement to the **actual** tax bills (third and fourth quarter) for the applicable fiscal year. All completed hours must be certified to the assessors **before** the abatement is applied to the actual tax bills. *(There is a limit of \$1,500.00 per residence/property per fiscal year. Hours can be shared by spouses residing in the same household; however, credit cannot exceed the \$1,500 between the two.)*

Jobs

A variety of jobs may be available; types of duties may include clerical assistance; sorting, filing, shredding, photocopying, light labor, etc. Department heads must submit all requests to the Assessors Office outlining their needs for positions by September 30th prior to the start of the program date (November 1st). The program will attempt to match the skills and interests of applicants to the needs of Town departments. The number of positions available is based upon funding in each fiscal year combined with the needs of various Town departments.

Application Process

Applications are accepted at any time, but will only be considered as long as funds are available during the program year (November 1 – October 31).

All applicants are required to complete the Program's application form annually. Applications will be available online under the Assessors Department, mailed; upon request, or picked up in the Assessors Office.

Completed applications along with the required verification documents (listed below) must be returned to: Assessors Office, 701 Main St, Suite #3, Lancaster MA 01523.

**** Applications will not be accepted unless all supporting documentation is submitted****

Verification Documents

- Copy of most recent tax bill
- The applicant must provide copies of Income and Asset information which is **confidential** information and not open to the public:
 - Copy of most recent signed Federal Income tax return, if applicable, most recent Social Security benefit statement from the Social Security Administration, pension statement and/or other documentation from any and all other sources of income, ie. W2/1099 Forms
 - Copy of most recent bank and other asset account statements



**TOWN OF LANCASTER
SENIOR CITIZEN PROPERTY TAX
WORK-OFF PROGRAM**

Upon receipt and review of the application and verification documents by the Assessors Office, applicants will be notified in writing as to whether or not they are eligible to participate in the program. Applicants may not start work until they are in receipt of written notification from the Town informing them of their acceptance in the program and their assigned position. Also, all necessary paperwork must be completed before any work is performed.

Timesheets

Participants will be required to keep track of all hours worked monthly on program timesheets which will be signed by the participant and signed by department heads as verification. Participants must turn in signed timesheets to the Assessors Office by the 5th of each month for hours worked the previous month. All hours must be completed, approved and submitted to the Assessors Office on or before the start of the next program year (November 1), in order to process an abatement on the applicable fiscal year's actual tax bills.

Treatment of Amount Earned

The amount of the property tax reduction the taxpayer receives under this statute is not considered income or wages for the purposes of state income tax withholding, unemployment compensation or workmen's compensation. The abatement amount is however, considered income for purposes of federal income tax therefore an IRS Form W-2 will be provided to the program participant.

Updated 11-06-18
Approved BOS 11-05-2018

[illegible]

#5

#6

FUND

ORG	OBJ	PROJECT	ACCOUNT	DESCR	EFF DATE	SRC	AMOUNT	DEPARTMENT	VENDOR NAME	COMMENT
FY2020	570000	25068	COVID EXPENSE		4/2/2020		\$6,021.60	IT	GovConnection, i	Laptops
					4/9/2020		\$15.93	LCC	Zoom	Zoom for classes
					4/30/2020		\$35.94	COA	W.B. Mason	Disinfecting wipes
					4/30/2020		\$612.55	FIRE	Lowes	Washer-Dryer Firefighter/EMT gear
					5/7/2020		\$15.93	LCC	Zoom	Zoom for classes
					5/28/2020		\$789.61	TOWN BUILD	The Durkin Comp	PPE, Disinfectant,sanitizer
					5/28/2020		\$26.62	LIBRARY POS	SYNCR/Amazon	Mailing Supplies
					5/28/2020		\$23.99	LIBRARY STATE AID		Latex gloves
					6/4/2020		\$15.93	LCC	Zoom	Zoom for classes
					6/11/2020		\$143.88	TOWN BUILD	W.B. Mason	Hand sanitizer
					6/11/2020		\$837.00	TOWN BUILDINGS		Countertop shields
					6/11/2020		\$143.96	TOWN BUILDINGS		Face masks
					6/25/2020		\$38.97	TOWN BUILD	SYNCR/Amazon	Mailing envelopes for patron deliveries
					6/25/2020		\$369.95	COA		Forehead Thermometers
					6/25/2020		\$73.99	TOWN BUILDINGS		Forehead Thermometers
					6/25/2020		\$32.18	TOWN BUILDINGS		Spray bottles and funnels
					6/25/2020		\$29.88	TOWN BUILDINGS		Cotton gloves, plastic gloves
					6/25/2020		\$1,771.94	TOWN BUILDINGS		Scanners and supplies
					6/25/2020		\$2,247.00	COA		Laptops
					6/25/2020		\$47.96	TOWN BUILD	W.B. Mason	Hand sanitizer
					6/25/2020		\$143.88	TOWN BUILDINGS		Hand sanitizer
					6/25/2020		\$321.00	IT-FOR ZOOM	SHI International	Webcams and Microphones
					6/25/2020		\$216.00	IT		Conference Computer
					6/30/2020		\$15.93	LCC	Zoom	Zoom for classes
					6/30/2020		\$352.48	DPW	Cintas	Hand sanitizer & dispensers (DPW)
					6/30/2020		\$320.00	PRESCOTT	Rick's Towing and	Floor signage
					6/30/2020		\$570.09	COA	The Durkin Comp	PPE, Disinfectant,sanitizer
					6/30/2020		\$38.95	TOWN BUILD	W.B. Mason	Face shields
					6/30/2020		\$42.45	TOWN BUILDINGS		Signage
					6/30/2020		\$56.88	TOWN BUILDINGS		Hand Sanitizer
					6/30/2020		\$56.88	TOWN BUILDINGS		Hand Sanitizer
					6/30/2020		\$2,894.83	TOWN BUILD	W. B. Mason	PPE, Disinfectant,sanitizer
							\$18,905.28			
							TOTAL EXPENDITURES FY20			
0025	25000	468500	25067	COVID STATE REV	11/09/2020	CRP	-258,029.22	DEPOSIT		FY2021 COVID REIMBURSEMENT
				COVID REIMBURS	12/23/2020	CRP	-919.37	DEPOSIT		POSTAGE CARES REIMB
				TOTAL REVENUE	6/30/2021	CRP	-258,948.59			
	FY202	570000	25067	COVID EXPENSE	07/23/2020	API	2,686.00	TOWN BUILD	PACIFIC PACKAGII	ELECTROSTATIC SPRAYERS
					07/23/2020	API	1,900.00	TOWN BUILD	PACIFIC PACKAGII	SOLUTION
					07/23/2020	API	2,201.00	TOWN BUILD	PACIFIC PACKAGII	ELECTROSTATIC SPRAYERS
					08/06/2020	API	1,174.00	TOWN BUILD	PACIFIC PACKAGII	SOLUTION
					08/06/2020	API	950.00	TOWN BUILD	PACIFIC PACKAGII	SUN SPRAYER
					08/06/2020	API	462.63	TOWN BUILD	SYNCR/AMAZON	PPE EQUIPMENT
0025					09/03/2020	GEN	1,171.88	BOH	JEFFPASTOR	LOWES - REIMB. FOR IMMUNIZ
					10/01/2020	API	92.99	BOH	JEFFPASTOR	BANNERS - REIMB. FOR IMMUN
					10/15/2020	API	105.00	BOH	JEFFPASTOR	LUNCH - REIMB. FOR IMMUNIZ
					10/15/2020	API	342.89	BOH	JEFFPASTOR	YARD SIGNS - REIMB. FOR IM
					10/15/2020	API	539.92	TOWN BUILD	NORTHERNSAFET	COVID-19 SANITIZER STATION
					10/22/2020	API	2,000.00	TOWN BUILD	RESERVEACOUN	POSTAGE TO MAIL BALLOTS
					10/29/2020	API	32.99	TOWN BUILD	WBMAISONCOINC	COVID-19 DISINFECTANT WIPE
					10/29/2020	API	94.98	TOWN BUILD	SYNCR/AMAZON	COVID-19 DISINFECTANT SPRAY
					10/29/2020	API	660.11	TOWN BUILD	MASSCORRECTIO	COVID-19 DESK GUARDS
					10/29/2020	API	2,380.00	TOWN BUILD	URGENTCARECEN	COVID-19 TESTING
					11/12/2020	API	320.00	TOWN BUILD	STRATEGICMUNIK	COVID-19 PROFESSIONAL SERV
					11/12/2020	API	138.00	TOWN BUILD	WBMAISONCOINC	STANCHION POSTS
					11/12/2020	API	31.60	TOWN BUILD	WBMAISONCOINC	DISINFECTANT WIPE - LIBRAR
					11/12/2020	API	120.24	TOWN BUILD	WBMAISONCOINC	GLOVES & FACE MASKES - LIB
					11/12/2020	API	13.15	TOWN BUILD	WBMAISONCOINC	GLOVES - LIBRARY
					11/12/2020	API	825.69	TOWN BUILD	FRANKEGRAHAM	COVID-19 PLEXI SHIELDS FOR
					11/25/2020	API	1,200.00	EMPLOYEE	URGENTCARECEN	COVID-19 TESTING
					11/25/2020	API	539.92	LCC		NORTHERNSAFET HANDS FREE TEMPRATURE & SA
					11/25/2020	API	2,550.40	3RD PARTY A'	STRATEGICMUNIK	COVID-19 GRANT
					12/10/2020	API	61.98	LCC	NORTHERNSAFET	HAND SANITIZER
					12/10/2020	API	577.47	LCC	SYNCR/AMAZON	CANOPIES
					12/10/2020	API	75.52	LCC	SYNCR/AMAZON	HAND SANITIZER
					12/03/2020	GEN	195.80	COA		MOVE FROM 01541100-511030
					12/23/2020	API	1,040.00	3RD PARTY A'	STRATEGICMUNIK	COVID PROFESSIONAL SERVICE
					12/23/2020	API	9,865.00	CLERK	MERIDIA	EZ-VOTE 5 KEYPADS
					12/23/2020	API	12,400.00	BUILDING	PATRIOTPROPERI	PERMITPRO ADMIN & WEB HOST
					12/23/2020	API	360.00	FIRE/EMT	FIRETECH&SAFET	FIRE BOOTS
					12/23/2020	API	1,090.00	FIRE/EMT	FIRETECH&SAFET	N95 MASKS
					12/23/2020	API	360.00	FIRE/EMT	FIRETECH&SAFET	FIRE BOOTS
					12/23/2020	API	2,180.00	FIRE/EMT	FIRETECH&SAFET	N95 MASKS
					12/23/2020	API	25,900.00	FIRE/EMT	FIRETECH&SAFET	10 SETS OF FIRE GEAR
					12/23/2020	API	29,200.00	FIRE/EMT	FIRETECH&SAFET	10 SETS OF FIRE GEAR & BOO
					12/23/2020	API	14,086.80	FIRE/EMT	STRYKERSALES	CO NEW LUCAS
					12/23/2020	API	5,160.84	FIRE/EMT	KAZAFIREEQUIP	FIRE HELMETS
					12/23/2020	API	2,800.00	FIRE/EMT	CLINICALHOMEN	N95 MASKS
					12/23/2020	API	9,353.00	FIRE/EMT	CLINICALHOMEN	N95 MASKS, GLOVES, & THERM
					12/23/2020	API	6,580.00	FIRE/EMT	INDUSTRIALPROT	EMIST EPIX ELECTROSTATIC S
					12/23/2020	API	8,567.67	FIRE/EMT	ATJANTICULTURAV	SANDYNE PRIME
					12/23/2020	API	82.52	TOWN BUILD	WBMAISONCOINC	GLOVES FOR LCC
					12/23/2020	API	169.10	TOWN BUILD	WBMAISONCOINC	MASKS FOR LCC
					12/23/2020	API	59.85	TOWN BUILD	SYNCR/AMAZON	FLOOR STICKERS
					01/07/2021	API	3,798.00	TOWN BUILD	WBMAISONCOINC	AIR PURIFIERS
					01/07/2021	API	169.18	TOWN BUILD	WBMAISONCOINC	AIR PURIFIER
					01/07/2021	API	288.08	TOWN BUILD	WBMAISONCOINC	AIR PURIFIER & FILTER
					01/07/2021	API	458.26	TOWN BUILD	WBMAISONCOINC	AIR PURIFIER FILTERS
					02/04/2021	API	244.16	TOWN BUILD	WBMAISONCOINC	AIR PURIFIER FILTERS
					02/04/2021	API	180.80	3RD PARTY A'	STRATEGICMUNIK	COVID PROFESSIONAL SERVICE
					02/18/2021	API	123.98	TOWN BUILD	WBMAISONCOINC	DISINFECTANT WIPES
					03/04/2021	API	104.00	3RD PARTY A'	STRATEGICMUNIK	COVID PROFESSIONAL SERVICE
					03/04/2021	API	240.00	EMPLOYEE	URGENTCARECEN	COVID TESTING
					03/04/2021	API	240.00	EMPLOYEE	URGENTCARECEN	COVID TESTING
					03/04/2021	API	600.00	EMPLOYEE	URGENTCARECEN	COVID TESTING
					03/18/2021	API	224.00	3RD PARTY A'	STRATEGICMUNIK	COVID-19/FEMA CONSULTING
					04/15/2021	API	400.00	3RD PARTY A'	STRATEGICMUNIK	COVID-19 CONSULTING
					04/15/2021	API	496.96	PRESCOTT	WBMAISONCOINC	CARBON FILTERS FOR AIR PUR
					04/15/2021	API	561.28	PRESCOTT	WBMAISONCOINC	FILTERS FOR AIR PURIFIER
					05/13/2021	API	1,599.00	ZOOM FOR B	AVIOJA	ZOOM MEMBERSHIP FOR 4/14/2
					05/13/2021	API	80,541.83	NRHS	NASHOBAREGION	FY21 COVID-19 9/16/20
					05/13/2021	API	52,154.67	NRHS	NASHOBAREGION	FY21 COVID-19 10/8/20
					05/13/2021	GNI	966.88	BOH		COVID 19 COORDINATOR
					05/20/2021	GNI	422.50	BOH		COVID 19 COORDINATOR
					05/27/2021	GNI	853.13	BOH		COVID 19 COORDINATOR
					06/03/2021	GNI	715.00	BOH		COVID 19 COORDINATOR
					06/10/2021	API	120.00	3RD PARTY A'	STRATEGICMUNIK	COVID-19/FEMA REIMBURSEMEN
					06/10/2021	GNI	706.88	BOH		COVID 19 COORDINATOR
					06/17/2021	GNI	910.00	BOH		COVID 19 COORDINATOR
					06/24/2021	GNI	877.50	BOH		COVID 19 COORDINATOR
					06/24/2021	API	27,329.37	MINUTEMAN	MINUTEMANRHS	FY21 COVID-19 EXPENSES FOR
					06/24/2021	API	29,750.00	NRHS	NASHOBAREGION	AIR BALANCE TESTING @ LHM
					06/24/2021	API	21,597.19	NRHS	NASHOBAREGION	FY21 COVID EXPENSES 9/16/2
					06/30/2021	API	1,720.00	3RD PARTY A'	STRATEGICMUNIK	COVID-19/FEMA REIMBURSEMEN
					06/30/2021	GNI	845.00	BOH		COVID 19 COORDINATOR
					06/30/2021	GNI	633.75	BOH		COVID 19 COORDINATOR
					06/30/2021	API	592.00	3RD PARTY A'	STRATEGICMUNIK	COVID THROUGH 6.30.2021
							\$78,561.34			
							FY21 EXPENDITURE			
0025							TOTAL COVID			\$137,918.93

#7

VIII. APPOINTMENTS AND RESIGNATIONS

RECEIVED

JUL 29 2021

Board of Selectmen

July 29, 2021

Jay Moody, Chair Lancaster Selectboard

Hello Jay,

I am interested in volunteering to work for town activities in support of town activities, and I would like to be contributing by serving on the newly organized personnel board. I was the Northborough/Southborough Director of Student Support services. During my thirty-year career I interviewed and hired hundreds of candidates for a variety of district positions. I am familiar with interview procedures and collaborative decision making. I am retired and have time to give something back to the town of Lancaster. Please know that my interest is to serve the town-no grudges, no ulterior motives.

Please be aware that I have a bachelor's degree in education and a master's degree in counseling psychology and extensive training in Leadership and Administration.

Thank you for considering my request to serve our town on this committee.

Sincerely,



Jean Bean

Lancaster Selectboard
Prescott Building
Lancaster, MA 01523

RECEIVED
AUG 12 2021
Board of Selectmen

August 12, 2021

Dear Selectboard Members:

This letter is to serve notice of my desire to serve on the Town's Personnel Board. For the past 15 years, I have served the Town as an elected member of the Finance Committee, the last 9 as FINCOM Chair. Over the years in that role, I have gained a significant knowledge of the Town's personnel structure and the roles of the various boards, committees, and staff. I would welcome the opportunity to continue to contribute to the town through this new Personnel Board.

Since the Town has undergone a personnel study conducted by the Collins Center at UMASS-Boston and now has the expertise of an in-house Human Resources Director to help facilitate matters without adding additional pressure on the existing staff. This provides a good time to enhance the Town's overall personnel management oversight.

I look forward to contributing to Lancaster in a different role.

Sincerely,



James E Riley, Jr "Jay"

242 Mill Street

Lancaster, MA 01523

Orlando Pacheco

From: Contact form at Lancaster MA <cmsmailer@civicplus.com>
Sent: Friday, August 13, 2021 12:03 PM
To: Orlando Pacheco
Subject: [Lancaster MA] Town Personnel Board (Sent by denise hurley, deehurley@hotmail.com)

Hello opacheco,

denise hurley (deehurley@hotmail.com) has sent you a message via your contact form (<https://www.ci.lancaster.ma.us/user/22/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/22/edit>.

Message:

Hi Orlando,

I would like to join the Town Personnel Board. I was on the board about 20 years ago when Steven Quill was chair.

Take care,

Denise

RECEIVED

AUG 13 2021

Board of Selectmen

Orlando Pacheco

From: Stan <avidstarr@aol.com>
Sent: Monday, August 16, 2021 11:29 AM
To: Jason A. Allison
Cc: Orlando Pacheco
Subject: Personnel Board

**Jason Allison, Chair
Selectboard
Town of Lancaster MA**

Dear Jason,

It has come to my attention that the Selectboard has requested citizen interest regarding reinstating the Personnel Board within our Town.

I hereby offer my request to be considered for this Board.

My earlier work history includes my employment time at the UMass Medical Center, Worcester MA, where my responsibilities included departmental administration, including personnel matters.

Following the UMass involvement, my next employment was as the Hospital Administrator at Tufts University School of Veterinary Medicine, Grafton MA, where I was involved in the hiring and administration for a number of University hospital support personnel.

I hold a Bachelor's and Master's degree from Worcester State College (now Worcester State university) and have been self employed financial consultant/advisor for the past thirty years.

As the Board members are aware, after moving to Town twenty years ago, I served the Town of Lancaster on the Cultural Council, as a Director for the Lancaster Community Center, Town Finance Committee, Town Moderator and most recently my seven years as a Selectman.

I offer an experienced, common sense, independent voice relative to my past volunteer activities and would continue that approach if appointed to the Personnel Board.

Thank you for your consideration.

Yours truly,

**Stan Starr
978-365-2494**

RECEIVED

AUG 16 2021

Board of Selectmen

TO: TOWN OF LANCASTER SELECTBOARD
FROM: SANDRA CHARTON, INTERIM DIRECTOR OF HUMAN RESOURCES
DATE: SEPTEMBER 2, 2021
RE: FINALIZING PRINCIPAL ASSESSOR APPOINTMENT - FOLLOW UP
QUOTE EXEMPTION TO OML AND PUBLIC RECORDS LAW???

Factual Background

The Town's Principal Assessor, Debra Sanders, retired effective April 30, 2021. On August 26, 2021, the Selectboard met to interview two finalists who applied for the position. The Board subsequently voted to appoint Interim Assessor Bobbi-Jo Williams as Principal Assessor, contingent upon the Board's approval of an agreement regarding the job description, compensation, and a timeline and incentive for achieving designation as a Massachusetts Accredited Assessor (MAA) to be negotiated between the Town, the Union and Bobbi-Jo.

Follow Up

Job Description

Finance Director Cheryl Gariepy and I met with Bobbi-Jo Williams and AFSCME Staff Representative Wendy Timmons the afternoon of Wednesday, September 1st. We initially discussed the job description for Principal Assessor. Wendy presented us with a copy of the official job description that had been adopted by the Town and the Union effective December 5, 2019. (See attachment). The only other dated job description I was able to locate was written in 2005.¹ (See attachment). Therefore, to the best of my knowledge, the 2019 description is the current one.

It is noteworthy, in my opinion, that the current (2019) job description does not require designation as an Accredited or Certified Assessor. Here is the relevant language contained in the Recommended Minimum Qualifications section of the description:

"Recommended Minimum Qualifications:

Education, Training and Experience:

High school education; completion of Department of Revenue course 100, 101, and 102: a minimum of three years of progressively responsible assessing-related experience; or any equivalent combination of education and experience.²

As Bobbi-Jo indicated during her interview with the Board, she has successfully completed most of the courses needed for the MAA designation. I am attaching both a list of the required

¹ Interestingly, the 2005 description does not require designation as an Accredited or Certified Assessor.

² The Massachusetts Department of Revenue does not offer a course 100, so we will need to update the description to reflect the actual course numbers.

courses (from the Massachusetts Association of Assessing Officers website) and the certificates of completion that Bobbi-Jo has received.

Compensation, Timeline for Certification, and "Incentive"

The Principal Assessor is classified as a Grade 11 position in the wage scale contained in the contract agreed upon by the Union and the Town. (See attachment). Bobbi-Jo is currently being paid the Step 1 wage (\$30.31/hour/\$63,287 annualized) as the Interim Assessor. The parties agreed (subject to ratification by the Board) that Bobbi-Jo would be paid the Step 2 wage (\$31.55/hour/\$65,876 annualized) as the permanent Principal Assessor.

The parties further agreed that Bobbi-Jo would receive her MAA designation within two years of her appointment, unless there was good cause (as determined by the Town) for her failure to do so.³ The 2005 job description for this title included a requirement that the Principal Assessor receive a certificate in municipal assessing within two years, so adopting the two-year timeline for designation would be consistent with past practice.

Third, the parties agreed (again, subject to ratification by the Board) that Bobbie-Jo will move up to the next step when she receives her MAA designation. We believe this will serve as an incentive and is consistent with the comments made at the Board's August 26th meeting.

Finally, the tentative agreement states that the Town Administrator will recommend to the Selectboard that it take steps to facilitate the adoption of MGL Chapter 59, §21A by the Town. That statute provides for an additional \$1000 annual compensation to an assessor who receives designation as a Certified Massachusetts Assessor (which is a higher-level designation than the MAA). Acceptance of this statute could serve to incentivize further training and education.

I am including the tentative (i.e., subject to the Board's approval) agreement as the final attachment to this memo. Please feel free, as always, to reach out with any questions.

³ I would suggest that this 2-year requirement be added to the current job description.

PRINCIPAL ASSESSOR (BOARD OF ASSESSORS)

Position Purpose:

The purpose of this position is to provide administrative and supervisory work of substantial difficulty and responsibility in the operations of the Board of Assessors; all other related work as required. The Administrative Assistant - *Board of Assessors* is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Performs duties in accordance with state statutes and local bylaws.

Supervision Received: Work is performed under the administrative direction of the Board of Assessors and direct supervision of the Finance Director/Town Accountant, in accordance with applicable Massachusetts General Laws, town policies, town bylaws, and relevant state, federal, and local regulations and standards. Works independently from municipal policies and objectives; questions generally referred to supervisor only when clarification of operating policies and procedures is needed; assumes direct accountability for departmental results. This position is subject to review and evaluation according to the town's personnel plan.

Supervision Given: Supervises one part-time clerical employee. Hires department staff, provides daily direction, prepares employee performance evaluation, and counsels and disciplines staff consistent with town policies.

Job Environment:

Work is performed under typical office conditions; the noise level is moderate.

Operates a computer, printers, facsimile machine, copier, calculator, typewriter, and other standard office equipment.

Makes frequent contact with other town departments, real estate agents, attorneys, and banks; makes constant contacts with the general public. Contacts are in person, in writing, and by telephone and may require persuasiveness, resourcefulness, and discretion to influence the behavior of others.

Has access to department-level and town-wide confidential information including personnel records, bid proposals, and personal information about citizens; the application of appropriate judgment, discretion and professional office protocols is required.

Errors could result in significant confusion and delay, loss of department services, and have significant town-wide financial repercussions; errors could cause exposure for the town to certain legal liabilities.

12/05/2019

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Provides information in person, by telephone, and in writing to property owners and others regarding the town's assessment policies, the determination of specific valuations, tax abatements, and exemptions. Assists the public in locating properties on assessors' maps.

Maintains all new growth in real estate and personal property values for each fiscal year. Also creates all reports to the Department of Revenue for new growth approval.

Completes required sales reports for the Department of Revenue.

Compiles and analyze all documentation necessary to complete the re-cap form and all related forms to set the tax rate.

Processes Chapter 61-61A-61B liens and releases for recording with the Registry of Deeds; calculates penalty or rollback tax when removed from Chapter.

Maintains records for forestry and agricultural land, real and personal property, deed transfers, field cards, map and parcel information.

Maintain building permits and go out in the field and measure and list such properties.

Prepares tax bills for farm animal, machinery, and wood products excise tax.

Maintains valuation database; ensures that information is recent and accurate.

Compiles documents necessary for Appellate Tax Board cases; may be subpoenaed to appear in court with records.

Creates new map and parcel records from sub-division plans and enters them into the computer for taxation purposes.

Attends monthly Board of Assessors meeting; takes and transcribes minutes.

Serves as support person for department software. Trains others on the use of software.

Prepares department budget. Monitors budget line items to maintain proper compliance with the process. Prepares weekly payroll. Prepares, composes, drafts, and types a variety of department correspondence, reports, records, etc. copies, files, and distributes material as appropriate. Performs secretarial functions.

Regular attendance and punctuality at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education; completion of Department of Revenue courses 100, 101, and 102; a minimum of three years of progressively responsible assessing-related experience; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the Massachusetts General Laws pertaining to the operations of the Assessor's office.

Ability: Ability to clearly explain state and local procedures and regulations concerning assessments, abatements, and exemptions. Ability to handle inquiries and/or complaints tactfully and effectively. Ability to establish and maintain effective working relationships with town officials and the public. Ability to communicate effectively in written and verbal form. Ability to establish and maintain complex record keeping systems. Ability to prioritize multiple tasks and deal effectively with interruptions. Ability to coordinate office activities and to supervise staff.

Skill: Skill in operating computers and applicable software applications. Good written and verbal communication skills. Excellent customer service skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Lifts/moves objects weighing up to 10 pounds. Types on a keyboard at a moderate speed. Communicates verbally and in writing. Manually operates all office equipment and machines.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

BOARD OF ASSESSORS/ASSESSOR
(BOARD OF ASSESSORS)

Position Purpose:

As a voting member of the Board of Assessors this position, in conjunction with the Board, is responsible for the full and fair market valuation of real and personal property for the purposes of levying the property tax as of January 1st every year. (see M.G.L. Ch 59 Sect 21) Additionally, this position is to perform responsible administrative, record keeping, and supervisory work of substantial difficulty and responsibility in the daily operations of the Board of Assessors; all other related work as required. The Assessor –*Board of Assessors* is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to supervise staff, perform duties, complete assigned tasks, plan and implement programs, and analyze the facts or circumstances surrounding individual problems. May or may not be part of the day-to-day operation of the department.

Supervision Received: Appointed by Board of Selectmen. Work is performed under the administrative direction of the Finance Director and in conformance with all relevant provisions of the General Laws and rules and regulations of the Department of Revenue. Requires the ability to plan and perform operations, and to complete assigned tasks according to a prescribed time schedule; only unusual cases are referred to supervisor. This position is subject to review and evaluation according to the town's personnel plan.

Supervision Given: Provides input in preparation of employee performance evaluation, and assists in counseling clerical staff. Provide administrative and professional guidance and assistance to other members of the Board of Assessors.

Job Environment:

Work is performed under typical office conditions; the noise level is moderate.

Operates a computer, printers, facsimile machine, copier, calculator, typewriter, and other standard office equipment.

Makes frequent contact with other town departments, real estate agents, attorneys, and banks; makes constant contacts with the general public. Contacts are in person, in writing, and by telephone and may require persuasiveness, resourcefulness, and discretion to influence the behavior of others.

Has access to department-related confidential information including personnel records, bid proposals, and personal information about citizens.

Errors could result in delay, reduced levels of department services, and have possible legal and financial repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Appraises and assesses real and personal property, with the assistance of other members of the Board of Assessors. Periodically revises values. Responsible for appraising and/or supervising the appraisal of residential, commercial, industrial and personal property for the Town. Conducts inspections of property, as necessary and appropriate, in order to maintain a uniform, full market value on all property. Responsible for revaluing and/or supervising the revaluation of property every three years.

Provides information in person, by telephone, and in writing to property owners and others regarding the town's assessment policies, the determination of specific valuations, tax abatements, and exemptions. Assists the public in locating properties on assessors' maps.

Participates in the preparation of tax rate documentation necessary to complete the re-cap form and set the tax rate.

Investigates requests for abatements and exemptions of property tax. Prepares comparative costs and sales studies. In conjunction with other board members, decides on abatement and exemption applications. Compiles documents necessary for Appellate Tax Board cases; testifies on behalf of the Board at hearings.

Attends monthly Board of Assessors meeting.

Assists in the preparation of the department budget. Monitors budget line items to maintain proper compliance with the process.

Regular availability at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in Business or other related field plus three years of general business experience supplemented by training and experience in real estate appraisal OR high school graduation supplemented by courses in real estate appraisal plus five years of general business experience, at least two of which involve real estate appraisal; **required** certificate in municipal assessing awarded by Commissioner of Revenue within two years following appointment; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the Massachusetts General Laws pertaining to the operations of the Assessor's office. Familiarity with alternative formulas for determining assessment on various types of property. Knowledge of mapping procedures.

Ability: Ability to clearly explain state and local procedures and regulations concerning assessments, abatements, and exemptions. Ability to handle inquiries and/or complaints tactfully and effectively. Ability to establish and maintain effective working relationships with town officials and the public. Ability to communicate effectively in written and verbal form.

Skill: Skill in operating computers and applicable software applications. Good written and verbal communication skills. Excellent customer service skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Lifts/moves objects weighing up to 10 pounds. Types on a keyboard at a moderate speed. Communicates verbally and in writing. Manually operates all office equipment and machines.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

PROFESSIONAL DESIGNATION COURSE REQUIREMENTS

Course Requirements

Course 101 – DOR

Course 200

Course 1 [Alternative Courses: IAAO Course 101 or 201]

Course 2 [Alternative Courses: IAAO Course 101 or 201]

Course 3 [Alternative Courses: IAAO Course 102 or 112]

Course 5 [Alternative Courses: IAAO Course 300 or 331]

Course 6

15-Hour USPAP

CMA Course Requirements

Course 101 – DOR

Course 200

Course 1 [Alternative Courses: IAAO Course 101 or 201]

Course 2 [Alternative Courses: IAAO Course 101 or 201]

Course 3 [Alternative Courses: IAAO Course 102 or 112]

Course 4

Course 5 [Alternative Courses: IAAO Course 300 or 331]

Course 6

15-Hour USPAP

CALENDAR

9/21/2021 » 9/22/2021

MAAO FALL CONFERENCE

9/28/2021

Clerks Meeting - Summit View, Holyo
- September 28th

FEATURED MEMBERS

ONLINE SURVEYS

signation Documents

PROPOSED WAGE SCALE FY2021 7/1/20

July 1, 2021 FY22 2% Jan 1, 2022 min wage \$14.25 PAGE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
	1		14.29	14.91	15.51	16.15	16.80	17.47	18.17
	2	15.69	16.33	16.99	17.72	18.45	19.19	19.96	20.76
CUSTODIAN	3	17.02	17.92	18.65	19.45	20.24	21.08	21.90	22.78
LIBRARY TECH	3a	17.36	18.29	19.03	19.83	20.65	21.48	22.34	23.23
SPECIAL COLLECTION ASST	4								
		18.62	19.39	20.21	21.04	21.91	22.78	23.69	24.64
FINANCE TECHNICIAN	5	20.00	20.84	21.71	22.60	23.52	24.46	25.44	26.46
FACILITY MAINT WORKER									
FACILITY MAINT SPECIALIST									
ASSISTANT ASSESSOR									
ASSISTANT TOWN CLERK									
ASST TREAS/COLLECTOR									
SENIOR LIBRARIAN	5a	20.37	21.23	22.12	23.02	23.97	24.93	25.93	26.97
	6	20.66	21.51	22.44	23.34	24.30	25.29	26.30	27.35
ADMIN ASST CDP	7	22.32	23.25	24.23	25.22	26.24	27.30	28.39	29.52
ADMIN ASST WATER/DPW	7a	22.87	23.84	24.83	25.84	26.90	27.98	29.09	30.26
YOUTH SERV. LIBRARIAN	8								
		23.28	24.25	25.26	26.29	27.38	28.49	29.63	30.81
ASSISTANT ACCOUNTANT	9	24.44	25.46	26.50	27.59	28.73	29.88	31.08	32.32
	10								
		26.68	27.81	28.96	30.16	31.39	32.66	33.96	35.32
PRINCIPAL ASSESSOR	11	30.31	31.55	32.89	33.36	35.65	37.07	38.56	40.10
BUILDING INSPECTOR	12	30.91	32.17	33.50	34.92	36.36	37.82	39.33	40.91

Memorandum of Agreement
Between the
Town of Lancaster
and the
American Federation of State, County and Municipal Employees (AFSCME)
Council 93, Local 3720

PRINCIPAL ASSESSOR POSITION

The Town of Lancaster ("Town") and AFSCME Council 93, Local 3720 ("Union") ("Parties") hereby agree as follows:

1. Bobbi-Jo Williams will be compensated as a Grade 11, Step 2 employee effective September 13, 2021, in accordance with the Wage Scale contained in the 2020-2023 Collective Bargaining Agreement between the Parties (attached as "Appendix A" to this Agreement).
2. Bobbi-Jo Williams agrees that she will receive designation as a Massachusetts Accredited Assessor (MAA) within 2 years following appointment to the position of Principal Assessor, unless there is good cause, as determined by the Town, for her failure to receive such designation within that time frame.
3. Bobbi-Jo Williams will move up to the next step on the Wage Scale referenced in Paragraph 1 of this Agreement once she receives designation as a MAA.
4. The parties affirm that the Job Description dated 12/05/2019 is the current job description for the Principal Assessor position (Attached as "Appendix C" to this Agreement).
5. The Town Administrator will recommend to the Selectboard that it take steps to facilitate the adoption of MGL Chapter 59, §21A by the Town (attached as "Appendix C" to this Agreement).
6. This Agreement is subject to ratification by the Lancaster Selectboard.

Town of Lancaster:

Orlando Pacheco, Town Administrator
Date:

Bobbi-Jo Williams, Interim
Principal Assessor
Date:

Kathi Rocco

From: Mark Grasso <markgrassoedc@gmail.com>
Sent: Tuesday, August 31, 2021 7:07 PM
To: Jason A. Allison; Alexandra Turner; JAY MOODY
Cc: Orlando Pacheco; Kathi Rocco
Subject: Resignation

Good Afternoon Selectboard:

Please accept this email as my notice of my intent to resign from the Economic Development Committee, effective 9/8/2021.

Thank you for the opportunity to serve.

Mark

Sent from my iPhone

IX. LICENSES AND PERMITS

Kathi Rocco

From: Bridget McEachern <bridget.mceachern@cancer.org>
Sent: Monday, August 23, 2021 10:58 AM
To: Orlando Pacheco; Kathi Rocco
Subject: One Day Liquor Application
Attachments: one_day_liquor_license.pdf; Donnie Todd TIPS Certificate.jpg; CERTIFICATE OF INSURANCE_PROOF_EOI.pdf; MBBC Hold Harmless indemnity agreement-2021.pdf

Good Morning,

I would like to submit this Liquor License Application for Bicycles Battling Cancer being held at Camp Lowe on 9/25/2021. I have also submitted the TIPS certification for the bartender, COI and the agreement from Harpoon. The beer and seltzers will be donated by Harpoon and served by Donnie Todd.

Please let me know what other information you will need. A check will be sent by American Cancer Society to
Prescott Building 701 Main Street, Suite 1, Lancaster, Massachusetts 01523

Bridget McEachern (she/her)
Senior Development Manager
(508)335-9725

American Cancer Society, Inc. | Northeast Region
3 Speen St Suite 250
Framingham, MA 01701
cancer.org | 1.800.227.2345



Attacking from every angle.

This message (including any attachments) is intended exclusively for the individual to whom it is addressed and may contain proprietary, protected, or confidential information. If you are not the named addressee, you are not authorized to read, print, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately.



TOWN OF LANCASTER, MASSACHUSETTS

**OFFICE OF THE
BOARD OF SELECTMEN**

RECEIVED

AUG 23 2021

Board of Selectmen

SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION

TODAY'S DATE: 8/23/2021

APPLICANT'S NAME: Bridget McEachern TELEPHONE: 5083359725

ORGANIZATION: American Cancer Society, Inc.

EVENT ADDRESS: 132 Fort Pond Inn Road Lancaster, MA 01523

EVENT PURPOSE: Bicycles Battling Cancer Cycling Fundraiser

EVENT DATE: 9/25/2021

EVENT HOURS: 7am-4pm

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

ATTENDANCE: Approximate Number of Persons in Attendance: 175

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.

Bridget McEachern
Signature of Applicant

POLICE DEPARTMENT OFFICIAL USE ONLY

X Approval Recommended _____ Approval Not Recommended

Police Officer Required: Yes _____ No X _____

Comments/Conditions: _____

Date: _____

Chief Everett L. Moody
Police Chief Signature

701 Main Street, Suite 1, Lancaster, Massachusetts 01523
T: 978-365-3326 F: 978-368-8486

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

Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 3.0
For coursework completed on July 19, 2020
provided by Health Communications, Inc.
is hereby granted to:

Donald Todd

Certification to be sent to:

**40 E Pier Dr Apt 2311
East Boston MA, 02128-2950 USA**



HEALTH COMMUNICATIONS, INC.



This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 4/30/2021

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).

PRODUCER Commercial Lines - (404) 923-3700 USI Insurance Services LLC 1 Concourse Parkway NE, Suite 700 Atlanta, GA 30328	CONTACT NAME: Jennifer Lefler PHONE (A/C, No, Ext): 470-875-0441 FAX (A/C, No): 610-537-1929 E-MAIL ADDRESS: jennifer.lefler@usi.com														
INSURED American Cancer Society, Inc. 3380 Chastain Meadows Pkwy. NW Suite 200 Kennesaw, GA 30144-0101	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: ACE American Insurance Company</td> <td>22667</td> </tr> <tr> <td>INSURER B: Evanston Insurance Company</td> <td>35378</td> </tr> <tr> <td>INSURER C: ACE Fire Underwriters Ins. Co.</td> <td>20702</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: ACE American Insurance Company	22667	INSURER B: Evanston Insurance Company	35378	INSURER C: ACE Fire Underwriters Ins. Co.	20702	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: ACE American Insurance Company	22667														
INSURER B: Evanston Insurance Company	35378														
INSURER C: ACE Fire Underwriters Ins. Co.	20702														
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** 15363306 **REVISION NUMBER:** See below

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"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Event			HDOG71450399	09/01/2020	09/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 2,500 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 25,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" 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			ISAH25308438	09/01/2020	09/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			MKL2EUL104186	09/01/2020	09/01/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WLRC6746400A (AOS)	09/01/2020	09/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
C				SCFC67464047 (WI)	09/01/2020	09/01/2021	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Evidence of Insurance

CERTIFICATE HOLDER

American Cancer Society, Inc.
 3380 Chastain Meadows Pkwy. NW
 Suite 200
 Kennesaw, GA 30144

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Paul B. B.

The ACORD name and logo are registered marks of ACORD © 1988-2015 ACORD CORPORATION. All rights reserved.



EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

AMERICAN4

DATE (MM/DD/YYYY)

5/12/2021

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

PRODUCER NAME, CONTACT PERSON AND ADDRESS Commercial Lines - (404) 923-3700 USI Insurance Services LLC 1 Concourse Parkway, NE, Suite 700 Atlanta, GA 30328		PHONE (A/C, No, Ext): 404-923-3700	COMPANY NAME AND ADDRESS Westport Insurance Corporation 5200 Metcalf Overland Park, KS 66201		NAIC NO: 39845
FAX (A/C, No):		E-MAIL ADDRESS: jennifer.lefler@usi.com		IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH	
CODE:		SUB CODE:		POLICY TYPE Property	
AGENCY CUSTOMER ID #:		LOAN NUMBER		POLICY NUMBER NAP2002860 02	
NAMED INSURED AND ADDRESS American Cancer Society, Inc. 3380 Chastain Meadows Pkwy. NW Suite 200 Kennesaw, GA 30144-0101		EFFECTIVE DATE 09/01/2020		EXPIRATION DATE 09/01/2021	CONTINUED UNTIL TERMINATED IF CHECKED
ADDITIONAL NAMED INSURED(S)		THIS REPLACES PRIOR EVIDENCE DATED: SID# 1351099 4/30/2021			

PROPERTY INFORMATION (ACORD 101 may be attached if more space is required) ☒ BUILDING OR ☒ BUSINESS PERSONAL PROPERTY

Blanket Limit \$250,000,000 Bldg/PP and \$10M BI/EE

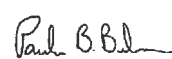
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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.

COVERAGE INFORMATION		PERILS INSURED	BASIC	BROAD	X	SPECIAL
COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE: \$ 250,000,000		DED: \$50,000				
<input checked="" type="checkbox"/> BUSINESS INCOME <input type="checkbox"/> RENTAL VALUE		YES	NO	N/A	IF YES, LIMIT: \$14,199,662 Actual Loss Sustained; # of months:	
BLANKET COVERAGE		X			IF YES, indicate value(s) reported on property identified above: \$	
TERRORISM COVERAGE			X		Attach Disclosure Notice / DEC	
IS THERE A TERRORISM-SPECIFIC EXCLUSION?						
IS DOMESTIC TERRORISM EXCLUDED?						
LIMITED FUNGUS COVERAGE					IF YES, LIMIT: DED:	
FUNGUS EXCLUSION (If "YES", specify organization's form used)						
REPLACEMENT COST		X				
AGREED VALUE						
COINSURANCE			X		IF YES, %	
EQUIPMENT BREAKDOWN (If Applicable)		X			IF YES, LIMIT: Included DED:	
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg					IF YES, LIMIT: DED:	
- Demolition Costs					IF YES, LIMIT: DED:	
- Incr. Cost of Construction					IF YES, LIMIT: DED:	
EARTH MOVEMENT (If Applicable)					IF YES, LIMIT: DED:	
FLOOD (If Applicable)					IF YES, LIMIT: DED:	
WIND / HAIL INCL <input type="checkbox"/> YES <input type="checkbox"/> NO Subject to Different Provisions:					IF YES, LIMIT: DED:	
NAMED STORM INCL <input type="checkbox"/> YES <input type="checkbox"/> NO Subject to Different Provisions:					IF YES, LIMIT: DED:	
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS						

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

CONTRACT OF SALE	LENDER'S LOSS PAYABLE	LOSS PAYEE	LENDER SERVICING AGENT NAME AND ADDRESS
MORTGAGEE			
NAME AND ADDRESS American Cancer Society, Inc. 3380 Chastain Meadows Pkwy. NW Suite 200 Kennesaw, GA 30144-0101			AUTHORIZED REPRESENTATIVE 

The ACORD name and logo are registered marks of ACORD

© 2003-2015 ACORD CORPORATION. All rights reserved.

ACORD 28 (2016/03)

This evidence replaces evidence 1351099 issued on 4/30/2021 1352070

REMARKS: (Continued from Page1):

Miscellaneous Equipment/Leased/Rented Equipment - \$1,000,000 subject to \$100,000 Deductible

MASS. BAY BREWING COMPANY, INC.

SPONSORSHIP & INDEMNITY AGREEMENT

This Agreement is entered into between Mass. Bay Brewing Company, Inc. and _____ ("Partner") on this _____ day of _____, 2021.

MBBC has been asked to supply, and is supplying, alcoholic beverages to Partner along with other goods and valuable services; and Partner intends to serve or provide MBBC's products to individuals attending an event sponsored by Partner on or about _____, 2021, to be held at _____ (the "Event"). Partner agrees to assure that MBBC is not exposed to liability arising from the aforesaid Event.

It is agreed between MBBC and Partner as follows:

1. **Hold Harmless and Indemnity.** Partner agrees to indemnify and hold harmless MBBC, its directors, officers, employees, agents, affiliates, distributors, successors and assigns (collectively "Indemnitees") from any and all liability arising in whole or in part, directly or indirectly, from the Event or the acts or omissions of any persons or organizations attending or providing services at or for the Event, including without limitation, all personal injury, property damage and wrongful death, whether or not caused or contributed to by the negligence or any act or omission of any of the Indemnitees. This Hold Harmless and Indemnity obligation extends to, but is not limited to, any and all expenses, including attorney's fees, damages, judgments, fines, settlements and all other amounts that any Indemnitee becomes legally obligated to pay because of any claim or claims made against the Indemnitee. In the event of any lawsuit or administrative proceeding, it is agreed that Partner will pay the fees of attorneys retained by an Indemnitee to represent Indemnitee in connection with said suit or proceeding.
2. **Insurance Policies and Endorsement.** Partner agrees to secure liability insurance naming Partner as an insured which extends to liability arising from the aforesaid Event and the indemnity obligations of this Sponsorship and Indemnity Agreement. Partner shall have MBBC and all Indemnitees endorsed as additional insureds under its policies for purposes of the Event. Partner agrees to provide MBBC with a copy of the endorsement(s) naming Indemnitees as additional insureds within 30 days of signing, and at least 2 weeks prior to the date of the event. To the fullest extent allowed by law and its insurance policies, Partner also waives any and all rights of subrogation by anyone against the Indemnitees.

Partner shall at its own cost and expense, obtain insurance coverage for itself, and naming Indemnitees as additional insureds, in the following amounts:

1. General Liability - \$1,000,000 per occurrence.
2. Worker's compensation - \$1,000,000 per occurrence.
3. Liquor Liability - \$1,000,000 per occurrence.



TOWN OF LANCASTER, MASSACHUSETTS

**OFFICE OF THE
BOARD OF SELECTMEN**

RECEIVED

SEP 02 2021

Board of Selectmen

SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION

TODAY'S DATE: **08/31/ 2021**

APPLICANT'S NAME: **George Frantz** TELEPHONE: **9778-807-0308**

ORGANIZATION: **First Church of Christ, Unitarian**

EVENT ADDRESS: **725 Main Street**

EVENT PURPOSE: **Craft fair, community event, fundraiser**

EVENT DATE: **Saturday October 2nd, 2021**

EVENT HOURS: **8 AM to 5 PM (Including set-up and tear down time)**

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

ATTENDANCE: Approximate Number of Persons in Attendance: **500-1000**

Persons Under 21 in Attendance: Yes ☒ No ☐

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

Signature of Applicant

POLICE DEPARTMENT OFFICIAL USE ONLY

☒ Approval Recommended ☐ Approval Not Recommended

Police Officer Required: Yes ☒ No ☐

Comments/Conditions: _____

Date: _____
Chief Everett L. Moody
Police Chief Signature

701 Main Street, Suite 1, Lancaster, Massachusetts 01523
T: 978-365-3326 F: 978-368-8486

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



TOWN OF LANCASTER, MASSACHUSETTS

**OFFICE OF THE
BOARD OF SELECTMEN**

RECEIVED

SEP 02 2021

Board of Selectmen

SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION

TODAY'S DATE: 08/31/ 2021

APPLICANT'S NAME: George Frantz TELEPHONE: 9778-807-0308

ORGANIZATION: First Church of Christ, Unitarian

EVENT ADDRESS: 725 Main Street

EVENT PURPOSE: Craft fair, community event, fundraiser

EVENT DATE: Saturday October 2nd, 2021

EVENT HOURS: 8 AM to 5 PM (Including set-up and tear down time)

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

ATTENDANCE: Approximate Number of Persons in Attendance: 500-1000

Persons Under 21 in Attendance: Yes X No _____

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

Signature of Applicant

POLICE DEPARTMENT OFFICIAL USE ONLY

____ Approval Recommended _____ Approval Not Recommended

Police Officer Required: Yes _____ No _____

Comments/Conditions: _____

Date: _____

Police Chief Signature

701 Main Street, Suite 1, Lancaster, Massachusetts 01523

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

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

Kathi Rocco

From: George Frantz <frantzclan@comcast.net>
Sent: Wednesday, September 1, 2021 4:05 PM
To: Kathi Rocco; Win Clark; Orlando Pacheco
Cc: jesse@sterlingstreetbrewery.com
Subject: Re: One Day Pour License

Kathi... I will bring the paperwork tomorrow morning.

Thanks... George Frantz

On 9/1/2021 4:01 PM, Kathi Rocco wrote:

Hi Win

I have your One Day License on the agenda however, I will need all the paperwork in my office no later than tomorrow.

If you like we can schedule your request at the next Select Board's meeting on September 20th.

Kathi

Kathleen Rocco

Executive Assistant / Records Access Officer

Lancaster Select Board

701 Main Street, Suite 1

Lancaster, MA 01523

T: 978-365-3326 x 1201

www.ci.lancaster.ma.us



From: clarkbars5@comcast.net <clarkbars5@comcast.net>

Sent: Tuesday, August 31, 2021 9:39 AM

To: Orlando Pacheco <OPacheco@lancasterma.net>; Kathi Rocco <KRocco@lancasterma.net>

Cc: jesse@sterlingstreetbrewery.com; George Frantz <frantzclan@comcast.net>

Subject: One Day Pour License

Hi Orlando and Kathi-

If you could, please put this on the 9/8 BoS agenda for approval. And let us know who needs to submit the application.

Thanks!

Horseshed Fair

Oct 2, 2021

Beer only

On 08/31/2021 9:23 AM Orlando Pacheco <opacheco@lanasterma.net> wrote:

Win, just an fyi we sent this to George franz last week. Orlando

From: clarkbars5@comcast.net <clarkbars5@comcast.net>
Sent: Monday, August 30, 2021 10:57 PM
To: Orlando Pacheco <OPacheco@lanasterma.net>
Cc: jesse@sterlingstreetbrewery.com
Subject: One Day Pour License

Hi Orlando -

The Horseshed Fair is scheduled for Oct and we are again looking to serve beer at the event. This year we have invited Sterling Street Brewery to serve their beer. Jesse Tarbel, one of the owners, is copied here. So we need to know if it is the Church or Sterling Street Brewery who should be applying for the permit. I think its the latter but wanted to confirm.

Please let us know as either way we need to get the application in soon.

Thank You!

Win

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

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

Kathi Rocco

From: Daniel Poch <dwepoch@gmail.com>
Sent: Wednesday, September 1, 2021 4:24 PM
To: Kathi Rocco
Cc: George Frantz; Church Office
Subject: First Church beer sales

Hi Kathi,
cc George, FCC

I'm Dan Poch, chair of the standing committee at First Church. We would like to be able to sell beer again this year the Horse Shed Fair this fall. I understand George has been looking into the licenses, and just needed a separate email from the standing committee. Makes total sense to me to make sure all the 't's are crossed and the 'i's dotted.

Thanks for your help,
Dan Poch
First Church of Christ, Unitarian
Standing committee chair.



RECEIVED

AUG 26 2021

Board of Selectmen

Rental Application

Lancaster Use of Town Owned Buildings & Town Green

TO: BOARD OF SELECTMEN, LANCASTER MASSACHUSETTS

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

☐

TOWN HALL AUDITORIUM

☐

LANCASTER COMMUNITY CENTER (LCC) GYM

☐

LANCASTER COMMUNITY CENTER (LCC) MEETING ROOM

☒

TOWN GREEN/GAZEBO

Name of Individual/Organization: Lancaster 4H

Date of Event: 4-10-22

Time: 7:30-9:30 am

Program: Easter Egg Hunt

Rehearsal(s) will/will not be necessary on

From: _____ To: _____

If Banquet, Caterer will be: _____

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

Program Director/Contact person name: Judith Zmijak

Address: 23 Carter Street, Lancaster MA

Email: judykzmijak@gmail.com

Phone: 978-230-3096

Approved: ☐

Disapproved: ☐

Lancaster Board of Selectmen _____

TOWN OF LANCASTER
APPLICATION FOR USE OF TOWN GREEN/GAZEBO
(Submit to: Executive Assistant, Town of Lancaster, 701 Main Street, Suite 1, Lancaster, MA 01523)

8/26/2021
Date

To the Licensing Authorities:

The undersigned hereby applies for a License/Permit in accordance with the provisions of the Statutes of the Commonwealth of Massachusetts and/or Bylaws of the Town of Lancaster relating thereto:

Date of Activity: April 10, 2022
Time: Start: 7:30 End: 9:30
Name & Address: Lancaster 4H, 23 Carter St
Telephone: 978-230-3096
Emergency Contact & Phone: Judy Zmijak 978-230-3096
Business Name (If applicable):
Address:
Telephone:
Number of People Attending: c 150
Provisions for Parking:
Partial or full road closure? NO
Structures? NO
Tents with sides? NO
Cooking? NO
Food/Refreshments? Eggs filled w/ Candy
Porta Potty? NO
Portable Sink Unit? NO
Email address: judy.zphoto@yahoo.com

Clearly explain the purpose for requesting the use of the Town Green/Gazebo:

Easter Egg hunt for local youth. Stacks will temporarily
section off parts of lawn/green.
Free Event for community

A Refundable Deposit of \$100 is required of anyone requesting the use of the Gazebo/Town Common.

Wedding Fees

Residents: No Charge for Weddings, Rehearsals or Photographs
Non-Residents: Weddings - \$50
Rehearsals - \$25
Photographs - \$25

I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth and the Town of Lancaster relating to the filing and payment of taxes.

RECEIVED

AUG 26 2021

Board of Selectmen


Signature of Individual or Corporate Officer

Company Name or Individual Name

on file
Social Security Number or Federal
Identification Number*

* Your Identifying Number will be furnished to the Massachusetts Department of Revenue to determine whether or not you have any tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Chapter 62C, Section 49A, of the Massachusetts General Laws and the Bylaws of the Town of Lancaster.

TOWN OF LANCASTER
APPLICATION FOR USE OF TOWN GREEN/GAZEBO

(Submit to: Executive Assistant, Town of Lancaster, 701 Main Street, Suite 1, Lancaster, MA 01523)

8/26/2021
Date

To the Licensing Authorities:

The undersigned hereby applies for a License/Permit in accordance with the provisions of the Statutes of the Commonwealth of Massachusetts and/or Bylaws of the Town of Lancaster relating thereto:

Date of Activity: Town Tree Lighting 12/5/2021
Time: Start: 6:30 pm End: 8 pm
Name & Address: Lancaster 4H
Telephone: 978-230-3096
Emergency Contact & Phone: Judy Zmijak 23 Carter St 978-230-3096
Business Name (If applicable):
Address:

Telephone:
Number of People Attending:

est c 100

Provisions for Parking:

Partial or full road closure?

NO

Structures?

NO

Tents with sides?

NO

Cooking?

NO

Food/Refreshments?

Candy canes

Porta Potty?

NO

Portable Sink Unit?

NO

Email address:

judy2photo@yahoo.com

Clearly explain the purpose for requesting the use of the Town Green/Gazebo:

Tree Lighting - gazebo will be lit up/decorated,
along with tree.

Free event for community

A Refundable Deposit of \$100 is required of anyone requesting the use of the Gazebo/Town Common.

Wedding Fees

Residents:

No Charge for Weddings, Rehearsals or Photographs

Non-Residents:

Weddings - \$50

Rehearsals - \$25

Photographs - \$25

I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth and the Town of Lancaster relating to the filing and payment of taxes.

RECEIVED

AUG 26 2021

Board of Selectmen

Judith Kuntz
Signature of Individual or Corporate Officer
Lancaster 4H
Company Name or Individual Name

on file
Social Security Number or Federal
Identification Number*

* Your Identifying Number will be furnished to the Massachusetts Department of Revenue to determine whether or not you have any tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Chapter 62C, Section 49A, of the Massachusetts General Laws and the Bylaws of the Town of Lancaster.



Rental Application

Lancaster Use of Town Owned Buildings & Town Green

TO: BOARD OF SELECTMEN, LANCASTER MASSACHUSETTS

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



TOWN HALL AUDITORIUM



LANCASTER COMMUNITY CENTER (LCC) GYM



LANCASTER COMMUNITY CENTER (LCC) MEETING ROOM



TOWN GREEN/GAZEBO

Name of Individual/Organization: Friends of Thayer Memorial Library

Date of Event: Wed, Sept 29-Wed, Oct 13, 2021

Time: all day

Program: Friends of TML Annual Book Sale

Rehearsal(s) will/~~will not~~ be necessary on

From: _____ To: _____

If Banquet, Caterer will be: _____

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

Program Director/Contact person name: Susan Munyon

Address: 96 Grant Way, Lancaster, MA 01523

Email: susanmunyon@comcast.net

Phone: 978-764-0520

Approved: ☐

Disapproved: ☐

Lancaster Board of Selectmen _____



Rental Application

Lancaster Use of Town Owned Buildings & Town Green

TO: SELECT BOARD, LANCASTER MASSACHUSETTS

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

☐

TOWN HALL AUDITORIUM

☐

LANCASTER COMMUNITY CENTER (LCC) GYM

☐

LANCASTER COMMUNITY CENTER (LCC) MEETING ROOM

☒

TOWN GREEN/GAZEBO

Name of Individual/Organization: Lancaster Community Center

Date of Event: Sept 18 Rain Date Sept 19

Time: 3-6 pm. with set up prior

Program: 10th Anniversary Party

Rehearsal(s) will/will not be necessary on

From: none

To: _____

If Banquet, Caterer will be: na

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

Program Director/Contact person name: Alexandra Turner

Address: 701 Main St Suite 7 Lancaster MA 01523

Email: aturner@lancasterma.net

Phone: 978-733-1249 ext 1109

Approved: ☐

Disapproved: ☐

Lancaster SELECT BOARD _____



Rental Application

Lancaster Use of Town Owned Buildings & Town Green

TO: SELECT BOARD, LANCASTER MASSACHUSETTS

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



TOWN HALL AUDITORIUM



LANCASTER COMMUNITY CENTER (LCC) GYM



LANCASTER COMMUNITY CENTER (LCC) MEETING ROOM



TOWN GREEN/GAZEBO

Name of Individual/Organization: Lancaster Community Center and COA

Date of Event: November 9-November 22

Time: All day

Program: The Beauty Around Us

Rehearsal(s) will/will not be necessary on

From: set up 11/9-11

To: _____

If Banquet, Caterer will be: na

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

Program Director/Contact person name: Alexandra Turner

Address: 701 Main St Suite 701

Email: aturner@lancasterma.net

Phone: 978-733-1249 ext 1102

Approved: ☐

Disapproved: ☐

Lancaster SELECT BOARD _____

TOWN OF LANCASTER, MASSACHUSETTS



APPLICATION TO ERECT TEMPORARY BANNER
ALONG OR ACROSS A PUBLIC WAY

Pursuant to Article VI, Section 2 of the Lancaster Traffic Regulations

Complete all the information requested below:

BUSINESS NAME (if applicable): Friends of Thayer Memorial Library

BUSINESS ADDRESS (if applicable): 717 Main Street, Lancaster, MA 01523

APPLICANT'S NAME: Susan Munyon

APPLICANT'S ADDRESS: 96 Grant Way, Lancaster, MA 01523

APPLICANT'S TELEPHONE NUMBER: 978-764-0520 FAX NO. susanmunyon@comcast.net

CELLULAR PHONE NO: E-MAIL ADDRESS:

BANNER:

DESCRIPTION (CONTENT): Friends Annual Book Sale banners (2) facing traffic each way
see attached image used the last 9 years on the Town Green.

SIZE: LENGTH: WIDTH: TOTAL AREA:

CONSTRUCTION OF BANNER (TYPE OF MATERIAL): SunPrint Banner Vinyl

DESCRIBE WHERE THE BANNER WILL BE LOCATED (BUILDING/POLE/STREET LOCATION): On two different trees along Main Street on Town Green

TIME PERIOD (S) THAT BANNER WILL BE DISPLAYED (Indicate date(s) from, to) Sept 18, 2021 to Oct 12, 2021

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE TOWN'S TEMPORARY BANNER REGULATIONS AND THAT I WILL COMPLY WITH SAID REGULATIONS.

SIGNATURE Susan Munyon Digitally signed by Susan Munyon
Date: 2020.09.09 22:15:50 -04'00'

DATE 9/3/2021

NOTE: Prior to installation of any banner approved herein, a Building Permit must first be obtained from the Building Inspector.

FOR TOWN USE ONLY

YOUR REQUEST FOR THE ABOVE TEMPORARY BANNER (S) IS:

☐ APPROVED

☐ CONDITIONALLY APPROVED

☐ DENIED

COMMENTS: _____

BY: _____

DATE: _____

X. OTHER/UNFINISHED BUSINESS

LLEC, INC.



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

In accordance with Article 12 of the Zoning Bylaws, the Select Board hereby grants to the Applicant a Special Permit to remove earth products, subject to the conditions noted herein.

Name of Applicant/Grantee: James Simpson

Address of Applicant/Grantee: 139 Greenland Road, Sterling, MA 01566

Company Name: LLEC, Inc.

Company Address: 139 Greenland Road, Sterling, MA 01566

Permit Issue Date: August 20, 2020

Permit Expiration Date: August 20, 2022

Conditions:

1. Description of Area: All earth removal and related site work shall be in accordance with the approved Earthen Products Removal plans for Gravel Removal Special Permit, dated July 2012, as prepared by Andrysick Land Surveying, and as modified by the terms and conditions of this Special Permit. Also, modifications to the plans for the Central Excavation portion of the site, as notated on the Notice of Intent Plans dated July 31, 2012, and in agreement with the resulting Conservation Commission Hearing of August 21, 2012 have become conditions of this permit.
2. The site shall be restored with a minimum depth of nine inches of loam which shall be capable of supporting grass growth unless the applicant can document a lesser amount pre-exists on site, in which case the applicant will be responsible for the lesser amount. The site shall be restored upon completion of the earth removal authorized by this special permit. The area shall be hydroseeded and the planted area shall be protected from erosion during the establishment period using sound conservation practices. Areas that wash out shall be repaired immediately. Trees or shrubs of prescribed species shall be planted to provide screening and reduce erosion during the establishment period.
3. No top or subsoil shall be removed from the site. An estimated 5,000 cubic yards will be stripped from the site, but due to the ongoing restoration program, less than 1,000 cubic yards will be stockpiled at any one time. Estimated amount of earth products to be removed is 395, 700 cubic yards.



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

4. Provisions for dust control shall be in place prior to commencement of the earth removal operations. Abutting public right-of-ways and abutters shall be kept clear of construction debris and dust.
5. Dust Control measures shall be undertaken as specified in the approved plans.
6. Active work areas shall be limited to five (5) acre parcels in each of the Northern and Central Excavations, in accordance with the approved phasing plans.
7. At least two (2) of the five (5) acres shall be restored before work commences (including building haul roads) on the subsequent phases. All restoration work shall be completed within 30 days after expiration of a permit or upon cessation of operations within any phase.
8. A maximum slope of three foot horizontal to one foot vertical (3:1) is required; 4:1 within any buffer zone of a resource area as shown on the approved plans.
9. The hours and days for which trucks are allowed to remove earth materials from the site shall be limited to 7:00 am – 4:30 pm Monday through Friday and 8:00 am – Noon on Saturdays, except for Federal and State Holidays. Alteration of this time schedule may be accomplished only by prior approval of the Select Board.
10. All entrances to the facility shall be gated and locked to prevent unauthorized entry during non-working hours. Proper signage must also be posted within the site to advise drivers of site conditions. Truck entering signs shall also be erected along the abutting right-of-ways to warn motorists of truck traffic from the site.
11. Truck trips from the site shall not exceed 32 (loads) within any given day. Alteration of this trip schedule may be accomplished only by prior approval of the Select Board based upon an approved traffic management plan approved by the Chief of Police.
12. A minimum of two (2) groundwater-monitoring wells shall be installed. Groundwater levels shall be checked on a quarterly basis and data provided to the Town. A minimum depth to groundwater separation of 6-feet shall be maintained at all times. Areas which fall within the Town's water resource overlay district shall maintain a minimum depth to groundwater separation of 10-feet. Two respective monitoring wells shall be installed in the following locations:
 - a. Near the southernmost extent of the Central Excavation approximate to the intersection of the 200' riparian zone buffer and the Zone II wellhead protection buffer



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

- b. Near the southeastern corner of the Central Excavation approximate to the location of the 100' wetland buffer and the 200' riparian zone.
13. Provide a minimum of three (3) permanent benchmarks with elevations for each active phase of the operation.
14. The land shall be left so that natural storm drainage leaves the property at the original natural drainage points and so that the total discharge at peak flow, and the area of drainage at anyone point, is not increased, and so that the hydrograph of any post-development receiving body of water is the same as that of the pre-development hydrograph per the approved plans.
15. No stumps shall be buried on-site.
16. A Surety Bond, Irrevocable Standby Letter of Credit, or Cash Account in the amount of \$50,000 shall be provided to the Town prior to commencement of any work authorized under this special permit in order to secure compliance with the terms and conditions hereof. The Surety Bond, Irrevocable Standby Letter of Credit, or Cash Account shall remain in effect during the term of the Special Permit.
17. The excavations, fills or side cuts shall be set back a minimum of one hundred (100) feet from the abutter's property lines or public right-of-way. The following exceptions apply:
 - a. The 100-foot buffer is waived for the western portion of the site which abuts the existing earth removal operation in Leominster in order to provide access to the LLEC, Inc. site.
18. No areas should be excavated so as to cause accumulation of standing water. Excavation areas shall be graded to provide positive drainage in accordance with the approved stormwater management plan.
19. Agent(s) assigned by the Select Board shall conduct inspections. All costs for outside consultant services used for inspection purposes shall be paid for by the permit holder. Funds shall be deposited into a Consultant Review Account. Inspections shall be scheduled on a semiannual basis and at other times as needed.
20. Recommendations for permit compliance cited in inspection reports shall be addressed by the Applicant before the next subsequent inspection, or the permit may be subject to revocation by the Select Board following a hearing.
21. Separate from the normal permit renewal process, the Applicant shall remain vigilant in renewals of local and federal stormwater and wetlands permits for the facility so that current permits do not expire while operation of the facility continues.



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

22. If any conditions of this permit are violated, the permit is subject to revocation by the Select Board following a hearing.
23. This permit shall not be assigned to any other person other than the person or entity named herein, unless authorized in writing by the Select Board.
24. By exercising this special permit, the permit holder agrees to permit reasonable access onto the subject premises by the agents and employees of the Lancaster Select Board for inspection purposes consistent with the requirements of Condition 19.
25. By exercising this special permit, the permit holder agrees that he will not excavate in such a manner as to leave dangerous and unsightly conditions on the premises as a result of the excavation.

Date of Public Hearing and Continuances: July 19, 2021 and continued to August 2, 2021

Location of Hearing(s): Via ZOOM™

Notice of Hearing, Names of newspapers: The Clinton Item

Date of Public Notice: July 2, 2021 and July 9, 2021

Certified List of Abutters: See attached

DECISION FINDINGS:

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

- (a) Ensure that all requirements applicable to the special permit are fulfilled;
- (b) That the specific site is an appropriate location for the uses proposed;
- (c) That there is safe access from roads adequate for the traffic expected, adequate parking is provided and internal circulation is adequate for emergency vehicles;
- (d) That the Board of Health requirements for water and sanitation arrangements will be followed;



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

- (e) That the use as developed and operated will not adversely affect the neighborhood;
- (f) That the purposes of the Bylaw are substantially met.

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

SELECT BOARD:

_____, *Chair*
Jason A. Allison

Date: _____



300 foot Abutters List Report

Lancaster, MA

July 13, 2021

Subject Property:

Parcel Number: 023-0007.0
CAMA Number: 023-0007.0
Property Address: 0 BROCKELMAN RD

Mailing Address: LLEC INC
139 GREENLAND RD
STERLING, MA 01564

Abutters:

Parcel Number: 018-0012.0
CAMA Number: 018-0012.0
Property Address: 2680 NO MAIN ST

Mailing Address: DECOSTE STANLEY L JR & ERIN M
2680 NO MAIN ST
LANCASTER, MA 01523

Parcel Number: 018-0012.A
CAMA Number: 018-0012.A
Property Address: 0 BROCKELMAN RD REAR

Mailing Address: DURKIN JOHN D TRUSTEE BASHAW
REALTY TRUST
18 WEATHERBEE ST
ACTON, MA 01720

Parcel Number: 023-0005.0
CAMA Number: 023-0005.0
Property Address: 0 BROCKELMAN RD REAR

Mailing Address: LANCASTER TOWN OF
701 MAIN ST SUITE 1
LANCASTER, MA 01523

Parcel Number: 023-0006.0
CAMA Number: 023-0006.0
Property Address: 267 BROCKELMAN RD

Mailing Address: NASHAWAY FARMS LLC
237 BROCKELMAN RD
LANCASTER, MA 01523

Parcel Number: 023-0008.0
CAMA Number: 023-0008.0
Property Address: 0 BROCKELMAN RD

Mailing Address: OWNER UNKNOWN
0 BROCKELMAN RD
LANCASTER, MA 01523

Parcel Number: 023-0009.0
CAMA Number: 023-0009.0
Property Address: 0 BROCKELMAN RD

Mailing Address: D & R FARMS, INC
765 BROCKELMAN RD
LANCASTER, MA 01523

Parcel Number: 023-0010.0
CAMA Number: 023-0010.0
Property Address: 0 BROCKELMAN RD REAR

Mailing Address: GOODALE WILFRED EST
0 BROCKELMAN RD REAR
LANCASTER, MA 01523

Parcel Number: 023-0011.0
CAMA Number: 023-0011.0
Property Address: 0 BROCKELMAN RD REAR

Mailing Address: D & R FARMS INC
765 BROCKELMAN RD
LANCASTER, MA 01523

Parcel Number: 023-0012.0
CAMA Number: 023-0012.0
Property Address: 0 BROCKELMAN RD

Mailing Address: LANCASTER TOWN OF
701 MAIN ST SUITE 1
LANCASTER, MA 01523

Parcel Number: 023-0014.0
CAMA Number: 023-0014.0
Property Address: 0 BROCKELMAN RD REAR

Mailing Address: LANCASTER TOWN OF
701 MAIN ST SUITE 1
LANCASTER, MA 01523



www.cai-tech.com

7/13/2021

Data shown on this report 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 report.

Page 1 of 2



300 foot Abutters List Report

Lancaster, MA

July 13, 2021

Parcel Number: 023-0015.0
CAMA Number: 023-0015.0
Property Address: 0 BROCKELMAN RD REAR

Mailing Address: LANCASTER TOWN OF
701 MAIN ST, SUITE 1
LANCASTER, MA 01523

CERTIFIED COPY

Debra A. Sanders

Debra A Sanders, Member
Lancaster Board of Assessors

July 13, 2021

2 pages



www.cai-tech.com

Data shown on this report 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 report.

7/13/2021

Page 2 of 2



**TOWN OF LANCASTER, MASSACHUSETTS
SELECT BOARD**

NOTICE OF DECISION

Notice is hereby given that the Lancaster Select Board has granted a Special Permit to LLEC Inc., 139 Greenland Ave., Sterling, MA 01564, affecting the rights of the owner/applicant with respect to the use of land identified on Lancaster Assessor's Map 23, Parcel 7, said property being the premises described by deed recorded in the Worcester District Registry of Deeds at Book 32432, Page 312.

The Select Board further certifies that the decision attached hereto is a true and correct copy and that the decision and all plans referred to therein have been filed with the Lancaster Town Clerk and Planning Board.

No permit or other relief granted by this decision shall take effect until the decision has been certified by the Town Clerk to be final by written endorsement hereon, and this decision is recorded at the applicant's expense in the Worcester District Registry of Deeds, indexed in the grantor index under the name of the record owner.

ANY APPEAL FROM THE DECISION OF THE BOARD MUST BE FILED IN COURT PURSUANT TO MASSACHUSETTS GENERAL LAWS CHAPTER 40A, SECTION 17 AND NOTICE THEREOF FILED WITH THE TOWN CLERK WITHIN TWENTY (20) DAYS AFTER THIS DECISION IS FILED WITH THE TOWN CLERK.

The rights granted by this decision must be exercised, and in the case of a permit to construct, construction must commence within the time specified by M.G.L. c. 40A or the rights shall lapse unless extended or renewed. Special permits shall be exercised within two (2) years unless a shorter duration is specified.

Certified this ___ day of August, 2021

LANCASTER SELECT BOARD:

Jason A. Allison, *Chair*

TOWN CLERK CERTIFICATE

This is to certify that twenty (20) days have elapsed after the date that the Decision was filed with the Town Clerk and no notice of appeal has been filed there from; or, in the case of an appeal having been so filed, the Town Clerk has received notice that said appeal has been finally dismissed or denied.

Lancaster Town Clerk

Date: _____

REGISTRY OF DEEDS

_____, _____ at ____ o'clock and ____ minutes __.M. Received and entered with the Register of Deeds in the County of Worcester, as instrument number _____, Book _____, Page .

ATTEST

Register of Deeds

DECISION AND PROCEEDINGS

In accordance with the Town of Lancaster Zoning Bylaws, the Select Board hereby grants to the Applicant a Special Permit to Remove Earth Products, subject to the conditions noted herein.

Name of Applicant/Grantee: LLEC, Inc.

Address of Applicant/Grantee: 139 Greenland Road, Sterling, MA 01564

Locus: Westerly of I-190 and 700' easterly from the intersection with Jungle Road, Leominster.

Assessors Reference: Map 23, Parcel 7

Deed Reference: Worcester District Registry of Deeds at Book 32432, Page 312.

Application Received: May 26, 2021

Date of Public Hearing and Continuances: Hearing opened on July 19, 2021 was continued on August 2, 2021. The hearing, which was convened following publication, posting and notice to parties in interest, pursuant to the provisions of G.L. c. 40A, §11, was opened by the Chairman at 6:15 PM. The following Board Members noted as present were in attendance throughout the hearing:

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

Hearing Location: via ZOOM™

Notice of Hearing, Names of newspapers: *The Clinton Item – 7/2/2021 and 7/9/2021.*

Date of Public Notice: July 19, 2021

Certified List of Abutters: Attached.

Permit Effective Date: August 20, 2018

Permit Expiration Date: August 20, 2020

Permit Conditions:

1. Description of Area: All earth removal and related site work shall be in accordance with the approved Earthen Products Removal plans for Gravel Removal Special Permit, dated July 2012, as prepared by Andrysick Land Surveying, and as modified by the terms and conditions of this Special Permit. Also, modifications to the plans for the Central Excavation portion of the site, as notated on the Notice of Intent Plans dated July 31, 2012, and in agreement with the resulting Conservation Commission Hearing of August 21, 2012 have become conditions of this permit.
2. The site shall be restored with a minimum depth of nine inches of loam which shall be capable of supporting grass growth unless the applicant can document a lesser amount pre-exists on site, in which case the applicant will be responsible for the lesser amount. The site shall be restored upon completion of the earth removal authorized by this special permit. The area shall be hydroseeded and the planted area shall be protected from erosion during the establishment period using sound conservation practices. Areas that wash out shall be repaired immediately. Trees or shrubs of prescribed species shall be planted to provide screening and reduce erosion during the establishment period.
3. No top or subsoil shall be removed from the site. An estimated 5,000 cubic yards will be stripped from the site, but due to the ongoing restoration program, less than 1,000 cubic yards will be stockpiled at any one time. Estimated amount of earth products to be removed is 395,700 cubic yards.
4. Provisions for dust control shall be in place prior to commencement of the earth removal operations. Abutting public right-of-ways and abutters shall be kept clear of construction debris and dust.
5. Dust Control measures shall be undertaken as specified in the approved plans.
6. Active work areas shall be limited to five (5) acre parcels in each of the Northern and Central Excavations, in accordance with the approved phasing plans.
7. At least two (2) of the five (5) acres shall be restored before work commences (including building haul roads) on the subsequent phases. All restoration work shall be completed within 30 days after expiration of a permit or upon cessation of operations within any phase.
8. A maximum slope of three foot horizontal to one foot vertical (3:1) is required; 4:1 within any buffer zone of a resource area as shown on the approved plans.
9. The hours and days for which trucks are allowed to remove earth materials from the site shall be limited to 7:00 am – 4:30 pm Monday through Friday and 8:00 am – Noon on Saturdays, except for Federal and State Holidays. Alteration of this time schedule may be accomplished only by prior approval of the Select Board.
10. All entrances to the facility shall be gated and locked to prevent unauthorized entry during non-working hours. Proper signage must also be posted within the site to advise drivers of site conditions. Truck entering signs shall also be erected along the abutting right-of-ways to warn motorists of truck traffic from the site.

11. Truck trips from the site shall not exceed 32 (loads) within any given day. Alteration of this trip schedule may be accomplished only by prior approval of the Select Board based upon an approved traffic management plan approved by the Chief of Police.
12. A minimum of two (2) groundwater-monitoring wells shall be installed. Groundwater levels shall be checked on a quarterly basis and data provided to the Town. A minimum depth to groundwater separation of 6-feet shall be maintained at all times. Areas which fall within the Town's water resource overlay district shall maintain a minimum depth to groundwater separation of 10-feet. Two respective monitoring wells shall be installed in the following locations:
 - a. Near the southernmost extent of the Central Excavation approximate to the intersection of the 200' riparian zone buffer and the Zone II wellhead protection buffer
 - b. Near the southeastern corner of the Central Excavation approximate to the location of the 100' wetland buffer and the 200' riparian zone.
13. Provide a minimum of three (3) permanent benchmarks with elevations for each active phase of the operation.
14. The land shall be left so that natural storm drainage leaves the property at the original natural drainage points and so that the total discharge at peak flow, and the area of drainage at anyone point, is not increased, and so that the hydrograph of any post-development receiving body of water is the same as that of the pre-development hydrograph per the approved plans.
15. No stumps shall be buried on-site.
16. A Surety Bond, Irrevocable Standby Letter of Credit, or Cash Account in the amount of \$50,000 shall be provided to the Town prior to commencement of any work authorized under this special permit in order to secure compliance with the terms and conditions hereof. The Surety Bond, Irrevocable Standby Letter of Credit, or Cash Account shall remain in effect during the term of the Special Permit.
17. The excavations, fills or side cuts shall be set back a minimum of one hundred (100) feet from the abutter's property lines or public right-of-way. The following exceptions apply:
 - a. The 100-foot buffer is waived for the western portion of the site which abuts the existing earth removal operation in Leominster in order to provide access to the LLEC, Inc. site.
18. No areas should be excavated so as to cause accumulation of standing water. Excavation areas shall be graded to provide positive drainage in accordance with the approved stormwater management plan.
19. Agent(s) assigned by the Select Board shall conduct inspections. All costs for outside consultant services used for inspection purposes shall be paid for by the permit holder. Funds shall be deposited into a Consultant Review Account. Inspections shall be scheduled on a biannual basis and at other times as needed.
20. Recommendations for permit compliance cited in inspection reports shall be addressed by the Applicant before the next subsequent inspection, or the permit may be subject to revocation by the Select Board following a hearing.

21. Separate from the normal permit renewal process, the Applicant shall remain vigilant in renewals of local and federal stormwater and wetlands permits for the facility so that current permits do not expire while operation of the facility continues.
22. If any conditions of this permit are violated, the permit is subject to revocation by the Select Board following a hearing.
23. This permit shall not be assigned to any other person other than the person or entity named herein, unless authorized in writing by the Select Board.
24. By exercising this special permit, the permit holder agrees to permit reasonable access onto the subject premises by the agents and employees of the Lancaster Select Board for inspection purposes consistent with the requirements of Condition 19.
25. By exercising this special permit, the permit holder agrees that he will not excavate in such a manner as to leave dangerous and unsightly conditions on the premises as a result of the excavation.

DECISION FINDINGS:

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

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

NGM Insurance Company
4601 Touchton Rd East Ste 3400
P.O. Box 16000
Jacksonville, FL 32245-6000

Report of Execution - Renewal

Thank you for choosing NGM Insurance Company for your Surety needs

The Herlihy Insurance Grp Inc
51 Pullman St
Worcester, MA 01606

Agency Code: 20-0435
Bond Number: S-01-253770-N
Bond Effective Date: 9/30/2020
Bond Expiration Date: 9/30/2021
Type of Renewal: Continuation Certificate

Principal: L L E C Corp 139 Greenland Rd Sterling, MA 01564	Obligee: Town of Lancaster 695 Main Street Lancaster, MA 01523
---	--

Type of Bond	Classification	Penalty Amt	Premium Amt	Comm Rate
License/Permit	Removal of Sand and Gravel	\$50,000	\$350	0.250
TOTAL PREMIUM				\$350

Remarks:

removal of sand & gravel

AGENCY: 20-0435 The Herlihy Insurance Grp Inc

CONTINUATION CERTIFICATE	BOND S-253770
--------------------------	---------------

Principal:

L L E C Corp
139 Greenland Rd
Sterling, MA 01564

Obligee:

Town of Lancaster
695 Main Street
Lancaster MA 01523

Bond Term in Months: 12**Effective Date:** 9/30/2020**Expiration Date:** 9/30/2021**Penalty Amount:** \$50,000.00**Type of Bond:** License/Permit**Classification:** Removal of Sand and Gravel**Remarks:**

removal of sand & gravel

It is hereby agreed that the captioned numbered Bond is continued in force in the above amount for the period of the continued term stated above and is subject to all the covenants and conditions of said Bond.

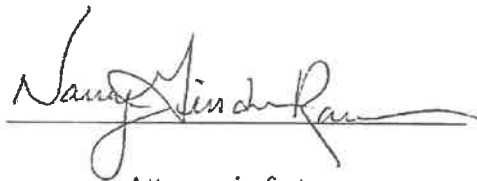
This continuation shall be deemed a part of the original Bond, and not a new obligation, no matter how long the Bond has been in force or how many premiums are paid for the Bond, unless otherwise provided for by statute or ordinance applicable.

In witness whereof, the company has caused this instrument to be duly signed, sealed and dated as of the above "continuation effective date".

NGM INSURANCE COMPANY

*formerly known as National Grange Mutual Ins. Co.

By:



Attorney-in-fact



This Continuation Certificate needs to be filed with the obligee. No other proof of renewal has been sent to any other party.

Agency Bill





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

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

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

MEMO

To: Board of Selectmen

From: Orlando Pacheco, Town Administrator

Date: August 9, 2021

Re: Barret Planning Group Invoice

At the request of the Board, I had reached out to the Planning Board Chairman, Russ Williston, to see if there was any possible resolution to the paid invoice. In short, Mr. Williston is requesting that \$8,000, the amount of the 2nd payment to Barrett Consulting be returned to the Planning Board Revolving Fund.

The only path forward to resolution would be to request a Reserve Fund Transfer from the Finance Committee. While I am not suggesting this is appropriate use of the reserve funds as it's not unforeseen or an emergency, it is the only source available. The amounts paid and the work product produced were in line with the contract executed by the Board (attachment 1). The funds were paid from the appropriate account as this was the 2nd of 2 payments to the vendor.

I have asked and have not been directed to any area of the contract that would result in the Town not paying the vendor, and allegations of misappropriation are not factual. Such complaints should be directed to the appropriate legal authorities or the Department of Revenue's Division of Local Services.

I have attached the communications I have had with the Chair. For your review and am happy to pursue a course of actions advised by the Board.

Orlando Pacheco

From: Russ Williston <russwillistonpublic@gmail.com>
Sent: Monday, August 9, 2021 2:04 PM
To: Orlando Pacheco
Cc: Debra Dennis; Cheryl Gariepy
Subject: Re: Barrett IZ Study

- A. Absolutely not: you have no such authority to make that determination. If you do, certainly forward it.
- B. Your concerns are something you need to take up with your supervisors.

On Mon, Aug 9, 2021 at 1:29 PM Orlando Pacheco <OPacheco@lancasterma.net> wrote:

Russ there is no mis-appropriation, as the funds were used for the purposes described and paid for from the appropriate account; and that is not my only concern. I also have to be cognizant of the Town not adhering to its contractual obligations which in turn could lead addition and unnecessary legal disputes.

From: Russ Williston <russwillistonpublic@gmail.com>
Sent: Monday, August 9, 2021 12:35 PM
To: Orlando Pacheco <OPacheco@lancasterma.net>
Cc: Debra Dennis <DDennis@lancasterma.net>; Cheryl Gariepy <cgariepy@lancasterma.net>
Subject: Re: Barrett IZ Study

Your only concern at this point the the misappropriation of \$8,000 from our revolving fund.

On Mon, Aug 9, 2021 at 12:22 PM Orlando Pacheco <OPacheco@lancasterma.net> wrote:

Russ, I understand the authorization issue. I am still not sure under what pretense you are telling us that the vendor did not perform the work specified in the contract?

From: Russ Williston <russwillistonpublic@gmail.com>
Sent: Monday, August 9, 2021 12:14 PM
To: Orlando Pacheco <OPacheco@lancasterma.net>
Cc: Debra Dennis <DDennis@lancasterma.net>; Cheryl Gariepy <cgariepy@lancasterma.net>
Subject: Re: Barrett IZ Study

The Planning Board only authorized one payment of \$8000.

On Mon, Aug 9, 2021 at 12:05 PM Orlando Pacheco <OPacheco@lanasterma.net> wrote:

No funds were misappropriated . The Planning Board entered into a contract with a vendor to perform a service. That service to the best of my knowledge was performed. The funds were allocated from the appropriate accounts. If the vendor did not perform the services specified in the contract, please identify them and we can correct that. If the vendor performed the work and not paid the Town would be in breach of contract.

From: Russ Williston <russwillistonpublic@gmail.com>

Sent: Monday, August 9, 2021 12:00 PM

To: Orlando Pacheco <OPacheco@lanasterma.net>

Cc: Debra Dennis <DDennis@lanasterma.net>

Subject: Re: Barrett IZ Study

Hi Orlando,

The direction the Planning Board chose to take, after it became apparent that the opportunity to correct the study was lost, was just to work to ensure that the funds misappropriated from the Planning Board revolving fund were restored. The amount removed without any authorization was \$8000. I haven't verified that they have or haven't been replaced.

If you will write up how you plan to proceed, I will share that with the board.

Thank you

On Mon, Aug 9, 2021 at 9:12 AM Orlando Pacheco <OPacheco@lanasterma.net> wrote:

Russ, at Jason's request I would like to set up a time to go over any remaining issues with the Study. I can set up a zoom meeting at any time provided Deb is also available. Let me know what works best for you or if no meeting is warranted. Thanks Orlando

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.

Debra Dennis

From: Jason A. Allison
Sent: Monday, May 24, 2021 9:08 PM
To: Debra Dennis
Subject: **Re: Warrant error-Barrett Consulting**

Debra,

Thank you so much for sending this out. I am very grateful for your honesty and integrity in this situation. Your dedication to resolving this is greatly appreciated.

Thank you,
Jason

From: Debra Dennis <DDennis@lanasterma.net>
Sent: Monday, May 24, 2021 9:05 PM
To: Jason A. Allison <JAllison@lanasterma.net>
Subject: Warrant error-Barrett Consulting

Selectman Allison

I am writing this email to clarify how the Barrett Consulting Invoices were processed. During covid when we were working remotely I processed the same invoice twice. One was signed by Orlando for processing and one wasn't. Both warrants were paid. Barrett Consulting wasn't paid more than the contracted amount. At tonight's Planning Board meeting, the Board blamed Orlando but I made the initial error as I have told the Planning Board Chairman and Orlando previously.

In the past the Planner would sign off on the warrants. He/she would give me the invoice to place on a warrant. To make sure this doesn't happen again, Orlando recommended asking the Planning Board to designate a member to sign the warrant.

I have attached the warrants submitted and the accounting ledger showing payments.

If you would like to discuss this further please feel free to call/email or stop in.

Respectfully

Debra Dennis
Community Development and Planning
Town of Lancaster
978-365-3326 ext. 1310

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.

Orlando Pacheco

From: Cheryl Gariepy
Sent: Monday, August 16, 2021 2:11 PM
To: Orlando Pacheco
Subject: FW: Barrett

From: Debra Dennis <DDennis@lancasterma.net>
Sent: Monday, August 16, 2021 2:10 PM
To: Cheryl Gariepy <cgariepy@lancasterma.net>
Subject: RE: Barrett

Cheryl

They discussed issues with what was submitted at the 1/11/21 meeting. At the 2-8-2021 meeting they discussed response letter with changes from Barrett. At the 3-8-2021 per Russ Williston he said Barrett believes project is done.

Debra Dennis, Administrative Assistant
Community Development and Planning
701 Main Street, Suite 4
Lancaster, MA 01523
O 978-365-3326 Ext. 1310
F 978-368-4009

ddennis@lancasterma.net

From: Cheryl Gariepy <cgariepy@lancasterma.net>
Sent: Thursday, August 12, 2021 11:25 AM
To: Debra Dennis <DDennis@lancasterma.net>
Subject: Barrett

Could you tell me when the PB brought up they didn't think Barrett had fulfilled their study? The second bill was paid 12/15/2020 and I don't see anything prior to March? Is that correct?

Thanks,

Cheryl Gariepy
Finance Director/Town Accountant
Town of Lancaster
701 Main Street
Lancaster, MA 01523
978-365-3326 x1303

AGREEMENT
BY AND BETWEEN
TOWN OF LANCASTER, MASSACHUSETTS
AND
BARRETT PLANNING GROUP LLC

This Agreement is between the Town of Lancaster ("Town") and Barrett Planning Group LLC, doing business at 6 Resnik Road, Suite 201, Plymouth, MA 02360 (the "Consultant").

WHEREAS, the Town through its Planning Board has requested professional services to evaluate the feasibility of inclusionary zoning in Lancaster, referred to as the "Project;" and

WHEREAS, the Consultant submitted a proposal to perform the Project and the Town has engaged the Consultant;

NOW THEREFORE, the Town and the Consultant for mutual consideration agree as follows:

1. The Consultant shall provide the services set forth in Attachment A of this Agreement.
2. Payment. The Town agrees to pay to the Consultant the sum of \$16,000, to be invoiced monthly on a percent completion basis for the services in Attachment A. Payment shall be sent to Barrett Planning Group LLC, P.O. Box 6338, Plymouth, MA 02362.
3. Invoice. The Consultant shall submit to the Town invoices for payment for the Project and such invoices on a monthly basis for percent completion of the work. Consultant shall itemize the services performed to substantiate the payment. The Town shall make every reasonable effort to make payments within 15 days after its receipt of the invoice.
4. Contract Term. The Consultant agrees to commence its obligation upon the execution of the agreement by the Town and to complete its obligation under this Agreement within six months of the execution date.
5. Claims. The Consultant shall be responsible for and pay all claims for damages resulting from failure to furnish such goods and/or services as provide by the Agreement; and it will conform to the determination of the Town relative to the suitability and quality of the goods delivered and/or services performed.
6. Laws. This Agreement is made subject to all applicable laws of the Commonwealth of Massachusetts; and it any provision of this Agreement does not conform to said

laws, such provision of the Agreement shall be void and applicable provision of the General Laws shall be operative. Any suit hereunder shall be filed in Worcester Superior Court or in the Worcester District Court.

7. **Contract Documents.** The contract documents consist of this Agreement and Exhibit A, the Scope of Services. The contract documents constitute the agreement between the Town and the Consultant, except for modifications issued after execution of this Agreement; and all are as fully a part of this Agreement as if attached. In the event of conflicting provisions, the language of this Agreement shall govern, provided that, if the conflict relates to quantity or quality of goods or services, the greater quantity or higher quality specified shall be required.
8. **Performance of Project.** The Consultant shall furnish all equipment, staffing, and materials to accomplish the Project in strict conformity with all applicable Federal, State, and local laws, each of which is incorporated by reference and shall be responsible for obtaining all necessary approvals/permits as required for the performance of the Project.
9. **Multiple Years.** If the Contract term is for more than one year, the Agreement is subject to annual appropriation by the Town.
10. **Indemnification.** The Town's liability hereunder shall be limited to the amounts due the Consultant for goods actually delivered and/or services actually rendered. The Consultant shall indemnify and defend and hold harmless the Town, its officers, boards, agents, and employees from any liability, loss charge, or expense resulting from any employees or third-party contractor or supplier's claim for payment for wages, labor, materials, goods or services rendered to the Consultant or from any claim for injury to person or property, which may be made as a result of any acts, omission or default on the part of the Consultant or any of its agents or employees, and will pay promptly on demand all costs and expenses of the investigation thereof, including attorney's fees and expenses. If any such claim is made, the Town may retain out of any payments, then or thereafter due to the Consultant, a sufficient amount to protect the Town against such claims, costs, and expenses.
11. **Consultant's Standard of Care.** The Consultant shall perform its services and obligations hereunder in conformity with the standard of professional skill and care applicable to established suppliers of goods and providers of services. The Consultant warrants and represents that it is familiar with the supply of goods or services relative to this Project.
12. **Consultant's Personnel.** The Consultant shall utilize only its employees and the third-party contractors specifically identified in the Consultant's proposal.
13. **Insurance.** The Town requires that the Consultant provide a Certificate of Insurance, indicating evidence of General Liability, Automobile Liability with minimum limits of \$1,000,000.00, and Worker's Compensation in accordance with the General Laws.

14. Independent Contractor. The Consultant is an independent contractor and is not an agent or employee of the Town and is not authorized to act on behalf of the Town. The Town will not withhold Federal, State or payroll taxes of any kind on behalf of the Consultant or the employees of the Consultant. The Consultant is not eligible for, and shall not participate in, any employee pension, health, or other fringe benefit plans of the Town.
15. Successors. The Agreement is binding upon the parties and their successors. Neither the Town nor the Consultant shall assign or transfer any interest in the Agreement without the written consent of the other.
16. Inspection and Reports. The Town shall have the right at any time to inspect the records of the Consultant relative to goods or services provided to the Town pursuant to this Agreement. Upon request, the Consultant shall immediately furnish to the Town any and all written reports relative to such goods or services arising out of its operations under this Agreement during and/or after the termination of the Agreement.
17. Termination.
 - a. For Cause. The Town shall have the right to terminate this Agreement: if the Consultant neglects or fails to perform or observe any of its obligations hereunder and a cure is not effected by the Consultant within seven (7) days next following its receipt of a notice of breach, non- performance, or poor performance issued by the Town; (ii) if an order is entered against the Consultant approving a petition for an arrangement, liquidation, dissolution or similar relief relating to bankruptcy or insolvency and such order remains unvacated for thirty (30) days; or (iii) immediately if the Consultant shall file a voluntary petition in bankruptcy or any petition or answer seeking any arrangement, liquidation, or dissolution relating to bankruptcy, insolvency, or other relief for debtors, or shall seek or consent or acquiesce in appointment of any trustee, receiver or liquidation of any of the Consultant's property.

The Town shall pay all reasonable and supportable costs incurred prior to termination, which payment shall not exceed the value of services provided.
 - b. For Convenience. The Town may terminate this Agreement at any time for any reason upon submitting to the Consultant thirty (30) days prior a written notice of its intention to terminate. Upon receipt of such notice, the Consultant shall immediately cease to incur expenses pursuant to this Agreement unless otherwise directed in the Town's termination notice. The Consultant shall promptly notify the Town of costs incurred to date of termination, and the Town shall pay all such reasonable and supportable costs which payment shall not exceed the unpaid balance due on this Agreement.
 - c. Return of Property. Upon termination, the Consultant shall immediately return to the Town, without limitation, all documents and items of any nature

whatever, supplied to the Consultant by the Town or developed by the Consultant in accordance with this Agreement.

18. Notice. Any and all notices or other communications required or permitted under this Contract shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, be registered or certified mail, or by other reputable delivery service. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed when deposited with the United States Postal Service or if sent by private overnight or other delivery service.
19. Severability. If any term of this Contract or application thereof shall to any extent be held invalid, illegal, or unenforceable by the court of competent jurisdiction, legality and the enforceability of the remaining terms and conditions of the Contract shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

EXHIBIT A
Scope of Services

1. Review and analyze recent development trends: subdivision approvals, special permits, site plan approvals, comprehensive permits, and building permits for new residential construction; data to be supplied by the Town.
2. Review Zoning Bylaw, administrative procedures (rules and regulations), and sample of written decisions; documents to be supplied by the Town.
3. Review the Town Master Plan and other applicable plans and studies.
4. Review and analyze recent market multifamily and for-sale construction, sales, and absorption trends for Lancaster and the Northeast Worcester County area. Review market rents and sale prices; affordable housing production and pricing.
5. Using GIS and assessor's data, map land values and development trends in Lancaster.
6. Conduct a working meeting with staff in the Planning, Building, and Assessors Departments, and others as determined by the Planning Department, (e.g., Town Administrator). The goal is to understand from a staff perspective how the development process works, what the local market looks like, land prices, and who the key players are in residential development.
7. Conduct a small-group discussion meeting with residential developers, site/civil engineers, and architects active in Lancaster and the immediate region. The purpose of the meeting is to understand from their perspective what the market can accommodate in terms of affordable housing in various residential use types and cost offsets or incentives that may be needed (if any), and options that might work for compliance.
8. Conduct three or four telephone interviews with regional banks providing construction and end financing for residential development in Lancaster's area in order to understand their expectations and underwriting standards, and issues they see (if any) both with recent comprehensive permit projects and IZ activity in other communities (if any).
9. Model three or four housing development scenarios with a spreadsheet tool to identify the impact of requiring affordable units in each scenario, using (a) the Town's existing zoning requirements and (b) density adjustments that would be needed (if any) to make affordable units feasible at three different income levels.
10. Conduct a second working meeting with staff in the Planning, Building, and Assessors Departments, and others as determined by the Planning Department to present the model conclusions and discuss modifying some assumptions (if any).
11. Provide final technical memo with recommendations to the Planning Department.

IN WITNESS WHEREOF, the Town and the Consultant, by authorized officers of the parties,
have executed this Agreement on _____

the Town

BARRETT PLANNING GROUP LLC


Signature

Judith A. Barrett

PHILIP F. LAWRENCE
Type or Print Name

Owner and Managing Director
Title

CHAIR, PLANNING BOARD



TOWN OF LANCASTER
ASSESSORS OFFICE

MEMO

To: Orlando Pacheco, Town Administrator

From: Bobbi-Jo Williams, Interim Principal Assessor

Date: September 1, 2021

Re: 0 Hardy Street Valuation

Under MGL Chapter 30B Sec 16 the Town must establish a value for property prior to making the property available for sale. I have reviewed the information provided and the revised value is \$1,100.

0 Hardy Street (Map 42 Parcel 11) is a 0.193 acre parcel (8407 sq ft). The property was previously listed as buildable. The new value, done in accordance with customary assessing practices reflects a more current value with the understanding that the parcel is non-buildable and landlocked.

We have reflected the new value on the property record card for Fiscal Year 2022.

XII. COMMUNICATIONS

Orlando Pacheco

From: Tracy Gagnon
Sent: Thursday, August 26, 2021 10:19 AM
To: Department Heads
Subject: COVID Coordinator Update
Attachments: Article-Virus-2021-08-20-West-Boylston-and-Wachusett-Masks.pdf

Good morning,

The Lancaster Board of Health and COVID Coordinator are happy to report the completion of several successful clinics at College Church, Clinton Elementary and Mary Rowlandson Elementary. Unfortunately, the number of COVID-19 cases in MA have risen but the town-wide overall vaccination rate has crept up slightly to 51%, with the Commonwealth reporting a 63.7% rate for fully vaccinated. In an effort to reach additional residents we are preparing a town wide mailing with the dates of the upcoming clinics for fall. We also have a "special helper" on hand who we will deploy at clinics to assist us with getting the word out about the vaccine.

I am attaching a copy of a story in The Item that was published last week. Jan Gottesman did a great job in capturing the essence and tone of the information we discussed. (Article Title "The Pandemic is not Gone.")

News of the week: FDA approval for the Pfizer/Comirnaty vaccine for people ages 16 +. Youth ages 12-15 are still continuing vaccination under Emergency Use Authorization. The 3rd dose of vaccine for those who are immunocompromised, having active cancer treatment or organ transplant and HIV patients; it is recommended patients discuss with their healthcare provider their eligibility prior to seeking a third dose of M-RNA vaccine.

Vaccination clinics are ramping up again!!!! Next Tuesday, 8/31 we will be back at Mary Rowlandson Elementary and then in September and October we are collaborating with Clinton School Department and NRSD to offer clinics that will be open to the public as well. In October we will host a flu and COVID Clinic at the College Church. See below for the dates.

COVID 19 Vaccination Community Vaccination Clinics Coordinated by the Lancaster Board of Health

Mary Rowlandson Elementary-Gymnasium
Lancaster

Tues., Aug. 31st 1-6pm

COVID 19- 1st & 2nd Dose Pfizer/Comirnaty Ages 12 +
Walk-ins Welcome

Clinton High School-

200 W. Boylston St, Clinton MA

Monday, Sept 13th & Monday, October 4th

1-6pm (Community invited 2:30-6pm)

COVID-19 – 1st & 2nd Dose Pfizer/Comirnaty Ages 12+
Walk-ins welcome

Luther Burbank Middle School-Gymnasium

1 Hollywood Drive, Lancaster MA

Tuesday, Sept. 14th & Tuesday, October 5th

4-6pm Community invited

COVID 19- 1st & 2nd Dose Pfizer/Comirnaty Ages 12 +
Walk-ins Welcome

Seasonal Flu Clinic/COVID-19-

College Church-
337 Main St., South Lancaster MA
Wednesday, Oct. 13th
12-6pm
Public welcome/Walk-ins welcome

Tracy Gagnon



Town of Lancaster- COVID-19 Coordinator
(978) 365-3326 x 1078
tgagnon@lanasterma.net
Pronouns I use: she/her/hers

Together We Can, Lancaster!

Get the Vax! <https://vaxfinder.mass.gov>

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

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

Orlando Pacheco

From: Jaeger, Julee <Julee.Jaeger@arcadis.com>
Sent: Wednesday, August 25, 2021 4:27 PM
To: Cansler, Theresa; Daniel.M.Groher@usace.army.mil; Dejesus, Monique; halevesque@seres-es.com; Martz, Ian; Penelope Reddy; Perry, Steven; Plasket, Whitney; robert.j.simeone@us.army.mil; Summerwood, Tina; Tauro, Susan; Therriault, Brian; Vitolins, Andy
Cc: Former Fort Devens RAB
Subject: Notification and Reminder to Stakeholders on Military Munitions within Former Fort Devens

Dear Stakeholder:

This e-mail is notification and a reminder that military munitions within the former Fort Devens are occasionally encountered during construction/excavation activities. Most recently on August 19, 2021 and August 23, 2021, respectively, the Devens Fire Department and State Police Bomb Squad responded to two encounters successfully detonating a 3" Stokes Mortar found at 45 Jackson Road and a hand grenade at 111 Hospital Road. There were no injuries or damage as a result.

Both properties are currently under redevelopment. The KSP property at 45 Jackson Road will house several biotech companies. The property at 111 Hospital Road will be the site for Commonwealth Fusion System, an MIT spin-off, which is working on making fusion power commercially viable. More information on these companies can be found at (<https://kingstreetproperties.com/pathway/>) and (<https://cfs.energy/>), respectively.

It is further noted that as part of the redevelopment process at Devens, the Army completed a comprehensive records search, and based on that search, had undertaken, and completed statistical and physical testing of areas on the former Fort Devens Property where the existence of military munitions was present. Notwithstanding the past surveys and research conducted by the Army, the potential for finding old military munitions exists due to the fact that Devens was part of an active military installation and training grounds.

The Army reminds the public that keeping munitions, even Civil War cannonballs, as souvenirs is dangerous; and to follow the 3Rs (Recognize, Retreat, Report) of Explosives Safety should they encounter or suspect they have encountered a munition. These are: Recognize - when you may have encountered a munition and that munitions are dangerous; Retreat - do not approach, touch, move or disturb it, but carefully leave the area; and Report - call 911 and advise the police of what you saw and where you saw it. (See <https://www.3Rs.mil>)

Julee Jaeger (she/her)
Arcadis Meeting Coordinator
Arcadis U.S., Inc.
Little Rock, Arkansas | USA
M +1 501 269 0517
www.arcadis.com



This email and any files transmitted with it are the property of Arcadis and its affiliates. All rights, including without limitation copyright, are reserved. This email contains information that may be confidential and may also be privileged. It is for the exclusive use of the intended recipient(s). If you are not an intended recipient, please note that any form of distribution, copying or use of this communication or the information in it is strictly prohibited and may be unlawful. If you have received this communication in error, please return it to the sender and then delete the email and destroy any copies of it. While reasonable precautions have been taken to ensure that no software or viruses are present in our emails, we cannot guarantee that this email or any attachment is virus free or has not been intercepted or changed. Any opinions or other information in this email that do not relate to the official business of Arcadis are neither given nor endorsed by it.

