



**LANCASTER SELECT BOARD**  
**Regular Meeting Agenda – AMENDED\***  
**Prescott Building – Nashaway Room & ZOOM**  
**Monday, February 5, 2024**  
**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. Members of the public are welcome to attend this in-person or by the remote zoom connection which is provided as a courtesy. Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.*

**I. CALL TO ORDER**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89783943212?pwd=Syt3RkpKNGVpaWdXdU9aS01mQk4wUT09>

Meeting ID: 897 8394 3212

Passcode: 283137

+16465588656,,89783943212#,,,,\*283137# US (New York)

+16469313860,,89783943212#,,,,\*283137# US

Find your local number: <https://us02web.zoom.us/u/kYBTbik8E>

Residents Have the Ability to Ask Questions via ZOOM.

**II. APPROVAL OF MEETING MINUTES**

- Review and take action on the following Select Board’s Meeting Minutes:
  - January 22, 2024 & January 29, 2024

**III. SCHEDULED APPEARANCES & PUBLIC HEARINGS**

**6:05 PM Petition for Pole and Wire 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 **Monday, February 5, 2024 at 6:05 pm in the Nashaway Meeting Room located on the second floor of the Prescott Building, 701 Main Street, Lancaster, MA and Zoom**

<https://us02web.zoom.us/j/89783943212?pwd=Syt3RkpKNGVpaWdXdU9aS01mQk4wUT09>

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

Seven Bridge Road – National Grid to install 1 SO Pole on Seven Bridge Road beginning at a point approximately 600 feet northwest of the centerline of the intersection of Creamery Rd and continuing approximately 600 feet in a northwest direction. Installing 1 SO Pole #3-1 approximately 600 feet from the intersection of Creamery Rd.



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

- Tax Fairness Committee Update
- Thayer Memorial Library Trustees
  - Capital Needs

**V. PUBLIC COMMENT**

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

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

- Select Board's acknowledgement of an Open Meeting Law Complaint filed by Russell Williston on January 23, 2024.
- Town Clerk Announcements:
  - March 5, 2024 Presidential Primary Early Voting Hours
  - Open Seats for May 13, 2024 Annual Election

**VII. APPOINTMENTS & RESIGNATIONS**

Appointments

Commission on Disability – James George Peters, term to expire June 30, 2026  
Council on Aging – Kendra Dickinson, term to expire June 30, 2026\*

Resignations

Commission on Disability – Eugene Brazeau  
Tax Fairness Committee – Denise Hurley  
Zoning Board of Appeals – Matthew Mayo

**VIII. LICENSES AND PERMITS**

Application for use of the Town Green/Gazebo

Applicant: Thayer Memorial Library

Date: February 23, 2024      Time: 3:30pm – 4:30pm



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**IX. COMMUNICATIONS**

- Next Select Board Meetings are Mondays, February 12, 2024 and March 4, 2024.
- Town Offices will be closed on February 19, 2024 in observance of Presidents' Day
- Miscellaneous Correspondence & Memorandums

**X. ADJOURNMENT**

## **APPROVAL OF MEETING MINUTES**

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**LANCASTER SELECT BOARD  
Regular Meeting Minutes  
of Monday, January 22, 2024, 6:00 P.M.  
Prescott Building – Nashaway Room & via ZOOM**

**ZOOM: <https://us02web.zoom.us/j/83355597778>**

**Meeting ID 833 5559 7778**

**I. CALL TO ORDER**

Select Board Chair Stephen Kerrigan called the meeting to order at 6:02 PM and advised that the meeting was being recorded and broadcast via Sterling-Lancaster Cable Television.

*Additional materials for Select Board meetings are available at <https://www.ci.lancaster.ma.us/administration-select-board> > Meeting Materials.*

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

Mr. Kerrigan acknowledged the passing of Jay Moody, Lancasterian and former member of the Select Board, mentioning Mr. Moody's work on behalf of the town and love for the Town. Ms. Turner mentioned Mr. Moody's many interests and contributions; Mr. Allison called Mr. Moody an inspiration. Mr. Kerrigan called for a moment of silence.

**II. APPROVAL OF MEETING MINUTES**

Review and take action on the Select Board's Regular Meeting Minutes of November 20, 2023 (tabled) and January 8, 2024.

Mr. Allison asked that the November 20, 2023 minutes remain tabled until some additional information is forthcoming. He moved to approve the minutes of January 8, 2023. Ms. Turner seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed; January 8, 2023 minutes approved. [3-0-0].*

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

**IV. PUBLIC COMMENT**

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

Mr. Kerrigan recognized Ralph Gifford, 861 George Hill Road. Mr. Gifford had three points:

1. Honored Jay Moody's devotion, commitment, and service to Lancaster, appreciating that Mr. Moody took the time to encourage him to get involved;
2. Invited all to attend the 2<sup>nd</sup> Annual Black History Month Concert on February 17 at the College Church, beginning at 6:00PM. There will also be an Art Show beginning at 5:30PM and there will be free refreshments; and
3. Hawthorne Lane highlights a core governance issue; the Planning Board established the conditions, and the Select Board enforces the conditions. Mr. Gifford pointed out that this causes potential problems. He urged the Select Board to put in place systems that will ensure the collaboration and support required for success when multiple boards must work together to ensure success.

## V. ADMINISTRATION, BUDGET, AND POLICY

### 1. Economic Development Committee (Turner)

Ms. Turner recalled that in 2022 at Town Meeting, Article 9, the Economic Development Committee was created as a five person advisory committee. Prior to this there had been an ad hoc committee that was disbanded. She reviewed reasons that this Committee should be reinstated, both because Town Meeting had requested this, and that businesses in town could use some assistance. She would request that the Board issue a call for volunteers, as well as determining the scope of work to be performed.

Mr. Kerrigan recalled that the last time that the Select Board sought volunteers for this committee there were no applicants, although he is willing to revisit the issue.

Mr. Allison does not believe this is necessary, since the Town already has two documents outlining and defining Lancaster's Economic Development, the Master Plan, and the North Lancaster Business Development. Mr. Kerrigan agreed, noting that in the two years since the May 2022 Town Meeting, the Board has not been petitioned by anyone wanting to be a member. Ms. Hodges called up earlier notes; that at the time this committee was created, members of the prior ad hoc committee spoke to the committee's charge, stating that it was too broad, and that it needed to be refined before appointing a new committee.

Mr. Kerrigan recommended that if Ms. Turner would like to pursue this, she should prepare a new charge in writing and submit it to be included on the agenda and in the Select Board packet so that the Board could review the new charge(s) and vote.

### 2. Public Records Requests (Turner)

Ms. Turner requested that this item be tabled. Mr. Kerrigan agreed to remove this item from the agenda rather than tabling it to an indefinite date, and when Ms. Turner is ready to proceed it can be on the agenda again.

### **3. Government Study Committee Progress Update**

Mr. Kerrigan recognized Emily Taylor, 634 Main Street, Chair of the Government Study Committee. Ms. Taylor recognized Jay Moody, committee member, expressing condolences to his family on behalf of the committee.

Ms. Taylor reviewed the formation and the charge of the Government Study Committee (GSC). She explained the creation and implementation of a survey to measure residents' pain points with local government. Several focus areas were identified, and Ms. Taylor itemized these along with the committee's recommendations.

1. Development of a Standing Government Study Committee is recommended.
2. Put before Annual Town Meeting a vote to begin the process of expanding the Select Board. Survey results showed that 51% of respondents thought that a five person board would be preferred. Ms. Taylor noted that the GSC should not recommend the size of the Select Board, but their charge asks them to recommend that the issue be discussed and/or voted on. Ms. Hodges expressed concern that staff had not been involved in this conversation. Ms. Hodges and Mr. Kerrigan asked for further clarification about the GSC's intent to "begin the process." Some discussion was held as to why staff members had not participated in the survey or the discussion.
3. Looking at elected and/or appointed local boards; survey results indicate a preference to elect boards rather than appoint boards. Again, the GSC does not recommend that this be placed on a ballot; rather, they would like to see a Standing GSC explore this further.

Mr. Kerrigan asked if a Charter Commission might tackle all the topics enumerated above. Ms. Taylor stated that the GSC did not have the data to support this.

Ms. Turner stated that she wanted to clear up some issues, especially around why the staff was not included in discussions; she asked Ms. Taylor if she had ideas to include staff input. Ms. Taylor stated that if a Standing Committee was formed she would hope that the Select Board would help to encourage staff participation. Ms. Turner stated that at last year's Town Meeting it seemed that an article proposing a 5-man Select Board failed because people were waiting for the Government Study Committee report. Ms. Turner noted that changing the size of the Select Board would be a multi-year process at best. Ms. Turner agreed that the issue of elected versus appointed boards and committees requires more information and education.

Mr. Allison asked Ms. Taylor for her opinion, whether hers or the committee's, on the questions asked in the definition of the GSC, Ms. Taylor stated that she does not feel qualified to opine on these questions because the GSC membership did not specifically address these questions and survey information does not provide definitive answers. Mr. Allison asked what problem would be solved by changing the size of the Select Board. Ms. Taylor explained that there had not been time to explore this topic further.

### **4. Hawthorne Lane Development**

Ms. Hodges summarized the project and problems with this development to date, explaining the extended deadline calendar created by the pandemic state of emergency.

The five-year date will expire in May 2024 for several issues. Ms. Hodges explained that documentation has been forwarded to Town Counsel; Counsel will plan to address questions on February 5th. Additionally, Ms. Hodges clarified the role of the Select Board on these issues; this primarily belongs to the Planning Board or the Zoning Board of Appeals, but the Select Board is trying to be helpful to resolve issues. Outstanding issues include the status of a bond that may or may not exist; a path to approve the roadway; Conservation Commission issues with a lot that is the site of a pump station, and others.

Mr. Kerrigan asked the Board to provide Ms. Hodges with questions that could be answered at the February 5<sup>th</sup> meeting after going to the Planning Board and to Town Counsel.

Ms. Turner asked if the Select Board can require bonds on a project; she would like an accounting of what monies from the Hawthorne Lane bond have been expended. She would like to see a Town requirement for bonds on projects over a certain dollar amount. She would like to make sure that information is sent to an appropriate abutters' list. Ms. Hodges noted that a communication is being sent to abutters about the February 5<sup>th</sup> meeting. Ms. Turner would like further information on the status of the road; Ms. Hodges reported that the DPW Superintendent states that the road is in compliance with town requirements. Ms. Turner would like the Select Board to work in conjunction with the Planning Board to create language, or see if other towns have language, to preclude non-conforming roads from being accepted at Town Meeting. Ms. Hodges explained that you cannot preclude Town Meeting action. Ms. Turner asked for information on the status of the land that the pumping station is on. Ms. Hodges explained that it is in a holding pattern and will need to be past due on taxes for over 1-1/2 years prior to the Town taking it for tax title.

Mr. Allison recapped the mess created at Hawthorne Lane, and the ongoing problems faced by the residents. He proposes involving the Conservation Commission and soliciting solutions, none of which will be perfect.

Mr. Kerrigan recognized Larry Shoer, 750 George Hill Rd. Mr. Shoer read from a letter that he and Emily Rose have sent to the Select Board. Additionally, he noted that the Planning Board should be the enforcement body for compliance with requirements, but that he has been to the Planning Board and has been told that they have no enforcement authority, rather that the Building Commissioner enforces code compliance. Ms. Hodges and Mr. Kerrigan addressed this.

Mr. Kerrigan recognized Mr. Hafeez, 51 Hawthorne Lane. Mr. Hafeez stated that he had met with the new Planning Director in December who had told him that Ms. Hodges was the decision maker. Mr. Hafeez reviewed the history of the project, citing very minor issues remaining. He will be back to the meeting on February 5<sup>th</sup> and hopes to have some clarification at that time.

Mr. Kerrigan recognized Ralph Gifford, 861 George Hill Road. As a neighbor to the Hawthorne Lane project, he too has been told by the Planning Board that the Select Board is the decision making authority. He asked if using a betterment process like the Sewer Commission uses, might be appropriate.



**VI. TOWN ADMINISTRATOR REPORT**

• **Fiscal Year 2025 Budget**

A draft version of the budget book has been distributed showing a \$8,910 decrease in municipal expenses year-over-year. There is a reduction of three (3) FTEs (Full-Time Employees) and a re-addition of a Police Lieutenant, a full-time firefighter, and an archivist for the library, and a groundskeeper. Minuteman Schools will be less than last year; Nashoba Regional Schools will increase by about \$650,000 for a net increase to schools of \$434,678. In totality, the increase for the average house will be about \$0.45.

The Finance Committee and Select Board will meet jointly to review this on January 29<sup>th</sup>.

• **Human Resources Updates**

Ms. Hodges reported that Kevin Bartlett, DPW Superintendent, has accepted a position in the Town of Clinton. His last day will be February 16. When the Commissioners appoint an interim Superintendent, Ms. Hodges will advise the Board.

• **Classification and Compensation Plan**

Ms. Hodges reports that this is in the process of being finalized by the Collins Institute with the exception of the Police and Fire Departments.

**VII. LICENSES AND PERMITS - NONE**

**X. EXECUTIVE SESSION**

Mr. Allison moved to enter Executive Session for the purpose of discussion regarding strategy with respect to litigation in the matters of Lancaster Historical Society pursuant to Section 21(a)(3) and not to reconvene in open session. Ms. Turner seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

**X. COMMUNICATIONS**

- Next Select Board meetings will be held on Monday, February 5, 2024
- Town Offices will be closed on Monday, February 19, 2024 in observance of Presidents' Day
- Miscellaneous Correspondence and Memorandums

**IX. ADJOURNMENT**

Respectfully submitted,

Kathleen Rocco  
Executive Assistant

\_\_\_\_\_  
Alexandra W. Turner, Clerk



**LANCASTER SELECT BOARD & LANCASTER FINANCE COMMITTEE**  
**Minutes of Joint Meeting**  
**of Monday, January 29, 2024, 6:00 P.M.**  
**Prescott Building – Nashaway Room & via ZOOM**

**ZOOM: <https://us02web.zoom.us/j/86490529088>**

**Meeting ID 864 9052 9088**

**I. CALL TO ORDER**

Finance Committee Chair Richard Trussell called the meeting to order at 6:00 PM. Roll call vote taken, Stanley Starr, present via ZOOM; Jocelyn Mylott, present; Emily Notaro, present; Michelle Vasquez, present; Richard Trussell, present.

Select Board Chair Stephen J. Kerrigan called the meeting to order at 6:20 PM with a roll call vote showing Alexandra W. Turner present and Stephen J. Kerrigan present. Select Board member Jason A. Alison joined the meeting via ZOOM at 7:03 PM.

*Additional materials for Select Board meetings are available at <https://www.ci.lancaster.ma.us/administration-select-board> > Meeting Materials.*

**II. FY25 BUDGET OVERVIEW**

- FY25 Budget overview & highlights, presentation by Town Administrator.
- Free Cash outlook; review of revenue projections, stabilization balances and other funds, presentation by Finance Director/Town Accountant Cheryl Gariepy
- Select Board & Finance Committee questions or comments
- Review of Capital appropriation requests
- Recommendations, next steps, etc.

Mr. Trussell asked why there is a reduction in risk management costs. Ms. Hodges explained that after correcting discrepancies in benefits to Full Time Employees (FTEs) there was a reduction in medical, dental and casualty insurance. Additionally, several old vehicles were removed from service and some savings were created by closing the old Town Hall.

Ms. Vasquez expressed concern that the School budget increase may be higher than the projected 4.16%. It was discussed that the numbers for the Nashoba School District are not yet available.

Ms. Turner asked why personnel costs show an increase of 8% while the number of FTEs is lower. Ms. Hodges explained that we are hiring employees with higher educational levels and more years of service than in the past. There is currently a Classification & Compensation study

underway; Ms. Hodges predicts that it will show that current positions are being hired at a median salary and that long time employees are often underpaid.

Following the presentation on Capital Expenditures, Mr. Trussell asked why Chapter 90 funds are generally spent on equipment rather than on roadways. Ms. Hodges recommended that the Finance Committee might meet with the DPW (Department of Public Works) Commissioners to discuss this, as they are an independently elected board.

Mr. Kerrigan called for a vote of confidence in the budget as presented, with the caveat that the school district numbers are currently unknown.

Ms. Vasquez moved to approve the municipal budget as presented, with the understanding that the school district numbers are not yet known. Ms. Notaro seconded the motion. *Vote taken, Stanley Starr, Aye; Jocelyn Mylott, Aye; Emily Notaro, Aye; Michelle Vasquez, Aye; Richard Trussell, Aye. Vote passed. [5-0-0].*

Ms. Notaro moved to approve the Capital Plan as presented. Ms. Mylott seconded the motion. *Vote taken, Stanley Starr, Aye; Jocelyn Mylott, Aye; Emily Notaro, Aye; Michelle Vasquez, Aye; Richard Trussell, Aye. Vote passed. [5-0-0].*

Mr. Allison moved to approve the municipal budget as presented, with the understanding that the school district numbers are not yet known. Ms. Turner seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

Mr. Allison moved to approve the Capital Plan as presented. Ms. Turner seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

### III. ADJOURNMENT

Ms. Notaro moved to adjourn the Finance Committee meeting. Ms. Mylott seconded the motion. *Vote taken, Stanley Starr, Aye; Jocelyn Mylott, Aye; Emily Notaro, Aye; Michelle Vasquez, Aye; Richard Trussell, Aye. Vote passed. [5-0-0].*

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

Respectfully submitted,

Kathleen Rocco  
Executive Assistant

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Alexandra W. Turner, Clerk

## **SCHEDULED APPEARANCES & PUBLIC HEARINGS**

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Questions contact – Javier Morales 508-860-6270

**PETITION FOR POLE AND WIRE LOCATIONS**

North Andover, Massachusetts

To the Board of Selectmen  
Of Lancaster, Massachusetts

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

Seven Bridges Rd - National Grid to install 1 SO Pole on Seven Bridges Rd beginning at a point approximately 600' feet northwest of the centerline of the intersection of Creamery Rd and continuing approximately 600' feet in a northwest direction. Install one SO Pole # 3-1 approximately 600' from the intersection of Creamery Rd.

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 – Seven Bridges Rd - Lancaster – Massachusetts.

No.# 30872849 January 16, 2024

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

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

Massachusetts Electric Company d/b/a

NATIONAL GRID *Pat Shea*

BY \_\_\_\_\_

Engineering Department



Seven Bridge Rd

3-1



600'

38 Seven Bridge Rd

Creamery Rd

NGRID grant of location approval request to install one new service pole #3-1 adjacent to 38 Seven Bridge Rd approximately 600' NW with the intersection of Creamery Rd

LEGEND

● Proposed SO Pole

DRAWING NOT TO SCALE DISTANCES ARE APPROXIMATE

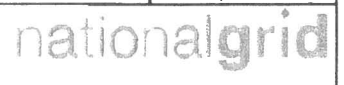
PETITION

LANCASTER

MASS

Petition To The Town of Lancaster to provide service to a new residential home

Date: 1/15/124
Designer: J.Morales
Work Request: 30872849





**TOWN OF LANCASTER  
NOTICE OF PUBLIC HEARING  
PETITION FOR POLE AND WIRE LOCATIONS  
TO WHOM IT MAY CONCERN AS INTERESTED PARTY  
OR AN ABUTTER OF RECORD:**

Under the provisions of Chapter 166, Section 22 of the General Laws, and any additions thereto or amendments thereof, a Public Hearing is scheduled for **Monday, February 5, 2024 at 6:05 pm in the Nashaway Meeting Room located on the second floor of the Prescott Building, 701 Main Street, Lancaster, MA and Zoom**

<https://us02web.zoom.us/j/89783943212?pwd=Syt3RkpKNGVpaWdXdU9aS0lmOk4wUT09>

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

Seven Bridge Road – National Grid to install 1 SO Pole on Seven Bridge Road beginning at a point approximately 600 feet northwest of the centerline of the intersection of Creamery Rd and continuing approximately 600 feet in a northwest direction. Installing 1 SO Pole #3-1 approximately 600 feet from the intersection of Creamery Rd.

**LANCASTER SELECT BOARD**

*The Item – 1/26/24 & 2/2/24*



# 300 feet Abutters List Report

Lancaster, MA  
January 19, 2024

## Subject Property:

Parcel Number: 030-0066.B  
CAMA Number: 030-0066.B  
Property Address: 0 SEVEN BRIDGE RD

Mailing Address: BYRNE PATRICK  
327 PONAKIN RD  
LANCASTER, MA 01523-

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## Abutters:

Parcel Number: 030-0066.A  
CAMA Number: 030-0066.A  
Property Address: 34 SEVEN BRIDGE RD

Mailing Address: MURPHY ROBERT H & MARGARET S  
34 SEVEN BRIDGE RD  
LANCASTER, MA 01523-

Parcel Number: 030-0066.C  
CAMA Number: 030-0066.C  
Property Address: 1 SEVEN BRIDGE RD

Mailing Address: JONES ERIC M & LORENA R  
210 GARDNER AVE  
NEW LONDON, CT 06320-

Parcel Number: 030-0066.D  
CAMA Number: 030-0066.D  
Property Address: 0 SHIRLEY RD

Mailing Address: NEWBOULD DAVID TR 35 KINNEAR  
AVENUE REALTY TRUST  
75 SHIRLEY RD  
LANCASTER, MA 01523-

Parcel Number: 030-0066.E  
CAMA Number: 030-0066.E  
Property Address: 40 SEVEN BRIDGE RD

Mailing Address: ZIRKER ERIK G & JAMIE  
40 SEVEN BRIDGE RD  
LANCASTER, MA 01523-

Parcel Number: 030-0066.F  
CAMA Number: 030-0066.F  
Property Address: 0 SEVEN BRIDGE RD

Mailing Address: MOODY JAY M TR ROUTE 117 REALTY  
TRUST  
144 SEVEN BRIDGE RD  
LANCASTER, MA 01523-

Parcel Number: 030-0067.0  
CAMA Number: 030-0067.0  
Property Address: 0 SEVEN BRIDGE RD

Mailing Address: WORCESTER COUNTY ELECTRIC  
COMPANY  
C/O PROPERTY TAX DEPARTMENT 40  
SYLVAN RD  
WALTHAM, MA 02451-

Parcel Number: 030-0068.0  
CAMA Number: 030-0068.0  
Property Address: 144 SEVEN BRIDGE RD

Mailing Address: MOODY JAY M & JOYCE E TRS 144  
SEVEN BRIDGE ROAD REALTY TRUST  
144 SEVEN BRIDGE RD  
LANCASTER, MA 01523-

Parcel Number: 030-0136.0  
CAMA Number: 030-0136.0  
Property Address: 0 CREAMERY RD

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

Parcel Number: 030-0137.0  
CAMA Number: 030-0137.0  
Property Address: 60 CREAMERY RD

Mailing Address: CHAMBERS SCOTT J  
60 CREAMERY RD  
LANCASTER, MA 01523-

Parcel Number: 030-0139.0 + 138 + 148  
CAMA Number: 030-0139.0  
Property Address: 40 CREAMERY RD

Mailing Address: DURAND COLE M & ERIN M  
40 CREAMERY RD  
LANCASTER, MA 01523-



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.

1/19/2024

Page 1 of 2





# 300 feet Abutters List Report

Lancaster, MA  
January 19, 2024

Parcel Number: 030-0140.0  
CAMA Number: 030-0140.0  
Property Address: 32 CREAMERY RD

Mailing Address: CHOUINARD IMELDA A  
32 CREAMERY RD  
LANCASTER, MA 01523-

Parcel Number: 030-0147.B  
CAMA Number: 030-0147.B  
Property Address: 39 SEVEN BRIDGE RD

Mailing Address: GRIFFIN MARK W & KATHLEEN A  
PO BOX 500  
LANCASTER, MA 01523-

Parcel Number: 030-0147.C  
CAMA Number: 030-0147.C  
Property Address: 57 SEVEN BRIDGE RD

Mailing Address: WELCH CHRISTOPHER M & STONE  
ASHLEY E  
57 SEVEN BRIDGE RD  
LANCASTER, MA 01523-

Parcel Number: 034-0132.0  
CAMA Number: 034-0132.0  
Property Address: 971 MAIN ST

Mailing Address: PERKINS SCHOOL  
971 MAIN ST  
LANCASTER, MA 01523-

Parcel Number: 030-0143.0 + 141A  
CAMA Number: 030-0143.0 + 141A  
Property Address: 1163 Main St

Mailing Address: Hyland Jeffrey M  
Gibson Shirley A  
1163 Main St  
Lancaster, MA 01523

Parcel Number: 030-0145.0 + 147A  
CAMA Number: 030-0145.0 + 147A  
Property Address: 1183 Main St

Mailing Address: Armstrong Timothy D  
1183 Main St  
Lancaster, MA 01523

Parcel Number: 030-0142.0 + 141B  
CAMA Number: 030-0142.0 + 141B  
Property Address: 1153 Main St

Mailing Address: Cossingham Rachel Ann  
1153 Main St  
Lancaster, MA 01523

**CERTIFIED COPY**

Debra A. Sanders

Debra A. Sanders, Member  
Lancaster Board of Assessors  
January 22, 2024  
2 pages



www.cai-tech.com

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

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## **PUBLIC COMMENTS**

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## **ADMINISTRATION, BUDGET AND POLICY**

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# OPEN MEETING LAW COMPLAINT FORM

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

Please note that all fields are required unless otherwise noted.

## Your Contact Information:

First Name: Russell Last Name: Williston

Address: 4 Highfield Drive

City: Lancaster State: MA Zip Code: 01523

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

Email: russwilliston@gmail.com

Organization or Media Affiliation (if any): russwilliston@gmail.com

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

(For statistical purposes only)

Individual  Organization  Media

## Public Body that is the subject of this complaint:

City/Town  County  Regional/District  State

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

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

Date of alleged violation: 1/22/2024

## Description of alleged violation:

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

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

On January 22nd, 2024 the Lancaster Select Board met in executive session. The reason for executive session listed on the agenda was: "Discussion regarding strategy with respect to litigation in the matters of Lancaster Historical Society pursuant to Section 21(a)(3)"

The town's current situation doesn't justify that case for executive session, as there is no threatened or otherwise demonstrably likely litigation with regard to the Lancaster Historical Society.

I spoke to the the Historical Society prior to the meeting and confirmed that they had neither filed any litigation against the town, nor threatened any. At the previous Select Board meeting one member, Allison, relayed that the Society had been including an attorney on their correspondence and suggested that they meet in executive session at their next meeting.

In this case the violation would be intentional, as I emailed to the three board members prior to the meeting to notify them that page 14 of the state's "Open Meeting law Guide" specifically discusses this situation, advising that "That a person is represented by counsel and supports a position adverse to the public body's does not by itself mean that litigation is imminently threatened or likely." Two of the board members (Chair Kerrigan and Turner) replied to my email, so I am confident that it was received.

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

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

1. Release detailed minutes and any recording that exists of the executive session meeting, as well as any materials used at the meeting.
2. Whatever penalty is customary to recognize an "intentional" violation.
3. Immediate and future compliance with the Open Meeting Law.

## Review, sign, and submit your complaint

### I. Disclosure of Your Complaint.

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

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

### II. Consulting With a Private Attorney.

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

### III. Submit Your Complaint to the Public Body.

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

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

Signed: Russell W. Wilbur

Date: 1/23/2024

For Use By Public Body

Date Received by Public Body:

For Use By AGO

Date Received by AGO:

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# TOWN OF LANCASTER

OFFICE OF THE TOWN CLERK



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**March 5, 2024 Presidential Primary Early Voting Hours**  
**Prescott Building Ground Floor**  
**701 Main Street, Lancaster MA 01523**

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**\*\*Last day to register to vote in Presidential Primary is Saturday February 24<sup>th</sup>, from 9-5pm same location as early voting.**

<b>Saturday February 24<sup>th</sup></b>	<b>9-5pm</b>
<b>Monday February 26<sup>th</sup></b>	<b>830-430pm</b>
<b>Tuesday February 27<sup>th</sup></b>	<b>830-430pm</b>
<b>Wednesday February 28<sup>th</sup></b>	<b>830-430pm</b>
<b>Thursday February 29<sup>th</sup></b>	<b>830-430pm</b>
<b>Friday March 1</b>	<b>830-12pm</b>

# TOWN OF LANCASTER

OFFICE OF THE TOWN CLERK



## **2024 Open Seats**

On May 13, 2024, we will be electing the following officials:

<u>Elected Position</u>	<u>Term</u>
1 Select Board position.....	three-year term
1 Planning Board position .....	five-year term
1 Board of Health position.....	one-year unexpired term
1 Board of Health position.....	three-year term
1 Board of Public Works position.....	three-year term
2 Finance Committee position.....	three-year term
1 School Committee positions.....	three-year term
2 Library Trustee position.....	three-year term

701 MAIN STREET, SUITE 2, LANCASTER, MASSACHUSETTS 01523  
TEL: (978) 365-3326 FAX: (978) 368-4011

## **APPOINTMENTS AND RESIGNATIONS**

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# TOWN OF LANCASTER

## OFFICE OF THE TOWN CLERK

Amanda J. Cannon  
*Town Clerk*



Jill Hazelrigg  
*Assistant Clerk*

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January 18, 2024

To: Selectboard, Kate Hodges, Kathi Rocco, Michael Mccue  
Re: Verbal Resignation – Commission on Disability

On January 1<sup>st</sup>, 2024 Eugene Brazeau a member of the commission on disability called and gave me his verbal resignation from the committee effective immediately. The reason for his resignation is his inability to participate in meetings via Zoom.

Respectfully,

Amanda Cannon  
Town Clerk

## Kathi Rocco

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**From:** Kendra Dickinson <electkendrad@gmail.com>  
**Sent:** Thursday, February 1, 2024 11:09 AM  
**To:** Kathi Rocco; Kate Hodges; Stephen J. Kerrigan; Kelly Dolan  
**Subject:** Council on Aging

Good Morning!

With the sad passing of Jay Moody I know there is an empty seat on the Council on Aging. I have been working with Health and Human Services staff to get services to help my mother, who is a Lancaster resident. Through this work, I have realized how important the work they do is to help our senior residents stay safe, healthy and age at home as long as they possibly can if that is their desire. With that said, please consider this my official letter of interest to occupy that seat and get to work.

I am happy to speak with anyone who has questions, or would like to chat about the appointment.

Best,

Kendra Dickinson  
402 Oetman Way  
Lancaster, MA 01523  
978-430-7946 - cell

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.

## LICENSES AND PERMITS

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# 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)

1/25/24

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: 2/23/2024  
Time: Start: 3:30pm End: 4:30pm  
Name & Address: Meredith Brummer  
Telephone: 978-368-8928 x 1085  
Emergency Contact & Phone: \_\_\_\_\_  
Business Name (If applicable): Thayer Memorial Library  
Address: 717 Main Street  
Lancaster, MA  
Telephone: \_\_\_\_\_  
Number of People Attending: 75 ~  
Provisions for Parking: Library Parking lot  
Partial or full road closure? None  
Structures? None  
Tents with sides? None  
Cooking? None  
Food/Refreshments? None  
Porta Potty? None  
Portable Sink Unit? None  
Email address: mbrummer@lancasterma.gov

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

Performer Henry Lappen will perform his Juggler routine, if weather permits. If weather does not, he will perform within the Library.

**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.

Meredith Brummer

Signature of Individual or Corporate Officer

Thayer Memorial Library

Company Name or Individual Name

\_\_\_\_\_  
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.

## COMMUNICATIONS

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## ADJOURNMENT

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