



LANCASTER SELECT BOARD
Regular Meeting Agenda – Revised*
Prescott Building – Nashaway Room & ZOOM
Monday, November 20, 2023
6:00 P.M.

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

I. CALL TO ORDER

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

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

Topic: Select Board Meeting

Time: Nov 20, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82848467259?pwd=bG53dU9JU9JUnhJZkNWK0lOQOEMrdzhLZz09>

Meeting ID: 828 4846 7259

Passcode: 244382

One tap mobile

+13126266799,,82848467259#,,,,*244382# US (Chicago)

+16465588656,,82848467259#,,,,*244382# US (New York)

Find your local number: <https://us02web.zoom.us/u/kexQy4Lnc>

Residents Have the Ability to Ask Questions via ZOOM.

II. APPROVAL OF MEETING MINUTES

Review and take action on the Select Board's Meeting Minutes: November 6, 2023.

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE

IV. BOARDS, COMMITTEES AND DEPARTMENT REPORTS - NONE

V. PUBLIC COMMENT

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



LANCASTER SELECT BOARD
Regular Meeting Agenda – Revised*
Prescott Building – Nashaway Room & ZOOM
Monday, November 20, 2023
6:00 P.M.

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

VI. TOWN ADMINISTOR REPORT

1. Division pf Capital Asset Management and Maintenance (DCAMM) Next Steps
 - o Public Input – Process and Time Proposal

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

1. Budget Review
 - o FY25 Financial Outlook
 - o Capital Budget
2. Memorandum of Understanding (MOU) Amendment Update – North Lancaster Parcels
3. Accounting/Budget Software (tabled from Select Board Meeting 10.2.23 (Turner))
4. Update/Review Town-Wide Fees (tabled from Select Board Meeting 10.2.23 (Turner))
5. Update on Historical Commission Office Inventory (Allison)*

VIII. APPOINTMENTS & RESIGNATION NOTIFICATIONS – (Resignation Votes not needed)

Resignations

Community Preservation Act Committee – Shawn Winsor

IX. LICENSES AND PERMITS

Special (One Day) Liquor License Application

Organization: Lancaster PTO

Event: Art and Vendor Fair (PTO Fundraiser)

Event Date and time: December 2, 2023 from 12pm-4pm

Location: Lancaster Community Center, 39 Harvard Road

X. COMMUNICATIONS

- Town Offices will be closed on Thursday, November 23rd and Friday, November 24th in observance of Thanksgiving.
- Select Board Regular Meetings: December 4, 2023 and December 18, 2023 at 6:00pm
- Affordable Housing Trust
- Miscellaneous Correspondence & Memorandums

XI. NEW BUSINESS – Unforeseen by the Board

XII. ADJOURNMENT

APPROVAL OF MEETING MINUTES



LANCASTER SELECT BOARD
Regular Meeting Minutes
of Monday, November 6, 2023, 6:00 P.M.
Prescott Building – Nashaway Room and ZOOM

ZOOM: <https://us02web.zoom.us/j/88355378366>

Meeting ID 883 5537 8366

I. CALL TO ORDER

Select Board Chair Stephen Kerrigan called the meeting to order at 6:00PM 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 (via remote), Alexandra W. Turner, present, Stephen J. Kerrigan, present. Also present, Kate Hodges, Town Administrator.

I. APPROVAL OF MEETING MINUTES

Ms. Turner moved to accept the minutes of the October 2, 2023 and October 16, 2023 meetings; Mr. Allison seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS

6:05 PM MassDevelopment Presentation – final discussion image for Division of Capital Asset Management and Maintenance (DCAMM) redevelopment options.

Ms. Hodges introduced Amanda Gregoire, MassDevelopment’s Director of Site Planning and Real Estate and BSC Group’s Director of Planning, Heather Gould. Ms. Hodges noted that the presentation tonight was still far away from any final decision, and that Lancaster does need to move forward for many reasons, including potential holding costs. Ms. Gould gave a PowerPoint presentation of final concepts for the DCAMM property. Final concepts presented included:

1. New Construction Residential (Lower Density)
2. Adaptive Reuse + New Construction Mixed-Use
3. New Construction Mixed-Use Residential (Higher Density)
4. Adaptive Reuse + New Construction Mixed-Use

The next phase will be gathering community input. Ms. Turner asked questions regarding sewer capacity. Mr. Kerrigan noted that when the RFP is released, asking potential developers to discuss their plans for sewer capacity or septic will be important. Ms. Hodges was tasked with defining next steps.

IV. BOARDS, COMMITTEES, AND DEPARTMENT REPORTS

Police and Fire Department Update

Mr. Kerrigan recognized Fire Chief Mike Hanson and Police Chief Everett Moody. They brought forth several issues, their “Drive to Keep You Alive” Initiative, using a PowerPoint presentation. This new initiative would allow police officers to drive an ambulance. This program would operate under the existing Police and Fire department budgets; police officers will receive a stipend for calls when the service is used. The program would save significant money instead of relying on Mutual Aid; when Mutual Aid is used, the ambulance department cannot bill the patient. The program meets with the approval of the Police Union. Mr. Kerrigan would like to endorse this policy.

Mr. Allison moved to endorse the “Drive to Keep You Alive” Initiative 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].*

Additionally, Chief Hanson advised the Select Board that two new recruits graduated from the Mass. Call Volunteer Academy last week, a 240 hour program. Congratulations were extended to new Firefighters Matt Watson and Zach Gordon. Firefighter Watson was presented the McNamara Award, named after fallen Lancaster Firefighter Martin McNamara, recognizing his position as first in his class.

Revitalization of Library Museum – Library Director Joe Mulé

Mr. Kerrigan introduced Library Director Joe Mulé. Ms. Hodges explained that this is another initiative to increase collaboration between departments. Currently, many historical records are not well organized and are not in metal bins; many records in the old Town Hall basement are at risk of damage. Some of these records have been moved or placed in plastic bins, which is an improvement, although not ideal.

Mr. Mulé spoke about the Library Museum and the value of the collection, explaining that the collection is probably only rivaled by Concord’s collection in the Commonwealth, and that without staff or a consultant, there is no way of fully addressing the needs of managing and storing the collection. He recommends applying for grants to help design and manage paper storage, and then to look at digitizing much of the collection. Lengthy discussion was held about different methods that might be used to digitize some or all of the assets.

It was also discussed that there needs to be a plan going forward to cull items that are not needed, and that just because things are old does not mean they need to be kept.

V. PUBLIC COMMENT

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

The following public comment was offered:

Linnea Lakin Servey, 1394 Main Street. – Concerns regarding the Historical Commission and Historical Society.

Heather Lennon, 294 Nicholas Drive. – Disagrees that she resigned from Historical Commission. She concluded by asking the Select Board their motives in relation to the Historical Commission.

Victoria Petracca, 67 Woodland Meadow Drive. – Letter read aloud from Affordable Housing Trust.

George Frantz, 13 Highfield Drive. – Excited about DCAMM property; library should reach out to bring history to residents.

Roy Rezac, 125 Harvard Road. - Glad that DCAMM property is moving forward; would like Public Comment at beginning of meeting.

Rebecca Young-Jones, 94 Barnes Court and Martha Moore 131 Center Bridge Rd., - Would like Heather Lennon to still be on Historic Commission. Ms. Moore in favor of archiving town assets.

Sheila Mallette, 2748 North Main Street - Glad that traffic light project is almost complete, concerned about 35 miles per hour speed limit near elementary school.

Susan Munyon, 96 Grant Way. – Concerned about DCAMM project costs, situation with Heather Lennon/Historic Commission.

Kendra Dickinson, 402 Oetman Way, speaking as a private citizen. – Concerned about negative energy around town boards/committees.

Linnea Lakin Servey, 1394 Main Street. – Historic preservation disagrees about negative energy.

VI. TOWN ADMINISTRATOR REPORT - NONE

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Historical Commission – Updates, Next Steps, Support Requests (Allison)

Mr. Kerrigan framed the discussion, explaining that one current action in process is that some items that the Historical Commission has are on loan from the Historical Society and have been requested back. The Commission will work to catalog these items and then vote on an approach moving forward.

Mr. Allison stated that as an individual member of the Select Board, he has some genuine concerns about the Lancaster Historical Commission. He thanked Karen Silverthorn for doing “yeoman’s work” to help. Mr. Allison stated that it is his understanding that mail and/or keys may be missing from the Lancaster United States Postal Service (USPS) Historical Commission mailbox. Based on this, Mr. Allison moved to authorize the Town Administrator to open an investigation into potential mail loss from the Historical Commission USPS town mailbox. Mr. Kerrigan seconded the motion for the purpose of discussion. Ms. Turner stated that this is the first she has heard of this and asked how Mr. Allison had heard this. Mr. Allison said that he will not reveal his sources.

Ms. Turner stated that if this is a legitimate concern there should probably be a broader scope and inventory of all mailbox keys and access. Additionally, if we think that mail is missing, this should involve the Postal Service to ensure the integrity of all the Town’s mail. Mr. Kerrigan asked if Ms. Hodges could present a policy for distribution of keys at the next meeting. Ms. Turner explained that smaller boards and committees often share mailboxes.

Mr. Kerrigan called for a vote; Mr. Allison reiterated that he is concerned about mail loss and loss of mailbox keys. Ms. Turner thought that a broader perspective of the issue is more appropriate. Mr. Kerrigan expressed concern about the scope, stating that it is difficult to prove a negative. Mr. Kerrigan asked if Mr. Allison would be amenable to tabling the motion; Mr. Allison said no. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, No; Stephen J. Kerrigan, No. Motion failed. [1-2-0].*

Next, Mr. Allison expressed concern about the contents of the Historical Commission office space. Specifically, he wanted to make sure that the contents of the Historical Commission are appropriate and do not contain anything it shouldn’t or that could put the Historical Commission or the Town at risk. Based on this, he moved to authorize the Town Administrator to lead the inventory of all contents of the area known to be the Historical Commission office, and to present this to the Select Board for review and disposition. Ms. Turner seconded the motion for purposes of discussion.

Mr. Kerrigan stated that he does not know that this is necessary because the Historic Commission and the Town Administrator are both appointed by the Select Board. Mr. Allison thinks it is in the best interest of the Town to make sure there is nothing inappropriate in the contents of the office. Mr. Kerrigan stated he agrees but is not sure that a motion is needed. Ms. Hodges asked if she could work with the Commission. Mr. Kerrigan said yes. Ms. Turner stated that “inappropriate” conjures up very dark images and that boards should have the ability to run themselves, and that she would task the Historical Commission with this, and that they could work in conjunction with the Town Administrator or her designee. Debate continued at great length. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, No; Stephen J. Kerrigan, Aye. Motion passed. [2-1-0].*

2. Government Study Committee (GSC) – Additional discussion re: vacancies and other business (continued from October 16 Select Board Meeting)

Several meetings ago, Mr. Kerrigan stated that he no longer wanted to be the Select Board Representative to the Government Study Committee (GSC). At the last meeting, Mr. Allison stated that he no longer wanted to be the Select Board Representative.

Mr. Kerrigan suggested that this Committee's charge was supposed to be to determine whether or not a Charter Commission should be formed, not to pre-suppose the conclusions of a potential Charter Commission. He asked the Board if they would consider having the GSC present their report at the next regularly scheduled meeting. After receiving this, the Select Board could thank them for their work and disband the GSC. Mr. Allison would support this plan. It was discussed that the GSC may have not moved quickly enough for a variety of reasons. Mr. Kerrigan believes that the GSC has the information that they need to make a recommendation and complete their charge. Discussion was held between Mr. Kerrigan and Ms. Turner as to the charge of the GSC.

Mr. Kerrigan recognized resident Emily Taylor, 634 Main Street, currently the Chair of the Government Study Committee. Ms. Taylor addressed issues that may have made the GSC take longer than desired. Currently there is a survey being conducted, and Ms. Taylor expressed her desire to complete this survey and compile the results in order to best complete the job of the GSC. She would like for the GSC to present a detailed work plan to the Select Board. It was decided that the GSC will provide a first draft by January 10.

3. Memorandum of Understanding (MOU) Update – North Lancaster Parcels (Turner)

Ms. Turner questioned how parcels would be given to the Town from the Capital Group. Mr. Kerrigan reported that while originally this was being given to the Town in pieces, it would now be given to the Town all at once. Ms. Turner also questioned current court proceedings between some of the parcel owners. Mr. Kerrigan explained that this has nothing to do with the Town, it is not relevant to land being transferred to the Town.

VIII. APPOINTMENTS & RESIGNATION NOTIFICATIONS (Resignation votes not needed)

Resignations

Animal Control – Bob Foney

Community Preservation Committee – Karen Silverthorn

Mr. Kerrigan thanked Mr. Foney and Ms. Silverthorn for their service to the above referenced committees.

Appointments

Commission on Disability – Daryl Blaney, term to expire June 30, 2026

Mr. Allison moved to appoint Daryl Blaney as a member of the Commission on Disability, term to expire June 30, 2026; Ms. Turner seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

IX. LICENSES AND PERMITS - NONE
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X. COMMUNICATIONS

- Town Offices will be closed on Friday, November 10, 2023, in observance of Veterans Day
- Select Board/Finance Committee FY25 Budget Meeting to be held on Saturday, November 18, 2023 at 8:30 AM.
- Next Select Board meetings will be held on Monday, November 20, 2023, and Monday, December 4, 2023, both starting at 6:00 PM.
- Miscellaneous Correspondence and Memorandums

XI. NEW BUSINESS – Unforeseen by the Board - NONE
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XII. ADJOURNMENT

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

Respectfully submitted,

Kathleen Rocco
Executive Assistant

Alexandra W. Turner, Clerk

SCHEDULED APPEARANCES & PUBLIC HEARINGS

BOARDS, COMMITTEES & DEPARTMENT REPORTS

PUBLIC COMMENTS

TOWN ADMINISTRATOR REPORT

ADMINISTRATION, BUDGET AND POLICY

#1

#2

FIRST AMENDMENT TO MEMORANDUM OF AGREEMENT

THIS FIRST AMENDMENT TO MEMORANDUM OF AGREEMENT (this “**Amendment**”) is dated and made as of ~~November~~ ~~October~~ ___ 2023, by and between the Town of Lancaster, acting by and through its Select Board, (the “Town”), ~~and~~ 702, LLC, a limited liability company organized under the laws of the Commonwealth of Massachusetts with an address of 259 Turnpike Road, Suite 100 Southborough, MA 01772 (the “Owner”), ~~and North Lancaster LLC, a limited liability company organized under the laws of the Commonwealth of Massachusetts with an address of 1340 Lunenburg Road, Lancaster MA.~~

WHEREAS, the Town and Owner entered into that certain Memorandum of Agreement, dated as of November , 2022, and executed by all parties on November 14, 2022 (the “**Original Agreement**”), with respect to the development and future use of the Property more particularly described in the Original Agreement, a duly executed copy of which is attached hereto as **Amendment Exhibit 1**; and

~~**WHEREAS**, certain zoning amendments, necessary for the commencement of the permitting process for the Enterprise Project, as contemplated by the Original Agreement, encountered significant delay in approval by the Attorney General of the Commonwealth, resulting in an adverse impact in development to the Owner and an inordinate delay in the conveyance of land to the Town; and~~

WHEREAS, the Town and Owner wish to amend certain terms of the Original Agreement which pertain only to the Town and Owner, ~~to (i) clarify so as to equitably address the adverse impacts that interest rates and economic conditions that had on the marketing of industrial uses in the area, that the approval delay has caused, such~~ that upon consummation of this Amendment the Enterprise Project Site, as delineated in the Original Agreement, may ~~be~~ continued to be utilized by Owner for the purposes hereinafter set forth, ~~and (ii) thereby providing Owner the incentive to accelerate the conveyance of all land to be conveyed to the Town as set forth herein, upon satisfaction of the conditions agreed to herein below.~~

NOW, THEREFORE, in consideration of good and valuable consideration, the mutual receipt and legal sufficiency of which are hereby acknowledged, the Town and Owner agree as follows:

1. **Incorporation of Preamble and Recitals.** The preamble and recitals to this Amendment are incorporated herein by reference and made a part of this Amendment.
2. **Defined Terms.** All capitalized terms used and not otherwise defined herein shall have the meanings ascribed to them in the Original Agreement.
3. **Effective Date.** The Effective Date of this Amendment shall be that date on which the last party executes the same.
4. **The Original Agreement; Certain Defined Terms.** All references in the Original Agreement to “this Agreement” or words of similar import shall be deemed to be the Original Agreement *as amended by this Amendment* unless the context requires otherwise.

5. **No Other Modifications; Continued Force and Effect.** This Amendment may not be amended, modified or otherwise changed without the mutual agreement in writing of the parties hereto. The Town and Owner ratify and confirm the Original Agreement and acknowledge and agree that, as amended by this Amendment, the Original Agreement is binding and is and remains unchanged and in full force and effect. In the event of a conflict between the terms of the Original Agreement and this Amendment, the terms of this Amendment shall control.

6. **Specific Acknowledgements and Amendments**

6.a The parties acknowledge and confirm that the deed to Assessor's Parcel 14-15 as required by Section 6.1 of the Original Agreement has been delivered to the Town and that the Owner's obligation thereunder has been satisfied and completed.

6.b Sections 6.2, 6.3 and 6.4 of the Original Agreement are hereby deleted in their entirety and replaced with the following:

~~“6.2 Conveyance of Additional Land: Upon delivery to Owner Within five (5) days following the receipt by Owner of the zoning determination letter as provided below, Owner, shall simultaneously agree to deliver to the Town a Quitclaim Deed executed by North Lancaster, LLC (or the current record owner of the property) conveying title, free and clear of any encumbrances, liens, or liabilities not specifically set forth herein, to the the land identified on Exhibit L (Land Transfer Plan”) of the Original Agreement, (a copy of which Exhibit L is attached hereto as Amendment Exhibit 2), as Parcel 2, Parcel 3 and Parcel 4 (said parcels being current Assessors Parcel 19-11) containing +/- 72.7 acres, to the Town by single deed as a single Parcel, without reference to the ANR Plan specified in the Original Agreement which the parties each acknowledge has not been prepared. A draft copy of the proposed Deed to be provided to the Town is attached hereto as Amendment Exhibit 3. The parties shall deliver the zoning determination and the deed simultaneously, within five (5) days following execution of this amendment.~~

~~The zoning determination letter original Deed shall be held in Escrow by Owner's Counsel and delivered to the Town to be recorded, following written confirmation by the Building Inspector (“zoning determination letter) shall provide the opinion of the Town Building Commissioner that in form and substance satisfactory to Owner, that the continued and future use of Owners Land within the re-zoned Enterprise Zoning District, as such district was expanded and approved by Town Meeting _____ on and the Attorney General on _____, as such use is defined hereinbelow, is a use specifically allowed under the Lancaster Zoning Bylaw.~~

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Commented [CH1]: Parcel is owned by North Lancaster LLC per deed at Book 59673, Page 25. Please explain how this conveyance will occur.

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The processing of earth materials together with ancillary activities including the installation, use, relocation, and maintenance of improvements; parking areas, parking and storage of heavy equipment, and the importation and stockpiling of earth materials or products transported to the site. No earth removal of existing materials currently located on the Premises is permitted.

Additionally, the zoning determination letter shall affirm that the Owner or occupant may erect and maintain a sign consistent in size, shape, design, and location as illustrated on the signage plan provided to the Building Inspector.

The failure of the Building Inspector to provide such zoning determination letter within five (5) business days ~~after execution of this Amendment of the Effective Date~~ shall operate as a termination of this Amendment without recourse to either party and without giving effect to any of the modifications contained in this Section 6.b and Section 6.c below. A proposed draft of the zoning determination letter is attached hereto as **Amendment Exhibit 4.**

Sections 6.4, 6.5, 6.6 and 6.7 of the Original Agreement shall remain unchanged and shall retain original paragraph numbering.

6.c Section 7 of the original Agreement is hereby amended by deleting “open storage facilities for lumber, stone, brick, gravel, cement or other bulk materials” as a prohibited supplemental use in the Enterprise District for Owner’s Land.

7. **Time.** Notwithstanding anything contained in Section 6, above, the Owner remains committed to permitting, development and construction of the EZ Project as described in the original Enterprise MOA. To that end, the Owner agrees to limit the use of the property for earth processing operations to a term ending on _____.

7.8. **Authority.** Each of the individuals, entities, or representatives (as applicable) executing this Amendment as set forth below hereby represents and warrants to the other party hereto that such individual, entity, or representative (as applicable) has(have) the right, power, authorization, and legal capacity to execute this Amendment.

8.9. **Successors and Assigns.** This Amendment shall be binding upon and inure to the benefit of the successors, legal representatives, heirs and assigns (to the extent permitted under the Original Agreement) of the parties hereto.

9.10. **Counterparts; Electronic Signatures.** This Amendment may be executed in two (2) or more counterpart copies of the entire document or of signature pages to the document, each of which may be executed by one or more of the parties hereto, but all of which, when taken together, shall constitute a single agreement binding upon each of the parties hereto. A signed copy of this Amendment delivered by facsimile, e-mail or other means of

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+ Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left
+ Aligned at: 2" + Tab after: 1" + Indent at: 1", Tab stops:
Not at 1"

electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Amendment.

~~10~~**11. Captions Not Binding.** The captions in this Amendment are inserted for reference only and in no way define, describe or limit the scope or intent of this Amendment or of any of the provisions hereof.

~~11~~**12. Governing Law.** This Amendment shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, without giving effect to principles of conflicts of law.

~~12~~**13. Interpretation.** Whenever the singular number is used in this Amendment and when required by the context, the same shall include the plural, and the masculine gender shall include the feminine and neuter genders. Whenever the words “include” or “including” are used in this Amendment, they shall be construed as incorporating, also, “but not limited to” or “without limitation” unless such words already immediately follow. The words “hereof”, “herein” and “hereunder” and words of similar import when used in this Amendment shall refer to this Amendment unless otherwise specified.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the dates first set forth below:

The Town of Lancaster by

By: _____

Title: Authorized Signer

Date: _____

Owner

702, LLC,
a Massachusetts limited liability company

By: _____

Name: William Depietri

Title: Manager

Date: _____

North Lancaster, LLC

Name: Steve Boucher

Manager

Date:

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#3

#4

#5

APPOINTMENTS AND RESIGNATIONS

LICENSES AND PERMITS



TOWN OF LANCASTER, MASSACHUSETTS
OFFICE OF THE
BOARD OF SELECTMEN

SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION

TODAY'S DATE: 11/5/23
APPLICANT'S NAME: Nicole Kanis TELEPHONE: 207-831-9564
ORGANIZATION: Lancaster PTD
EVENT ADDRESS: Lancaster Community Center, 39 Harvard Rd
EVENT PURPOSE: Art and Vendor fair, PTD fundraiser
EVENT DATE: 12/2/2023
EVENT HOURS: 12pm-4pm
ALCOHOL: Beer and Wine: All Alcohol*: _____
(Non Profit; Charity or Club Only)*
ATTENDANCE: Approximate Number of Persons in Attendance: 100
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.

Nicole Kanis
Signature of Applicant

POLICE DEPARTMENT OFFICIAL USE ONLY

Approval Recommended Approval **Not** Recommended

Police Officer Required: Yes _____ No

Comments/Conditions: _____

Date: 11/9/2023

Everett L. Moody
Police Chief Signature



TOWN OF LANCASTER, MASSACHUSETTS
OFFICE OF THE
BOARD OF SELECTMEN

SPECIAL (ONE DAY) LIQUOR LICENSE APPLICATION

TODAY'S DATE: 11/5/23

APPLICANT'S NAME: Nicole Kanis TELEPHONE: 207-831-9564

ORGANIZATION: Lancaster PTD

EVENT ADDRESS: Lancaster Community Center, 39 Hancock Rd

EVENT PURPOSE: Art and Vendor fair, PTD fundraiser

EVENT DATE: 12/2/2023

EVENT HOURS: 12pm-4pm

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

ATTENDANCE: Approximate Number of Persons in Attendance: 100

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.

Nicole Kanis
 Signature of Applicant

POLICE DEPARTMENT OFFICIAL USE ONLY

_____ Approval Recommended _____ Approval Not Recommended

Police Officer Required: Yes _____ No _____

Comments/Conditions: _____

Date: _____

 Police Chief Signature



CERTIFICATE OF COMPLETION

This certifies that

Monica Tarbell

is awarded this certificate for

TIPS On-Premise Alcohol Server Training



Hours
3.00



Completion Date
11/16/2022



Expiration Date
11/15/2025



Certificate #
ON-000027185436

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | www.360training.com

(CUT HERE)

(CUT HERE)



Issued: 11/16/2022
Certificate #: ON-000027185436

Monica Tarbell
310 Hilltop Road
Lancaster MA 01523

CERTIFIED

Expires: 11/15/2025



Phone: 800-438-8477

www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____



**ASSOCIATION
INSURANCE
MANAGEMENT INC**

MEMBER CERTIFICATE OF INSURANCE

11/17/22

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: MA54985

NAMED INSURED MEMBER:

Lancaster PTO
Attn: Jessica King or Current Officer
103 Hollywood Drive
Lancaster, MA 01523

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 674051
Dallas TX, 75267-4051

PRODUCER NAME

AIM Association Insurance
Management, Inc.
PO Box 674051
Dallas TX, 75267-4051

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
Concert Specialty Insurance Company / Commercial General Liability	GL2022AIM13961	11/17/22 - 11/17/23	\$ 0	Each Occurrence	\$1,000,000
				General Aggregate	\$2,000,000
				Products - COMP/OPS	\$2,000,000
				Personal & Advertising Injury	\$1,000,000
				Fire Damage (any one fire)	\$50,000
Concert Specialty Insurance Company / Extended Medical Payments	GL2022AIM13961	11/17/22 - 11/17/23	\$ 0	Medical payments-any one person	\$5,000
Concert Specialty Insurance Company / Media Liability	GL2022AIM13961	11/17/22 - 11/17/23	\$ 0	Media Liability	\$25,000
Concert Specialty Insurance Company / Professional Liability (Directors & Officers Liability)	DO2022AIM11318	11/17/22 - 11/17/23	\$ 0	Aggregate	\$1,000,000
		Retro-active Effective Date:		11/17/22	
Concert Specialty Insurance Company / Fidelity Bond (Crime)	CR2022AIM10125	11/17/22 - 11/17/23	\$ 250	Each Occurrence	\$50,000

Town of Lancaster is added as an Additional Insured to the General liability policy only.
Event: Lancaster PTO Sip and Shop
Date/Time: 12/3/22

Certificate Holder:

Town of Lancaster
701 Main St
Lancaster, MA 01523

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at www.aim-companies.com

AUTHORIZED REPRESENTATIVE