



LANCASTER SELECT BOARD
Regular Meeting Agenda AMENDED*
Town Hall Auditorium
Tuesday, April 18, 2023
5:00 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 5:00 P.M. in the Town Hall Auditorium, 695 Main Street, Lancaster, MA 01523

II. APPROVAL OF MEETING MINUTES *

Review and take action on the following Select Board's Meeting Minutes:
March 20, 2023*, March 23, 2023*, March 27, 2023, April 3, 2023, and April 7, 2023.

III. NEW BUSINESS (Vote May Be Taken) *

1. Review and accept proponent and opponent statements for 2023 Annual Election Ballot Question #1 as outlined in Lancaster's Special Act of 2004.
2. Review and accept the Warrant for Annual Town Election to be held on May 8, 2023 at the Town Hall Auditorium from 7:00 AM to 8:00 PM
3. Garden Club Sale (Turner)
4. Clean Up Days (Turner)
5. May 3, 2023, Annual Town Meeting Updates & Planning Efforts
 - a. Final Warrant Printing & Delivery Estimates
 - b. Town Meeting presentations & Moderator Guidelines
 - c. Town Staff & Clerk Organization & Recommendations
6. FY24 Budget/Override, last minute needs/queries

IV. APPEARANCES & PUBLIC HEARINGS

6:00 PM Town Meeting Warrant Review
Public Forum

V. APPOINTMENTS AND RESIGNATIONS

Appointments:

Conservation Commission – Dennis Hubbard, Jr. as member, term to expire 6/30/2025.

Resignations:

Sue Thompson – Government Study Committee

VI. LICENSES AND PERMITS (Vote may be taken)

Application for Use of Town Green/Gazebo

Applicant: Thayer Memorial Library

Events: (1.) Annual Summer Concert Series -hosted by the Friends of Thayer Memorial Library to be held on the following dates: 6/28/23; 7/5, 7/12, 7/19, 7/26; August 2, 2023



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from 6:30 to 8:00pm (band set up will begin approximately at 5:30pm)

(2.) Storytime – Every Mondays and Thursdays during the Summer to held in the Gazebo starting at 10:30am for ages 0-5 and caregivers.

VII. COMMUNICATIONS

- Annual Town Meeting will be held on Wednesday, May 3, 2023, beginning at 7:00pm at the Mary Rowlandson School.
- Annual Town Election will be held on Monday, May 8, 2023, from 7:00am-8:00pm at the Town Hall Auditorium
- Miscellaneous Correspondence & Memorandums

VIII. ADJOURNMENT

II. APPROVAL OF MEETING MINUTES



**LANCASTER SELECT BOARD
Regular Meeting Minutes
of Monday, March 20, 2023
6:00 P.M.
Nashaway Meeting Room, 2nd Floor,
Prescott Building,
701 Main Street, Lancaster MA**

I. CALL TO ORDER

Chairman Stephen J. Kerrigan called the meeting to order at 6:00PM in the Nashaway Meeting Room on the second floor in the Prescott Building, 701 Main Street, Lancaster, MA. He advised that the meeting was being recorded via ZOOM, and is being broadcast by Sterling Lancaster Community Television.

Join Zoom Meeting: <https://us02web.zoom.us/j/86315854210>
Meeting ID: 863 1585 4210

Roll call vote taken, Jason A. Allison, present, Stephen J. Kerrigan, present. Also present, Kate Hodges, Town Administrator. Select Board member Alexandra W. Turner was not present.

II. APPROVAL OF MEETING MINUTES

Mr. Allison moved to approve the minutes March 6, 2023. Mr. Kerrigan seconded the motion *Vote taken; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [2-0-0]*

III. PUBLIC COMMENT PERIOD

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

*** Taken out of order following Communications ***

Mr. Kerrigan recognized Ralph Gifford, 861 George Hill Road. Mr. Gifford asked how today's budget problems have happened, and how it can be avoided in the future. He would like to see a three to five year projection. Ms. Hodges explained that these projections have been created for the first time in several years.

Mr. Kerrigan recognized George Frantz, 13 Highfield Drive. Mr. Frantz recalls former Select Board member Stan Starr warning that the budget would be in bad shape if something wasn't done several years ago. As a Planning Board member, he thinks that it should be incumbent upon Planning to help address future issues. He suggests a larger room for the Budget Forum.

Mr. Kerrigan recognized Win Clark, 923 Main Street. Mr. Clark asked a procedural question regarding placement order of an article. Mr. Kerrigan explained that the Moderator can determine the order. He would like to see the CPA Articles come sooner so that younger families who might leave early would be able to hear the presentation. Ms. Hodges explained that she had put the articles in the order shown just to place all the budget-related articles together, but that alternative placement could be considered.

Mr. Kerrigan recognized Kendra Dickinson, 402 Oetman Way. Ms. Dickinson noted that she was speaking as a private citizen, not as a member of the Planning Board. Ms. Dickinson thanked the people who had worked on the budget for their hard work and transparency. She finds it disappointing that the Government Study Committee is not being used appropriately, and that the Citizens' Petition requesting a change to the number of members of the Select Board is attempting to circumvent the Government Study Committee.

Mr. Kerrigan recognized Jay Moody, 124 Seven Bridge Road. Mr. Moody said that while no one wants an override, hiring Ms. Hodges was a great step forward to seeing where we need to be.

IV. ADMINISTRATION, BUDGET, AND POLICY

1. FY24 Budget – Brief Presentation of Current Figures and Standings

- a. Public Forum – Thursday, March 23 at 6:00 PM
- b. Brief Overview of Override Process & Budget Failures
- c. Discuss Initial Mediation & Cost Cutting Initiatives (Allison)
- d. Discuss Board Process to Approve or Disapprove Override Question and Amount

Town Administrator Hodges presented a PowerPoint slideshow explaining the FY24 Budget (posted on Select Board website.) She explained the request for a Proposition 2-1/2 override that will be voted on during Town Elections on May 8. Police Chief Moody, Fire Chief Hanson, Thayer Memorial Library Director Joe Mule, Director of Health & Human Services Kelly Dolan, and Community Planning and Development Director Jasmin Farinacci explained the impact of radical budget cuts on their respective departments.

In addition, Ms. Hodges explained that some cost savings in the FY24 budget has been because the Fire Department Union has, as of March 9, been decertified, and is not longer part of the Teamsters Union. Also, development of the proposed 696 Fort Pond Road has been permitted, so some receipts will add to revenues.

A budget forum will be held on Thursday, March 23, at 6:00 PM. The Annual Town Meeting will be on May 3 at 7:00 PM. Town Elections are on May 8, 7:00 AM – 8:00 PM.

Mr. Allison asked Fire Chief Hanson for additional information on how Fire Department cuts could impact homeowner's insurance rates for residents. Mr. Kerrigan asked further questions of Mr. Mule and Chief Moody, and asked Finance Director Cheryl Gariepy for details on the following fiscal year would be impacted if the Proposition 2-1/2 vote should fail.

Mr. Allison asked questions about cost cutting measures, suggesting that the Select Board lead by example by cutting some paper, and having the Select Board materials, including the weekly packet, available digitally only rather than printed. He and Mr. Kerrigan decided to wait until the full Board is present before voting on this. This will be on the next agenda.

Mr. Kerrigan explained that the Select Board needs to determine the amount requested for override prior to March 27, at which point the Warrant will need to be closed. Mr. Kerrigan and Mr. Allison agreed that the whole Board should be present for this determination, so it will be the first agenda item on the March 27th meeting. Ms. Hodges noted that the Finance Committee is required to make a recommendation on the budget; they will be meeting tomorrow night. Ms. Hodges will email the Finance Committee members.

2. Annual Town Meeting – May 3, 2023, beginning at 7:00 PM

- a. Discuss Warrant Article Drafts and Citizen Petitions Received to Date
- b. Review Accommodation Requests & Meeting Logistics
- c. Set Date for Town Meeting Warrant Review Public Forum

Ms. Hodges reviewed the Warrant Articles currently ready for the Annual Town Meeting (ATM). She will prepare the Operating Budget to show a \$1.2 million deficit, both with and without an override. The second Article will be the Nashoba Regional School District Agreement.

Article 3 would create a Personnel Bylaw that would replace the outdated Personnel Code. Ms. Hodges has sent the Board a lengthy draft of a Personnel Policies and Procedures Manual. She explained that the current Personnel Code is missing things like a Progressive Discipline Policy.

Discussion was held as to whether articles sponsored by the Select Board should be endorsed/approved by the Board prior to Warrant Closure on the 27th. It was decided that votes could be taken tonight with the understanding that articles could be pulled on the 27th.

Mr. Allison moved to place Article 2, Nashoba Regional School District Agreement, on the ATM Warrant as a Select Board Article. Mr. Kerrigan seconded. Vote taken, Mr. Allison, Aye; Mr. Kerrigan, Aye. Vote passed. [2-0-0]

Mr. Allison moved to place creation of the Personnel Bylaw, on the ATM Warrant as a Select Board Article. Mr. Kerrigan seconded. Vote taken, Mr. Allison, Aye; Mr. Kerrigan, Aye. Vote passed. [2-0-0]

Ms. Hodges explained that Article 4 is about revolving funds; Article 5 is about the Water District Funds. Article 6 is a Planning Board article about Accessory Apartments. Article 7 is also a Planning Board article about Affordable Housing.

Article 8 is “Establishment of an Abutter Lot Sales Program” sponsored by the Select Board. Mr. Allison moved to place the “Establishment of an Abutter Lot Sales Program” on the Annual Town Meeting Warrant as a Select Board Article. Mr. Kerrigan seconded. Vote taken, Mr. Allison, Aye; Mr. Kerrigan, Aye. Vote passed. [2-0-0]

Article 9, sponsored by the Planning Board, is “Zoning Use Regulation Table Amendments.”

Article 10 is “Special Legislation – DCAMM Parcel Conveyance”; this was done at a prior Annual Town Meeting, but the Legislature took no action. Mr. Allison moved to place “Special Legislation – DCAMM Parcel Conveyance” on the ATM Warrant as a Select Board Article. Mr. Kerrigan seconded. Vote taken, Mr. Allison, Aye; Mr. Kerrigan, Aye. Vote passed. [2-0-0]

Article 11 is part of the “Senior Means-Tested Tax Exemption Program Proposal” that would create a Tax Fairness Committee. Ms. Hodges explained that this is the first step to tax relief for some Seniors in need. Mr. Allison moved to place “Establishment of a Tax Fairness Committee” on the Annual Town Meeting Warrant as a Select Board Article. Mr. Kerrigan seconded. *Vote taken, Mr. Allison, Aye; Mr. Kerrigan, Aye. Vote passed. [2-0-0]*

Article 12 would create Special Legislation for an Exemption to Firefighter Age for a specific member of the Department. Mr. Allison moved to place “Special Legislation for Exemption to Firefighter Age Requirement” on the Annual Town Meeting Warrant as a Select Board sponsored Article. Mr. Kerrigan seconded. *Vote taken, Mr. Allison, Aye; Mr. Kerrigan, Aye. Vote passed. [2-0-0]*

Ms. Hodges presented a Citizens’ Petition that was received today for inclusion as a Warrant Article. This would amend the Recall Procedure; it appears to change the Recall Procedure so that a Recall process could only apply to officials convicted of a felony or a misdemeanor. Ms. Hodges will reach out to the petitioner for further information. The Select Board needs to advise Ms. Hodges as to whether or not they will make a recommendation on this Article.

Ms. Hodges presented another Citizens’ Petition to be included as a Warrant Article relative to Lancaster-Specific Abutter Sales Lot Program, similar to the “Town of Littleton Plan.” Mr. Kerrigan noted that this petition seems to only deal with foreclosed properties.

Article 15 will be the Community Preservation Committee Budget, which is currently under review by Town Counsel. Article 16 is related and will be the projects to be taken on by the Community Preservation Committee.

Article 17 is another Citizens’ Petition, requesting Special Legislation to change the Select Board from three (3) members to five (5) members.

Article 18 is the Unclassified Wage Schedule. Mr. Allison moved to place the Unclassified Wage Schedule on the Warrant; Mr. Kerrigan seconded. Mr. Kerrigan stated that he thinks that as an elected official, he should, either as a member of the Board or as an individual, take a position on all articles. Ms. Hodges will provide additional information on this Article.

VIII. APPOINTMENTS AND RESIGNATIONS - NONE

XI. COMMUNICATIONS

1. Select Board:

- Budget Forum this Thursday at 6:00 PM at the Dexter Room at the Thayer Memorial Library
- Special Meeting Monday, March 27, 2023, starting at 12:00PM, ZOOM ONLY
- Regular Meeting Wednesday, April 5, 2023, starting at 6:00PM, HYBRID.

2. Finance Committee:

- Regular Meeting Tuesday, March 21, 2023, starting at 6:15PM, ZOOM ONLY

3. Town Wide Business

- Warrant Review Meeting: TBD, Old Town Hall Auditorium
- Annual Town Meeting: May 3, 2023 starting at 7:00PM, Mary Rowlandson Elementary and Luther Burbank Schools
- Annual Town Election: May 8, 2023

4. Miscellaneous Correspondence and Memoranda

*** *Public Comment taken out of order following Communications* ***

XII. ONGOING PROJECTS & OLD BUSINESS

XII. ADJOURNMENT

Mr. Allison moved to adjourn the meeting. Mr. Kerrigan seconded the motion. *Vote taken; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [2-0-0]*

Respectfully submitted,

Kathleen Rocco
Executive Assistant

Alexandra W. Turner, Clerk



**LANCASTER SELECT BOARD
FY24 BUDGET FORUM
of Thursday, March 23, 2023
6:00 P.M.
Town Hall Auditorium**

I. CALL TO ORDER

Chairman Stephen J. Kerrigan introduced the meeting at 6:00PM in the Town Hall Auditorium, 695 Main Street, Lancaster, MA. Mr. Kerrigan thanked the Finance Committee for their work on the budget, particularly Dick Trussell.

II. FY24 BUDGET FORUM

Town Administrator Kate Hodges gave an overview of FY24 Budget Position, Current Figures, and Financial Standing.

Thayer Memorial Library Director Joe Mule, Director of Community Planning and Development Jasmin Farinacci, Town Clerk Amanda Cannon, Fire Chief Hanson, Police Chief Moody, Public Works Director Kevin Bartlett, and Kelly Dolan, Director of Health and Human Services, described the impact of cuts on their departments, and the resulting impact on residents.

Mr. Kerrigan asked the audience for questions:

A Lancaster resident asked what the new tax rate will be if the override passes. Ms. Hodges and Finance Director Cheryl Garipey confirmed that it would be \$18.13.

Rebecca Young-Jones, 94 Barnes Court, asked when the bond would be passed for the new high school and when it would take effect. Mr. Kerrigan replied that the impact on the town would be about \$40 million; Ms. Hodges explained that this will be an impact on the tax rate in 2026 and 2027. Ms. Young-Jones asked if union raises were calculated in personnel increases.

Denise Hurley, 102 Bolton Road, noted that increases may be scary but that it is important to consider what the override will do to keep the Town the way it is, with many great things happening.

Sherry Cutler, 67 Harvard Road, asked if the Senior Work-off program would be put back in place to help people on a fixed income to cope with a higher tax rate. Mr. Kerrigan explained that the Senior Work-off program remains in effect, and hopefully a Tax Fairness Committee will be established by Article at the Annual Town Meeting will have impact in a couple of years.

Ralph Gifford, 861 George Hill Road, talked about relationship building in the community, and the cost of conflict, noting that the cost of litigation has skyrocketed in Town, and that division in Town creates less cooperation and therefore fewer helpful ideas for the budget.

Dave Mallette, 2748 North Main Street, asked about the bond rating, and how failure of the override vote would impact this. He expressed concern that a lower bond rating would cost more money when the school is financed. Ms. Hodges explained the impact that this would have. Mr. Mallette also asked how a later under-ride might work. Ms. Hodges addressed this.

Lesley Allison, 343 Brockelman Road, said that in the short term this would cost residents more money, but in the long run, it would save money.

Mr. Allison noted that the budget includes minimum services, no fluff.

Ms. Turner thanked all involved for a very thorough process and urged residents to bring forth any questions they may have.

Mr. Kerrigan noted that if the override fails and budgets are drastically cut, then the situation next year will still be even worse.

III. COMMUNICATIONS

1. Upcoming Select Board Meetings:

- Special Meeting Monday, March 27, 2023, starting at 12:00PM, ZOOM ONLY
- Special Meeting Wednesday, April 5, 2023, starting at 6:00PM, HYBRID.

2. Other Upcoming Town Wide Dates:

- Warrant Review Meeting: TBD, Old Town Hall Auditorium
- Annual Town Meeting: May 3, 2023, starting at 7:00PM, MRE/Luther Burbank Schools
- Annual Town Election: May 8, 2023, polls open 7:00 AM – 8:00 PM, Old Town Hall

IV. ADJOURNMENT

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

Respectfully submitted,

Kathleen Rocco
Executive Assistant

Alexandra W. Turner, Clerk

Meeting materials and information which accompanies Board topics and voted subjects may be found on the Town's website under the Administration tab, meeting materials or by clicking on the link below: <https://www.ci.lancaster.ma.us/administration-select-board/pages/meeting-materials>



LANCASTER SELECT BOARD
Special Meeting Minutes
of Monday, March 27, 2023
12:00 P.M.
Held via ZOOM

I. CALL TO ORDER

Chairman Stephen J. Kerrigan called the meeting to order at 12:00PM via ZOOM. He advised that the meeting was being recorded via ZOOM and is being broadcast by Sterling Lancaster Community Television.

Join Zoom Meeting: <https://us02web.zoom.us/j/89316412724>

Meeting ID: 893 1641 2724

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

II. ADMINISTRATION & BUDGET

1. FY24 Budget

a. Discuss & Vote final FY24 Budget Appropriation Figure.

Ms. Hodges verified that the final budget is \$27,010,937. Mr. Allison moved to approve the final FY24 Budget Appropriation figure. Ms. Turner seconded.

Ms. Turner stated that she thinks the budget is well constructed, but she still has outstanding questions. She wanted to confirm that the budget can be amended on Town Meeting floor, referencing a Town Meeting override vote that she supported some twenty years ago. She would like the Select Board to pledge to continue, over the next couple of months, to discuss the budget, to do benchmarking, to look at best practices. She believes this could be helped by volunteers and would like to look at ten years. She stated that “we need to be more honest with taxpayers,” stating that there have been misunderstandings about the override, referencing an override that occurred 20 years ago. She would like to look at trends over the last 10 years and to look at growth, stating that this has historically been needed. Ms. Turner stated that there is about \$400,000 left in ARPA funds that could be used for Operations, and that there are other tools that could be used as a bridge until the promised improved tax base is better established.

Mr. Kerrigan clarified, stating that this discussion was not about Capital, but the Operating Budget, and that no one is promising underrides. He stated, in response to Ms. Turner's suggestion that forums and roundtables should be held regarding the budget, that the budget has been on the agenda at every meeting since July, and that there has been ample opportunity to discuss the budget. He disagreed with Ms. Turner's suggestion that best practices need to be reviewed, since best practices have been being used for the last ten months.

Ms. Turner stated that this approach is divisive, and that a hallmark of good leadership is the ability to be self-critical. Mr. Kerrigan objected, stating that specific questions were welcomed but that the budget needed to be approved tonight. Discussion continued at length.

Mr. Allison stated that he respectfully disagrees with Ms. Turner's statement that the Board needs to be "more honest with taxpayers," because he believes that the Board has been "radically transparent" throughout the budget process. He stated that the time for roundtables was months ago, and that Ms. Hodges, the Finance Team, and Chairman Kerrigan have done a great job preparing the budget.

Ms. Hodges explained that the ballot amount for an override needs to be provided to the Town Clerk 35 days prior to election, so the \$1.2 million under discussion would need to be approved tonight. She addressed best practices and how they have been applied to the creation of the budget book.

Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]

- b. Discuss & Vote the Inclusion of YES/NO Ballot Question for Lancaster's May 8, 2023, Annual Town Election to read as follows:

Shall the Town of Lancaster be allowed to assess an additional \$1,200,000 in real estate and personal property taxes for the purposes of funding the Town of Lancaster Municipal Services, the Nashoba Regional School District Assessment, the Minuteman Regional Vocational High School Assessment, Other School-Related Assessments and Certain State and County Assessments for the fiscal year beginning July 1, 2023?

YES _____ NO _____

Mr. Allison moved to approve the ballot language as stated above; Ms. Turner seconded.

Ms. Hodges offered a clarifying point in that there is new wording; Mr. Allison withdrew his motion.

Mr. Allison stated, "I move, pursuant to M.G.L. Chapter 59, Section 21C, that the Select Board place a Proposition 2-1/2 Override question on Lancaster's Annual Election Ballot asking the voters if the Town of Lancaster should be allowed to assess an additional \$1,200,000 in real estate and personal property taxes for the purposes of funding the operating

budget of the School Departments and the Town Government for the fiscal year beginning July 1, 2023.” Ms. Turner seconded the motion.

Mr. Allison amended his motion to read, “I move, pursuant to M.G.L. Chapter 59, Section 21C, that the Select Board place a Proposition 2-1/2 Override question on Lancaster’s Annual Election Ballot asking the voters if the Town of Lancaster should be allowed to assess an additional \$1,200,000 in real estate and personal property taxes for the purposes of funding the operating budget and the School Departments and the Town Government for the fiscal year beginning July 1, 2023.” Ms. Turner seconded the motion. *Vote taken on the amendment; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Vote taken on the amended motion; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]

- c. Discussion & Vote to Include a Second Non-Binding Ranked-Choice-Voting ‘Ballot’ relative to individual preferences regarding the timing of Lancaster Town Meeting(s). Participation is for informational purposes only as proposed by the Select Board. (Allison)

Mr. Allison moved to Include a Second Non-Binding Ranked-Choice-Voting ‘Ballot’ relative to individual preferences regarding the timing of Lancaster Town Meeting(s). Participation is for informational purposes only. Ms. Turner seconded the motion.

Mr. Allison explained the goal of this is for informational purposes. Ms. Turner stated that the majority of the population might choose an answer not acceptable to a minority and that this needs to be considered. Mr. Kerrigan reiterated that this is a non-binding referendum. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

- d. Discuss and Review 2023 Annual Town Meeting Warrant

- ❖ Vote Select Board Recommendations for Certain Warrant Articles which either fall Under the Select Board’s Purview or are Determined to be Within the Scope of Select Board Business and Duties.

Ms. Hodges reviewed the Warrant Articles for the Board.

Article 1: Operating Budget. Previously voted by the Board; Affirmative Action recommended.

Article 2: Nashoba Regional School District Agreement. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Article 3: Revolving Fund Account Budgets. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Article 4: Water Main Replacement (Department of Public Works). Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. Ms. Turner asked if plans and materials have been received since bylaws require Select Board approval; Ms. Hodges said that plans would be at the Department of Public Works; Ms. Turner indicated that she would vote “no” until she has further information. *Vote taken; Alexandra W. Turner, No; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [2-1-0]*

Article 5: Renewable Energy Enterprise Fund. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Article 6: Water Enterprise Fund Budget. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Article 7: Creation of Town Personnel Bylaw. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. Ms. Turner would like further discussion on this at another meeting. *Vote taken; Alexandra W. Turner, Abstain; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [2-0-1]*

Article 8: Classification and Compensation Plan. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. Ms. Turner asked Ms. Hodges to explain COLA (Cost of Living Adjustment) versus “steps.” Ms. Hodges explained; this year’s budget will give employees a 2% raise. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Article 9: Community Preservation Committee – FY24 Budget. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Article 10: Community Preservation Committee – FY24 Projects/Allocations. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. Ms. Turner asked why the Town Hall was not included in projects; Linnea Larkin of the CPA Committee stated that it would be addressed in the 5-Year Plan. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Article 11: Amendments to Zoning Bylaw – Accessory Apartments. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Article 12: Amendments to Zoning Bylaw – Inclusion of Affordable Housing. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Article 13: Establishment of an Abutter Lot Sales Program. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. Ms. Turner stated that she would abstain because she has questions. *Vote taken; Alexandra W. Turner, Abstain; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [2-0-1]*

Article 14: Zoning Use Regulation Table Amendments. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Article 15: Special Legislation – DCAMM Parcel Conveyance. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. Ms. Turner asked for an explanation of how this article differs from the previous Annual Town Meeting article. Ms. Hodges explained that the language is relatively the same but that the Town would now have until July 30, 2024, before expiration, a six-month extension. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Article 16: Establishment of a Tax Fairness Committee in Lancaster. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. Ms. Turner stated that she thinks this is a good idea but is concerned that it will take years to implement something. She thinks that the Select Board could take this up as a priority themselves. Messrs. Allison and Kerrigan disagreed with Mr. Kerrigan stating that significant time has been spent to bring this forward and that having the Select Board assume the role will not necessarily move anything forward more quickly. *Vote taken; Alexandra W. Turner, No; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [2-1-0]*

Article 17: Special Legislation – Firefighter Age Exemption. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Article 18: Amend Conservation Commission Article. Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Mr. Kerrigan asked the Board if they wished to set policy as to whether or not the Board should make recommendations on Articles brought forth through Citizens' Petitions. He would be in favor of the Select Board making recommendations. Ms. Turner and Mr. Allison agreed. Mr. Allison moved that as a Select Board policy, that the Select Board should make recommendations on Articles brought forth through Citizens' Petitions. Ms. Turner seconded the motion. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Article 19: Amendment to Lancaster Recall Bylaw (Citizens' Petition). Mr. Allison moved to recommend affirmative action on this article; Ms. Turner seconded. Mr. Kerrigan asked Ms. Hodges to explain the Article; Ms. Hodges explained that this would amend the Recall Bylaw so that it would only apply to specific reasons for the Recall. She hopes to reach out to the petitioner so that there can be further clarification at Town Meeting. Mr. Allison recommended affirmative action on this Amendment. Ms. Turner seconded. Mr. Allison said that he was inclined to support this but was not sure if it was legally correct. Ms. Turner thinks that a recommendation should be deferred until Ms. Hodges has been able to talk to the petitioner and amend language per Counsel if the petitioner agrees. Ms. Turner asked if the Article could be amended on the floor at Town Meeting; Ms. Hodges explained that this would be up to the Moderator. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Article 20: Abutter Lot Sales Program (Citizens' Petition). Ms. Hodges explained that this is similar to Article 13, sponsored by the Select Board. Article 13 would implement a Lancaster-specific program, where this Article would adopt language currently used in the Town of Littleton; she explained further nuances. Mr. Allison moved to recommend no action on this article; Ms. Turner seconded. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Article 21: Act Increasing the Membership of the Select Board of the Town of Lancaster (Citizens' Petition). Mr. Allison moved to recommend no action on this article; Ms. Turner seconded. Mr. Kerrigan objects to this because Town Meeting has created a Government Study Committee, and this does not give the Government Study Committee time to finalize their recommendations. Mr. Allison withdrew his motion and offered another motion to recommend a "no" vote. Ms. Turner seconded. Discussion continued, with all members indicating that they do not wish to weigh in at this time on three versus five Board members. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

❖ Vote to Close the Annual Town Meeting Warrant.

Ms. Turner moved to close the Annual Town Meeting Warrant. Mr. Allison seconded. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

❖ Vote to Authorize the Town Constable(s) to Post the Annual Town Meeting Warrant consistent with Town Code and Massachusetts General Law.

Ms. Turner moved to Authorize the Town Constable(s) to Post the Annual Town Meeting Warrant consistent with Town Code and Massachusetts General Law. Mr. Allison seconded. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

III. OLD BUSINESS

- a. Select Board Cost-Savings Initiatives/Mitigation Efforts – Allison (Tabled from 3/20/23 Meeting) - *Tabled to next regular meeting.*

XII. ADJOURNMENT

Mr. Kerrigan noted that the next Select Board meeting will be held on the 18th at 5:30 and then a Warrant Forum will be held (tentatively) following the regular meeting.

Ms. Turner asked what happens if the budget fails at Town Meeting, and what happens if the budget passes at Town Meeting but the override fails at the ballot box. Mr. Kerrigan said that if it fails at the ballot box, the Board has until June 30th to find a solution to deal with budget shortfalls. Ms. Hodges explained that there does not have to be an affirmative vote at Town Meeting in order to pass a Proposition 2-1/2 Override. A balanced budget is required by July 1.

Ms. Turner announced that Candidates' Night is April 11, in the Nashaway Room. The public is invited to send questions. Information is on the Land Trust website. Also sponsored by the Land Trust is Clean Up Days, April 15-29.

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

Respectfully submitted,

Kathleen Rocco
Executive Assistant

Alexandra W. Turner, Clerk



**LANCASTER SELECT BOARD
Special Meeting Minutes
of Monday, April 3, 2023
9:30 A.M.**

Via ZOOM only | <https://us02web.zoom.us/j/88285097344> | Meeting ID: 882 8509 7344

I. CALL TO ORDER

Chairman Stephen J. Kerrigan called the meeting to order at 9:30AM via ZOOM. He advised that the meeting was being recorded via ZOOM, and will be broadcast by Sterling Lancaster Community 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.

II. ADMINISTRATION & BUDGET

1. Information related to Town of Lancaster Voter Information and questions on the Town Ballot

Mr. Kerrigan explained that after closing the Warrant, Ms. Hodges discovered a Special Act of the Legislature voted in some time ago requiring the Select Board to meet within a certain amount of time after an initiative is put on a ballot, to approve language required on the ballot that explains what a ‘yes’ vote means and what a ‘no’ vote means. Ms. Hodges added that Lancaster adopted Special Legislation in 2004 governing this, adopted at a Special Town Meeting in 2004. Ideally there would be ballot committees to champion the ‘yes’ and ‘no’ stances and to craft a statement of less than 250 words. Because there is no time to form a committee, the Board is meeting today to determine next steps, bearing in mind that the ballot needs to be sent out for printing very soon. Ms. Hodges stated that she could write one explanation and suggested that Ms. Garipey write the other. Friday April 7 will be the last possible day for the Board to meet to approve the statements in order to send the ballot to the printer.

Mr. Kerrigan asked Ms. Turner if she recalled any additional details, since Ms. Turner was on the Select Board when this was enacted. Ms. Turner stated that she remembers this and had thought that she brought this forward to the Board, but she is not prepared to have a solution today but does not recall details. Ms. Turner stated that she prefers not to use Counsel due to cost, suggesting that the Finance Committee could write the ‘no’ statement, which would not tie up staff time. She suggested that the Select Board write the

'yes' position statement. Ms. Hodges noted that there is not enough time for the Finance Committee to post a meeting. Discussion continued at length, debating who should write the position statements and what timeframe was needed.

Mr. Allison moved to appoint Town Administrator Kate Hodges as the 'yes' and Cheryl Gariepy as the 'no' for the 2-1/2 Override Question. Ms. Turner seconded the motion. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Ms. Turner would like the Finance Committee to be included in the review. Ms. Hodges will ask Ms. Gariepy to advise the Finance Committee.

It was determined that the Board will meet on Friday, April 7, 2023 at 9:30AM to review and approve the written statements.

IV. ADJOURNMENT

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

Respectfully submitted,

Kathleen Rocco
Executive Assistant

Alexandra W. Turner, Clerk



LANCASTER SELECT BOARD
Special Meeting Minutes
of Friday, April 7, 2023
9:30 AM

Via ZOOM | <https://us02web.zoom.us/j/83472544148> | Meeting ID: 834 7254 4148

I. CALL TO ORDER

Chairman Stephen J. Kerrigan called the meeting to order at 9:30AM via ZOOM. He advised that the meeting was being recorded via ZOOM, and will be broadcast by Sterling Lancaster Community Television.

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

II. ADMINISTRATION & BUDGET

Review and act relative to Sections 285-287 of the Commonwealth's Session Law Acts of 2004 relative to Lancaster Special Election Ballot Question #1: "Proposition 2-1/2 Override" and vote to:

(Here, Town Administrator Hodges explained that the Board needs to ensure that the Fair and Concise Summary is acceptable, and that TA Hodges and Finance Director Cheryl Gariepy will write the pro and con statements and the Board needs to determine the date that this must be done by Friday, April 21. Finally, the Board needs to authorize TA Hodges to send official notices to herself and to Ms. Gariepy and to file such notices with the Town Clerk. Ms. Turner questioned how a 'yes' or a 'no' vote would be impacted by the School District Agreement which requires payment if two of three towns approve the school budget. Mr. Kerrigan and Ms. Hodges explained that if the appropriation is not available then the bill will not, and cannot, be paid.)

1. Adopt, "...a fair and concise summary of each question, including a 1 sentence statement describing the effect of a yes or no vote prepared by the town counsel..." (Acts of 2004, Section 285) to be printed on the ballot.

Mr. Allison said, "I move, pursuant to Lancaster's Special Act of 2004, Town of Lancaster Voter Information, to approve the fair and concise summary of Question 1, 'Proposition 2 1/2 Override' as drafted by counsel, per section 285 of said act, to read as follows," G.L. c.59, §21 C, otherwise known as Proposition 2¼, limits the amount of revenue a city or town may raise from local property taxes each year to fund municipal operations. This amount is known as the annual levy limit. Proposition 2-1/2 allows a city

or town to increase tax revenues above that limit with approval of voters at an election. Here, Question 1 seeks to increase the amount of property tax revenue Lancaster may raise in fiscal year 2024 by \$1,200,000. The result is a permanent increase in taxing authority. The additional revenue will be used to fund the operating budgets of the School Departments and the Town government in FY'24.” Ms. Turner seconded the motion. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

Mr. Allison said, “I move, pursuant to Lancaster’s Special Act of 2004, Town of Lancaster Voter Information, to approve the one sentence statements regarding the effects of a yes/no vote on Question 1 — Proposition 2 ¼ override, for inclusion on the May 8, 2023 annual election ballot and to allow the information to be distributed to the public in accordance with the 2004 Act. The statements shall read as follows:

A **YES** vote on **Question 1** allows the operating budgets of the Town Government and School Departments for FY’24 to be funded.

A **NO** vote on **Question 1** disapproves the operating budgets of the Town Government and School Departments for FY’24.”

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

2. Set a date to receive, “...arguments for and against the question as provided in section 195” from Town Administrator Hodges and Finance Director Cheryl Gariepy, appointed to the roles at the Board Meeting held Monday, April 3, 2023.

Mr. Allison said, “I move, pursuant to Lancaster’s Special Act of 2004, Town of Lancaster Voter Information, Section 285 and including but not limited to, section 21C of Ch. 59 of MA General Law, to affirm Town Administrator Kate Hodges as the lead proponent for Question #1 and Cheryl Gariepy, Lancaster Finance Director as lead opponent for Question #1 for the purposes of preparing said arguments as outlined in the Act and to require each argument be received no later than Friday, April 21 ~ midday to ensure sufficient time to post the notices as outlined in sections 285 and 286 of the Act.” Ms. Turner seconded the motion. Ms. Turner recollected that something needed to be done by today; she thinks that having Ms. Gariepy write the ‘no’ argument puts her in a bad position and that someone else should be identified since we have until the 18th or the 21st. Ms. Turner would like a Select Board member to find someone to write this. Mr. Kerrigan stated that he thinks it presents a hurdle to find someone who identifies as an opponent; Mr. Allison supports having Ms. Gariepy write the opposing view. Ms. Hodges notes that designating a different party than was voted on would then be outside of the seven day available window. *Vote taken; Alexandra W. Turner, No; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [2-1-0]* Discussion continued as to whether the Board should have appointed Ms. Gariepy to write to opposing argument.

Mr. Allison said, “I move to authorize Town Administrator Hodges to distribute the official notifications to the proponents and opponents of Questions #1 and record said

letters with the Town Clerk effective today, Friday, April 7, 2023, in accordance with the Special Act of 2004 — Lancaster Voter Information.” Ms. Turner seconded the motion. *Vote taken; Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

IV. ADJOURNMENT

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

Respectfully submitted,

Kathleen Rocco
Executive Assistant

Alexandra W. Turner, Clerk

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS

IV. BOARDS, COMMITTEES & DEPARTMENT REPORTS

V. PUBLIC COMMENTS

VI. TOWN ADMINISTRATOR REPORT

VII. ADMINISTRATION, BUDGET AND POLICY

#1



**Warrant for Annual Town Election
May 08, 2023
The Commonwealth of Massachusetts**

Worcester, ss.

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

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Lancaster qualified to vote in the elections and Town affairs, to elect by ballot, on Monday, the eighth day of May, 2023, at the Town Hall in said Lancaster, the following Town Officers:

- Moderator One for three years
- Selectman One for three years
- Board of Public Works One for three years
- Board of Health One for three years
- Library Trustees Two for three years
- Planning Board One for five years
- Planning Board One for three years
- Planning Board One for two years
- Planning Board One for one year
- Finance Committee Two for three years
- Nashoba Regional District School Committee Two for three years
- Nashoba Regional District School Committee One for one year

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

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

Selectmen of Lancaster

Stephen J. Kerrigan, *Chairman*

Jason A. Allison, *Member*

Alexandra W. Turner, *Clerk*

CONSTABLE'S CERTIFICATION

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

Attest: _____
 Constable

Date _____

VIII. APPOINTMENTS AND RESIGNATIONS

Kathi Rocco

From: Kate Hodges
Sent: Friday, March 24, 2023 12:20 PM
To: Kathi Rocco
Subject: FW: Conservation Commission Open Position

Kate Hodges, ICMA-CM
Town Administrator, Lancaster MA
978-365-3326

From: tom christopher <tom.christopher@comcast.net>
Sent: Tuesday, March 21, 2023 9:39 AM
To: Kate Hodges <KHodges@lancasterma.gov>; Jasmin Farinacci <JFarinacci@lancasterma.gov>
Cc: Tom Seidenberg <tomslancasterma@comcast.net>; jklavallee@comcast.net; Bruce McGregor <cornfields7@hotmail.com>
Subject: Re: Conservation Commission Open Position

Absolutely. He would be a fine addition to our Commission. He has been following our meetings for a number of months and is aware of the importance and complexity of the work the Commission does.

Thanks and hoping for a speedy appointment

From: Kate Hodges
Sent: Tuesday, March 21, 2023 9:19 AM
To: Tom Christopher ; Jasmin Farinacci
Subject: FW: Conservation Commission Open Position

Hi Tom & Jasmine,

Is this an individual you would like for the SB to put on an upcoming agenda to appoint? I didn't want to assume or do so without consent of the Chair, Tom.

Let me know when you can. Thank you!

Kate Hodges, ICMA-CM
Town Administrator, Lancaster MA
978-365-3326

From: Dennis Hubbard <dhubbard.tol@gmail.com>
Sent: Monday, March 20, 2023 7:51 PM
To: Stephen J. Kerrigan <SKerrigan@lancasterma.net>
Cc: Alexandra Turner <turnerselect@gmail.com>; Jason A. Allison <JAllison@lancasterma.net>; Kate Hodges <KHodges@lancasterma.gov>; Tom Christopher <tom.christopher@comcast.net>
Subject: Conservation Commission Open Position

Dear Mr. Kerrigan,

I am writing to express my interest in volunteering for one of the vacant member positions on the Conservation Commission. It is my belief that in order for our town government to run effectively, our boards need to be fully staffed.

Kathi Rocco

From: Kate Hodges
Sent: Friday, March 24, 2023 12:13 PM
To: Kathi Rocco
Subject: FW: Conservation Commission Open Position

NEXT agenda

Kate Hodges, ICMA-CM
Town Administrator, Lancaster MA
978-365-3326

From: Stephen J. Kerrigan <SKerrigan@lancasterma.net>
Sent: Wednesday, March 22, 2023 8:00 AM
To: Dennis Hubbard <dhubbard.tol@gmail.com>
Cc: Alexandra Turner <turnerselect@gmail.com>; Jason A. Allison <JAllison@lancasterma.net>; Kate Hodges <KHodges@lancasterma.gov>; Tom Christopher <tom.christopher@comcast.net>
Subject: Re: Conservation Commission Open Position

Thank you for your interest. We will be back in touch.

On Mar 20, 2023, at 7:51 PM, Dennis Hubbard <dhubbard.tol@gmail.com> wrote:

Dear Mr. Kerrigan,

I am writing to express my interest in volunteering for one of the vacant member positions on the Conservation Commission. It is my belief that in order for our town government to run effectively, our boards need to be fully staffed.

As a resident of Lancaster for over 19 years, I've experienced firsthand the many natural resources that make this town such a great place to live and raise a family. My background is mechanical engineering, with over 20 years' experience identifying and mitigating risks while leading new product development teams in the medical device industry. This expertise can be leveraged on the committee to help support the future development of our town while ensuring that our natural resources are protected for future generations. In addition, I have had the privilege of serving as an associate member of the Lancaster ZBA for the last year.

I hope you will accept this offer to volunteer.

I'm happy to meet in person or over the phone to address any questions you might have.

Thanks, for your consideration.

Dennis Hubbard Jr.

Dennis B. Hubbard Jr.
258 Grant Way
Lancaster, MA 01523

IX. LICENSES AND PERMITS

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)

4/6/23

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: Mondays + Thursdays 5/4/23 - 9/7/23
Time: Start: 10:30 am End: 11:15 am
Name & Address: Maren Caulfield 717 Main St, Lancaster
Telephone: 978-368-8928 x5
Emergency Contact & Phone: cell phone = 716-680-0374
Business Name (If applicable): Thayer Memorial Library
Address: 717 Main Street
Lancaster, MA 01523
Telephone: 978-368-8928
Number of People Attending: 30-40

Provisions for Parking: none
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: mcaulfield@lancasterma.gov

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

I would like to hold storytime outside during the summer if the weather permits. Storytime is held Mondays and Thursdays at 10:30am and is for ages 0-5 and caregivers. Patrons loved having storytime in the gazebo last summer.

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.

Maren Caulfield
Signature of Individual or Corporate Officer
Thayer Memorial Library
Company Name or Individual Name

046-001-194
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)

28 March 2023
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: JUNE 28; JULY 5, 12, 19, 26; AUGUST 2, 2023
Time: Start: 6:30 pm End: 8:00 pm
Name & Address: FRIENDS OF THAYER MEMORIAL LIBRARY
Telephone: 978-368-8928
Emergency Contact & Phone: JOE MULE 978-368-8928 x 3
Business Name (If applicable): _____
Address: 717 MAIN STREET
LANCASTER
Telephone: 978 368 8928
Number of People Attending: 40-80
Provisions for Parking: PARKING IN LOT BEHIND LIBRARY
Partial or full road closure? _____
Structures? _____
Tents with sides? _____
Cooking? POSSIBLE FOOD TRUCK
Food/Refreshments? _____
Porta Potty? _____
Portable Sink Unit? _____
Email address: RROSENGARD@LANCASTERMA.GOV

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

ANNUAL SUMMER CONCERT SERIES HOSTED BY THE
FRIENDS OF THAYER MEMORIAL LIBRARY
BAND SET-UP LIKELY TO BEGIN @ APPROX 5:30 EACH WEEK

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.

Rachel Rosengard Carter
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.

X. NEW BUSINESS

XI. COMMUNICATIONS



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Maura T. Healey, Governor ◆ Kimberley Driscoll, Lieutenant Governor ◆ Jennifer D. Maddox, Undersecretary

March 17, 2023

Kate Hodges
Town Administrator
Prescott Building
701 Main Street, Second Floor
Lancaster, MA 01523

RE: Determination of Interim Compliance under MGL c. 40A, Section 3A

Dear Administrator Hodges:

The Department of Housing and Community Development (DHCD) is in receipt of the Action Plan submitted by Lancaster on December 22, 2022. Thank you for taking this step as outlined in the Compliance Guidelines.

I am pleased to inform you that DHCD approved the Action Plan, and that Lancaster has achieved Interim Compliance. This Interim Compliance is valid until your due date for District Compliance, which is 12/31/2025. Please be advised that pursuant to Section 9(a)(iii) of the guidelines, a community's progress in implementing their Action Plan may be independently evaluated as part of the application review process for any of the funding sources that are subject to compliance with Section 3A.

We appreciate submittal of the Action Plan describing Lancaster's planning efforts related to Section 3A District Compliance and wish your community the best in implementation of its components. If you have any questions regarding this determination, please contact Nate Carlucci at nathan.carlucci@mass.gov.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer D. Maddox".

Jennifer D. Maddox
Undersecretary

cc: Nathan Carlucci, MBTA Communities Compliance Coordinator

TOWN OF LANCASTER

OFFICE OF THE TOWN CLERK

Amanda J. Cannon
Town Clerk



2023 Early Voting Municipal Election Hours
Where: Office of the Town Clerk

Monday May 1, 2023	9am – 3pm
Tuesday May 2, 2023	9am - 3pm
Wednesday May 3, 2023	9am – 12pm
Thursday May 4, 2023	9am – 3pm