Lancaster Massachusetts

2009

ANNUAL TOWN REPORT





TOWN OF LANCASTER, MASSACHUSETTS MUNICIPAL OFFICE DIRECTORY

www.ci.lancaster.ma.us

EMERGENCY - AMBULANCE 911 **EMERGENCY - FIRE** 911 **EMERGENCY - POLICE** 911



TITLE/DEPARTMENT	Phone Number	Email Address	Mailing Address (all addresses are Lancaster MA 01523 unless otherwise noted)
PARKING CLERK	978-365-6115	cleblanc@lancasterma.net	695 Main St, Suite 5
PERSONNEL BOARD (Cindy McLaughlin)	978-365-3623	ljm1745@comcast.net	
PLANNING BOARD	978-368-4007	npiazza@lancasterma.net	695 Main St, Suite 4
PLUMBING INSPECTOR	978-365-5218		
POLICE DEPARTMENT - Chief of Police	978-365-6308	kdlamb@lancasterma.net	1053 Main St
POLICE DEPARTMENT (Business Calls)	978-368-2544	fmoody@lancasterma.net	1053 Main St
POLICE DEPARTMENT – FAX	978-365-3251		
PUBLIC WORKS - CEMETERY DIVISION	978-368-1528	jfoster@lancasterma.net	392 Mill St Ext
PUBLIC WORKS - HIGHWAY DIVISION	978-365-2272	jfoster@lancasterma.net	392 Mill St Ext
PUBLIC WORKS - SUPERINTENDENT	978-365-2412	jfoster@lancasterma.net	392 Mill St Ext
PUBLIC WORKS – WATER DIVISION	978-365-2412	jfoster@lancasterma.net	392 Mill St Ext
PUBLIC WORKS - FAX	978-365-4419		
RECREATION COMMITTEE	978-365-9268	medukater@aol.com	PO Box 353
RECYCLING INFORMATION	978-365-2542	sthompson@lancasterma.net	695 Main St, Suite 2
SEALER OF WEIGHTS & MEASURES (Lancaster Office)	978-368-4010	eseid90655@verizon.net	695 Main St, Suite 4
SELECTMEN'S OFFICE	978-365-3326	opacheco@lancasterma.net	695 Main St, Suite 1
SELECTMEN'S OFFICE - FAX.	978-365-8486		
SENIOR CITIZEN TRANSPORTATION (MART Van)	978-365-5837	alevesque@lancasterma.net	695 Main St, Suite 7
TAX COLLECTOR	978-368-9293	cleblanc@lancasterma.net	695 Main St, Suite 5
TAX COLLECTOR - FAX	978-365-4005		
THAYER MEMORIAL LIBRARY	978-368-8928	jmule@cwmars.org	717 Main St
THAYER MEMORIAL LIBRARY - FAX	978-368-8929		
TOWN ACCOUNTANT	978-368-0161	cgariepy@lancasterma.net	695 Main St, Suite 1
TOWN ADMINISTRATOR	978-365-3326	opacheco@lancasterma.net	695 Main St, Suite 1
TOWN ADMINISTRATOR - FAX	978-368-8486		
TOWN BEACH (Summer Only)	978-840-4455	kennedy2004@comcast.net	Spec Pond, Old Union Tpke
TOWN CLERK	978-365-2542	sthompson@lancasterma.net	695 Main St, Suite 2
TOWN CLERK – FAX	978-368-4011		
TOWN COUNSEL (Kopelman & Paige, P.C. Boston)	617-556-0007	www.k-plaw.com	101 Arch St, Boston MA 02110
TOWN FOREST COMMITTEE	978-368-4007	spspencer@comcast.net	695 Main St, Suite 4
TOWN HALL - FAX .	978-368-8486		
TREASURER	978-365-6115	cleblanc@lancasterma.net	695 Main St, Suite 5
TREASURER - FAX	978-368-4005		
VETERANS' SERVICES AGENT (BerlinTown Hall)	978-838-2442	VeteranServices@TownofBerlin.com	23 Linden St, Berlin MA 01503
VETERANS' SERVICES AGENT – FAX	978-838-0014		
VITAL RECORDS - Births, Marriages, Deaths	978-365-2542	sthompson@lancasterma.net	695 Main St, Suite 2
VOTER REGISTRATION & INFORMATION	978-365-2542	sthompson@lancasterma.net	695 Main St, Suite 2
WIRE INSPECTOR	978-365-9706		695 Main St, Suite 4
WIRE INSPECTOR - Alternate Inspector	978-368-8073		695 Main St, Suite 4
ZONING ENFORCEMENT OFFICER	978-368-4010	pmunro@lancasterma.net	695 Main St, Suite 4
ZONING ENFORCEMENT OFFICER - FAX	978-368-4009		



A Report to Our Citizens

Fiscal Year 2009 Town of Lancaster Citizen Centric Report

Government

Lancaster occupies about 28 square miles along the banks of the Nashua River in North Central Massachusetts, on Routes 2 and I-190, just 16 miles northeast of Worcester and about 50 miles west of Boston. The average single-family home price last year was about \$302,600: the tax rate was \$14.84. The current population of the town is about 7,000. The Town is home to Atlantic Union College, a small four year liberal arts college in South Lancaster founded by the Seventh-Day Adventist Church 125 years ago.

The Town's Chief Executive Officers are the 3 member Board of Selectmen who are elected to serve three year terms, as defined by Bylaw. The Selectmen appoint more than 20 boards and committees and they act as the primary policy-making body for a wide variety of issues, which affect the Town's development and provision of services. They are responsible for:

- Preparing and approval of the Town Meeting Warrants
- budget formulation with the Finance Committee
- Confirming nominations for employment including all department heads and the
- Town Administrator
- Approval of all municipal contracts
- Approving various licenses, permits, and fees as designated by law

The Town Administrator is responsible for:

- Carrying out the policies and ordinances of the Board of Selectmen
- Overseeing the day-to-day operations of the Town

The Town of Lancaster is a full service municipality providing the following services:

- Police and Fire protection
- Ambulance Service
- Code/Zoning enforcement and building inspections
- Public works (Water, Cemetery, Tree, & Highway Operations)
- Public Health
- Library Operations
- Fiscal Services (Accounting, Tax Collection, Treasury, Assessing, MIS)
- Community Development and Planning
- Regional School System



Lancaster Town Hall, on the Town Common Built 1908.

Accomplishments

Purchased the property at 32 Carter Street from the Secretary of housing and Urban Development for \$1.00. The property was transferred to Habitat for Humanity of North Central Massachusetts for \$1.00 and will create an affordable housing unit for a local family.

The Town was awarded an Energy Audit Grant from the Division of Energy Resources. The Grant paid for consulting services to look at Library, Police and 2 Fire Stations to find measures of efficiency. The recommendations were implemented and paid for with proceeds from the Regional Greenhouse Gas Initiative Auction.

Working with the Planning Board and Board of Health the Town hired the firm Tighe and Bond to undertake a long-term re-use study of the capped landfill on Lunenburg Road. The study was paid for with a grant from the North Central Massachusetts Chamber of Commerce, and has resulted in the current plans for the landfill., which are to construct a solar array and increase passive recreation on the site.

Working with the Cable Advisory Commission the Town has finalized a 10 year video license renewal with Comcast. The license will transfer the responsibilities for public, education, and government access to a non-profit municipal corporation, Sterling-Lancaster Community Television, whose funding stream is secured in the license agreement

The Town has finalized plans to connect the municipal buildings on the Town Green to the sewer system. This will help facilitate the redevelopment of the former school buildings.

The Town also sold 3 parcels of land after consultation with the Planning Board. The parcels were placed out to a "request for proposal" and sold for a combined \$347,500. The 3 parcels were on Brockelman Road, Hilltop Road, and Narrow Lane respectively.

The Town has also adopted the Commonwealth's new expedited permitting law, MGL Chapter 43D for various sites in North Lancaster. This was recommended in hopes of facilitating economic development in that area of town.

Adoption of the 2007 Master Plan, which was last updated in 1967, and has become the blueprint for all future planning, programs and legislation for the Town.

Codification of the Town's General and Zoning Bylaws, as well as all of the Regulations, into a single concise and re-numbered document referred to as *The Code of the Town of Lancaster*.

An Integrated Planning Overlay District (IPOD) which provides greater flexibility in accommodating mixed-use developments, while ensuring careful respect for existing neighborhoods, other developments, and the natural environment.

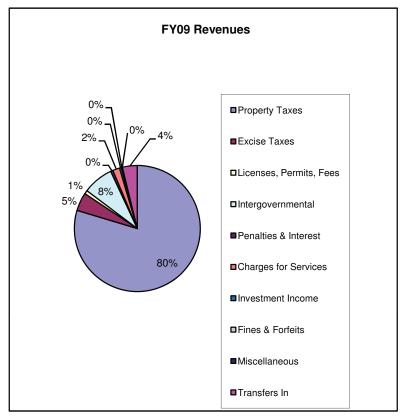
Stronger Site Plan Requirements that place more emphasis on storm water management, parking lot design, landscape design, lighting and signage requirements, and traffic control.

A local Storm water Management bylaw and Regulations that require a stringent control process for the storm water run-off on new construction and re-development sites.

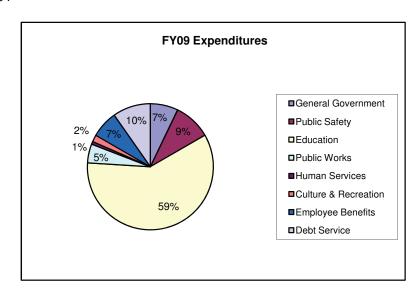
A local Wetlands Protection Bylaw and Regulations that places more stringent controls on resource areas such as buffer zones and vernal pools.

Fiscal Year 2009 Town of Lancaster Citizen Centric Report

Revenues	FY09
Property Taxes Excise Taxes Licenses, Permits, Fees Intergovernmental Penalties & Interest Charges for Services Investment Income Fines & Forfeits Miscellaneous Transfers In	12,675,339 749,043 143,216 1,246,721 95,827 278,291 75,541 33,482 11,200 606,600
	15,915,260
Expenditures	
General Government Public Safety Education Public Works Human Services Culture & Recreation Employee Benefits Debt Service	1,120,601 1,498,934 9,323,298 764,748 111,184 276,949 1,094,304 1,527,236



15,717,254



Future Initiatives

Continuing the design for the Five Corners Intersection. By making this very dangerous 5-way intersection in to a 4-way intersection we will not only improve traffic flow for the community but make a dramatic safety improvement

Work with Conservation Commission and the Department of Fish and Game to build a new Car-top Boat Launch into the Nashua River to provide additional recreation benefits for our residents

Continue to support efforts to construct a Regional Household Hazardous Waste facility at Devens that will make disposal available for our residents at least 20days per calendar year

Finalize design and begin construction to install a new sewer line on Duval Road. This will lead to additional economic growth in the particular area of town by facilitating in the expansion of Orchard Hills Athletic Club. The Town has secured grant funding to pay for both the design and construction of this project.

Continue to work towards building a solar panel array at the capped landfill on Lunenburg Road. The construction of this project will provide the Town with a significant amount of renewable energy at a low price per kilowatt hour for years to come

Work with the regulatory permitting boards and departments to create an expedited permitting manual. This will make the permitting process easier to understand and continue to facilitate economic growth where appropriate

Renovation of the former Memorial Elementary school into the New Lancaster Community Center.

Renovation of the Prescott Building, including a Mass. Historical Preservation grant.

Update of the Open Space and Recreation Plan.

Enhance the intersection improvement at Lunenburg Road and Old Union Turnpike (rotary project)



Veterans Memorial on the Lancaster Town Green – dedicated November 2006.



The community came out to help clean up the new Community Center. Photo: John Wojciak



A lot of work needed to be done for the Community Center to open. Photo: Liz Narbonne



Vandals paint has to be painstakingly removed from the wall tiles.
Photo: Liz Narbonne



Getting ready to tackle the future Lancaster Community Center which will also be our Senior Center.

Photo: John Wojciak



Liz Narbonne scrapes windows in the kitchen of the community Center. Photo: John Wojciak

The ceiling in the Community
Center Kitchen gets painted.
Photo: Liz Narbonne



Sarah Spencer tries her hand at cleaning Tiles.

Photo: Liz Narbonne



Amazing what a little paint can do.

Photo: Liz Narbonne



Was that "a litttle paint"? How about an awful lot of paint!

Photo: Liz Narbonne



Sarah Spencer makes headway on cleaning the tile walls.

Photo: Liz Narbonne



Thanks to many volunteers big jobs go faster.

Photo: Liz Narbonne



Michael Eliastam even moves entire walls when need be during the interior demolition of the Tercentenary building as it moves towards becoming Lancaster's Community Center.

Photo: John Wojciak



Third and Fourth Grade Girls Basketball Team was coached by Gina MacNeil.

Photo: The Photo Group



Fifth and Sixth Grade Boys Basketball team Photo

Photo: The Photo Group



Lancaster Recreation Committee basketball game.

Photo: Ann Duggan



The Eighth Grade Girls Basketball Team, coached by Bill Duggan, takes on Hudson.

Photo: Diana Fasano



Nashoba Football team takes the Courier Cup in the Clinton-Nashoba matchup. Photo: Peggy Kennedy



Nashoba Football Team beats
North Middlesex to win the
Thanksgiving Cup.

Photo: Peggy Kennedy



Lancaster resident Patty Harvie helps Matteo Faso run the bases at the Challenger Games on Thater Field. Photo: Peggy Kennedy



Nashoba Regional Senior Cheerleaders celebrate at the Thanksgiving Game.

Photo: Peggy Kennedy

Photo: Scott LaPrade



The Lancaster Recreation Committee's Challenger Team Photo.
Photo: Peggy Kennedy



Lancaster Firefighters take on a house fire on Brockelman Road.

A Truck fire on Route 2 is fought by Lancaster Firefighters.

Photo: Scott LaPrade

A large brush fire near the railroad tracks is a hot job for Lancaster's finest.

Photo: Scott LaPrade



4H members: Brittany Cormier, Samantha Barrett, Sarah Mpelkas, Caleb Winick, Kyle Wood, Corey Laite, Zachary Weber, Alyssa Muldoon, Katherine Ketchum & Justin Wood fill eggs for the Easter Egg Hunt..

Photo: Peg Corbett Photo: Peg Corbett



Stan and Erin DeCoste with their daughter Ayla at the 4H Easter Egg Hunt.



Children cut loose to find Eggs at the Annual Easter Egg Hunt. Photo: Peg Corbett



A proud fisherman shows off his catch at the 4H Fishing Derby. Photo: Peg Corbett



A good catch at the Annual 4H Fishing Derby. Photo: Peg Corbett



Jimmy Gavin working with his Calf.



Older 4Hrs teach bike safety to young members as Matt Venier looks on. Photo: Peg Corbett

Photo: Peg Corbett



Will Harper visita Santa after the 4H Tree Lighting Ceremony. Photo: Peg Corbett



Carolyn Poch and Santa after the Tree Lighting on the Town Green. Photo: Peg Corbett



Children take an art class at the Thayer Memorial Library. Photo: Item/Coulter Press



Brave Children wrangle with a Phthon from the Curious Creatures presentation held at the Thayer Memorial Library.

Photo: Susan Mello Conroy



Laura Matthew paints a young patron's face during Big Truck Night at the Thayer Memorial Library. Photo: Susan Mello Conroy



Make way for a potential Fireman. A young man rings the bell at Big Truck night at Thayer Memorial Library. Photo: Susan Mello Conroy



There were animals to visit and see at Big Truck Night too.

Photo: Item/Coulter Press

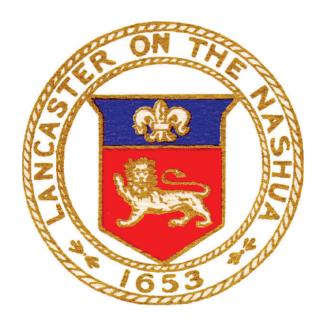


A young resident tries his hand at steering a Fire Truck at Big Truck Night.

Photo: Item/Coulter Press

TOWN OF LANCASTER

MASSACHUSETTS



ANNUAL REPORT

OF

OFFICERS & COMMITTEES

2009

Town of Lancaster

2009 Annual Report

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IN MEMORIAM

FRANKLIN H. "BUD" PERKINS, JR. APRIL 24, 1927 – MAY 31, 2009

FINANCE COMMITTEE 1970-1971
CONSERVATION COMMISSION 1965-1974
TOWN FOREST COMMITTEE 1964-1981
CIVIL DEFENSE FALL-OUT SHELTER COMMITTEE 1964
HIGHWAY DEPARTMENT BUILDING COMMISSIONER 1974-1976

MILDRED L. LEWIS MAY 7, 1904 – JULY 10, 2009

BOSTON POST CANE RECIPIENT, MAY 5, 2008, LANCASTER'S OLDEST CITIZEN

RICHARD CLARK BLANCHFLOWER, SR. FEBRUARY 2, 1920 – JULY 16, 2009

BOARD OF HEALTH 1965-1977 COUNCIL ON AGING 1974-1977

RICHARD A. FOLGER SEPTEMBER 14, 1919 – JULY 26, 2009

SUBSTITUTE DOG OFFICER 1987–1988 ANIMAL INSPECTOR 1988–1995 PROVISIONAL ANIMAL INSPECTOR 1997 FIELD DRIVER 1991–1995

MICHAEL G. FORD JANUARY 3 1959 – JULY 26, 2009

MAINTENANCE, NASHOBA REGIONAL SCHOOL DISTRICT 1994–2009

MAURICE F. "SMOKEY" CONNOR OCTOBER 16. 1932 – AUGUST 4, 2009

RECREATION COMMITTEE 1971-1980 TENNIS COURT BUILDING COMMITTEE 1975-1980

> BLANCHE L. SOMENSINI July 11, 1923 – September 5, 2009 Cafeteria, Lancaster Schools

WILBURT H. "BILL" LOCKE APRIL 4, 1918 – SEPTEMBER 24, 2009

WATER DEPARTMENT SUPERINTENDENT 1948-1966 FIRE DEPARTMENT 1951-1984 FIRE CHIEF 1965-1974 FOREST WARDEN 1951-1984

ALAN J. JOHNSTON
OCTOBER 15, 1942 - NOVEMBER 28, 2009
POLICE DEPARTMENT 1973 - 1993

ANIMAL CONTROL COMMISSION 2006-2009

LANCASTER'S FIRST COMMUNITY CENTER



The Lancaster Community Center will preserve and protect the Tercentenary Building (c. 1953) and provide a meeting place and facility to service the active groups and residents of the Town of Lancaster. The Lancaster Community Center will work independently from, yet remain strictly accountable to, the Board of Selectmen and the taxpayers of Lancaster. We seek to preserve and protect the history of the Tercentenary Building for the next 300 years, while

operating the facility in an inclusive, responsible, professional and efficient manner. (Photo by John Wojciak)

The Lancaster Community Center has gained wide acceptance from the residents of Lancaster. The Lancaster Community Center project has proven itself to be a program that the community



is willing to embrace and support. The community has supported the project both in voting to fund its capital improvements and in volunteering their time and expertise to its renovation and rehabilitation. (Photo by John Wojciak)

The Town's Master Plan considers the renovation and re-use of the Tercentenary Building to be one of its top priorities. The Town Green Buildings Advisory Committee is recommending that the appropriate re-use for

the Tercentenary Building would be for the town's first Community Center. It is our goal to open the Center by Summer 2010.

Committee History

The Town Green Buildings Advisory Committee was appointed by the Lancaster Board of Selectmen in 2002 to recommend possible uses for the Prescott Building, the former Lancaster High School, later known as the Center School. Since that time, the Committee has been asked to expand its role to include its review of the Tercentenary Building, the Memorial School Building, the Town Hall and overall reuse of the buildings on the Town Green.

The Committee has held forums, solicited ideas from the public, invited interested groups, talked with all of the town's departments, and has kept an open door to welcome fiscally sound ideas for the reuse of the buildings.

We have made substantial progress since the Committee's formation. We have come to know and understand the issues facing the building's renovation and re-use from a legal, zoning, design and construction standpoint. We have used this information to develop a plan for bringing these buildings physically back into use and also as a basis for recruiting new uses for the buildings.

For more information on all of the Town Green buildings, please see the article in this report from the Town Green Buildings Advisory Committee.

Project Goals

- To perform critical/emergency repairs to the Tercentenary Building to neutralize further decay and deterioration.
- To recommend annual budgeting of town funds as a matter of critical priority for the preservation of the buildings on Lancaster's Historic Town Green before permanent decay destroys the buildings.
- To create a viable re-use option for the Tercentenary Building.
- To secure funding for the renovation of the Tercentary Building through various public and private means.
- To get the Tercentenary Building occupied by Summer 2010.

The goals remain the same for this year, especially with understanding the overall cost of the project and how the funding can be secured to support it. Funds were appropriated in 2007 as part of the capital plan process to be used toward the repairs, and additional funds were approved in 2008 to continue with the renovation of the Tercentenary Building in order to open it as a Community Center in 2009.

Community Support



The Town Green Buildings Advisory Committee had a community kick-off event in May 2009 called *Habitat for Lancaster*, whereby all residents were invited to participate in community clean-up days at the new Community Center. Attendance at the kick-off and the subsequent clean-up days was overwhelming! At a total of three clean-up days, over 90 residents of all ages rolled up their shirtsleeves, grabbed a paint brush, and made an amazing start to the rehabilitation of the Tercentenary Building into the town's first-ever Lancaster Community Center. (*Photo by John Wojciak*)

It is our goal to have a Grand Opening in the Summer 2010 timeframe. Immediate occupancy is expected by the Council on Aging, the Recreation Committee, the Veteran's organization, the local public access corporation, and the Disability Commission. The entire building will be open for indoor recreation, functions, classes, programs and meetings.

Besides the host of volunteers who have helped on this project, the members of the committee that has spearheaded this effort for several years are:

James Piermarini, *Chair* David Dunn Michael Eliastam Ted Manning Liz Narbonne Noreen Piazza Sally Rouleau

I. GENERAL INFORMATION

Elected Town Officials and Committees

POSITION/ BOARD/COMMITTEE	NAME	TERM EXPIRATION
Moderator	David I. Spanagel	May, 2010
Board of Selectmen	Jennifer B. Leone John P. Sonia Christopher J. Williams	May, 2010 May, 2011 May, 2012
Board of Public Works	John P. Sonia Douglas A. DeCesare John J. King, Jr.	May, 2010 May, 2011 May, 2012
Board of Health	Vera B. Davis Stephen Piazza Robert L. Baylis	May, 2010 May, 2011 May, 2012
Board of Library Trustees	Michael J. Lukaszevicz Frank S. Streeter Frank T. MacGrory Emily J. Rose Stephanne J. Fiori John C. Schumacher-Hardy	May, 2010 May, 2010 May, 2011 May, 2011 May, 2012 May, 2012
Planning Board	Victor A. Koivumaki Jeanne G. Rich John J. King, Jr. Philip F. Lawler Francis G. Sullivan, Jr.	May, 2010 May, 2011 May, 2012 May, 2013 May, 2014
Finance Committee	Janet M. Baylis Walter F. Sendrowski John J. Wojciak James J. Piermarini James E. Riley	May, 2010 May, 2010 May, 2011 May, 2012 May, 2012
Housing Authority	Mary Judith MacLean Henry A. Richter Daunne M. Miller Frank T. MacGrory	May, 2010 May, 2011 May, 2012 May 2014
State Appointee	Carol J. Sonia	State Appointee

Nashoba Regional School	Monica V. CampoBasso	May, 2010
District Committee	Meledath Govindan	May, 2011
	George L. Babich	May, 2012

Officers Appointed Annually by the Board of Selectmen			
POSITION/TITLE	NAME	TERM EXPIRATION	
Animal Control Officer	Phyllis A Tower	6/30/2010	
Animal Inspector (Barn Book)	Phyllis A. Tower	4/30/2010	
Building Inspector - Alternate			
Emergency Management Director	John T. Fleck	None	
Environmental Coordinator	Jean E. Lidstone	6/30/2012	
Fence Viewer	Vacant		
Keeper of the Lockup	Kevin D. Lamb	6/30/2010	
Keeper of the Town Pound	Vacant		
MART Advisory Board Designee	Arthur Levesque	6/30/2010	
Measurer of Wood & Back	Joseph A. Quinn	6/30/2010	
M.J.T.C. Representative	Noreen Piazza	6/30/2010	
M.R.P.C. Alternate Representative	Eugene C. Christoph	6/30/2010	
Sealer of Weights & Measures	Joseph A. Quinn	6/30/2010	
Town Counsel	Kopelman & Paige, P.C.	6/30/2010	
Veterans' Agent	Michele Marino	6/30/2010	
Veterans' Agent - Alternate	Vacant		
Veterans' Burial Agent	D. Susan Thompson	6/30/2010	
Veterans' Grave Officer	Vacant		

Officers Appointed to Multi-Year Terms by the Board of Selectmen

POSITION/TITLE	NAME	TERM EXPIRATION
Bldg Commission & Zoning Agent	Peter M. Munro	06/30/2012
Collector-Treasurer	Charlotte LeBlanc	06/30/2011
Conservation Agent	Judith Griggs	8/17/09 contract terminated
Constable	Kevin D. Lamb	05/20/2010
Constable	Lyle W. Pierce	06/17/2010
Director of Finance & Budget	Cheryl Gariepy	10/09/2011
Fire Chief	John Fleck	6/30/2011
Insurance Advisory Comm. Retiree Rep.	Alan J. Johnston	11/28/2009 Deceased
Municipal Hearings Officer	Orlando Pacheco	None
Municipal Hearings Officer (Alternate)	D. Susan Thompson	None
Planning Director	Noreen Piazza	06/30/2012
Police Chief	Kevin D. Lamb	12/31/2010
Town Administrator	Orlando Pacheco	06/30/2012
Town Clerk	D. Susan Thompson	2/21/2010

Boards and Commissions Appointed by the Board of Selectmen

BOARD/COMMISSION	MEMBERS	TERM EXPIRATION
Agricultural Commission	Eric Jakubowicz	06/16/2010
	Susan V. Miner	06/16/2010
	Peter Jakubowicz	06/16/2011
	David C. Kilbourn	06/16/2011
	Kurt Schuffels	06/16/2012
	Maria C. Moreira (Associate)	07/21/2011

Animal Control Commission	Alan J. Johnston (Deceased 11/2009) Stephanie S. Frommer Joyce E. Moody Janice H. Johnson Kelly E. Quill Erin M. DeCoste Sherry A. Cushion	11/15/2009 11/15/2010 11/15/2010 11/15/2010 03/20/2011 11/15/2011 11/15/2012
Board of Appeals	Scott Miller Jeanne G. Rich Sarah E. Gulliver David K. Stadtherr Eugene C. Christoph Francis G. Sullivan Jr. (Alt.) John P. Parsons (Alt) Robert Marshall (Alt)	06/30/2011 06/30/2012 06/30/2013 06/30/2013 06/30/2014 06/30/2010 06/30/2011
Board of Assessors	Roger P. Hart Cynthia K. Bradbury Michael Burke	05/10/2010 06/30/2011 10/02/2012
Board of Registrars	D. Susan Thompson Cecilia E. Thurlow Anna C. DiPietro (<i>Resigned 9/1/09</i>) Susan E. Smiley (<i>Appointed 10/19/09</i>) John A. Ranieri	02/21/2010 04/01/2010 04/01/2011 04/01/2011 04/01/2012
Cable TV Advisory Committee	Christopher T. Detsikas Tony Jacobs Robert Kadlec	none none none
Commission on Disability	Rose-Marie Bissonnette Lorry Doucet Wanda Munding Marilyn Chambers Lawrence R. Schultz Michael McCue Carolyn Stump Lesley Allison Cheryl Almeida Susan Smith (Assoc) Joyce Ryan (Assoc) Tammi Fletcher (Assoc) Peter M. Munro (Advisor)	09/06/2009 06/30/2010 06/30/2010 09/06/2010 09/06/2010 06/30/2011 06/30/2012 06/30/2012 06/30/2010 06/30/2011 06/30/2011 none
Conservation Commission	Alexandra W. Turner Brooke A. Blew Mark C. Melican Cara Sanford (resigned 2/28/2009) Ruth Anderson Ara L. Tyler	06/30/2010 06/30/2010 06/30/2010 06/30/2010 06/30/2010 06/30/2010

	Peter J. Farmer Jean Lidstone (to Assoc 11/23/2009) Theodore Manning (Assoc) Thomas J. Early (Assoc)	06/30/2012 06/30/2012 06/30/2010 06/30/2012
Council on Aging	Maryalice Frain Mary G. Vincent Mary J. MacLean Claire Griffiths David R. James Robert L. Baylis (ex officio) Joan I. Mitchell (ex officio) Henry A. Richter (ex officio)	06/30/2010 06/30/2011 06/30/2012 06/30/2012 06/30/2012 none none
Cultural Council	Sandy R. Altucher (Not reappointed) Rachel M. Vanasse Nicole C. Glover Joy F. Peach Mary Anne Ware Charlene D. Cabral (Resigned 12/07/2009) Stanley B. Starr, Jr. Deborah Adams Joyce Corbosiero Pamela Burgwinkle	09/11/2009 12/17/2010 08/25/2011 08/25/2011 01/29/2012 05/22/2012 09/11/2012 11/11/2012 11/11/2012 12/07/2012
Elderly and Disabled Taxation Fund Committee	Cynthia Bradbury (ex officio) Charlotte LeBlanc (ex officio)	none none
Energy Commission	David M. Dunn Jay M. Moody Donald E. Atkinson	
Historical Commission	Joy F. Peach Sally M. Rouleau Mark A. Schryver Heather L. Lennon Michael S. Sczerzen Elizabeth W. Colley Imogene W. Watson	06/30/2010 06/30/2010 06/30/2010 06/30/2011 06/30/2011 06/30/2012 06/30/2012
Memorial Day Committee	Cheryl A. Bartlett Ann P. Fuller Paula J. Hamwey Jennifer Lapen Mary K. Paquette Henry A. Paszko Karen S. Shaw Carol J. Sonia Roberta G. Winsor	06/30/2009 06/30/2009 06/30/2009 06/30/2009 06/30/2009 06/30/2009 06/30/2009 06/30/2009

Open Space and Recreation Committee	Cara Sanford Noreen Piazza Don Labelle Michelle Labelle Frank Sullivan Ted Manning Alexandra Turner Steve Mudgett Eugene Christoph	
Personnel Board	John S. Craite (not reappointed) Lucinda J. McLaughlin Linda Arsenault Kathleen Brosseau	06/30/2009 06/30/2011 06/30/2012 06/30/2012
Property Disposal Committee	Jennifer Leone Michael S. Sczerzen John Wojciak	none none
Recreation Committee	Joseph G. Kennedy Penny Sullivan Stephen Mudgett Susan E. Smiley Joan I. Mitchell (Resigned 9/23/2009) Henry A. Richter (Resigned 10/13/2009)	06/30/2012 06/30/2011 06/30/2012 06/30/2012 06/30/2012 06/30/2011
Town Forest Committee	Pearley B.C. Mears, Jr. Sarah P. Spencer Dayna Gant	06/30/2010 06/30/2012 06/30/2012
Town Green Buildings Advisory Committee	James Piermarini Michael Eliastam Elizabeth Narbonne Theodore Manning David Dunn Noreen Piazza Sally Rouleau (Historical Comm. Rep.) Paul G. Hull(First Church Rep.)	none none none none none none none none

Other Town & School Department Officials

POSITION/TITLE

Ambulance Captain
Burial Agent
Council on Aging Director
Dead Animal Disposal Agent
Gas/Plumbing Inspector
Assistant Gas/Plumbing Inspector
Library Director
Minuteman School Comm.
MRPC Delegate
Supt of Public Works
Supt of Schools (Minuteman)
Supt of Schools (Nashoba)
Wire Inspector
Wire Inspector (Alternate)

NAME

Everett W. Moody, Jr.
D. Susan Thompson
Arthur E. Levesque
Phyllis Tower
Wilfred Delorey
Thomas Soldi
Joseph Mule'
John McGarity
Victor A. Koivumaki
John A. Foster, II
Dr. Edward A. Bouquillon
Michael L. Wood
Alfred Roberts
David M. Hinckley

STATUTORY REFERENCE

Employed by BOH
Employed by COA
Employed by ACC
Appointed by Bldg Commissioner
Appointed by Bldg Commissioner
Employed by Library Trustees
Appointedd by Moderator
Designated by Planning Board
Appointed by DPW Board
Contract with School Committee
Contract with School Committee
Appointed by Bldg Commissioner
Appointed by Bldg Commissioner

Chosen by Ambulance Squad



Winter on Brockelman Road, Picture Taken by Peggy Corbett

General Town Information

Lancaster's history dates back to 1642 when Sholan, chief of the Nashaway Indian tribe, deeded 80 square miles of land to Thomas King and Henry Symonds. The town was incorporated as Lancaster in 1653, making it the oldest town in Worcester County. Between 1730 and 1850, eight towns were spun off from the original Town of Lancaster: Harvard, Leominster, Boylston, Berlin, Bolton, Sterling, Clinton and West Boylston.

Lancaster occupies about 28 square miles along the banks of the Nashua River in North Central Massachusetts, on Routes 2 and I-190, just 16 miles northeast of Worcester and about 50 miles west of Boston. The average single-family home price last year was about \$329k; the tax rate is \$13.64. The current population of the town is about 7,000. Many of Lancaster's residents are members of the Seventh-day Adventist Church. The Adventists established Atlantic Union College, a small four-year liberal arts school, in South Lancaster 125 years ago.

Lancaster is a quiet town that has maintained its rural character and sense of history. Old houses and stone walls adorn the historic town center. Several historic buildings surround the Town Green, including the First Church Unitarian, designed by noted Boston architect Charles Bulfinch in 1816 which boasts an original Paul Revere bell in its tower; the Thayer Memorial Library, built in 1865 as a dedication to the Civil War dead; Lancaster's former Center School/high school, the Prescott Building; and the one-hundred-year-old Town Hall.

The Bolton Fair is now held at the Fairgrounds on Route 117 in Lancaster every year. Since 2009 the fair is held in August. In early October the annual Horseshed Fair, a juried arts and crafts fair, is held at the First Church in the center of town. The Doctor Franklin Perkins School sponsors an annual outdoor concert and fireworks show every year in June.

Lancaster is a member of the Nashoba Regional School District (with Bolton and Stow) as well as the Minuteman Regional Vocational Technical School District. Other schools in Lancaster include the Browning Elementary School and South Lancaster Academy, both Seventh-day Adventist schools; the Doctor Franklin Perkins School, a school for children and adults with special behavioral, emotional and developmental needs; the Living Stones Christian School; the Robert F. Kennedy Action Corps., which provides care, counseling, treatment, education and rehabilitative services for at risk children in Massachusetts; The Trivium, a private school that stresses classical education; and the Thayer Performing Arts Center, which provides music education.



At a Special Town Meeting in 2006, voters designated the American Elm as the official tree of the Town of Lancaster.

II. GENERAL GOVERNMENT

Board of Selectmen

The Board of Selectmen is pleased to present its Annual Report for the calendar year 2009.

Christopher J. Williams was re-elected to a second term on the Board of Selectmen. Christopher defeated Shawn Winsor in the Town Election by a vote of 451 to 186.

The Board re-organized for the 2009-2010 session following the Annual Town Election. Selectwoman Jennifer B. Leone was elected Chairperson. John P. Sonia was elected Clerk, and Christopher J. Williams served as Third Member.

Acknowledgements

Throughout 2009, strong citizen participation, capable administration, and a dedicated workforce was evident and contributed to tackling numerous tasks and challenges facing the Town. The Board acknowledges and extends its appreciation to its department heads and employees for their invaluable assistance during the year. To the hundreds of citizens who volunteer their talents on the following boards and commissions, the Board expresses it deepest appreciation:

Permanent Standing Committees

Agricultural Commission
Animal Control Commission

Board of Appeals Board of Assessors

Board of Registrars of Voters Cable TV Advisory Committee

Commission on Disability Conservation Commission

Cultural Council

Employee Insurance Advisory Committee

Energy Commission Council on Aging Historical Commission

Local Education Fund Committee

Memorial Day Committee

Personnel Board

Property Disposal Committee

Recreation Committee Taxation Aid Committee Town Forest Committee

Ad-Hoc Committee

Town Green Buildings Advisory Committee

Open Space and Recreation

Fiscal Year 2010 Budget

The Board dedicated itself to ensuring that the Town budget met the level services requirement of the previous fiscal year. The Board worked closely and diligently with the five members of the Finance Committee and provided valuable insight with which they used to achieve a budget in very difficult fiscal times. The budget adopted at Town Meeting was \$15,717,888.00 for Fiscal Year 2010.

Nashoba Regional School District Budget

The Board of Selectmen and Finance Committee worked closely with Lancaster members of the Nashoba Regional School District School Committee to develop a District Operating Budget for Fiscal Year 2010. The Board and Finance Committee worked vigorously to put forth a practical budget to the voters -- one that would enable the Town to continue operating within the limits of available resources. The Board of Selectmen and Finance Committee endorsed a level funded school assessment. The School Committee approved an assessment increase of 1.58% from the previous fiscal year. While Town the approved level funded assessment, the Towns of Bolton and Stow approved the School Committee's request. The Board wishes to acknowledge the hard work and dedication of the Lancaster School Committee delegation, Donald Adams, Monica CampoBasso, and Meledath (Mel) Govindan. The final assessment for the Town of Lancaster to the Nashoba Regional School District was \$9,001,904.

School Committee member Donald Adams did not run for re-election and his term expired following the Town election on May 11th. The Board of Selectmen would like to acknowledge his dedicated service to the Townspeople, and the students of the Nashoba Regional School District. He will be missed. George L. Babich was elected to replace him with 145 write in votes.

The Board would also like to thank the Nashoba Regional School District administrative staff and faculty for their continuous dedication to our education system.

Town Meetings

May 4, 2009 Special Town Meeting

The Board of Selectmen called a Special Town Meeting to order before the Annual Town Meeting to deal with two items. First the Town balanced out the Fiscal Year 2009 budget because of local aid cuts and funding the Nashoba Regional School District Assessment. At the Annual Town Meeting

the Town had voted down the school assessment, but the budget was approved as submitted by Stow and Bolton. The Town also approved the paying of prior year wages to the Lancaster Fire Department as a result of a new Collective Bargaining Agreement.

May 4, 2009 Annual Town Meeting

The Board called the Annual Town Meeting to order on Monday, May 4th to act on 16 Warrant Articles, many of which were to consider routine Town business including adopting the Town's FY-2010 General Operating and Water Enterprise budgets,

committing \$15,000 for the Senior Citizen Tax Work-off Abatement Program, authorizing the Treasurer to enter into compensating balance agreements, authorizing various revolving funds.

The Town voted to accept the provisions of Massachusetts General Laws Chapter 32 Section 18A, making it less costly to enroll retirees on Medicare. The Town also formally adopted Enterprise Fund accounting for the Lancaster Water Division.

The Town also voted to adopt a Farm Preservation By-Law, and approved the creation of an Integrated Planning Overlay Zoning District (IPOD) to allow mixed uses in some parts of Lancaster. Two IPOD districts were formed at Town Meeting, both

in North Lancaster. Town Meeting also approved two additional tracts of land under the Expedited Permitting Law. The first was along Fort Pond Road (145 acres) and the second along Lunenburg Road (25.32 acres)

The Town voted down 3 articles: the creation of a stabilization fund for the Minuteman Regional Vocational Technical School District, a By-Law prohibiting the Public Consumption of Marijuana or Tetrahydrocannabinol, and the acceptance of Runaway Brook Road as a public way.

October 5, 2009 Special Town Meeting

The Board called the Special Town Meeting to order to act on 16 articles. The Town amended the Senior Tax Work-off Program amounts as well as the Bylaw 30-4 (street numbering) and 17-10 (Recreation Commission membership). Town Meeting also approved changes to the town's

Personnel By-Law, the payment of prior year bills, and various capital expenses.

Town Meeting also approved the discontinuance of a portion of Old Lunenburg Road. Articles 10 thru 15 were all relating to easements for the Duval Road sewer line project, which were approved.

Staffing



Assistant Town Accountant Carol Wasel and Department of Public Works Clerk Betty Ann Hart retired during the

year. We are very appreciative of their service to the Town and wish them the best

in their retirement. Barbara Bartlett was hired towards the end of the year as the new Assistant Town Clerk. She replaces June Sheridan.

(photo of Betty Ann and Carol at their retirement party, taken by Charlotte LeBlanc)

Collective Bargaining

The Board executed collective bargaining agreements with the Teamster's Union Local 170 representing the call-firefighters.

Planning for the Future

In the next year the Board of Selectmen are looking to accomplish some of the following

tasks. Completing the design of the 5 Corners intersections (Route 110 and Old

Common Road) is a high public safety priority. The redesign of the Old Union Turnpike/Lunenburg Road intersection has also been made a priority. Both projects have been placed on the regional Transportation Improvement Program. The Board is looking forward to the opening of the Community Center at the Tercentenary Building on the Town Green, and looks forward to the development of the other vacant facilities.

The Board will also work to install a new sewer line on Duval Road. This will facilitate more commercial development along the Route 2 corridor. The Town with the acceptance of MGL chapter 43D will develop an Expedited Permitting manual and undertake other re-zoning efforts to plan for development accordingly. The construction of a permanent Household Hazardous Waste Facility at Devens will still be a priority in the coming year.

The redevelopment of the capped Landfill on Lunenburg Road will be one of many energy projects that we undertake in the next year. The construction of a solar array will help offset some of the town's electric usage. The Town will also focus on becoming a "Green Community" as established by the state's Division of Energy Resources with a focus on reducing total energy consumption. Part of this process will be to pursue grant fund to replace of repair various heating system and make them more efficient.

The Board is also pleased that after successfully negotiating a new 10-year Cable license with Comcast, public and educational programming will be turned over to the newly formed Sterling-Lancaster Cable Access Corporation.

The Board of Selectmen looks forward to working with all residents and encourages all to participate at the next scheduled Town Meeting.

Legislative Delegation

The Board wishes to acknowledge the assistance of Representative Harold P. Naughton, Jr., Representative Jennifer Benson, and Senator Jennifer Flanagan, for their work on behalf of the Town.

The upcoming legislative session has a number of bills related to municipal finance and administration. We thank them for their continued support in the advocacy of issues important to The Town of Lancaster, and its residents.

Appreciation

And finally, the Board expresses its deepest appreciation to the Selectmen's Office professional staff for their dedication and commitment to public service. Kathy Lamb, Executive Assistant to the Board, has provided efficient daily support to the Board for over twenty-five years. Kathy works tirelessly to see that citizen questions are

responded to, letters and correspondence and meeting minutes are prepared, licenses are processed and issued, vouchers are prepared and bills are paid, accounts are maintained, and the flow of other daily business is addressed. Also, the Board recognizes the efforts of Town Administrator Orlando Pacheco and the various department heads for their work in administering the policies of the Board and accomplishments during the year. Their professionalism, assistance, and guidance to this Board and all Town departments and boards is acknowledged and respected.

In conclusion, we extend our thanks to the many citizens who contributed their time and talent to serve on Town boards and committees. We continue to encourage

citizens to participate in their town government by attending public meetings, volunteering to serve, and by offering input at Town meetings. Also, sincere thanks to the men and women who serve the Town every day as employees. All are dedicated professionals who deserve our respect and admiration. Thank you for the opportunity to serve you.

Jennifer B. Leone *Chairman*John P. Sonia *Clerk*Christopher J. Williams *Member*



Selectman Chris Williams helps load the rain barrel he just purchased into his car.

47 rain barrels were sold at the Town Hall in May
Photo taken by Sue Thompson

LICENSES ISSUED BY THE BOARD OF SELECTMEN CALENDAR YEAR 2009

License Type	Issued To	Business Address
Auctioneer (Annual) & Automobile Dealer Class II	Insurance Auto Auctions Corp.	1424 Lunenburg Rd., Lancaster
Automatic Amusement Devices (Monday- Saturday); Automatic Amusement Devices (Sundays)	N.E. Fun Centers, d/b/a Roll-on- America	90 Duval Rd., Lancaster
Rollerskating Rink (Monday-Saturday); Rollerskating Rink (Sundays)	N.E. Fun Centers, d/b/a Roll-on- America	90 Duval Rd., Lancaster
Automobile Dealer - Class I, II & Common Victualler	Norm Wagner Automotive, Inc.	700 Old Union Tnpk., Lancaster
Automobile Dealer - Class II, III & Collector of Junk	Route 117 Used Auto Parts, Inc.	2176 Main St., Lancaster
Automobile Dealer - Class II	Crawford Truck Sales, Inc.	2176 Main St., Lancaster
Automobile Dealer - Class II	Diamond Hill Sales	59 Main St., Lancaster
Automobile Dealer - Class II	F.J.S. Auto, Inc.	348 Main St., Lancaster
Automobile Dealer - Class II	Jose M. Fuentes, d/b/a RBI Motors	842 Sterling Rd., Lancaster
Automobile Dealer - Class II	JTM Auto Body, d/b/a Lancaster Auto Sales, Inc.	164 High St. Ext., Lancaster
Auto Dealer - Class III & Collector of Junk	Nationwide Auto Recycling, Inc.	1410 Lunenburg Rd., Lancaster
Boarding House - Lenheim Hall, Men's Dorm	Atlantic Union College	336 Main St., So. Lancaster
Boarding House - Preston Hall, Women's Dorm	Atlantic Union College	284 Main St., So. Lancaster
Food & Beverage - Dispensing to Members	Sterling National Country Club	33 Albright Rd., Sterling
Sale of Wine & Malt Liquors & Common	Michael Gleason, d/b/a Michael's	56 Main St., Lancaster
Victualler	Bridge Diner	
Common Victualler	Lancaster Golf Training Center, LP	438 Old Union Tnpk., Lancaster
Common Victualler	N.E. Fun Centers, d/b/a Roll-on- America	90 Duval Rd., Lancaster
Common Victualler	EJ Mace, Inc., d/b/a Sandee's Restaurant	162 Main St., Lancaster
Common Victualler	Trolley Stop Pizzeria, Inc.	18A Prescott St., So. Lancaster
Lunch Cart @ Bartlett Pond	Michael Murphy	483 Union St., Leominster
Sunday Entertainment to Operate Flea Market	Lancaster Market Place, LLC	1340 Lunenburg Rd., Lancaster
Sunday Entertainment to Conduct Wiska Walk on 6/7/09	Bolton Fair, Inc. on behalf of Sterling Animal Shelter	P.O. Box 154 Bolton, MA
Weekday Entertainment to Conduct Circus on 7/3/09 @ 318 Seven Bridge Rd.	Lancaster Recreation Committee	
Weekday Entertainment to Conduct Rodeo on	Bolton Fair, Inc. on behalf of	P.O. Box 154 Bolton, MA
7/4/09	Manny/Maria Morreira	
Sunday Entertainment to Conduct Rodeo on	Bolton Fair, Inc. on behalf of	P.O. Box 154 Bolton, MA
7/5/09	Manny/Maria Morreira	
Public Amusement & Exhibition Weekdays - Agricultural Fair 8/12-15/09 @ 318 Seven Bridge Rd.	Bolton Fair, Inc.	P.O. Box 154 Bolton, MA
Public Amusement & Exhibition Weekdays - Amusement Rides 8/12-15/09 @ 318 Seven Bridge Rd.	Dean & Flynn, d/b/a Fiesta Shows	15 Pine St., Seabrook, NH
Sunday Entertainment - Agricultural Fair on	Bolton Fair, Inc.	P.O. Box 154 Bolton, MA

8/16/09 @ 318 Seven Bridge Rd.		
Sunday Entertainment - Amusement Rides on	Dean & Flynn, d/b/a Fiesta Shows	15 Pine St., Seabrook, NH
8/16/09 @ 318 Seven Bridge Rd.	·	
Sunday Entertainment - Car Show on 9/13/09	Bolton Fair on behalf of Ty-Rods	P.O. Box 154 Bolton, MA
@ 318 Seven Bridge Rd.	Club, Inc.	
Sunday Entertainment - Agility Trials on	Bolton Fair on behalf of Wachusett	P.O. Box 154 Bolton, MA
9/20/09 @ 318 Seven Bridge Rd.	Kennel Club	
Sunday Entertainment - Annual Meeting &	Bolton Fair on behalf of Easy Riders	P.O. Box 154 Bolton, MA
Showroom on 10/3/09 @ 318 Seven Bridge Rd.	Snowmobile Club	

Sterling-Lancaster Community Television

The calendar year 2009 saw a significant transformation of public access television service Lancaster and Sterling households. During the winter months, the Lancaster Board of Selectmen finalized the contractual agreement with the Town of Sterling to form a joint public access cable corporation named Sterling-Lancaster Community Television, Inc. (SLCT). To be clear, there are now two boards, the ongoing Lancaster cable television board and the newly formed SLCT board. The Lancaster board completed a ten-year franchise agreement with Comcast early in 2009 and continues to monitor those contract provisions, advise town selectmen about cable issues, and serve as a local point of contact for subscribers with cable-related concerns.

The members of the Lancaster cable board also initially serve as founding board members on the SLCT board of directors being appointed by our selectmen. In the future, SLCT board members will be elected by the SLCT membership and via appointment by selectmen of each town. Five representatives from each town serve on the SLCT board. The primary reason for forming the corporation (SLCT) was to legally separate the towns from any liability related to public access television operations. a common practice communities with access television. SLCT maintains insurance coverage independent of Lancaster and Sterling to further insulate the towns from litigation.

In May, the decision was made to locate the first of two cablecasting facilities in the Butterick Municipal Building in Sterling. The Lancaster facility will be located in the former Memorial School when building renovations are completed. Following the installation of the equipment this past October, Sterling began cablecasting over channels 8 and 10 with a community bulletin board and local programming. Lancaster shares channel 8 with Sterling, but because of technical issues, Lancaster's channel 10 remains connected with Comcast and shows mainly Clinton programming. When the Lancaster site is operational mid-year around 2010, Lancaster governmental programs will be carried on channel 10. All board of selectmen meetings, annual town meetings, and other government-related functions will "aired".

In late 2009, the SLCT board hired an experienced part time public access television coordinator. The Access Coordinator (AC) is not an employee of either town, but rather of SLCT, Inc. and reports directly to the SLCT board. The roles of the AC are to operate the cablecasting facility in both towns, record

and cablecast meetings of selectmen, purchase equipment, manage the community bulletin board, and assist community individuals and organizations in the production and "airing" of their own local programming.

Per agreement with each town, SLCT, Inc. provides periodic reports to each select board describing the status of cablecasting operations, programming and funding.

Personnel Board

The Board of Selectmen appointed two new members to the Personnel Board: Kathy Brousseau and Linda Arsenault. Along with long-time member Lucinda McLaughlin, this makes a full board for the first time in several years.

The focus this year has been on completing a wage study in which we surveyed area towns' wages scales and compared them to ours. The result showed that the employees in Lancaster are paid at a significantly lower rate than their counter parts in surrounding The Personnel Board has made a strong recommendation to the Board of Selectmen that we bring our employees to within the average range of area towns. By doing this study ourselves versus a consultant, we saved the town a minimum of \$12,000, freeing this money to be put towards salaries. This study took upwards of 300 hours to complete. However, now that the baseline data is gathered, we will be SLCT funding derives from cable fees paid by cable subscribers in Lancaster and Sterling.

SLCT board members wish to acknowledge their appreciation for the encouragement and support of our selectmen and town administrators who were extremely helpful in bringing local public access television to our communities.

able to maintain this information for future reference and decision making.

In reviewing the personnel handbook we identified two areas of opportunity: employee evaluations and appeal and We have corrective action process. completely revised the employee evaluations forms. Moving forward both the department heads and non-union hourly employees will be evaluated using a simplified, more direct form. We also created an appeal and corrective action process to allow the employee the ability to disagree with a negative performance review. We are just about complete in making all forms and information in the Personnel Handbook available in both hard copy and on line.

Currently we are working on two new policies: a drug free work environment and a code of conduct.

Town Counsel

Kopelman and Paige P.C. serves the Town of Lancaster as its Town Counsel, providing the Board of Selectmen, the Town Administrator, and the various boards and departments of the Town with legal opinions

and representation. We have worked closely with the Town on matters involving personnel issues, land use and real estate. We have advised the Town on roadway abandonment procedures, title issues, and

enforcement of orders of the building inspector. We have reviewed personnel contracts and advised on the form of contract with vendors and consultants. We provided regular general advice to the Town, as well as reviewed the warrant in preparation for Town Meeting.

As we have in the past, we continued to provide the Town with no-cost memoranda on a wide range of legal topics in order to assist the Town in making decisions in a careful and cost effective manner. provided with year, we the Town memoranda on the trimming of shade trees, amendments to the Americans Disabilities Act, changes in the state's Conflict of Interest law, and the implications of the Green Communities Act, among These memoranda have proven others. useful as guidance for the Town's boards and committees as they approach various Town issues, and assist the Town in framing legal questions for efficient resolution.

It has been an honor and a privilege to serve the Town of Lancaster as Town Counsel for these many years. As always, we thank the Board of Selectmen and the Town Administrator for this opportunity and for their on their efforts and dedication in attending to the needs of the Town. We are also appreciative of the opportunity to work with the Town's department heads, employees and boards.

We look forward to continuing to provide the Town with effective legal advice and representation.

Respectfully submitted, Mark R. Reich for the firm of Kopelman and Paige, P.C., Town Counsel

Town Clerk

- Recorded during the year 2009 in Lancaster:
 - 64 births
 - 23 marriages
 - 60 deaths
- Registered voters as of December 31, 2009:
 - 921 Democrat
 - 721 Republican
 - 15 Libertarian
 - 9 All Other Political Designations
 - 2,916 Unenrolled (no party designation)
 - 4,582 Total registered voters
- **Dog licenses issued:** 1049 individual tags
 - 1 kennel
- Business Certificates issued: 38
- Hunting/Fishing Licenses issued:
 - 14 Hunting/Sporting
 - 27 Fishing
 - 34 Hunting Stamps
- **Documents Notarized:** 67
- **2009 Population:** 7,281

III. HEALTH AND HUMAN SERVICES

Council on Aging

The Council on Aging is pleased to present to the residents of Lancaster its annual report for the year 2009.

This board is comprised of ten Lancaster residents, (seven appointed by the BOS and one representative each from the Board of Health, Recreation Department, and the Lancaster Housing Authority) who are dedicated to helping older people of the community. Appointed COA members for 2009 include: Acting Chair - Mary J. MacLean, Secretary Maryalice Frain, Mary Vincent, Claire Griffiths, and David James. We want to thank the current members for their service and dedication to the mission of the Lancaster Council on Aging

The board meets monthly during the year and on other occasions when needed. The main function is to set policy and to provide input on the needs of seniors and give direction to the activities provided by the council. The scope of our activities may vary but our functions include advocating for elders, to local, state and federal officials and offering social, recreational, or educational programs; and providing a link between the 1300 elders in Lancaster and our town government.

The most visible activity is the COA van, provided by the Montachusett Regional Transit Authority, which brings any Lancaster seniors and disabled non seniors to various places including: shopping, congregate meal at noon and evening lunch at the WHEAT community cafe, medical appointments, post office, pharmacy, town hall, social trips and barber shops, etc. This van was in operation 245 days and logged

16,527. Five thousand and nine hundred and sixty nine trips were provided. This reflects an increase of over four hundred and forty-one trips from 2008. The van experienced 261 cancellations and 79 no shows. More than sixty different Lancaster residents utilized the van this year.

Another popular service is our two meal programs. This consists of the Meals on Wheels and the congregate meals at the senior center, provided by the Montachusett Opportunity Council (MOC) Elder Services. Both were in operation for the entire year. The Meals on Wheels program had twenty one different individuals served by this vital program at some time during the year. This figure reflects a sharp decrease from the previous year. Two thousand and three hundred and four meals were delivered. This reflects a decrease of five hundred and eighty one meals from the previous year. The Meals on Wheels program operated five days per week excluding storm days and holidays. Frozen meals are distributed in anticipation of holidays that fall on a weekday when deliveries are not made.

The congregate meal site completed its third full calendar year with over fourteen hundred and nine meals served on one



hundred and eight four days to fifty different

(A meal served at the congregate meal site. Photo by Mealsite Manager Patrice Giles)

individuals. This occurred four days a

week at the First Church of Christ Unitarian. We should note that Lancaster is the only community that provides a vegetarian meal to our seniors. Some participants come early

to chat over a cup of tea or coffee, play cards and meet old and make new friends.

The Council on Aging director in



conjunction with the community health nurse has also conducted outreach visits to frail elders and took appropriate action as needed. On going

follow up calls are made. Individuals who made us aware of these seniors are notified that contact has been made. (Photo of COA Director Arthur Levesque getting into the holiday spirit, by Patrice Giles)

The COA logged in over two thousand calls for meals, van rides, information and referral, home repair, medical insurance prescription information, issues, agencies, town tax program, other town departments and housing questions. These calls came from the seniors themselves or concerned family or friends. Through the director the council provides referral and information services. All referrals were sent to the proper agency if the COA office was not able to perform them. The Montachusett Home Care Corporation provided services to Lancaster Seniors which included: home maker services, meals, personal care hours, case manager visits, crisis visits, and nursing home ombudsman visits, plus several other services. Monthly blood pressure clinics were held at Bigelow Gardens and at the senior center (church). These are provided by the Board of Health through the Nashoba Nursing and Hospice Service at a wellness clinic. Besides the blood pressure screening at various times they also do glucose and cholesterol screening and the annual flu and pneumonia shots. This wellness clinic is available to people of all ages in Lancaster. Many seniors took part in the many flu clinics held at the center that was promoted for the Board of Health in the Council on Aging newsletter. This professionally printed monthly newsletter contains the van schedule, menu for the month plus highlights of other activities such as speakers and special events. Timely issues of concern and importance to seniors such as legal, Medicare and prescription programs are also presented. It is distributed through various outlets in town and at various senior events. In June it was mailed to all Lancaster seniors over the age of sixty. It is also now posted on the Town of Lancaster website every month.

The Council on Aging through its director also coordinated the senior tax work off program where eligible seniors did volunteer work for the town in exchange for having their property taxes reduced up to seven hundred and fifty dollars. A separate annual report for this program is printed elsewhere in the town's annual report.

The COA works in conjunction with many other local, regional and state agencies, both public and private. Some of these include: Fuel Assistance intake for all residents, Food Stamps, the Central Massachusetts Area on Aging, Montachusett Home Care Corporation, Montachusett Opportunity Council, and WHEAT. Serving the Health Information Needs of Elders (SHINE) counseling was also available for Lancaster seniors. Several seniors attended this oneon-one counseling. The fuel assistance day had several seniors and non seniors attend this intake process. Farmer's market coupons were also distributed to twenty-five low income seniors. Referrals and advocacy have been made to these agencies for seniors with follow up if warranted.

You are eligible for all services and programs if you are sixty years of age or older and live in Lancaster. Also during 2009 the COA had a BBQ that was hosted by the Montachusett Opportunity Council

Elder Meals Program. A recognition luncheon was held for our Meals on Wheels drivers, COA board members, and our meal site volunteers. In conjunction with this event an educational program was presented titled "Don't let a bug 'TICK' you off'.

The COA staff consists of a part-time director, part-time dispatcher, and Meals on Wheels driver and two part-time van drivers. Volunteers also assisted with the Meals on Wheels and at the congregate meal site.

Funding for our COA program and activities comes from the town, MART (restricted to van use only) and from what is known as the formula grant from the Massachusetts Executive of Elder Affairs.

More programs can be provided in Lancaster; this will increase once we move into our own space. Our present programs will increase tremendously. Many new and exciting programs will be established once a senior center is in operation, including expanding our current programs and adding such things as computer classes, social events, speakers, card tournaments, cooking classes, legal and financial seminars, exercise, friendly visitors programs, arts/crafts, expanded health expanded clinics, dancing, movies, hobby groups, support groups, billiards/pool, Thai chi, men's programs, women's programs, self defense, board games, telephone reassurance, fuel assistance, Saturday and Sunday events (breakfast, etc.) and more.

GOALS OF THE LANCASTER COUNCIL ON AGING

- enable seniors to stay in their home even if their full range of daily activities is limited because of illness or frailty
- connect those in need with service providers
- respond to individual needs
- work with and support families or caregivers of the elderly
- advocate for quality services
- support grandparents raising children
- promote community
- provide volunteer opportunities
- help people deal with crisis and changes in interpersonal relationships and loss
- assist with pre-retirement and retirement planning
- enrich life through educational, social and recreational opportunities
- prevent abuse, neglect and exploitation
- provide transportation and nutritional services

The services provided to seniors and or families are conducted in a dignified and efficient manner and maintaining the highest standards of privacy and confidentiality for all those involved.

The COA is always looking for input from the community, especially from those sixty and over.

COA BOARD MEMBERS

David R. James, Chair Mary Judith MacLean Mary G. Vincent (deceased February 2010) Claire Griffiths Maryalice Frain Ex-officio, Henry Richter Ex-officio, Joan Mitchell Ex-officio, Robert L. Baylis

Senior Tax Rebate Program – Elder Volunteer Property Tax Work-Off (Administered by the Council on Aging)

The 2009 Senior Tax Abatement Program had another successful year. When the program for the current year ended in November of 2009, nineteen seniors took advantage of the program to have their real estate taxes reduced for up to \$750. Fourteen seniors earned the maximum amount allowable of \$750 per individual. Several of these seniors donated additional hours above and beyond the maximum hours needed. Credit for service cannot be at a rate higher than the state's minimum wage. In 2009 it was eight dollars per hour. This translates to approximately ninety-four hours a year (93 and 34 to be exact). With \$15,000 allocated and at the rate of \$750 per participant there was placement for twenty individuals. As the state minimum wage changes so do the required amount of hours needed to take advantage of this program. This year \$12,360 was utilized.

This year ten town departments had people assigned to them, these included: Planning Department, Council on Aging, Historical Commission, Town Clerk's office, Library,

Fire Department, D.P.W., Tax office, Board of Health, and the elementary school.

This year the Library led the list again with the most hours with four volunteers; the Historical Commission had four people and had the second highest hours; and in third place with the highest hours was the Council on Aging with three participants. The volunteers in the COA program again this year were used to deliver meals and to help at the congregate meal site.

For those of you not familiar with this program, at a town meeting Lancaster accepted the state statute to grant abatements for real estate tax payers over sixty years old to have their property taxes reduced by volunteering services their the municipality. A subsequent town meeting vote increased this to seven hundred and fifty dollars (\$750.00) a year. The Council on Aging requested and it was voted at the town meeting to modify the original local options requirements established when the program was first started so more seniors can qualify.

Lancaster Housing Authority

The Lancaster Housing Authority 449 Main Street has seventy one-bedroom Elderly/Handicap units with roughly 355 square foot of living space. Each unit has a living room/kitchen combination and one bedroom with a walk-in closet.

For the calendar year 2009 the Authority had fourteen vacancies. Five were filled with emergencies, seven with standard and two were filled by local residents.

Eligibility Requirements:

- Applicants must be 60 years or older, or handicapped.
- Effective August 9th, 2008 the income eligibility was
 - o \$46,300.00 for one person
 - o \$52,950.00 for two persons
- There is no asset limit; however, total interest income from assets, stock, bonds, annuities, plus yearly income, cannot exceed the above income limits.

The fair market rent for a one bedroom unit in this area is \$835.00.

Our complex has twelve non-elderly and twelve minority status residents.

Recreational Activities:

- Cards and Bingo are played in the Community Room every Wednesday and Friday from 2-4pm.
- Puzzles are ongoing in the Community Room
- The Community Room is available for tenant activities only.

The Board of Commissioners are:

Henry Richter, Chairperson Daunne Miller, Vice-Chairperson M. Judith MacLean, Treasurer Frank MacGrory, Ass't Treasurer Carol Sonia, State Appointee

Members are elected to five-year terms.

Office hours are Monday thru Thursday 9:00am to 1:00pm

Telephone: 978-365-3923

Fax: 978-365-9138

Email: lancaster.housing@verizon.net

Lancaster Board of Health

What Boards of Health Do...

- Prevent epidemics and the spread of diseases
- Protect against environmental hazards
- Promote physical and mental health, welfare and safety
- Assure the availability and accessibility of quality health services
- Respond to disasters and assist communities in recovery

How They Do It...

Your Board consists of three Lancaster residents elected for staggered three-year terms. Members volunteer their time and expertise to make Lancaster a healthy place to live, work and raise a family through prevention and protection programs. They are responsible for ensuring the enforcement of public health laws, and closing the gaps in 'minimum' State codes by enacting stricter standards that they believe to be more beneficial locally.

Board Members

- Stephen Piazza, Chair (term expires 2011)
 Services Segment Manager, Hewlett-Packard Tech Services. Mass. Assoc. of Health Boards Certification; Worcester Regional Medical Reserve Corps
- Robert L. Baylis, Vice Chair (term expires 2012)
 Owner, Main St. Automotive. Lancaster Tech Team; Worcester Regional Medical Reserve Corps
- Vera B. Davis, Clerk (term expires 2010)
 Retired Atlantic Union College Nursing Dept. Chair, Community Health
 Nursing Masters Degree. Nashua Valley Emergency Response Corps;
 Worcester Regional Medical Reserve Corps

Board Employees

- William J. Brookings, R.S. Nashoba Associated Boards of Health (NABH) Agent for Lancaster Board of Health (since 1989)
- Eileen M. McRell Administrative Assistant (since 1990)
 Board of Health-Council on Aging liason; Lancaster Tech Team; Worcester Regional Medical Reserve Corps
- D. Susan Thompson Burial Agent (since 2004)

How Public Health Serves

Public health serves communities and individuals by providing a vast array of essential services, many of which are invisible. Typically, the public only becomes aware of the need when a

problem develops (e.g. an epidemic or a calamity occurs). The practice of public health is the List of Essential Services.

Essential Public Health Services

- 1. Monitor community health status
- 2. Diagnose and investigate any problems and hazards
- 3. Include local partnerships to help identify specific issues
- 4. Research and develop policies and plans to improve health and health care
- 5. Enforce laws and regulations that protect health and safety
- 6. Assure care is available for basic and enhanced personal health services and link people to it
- 7. Inform, educate and empower people about their health
- 8. Maintain a highly competent health care workforce committed to using new insights and innovative solutions
- 9. Evaluate the effectiveness and quality of personal and population services

Board Duties/Additional Powers and Authority

Health Boards are responsible for over 60 areas of public health law and policy, deriving their authority directly from the Massachusetts General Court. Some of these are:

- homeland security
- inspections and enforcement
- records and reports
- noise, nuisances and complaints
- health care and disease control
- pesticides and herbicides
- housing and dwellings
- pools, beaches and camps
- hazardous and toxic wastes
- water purity; well permits
- solid waste and septage

- porta-potty & outoor hydronic heater permits
- rubbish and garbage
- residential and daycare centers
- food safety and service
- body art, trash hauler and tobacco sales licenses
- smoking; air quality
- cemeteries, funeral directors, burial permits

Board Activity

The volume of the work to offer necessary health, sanitary and environmental services to individuals and to the community is amazing and continues to increase in complexity. It seems almost any topic can be Board of Health-related because *health is life*.

The Office

The primary function of our Office is to assist callers and visitors by providing accurate information and/or referrals for questions and concerns. Numerous public records, lists, disease fact sheets, safety pamphlets, guides and LBOH Regulations are supplied. Each "customer" and their concerns are equally important to us and are treated as such. (No question is "too silly to ask". Research is our specialty.) Contact

Eileen McRell, Admin. Assistant, Monday through Thursday, 9 am-2 pm (978)368-4000 or emcrell@lancasterma.net.

Work

valid A11 identified complaints investigated by our NABH Agent, William J. Brookings, R.S., often accompanied by a Board Member, or are referred to the appropriate Town official. Violations of the Housing & Sanitary Code such as nuisances and noise are the most common complaints; putrid smells, lack of water, rampaging mice and hedgehogs, broken vents, arsenic in well water, unsightly yards with assorted refuse, French fries on a rink floor, workplace health hazards, two abandoned (one except for a parrot) houses, carnival & cowboy trailers, a big dirt pile near Ft. Pond and a serious oil spill/diesel fuel release in So. Lancaster were also inspected. Brookings represents the Board of Health in Housing Court as a last resort if corrections are not made after a reasonable amount of time. Bill can be seen at the BOH Office each Wednesday morning from 8am-9am, or anytime by voice mail at contacted (978)772-3335, ext. 304.

We rely on the Town Hall network to address areas of mutual concern: the Town Clerk, Animal Control, Conservation Commission, Community Development Office, Assessors, Police, Fire and Public Works Departments and the Council of Aging, and of course Orlando Pacheco, Town Administrator. Frequent and accurate communication is the key to helping each other, and therefore the people we serve.

Various members of the Board attended Noreen Piazza's (C&ED) "Tech Team" meetings, a multi-dept. committee that studies a broad range of project plans and provides professional input for the Planning

Board, etc. For example, Clear Summit Transportation, Lunenburg Rd. required a septic tank permit, a holding tank and floor drains, per our Floor Drain Regs. The BOH reviewed and commented to the Planning Board on the Runaway Brook subdivision, off Chase Hill Rd., and then approved the developer's remediation proposal requiring arsenic testing for certain lots. Copies of the report on sampling results and mitigating measures were given to the Planning Board and **Building** Commissioner.

Comments were made to the Zoning Board on other site plans amendments, such as Ron Bouchard Automotive, Old Union Turnpike, and on other building lots and projects as Generally, the BOH had no requested. issues with the plans as presented at the time, but not always. We have identified many concerns with the Muirfield Development Comprehensive Plan (40 B) a/k/a "Jones Crossing" off Deershorn Rd. The plan simply does not comply with State and/or local Regulations. And we would not support a Variance to the requirement that each lot be large enough to support its own conventional septic system. Ideally, if Town sewer is being extended to serve nearby Fieldcrest Estates, we strongly urge that it be expanded to serve this project as well. We have consistently gone on record as being extremely cautious in approving large developments because of water quantity and quality impacts on our previously pristine Town water. Speaking of, 30 residents were able to purchase discounted New England rain barrels to conserve water, save money and reduce

stormwater run-off because of a MassDEP grant.

Bill and the Board inspected drainage and wetlands concerns due to septic systems, renovations and flooding at several sites for

Septic systems

Only 3 Lancaster Sewer District "Septic System Status Forms" were approved and signed to allow homes with existing systems built before 1995 to connect to Town sewer. This decrease is obviously because of the expansion of the Sewer District itself, giving more homes with failed systems the opportunity to connect, as well as the First Church and the Town Hall buildings. LSDC maintains a fully licensed, bonded and insured Drain Layers List and notifies us of updates and suspensions. (Thank you, Tammy King!) **§Tip**: Form 3A Certificates

More Work

The Board again supported the continuation of the Community Development Block Grant Housing Rehabilitation Program for qualified applicants to repair failed septic systems and substandard wells, correct internal structural problems, remove lead paint, add weatherization and fix leaky roofs. Three septic systems were replaced on White Pond Rd., Bogan Ave. and Ponakin Rd./6 other owners were helped with home improvements. The \$400,000

Trash

Deliberate dumping of household trash, bulk items (furniture, mattresses, refrigerators), and construction and demolition debris discarded on public roads and private land continues to be a major problem, especially in certain areas of Town. Apprehension and prosecution of the offenders is complicated. We are researching the possibility of adopting some form of an Anti-Littering Bylaw in 2010 to expedite this process.

the Conservation Commission. Stephen Piazza, Chairman saw no BOH issues with the 2009 Open Space and Recreation Plan update or the Mass. Highway Vegetation Management Plan.

of Compliance for septic system repair/replacement or sewer connection expenses are available to obtain Schedule SC income tax credits.

40 Title 5 Inspections were reviewed by Mr. Brookings; 37 passed/2 conditionally passed/only 1 failed. 'Conditional' means that only a component needs replacement. A failed SDS system must be upgraded within two years unless the Board of Health deems it be done sooner.

grant was received in 2008; the work was completed in 2009.

Interest in alternative technology for geothermal heating/cooling systems is growing; in fact, 3 geothermal wells were installed in 2009 on Brockelman Rd., Lee St. and Fire Rd. 35A. It is hoped that someday the Town might bring green technology to municipal buildings instead of using fossil fuels for heating and cooling.

A variation of the usual illegal dumping was an ongoing complaint of residents of a private housing complex using bags instead of barrels, creating an unsightly mess and a critter banquet. Not using water-tight receptacles with covers is a Violation of the State Sanitary Code 410.6000 and can result in legal action by the Board of Health.

Neither the Board of Health nor the DPW have budgets for picking up trash, either roadside or personal. Residents are reminded that they must hire their own hauler for (home): Tully Disposal & Recycling; (commercial) Allied Waste Services; or (both) Sons of Kristoff, DiTullio Trucking, Waste Management, Trucking, Fiore Trucking & Casaceli Disposal and McRell Container Service. These are the only companies authorized to operate in Lancaster. \$2,200 was collected in FY'09 for these 16 trucks, which display the black & white Lancaster Board of Health Trash Hauler decal. In an effort to aid both our small and large businesses in these difficult economic times we have restructured our 2009 trash hauler license The \$50 per job fee for charges. construction/demolition debris dumpsters has been eliminated. See www.ci.lancaster.ma.us/Pages/LancasterMa Public Safety/boh for rules and applications.) Information on the MassDEP Diesel Waste Collection Vehicle Program was sent to our haulers so they could apply to have diesel pollution control devices (retrofits) installed for free.

Several of the rubbish collectors offer curbside recycling, or you may take disposables to the popular Lancaster Recycling Center. Dedicated volunteers run the program for residents and non-residents -- accepting paper, leaves, glass, metal, plastic, white goods, scrap metal, clothing, tires, motor oil, and antifreeze. Taking it to the next level, the Town has partnered with NLR, Inc. for Universal Waste Recycling -accepting lightbulbs, batteries, electronics (including computers, printers, phones, tvs), ballasts and mercury-containing devices (thermometers, etc.) A nominal charge is required for some items. Help do your part to keep hazardous materials out of the environment. The regular hours are 10 a.m. to noon, Saturday & Sunday, weather permitting.

Two regional Household Hazardous Waste Days were held at DPWs, in May at Devens and in September in Lunenburg sponsored by MassToss Cooperative at no cost to the In 2009 the Regional Household Hazardous Waste Collection Program hoped to expand services to residents and businesses that qualified as a very small generator. The proposed model, permanently located next to the Devens DPW would enable proper disposal of this waste on a regular basis (10 weekdays and 10 weekends.) A significant opportunity, considering that the average household throws 15.5 pounds of hazardous materials into the trash each year. Eleven towns (Ayer, Bolton, Boxboro, Devens, Groton, Harvard, Lancaster, Littleton, Lunenburg, Pepperell, Townsend) would pay membership and a one-time enrollment fee operational, cover capital development costs. The goal was to recover this and achieve annual cost-savings in less than two years. This program would be a model for the State and provide leadership for the growing trend to regionalize services. An important benefit was that roadside "abandoned" and municipal waste would also be collected -- an immediate savings in work and money for our Board of Health and DPW -- not to mention a more picturesque Lancaster. Update: At the close of 2009 this facility is still in design.

MassRecycle is sponsoring screenings of the award-winning documentary "Garbage Dreams" and discussion with a panel of recycling experts throughout 2010. Email MassRecyle Newsletter@mail.vresp.com for locations and green Valentine's Day ideas

Emergency Preparation Continues

Board Members and staff attended many required and optional seminars, trainings and meetings, particularly regarding Emergency Preparedness. All became Worcester Regional Medical Response Corps volunteers in 2007 after completing the mandatory orientation program and NIMS classes + ongoing lectures and drills. Vera B. Davis and Eileen McRell assisted at the December H1N1 Clinic at the Senior Worcester Center Emergency Dispensing Site (EDS). More than 1,300 vaccinations were given to residents from near and far, some who even drove in from out-of-state. The line formed at 7:00 a.m. for the 3pm start, but no one complained; in fact, they were extremely grateful to receive the shot for their families.

The purpose of the WRMRC is to prepare for and respond to public health emergencies in the 74 towns in Central Massachusetts, and beyond if they choose. Twenty-five WRMRC volunteers were deployed to Hurricane Gustav along the Gulf Coast in 2008. Volunteers (medical, public health, or community members) are trained to staff Emergency Dispensing Sites (EDS), and to assist in any type of public health or natural disaster, such as a Weapons of Mass Destruction (WMD) event, a pandemic, a natural disaster or other crisis to supplement existing local emergency response capabilities. This aid saves communities thousands of dollars. They have operated clinics, staffed temporary shelters during the 2008 Ice Storm, helped after southern hurricanes, and are on stand-by for the earthquakes in Haiti and Chile. Lancaster has recruited more than 25 members. Anyone interested in joining the Worcester Regional Medical Reserve Corps should contact Shawn S. Winsor, **Project** Administrator at (508)799-8470 or coordinator@worcesterregionalmrc.org.

An orientation for new members will be held in Lancaster in February, 2010. All training is completely free.

Lancaster is part of the Massachusetts Region II Public Health Emergency Preparedness Coalition http://www.publichealth-

massregion2.org/what.htm, a division of the Worcester Dept. of Health & Human Services. Our Board of Health Administrative Assistant Eileen McRell have continued fine-tuning the Emergency Dispensing Site Plan with Ken Gikas, Regional Program Consultant and Kerry Clark, PHEP Coordinator. PHER (Public Health Emergency Response) grants totaling \$5,214.38 were received to conduct H1N1 Clinics and pay for related expenses. A Memo of Understanding was previously signed between LBOH and Rowlandson/ Burbank Schools to be the location for the Board of Health administer vaccine or antibiotics from the Strategic National Stockpile due of infectious disease outbreaks any magnitude. This is why the Town H1N1 Clinic for students, a priority, was held there in December. These incidents can range from a single case of hepatitis A in a food handler, to a meningitis outbreak in a school, an influenza pandemic declared by the WHO (World Health Organization), or a bioterrorist attack involving thousands of people or the entire population of the United States! The EDS would be activated within 24 hours by both medical and non-medical WMRC members and their volunteers. families would be the first to receive treatment.

The EDS is only one of the "Deliverables", for Disease Control Centers (CDC) requirements that since 2006 must be completed by deadlines relating to specific goals & objectives for regional Public Health Coalitions. The 2009 "Deliverables" focused on local/regional performance by fulfilling additional tasks to eligibility for more federal funding. critical component, The Mutual Aid Agreement Article, passed at the May, 2006 Town Meeting was formally signed in 2008. Its purpose is to provide for mutual aid and assistance between and by the municipalities and public health agencies of 59 (to date) Central Mass. cities and towns when their normal resources are insufficient to cope with a situation which requires immediate public health action. Orlando Pacheco, Town Administrator was selected as Public Information Officer (PIO) to give accurate and timely information to the news media.

What's New?

The last shipment of extra equipment (masks, gloves, headlamps, thermometers) from Region 2 is in the BOH Emergency Response trailer. Outfitted with shelves, a refrigerator and a generator the Mobile

Command Center has safe storage for valuable supplies to be shared with Fire, EMTs and Police Depts. -- secure, accessible and able to be moved quickly to the scene as it was in the 2008 Ice Storm.

Alerts

Food

The HHAN (Health & Homeland Alert Network) and The Coalition send immediate notification of nationwide bulletins about health and safety from the CDC and other agencies. Food warnings/alerts seemed to be a daily event on everything from pistachios to peanut butter (in human and pet food)! There are 88 million cases of

food poisoning a year. One logical reason for the increase in contamination would seem to be that the Food & Drug Administration (FDA) substantially reduced the number of food inspectors. Consumers can monitor the Board of Health website www.ci.lancaster.ma.us or call the MDPH Food Protection Program (617)983-6712.

Safety

Cocoa mulch is lethal to cats and dogs. Swimming pool filters can cause entrapment. BPA (Bisphenol A) in plastic baby bottles and food containers is now banned because it can impede infant brain and nervous system development. Cadmium in kids jewelry made in China damages the

brain too. Even designer handbags were controversial. The counterfeit items have been linked to criminal funding of terrorists groups Al-Qaeda and Hamaas so this merchandise is considered a threat to public safety.

Miscellaneous

No Emergency Beaver Removal Permits were issued because the State criteria were

not met. No Asian long-horned beetles made their way to Lancaster trees. An

unlicensed food service vendor was asked to

leave the Bolton Fair immediately.

Town Health

Refer to detailed Nashoba Nursing Services & Hospice "Lancaster Annual Report 2009."

H1N1 Flu

It would not be an overstatement to paraphrase the Chinese custom of naming each new year after an animal to christen 2009 "The Year of the Swine Flu." Intensive planning at the federal, State and local level for the coming pandemic began in April, but actual vaccinations could not start until the shipment was received from the government. As of 12/31/09 NNS gave 214 H1N1 shots to Lancaster residents at Bigelow Gardens, the Well Adults Clinics, the Luther Burbank School, Nashoba Regional (2nd dose), during Christmas vacation and at clinics throughout their 15 towns. In fact, since the CDC is expecting a 2nd wave (H2N2?) the shots were offered at NABH itself every Friday in February, 2010 and still are by request. Vaccine supplies

Seasonal Flu

195 shots were given to the homebound, at the November Well Adult Clinic at the Unitarian Church Senior Mealsite, Bigelow Gardens, clinics at other NABH towns,

Seniors are Special

Eileen M. McRell, Board of Health Admin. Assistant is the new liaison between the Board of Health and the Council on Aging. Her role is to relay health information targeted for seniors to the Council and to advocate for their needs and wants with the Board of Health. Eileen frequently teams with Arthur Levesque, Council on Aging Director and Tamara Bedard, "Town Nurse" (see below) to coordinate vital and optional

are now available to all who want it, and are highly recommended because H1N1 may be followed by bacterial pneumonia, a lifethreatening illness.

The Board would like to acknowledge the tireless effort of the NNS nurses throughout the year and the NABH staff, who fielded an unbelievable number of frantic calls to their office. Also, special kudos to Lancaster Police Officers Chief Kevin Lamb, John McNally and Everett Moody who missed their Christmas party to handle security and traffic at our December 3, 2009 School Clinic and to Town Administrator Orlando Pacheco who paid for pizza for all the workers.

and/or in conjunction with the H1N1 vaccinations. Additionally, 15 pneumonia and 35 other types of inoculations.

services for seniors-in-need, such as Meals-On-Wheels and 'well check' home visits. We also work with many other providers, such as WHEAT in Clinton to publicize the help available to any Lancaster resident, regardless of age. "The Caregiver's Guide", available free from our Office is another valuable tool for resources and supportive services for the caretaker who provides emotional and/or physical support to an elder.

Tamara Bedard, Town Nurse



It has been a pleasure getting to know the community members of Lancaster over the past years. I've thoroughly enjoyed sharing time with seniors in town as well as the preschoolers and families that have attended the children's story hours at the library and local flu clinics. Thank you all for your patience and understanding during this year's challenging flu season! Together we were able to protect & vaccinate

many at-risk residents. I'm always amazed to find that many people are unaware they have a town nurse to utilize as a resource. Please feel free to attend well adult and/or flu clinics and email or call me with any questions/concerns you may have.

Tamara Bedard, BSN, RN
Public Health Nurse
Nashoba Associated Boards of Health
30 Central Ave. Ayer, MA 01432
978-772-3335 x.340
Fax:978-772-3194
tamarabedard@nashoba.org

Notes from Nashoba Nursing Services

Carol Horgan, Community Health Manager noticed an increase in home visits and housing/poverty cases due to the economy. Outreach will continue to expand to anyone in need of health-related services to link them up with available health systems, such as State health insurance, Mass. Refugee & Immigration and to programs for homemakers, mother & child, and adolescents.

By request, Carol gave a series of 3 Hepatitis C shots to the Lancaster Fire Dept., and mandatory immunizations to students at Atlantic Union College.

Communicable diseases: Lyme Disease #s are less directly to the State, but the Soapy" accompanied the Lancaster Fairgrounds to handwashing, the best way to He dispensed sanitizers and (Photo is Dr. Svend "Mr. Soapy" Braun



H1N1 (2), hepatitis and tuberculosis. because doctors themselves must report actual # of cases in Lancaster are up. "Mr. NNS staff to the Bolton Fair at the teach children the importance of stop the spread of communicable diseases. Lyme disease materials.

and Carol Horgan, taken at the Bolton Fair.)

NABH/NNS Dental Program

Refer to "Nashoba Associated Boards of Health Annual Report 2009" Poor oral health contributes to osteoporosis, heart attacks, stroke and diabetes.

NABH/LBOH Rabies Clinic

32 dogs (1 more than in 2008) and 13 cats (7 more) were vaccinated at the March 14, 2009 Rabies Clinic held at the DPW garage by Mid-State Mobile Veterinary.

Microchipping, highly recommended by

Animal Control Officer Phyllis Tower to identify lost pets, is growing in popularity and is well-worth the \$35 cost. Cat rabies vaccination certificates from the Town Clerk are kept on file at our Office.

Animal Control Officer

We work closely with Phyllis Tower, Animal Control Officer and Sue Thompson sharing Possible Exposure to Rabies reports from veterinarians. Phyllis follows up on these, and quarantines the wounded animal if the injury is from an unknown or unvaccinated source. Seven dogs and 13 cats were quarantined.

Burial Agent

Sue Thompson, Town Clerk issued 33 Burial Permits (33 in 2008); 7 were interred

in Lancaster (14 in 2008); 14 were cremated and 12 were buried elsewhere.

Tobacco Control

The Board of Health Tobacco Control Alliance (BOHTCA) has represented the Lancaster Board of Health regarding tobacco-related issues since 2007. It provides educational and inspectional services including, but not limited to, Youth enforcement of Access and Environmental Tobacco Smoke Regulations and the Smoke-free Workplace Law. In 2009 they did one retailer education visit, two youth access compliance checks and one repeat violator check.

Looking Back at 2009

- Unfortunately, due to Town Hall budget cuts, since February the Office is only open 20 hours a week. A heartfelt thank you to everyone who objected to this drastic reduction because they recognized the importance of the Board of Health and the negative impact on a one-staff office. Eileen McRell deeply appreciates those who supported her personally as well as professionally during this difficult year.
- Steve Piazza created "The Tracker", a computer spreadsheet tool to identify the status of BOH issues, past, present and future BOH issues and activity.
- Dispensed H1N1 and other health information at the library, Town elections, post offices, fairs, media, and via a special mailing to local daycare providers.

- Mosquito spraying along Town property continued from March through the first hard frost to prevent West Nile Virus in humans and Eastern Equine Encephalitis in horses. Homes and yards were sprayed by request (contact CMMCP http://www.cmmcp.org.)
- Continued the 'Sharps' used needles collection program with Nashoba Nursing Service at the monthly Well Adult Clinic and the Board of Health Office. Call Tamara for information (978)772-3335 x340.
- Worked with the Selectmen to begin a re-use study of the capped landfill on Lunenburg Rd. Current plans are to build a solar array and increase passive recreation.
- Passed Porta Potty Regulations for portable restroom/toilets. Four Porta Potty Permits for more than 56 outdoor portable toilets were approved.
- The first Slaughterhouse Permit for custom slaughtering was issued on Brockelman Rd.
- No applications were received in 2009 for an Outdoor Hydronic Heaters Permit (a/k/a outdoor wood boilers) created in October, 2008 to protect against air pollution.
- Held a Public Hearing to consolidate the existing Lancaster Board of Health Regulations into a single document, add Outdoor Hydronic Heater Regs., move permit fees to a separate Fee Schedule, and update the definition of the NABH District.

Looking Ahead to 2010

- Resume the Speaker Series at the Library on pertinent health topics, such as obesity in children, MRSA staph infections, shingles and bedbugs.
- Be proactive in the fight against Other Tobacco Products (OTP) being cleverly marketed and sold to our children, and "3rd hand smoke", which researchers have determined is just as dangerous as 2nd hand smoke. The toxins and nicotine are absorbed into walls, fabrics and woodwork, remaining there for years.
- As we said in 2009, despite the dismal municipal economy in 2010 we hope to continue to be a reliable resource to connect people with problems to solutions. This cannot be accomplished without personal contact with BOH Office staff or a Member. Answer machine messages can delay results. The cases can be both time-critical and time-consuming, requiring knowledge and experience to receive, relay and follow-up. The Office is that link between the public and the professionals.
- Massachusetts is expected to be the 42nd state to pass an Anti-Bullying Law, mandating immediate investigation of in-school and on-line bullying and reporting it to police.

• A new program called "Focus Driven" is coming to address 'Distracted Driving' -- using a cell phone or texting while driving -- considered a <u>Public Health Emergency</u>. Statistics prove you are 4x more likely to crash = 1.6 million accidents each year.

A Message from Your Board

The entire health care system is undergoing unprecedented change. We will try to use our experiences, insights and skills to help the residents of Lancaster lead healthier lives and get the care they need. We expect to make a difference.

Respectfully submitted, Steve Piazza, Chairman Robert L. Baylis, Vice Chair Vera B. Davis, Clerk Eileen M. McRell, Administrative Assistant



Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in **Lancaster**. In addition to the day to day public health work conducted for Lancaster we also provide the following services.

- Maintaining Nashoba's internet web site to provide information for the public. (See www.nashoba.org)
- Through our involvement in the Bioterrorism Regional Coalition we are keeping the Lancaster Board of Health up-to-date on matters of emergency preparedness planning. We are currently working on Lancaster's Emergency Dispensing Site Plan.
- Nashoba assisted the Board with the H1N1 pandemic by coordinating and administering the H1N1 flu vaccine for the residents of the district with the assistance and support of your school district.
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Response to state mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained.

We look forward to continuing our work with **Lancaster's Board of Health.** Included in highlights of 2009 are the following:

- Through membership in the Association Lancaster benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists
- Reviewed **39** Title 5 state mandated private Septic System Inspections for **Lancaster** Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Lancaster Board of Health for enforcement action
- Provided health education programs in collaboration with the Lancaster Council on Aging.

By Lancaster's continued participation in the Association you can shape your future local public health programs and share in the benefits of quality service, under local control, at a reasonable cost!

Environmental Health Department

•	Environmental Information Responses
•	Food Service Licenses & Inspections
•	Housing & Nuisance Investigations
•	Beach/Camp
•	Septic System Test Applications
•	Septic System Plan Applications

	Sepuc System Fernit Applications25
	Applicants' approved plan submittals and Board of Health requirements are
	incorporated into a permit to construct the septic system.
	O Septic System Inspections66
	Nashoba Sanitarian is called to construction site at various phases of
	construction to witness & verify that system is built according to plans.
	o Septic System Consultations259
	During all phases of application, design, and construction the Nashoba
	Sanitarian is called upon for legal details and interpretation.
	Sumarian is cance upon for legal details and interpretation.
	Well Downites 5
•	Well Permits5
	O Water Quality/Well Consultations68
	Private wells are regulated solely by local Board of Health regulations. The
	Nashoba Sanitarian assist the BOH by reviewing well plans, securing well
	water samples, and interpreting water quality test results.
•	Rabies Clinics - Animals Immunized45
	Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates
	and location, placing ads in local newspapers, and sending home flyers through local
	schools. In addition, since the recent raccoon rabies epizootic Nashoba has arranged
	for delivery of over 500 animal specimens to the State lab in Jamaica Plain.
Nashol	ba Nursing Service & Hospice
<u>Ho</u>	me Health
•	Nursing Visits1101
•	Nashoba's Certified Home Health Registered Nurses visits provide skilled services
	to patients in their home under physician's orders. These services include
	TO DATIETIS III THEIL HOTTE THICKLE DITYSICIALIS OFFICES. THESE SERVICES INCHIGE
	assessment of physical, psychological, and nutritional needs. Skills include
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Na	shoba's Volunteers and Clergy provide patients with emotional and ritual support, companionship and guidance.				
<u>Clinics</u>					
Vis	 Local Well Adult, Support Groups, & Other Clinic Visits				
0	Number of patients who attended Flu Clinics held in Lancaster 224				
0	Number of H1N1 flu vaccinations given				
0	Number of patients who received Flu Shots who <u>live</u> in Lancaster195				
0	Number of patients who received Pneumovax Vaccine				
0	Number of patients who attended Well Adult Clinics from Lancaster140				
Communi	cable Disease				
Na	ommunicable Disease Reporting & Control shoba's Nursing Service & Environmental Health Department work together to set the local Board of Health's responsibilities under the law to do the following:				
0 0	Investigate and control the spread of communicable diseases within Lancaster (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area. Receive and process reports from physicians concerning cases of diseases "dangerous to the public health" as defined by MDPH (MGL Chap111, Sec6) Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case "dangerous to the public health". Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases and diseases being monitored by the MDPH. Receive reports, investigate and conduct follow-up on all incidences involving positive rabies results.				
Nu	mber of Communicable Disease Cases Investigated45				
	Communicable Disease Number of Cases				
	 Borellia Burgdorferi				

		• Giardiasis1
		• Hepatitis8
		• Influenza8
		• Lyme Disease13
		Rocky Mountain Spotted Fever
		• Streptococcus1
		Tuberculosis (monitoring)5
		Varicella1
		, arcenamina
Heal	lth P	<u>romotion</u>
	0	Skilled Nursing103
Dent	tal H	<u>ealth Department</u>
• <u>N</u>	Vash o	bba Program (Funded Through Environmental Assessment)
	0	Examination, Cleaning & Fluoride - Grades K, 2 & 4
		Students Eligible
		Students Participating104
		Referred to Dentist17
	0	Instruction - Grades K, 1 & 5
		Number of Programs8
	71	ide Dinge Cuent Ducenom (State Supplied Metapiele Neel-le-Administration)
		ide Rinse Grant Program (State Supplied Materials, Nashoba Administered,
Ī	_ocal	Volunteers) Students Participating 267
		Students Participating267

Department of Veterans Services

I herewith submit the annual report for the Veteran's Services Department for the calendar year ending December 31, 2009.

The Veterans' Services Office is located at 23 Linden Street, Berlin. Regular office hours are held Tuesdays and Thursdays, and also by appointment if needed. To arrange an appointment please call 978-838-2442. You may also contact me by email at: veteranservices@townofberlin.com.

The purpose of the Veterans' Services Department is to assist veterans and/or their dependents in procuring financial assistance, information and benefits to which they are entitled. These services/benefits are relative to vocational or other educational opportunities, medical care, compensation, pensions, burial allowance, grave markers and other benefits granted under

existing State and Federal laws. The office of Veterans' Services is a one-stop human services office with a top priority of providing services designed to improve the quality of life for every Veteran in Town, their families and surviving dependants.

I would like to take this opportunity to reach out to the Veterans of the Town of Lancaster and their dependents. Please do not hesitate to call the Veterans' Office if you are in need of help. I am here to help you. If you have been affected by the tough economical situation we are in at this time, you may be eligible for State or Federal help.

I ask that all Veterans of the Town of Lancaster provide this office with a copy of their DD214 (or equivalent proof of discharge) if you have not already. Having this on file will make for a smoother process if a Veteran or dependent needs to file for benefits. If you do not have a copy of your discharge documents I can help you obtain them.

This year was a very busy year for the Veterans' Office. Part of this was due to the suffering economy. The Town of Lancaster assisted local Veterans with \$19,475.00 of financial aid. We are able to provide the financial assistance through the utilization of the Massachusetts Department of Veterans Affairs Chapter 115 program. Seventy-five percent of these funds will be reimbursed to the Town by the State.

Sadly during the year the Town of Lancaster lost fifteen Veterans. They will all be remembered fondly.

Paul A. Baird	Saverio DiLernia	Alvin G. Gosson	Stephen Piazza	
William A .Bilow Sr.	Charles E. Dodge Jr.	Arvo A. Lamsa	William V. Rush	
Richard C. Blanchflower	Edward E. Garrity	John Larkin	Alan J. Johnston	
Maurice Francis Connor	Samuel Gilman	Franklin H. Perkins Jr.		

In closing, I would like to thank the Board of Selectmen and other Town Officials for their support during the past year.

Respectfully Submitted: Michele Marino Veterans' Services Officer



Lancaster Veterans get ready to march in the Memorial Day parade.

Item Photo

Council on Disabilities

The Lancaster Commission on Disability (COD) accomplished the following goals and participated in the following events in the 2009 calendar year:

After the devastating ice storm in December 2008, the COD developed and disseminated a confidential questionnaire that allowed citizens of Lancaster to identify themselves or family members as having a disability and indicate whether they might need assistance in the case of a natural or manmade emergency. The proportion of returns was quite good, and the information was shared solely with the Lancaster Preparedness Emergency Agency necessary follow up. Lancaster COD also co-hosted an Emergency Preparedness Seminar in Lancaster with the Massachusetts Office on Disability (MOD) in May 2009. The seminar was open to the public and Lancaster's first responders, including the Emergency Preparedness Agency participated in sharing information about emergency response matters with those in attendance. As a result of these and actions taken by Lancaster's Emergency Preparedness team, Lancaster has become a model for other communities in the area.

Lancaster COD has become more involved with other town organizations in Lancaster. At the request of members of the Open Space and Recreation Committee it took site

views of eleven locations in Lancaster and filed a report with recommendations on what it found and what could be done to make these areas open and accessible to all citizens of Lancaster. It has also attended meetings of the Planning Board, Conservation Commission and Council on Aging and spoken with members of these groups on how they could work together to effect more coherent short and long term town planning strategies.

Lancaster COD has also engaged in outreach to private businesses to view and offer recommendations on how to make their properties more open and accessible to their staff and business invitees. Lancaster COD has also participated in viewing and making recommendations of town buildings, such as the Tercentenary Building, so that all new and renovation construction complies with the lawful enjoyment of its resources.

Lancaster holds regular monthly meetings, as well as planning trainings and seminars such as the MOD sponsored Community Access Monitor (CAM) state Certification Training that was recently held locally, and invites interested parties to attend.

Respectfully submitted, Lawrence R. Schultz, J.D., Ed.D. Chairman, Lancaster COD

IV. OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

Board of Appeals

Calendar year 2009 proved to be a productive year for the Lancaster Board of Appeals. A wide range of activities occurred, ranging from variance and special permit applications to Chapter 40B comprehensive permit applications. The Board of Appeals reviewed several significant applications in 2009, the highlights of which are listed as follows:

Comprehensive Permits

 Muirfield Development, Jones Crossing, off of Deershorn Road Amendment to Comprehensive Permit for 32 single-family detached homes Status: Continued into 2010

Variances

 Jason and Kate Engelhardt, 157 Centerbridge Road Variance for Section 220-27 (C) (Installation of a sign) Approved: 2/26/09

• Francis Crowley, 204 Fire Road 3 Variance for Section 220-10 (Lot area) Approved: 3/26/09

 Roald and Jennifer Osvold, 125 Harvard Road Variance for Section 220-10 (Lot area) Approved: 4/23/09

Special Permits

DaVinci Biomedical Research
 Products, Inc., 40 Maple Street
 Special Permit for Section 220-52 (B) (Change in non-conforming use)
 Approved: 4/23/09

Joseph Spinelli, 1331 Main Street Special Permit for Section 220-51 (A) (Non-conforming buildings – continuation, alteration, extension) Approved: 5/25/09

Donald and Jane Martin, Fire Road 7
 Special Permit for Section 220-51 (A) (Non-conforming buildings – continuation, alteration, extension)
 Approved: 6/25/09

- Albert Gould and Karen Joyce, 1357 North Main Street
 Extension for Special Permit for Section 220-51 (A) (Non-conforming buildings continuance, alteration, extension)
 Extended to January 25, 2010: 6/25/09
- Roald and Jennifer Osvold, 125 Harvard Road
 Special Permit for Section 220-9 (G) (Accessory apartment)
 Approved: 11/19/09
- Town of Lancaster, Pine Hill Road Special Permit for Section 220-8.3 (D) (Other active outdoor recreation facilities in a predominantly natural setting) Approved: 11/19/09
- Paula Cioffi, 33 Fire Road 7
 Special Permit for Section 220-9 (G) (Accessory apartment)
 Approved: 12/10/09

Appeals

- DaVinci Biomedical Research Products, Inc., 40 Maple Street
 Appeal of Cease and Desist Order for Section 220-52 (B) (Change in non-conforming use) or Section 220.8.4-B (Religious and educational uses)
 Withdrawn: 5/28/09
- Brian and Cheryl DiPietro, 123 Chace Hill Road
 Appeal of Cease and Desist Order for Section 220-8.1 (EE) (Outdoor storage in side and rear yards)
 Denied: 6/25/09

Other Business

In January 2009, the Board re-organized and re-elected Scott Miller as Chair, Robert Marshall as Vice-Chair and Francis Sullivan as Clerk.

The Lancaster Board of Appeals is an eightmember appointed board whose charge is to ensure compliance with a wide array of land use and zoning regulations in Lancaster. The Board of Appeals meets on the fourth Thursday of each month at 7:00 PM in the Town Hall Auditorium. All citizens are welcome to join the Board for these meetings and public involvement is always encouraged.

The Community Development and Planning office coordinates all meeting schedules and is open Monday through Thursday, 9:00 AM to 4:00 PM. As always, this office welcomes citizen's questions, comments or suggestions. Please feel free to contact us at 978-368-4007, npiazza@lancasterma.net or lmichalak@lancasterma.net. The Board of Appeals appreciates the professionalism and support provided by the CD&P staff over the past year.

Respectfully submitted,
Scott Miller, Chair
Robert Marshall, Alt. Member, Vice-Chair
Francis Sullivan, Alt. Member, Clerk
Jeanne Rich

Eugene Christoph David Stadtherr Sarah Gulliver John Parsons, *Alternate Member*

Planning Board

Calendar year 2009 proved to be an extremely productive year for the Lancaster Planning Board. During the course of the Board's 17 meetings, a wide range of activities occurred ranging from site plan reviews, stormwater management reviews, ANR plan reviews, as well as creating zoning amendments. The Planning Board reviewed several significant applications in 2009, the highlights of which are listed below:

Subdivision Plans

• None submitted in 2009.

Site Plans

- Mass. Youth Soccer Association, Old Union Turnpike Amended site plan for addition of six outdoor shelters Approved: 4/13/09
- D'Ambrosio Eye Care, Old Union Turnpike Amended site plan for addition of parking spaces Approved: 6/8/09
- Clear Summit Transportation, Lunenburg Road
 Amended site plan for addition of pre-fabricated office and storage facility
 Approved: 8/10/09

Special Permits

• None submitted in 2009.

Stormwater Management Permits

 Clear Summit Transportation, Lunenburg Road Stormwater Management Permit Approved: 8/10/09

Approval Not Required (ANR) Plans

Elaine Mudget

Rigby Road, 3 building lots *Approved:* 1/26/09

Shirley Griffin Fort Pond Inn Road, 1 building lot Approved: 6/22/09 with grandfathered status

 Robert Quirk and Francis Crowley 204 and 210 Fire Road 3, 2 building lots Approved: 6/22/09

 Jay and Dara Frigoletto and Anthony and Diana Pirro 270 and 302 Fort Pond Road, 2 building lots Approved via Constructive Approval: 6/22/09

 Eagle Estates LLC Lots 34A and 36B -- Eagle Ridge Subdivision, 2 building lots Approved: 7/27/09

Martin Reisner and Curt Plante
 35 and 37 Sandy Ridge Road, 2 building lots
 Approved: 8/10/09

 J.C. Madigan Trucking Company Old Union Turnpike, 2 building lots Approved: 8/10/09

• Lancaster Marketplace Lunenburg Road, 2 building lots *Approved:* 9/14/09

 William Weeks and Susan Smith 102 Fire Road 11, 2 building lots Approved: 10/19/09

Jennifer Osvold
 125 Harvard Road, 2 building lots
 Approved: 11/9/09

As-Built Plans

• None submitted in 2009.

Land Purchase/Sale

• There were no notifications for Chapter 61, 61A or 61B property sales.

• 32 Carter Street was sold to Habitat for Humanity for the purpose of rehabilitation for a low-income family.

Road Acceptance / Discontinuation

- Acceptance of Runaway Brook Road (Runaway Brook Subdivision)
 Recommendation Approved: 4/13/09
- Discontinuation of Old Lunenburg Road *Recommendation Approved:* 8/10/09

Zoning Bylaw Amendments

- Zoning Amendment for an Integrated Planning Overlay District (IPOD) Approved at Annual Town Meeting: 5/4/09
- Zoning Overlay Map Amendment for IPOD 1 and 2
 Approved at Annual Town Meeting: 5/4/09

General Bylaw Amendments

• Addition of (2) Chapter 43D Priority Development Sites (Chisholm Property, Hill Property) Approved at Annual Town Meeting: 5/4/09

Master Planning

The Board continued to carry out the implementation of the five-year roll-out plan that will amend our zoning bylaws and create new programs in the areas of land use, economic development, housing, transportation, open space and natural

resources, recreation and historic preservation. It is the vision of the Board to treat the Master Plan as a working document and a blueprint for planning over the next several years.

Tech Team

Under the direction of the Planning Director, cross-communications between the Planning Board and other departments and boards in the community have improved with the introduction of the *Tech Team*. The *Tech Team* is comprised of representatives from several town boards, commissions and departments and meets monthly to review

projects that come before the Planning Board and provide critical comment from their various perspectives. This feedback is directed back to the applicant and incorporated into the plans so that the final product is a useful and supportable project for the Town.

Montachusett Regional Planning Commission

The Board continues to work closely with Montachusett Regional Planning Commission (MRPC) who is chartered to carry out comprehensive regional planning. MRPC is a Regional Planning Agency (RPA) that was created by and is responsible to its (22) member municipalities. MRPC offers technical and professional services to its members, including planning in the areas of community development, economic transportation, development, housing, environment, and geographic information Specifically, the Lancaster systems. Planning Board has worked with MRPC on the following items this year:

- Community Development Block Grant for housing rehabilitation
- Regional transportation planning
- Montachusett Region Community and Economic Development Strategy
- **Other Business**

In June 2009, the Board re-organized and reelected Jeanne Rich as Chair and Francis

Planning in 2010

The Board anticipates that 2010 will be equally as productive as the work of the Master Plan implementation continues. The Board will also continue to work with the Lancaster Board of Appeals in reviewing Chapter 40B applications for Comprehensive Permits.

The Planning Board wishes to thank the community and the Board of Selectmen for their continued and future support of the Board's efforts to plan for the future

- Shared services and materials between municipalities in the region
- Open Space & Recreation Plan
- GIS mapping services

Victor Koivumaki is the current Chair of the MRPC and Lancaster representative from the Planning Board. Noreen Piazza (Planning Director) town's the is representative to the Montachusett Joint Transportation Committee and on the Metropolitan Planning Organization (MPO) as a regional representative for Lancaster, Clinton and Sterling. As Chair of MRPC, Victor Koivumaki is also a member of the MPO, which is responsible for approving projects in MRPC communities to be placed the Massachusetts Transportation Improvement Plan (TIP). We will continue to work very closely with MRPC to insure that Lancaster is well represented in our regional planning efforts.

Sullivan as Vice-Chair, and elected Philip Lawler as Clerk.

enjoyment and well being of our community.

The Lancaster Planning Board is a fivemember elected board whose charge is to ensure compliance with a wide array of land use regulations in Lancaster. The Planning Board meets on the second and fourth Mondays of each month at 7:00 PM in the Town Hall Auditorium. All citizens are welcome to join the Board for these meetings and public involvement is always encouraged. The Community Development and Planning office coordinates all meeting schedules and is open Monday through Thursday, 9:00 AM to 4:00 PM. As always, this office

welcomes citizen's questions, comments or suggestions. Please feel free to contact us at 978-368-4007, npiazza@lancasterma.net or lmichalak@lancasterma.net.

Respectfully submitted,

Jeanne Rich, *Chair* Francis Sullivan, *Vice-Chair* Victor Koivumaki John King Philip Lawler, *Clerk*

Conservation Commission

The primary function of the Conservation Commission is to ensure local-level compliance with Massachusetts the Wetlands Protection Act, the Lancaster Wetlands Protection Bylaw, and issue thereto decisions relating for all development projects in Lancaster.

The two types of applications most often reviewed by the Commission for development projects are Requests for Determination of Applicability (RDA) and Notices of Intent (NOI). The Commission also performs other regulatory functions, per the Wetlands Protection Act, such as reviewing Resource Area Delineation (RAD) applications and Certificates of Compliance (COC) for completed projects.

During the course of 2009, the Commission reviewed the following projects:

Filing	Applicant	Location	Action	Date
COC	Gloria Aubut	217 White Pond Road	Approved	1/09
COC	Bruce Warren	1990 Shirley Road	Approved	1/09
COC	Linda Oetman	Oetman Way	Approved	1/09
NOI	Mass. Highway	Johnny Appleseed Center	Approved	1/09
COC	Richard Hall	2527 North Main Street	Approved	2/09
Extended	Guy and Lisa Ludden	108 Fire Road 11	Approved	2/09
OOC				
NOI	Donald and Jane Martin	Fire Road 7	Approved	2/09
RDA	Betty Ann Rhodes	250 Fort Pond Road	Approved	3/09
NOI	Wayne Burrington	107 Ponakin Road	Approved	3/09
NOI	Andrea Grafton and Robert	Fort Pond Inn Road	Approved	5/09
	Marshall	Culvert		
COC	Ronald Ebb	55 Fire Road 7	Approved	6/09
NOI	Griffin Family Trust	5 Fort Pond Road	Approved	7/09
NOI	Atlantic Union College	Main Street	Approved	7/09

RDA	CSX Railroad	Deershorn Road Crossing	Approved	7/09
RDA	Lowrissa Hovasse	77 Connor Lane	Approved	8/09
NOI	Francis Crowley	210 Fire Road 3	Approved	8/09
COC	Butler Bank	Brockelman Road – Lot 3	Approved	8/09
RDA	Eagle Estates LLC	Mary Catherine Drive	Approved	9/09
		Culvert		
COC	Eagle Estates LLC	121 Nicholas Drive	Approved	9/09
COC	Eagle Estates LLC	141 Nicholas Drive	Approved	9/09
COC	Eagle Estates LLC	159 Nicholas Drive	Approved	9/09
COC	Eagle Estates LLC	171 Nicholas Drive	Approved	9/09
COC	Eagle Estates LLC	183 Nicholas Drive	Approved	9/09
COC	Eagle Estates LLC	357 Nicholas Drive	Approved	9/09
COC	Robert and Susan Morissette	127 Fire Road 11	Approved	9/09
COC	Atlantic Union College	17 Connor Lane	Approved	9/09
COC	Perkins Child Care Center	Creamery Road	Approved	9/09
NOI	Central Mass. Sand and	Old Union Turnpike	Approved	10/09
	Gravel			
RDA	Robert Marshall	Fort Pond Inn Road	Approved	10/09
NOI	Muirfield Development	Jones Crossing, off of	Denied	10/09
		Deershorn Road		
COC	Nicolas and Maria Mercado	171 Fort Pond Inn Road	Approved	10/09
NOI	Perkins School	Main Street	Approved	10/09
COC	LLEC, Inc.	Off of Jungle Road,	Open	
		Leominster		
COC	Pondside Realty Trust	110 Fire Road 11	Approved	10/09
COC	Michael Gleason	56 Main Street	Open	
RDA	Jon Grafton	Fort Pond Inn Road	Approved	11/09
Abbrev.	Baldarelli Brothers	Off of Pratts Junction	Approved	11/09
NOI		Road, Sterling		
COC	Manny Correia	27 Butterick Lane	Approved	11/09
NOI	Mass. Fish & Game	Fort Pond Boat Ramp	Approved	11/09
OOC	AGS Development	Devonshire Estates, off of	Approved	12/09
Extension		Main Street		
NOI	Town of Lancaster	Duval Road Sewer	Approved	12/09
		Extension		

Land Acquisition

The Commission acquired three parcels of land in the new Runaway Brook subdivision off of Chace Hill Road. These parcels are

home to a pond and trail that will be available to the public for non-motorized boating, fishing and walking.

Other Business

In early 2009, Jean Lidstone stepped down as Chair and took a position on the Commission as an Associate Member. The Commission then re-organized and elected Ruth Anderson as Chair and Peter Farmer as Vice-Chair. In November, Peter Farmer was

elected as Chair in the seasonal absence of Ms. Anderson, who took the Vice-Chair position. Ted Manning also moved from being an Associate Member to a Full Member. Congratulations to all!

What's New for 2010

Some of the Commission's upcoming activities in 2010 will include the continued conservation of open space properties, maintaining the conservation land throughout the town to provide a rural environment for the residents to enjoy, working with potential developers in seeking permanent conservation easements for path systems, and similar ideas for a variety of other conservation-oriented projects.

The Lancaster Conservation Commission is a seven-member appointed board with two associate members. The Commission meets on the first and third Tuesdays of each month at 7:00 PM at the Lancaster Town Hall. Everyone is welcome to join the Commission for these meetings and public involvement is always encouraged.

The Community Development and Planning Office coordinates all meeting schedules and is open Monday through Thursday, 9:00 AM to 4:00 PM. As always, we welcome citizen's questions, comments or suggestions. Please feel free to contact us at 978-368-4007, npiazza@lancasterma.net or lmichalak@lancasterma.net. For more information on Conservation issues in Lancaster, please visit us on the town's web site: www.ci.lancaster.ma.us.

Respectfully submitted,

Peter Farmer, *Chair*Ruth Anderson, *Vice-Chair*Mark Melican
Ara Tyler
Brooke Blew

Alix Turner Ted Manning Tom Early, Associate Member Jean Lidstone, Associate Member

Lancaster Land Trust

The Lancaster Land Trust (LLT) is a private non-profit incorporated in 1997 by a group of Lancaster citizens who wished to preserve the town's scenic vistas and open space for outdoor recreation and wildlife habitat, and to protect the rural character of the town. In short the mission could be summed as keeping Lancaster "...everything a small New England town should be."

The volunteer-supported Trust works to achieve the mission by several methods: land preservation, providing educational offerings, activities, and supporting the town with events such as 'Clean Up' Day. The Trust does not receive funding from the Town of Lancaster but relies on membership fees, donations, grants and fundraising. The Trust works cooperatively with many town departments, other preservation groups and the State and Federal government.

Land

Presently the Lancaster Land Trust owns two properties and has a conservation restriction (CR) on a third.

The first parcel the Trust acquired is on Turner Pond in North-East Lancaster on the Lancaster–Lunenburg town line. This 37 acre parcel abuts Turner Pond and offers a parking area and several nature trails running along the pond. This parcel was preserved through a cooperative permitting process.

The 33 acre Ballard Hill parcel runs from Route 117 down to the Nashua River and offers parking at the lot off 117. The wooded trails begin under the power lines and weave through the property down to the river. This property was acquired through cooperative efforts of donations and by the State and Federal recognizing the ecological importance of this parcel through the Forest Legacy Grant.

The last parcel became available to the Trust through a Chapter 61 transaction and working with the town. The Brockelman Road parcel preservation restriction was approved by the town, and the Commonwealth.

Land Trust properties are open for passive recreational use: walking, jogging, leashed pet walking, riding, cross country skiing and sledding. To protect the fragile ecology, as well as our on-foot visitors, ATVs, bicycles (pedaled or motorized) and snowmobiles are not allowed on Land Trust trails and properties.

Activities

Each May the Land Trust sponsors the Town Clean-Up. In 2008 the group of volunteers filled a huge dumpster. The dumpster was provided by Sons of Kristoff and paid for by Trust funds. Trash was collected off of Lancaster's streets, and included car parts, mattresses, cans, and all kinds of fast food wrappers and other items too disgusting to list. Thanks to all who helped, our town looked much better for their work and the litter will not harm the wildlife. Clean Up will take place again this year in early May; please watch the town website for details. We encourage everyone to come and help, we need pick-up volunteers, haulers and greeters.

In the summer of 2009 the LLT sponsored a successful Botanical Illustration series taught by Jeanne Kunze, hosted in the Thayer Library. In these classes students learned some basic botany, and how to sketch botanical specimens. The series helped fund other events, and offered members and area residents access to top notch classes.

The Lancaster Land Trust invites anyone interested to join, or volunteer. The trust currently meets the third Wednesday of each month. All are welcome; please check the town web site for meeting information or for more information about events.

Alexandra Turner, President A. Dale McMullen, Secretary Jean E. Lidstone, Founder

Lancaster Open Space and Recreation Committee

The Open Space and Recreation Committee was created by approval in 2008 at Town Meeting, from a recommendation of the 2007 Master Plan.

The Open Space and Recreation Committee completed the draft of the 2009-2016 Open Space and Recreation Plan, which was its primary task in 2009. As of January 2010, the Open Space and Recreation Plan draft is being submitted to the Executive Office of Environmental Affairs. Division Conservation Services, for approval. This approved document makes the Town eligible for State Self-Help grants and will serve as the key document with which to solicit additional private and public funds, a chief aim of the Open Space and Recreation Committee. In late 2009, the Executive Office of Environmental Affairs extended the time in which the Open Space and Recreation Plan needs to be approved in order to be eligible for State funding by two years. Our current plan will not need to be updated until 2016.

The Open Space and Recreation Plan goals and objectives outlined in the 2009-2016 Open Space and Recreation Plan were informed by the 2007 Master Plan of the Town of Lancaster, the 2000 Open Space and Recreation Plan, the 2008 Open Space and Recreation Survey, the March 2009 Public Forum, and twice-monthly public meetings initiated in September 2008. An important overall goal is to improve the connectivity of people and places in order to foster a sense of community. The 2007 Master Plan begins by stating, "As members the Lancaster community, notwithstanding our diversity, we are united in wanting our Town to maintain and strengthen the qualities which make it the town we want." Most acknowledge that Lancaster is a town targeted for growth. Integrating that growth and development so that Lancaster's rural feel, scenic vistas, historic character and natural landscape is preserved, remains critical.

These are the goals of the 2009-2016 Open Space and Recreation Plan:

- 1) Protect the Town's water supply; ensure the health of its ponds, streams, wetlands, and waterways.
- 2) Conserve and protect our agricultural lands and farming viability.
- 3) Protect our contiguous blocks of forestland.
- 4) Enrich our recreational resources.
- 5) Improve the connectivity of people and places in order to foster a sense of community.
- 6) Improve Town-wide communications.
- 7) Protect and enrich our open space and animal and plant habitat.
- 8) Develop sustainable human and financial resources to support the goals of the Open Space and Recreation Plan.
- 9) Integrate growth and development to preserve Lancaster's rural feel, scenic vistas, historic character, and natural landscape.

The 7-Year Action Plan of the Open Space and Recreation Plan lists our year-by-year timetable for specific actions to accomplish the objectives listed above. The Open Space and Recreation Committee members recommend that sub-committees be formed to address each of the—nine goals. For example, one sub-committee would be formed to address Goal 1, which is to "protect the town's water supply; ensure the health of its ponds, streams, wetlands, and waterways," and so on. Especially in the

area of public education, the sub-committees will collaborate in order to streamline their efforts. Membership of the public in these sub-committees is encouraged and the Open Space and Recreation Committee will be conducting recruitment outreach. At the end of each year, starting in 2010, the Open Space and Recreation Committee will convene to evaluate the implementation activities of the previous year and revise the Seven-Year Action Plan accordingly.

Sincerely,
Cara Sanford
Open Space and Recreation Committee



A beautiful "open space" in Lancaster -- the Quill property on Main Street.

Photo by Steve Piazza

Lancaster Agricultural Commission

The new Lancaster Agricultural Commission was formed by an affirmative vote at the Annual Town Meeting in May 2008. The mission of the Agricultural Commission is to preserve, revitalize and sustain the Lancaster agricultural industry and to promote agricultural-based economic opportunities.

The Commission shall develop a work plan to guide its activities. Such activities include, but are not limited to, the following:

- Shall serve as facilitators for encouraging the pursuit of agriculture in Lancaster
- Shall promote agricultural-based economic opportunities in the Town
- Shall act as advocates and educators on farming issues
- Shall work for preservation of prime agricultural lands
- Shall pursue all initiatives appropriate to creating a sustainable agricultural community

One of the first activities of the Agricultural Commission was to draft an Agricultural Preservation Bylaw and bring it before the Annual Town Meeting in May 2009, where it passed unanimously.

The Agricultural Commission is a five-member appointed board with up to two alternate members.

The Agricultural Commission meets on the first Wednesday of each month at 7:00 PM at the Thayer Memorial Library. All citizens are welcome to join the Board for these meetings and public involvement is always encouraged.

Respectfully submitted,

David Kilbourne, Chair
Peter Jakubowicz, Vice-Chair
Susan Miner, Clerk/Treasurer
Eric Jakubowicz
Kurt Schuffels
Maria Moreira, Alternate Member

Town Green Buildings Advisory Committee

Committee History

The Town Green Buildings Advisory Committee was appointed by the Lancaster Board of Selectmen in 2002 to recommend possible uses for the Prescott Building. Since that time, the Committee has been asked to expand its role to include its review of the Tercentenary Building, the Memorial School Building, the Town Hall and overall reuse of the buildings on the Town Green.

The Committee has held forums, solicited ideas from the public, invited interested groups, talked with all of the town's departments, and has kept an open door to

welcome fiscally sound ideas for the reuse of the buildings.

We have made substantial progress since the Committee's formation. We have come to know and understand the issues facing the buildings' renovation and re-use from a legal, zoning, design and construction standpoint. We have used this information to develop a plan for bringing these buildings physically back into use and also as a basis for recruiting new uses for the buildings.

Building Re-Uses

The Town's Master Plan considers the renovation and re-use of these buildings to be one of its top priorities. The Committee is recommending that the appropriate re-use for the Prescott Building is for the expansion of town offices and creation of rental professional office space. The Tercentenary

Building would become the town's first Community Center, and the Memorial School will be marketed as rental office space. This year, the focus will be on continuing to renovate and open the Tercentenary Building as Lancaster's first Community Center. It is our goal to open the Center by Summer 2010.

Project Goals

- To perform critical/emergency repairs to the vacant buildings to neutralize their further decay and deterioration.
- To recommend annual budgeting of town funds as a matter of critical priority for the preservation of buildings on Lancaster's Historic Town Green before permanent decay destroys the buildings.
- To create viable re-use options for the three vacant former school buildings.
- To secure funding for the renovation of the former school buildings through various public and private means.
- To get the buildings occupied and rented by 2009-2010.

The goals remain the same for this year, especially with understanding the overall

cost of the project and how the funding can be secured to support it. Funds were appropriated in 2007 as part of the capital plan process to be used towards the repairs, and additional funds were approved in 2008 to continue with the renovation of the Tercentenary Building in order to open it as a Community Center in 2009. The Town

was awarded a grant in 2009 by the Massachusetts Historical Commission for an exterior renovation to the Prescott Building, and provided with a private donation towards that renovation.

Project Phases

- Phase 1 Prescott Building clean-up
- Phase 2 Tercentenary/Memorial Building clean-up
- Phase 3 Tercentenary/Memorial Building renovation
- Phase 4 Prescott Building renovation
- Phase 5 Site work

Phases 1 and 2 have been completed.

Phase 3 – Tercentenary/Memorial Building Renovation

The Town Green Buildings Advisory Committee had a community kick-off event in May 2009 called Habitat for Lancaster, whereby all residents were invited to participate in community clean-up days at the new Community Center. Attendance at the kick-off and the subsequent clean-up days was overwhelming! At a total of three clean-up days, over 90 residents of all ages rolled up their shirtsleeves, grabbed a paint brush, and made an amazing start to the rehabilitation of the Tercentenary Building the town's first-ever Lancaster into Community Center.

Since that time, the following activities have been either completed or are in process at the Community Center:

Connection to town water and sewer

Phase 4 – Prescott Building Renovation

This year, electrical service was reinstated, as well as connection to the town sewer.

The Town was awarded a grant in 2009 by the Massachusetts Historical Commission

- Electrical reinstatement
- Mold and asbestos remediation
- Heating system installation
- Fire alarm installation
- Security system installation
- Window and door replacement
- Flooring installation
- Interior painting
- Bathroom reconfiguration (for ADA compliancy)

It is our goal to have a Grand Opening in the Summer 2010 timeframe. Immediate occupancy is expected by the Council on Aging, the Recreation Committee, the Veteran's organization, the local public access corporation, and the Disability Commission. The entire building will be open for indoor recreation, functions, classes, programs and meetings.

for an exterior renovation to the Prescott Building and also provided with a private donation towards that renovation. The renovation will include replacing the sloped portion of the roof, repairing the windows and doors, painting the windows and trim, re-pointing the brick, and replacing the railings.

Further renovations will need to be scheduled in a future year as funding becomes available to proceed with installing an elevator, adding heating/cooling, and upgrading the electrical and plumbing.

Next Steps

We consider this project plan as only the beginning in a series of investments and decisions the Town must make to preserve buildings which Lancaster's line Historic Town Green. We believe the Lancaster community of takes stewardship seriously of these important historic assets. On behalf of the Committee members past and present, we appreciate the opportunity to discuss our recommendations and suggestions with the Board of Selectmen.
Respectfully submitted,
James Piermarini, Chair
David Dunn
Michael Eliastam
Ted Manning
Liz Narbonne
Noreen Piazza
Sally Rouleau

V. PUBLIC SAFETY

Police Department

As I submit my 13th annual report for the Lancaster Police Department we find that the Country, the State and the Town of Lancaster are still dealing with very difficult financial times with healthcare unemployment being major concerns for everyone. During the course of the year the Lancaster Police Department had applied for and was just recently notified that we have received a \$53,000 federal stimulus grant that we will use to fund the seven reserve officer positions that we were in jeopardy of losing. A review of my previous year's report indicated that there was a strong possibility that the Police Department was going to have to take a bottom line budget cut of 10%, which would have resulted in the loss of two full-time officers but through the hard work of the police officers, the Finance Committee and the Board of Selectmen a much smaller cut was taken and we were able to maintain our current level of staffing. At this time it is unknown what will happen for Fiscal Year 2011 as we are currently working on the budget and have received no information from the State on the amount of local aid that the Town of Lancaster will receive. We have submitted a level service budget which again would allow us to maintain our current staffing level.

During the past year the Communications Center received over 6400 calls for our services. Besides our own calls the police department responds to all ambulance and fires calls. The number of reported incidents that were reported as crimes was 155, a slight decrease from previous years. The position of Police Detective, currently filled by Everett L. Moody, has been a large asset to the department. The number of cases that

end up being solved has increased greatly. Having a detective also allows the patrol officers to spend more time on the roadways being proactive in nature. The Police Department has seen a large increase in the number of computer related crimes, such as identity theft, cyberspace bullying and potential scams that have created a financial nightmare for their victims. Detective Moody has been trained in many of these areas and works closely with the State Police and the Attorney General's Office.

The number of motor vehicle accidents that the Police Department responded to in 2009 was 162, an increase of 10 from the previous year. Again, we will attempt to be proactive and increase our enforcement presence in the high volume accident areas and enforce the traffic laws in an attempt to lower our accident rate. The number of accidents that a community has directly affects the insurance rates that insurance companies can charge our residents.

As a result of our proactive approach to traffic enforcement the number of citations increased from 1150 to 1637, with the amount of fines that relates directly to these citations and returned to the Town of Lancaster being close to \$100,000. As I mention each and every year and will continue to do so, as the problem keeps getting worse instead of better and is a major concern to the Police Department, the amount of motor vehicles using our roadways and the speed at which some of these vehicles are traveling. Again this year we are asking everyone to slow down, drive cautiously and obey all traffic laws. During the good weather months the Police Department uses two radar speed trailers,

they are placed at various locations within the Town to warn motorists about the speed limit in the area and the speed they are traveling. The location that the speed trailer is placed is determined by the complaints we receive from residents, the number of motor vehicle accidents in the area and a good location to place the trailer where it will be safe. If any resident would like the radar trailer to be set up in their neighborhood and would allow the Police Department to place the unit on their property, please contact the Police Department at 978-365-2544.

At the current time the Police Department has two officers that are state-certified child car seat installation technicians. They are Brett Thompson and Juan Ramos. If anyone would like to have their car seat checked by one of these officers for proper installation, please call 978-365-2544 to make an appointment. The Police Department also has a limited number of car seats that are available to people when the technician determines that the car seat they are currently using doesn't meet the federal or state regulations for car seats.

Presently, the police and fire chief are attending meetings with representatives of

other area towns to look into the possibility of creating a regional dispatch center. The need to participate in these meetings is largely due to severe budget problems that many towns are facing and the large amount of federal and state grant monies that are available for regionalization projects. The amount of monies that the town would save is undetermined at this point but will be substantial. Personally, I have mixed feelings about getting involved as it would mean that the Police Station would no longer be open 24 hours a day and when a person arrives at the station for assistance they would have to talk to a speaker on the wall. More to come on this during the course of the year.

As always, I would like to thank my Administrative Assistant, Francine Moody, all the police officers, staff, dispatchers, and all other town departments and boards for all their support and the assistance they have provided to the Police Department and myself during the course of the year.

Respectfully Submitted, Kevin D. Lamb Chief of Police

Lancaster Police Records Analysis Report 01/01/2009 - 12/31/2009

Case Activity Statistics

Total Offenses Committed: 386

> Total Felonies: 150

Total Crime Related Incidents: 131

Total Non Crime Related Incidents: 125

> Total Arrests (On View): 29

Total Arrests (Based on Incident/Warrants: 4

> Total Summons Arrests: 1

Total Arrests (Unspecified Type): 0

Total Arrests: 34 Total P/C's: 2

Total Juvenile Arrests: 3

Total Juveniles Handled (Arrests): 0
Total Juveniles Referred (Arrests): 3

Total Hearings: 2

Total Summons: 82

Total Open Warrants: 0

Total Open Default Warrants: 0

Total Open Default Warrants: 0
Total Restraint Orders: 28

Restraint Orders

		% of
Restraint Orders	Occurrence(s)	Total
Involving Alcohol	4	26.7%
Involving Drugs	2	13.3%
Involving Illness	0	0.0%
Involving Children	9	60.0%
Total Occurrences	15	100.0%

Incidents of Crime

		% of
Crime Incidents	Occurrence(s)	Total
Involving Domestic Violence	5	23.8%
Involving Gang Activity	0	0.0%
Involving Alcohol	6	28.6%
Involving Drugs	1	4.8%
Involving Computers	9	42.9%
Involving Alcohol and Drugs	0	0.0%
Total Occurrences	21	100.0%

Arrests

Arrests	Occurrence(s)	% of Total
Involving Domestic Violence	6	40.0%
Involving Gang Activity	0	0.0%
Involving Alcohol	8	53.3%
Involving Drugs	1	6.7%
Involving Computers	0	0.0%
Involving Alcohol and Drugs	0	0.0%
Total Occurrences	15	100.0%

Accidents By Street Name

Street Name	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	TOTALS
Bolton Rd	0	0	0	0	0	1	0	0	0	0	0	0	1
Brockelman Rd	1	0	0	0	0	1	0	0	0	0	0	0	2
Chace Hill Rd	0	1	0	0	0	0	2	0	0	0	0	0	3
Dairy Rd	0	1	0	0	0	0	0	0	0	0	0	0	1
Duval Rd	0	1	0	2	0	0	1	0	0	0	0	0	4
Fort Pond Rd	0	1	1	0	0	1	1	0	0	0	0	0	4
George Hill Rd	0	0	0	0	0	1	1	0	0	0	0	0	2
Harvard Rd	1	0	0	0	0	0	0	0	0	0	0	0	1
High Street Ext	2	1	0	1	1	1	0	1	0	0	0	1	8
Hill Top Rd	0	0	0	0	0	0	0	0	0	1	0	0	1
Hollywood Dr	0	0	0	0	0	0	0	0	0	1	0	0	1
Houghton St	0	0	0	0	0	0	0	0	0	1	0	0	1
Jackson Rd	0	0	0	0	0	0	0	0	0	0	1	0	1
Langen Rd	0	1	0	0	0	0	1	0	0	2	0	4	8
Lunenburg Rd	2	0	3	5	3	5	0	0	1	4	0	2	25
Main St	2	0	1	0	1	1	0	0	1	1	2	1	10
Mechanic St	0	0	0	0	1	0	0	0	0	0	0	0	1
Mill St	0	0	1	1	0	0	0	0	1	0	2	1	6
Mill St Ext	0	0	0	1	0	1	1	0	0	1	0	1	5
Moffett St	0	0	0	0	0	0	0	0	0	0	1	0	1
N Main St	2	1	0	4	4	0	1	3	0	3	1	4	23
N Shirley Rd	0	0	0	0	0	0	0	0	0	0	0	1	1
Narrow Ln	0	0	1	0	0	0	0	0	0	0	0	0	1
Neck Rd	0	0	0	0	0	0	0	0	0	0	1	0	1
Old Common Rd	1	0	0	0	0	0	0	0	0	0	0	0	1
Old Union Tpke	2	1	1	0	1	1	3	1	2	2	1	1	16
Parker Rd	1	1	0	0	1	0	0	0	0	0	1	0	4
S Main St	1	0	0	0	3	1	0	0	0	2	0	0	7
S Meadow Rd	0	0	0	0	0	0	0	0	0	0	1	0	1
Seven Bridge Rd	0	0	0	0	0	0	0	1	1	0	0	1	3
Sterling Rd	0	1	0	0	0	0	0	1	1	0	0	2	5
Sterling St	0	0	2	1	0	1	0	0	0	2	1	4	11
Still River Rd	0	1	0	0	0	0	0	0	0	0	0	0	1
Wilder Rd	0	1	0	0	0	0	0	0	0	0	0	0	1
TOTALS	15	12	10	15	15	15	11	7	7	20	12	23	162

Accident Statistics by Time of Day

Time	SUN	MON	TUES	WED	THU	FRI		SAT	TOTALS
1:00 AM	0	1	0	0	0		0	0	1
2:00 AM	1	0	0	0	0		0	2	3
3:00 AM	0	0	0	0	0		0	0	0

4:00 AM	0	0	0	0	0	0	0	0
5:00 AM	0	0	0	2	0	0	0	2
6:00 AM	0	0	0	1	0	0	0	1
7:00 AM	0	4	5	4	3	1	1	18
8:00 AM	1	1	0	2	1	1	2	8
9:00 AM	0	0	2	1	4	1	0	8
10:00 AM	2	1	1	0	1	0	1	6
11:00 AM	3	1	0	1	2	1	3	11
12:00 AM	3	0	2	3	3	2	3	16
1:00 PM	2	0	1	4	3	2	0	12
2:00 PM	0	4	2	1	2	3	3	15
3:00 PM	1	3	1	2	0	2	2	11
4:00 PM	0	0	1	6	4	1	1	13
5:00 PM	1	1	2	2	2	2	3	13
6:00 PM	1	1	0	2	2	1	2	9
7:00 PM	0	0	0	1	0	0	0	1
8:00 PM	0	1	0	1	1	0	0	3
9:00 PM	2	0	2	0	1	0	2	7
10:00 PM	0	0	0	0	0	0	0	0
11:00 PM	1	0	0	0	1	0	1	3
12:00 AM	0	0	0	0	0	1	0	1
TOTALS	18	18	19	33	30	18	26	162

Accident Particulars						
	Occurrence(s)	Percentage				
Average posted speed at the accident scene		33 MPH				
Occurred at On-ramps	2	1.2				
Occurred at Off-ramps	0	0.0				
Occurred at an intersection	72	44.4				
Occurred at a rotary	0	0.0				
Occurred on a one lane road/highway	0	0.0				
Occurred on a two lane road/highway	67	41.4				
Occurred on a three land road/highway	1	0.6				
Occurred on a four lane road/highway	1	0.6				
Occurred on other number of lanes	93	57.4				
Involved OUI violation(s)	3	1.9				
Photos were taken	17	10.5				
Measurements were taken	3	1.9				
Investigation took place	31	19.1				
Involved Injuries	48	29.6				
Involved Fatalities	2	1.2				

Manner of Collision							
	Occurrence(s)	Percentage					
Single Vehicle Crash	62	38%					
Rear-end	32	20%					
Angle	48	30%					
Sideswipe, same direction	7	4%					
Sideswipe, opposite direction	7	4%					
Head-on	3	2%					
Unknown	3	2%					
Total Occurrences	162	100%					

First Harmful Event Location						
	Occurrence(s)	Percentage				
Roadway	107	66%				
Median	1	1%				
Roadside	11	7%				
Shoulder - paved	3	2%				
Shoulder - unpaved	9	6%				
Outside Roadway	30	19%				
Unknown	1	1%				
Total Occurrences	162	100%				

Roadway Intersection Type						
	Occurrence(s)	Percentage				
Not at Junction	81	50%				
Four-way intersection	39	24%				
T -intersection	26	16%				
Y -intersection	4	2%				
On ramp	2	1%				
Off ramp	2	1%				
Five-point, or more	2	1%				
Driveway	6	4%				
Total Occurrences	162	100%				

Citation Analysis by Owner/Operator State

State	Operator	Owner	TOTAL	% OF TOTAL
ALASKA	1		1	0.1%
CALIFORNIA	2		2	0.1%
COLORADO	1		1	0.1%
CONNECTICUT	7		7	0.5%
FLORIDA	6		6	0.4%
GEORGIA	2		2	0.1%
HAWAII	2		2	0.1%
MASSACHUSETTS	1351	29	1380	93.4%
MARYLAND	1		1	0.1%
MAINE	4		4	0.3%
MICHIGAN	1		1	0.1%
NORTH CAROLINA	1		1	0.1%
NEW HAMPSHIRE	20		20	1.4%
NEW JERSEY	4		4	0.3%
NEW YORK	12		12	0.8%
OHIO	1		1	0.1%
PENNSYLVANIA	1		1	0.1%
RHODE ISLAND	8		8	0.5%
SOUTH CAROLINA	1		1	0.1%
VERMONT	1		1	0.1%
WASHINGTON	3		3	0.2%
Unspecified	15	4	19	1.3%
TOTALS	1445	33	1478	100.0%

Citation Analysis by Day/Time

Time	SUN	MON	TUES	WED	THU	FRI	SAT	TOTALS
12:00 AM	0	0	0	1	0	0	1	2
1	1	1	0	0	0	1	0	3
2	1	0	0	0	0	0	0	1
3	0	0	0	0	0	1	2	3
4	0	0	0	0	0	0	0	0
5	0	1	0	0	4	1	0	6
6	0	0	4	4	4	6	1	19
7	0	1	3	5	8	4	1	22
8	3	17	10	7	14	14	1	66
9	19	16	18	16	26	23	16	134
10	25	23	16	13	29	41	20	167
11	27	15	15	11	12	35	14	129
12:00 PM	26	15	11	11	24	28	13	128
1	31	18	16	19	21	40	28	173
2	30	22	19	11	51	45	37	215
3	11	16	16	11	25	15	27	121
4	1	5	4	8	8	5	6	37
5	7	6	7	15	20	20	12	87
6	6	3	2	9	3	6	9	38
7	1	0	2	8	2	9	5	27
8	3	1	0	6	3	13	10	36
9	5	1	4	0	3	8	13	34
10	2	1	2	2	7	1	9	24
11	1	0	0	1	0	0	4	6
TOTAL	200	162	149	158	264	316	229	1478

Operator Age/Sex/Race

Race / Sex		≤ 19	19 - 21	22 - 25	26 - 35	36 - 55	≥ 55	TOTALS
White								
	Male	17	66	83	151	279	121	717
	Female	7	44	68	144	265	74	602
	Total	24	110	151	295	544	195	1319
Black								
	Male	1	6	16	19	24	2	68
	Female	0	1	9	19	16	1	46
	Total	1	7	25	38	40	3	114
Asian								
	Male	0	0	1	0	3	0	4
	Female	0	0	1	2	5	1	9
	Total	0	0	2	2	8	1	13
Indian								
	Male	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0
Unknown								
	Male	0	3	3	4	8	1	19
	Female	0	0	0	3	2	0	5
	Total	0	3	3	7	10	1	24
All Races								
	Male	18	75	103	174	314	124	808
	Female	7	45	78	168	288	76	662
	Totals	25	120	181	342	602	200	1470

Speed Measuring

Speed Measuring	Occurrence(s)	% of Total
Speed Measured by Radar	868	58.7%
Speed Measured by Clock	0	0.0%
Speed Measured by Estimate	4	0.3%
Speed Measured by Lidar	0	0.0%
Speed Measured by Vascar	0	0.0%
Speed Not Measured	606	41.0%
Total	1478	100.0%

Accident Occurred	38	2.6%
Citation Issued to OWNER	33	2.2%
Road Divided	0	0.0%
CDL Licenses	25	1.7%
Commercial Vehicle	12	0.8%
Hazardous Materials Involved	0	0.0%

Average Speed	46	MPH
Average Speed Limit	33	MPH
Average MPH over Speed Limit	13	MPH

Fire Department

The Fire Department responded to 290 emergency calls for the past year. The response to fires that are reported to the State Fire Marshal's Office increased from 28 to 37 in 2009. The total dollar loss for these fires totaled an estimated \$290,000. The damages from an accidental fire at Brockelman Road contributed to the majority of that dollar loss.

The past year we experienced a significant reduction in funding for Department. In an effort to operate within the new budget, we have split the responding firefighters into two separate companies. This process started in July and will continue through the fiscal year. In the event of a known fire call, the entire department is dispatched to respond. The Communications Center has been recording response times and based on their data, the average response times from the activated alarm to the first responding piece on the road is 4.8 minutes. This average response time is very good and reflects the dedication of the members of your fire department. We will continue to track this activity and report the results.

There were approximately 180 inspections performed last year for compliance to the fire regulations. These included smoke detectors, oil burners, carbon monoxide detectors, fire alarms, sprinkler systems, tank removals/installations, inspections of schools and a nursing home. Working with the Building Commissioner we have been performing business inspections as well as inspections of rental properties to ensure compliance to the safety regulations and the occupants.

Working with Atlantic Union College, Bestway of New England and the Massachusetts Department of Environmental Protection the Fire Department was awarded \$23,000 for purchasing equipment and training. This program initiated by DEP assisted the department in purchasing a hazmat trailer and associated supplies.

The Department was successful in receiving a grant to purchase a rescue boat. This replaced the donated recreational craft. Water rescue exercises were performed and efforts to join with Clinton Fire dive team have begun.

Our Engine 5 (brush truck) suffered a major breakdown during brush season last year. This truck was a surplus military vehicle used as an off road and water supply truck. Within days we located another surplus truck in western Ma and had converted the vehicle into service. With assistance from the DPW and the efforts of the firefighters, all of the work was done in one day.

The fire department is currently working on placing a surplus military pick up into service. This truck will be used for utility work and performing inspections. It will replace Car 2 which was scheduled for replacement due to the age and 130K miles on the vehicle. By using the surplus vehicle, we were able to remove \$34,000 dollars from the requested capital plan for FY11.

In an effort to assist in finding ways to save money, the firefighters accepted the tasks of performing the janitorial duties at the south and central stations. By doing so, this reduced the amount of hours necessary to maintain these buildings by the custodian. These functions are done after responding to calls and do not add any time to the payroll of the department.

I want to thank the Board of Selectman, FinCom Committee, Finance, Police Department, Ambulance Department and the Department of Public Works for their support that we have received over the years. Public Safety must be a priority as we move forward through these difficult

economic times. The Fire Department is committed to delivering all of the services to the community and working at all levels to meet the fiscal challenges.

Respectfully submitted, John Fleck, Fire Chief



Lancaster Firefighters Battle a Truck Fire on Route 2, Photo by Scott LaPrade

Lancaster Fire Department Incident Analysis From 01/01/2009 Thru 12/31/2009

Major Fires

Fires With More Than 3 Deaths, and Fires With A Loss Of Over \$1 Million Or The 3 Highest in Each Category

Date, Number	Occupant Or Owner Name And Address, Property Use	<u>Deaths</u>	<u>Dollar</u> <u>Loss</u>
1/12/2009 09-8-IN	MANUEL MOREIA 267 BROCKELMAN RD 1 or 2 family dwelling	0	180,000.00
12/13/2009 09-296-IN	JAMES MONROE WIRE & CABLE 767 STERLING RD Manufacturing, processing	0	50,000.00
8/7/2009 09-162-IN	CHARLES GARBONELLO 21 JUNGLE RD Residential street, road or residential driveway	0	40,000.00

Fire And Accident Type Breakdown

A: Structure Fires By Fixed Property Use	<u>Number</u>	<u>Deaths</u>	<u>Injury</u>	<u>Dollar Loss</u>
1. Private Dwellings (1 or 2 Family)	5	0	1	183,000
2. Apartments (3 or More Families)	1	0	0	0
3. Hotels and Motels	0	0	0	0
4. All Other Residential	2	0	0	0
5. TOTAL RESIDENTIAL FIRES	8	0	1	183,000
6. Public Assembly	0	0	0	0
7. Schools and Colleges	0	0	0	0
8. Health Care and Penal Institutions	0	0	0	0
9. Stores and Offices	0	0	0	0
10. Industry, Utility, Defense, Laboratories	1	0	0	50,000
11 Storage in Structures	0	0	0	0
12. Other Structures	1	0	0	1,900
13. TOTAL STRUCTURE FIRES	10	0	1	234,900
B: Other Fires And Incidents				
14a. Fires in Highway Vehicles	3	0	0	54,000
14b. Fires in Other Vehicles	0	0	0	0
15. Fires Outside of Structures With Value Involved	0	0	0	0
16. Fires Outside of Structures With No Value Involved	3	0	0	1,000
17. Fires in Rubbish	2	0	0	0
18. All Other Fires	1	0	0	120
19. TOTALS FOR ALL FIRES	19	0	1	290,020
20 Passus Emerganou Madical Passanas	113	0	0	^
20. Rescue, Emergency Medical Responses	113	0	0	0

21. False Alarm Responses	85	0	0	0
22. Mutual Aid	5	0	0	0
23a. Hazmat Responses	15	0	0	0
23b. Other Hazardous Conditions	8	0	0	0
24. All Other Responses	44	0	0	0
25. TOTAL FOR ALL INCIDENTS	289	0	1	290,020

False Alarm Responses

Type of Call	<u>Number</u>
Malicious, Mischievous Fall Call	3
System Malfunction	28
3. Unintentional	50
4. Other False Alarms	4

\$ Loss by Fire District/Incident Type

Fire District	Incident Type	\$ Loss
NORTH	Building Fire	180,000
NORTH	Structure fire, other (Conversion only)	3,000
NORTH	Passenger vehicle fire	10,000
	Brush, or brush and grass mixture fire	1,000
NORTH	Building Fire	1,900
NORTH Total Dollar Loss		195,900
CENTER	Passenger vehicle fire	40,000
	Passenger vehicle fire	4,000
CENTER Total Dollar Loss		44,000
SOUTH	Fire, Other	120
	Building Fire	50,000
SOUTH Total Dollar Loss		50,120
Grand Total Dollar Loss		290,020

Fire Incident Type Category Breakdown

Incident Type Category	Occurrences	% of Total
Fire/Explosion	21	7.3%
Overpressure Rupture	1	0.3%
Rescue Call	114	39.4%
Hazardous Condition	23	8.0%
Service Call	15	5.2%
Good Intent Call	24	8.3%
False Call	85	29.4%
Severe Weather/Natural Disaster	0	0.0%
Special Type/Complaint	6	2.1%
Undetermined	0	0.0%
Total	289	100.0%

Incident Type

Incident Type	Occurrences	% of Total
Fire, Other	1	0.3%
Structure fire, other (Conversion only)	1	0.3%
Building fire	3	1.0%
Cooking fire, confined to container	1	0.3%
Chimney or Flue Fire, confined to chimney or flue	2	0.7%
Fuel Burner/Boiler Malfunction, fire confined	3	1.0%
Passenger Vehicle Fire	4	1.4%
Natural Vegetation Fire, Other	1	0.3%
Brush, or brush and grass mixture fire	1	0.3%
Grass Fire	2	0.7%
Outside Rubbish, Trash or Waste Fire	2	0.7%
Explosion (no fire), other	1	0.3%
Medical Assist, Assist EMS Crew	50	17.3%
Vehicle Accident with Injuries	39	13.5%
Motor Vehicle/Pedestrian Accident (MV Ped)	1	0.3%
Motor Vehicle Accident with No Injuries	21	7.3%
Extrication, Rescue, Other	2	0.7%
Water & ice related rescue, other	1	0.7%
·		
Gasoline or Other Flammable Liquid Spill	3	1.0%
Gas Leak (Natural Gas of LPG)	2	0.7%
Carbon Monoxide Incident	10	3.5%
Electrical Wiring/Equipment Problem, Other	2	0.7%
Power Line Down	3	1.0%
Vehicle Accident, General Cleanup	3	1.0%
Service Call, Other	3	1.0%
Water Problem, Other	3	1.0%
Smoke or Odor Removal	1	0.3%
Assist Police or Other Governmental Agency	1	0.3%
Public Service	1	0.3%
Unauthorized Burning	4	1.4%
Cover Assignment, Standby, Moveup	2	0.7%
Good Intent Call, Other	9	3.1%
Dispatched & Canceled En Route	8	2.8%
Wrong location	1	0.3%
Authorized Controlled Burning	1	0.3%
Smoke Scare, Odor of Smoke	5	1.7%
False Alarm or False Call, Other	4	1.4%
Direct tie to FD, malicious/false alarm	1	0.3%
Telephone, malicious false alarm	1	0.3%
Central station, malicious false alarm	1	0.3%
System Malfunction, Other	5	1.7%
Smoke Detector Activation Due to Malfunction	7	2.4%
Heat Detector Activation Due to Malfunction	1	0.3%
Alarm System Sounded Due to Malfunction	12	4.2%
CO Detector Activation Due to Malfunction	3	1.0%
Unintentional Transmission of Alarm, Other	8	2.8%
Smoke Detector Activation, No Fire - Unintentional	20	6.9%
Detector Activation, No Fire - Unintentional	7	2.4%
Alarm System Sounded, No Fire - Unintentional	12	4.2%
Carbon Monoxide Detector Activation, No CO		
•	3	1.0%
Citizen Complaint	6	2.1%
Total	289	100.0%

Aid Given or Received

Aid Given or Received	Occurrences	Percentage
Mutual aid received	3	1
Mutual aid given	5	1.7
None	281	97.2
TOTAL	289	100



Lancaster Firefighters Prepare to Battle a Tough Brush Fire, Photo by Scott LaPrade

Communications Center

The Communication has and will always be an important asset to the Town of Lancaster. There are some who are trying to regionalize us and undo what we have created for the residents of Lancaster. Regionalization means after 4pm week days and weekends the police station will be closed for business and calls will go to a regional center somewhere in some town. This is being studied to save money for the now struggling towns. We here have a real problem with it; our Town has become accustomed to us being here and know that when they call or walk in someone can assist them immediately. In the past years since moving in with the Police Department our doors have been opened more times than can be counted. We (the Dispatchers) provide the public with reassurance that someone will help them with any question or problem 24/7 -- whether it be a walk-in or a E911 call, they know we are here and can depend on us.

The 2009 year proved to be busy by the amount of calls logged into Dispatch; they were up from the year of 2008, more E911 calls were received from Cell phones this year than other years, our new system is updated and working 100 percent.

Ambulance Department

2009 was a difficult year for the Ambulance. We responded to just under 600 calls for Emergency Services. Some of these increases were due to the publicity given to the Swine Flu. Individuals who normally got the flu and treated it themselves in the past wanted to be transported to a medical facility to rule out the Swine Flu. In addition, there was an increase in diabetic type emergencies, followed by the usual falls, general weakness and motor vehicle accidents.

Recently we purchased a new radio through a grant from E911. The older radio is being used as backup in a second complete work station should there be an emergency and a second Dispatcher is needed to assist. Both stations have E911 answering points and radios now.

The dispatch center has four full time employees: Marilyn Moran (27 years), Marilyn Gaughan (23 years), Patricia Penski (15 years) and Kathleen Pierce (27 years). We have eight part timers, some who have been with us as long as we have. They are equally as important to the working of the Communication Center. Regina Brown, Alan Hisman, Robert Moody, David Seymour, James McNamara, Maurice Brassard, Patrick Mortimer and Harrington are the part-timers. To everyone I say thank you for another year of support.

To Chief Lamb and Chief Fleck, thank you for backing me up and for your assistance during the year.

Respectively submitted, Kathleen L Pierce, Supervisor

The response and treatment for medical emergencies has changed over the past year. Before, when an ambulance was dispatched to an emergency, in most cases we transported the sick or injured to the closest hospital. Now, through the efforts of Hospitals, Medical Directors and Advance Live Support (ALS), when we respond to an emergency we are required to evaluate the sick and injured and transport them to the

closest Hospital that can best handle the emergency. In the case of cardiac or respiratory problems, we are required to transport to UMass Medical Center in Worcester, resulting in additional time.

I am very proud of the Ambulance crew; despite the increased workload they still find time to donate their services to support various organizations, i.e., Perkins School, Boy Scouts, Lancaster Coffee House and the American Red Cross.

I would like to thank all of our supporters. It is through your donations that we are able to upgrade and improve our equipment during difficult times with budget constraints. We are especially grateful for the donation of our new Stryker Power Lift Ambulance Stretcher, which was purchased through a very generous donation.

I would like to thank all the professionals who make up the Public Safety Group -- Dispatchers, Police, Fire and the Department of Public Works -- for their support. In addition, I want to thank all the members of the Ambulance Department for their hard work and dedication. It is because of your efforts that we can continue to provide the residents of Lancaster with an efficient, caring emergency ambulance service.

Captain Everett Moody



The Lancaster Ambulance Squad helped Girl Scout Krystal Reardon on a "Hugs" Project.

Item Photo

Animal Control Commission

The Animal Control Commission (ACC) meets in the Town Hall Auditorium on the first Monday of each month at 6:30. The public is welcome to attend these meetings. Anyone wishing to lodge a complaint about

vicious or nuisance dogs should either call the Communications Center at 978-368-1380 or send in a written complaint to Animal Control Officer, 695 Main Street, Suite 2, Lancaster MA 01523.

Members of the Animal Control Commission are:

Stephanie S. Frommer, Chair Janice H. Johnson Alan J. Johnston (deceased November 2009) Joyce E. Moody

Sherry A. Cushion, Clerk Kelly E. Quill Erin M. DeCoste

Animal Control Officer (Phyllis Tower)

The Lancaster ACO responded to the following calls in 2009:

Dogs:

Cats:

•	32 Barking	Wildlife:	9
•	64 Loose		
	6 Vicious	Livestock:	2
	15 Reported Missing		20
•	1 Hit by Car	Citizen Advice:	29
	17	Other Follow Up:	18

Animal Inspector (Phyllis Tower)

The Lancaster Animal Inspector conducted farm animal inspections at 40 residences in Town, inspecting the following:

- Equine (Including horses and ponies)
 Cattle
 Goats
- SheepSwine
- Poultry (Including chickens, turkeys, waterfowl and gamebirds)
- 15 Rabbits
- 26 Other

Animal Disposal Agent (Phyllis Tower)

The following dead animals (road kill) were picked up and disposed of by the Animal Disposal Agent in 2009:

Cats	8	Woodchucks	2
Opossums	6	Porcupine	1
Coyotes	1	Crow	1
Raccoons	6	Rabbit	1
Beavers	2	Skunk	6
Deer	3	Fox	3

VI. OFFICE OF INSPECTIONAL SERVICES

Building Commissioner & Zoning Enforcement Officer

The following is a report of the activities of the Building Department for the calendar year 2009:

Purpose of Building Permit	Number of Permits	Construction Value
Residential		
One Family Dwelling	12	\$2,786,700
Two Family Dwelling	2	\$520,000
Additions & Alterations	53	\$1,296,340
Garages	5	\$261,500
Miscellaneous	116	\$981,752
Non-Residential		
Additions/Alterations	0	
New Construction	6	\$7,542,450
Demolition	10	\$19,000
TOTAL	204	\$13,407,742
Fees Collected in 2009	Number of Permits	Fees Collected
Building Permits	204	\$124,531
Plumbing/Gas Permits	113	\$11,325
Wiring Permits	89	\$6,906
Weights and Measures	10	\$821
TOTAL		\$143,583

There were 204 Building Permits issued in 2009. This may indicate that construction activity may have decreased from 2008, which had 261. The permit fees showed a \$54,689.00 increase from 2008, an approximate 26 percent increase due to commercial construction.

There are a significant number of proposed pending, and/or approved residential projects which may have a significant impact on this department in the upcoming years.

From 2005 to present, the Building Department has been averaging 255.6 permits a year. These permits require plan review, engineering approval, zoning determination, and required signatures from various departments. Once the permit has been issued the inspectors must go out to the field and inspect.

Beginning January 1, 2009, all excavators must obtain a permit prior to the creation of a trench made for a construction-related purpose on public or private land or right-of-ways in accordance with **Chapter 82-A** of the **Massachusetts General Laws.** People may come to the Building Department to obtain a trench permit. The regulatory authority is the Building Commissioner.

Once again, I would like to take this opportunity to thank all the members of this department for their continued dedication and support. I would also like to thank the various departments, boards and commissions for their cooperation in the building permit process. Also, at this time I would like to acknowledge the departure from this department of Local Inspector Rod Thurston after years of service. His contributions are recognized and appreciated by this office.

It is also important to inform and/or remind the residents of this community that a building permit must be obtained for any construction, alteration, repair, demolition, or to change the use or occupancy of a building. There is also a local by-law that

Sealer of Weights and Measures

During the past year this department has insured equity and fairness in the marketplace for both the consumer and merchant while fulfilling the requirements mandated by the Massachusetts General Laws. This was accomplished by inspecting, testing accuracy, adjusting when necessary, and sealing all weighing and measuring devices used for commercial sales throughout the Town of Lancaster.

Users of sealable weighing and measuring devices were charged \$955 in fees. The annual salary for the Sealer of Weights &

states "before undertaking construction, reconstruction in excess of \$500.00, or removal of a building site within Lancaster, the owner must secure a building permit from the Building Inspector." A wiring permit is required for any work to the electrical system in a structure including low voltage wiring. Additionally, any proposed plumbing or gas fitting must also be completed under the respective permits. Permit applications should be submitted prior to beginning the proposed work. These codes are for your protection. Massachusetts State Building Code 780 CMR and local Zoning By-Laws will be strictly enforced. Please contact this department with any questions or if you propose to do any work as defined above.

Homeowners must also be reminded to take advantage of the invaluable low cost protection afforded by installing and/or assuring proper operation of smoke and carbon monoxide detectors.

Respectfully submitted Peter M. Munro, Building Commissioner/Zoning Enforcement Officer

Measures is \$805. No devices were adjusted or condemned; 49 were sealed in 2009. Inquiries, requests or complaints by consumers or merchants were responded to or investigated. The department test equipment has been certified as accurate by the Metrologist at the State Standards Laboratory.

I wish to thank all of the town officials who have supported this department during the past year.

Respectfully submitted, Joseph A. Quinn Sealer of Weights and Measures

VII. DEPARTMENT OF PUBLIC WORKS

Board of Public Works

The Board of Public Works reorganized for the year as follows, Chairman, John P. Sonia, Clerk, John J. King Jr., and Member Douglas A. DeCesare.

The Department of Public Works had the unpleasant task of having to eliminate two employees due to the Town's financial situation. One Heavy Equipment Operator/Truck Driver position and our Office Clerk position were eliminated. Betty Ann Hart, who was our office clerk since 1987 retired on Jul 1, 2009. The Board

wishes Mrs. Hart well and a very happy retirement. The remaining employees will do their best to ensure that the Townspeople get the best services possible.

The Department received much assistance with many projects from the crew from MCI Shirley.

The Board wishes to thank all the Town Officials and Departments for their continued cooperation throughout the year.



DPW Employees Take Time Out to Wish Betty Ann Hart a Happy Retirement. Photo by Charlotte LeBlanc

Highway Division

The Highway Division completed many projects during Fiscal year 2009. These projects included, but were not limited to:

- Road resurfacing projects were completed on Goss Lane, Seven Bridge Road from the Rail Road crossing east to the Nashua River Bridge, Center Bridge Road, East George Hill Road and Bolton Road.
- Road surfaces were milled on Center Bridge Road and on Bolton Road. Approximately 1200 yards of asphalt were milled from each road and a total of 2,125 tons of asphalt was used on resurfacing.
- Pavement repairs were done on several town roads.
- Annual work was completed such as:
 - o street sweeping
 - o road side mowing
 - o over 600 catch basins were cleaned (some bi-annually)
- Line painting was done on most major and secondary road ways
 - o 204,941 feet of centerlines
 - o 288,767 feet of edge lines
 - o 78 stop lines
 - o 28 crosswalks.
- Many street signs all over town had to be replaced after they were stolen or vandalized.
- Several hundred feet of road edge was cleared on Lunenburg Road and other locations.
- Brush clearing was completed as a result of the ice storm in December 2008.
- Approximately 500 feet of wire and cement guardrail was removed from North Luneburg Rd and replaced with steel guardrail.
- Several catch basins were rebuilt.
- The recycling of leaves, grass clippings and manure donations from many of the local horse farms generated over 1000 yards of compost which residents were able to access for free at the Highway Barn.
- Highway Department maintains 80% of vehicle repairs to their own equipment.

*The Highway Department functioned with a reduced staff between the months of May and November 2009.

Scott MacDonald Highway Department Foreman

Cemetery/Tree Division

With the cuts to our budget and losing a position to layoffs, it has been a difficult year to keep up with the demands of our department. With the assistance of the M.C.I. Shirley crew, we have been able to keep up the routine maintenance of the

town's cemeteries and parks. As in the past we will do our best to do the most professional job for the people of Lancaster.

Larrie Knoll Cemetery Department Foreman

Water Division

For the year 2009 the Water Division pumped 207,417,000 gallons of water. The division sold 157,167,890 gallons, this leaves 50,249,110 difference. With our meter change out program there was 1,624,648 gallons accounted for due to old and inaccurate meters, also with our yearly flushing and biweekly flushing due to discolored water complaints, and approximately 20 water leaks we repaired, there was 12,143,380 gallons with a total 13,768,028 accounted for this leaves 36,481,082 unaccounted for with difference of approximately 17% unaccounted for water. This spring we will do leak detection on the system to try and lower our unaccounted water. This past summer the water division worked with the Town Buildings Advisory Committee installing approximately 150 feet of 6" water pipe for the old Memorial School Building to be used for fire protection and domestic water service. We started to transfer water services over on Main Street from the old 6" water main to the new 12" main. This will

continue in the spring with 25 more to do, plus the Otis street and Lunenburg Road water mains. We are looking forward to going out to bid approximately 2000 feet of new 12" water main from Main Street down Neck Road to the sewer pump station. This will help water quality and fire protection for a portion of Neck Road. We hope to continue the Neck Road water project as funds become available. Haley and Ward, the water department engineers, are still in the process of working on another well sight off of Route 110. The department will continue our meter change out program and we appreciate the cooperation the home owners have given us in this process. We are almost half way done with this process. I ask that our customers continue to "conserve" water this coming year. If there are any questions feel free to contact the water division Monday - Friday from 7:00am -3:00pm.

Robert Pelletier Water Foreman

VIII. CULTURE AND RECREATION

Historical Commission

The members were Elizabeth Colley, Vice Chair, Heather Lennon, Joy Peach, Sally Rouleau, Mark Schryver, Michael Sczerzen, Chair, and Jean Watson. The Commission office was closed by the Town Administrator and Finance Director February 9, 2009 and Joan Richards, Office Coordinator since 1994, was laid off. The Commission members would like to thank Joan Richards for her faithful service to the town during those 15 years.

Sally Rouleau is the liaison from the Historical Commission for the Town Green Buildings Advisory Committee. Elizabeth Colley was liaison to the Open Space and Conservation Committee.

The Lancaster Historical Commission thanks the individuals and organizations that have adopted a town historic marker and have maintained the markers with attractive plantings during the four seasons of the year.

The Historical Commission again supported:

- The town's application for a Massachusetts Preservation Project Fund, Round 15, grant for the Prescott Building, and a \$40,000 grant was awarded for the exterior work.
- The application for the historic National Landmark, Bulfinch designed Fifth Meetinghouse, First Church of Christ Unitarian Church. The First Church was also awarded a Preservation Project Fund grant.

The water trough, which originally stood on Harvard Road on land taken by Ft. Devens, has been returned to Lancaster. The water trough now sits at the Lane's Crossing, which is the intersection of Harvard Road and Seven Bridge Road.

The Commission members thank:

- Jean Watson, Commission member, for heading up the efforts to accomplish this task.
- Paul Rich and Michael Padula for assisting by moving the trough from a location on Devens to the intersection of Harvard Road and Seven Bridge Road.
- Sandy Foster, Supt of the DPW for having gravel placed to level the site for the arrival of the water trough
- Regonini Memorials for repairing and storing the damaged Lane's Crossing bronze marker, which will be mounted on the water trough in 2010.

The Historical Commission is waiting to hear from the Sewer District as to their assisting in restoring the damage to the landscape at the site caused by the construction company hired during the sewer line installation at that intersection.

The Historical Commission continues to pursue ways to bring awareness to the historic value of our six cemeteries, all established prior to 1878, and is working toward putting all Lancaster's cemeteries on the National Register of Historic Places.

Accessions:

- Framed artifact, photo album circa 1953, and miscellaneous articles donated from the estate of Eve St. Ivanyi, daughter of Rev. Dr. St. Ivanyi (First Church of Christ Unitarian).
- Family information on the wife of Lt. George E. Richards, WWI who died in the influenza epidemic of 1918.
- Book by Wayne Hazen on "Mary Rowlandson"
- Book by Diane Rapaport, "The Naked Quaker"
- 1903 edition, #74 of <u>The Narrative of the Captivity and Restoration of Mrs. Mary</u> Rowlandson
- 1904 edition of <u>Lancaster on the Nashua</u>, prepared by W. A. Emerson Assisted by J.C. L. Clark
- Photograph of the Nathaniel Wilder house on Neck Road
- Four photographs of homes located on Harvard Road, circa late 1890's



Michael Padula, Michael Sczerzen and Paul Rich moved the water trough from Devens back to Lancaster, and installed it at the corner of Harvard Road and Seven Bridge Road. Item Photo.

Trustees of the Thayer Memorial Library



In the 148th year of service to the residents of Lancaster, the Thayer Memorial Library witnessed another year of growth in services and cuts in municipal funding, challenging the Library's certification status with the Commonwealth.

Photo of Thayer Memorial Library by John Wojciak

Budget

Only a year after mentioning – in last year's report – how relatively stable the budgetary environment was, calendar year 2009's financial outlook was anything but secure. The Library operated with appropriations that subsequently were less than each year's prior municipal provision. From January to June the Library operated on the final six months of FY2009's municipal appropriation. Likewise, from July to December the Library operated on the first six months of FY2010's municipal appropriation. Table 1 illustrates the Library's total operating municipal appropriations for each fiscal year, affecting calendar year 2009.

By the end of FY2009, the Library's budget was cut \$10,000 to help Lancaster meet its

financial obligations. In one sense the Library was able to capitalize on the departure of staff and funded more than 67% of its cut from unused wages. The balance of the money was taken from the Library's media budget. The Town went into the FY2010 budget process requesting that departments formulate a level services budget from which further cuts were made. Although the Library was eventually able to maintain open hours* and staffing levels, the Library was asked to cut more than \$21,000 from its operating budget, reducing by 53% funds for buying books, magazines, DVDs and other media.

*The Library was actually closed on Saturdays starting in July through September, anticipating yet another round of budget cuts that, fortunately, never materialized. The Library restored Saturday hours in October.

Fiscal Year	Months Utilized in Calendar 2009	Total Fiscal Year Municipal Appropriation	Δ% from Previous Fiscal Year
FY2009	Jan. to June	\$246,635	-6.66%
FY2010	July to Dec.	\$232,673	-5.67%

Tabla 1

Furthermore, the Library was able to meet all budget-related requirements as outlined in 605 CMR 4.00: M.G.L. c. 78, ss.19A and 19B in FY2009 and expects to do so in FY2010 as well. As a result of meeting all of the Commonwealth's requirements for

public library service, the Library incrementally received a FY2009 State Award totaling \$13,110, more than a 17% increase in State funds from FY2008's earnings.

Highlights for meeting the MBLC's requirement over the course of calendar 2009 include:

- Maintaining the Library's Minimum Appropriation Requirement (MAR) provided by the Town for both fiscal years.
- Sustaining 49 hours of public service per week.
- Meeting the Materials Expenditure Requirement (MER) by purchasing at least 16%* of the municipal appropriation on books and other informational materials. In FY2009 the Library managed a MER of \$57,106, of which Lancaster provided 83%. If the MER in FY2010 is \$40,000 (the current estimate), then instead of funding 83% of it, Lancaster will fund 48%. This trend is unsustainable. * In June, the Massachusetts Board of Library Commissioners changed its regulation for calculating the Materials Expenditure Requirement (MER). As of 26 June 2009, the MER calculation is based on the beginning of the year municipal appropriation. See: "Changes to State Aid Regulations in Effect as of June 26, 2009" at http://mblc.state.ma.us/grants/state_aid/blog/tag/materials-expenditure-requirement/.

While the Library met all service standards established by Commonwealth statutes and regulations, it would not be able to exist as it did throughout calendar 2009 without having augmented municipal appropriations by drawing on non-appropriated sources of income. Over calendar year 2009, the Library spent more than \$59,129 in non-appropriated or fee- generated funds. The funds were provided by the following sources:

The Library spent \$12,844 of its *State Aid* income over calendar year 2009 [note that some of this revenue was rolled over from prior years]. Notable State Aid expenses included supplementing building maintenance and custodial services (\$5,204), purchasing computers and other electronic devices as well as related supplies (\$3,241), wages and other professional services (\$2,584), and office and collection-based supplies (1,816).

The Library spent \$6,383 of *Trust Fund* income to pay the wages of our Special Collections Assistant (\$1,846) and purchase books and other media (\$4,537) for the general collection.

The Library manages a number of *revolving* accounts used to collect revenue and to make targeted purchases. Over calendar year 2009 the Library spent \$12,215 from its *revolving* accounts to purchase books and other media (\$11,409) and maintain and supply its public copy machine (\$806).

The Library maintains several gift accounts established to accept donations individuals, estates and organizations. Over the course of the year, the Library received \$10,271 in gifts from the following organizations: the Friends of the Thayer Memorial Library (\$7,620), Alan C. Nichols (\$1,500), Metropolitan Antiques (\$351), Albert Dodge (\$300), Lancaster Land Trust (\$100), Linda J. Kostin (\$100), Mom's Club of Lancaster / Sterling (\$88), Richard A. Bartlett (\$75), Muriel J. McLaughlin (\$50), America's Charities (\$38),Norma Gilbertson (\$25) and Alice J. Woodburn The Library received \$10 in (\$15). anonymous gifts. Gift accounts provide funds for most Adult and Youth programming as well as funds purchasing all of the Library's museum passes.

Calendar year 2009 was also noteworthy in donations made to the John Eliot Thayer Trust (J.E.T). Income generated from J.E.T. principal will be spent in future years to support all services associated with the Library's Rare and Special Book Collections. The following people gave generously to this Trust fund: Pauline Duke, Mary T. Duke and John W. Duke

Finally, by the end of FY2008 (June 30), the Library again qualified and received money through the *Central Massachusetts Regional Library System's (CMRLS) Net Lender* program. This program reimbursed the

Library for lending more materials to patrons in other communities than Lancaster borrowed from other public residents The Library was reimbursed for libraries. net loans, generating an \$11,676 award, an increase of more than 57% compared to last year's award. Further, The Thaver Memorial Library was rated the region's third most active net lender, trailing only Worcester Public Library and Fitchburg Public Library. More than \$7,400 of this money was spent on building maintenance, office supplies, collection and custodial supplies and other essential services.

Staff

After almost eight years, the Library bid farewell to Library Assistant Director / Adult Services Librarian Anne White, who accepted a position at the Worcester Public Library. Anne accomplished so much over her tenure to the benefit of Lancaster patrons. After she was hired in April of 2001, less than three months after the Library hired its new Director, she quickly assumed her duties and ably assisted in rolling out the Library's new service plan and establishing the Library's vision for the years. next five Most notably, transformed adult services by greatly expanding the amount of Adult Programming the Library offered. addition to creating the Learn from Your Neighbors program series, she established the Library's first Adult Summer Reading Program and successfully secured grant monies every year to further enhance adult programs. In addition to supervising volunteers and managing the circulation desk, Anne had assumed adult book ordering duties and did a masterful job. Anne is greatly missed and left a void that immediately affected services upon her departure.

The Library is pleased to add to staff its new Library Assistant Director / Adult Services Librarian, Nancy Hayes Clune. brought with her a wide range experiences working for the Lawrence Library in Pepperell as its Assistant Director and as Branch Division Head for the Worcester Public Library. With Nancy on board, this may be the first time in the TML's history that two staff members hold Master of Library Science degrees. In less than a year Nancy has already left her mark by expanding Adult programming even more and by receiving a \$2,825 grant for a new round of Rosemary Davis programs. The Library looks forward to implementing Nancy's skills and talents as we continue to re-interpret the information and recreation needs of Lancaster patrons.

Building and Operations

Calendar year 2009 was marked by several notable building and operational expenses, either repairing or improving the Library. Early in the year the Library Building Fund made its final purchase, buying a desk and accompanying chair for the Library Director's office. Using gift money received in 2008 from the Current Topics Club, the Library converted shelving space on the main floor into a beautifully constructed display case. The Library repaired and re-pointed the granite stairwell structure in the front of the building; a larger re-pointing job is needed in the rear of the Library. Lancaster resident Paul Leone donated time and materials to restore two wooden emergency doors located in the front and rear of the building. Through a grant awarded to the Town, the Library recommissioned its HVAC system. Other operational events included a pump failure on the Library's older boiler, two telephone failures that left the Library without its second line and fax service, and the failure of the Library's outside light sensor, leaving the Library's grounds dark for several nights.

Collection, Circulation and Other Activities

Special Collections services continued to be affected by declining Trust Fund income as a result of falling interest rates. With less income being generated by Library Trust Funds, the principal source providing funding for staff hours in the Constance V. R. Thayer Dexter Special Collections became even more limited.

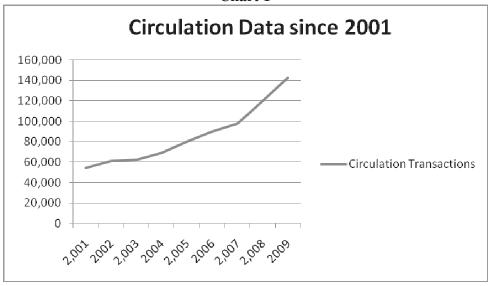
The Library's collection count continued to expand in 2009, with the collection growing from 64,205 to almost 68,000 items. Many of these items were purchased; however, the Library received nearly 4,000 donated items, more than a 40% increase from last year. Assuming the most conservative value for these items, the Library estimates that these additions were worth more than \$20,000. A generous portion of these donated materials were most likely acquired through the Library's successful "CDs for fines". In total, the Library processed and added 8,483 items to its collection. The Library

subscribed to 136 periodicals and received an additional 23 subscriptions as gifts. In addition – thanks in large part go to the George K. Progin Foundation and the Friends of the Thayer Memorial Library – the Library was able to subscribe to 18 museum and attraction passes by year's end, with a total value of more than \$3,180.

At the end of December 2009, the Library recorded 4,866 registered borrowers. Nearly 70% of Lancaster residents had Library cards by the end of the year, ahead of the national average.* As chart 1 illustrates, circulation usage continued to reach new heights in 2009, increasing close to 19% since last year. Table 2 shows that the Library more than doubled its circulation transactions over a five-year span starting in 2004.

*American Library Association; Florida State University, Libraries Connect Communities: Public Library Funding & Technology Access Study 2006-2007.

Chart 1



		Circulatio	n	
Calendar	Calendar	Calendar	$\Delta\%$ from	$\Delta\%$ from
2004	2008	2009	Calendar 2004	Calendar 2008
68,887	120,165	142,798	107.29%	18.83%

Table 2

Analysis of annual circulation statistics continues to reveal that patron demand for competing media types, namely in audio and video formats, is still growing. Over calendar 2009, non-print (compact discs, DVDs, videocassettes, etc.) circulation accounted for more than 50% of total circulation activity. What continues to remain encouraging is that use of print media remained robust over this same time period and rose more than 12%, from 61,401 to 68,856.

The Library once more provided non-school-related programming activities for all ages throughout calendar year 2009. In total the Library provided 154 (67 Adult and 87 Youth) programs with overall turnout to all programs totaling nearly 4,000 people.

In addition to providing weekly story hours, the Children's Department continued its monthly Young Adult book discussion group; produced its sixth annual Big Truck



Children Enjoying a BIG TRUCK Photo by Susan Mello Conroy

and Classic Car Night on the Town Green; held four Red Cross Babysitters' Training courses, four CPR classes and three Yoga programs. Funds from the George K. Progin Foundation and the Friends of the Thayer Memorial Library provided additional programs on various topics.

Likewise, the Adult Department provided 12 monthly book discussions, eight programs in the Rosemary Davis Memorial Fund of the Greater Worcester Community Foundation series and four programs in the homegrown series titled "Learn from Your Neighbors." In addition, the Library used funds given by the Friends of the Thayer Memorial Library to produce 15 Friends' "Healthy Living" programs as well as 10 new programs in the "Art and History" series. Finally, in response to the growing number of unemployed people during an uncertain economy, the Library created a networking group that met seven times and offered several seminars on job hunting strategies and personal finance skills.

The Library continued to diversify services by displaying the work of local artists through the Art on Rotation Gallery in Clinton and offered the 8th annual "Food for Fines" program. Late fees were waived for all patrons who donated non-perishable food to the cause. This program commenced around Thanksgiving and ran through the week of Christmas. All food donations were collected by Jean Syria and Denise Hurley in conjunction with the Lancaster Police

Department, which then distributed the food to Lancaster residents.

Over the course of calendar 2009, the Library provided public computers for Internet access and word processing to an average of 67 patrons per week. In addition, the Library maintains wireless internet access throughout the building for patrons who bring their own wireless devices.

The Library continued to reach out to Lancaster residents using targeted publicity and published *The Clarion: The Quarterly Newsletter of the Thayer Memorial Library* for the sixth straight year. Both major local newspapers, *The Item* and the *Lancaster Times & Clinton Courier*, continued to provide the Library space to publicize current programming events on a weekly basis.

Even when not open for Library services or Library-sponsored events, the Library building was frequently used by local, regional or state governmental or private agencies for non-library specific meetings or events. In calendar year 2009 the Library provided around-the-clock access to its meeting rooms (located on the building's ground floor) and recorded 204 uses.

Donations, Volunteers and Other Unpaid Help

Money and gifts in-kind were received from many benefactors, and the Library wishes to recognize the following people:

Cornelia Adams, America's Charities, Katie Barrett, Sam Barrett, A. Dennis Barbo of the George K. Progin Foundation, Bob Baylis and the Big Truck Night Crew, Tamara Bedard, Central Massachusetts Regional Library System, Pete Christoph, Sheryll Collins of Art on Rotation Gallery, Paul S. D'Angona, Christopher Detsikas, Erin

DeCoste, Albert Dodge, Kathy Dugan, John W. Duke, Mary T. Duke, Pauline T. Duke, David Dunn, Dunn and Company, Friends of the Thayer Memorial Library, Norma Gilbertson, Denise Hurley, Len Kelley, Linda J. Kostin, Lancaster Cultural Council, Lancaster Fire Department, Lancaster Land Trust, Lancaster Police Department, Library Building Fund Board, Library Foundation, Paul Leone, Carlos LLanso, Chester Locke, Massachusetts Board of Library Commissioners, Laura Matthew, Muriel J.

McLaughlin, Metropolitan Antiques, Mom's Club of Lancaster / Sterling, Brian Newton of Legacy Publishing, Nashoba Montessori School, Alan C. Nichols, Stephanie Notaro, Sandy Nowicki, Hank Paszko, Jean-Paul Pagé, Marilyn Pagé, Laura Pelletier, Rebecca Shoer, Karen Silverthorn of the G. Eric Jones Library at Atlantic Union College, Jean Syria, Keely Walsh, Wanda Walsh, Julie Williams, Shawn Winsor, the Western Massachusetts Regional Library System, Faith Venier, Robyn Yalian, Rosemary Davis Memorial Fund of Greater Worcester Community Foundation, Stephanie Yalian and Tyler Yalian

The Library's loyal corps of volunteers continued to play an invaluable role, enhancing the ability of the staff to deliver high-quality service to patrons. In addition to adding new members to its volunteer ranks, the Library was the recipient of 2,818 unpaid, volunteer hours of service. over 54 hours per week, Averaging volunteers saved Lancaster residents \$25,189 in wages (based on the wages of an entry level page)*. Additionally, Roseanne Colombo and Donald Boucher completed their third year working at the Library as Tax Abatement staff. Cecile Thurlow completed her sixth year as the Library's Tax Abatement Senior Museum Clerk. Chester Westover and Carolyn Stump began working as Tax Abatement Collection Assistants beginning in November. *Last year's Annual Report stated that the Library accumulated an average of 47.5 hours per week in unpaid assistance, which is incorrect. The Library averaged 47.5 hours in 2007. In 2008 the Library averaged 58 hours a week.

The Library's loyal corps of volunteers includes: Laurie Bernadette, Donald Boucher, Lisa Boutotte, Emily Castner, Kyle Conroy, Kirsten Dean, Marie Espinola, Maria Fenstermaker, Beverly Fine, David Gendler, Christiann Gibeau, Anvish Gurijala, Joan Higbee-Glace, Alan Joseph, Bob Kadlec, Susan Kadlec, Len Kelley, Carolyn Ketchum, Ceil Kirby, Jennifer Leone, Barbara Linton, Margaret MacLaughlin, Brittany Madden, Bobby Masterson, Norma McCarty, Mark McLeod, Roy McCoy, Susan Munyon, Dorothy Olson, Marilyn Pagé, Kristen Phillips, Susan Polansky, Gail Prewandowski, Kas Quinn, Teresa Quinn, Irene Roper, Mike Roper, Jo-Agnes Santangelo, Ellyn Sherman, Hollis Shore, Cecilia Thurlow, the Friends of the Thayer Memorial Library and the Library Trustees.

Respectfully submitted, Joseph J. Mulé, Director

Members of the Board of Trustees:

Emily J. Rose, Chair Frank MacGrory, Vice-Chair Frank Streeter, Secretary John Schumacher-Hardy, Member Michael Lukaszevicz, Member Stephanne Fiori, Member

Library Staff:

Joseph J. Mulé, Director
Anne White, Assistant Director, Adult Services Librarian (Jan-Feb)
Nancy Hayes Clune, Assistant Director, Adult Services Librarian (Aug-Dec)
Susan Mellow-Conroy, Children's Librarian
Linda Ledoux, Senior Library Technician
Marcia L. Jakubowicz, Special Collections Assistant
Janet Baylis, Library Technician
Janet Baylis, Library Page

Sandy Altucher, Library Page
Lisa D'Ambrosio, Library Page
Dorothy McCandless, Library Page
Nancy Record, Custodian
*Cecilia Thurlow, Senior Museum Clerk
*Donald Boucher, Museum Clerk
*Rosanne Columbo, Adult Services Assistant
*Carolyn Stump, Collections Assistant
*Chester Westover, Collections Assistant
*Administered through the Council on Aging Tax Abatement Program

Library Hours:

Monday: 10:00 PM - 8:00 PM Tuesday: 12:00 PM - 8:00 PM Wednesday: 10:00 AM - 8:00 PM Thursday: 10:00 PM - 8:00 PM Friday: 10:00 PM - 5:00 PM

Saturday: 10:00 AM - 2:00 PM (Closed Jul-Sept)

Recreation Committee

The Lancaster Recreation Committee offers youth basketball for grades 1 through 8. Games and practices are held at Mary Rowlandson Elementary and Luther Burbank Middle Schools. Games are played with the towns of Bolton, Harvard, Maynard and Stow. We would like to thank Bill Duggan for coordinating this program.

The Recreation Committee sponsored the Kelly Miller Circus on July 3rd. The circus was held under the big top with two shows in the lot behind the Lancaster Marketplace. The circus was well attended, and will return on June 30, 2010.

The tennis courts at Thayer Field were cleaned up and repaired in the fall. The

fences and asphalt cracks were repaired, and with new paint and sealcoat, they will be available for use by residents for the first time in several years this spring.

A Ski Club was started at Wachusett Mountain. With 16 people joining, the Committee earned an incentive award from Wachusett Mountain in the form of a Century Bronze Pass, which was donated to the Lancaster Angel Tree.

Thayer Field continues to host many Little League baseball games and practices. The



Challenger League Team Photo, by Peggy Kennedy

Challenger League for kids with special needs continues to thrive at Thayer Field as well. There is also an Adult Co-Ed Softball League at the field. Thanks to Steve Mudgett for a great job maintaining the fields.

The Town Beach at Spec Pond was open for seven weeks with lifeguards and attendants to oversee safety at the beach.

The Committee would like to thank outgoing members Joan Mitchell and Henry Richter for their many years of dedicated service to the Town of Lancaster.

Respectfully submitted, Steve Mudgett, Chairperson Joe Kennedy Penny Sullivan Susan Smiley

Lancaster 4-H

Registration for Lancaster 4-H is held every spring for the following school year. 4-H is perfect for children who are interested in hands-on activities and enjoy meeting new people. This program is available to girls and boys beginning in grade one going through 18 years of age. Due to the club size it is only open to residents of Lancaster.

Group sizes are kept small to insure the best experiences for program members. Children are grouped by grade level for regular group meetings which are scheduled on a biweekly basis. Activities involving animals are scheduled on a weekly basis. Some program activities include cooking, Legos, sewing, animal husbandry, public speaking,

and camping for older participants.



Lancaster 4-H runs the poultry, beef and dairy show at the Bolton Fair. This civic-minded group is always exploring new ways to help the community. (Photo shows Jessica Gavin leading her calf, photo by Peg Corbett) Some of our

activities include:

- Making all the arrangements concerning the annual tree lighting
- Making all the arrangements concerning the annual Easter Egg Hunt

- Sponsoring a fishing derby every year at Bartlett Pond
- Planting a garden at the Mary Rowlandson School
- Competing in many local fairs throughout Massachusetts



Studies show that 4-H members do better in school, are more motivated to help others, feel safe to try new things, achieve a sense of self-esteem, and develop lasting friendships. (Photo of 4Hrs filling Eggs, by Peggy Corbett)

Please contact me if you would like more information about the Lancaster 4-H Program or if you are interested in becoming a 4-H leader. I look forward to seeing you in the coming year.

The 4-H will be showcasing some programs at the Sholan Farms Apple Blossom festival in Leominster this spring. Please stop by and see us.

Peggy Corbett Lancaster 4-H President lancaster4h@comcast.net

Trustees of the Charitable Fund

The Trustees of the Charitable Fund in the Town of Lancaster herewith submit their 159th ANNUAL REPORT of the Invested Funds, in accordance with the provisions of the Act of Incorporation of the Fund in the year 1851.

The Invested Funds are as follows:

Clinton Savings Bank "Preferred Checking": \$18,031.10

Respectfully,

Jacqueline A. Folger, President Chester L. Locke, Treasurer Sarah E. Gulliver, Clerk

MEMORIAL DAY

Monday, May 25th, 2009 9:am The Town Green Lancaster Mass

Parade Marshal William W. Bartlett
Commander of Commander Everett Minigan, American Legion Post 96 Henry Richter
Master of Ceremonies Henry Richter

Invocation Mr. George Frantz Pledge of Allegiance to the Flag Audience "America the Beautiful" Audience and Lancaster Middle School Band Jamie Farren General Logan's Orders Lancaster Middle School Band "Manhattan Beach March" Alex Parker Lincoln's Gettysburg Address "Amazing Grace" Audience and Nashoba High School Band Memorial Address Master Sergeant Joseph Clark Call for Wreath Bearers Henry Richter Call for Heritage Group Henry Richter "The Star Spangled Banner" Audience and Nashoba High School Band Decoration of War Memorials Veterans Three Rifle Volley Firing Squad "Taps" Lanaster Middle School Band Mr. George Frantz Benediction

Parade proceeds to North Cemetery led by The American Legion. Music provided by Nashoba High School Band, directed by Tom O'Toole; and, Lancaster Middle School Band, directed by Wayne Gilbert.

"The Star Spangled Banner"Town Green

Nashoba High School Band

We are here to honor and pay tribute to the men and woman who served our country in time of war.

Let us live our lives so that the ideals, the liberty and the way of life they fought to preserve may remain in us a living memorial to those who we will never forget.

The committee wishes to thank the audience and all who participated in making this day a solemn and memorable Memorial Day.

Memorial Day Committee Members Carol Sonia , Karen Shaw Co- Chair Cheryl Bartlett Ann Fuller Paula Hamwey , Aide

Jen Lapen Henry Paszko Mary Paquette Roberta Winsor



Placing the wreath during 2009 Memorial Day services on the Town Green. Item Photo

IX. EDUCATION



Nashoba Regional School District is on the right the course, academically and financially. Despite the state and national economic realities, Nashoba has used solid financial principles to mitigate declining revenues and continue our focus on our mission: *To educate all children to their fullest potential*. Our budget is supportive of the key components that make Nashoba's communities desirable to live, work and have our children grow, thrive, and prosper. The primary way we achieve our mission is hiring quality staff. Whether they are in the classroom, in the corridor, on the field, or in the kitchen, Nashoba only engages highly trained people in order to continue getting highly desirable results. We have also been very fortunate to commit to continuous learning for our faculty, staff, and administrators.

This past fall, the School Committee reviewed our District Improvement Plan, endorsing a plan that supports goals we set some five years ago. With a focus on continuing to develop parity among our grades in each community, comprehensive reporting tools are in the development stage. This is a significant undertaking as we explore what parents want, what teachers need, and what we can provide to inform learning for each student.

Teachers, para-professionals, and administrators are working to promote effective literacy and mathematics strategies. These interventions will help teachers address learning deficits, more successfully. This is connected to an initiative started last year called *Response to Intervention*, in which the entire district went through training to learn to use data, identify effective strategies individually or as part of a team and then monitor progress more frequently as the need presents. We continue the conversation over sustainable models that would maintain excellent results, but may be more cost effective over the long term. Last summer the District began to explore sustainable, sellable, and strategic models that differ from current approaches everywhere in the school. Over the summer we were very successful in looking at different vendors for our health insurance program and were successful in finding a vendor who would offer the same subscriptions at a lower increase to the premium and that saved the district and our employees close to \$400,000.

Student Performance

Our students continue to perform well across all content areas. The Massachusetts Comprehensive Assessment System (MCAS) is one measure of their academic strengths, and the one we use to guide us in our development of curriculum, instruction and assessment practices. In addition, the district has been working to have local assessment tools to monitor student progress within the academic year. This past fall we have begun a statistical analysis to determine

whether they correlate with the MCAS. In the coming year we will be developing a writing assessment tool, as well.

NRHS students have performed extremely well on the MCAS. Ninety-two (92) percent of the current juniors received either Advanced or Proficient on the English Language Arts and Science tests while ninety (90) percent achieved either Advanced or Proficient on the Mathematics test.

Technology Ramp Up

The district dedicated the summer to redesigning its technology infrastructure. We went fiber throughout the entire district which has enabled us to improve web access internally for all of our district software and to provide greater access for teaching tools such as video clips for instructional lessons. Over time, this endeavor will save the district money because instead of having to purchase site licenses we will be able to have software running on one server.

The Center School and Pompositticut School

The Town of Stow's support for the renovation and addition at The Center School is truly appreciated. The design will bring our elementary program into the twenty-first century with the educational space needed for our enrollment and the program space needed for the variety of opportunities afforded our students. Our faculty and staff are very excited about the plans for combining the schools into one building in 2012. They are very involved in the process, meeting with the architects, discussing classroom set up, materials, and colors.

Athletic Hall of Fame

The District held its Inaugural Athletic Hall of Fame induction ceremonies in 2009. The inductees included: Bob Cali (Coach – Cross Country, Track & Field), Rebecca Donaghue '94 (Cross Country, Track & Field), Donnie Drugge '73 (Football, Track & Field, Basketball), Everett Ingalls (Athletic Director, Coach), Shirley (Stott) Ingalls (Coach, PE Dept. Chair), Raymond LaChance '62, (Football, Track & Field), Kristi (Palmaccio) Therrien '92 (Soccer, Basketball, Track & Field), and Peter Richards '66 (Athletic Director, Coach, Student-Athlete).

	MC/AS Tests of Spring 2009											
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District Staff Retirements

Christopher Lloyd Bruning

NASHOBA is fortunate to have many talented individuals work within our district. The following people retired during the 2009 year.

Jackie Scheibel, FSS Pam Marston, FSS Larry Isomaki, FSS Alice Trussell, FSS Barbara Scavone, NRHS Patricia Linenkemper, MRE Carol Clark, MRE Joan Fallon, NRHS Gail Gallant, MRE Sally Sullivan, DISTRICT Susan Berini, MRE Brad George, HALE David Zina, Center

Respectfully submitted by, Michael L. Wood, Superintendent of Schools

George Babich, Monica CampoBasso, Melvin Govindan - Town of Lancaster Representatives on NASHOBA School Committee

Nashoba Regional High School **Class of 2009**

Meghan Elizabeth Ryan** - President Elizabeth Anne Harvey** - Vice President Erin Lee Sadler** - Treasurer Lynnette Marie Gonzalez** - Secretary

Nicholas Alexander Abraham Jaclyn Elizabeth Bucciero Camille Elizabeth Adams Ashley Evelyn Buettner Leonardo Raul Alarcón Caroline Jean Buffum ** Andre Pierre Burgess Rebecca Hawkins Aldrich ** Rachel May Anzaldi Kristen Mary Camacho * Morgan Margaret Atkinson Samuel Matthew Camp Matthew Collins Atwood Andrea Beth Caron Jeffrey Simon Bagdigian Stephanie Elizabeth Carvalho ** William John Cassidy Corey Thomas Baker Michael Isaiah Bartlett Kendall Sharee Beveler Jonathan William Birse Justin Michael Biskaduros Daniel Hayward Blanton ** Nicole Elizabeth Bonazzoli Elizabeth Sophia Bonczek Joshua Joseph Bonn Ryan Patrick Boye Tyler Robert Brandt Rebecca May Brouillette

Nicholas Geoffrey Chin ** Rhyvere Cornella Christopher Raya Laurel Clements Joshua Scott Cohen **Evan Daniel Collins** Jeremy Thomas Colon Kersten Elizabeth Coull Raymond David Couture Jamie Nicole Crooker Alyssa Lynn Crozier Megan Elizabeth Cullinane ** Michael Sean Dandley

Cameron Mark Delay Robert Tiberius DeMeo Elise Marie DePlanche Andrew Thomas Detsikas Craig Paul Doran Joseph Dao Doyle Candace Dineen Duggan Elizabeth Esther Dutting ** Steven Edward Ek Lauren Marie Enterkin Robert Joseph Falvey David Edward Farrell Benjamin Edward Farrow Brian William Feely Christin Elizabeth Fernau Connor Mark Finnerty Hope Mattea Fiori ** Georges Martin Fischer Ann-Marie Elizabeth Fisher Michael Albert Flaherty ** Mark Anthony Fratto Jillian Freedlender * Colleen Eleanor Frost ** Marissa Rose Fuentes Lindsey Adona Fuller Ryan Keith Galeski Megan Elizabeth Gardner Vivek Jun Garge' ** Alexander Michael George **Bradford James Giunta** Jessica Lauren Giunta ** Jennafer Ashleigh Gonsalves Marissa Bryden Goodhue Ramesh Govindan ** Andrew James Gradeski Jeffrey Lucas Gunderson Joshua Eliot Hamilton Lucas David Hammar Anne Gabriel Hannaway Jennifer Michelle Harding ** Amanda Lee Hasenzahl Katherine Anne Hedstrom Daniel Keegan Heffernan Ian Maxwell Hills Allison Patrice Hodge Kayleigh Erin Hoffman

Heather Danielle Hovasse Jordan Richard Howley Julia Elizabeth Hvoslef Alyssa Maria Iannuccilli Antonious Younan Ibrahim Dena Younan Ibrahim Samantha Irene James Bethany Marie Johnson Thomas James Joyce Coleen Elizabeth Kearns Emily Janice Kerrigan Sean Thomas Killackey ** Philipp Knasmueller Nicole Elizabeth Kovacs Rebecca Grace Krantz Nicole Ann Kreidermacher ** Brianna Meghan Kuzmitch Heather Elaine Lally Marjorie Louise Wing Yi Lam ** William Albert Lawler * Nicholas Evan Lawrence Rodney Bryan Leach Nicholas Laurence Lena Cashel Elena Lisse-Brown Caryssa Marie Lumbard Kelly Elizabeth Macko ** Janelle Kathleen MacLaughlin ** Kara Ann MacLean Marc William MacLeod ** Joseph Harry Cotton Madden John Charles Malley ** Erin Marie Mannion ** Elise Alexandra Mariolis Jenna Dallaire McAlpine Brianna Lynn McNamara Conor Howe Megee Kyle Anthony Mendes Laura Elizabeth Millet Justin Robert Mills Starr Sumie Miyata Robert Alan Moody Katelyn Ann Morse Matthew Bolton Murray Paul William Murray Jacquelyn Carmen Murtha Kimberli Nicole Nelson

Luke Timothy Nesman ** Tyler Mark Nikitas Lauren Ellen Nisotel Michael Jordan Nolan Joseph Martin O'Donnell Allison Lynne O'Neil ** Kseniya Ivanovna Obidina Emmanuelle Omeler Ryan Joseph Ordung Lindsay Ruth Ormond Brittany Sonja Osachuk ** Jonathan Kyle Palmer Alexander James Papanastassiou ** Nicholas John Papanastassiou ** Benjamin James Parker Ivanka Prit Patel ** Travis Richard Patterson Elizabeth Faith Peacock Erika Perez Kyle Andrew Perry Brian Thomas Petillo Peter John Petkauskos Amanda Lynne Pipich Jessica Fatima Pires Molly Campbell Porcher ** Craig Edward Power Ava Joy Raku ** Isa Kai Raku Brittany Michelle Ringler Justin Louis Rizzi Carlista Joyce Robinson Paige Elizabeth Rockel Mark Alan Salhany Leah Marissa Santangelo Robert Elliot Savino

Gregory Michael Schab Emily Jane Schwarzkopf Michael Vincent Sestito ** Aaron Christian Seymour Brian Robert Shaughnessey Maura Lynn Sheridan Jacob Harris Sherman ** Rebecca Rose Shoer ** Ryan Joseph Sivret Michelle Ann Slattery Briana Emily Smith Josiah David Smith Nicholas Daniel Sozio ** Alexandra Hart Spear ** Meghan Anne Stafford Trisha Elizabeth Starkey Jeffrey Paul Stefanis ** Jeffrey Patrick Stokes Daniel John Sullivan **Emily Grace Tamker** Krystin Martha Thissell Victoria Leigh Tompert Daniel Mark Trefry Bridgette Siobhan Trudeau Sarah Marie Trueblood Alexander Moritz Udvare Rhys Ryan Ursuliak Eric Charles Ventura Christopher Andrew Vogel Alexandra Katherine Wade ** Jillian Rose Walsh Aaron Joseph Wassall Ryan Keith Williams Allison Leigh Wyand Amelia Catherine Young

Haley Ann Zoller

Sophie Joy Sayles

^{*} Certificate of Completion

^{**} Inducted into National Honor Society.

2009 ANNUAL REPORT TO THE TOWN OF LANCASTER

MINUTEMAN REGIONAL HIGH SCHOOL

School of Applied Arts & Sciences

758 Marrett Road, Lexington, Massachusetts 02421 www.minuteman.org

Minuteman Regional Vocational Technical School District

About Minuteman

Minuteman High School is a four-year career and technical high school serving our member towns: Acton, Arlington, Belmont, Bolton, Boxborough Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston, as well as, 47 other cities and towns in Eastern Massachusetts. Minuteman combines rigorous academics and preparation for college with relevant career and technical programs. The school also provides career development programs for adults as part of our self sustaining Community Education Program.

Enrollment

As of October 1, 2009, 26 high school students and 1 post graduate student were enrolled at Minuteman providing a full time equivalent (FTE) of 27 students that reside in Lancaster. Minuteman offers a part time program where Nashoba Regional High School students are able to take part in elective technical training courses on a half day basis. Currently, very few Lancaster students take advantage of this unique program designed to give juniors and seniors the opportunity to explore career majors and still remain at Nashoba Regional High School. The District offers 'Post Graduate' programs to Lancaster residents of any age who are seeking to enhance their own economic opportunity at Minuteman via skill development.

2009 Lancaster Graduates and Awards

Heather Lasonde, Telecommunications Jennifer Miner, Drafting/CAD Brandy Moriarty, Graphic Communication

At the 2009 graduation, Jennifer Miner received the Friends of Minuteman Award. This award is given to students of superior academic achievement and significant participation in school or community activities.

Class of 2009 Graduate Achievement Highlights

- 100% successfully passed the state-required MCAS tests in English and Math.
- 66% college acceptance or advanced Technical Training, 27% career bound in field and 3% military. Overall, graduates achieved a 96% placement rate.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Education and Care program completers were certified by the Massachusetts Department of Early Education and Care.
- 100% of Cosmetology graduates that participated in the state board examination were certified.
- Health Occupation graduates achieved 100% in college acceptance.
- Rebecca Rowe, an Environmental Technology graduate from Arlington, was honored as the Massachusetts Vocational Student of the Year by the Minuteman Career & Technical High School Committee, the Massachusetts Association of Vocational Administrators, and the State Commissioner of Education.
- JonFranco Barreto, a Biotechnology student from Medford graduated Valedictorian of the Class of 2009.
- Student speakers at the Class of 2009 graduation ceremony were Valedictorian JonFranco Barreto of Medford, Salutatorian, Christopher Sproul of Stow, and Class President Alicia Ofria of Medford.

Leadership, Governance and Communication

 The New England Association of Schools and Colleges conducted a decennial site visit to Minuteman in March of 2009. On December 10th, the Superintendent received a letter from Paul Bento, Director if the Commission announcing our reaccreditation. The following are excerpts:

"I write to inform you of deliberations of the Commission on Technical and Career Institutions at its November 5-6. 2009 meeting, at which time the Commission reviewed the report of its decennial visiting committee dated March 3-6. 2009, and voted continued accreditation for Minuteman Career & Technical High School with a Two-Year Progress Report due February 1, 2011, and a Five-Year Focused Visit in the Spring 2014.

The Commission commends the administration and staff at Minuteman Career & Technical I ugh School for the many commendations identified by the visiting committee. The Commission wishes to highlight several of the accomplishments listed by the committee, although it does so not minimizing the many good things listed in the decennial visiting committees report. These commendations are:

- 1. The positive school climate observed by the visiting committee and displayed by students and staff
- 2. Administrative efforts to provide leadership in developing plans needed to initiate a comprehensive improvement project for the facility
- 3. The articulation of the school's Mission Statement and Goals into learning experiences for Students
- 4. The enthusiastic and committed staff

The Commission also focused on several visiting committee recommendations that are of particular concern and to which the school should pay particular attention as it strives to reach excellence. These recommendations are:

- 1. Address all health and safety recommendations detailed throughout the report
- 2. Continue to work toward funding and implementing the facility renovation project
- 3. Develop and implement new and additional strategies to recruit students to take advantage of the excellent educational opportunities available
- 4. Continue to work toward greater integration between academic and vocational/technical program instructors"

The complete NEASC Report is available at <u>www.minuteman.org</u>.

- The Massachusetts School Building Authority (MSBA) and Treasurer Tim Cahill announced Minuteman's inclusion in the Career & Technical Education Building Program, providing \$100M to 10 Career & Technical Schools for renovation and repairs. MSBA invited Minuteman to the Feasibility phase of a renovation project (visit www.minuteman.org for more information.)
- The Minuteman ESCO project upgraded and retrofit a number of the school's energy-using building systems with cutting-edge technology and implemented a series of energy efficiency strategies that will trim Minuteman's energy use as much as 50% and generate equivalent savings on the school's energy bill. Upon completion of \$5,000,000 worth of work which included new boilers, chillers, electrical switch gear, lighting upgrades and weatherization Minuteman saves 57% of our water; 44% Gas and 22% of our electrical bill. This results in savings of about \$275,000. In addition, annual energy savings is being used to pay for the improvements; thus no cost to our member communities.

Curriculum and Instruction

The Art program has been restored to the Minuteman Curriculum. More than 160 students have enrolled in 3 levels of classes and a waiting list has been established. A Health class has also been established to supplement a well-rounded student education. Minuteman has reinstated music as a formal elective course and performance outlet after a hiatus of over twenty-five years. The purpose is to assemble a comprehensive music and performing arts program and attending graduation requirements during the next four years. Our expectations include the development over time of a diversified course of instruction that will feature traditional course work (chorus, theory, instrumental instruction and performance) as well as activities that reinforce the relationship between musical knowledge and skill and our technical majors, including electronics and computer programming as well as recording and sound engineering. Minuteman has added a full-time Reading Specialist position that combines classroom teaching with consulting responsibilities. Reading skills improvement is a school-wide goal. The Reading Specialist oversees our computer-assisted remedial reading lab, co-teaches developmental English classes, and provides specific reading services per students' Individualized Educational Plans (IEP). In addition, he will share his expertise in collaboration with all academic and career and technical departments to improve curriculum delivery through the active application of reading strategies and study skills. Minuteman has

reinstituted the full-time position of licensed School-Adjustment Counselor. The position is supported by Special Education grant funding, and it allows for the provision of counseling services to students in response to needs articulated in their Individualized Educational Plans (IEP).

- Career and Technical programs are now aligned along 5 Career Clusters: Agriculture and Transportation, Bio-Science, Business and Information Technology, Human & Commercial Services, and Trade & Engineering. Clustering allows for common core curriculum to be delivered in clusters to 9th and 10th grades students.
- Since the Fall of 2008 all 9th grade students partake in daily English and Math instruction, rather than the long-established "week on-week off" schedule, thus providing consistent academic instruction in preparing for required MCAS score increases by the state department of education.

Assessment and Program Evaluation

- Minuteman developed a Non-traditional Exploratory Program through which all students learn about the viability and challenges of men and women in non-traditional careers, such as Automotive Technology, Carpentry and Construction, Computer Science, and Engineering for women and in Medical Careers, Cosmetology / Barbering, and Office Technology for young men. The students learn about these careers through a series of hands-on exercises, guest speakers and alumni panelists, and field site visits to industry partners.
- Minuteman is moving towards a 'modified inclusion model' for Special Education students. Professional development for staff continues as we implement this proven strategy.
- Minuteman underwent its 3rd New England Association of Schools and Colleges Decennial re-accreditation site visit in March of 2009 and Minuteman will remain an accredited High School.
- Minuteman students performed very well on the 2009 MCAS: 92% pass rate in Math, 100% pass rate in English, 95% pass rate in Science & Technology.

Professional Development

The Minuteman staff has prioritized two professional development topics for the 2007 –
2010 timeframe. Based upon feedback from our EQA report, several half day training
sessions on summative and formative assessment methodologies are being held. In addition,
the development of Professional Learning Communities is happening for 40 staff with
several outside resources.

Student Access, Participation and Support

• Minuteman reorganized the assignment of guidance counselors to provide incoming 9th grade students with a dedicated guidance counselor. Our research has shown that many freshmen need additional support as they made the adjustment to High School.

- In addition to having a dedicated 9th grade counselor, the re-assignment strategies now include counselors covering the career clusters. This provides the counselors with a more thorough knowledge of the career areas and the staff.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshmen) throughout the school year. Over the past 7 years the number of participants has doubled in many of the sports offered. Minuteman maintains a no cut and no athletic fee policy. In addition, Minuteman students have access to more than 30 clubs and activities.
- The Minuteman Parent Association meets monthly and supports all aspects of the Minuteman community. In addition, they assist in fundraising for scholarships awarded at graduation. The goal of the MPA is to help support student access and achievement in all areas including but not limited to academic, vocational, athletic, and extra-curricular activities.
- A new website, <u>www.minuteman.org</u>, launched in September 2009.

Financial and Asset Management Effectiveness and Efficiency

- The Minuteman FY10 budget was passed unanimously at \$17,496,001, which represents a 2.91% increase without taking into account the cost of the Middle School Tech Programs. A portion of the increase was due to rising health care costs and utility costs.
- Budgets continue to be tightly managed as Minuteman seeks to 'right size' itself and reduce its' per pupil expenditures.
- A new financial management software system was implemented to improve the efficiency in the Business Office as well as a restructuring of staff. A new Director of Business and Operations position was hired with the impending retirement of two separate administrators. This position oversees all areas of non-instructional support services provided to the school and will continue to improve efficiency in all of these areas.

The FY10 Capital funds were used for major systems repairs, continuing to implement the approved Technology Plan, upgrading the main entrance mall area of the school, relocating the vocational coordinator office, renovating and relocating the Early Education Child Care Center, renovating of hallway areas and the cafeteria space, upgrading the pool heating systems, upgrading the graphic arts classrooms, physical education classrooms, and fitness room for students, refurbishing the tennis courts, relocating the maintenance office, renovating classroom space for a new music room and barbering room and relocating and installing the student made welding horse at the front entrance of the school.

X. TOWN RECORDS

January 29, 2009	Cara Sanford resigned as a member of the Conservation Commission, effective February 28, 2009.
February 2, 2009	Mary Anne Ware was sworn in as a member of the Cultural Council, effective January 29, 2009 to January 29, 1012.
February 4, 2009	Penny H. Sullivan was sworn in as a member of the Recreation Committee, effective January 29, 2009 to June 30, 2011.
February 17, 2009	David R. James was sworn in as a member of the Council on Aging, effective to June 30, 2009.
February 20, 2009	Mark A. Schryver was sworn in as a member of the Historical Commission, effective January 29, 2009 to June 30, 2010.
April 13, 2009	Alexandra W. Turner was appointed from Associate Member to Regular Member of the Conservation Commission to fill the term vacated by the resignation of Cara Sanford, term to expire June 30, 2010.
April 13, 2009	Thomas J. Early was appointed from Regular Member to Associate Member of the Conservation Commission, term to expire June 30, 2009.
April 15, 2009	John A. Ranieri was sworn in as a member of the Board of Registrars of Voters, effective April 1, 2009 to April 1, 2012.
April 16, 2009	Mary K. Paquette was sworn in as a member of the Memorial Day Committee, effective July 1, 2008 to June 30, 2009.
April 16, 2009	Karen S. Shaw was sworn in as a member of the Memorial Day Committee, effective July 1, 2008 to June 30, 2009.
April 27, 2009	Roberta G. Winsor was sworn in as a member of the Memorial Day Committee, effective July 1, 2008 to June 30, 2009.
April 28, 2009	Henry A. Paszko was sworn in as a member of the Memorial Day Committee, effective July 1, 2008 to June 30, 2009.
April 29, 2009	Joy F. Peach resigned as a member of the Memorial Day Committee, effective immediately.
May 5, 2009	Carol J. Sonia was sworn in as a member of the Memorial Day Committee, effective July 1, 2008 to June 30, 2009.

May 11, 2009	Cheryl A. Bartlett was sworn in as a member of the Memorial Day Committee, effective July 1, 2008 to June 30, 2009.
May 11, 2009	Ann P. Fuller was sworn in as a member of the Memorial Day Committee, effective July 1, 2008 to June 30, 2009.
May 12, 2009	George L. Babich was sworn in as an elected member of the Nashoba Regional District School Committee for a term beginning on May 12, 2009 and running until May 14, 2012.
May 12, 2009	John A. Foster II was sworn in as Superintendent of the Lancaster Department of Public Works, effective May 1, 2009 to April 30, 2010.
May 12, 2009	Frank T. MacGrory was sworn in as a an elected member of the Lancaster Housing Authority, for a term beginning on May 12, 2009 and running until May 12, 2014.
May 14, 2009	David I. Spanagel was sworn in as Lancaster's elected Town Moderator for a term of one year, from May 12, 2009 to May 10, 1010.
May 18, 2009	Francis G. Sullivan, Jr., was sworn in as an elected member of the Planning Board, for a term beginning on May 12, 2009 and running until May 12, 2014.
May 18, 2009	James E. Riley, Jr., was sworn in as an elected member of the Finance Committee, for a term beginning on May 12, 2009 and running until May 14, 2012.
May 19, 2009	At a regular meeting of the Board of Selectmen on May 18, 2009, to Board voted to reorganize with Jennifer B. Leone, Chairwoman, John P. Sonia, Clerk, and Christopher J. Williams, Member.
May 21, 2009	Jennifer Lapen was sworn in as a member of the Memorial Day Committee, effective July 1, 2008 to June 30, 2009.
May 27, 2009	Kathleen A. Brosseau was sworn in as a member of the Personnel Board, effective May 18, 2009 to June 30, 2012.
June 10, 2009	At its regular monthly meeting on June 4, the Board of Health voted to reorganize. Stephen Piazza was elected Chairman, Robert L. Baylis, Vice Chair, and Vera B. Davis, Clerk.

June 10, 2009	Carol J. Sonia was sworn in as the State-Appointed member of the Lancaster Housing Authority, effective March 26, 2009 to August 20, 2012.
June 11, 2009	James J. Piermarini was sworn in as an elected member of the Finance Committee, for a term beginning on May 12, 2009 and running until May 14, 2012.
June 16, 2009	John McGarity was sworn in as Lancaster's Moderator-appointed representative to the Minuteman Regional Vocational High School Committee, effective to April 1, 2012.
June 16, 2009	Stephanne J. Fiori was sworn in as an elected member of the Board of Library Trustees, for a term beginning on May 12, 2009 and running until May 14, 2012.
June 23, 2009	Peter Farmer was sworn in as a regular member of the Conservation Commission, effective July 1, 2009 to June 30, 2012.
June 23, 2009	David R. James was sworn in as a regular member of the Council on Aging, effective July 1, 2009 to June 30, 2012.
June 23, 2009	Joseph G. Kennedy was sworn in as a regular member of the Recreation Committee, effective July 1, 2009 to June 30, 2012.
June 24, 2009	The Lancaster Housing Authority voted to reorganize, with Henry Richter serving as Chairman, Daunne Miller, Vice-Chair, Judith MacLean, Treasurer, and Frank MacGrory, Assistant Treasurer. Carol Sonia is the State-appointed member of the Housing Authority.
June 24, 2009	John J. King, Jr., was sworn in as an elected member of the Board of Public Works, for term beginning on May 12, 2009 and running until Ma 14, 2012.
June 24, 2009	Robert Marshall was sworn in as a member of the Zoning Board of Appeals, effective July 1, 2009 to June 30, 2014.
June 25, 2009	Imogene W. Watson was sworn in as a regular member of the Lancaster Historical Commission, effective July 1, 2009 to June 30, 2012.
June 25, 2009	Dayna Gant was sworn in as a regular member of the Town Forest Committee, effective July 1, 2009 to June 30, 2012.

June 25, 2009	The Planning Board, at its regularly scheduled meeting on June 22, 2009, voted to appoint Jeanne Rich as Chairperson, Frank Sullivan as Vice-Chair, and Philip Lawler as Clerk.
July 6, 2009	At its regularly scheduled meeting on July 2, the Conservation Commission voted to elect Ruth Anderson as Chairperson through November, when another Conservation Commission member will be elected Chair.
July 10, 2009	Phyllis A. Tower was sworn in as Lancaster's Animal Control Officer, effective July 1, 2009 to June 30, 2010.
July 17, 2009	Noreen Piazza was sworn in as Lancaster's representative to the Montachusett Joint Transportation Committee, effective July 1, 2009 to June 30, 2010.
July 20, 2009	Michael McCue was sworn in as a member of the Disability Commission, effective July 1, 2009 to June 30, 2011.
July 20, 2009	Tammi L. Fletcher was sworn in as an associate member of the Disability Commission, effective July 1, 2009 to June 30, 2012.
July 20, 2009	Sarah P. Spencer was sworn in as a member of the Town Forest Committee, effective July 1, 2009 to June 30, 2012.
July 21, 2009	Kevin D. Lamb was sworn in as Keeper of the Lockup, effective July 1, 2009 to June 30, 2010.
July 21, 2009	Susan Smith was sworn in as an associate member of the Disability Commission, effective July 1, 2009 to June 30, 2010.
July 22, 2009	Lesley Allison was sworn in as a member of the Disability Commission, effective July 1, 2009 to June 30, 2012.
July 22, 2009	Carolyn Stump was sworn in as a member of the Disability Commission, effective July 1, 2009 to June 30, 2011.
July 27, 2009	Cheryl Almeida was sworn in as a member of the Disability Commission, effective July 1, 2009 to June 30, 2012.
July 27, 2009	Eugene C. Christoph was sworn in as Lancaster's Alternate Representative to the Montachusett Regional Planning Comission, effective July 1, 2009 to June 30, 2010.
July 27, 2009	Eugene C. Christoph was sworn in as a member of the Zoning Board of Appeals, effective July 1, 2009 to June 30, 2014.

July 28, 2009	Elizabeth W. Colley was sworn in as a member of the Historical Commission, effective July 1, 2009 to June 30, 2012.
July 29, 2009	Claire E. Griffiths was sworn in as a member of the Council on Aging, effective July 1, 2009 to June 30, 2012.
July 30, 2009	M. Judith MacLean was sworn in as a member of the Council on Aging, effective July 1, 2009 to June 30, 2012.
July 30, 2009	Lorry Doucet was sworn in as a member of the Disability Commission, effective July 1, 2009 to June 30, 2010.
July 30, 2009	Linda Arsenault was sworn in as a member of the Personnel Board, effective July 1, 2009 to June 30, 2012.
August 3, 2009	Wanda Munding was sworn in as a member of the Disability Commission, effective July 1, 2009 to June 30, 2010.
August 3, 2009	The Board of Selectmen appointed Jay Moody, Donald E. Atkinson and David M. Dunn to serve on the newly created ad hoc Energy Commission, effective immediately.
August 5, 2009	Joan I. Mitchell was sworn in as a member of the Recreation Committee, effective July 1, 2009 to June 30, 2012.
August 27, 2009	Joseph A. Quinn was sworn in as Sealer of Weights and Measures and as Measurer of Wood and Bark, effective July 1, 2009 to June 30, 2010.
August 31, 2009	Alexandra W. Turner was sworn in as a member of the Conservation Commission, effective June 2, 2008 to June 30, 2010.
August 31, 2009	Jean E. Lidstone was sworn in as Lancaster's Environmental Coordinator, effective July 1, 2009 to June 30, 2009, and as a member of the Conservation Commission, effective July 1, 2009 to June 30, 2012.
September 1, 2009	Anna C. DiPietro resigned as a member of the Board of Registrars of Voters, effective immediately.
September 15, 2009	At a regular meeting of the Recreation Committee, the group voted to reorganize, with Steve Mudgett, Chair; Joe Kennedy, Treasurer; and Penny Sullivan, Clerk.

September 21, 2009	Stephen Mudgett was sworn in as a member of the Recreation Committee, effective July 1, 2009 to June 30, 2012.
September 28, 2009	Thomas J. Early was sworn in as an Associate Member of the Conservation Commission, effective July 1, 2009 to June 30, 2012.
October 5, 2009	Brooke A. Blew was sworn in as a regular member of the Conservation Commission, effective April 13, 2009 to June 30, 2010.
October 6, 2009	Michele Marino was sworn in as Lancaster's Veterans' Agent for a term effective July 1, 2009 to June 30, 2010.
October 19, 2009	Henry A. Richter resigned as a member of the Recreation Committee, effectively immediately.
October 19, 2009	Joan I. Mitchell resigned as a member of the Recreation Committee, effectively immediately.
October 22, 2009	Susan E. Smiley was sworn in as a member of the Board of Registrars of Voters, to fill the unexpired term caused by the resignation of Anna DiPietro, to serve until April 1, 2011.
October 22, 2009	Susan Smiley was sworn in as a Member of the Recreation Committee, to fill the unexpired term caused by the resignation of Joan I. Mitchell, to serve until June 30, 2012.
October 28, 2009	Charlene D. Cabral was sworn in for her second and final term as a member of the Lancaster Cultural Council, effective May 22, 2009 to May 22, 2012.
November 12, 2009	Deborah A. Adams was sworn in as a member of the Lancaster Cultural Council, effective November 5, 2009 to November 11, 2012.
November 12, 2009	Joyce Corbosiero was sworn in as a member of the Lancaster Cultural Council, effective November 5, 2009 to November 11, 2012.
November 12, 2009	Michael H. Burke was sworn in as a member of the Board of Assessors, effective October 2, 2009 to October 2, 2012.
November 16, 2009	Kurt Schuffels was sworn in as a member of the Agricultural Commission, effective June 16, 2009 to June 16, 2012.

November 23, 2009	The Board of Selectmen appointed Jean Lidstone from Regular Member to Associate Member of the Conservation Commission, term to expire June 30, 2012.
December 7, 2009	Sherry A. Cushion was sworn in as a member of the Animal Control Commission, effective November 15, 2009 to November 2012.
December 7, 2009	Charlene D. Cabral resigned as a member of the Lancaster Cultural Council, effective immediately.
December 28, 2009	Pamela Burgwinkle was sworn in as a member of the Lancaster Cultural Council, effective December 7, 2009 to December 7, 2010, the first of two three-year terms.

XI. ELECTIONS AND TOWN MEETINGS

WARRANT FOR SPECIAL TOWN MEETING May 4, 2009

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 meet at Machlan Auditorium, Atlantic Union College, 338 Main Street, in said Lancaster on Monday, the fourth day of May, at 7:00 o'clock in the evening, then and there to act on the following Articles:

ARTICLE 1 Board of Selectmen

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from Overlay Surplus Funds, from the Water Enterprise Fund, from the Stabilization Fund, transfer from fund balance reserved for school debt, by borrowing, or any combination thereof, to defray the expenses of the Town for the Fiscal Year beginning July 1, 2008, or act in any manner relating thereto.

Recommendation to be made from the floor.

ARTICLE 2 Board of Selectmen

To see if the Town will vote to appropriate \$3,354,36 from the Stabilization Fund to pay back wages in the Lancaster Fire Department for Fiscal Year 2007 and Fiscal Year 2008, or act in any manner relating thereto.

Recommendation to be made from the floor.

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 Fifth Meeting House and the Town Hall, in said Town seven days at least before the time for holding said meeting. Hereof fail not and make due return of the Warrant with your doings thereon to the Town Clerk at the time and place of meeting aforesaid.

SELECTMEN OF LANCASTER
Christopher J. Williams, Chairman
Jennifer B. Leone, Clerk
John P. Sonia, Member
Date of Execution

CONSTABLE'S CERTIFICATION

I hereby certify under the pains and penalties of perjury that I posted an attested a copy of this Warrant at the South Lancaster Post Office, the Center Post Office, the Fifth Meeting House, and the Town Hall 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.

Date:

Attest:	
	Constable

The full text of the Warrant is available in the Town Hall and Thayer Memorial Library. The Warrant will also be available at Town Meeting.

WARRANT FOR ANNUAL TOWN MEETING May 4, 2009

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 meet at Machlan Auditorium, Atlantic Union College, 338 Main Street, in said Lancaster on Monday, the fourth day of May, at 7:00 o'clock in the evening, then and there to act on the following Articles:

ARTICLE 1 Water Enterprise Fund Board of Public Works

To see if the Town will vote to appropriate \$715,248 (Seven hundred fifteen thousand two hundred and forty eight dollars) from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2009 (detail below), or act in any manner relating thereto. The operating expenses for the Water Enterprise are entirely funded by water revenue. The Finance Committee recommends passage of this article.

I. Water Enterprise Revenues	-
User Charges	706,698
Connection Fees	8,550
Water Enterprise Available Funds	0
Investment Income	0
Total Revenues	715,248
II. Costs Appropriated in the Enterprise Fund	,
Salaries and Wages	195,776
Expenses	196,757
Capital Outlay – Equipment	25,000
Capital Outlay – Improvements	0
Reserve Fund	0
Debt Principal and Interest	189,285
Cross Connection	0
Budgeted Surplus	8,550
Indirect Costs	24,331
Renefits	·
Pension Costs	53,363
	22,186
Total Indirect Costs	99,880
Total Costs Appropriated in E. F.	715,248

ARTICLE 2 Board of Selectmen

To see if the Town will vote to raise and appropriate a sum of money by taxation, by transfer from available funds, from the Water Enterprise Fund, by borrowing, by transfer from Overlay Surplus, by transfer from fund balance reserved for school debt, or any combination thereof; to defray the expenses of the Town for the Fiscal Year beginning July 1, 2009, or act in any manner relating thereto. *Finance Committee recommends passage of this article*.

The Budget for Fiscal Year 2010 will be available at Town Meeting

ARTICLE 3 Board of Selectmen

To see if the Town will vote to request the Board of Assessors to commit \$15,000 (Fifteen Thousand Dollars) from the FY2010 Overlay Account for Abatements to fund the Senior Citizen Tax Work-off Abatement Program, or act in any manner relating thereto. *The Finance Committee recommends passage of this article.*

ARTICLE 4 Board of Selectmen

To see if the Town will vote to authorize the following FY-2010 Revolving Funds, in accordance with G.L. c. 44, §53E½, or act in any manner relating thereto: *The Finance Committee recommends passage of this article.*

REVOLVING	AUTHORIZED TO	REVENUE	USE OF	SPENDING		DISPOSITION OF FY09 FUND
FUND	SPEND FUND	SOURCE	FUND	LIMIT		BALANCE
			Newsletter			
		Senior Newsletter	printing/mailing; other			Balance Available
Council on Aging	Council on Aging	Advertising	activities	\$	2,000	for Expenditures
Stormwater	Community Development	_			A 50 000	Balance Available
Management	and Planning	Fees	Engineering fees		\$ 50,000	For Expenditures
5 . 5	+ .	Late Book &			E 40E	Balance Available
Library Book Fines	Library Trustees	Materials Fines	Books - Materials	\$	5,125	for Expenditures Balance Available
Library Photocopy	Library Trustees	Patron photocopy fee	Photocopy equipment	\$	875	
Library Priotocopy	Library Trustees	Lost Books/Item	and supplies	Ф	8/5	for Expenditures Balance Available
Library Last Itama	Library Trustees		Books – Materials	\$	750	
Library Lost Items	Library Trustees	replacement charge	Wages and Expenses	Ф	750	for Expenditures
		Reimbursement –	for Senior Van			Balance Available
M.A.R.T.	Council on Aging	M.A.R.T. – Bus fees	operation	\$	45,000	for Expenditures
Conservation	Council on Aging	Fees from	Conservation	φ	45,000	Balance Available
Consultants	Conservation Commission	Applicants	Consulting Services	\$	20,000	for Expenditures
Consultants	Conservation Commission	Applicants	Planning-related	φ	20,000	Balance Available
Planning Board	Panning Board	Fees	Expenses	\$	50,000	for Expenditures
Community	T diffing Board	1 000	Experiece	Ψ	00,000	TOT Exportation Co
Development Legal Ads		Reimbursement for				Balance Available
Boveropinioni Logaritas	Community Development	advertising	Legal Ad publications	\$	2,500	for Expenditure
Publications	Comment, Severapinent	auvornomig	Publications reprinting	,	2,000	Balance Available
Reprinting	Town Clerk	Publications Fees	expenses	\$	2,500	for expenditures
3		Donations-Fees-		,	,	Balance Available
Recycling	Recycling Committee	Sale of products	Operating Expenses	\$	15,000	for Expenditures
' '		·	' ' '		•	Balance Available
Recreation Committee	Selectmen	Fees	Recreation programs		\$25,000	for Expenditures
Library			Replacement of			Balance available
Lost/Replacement Cards	Library Trustees	Fees/charges	materials/supplies	\$	250	for Expenditures

ARTICLE 5 Board of Selectmen

To see if the Town of Lancaster will approve the establishment of a stabilization fund by the Minuteman Regional Vocational Technical School District, beginning July 1, 2009, under Massachusetts General Law Chapter 71, Section 16G1/2, or take any other action relative thereto. *The Finance Committee recommends passage of this article.*

ARTICLE 6 Board of Selectmen

To see if the Town will vote to adopt the provisions of Massachusetts General Law Chapter 32B Section 18A or act in a manner relating thereto. *The Finance Committee recommends passage of this article.*

ARTICLE 7 Board of Selectmen

To see if the Town will vote to adopt the provisions of Massachusetts General Law Chapter 44 Section 53F1/2 for the Lancaster Water Division or act in a manner relating thereto. *The Finance Committee recommends passage of this article.*

ARTICLE 8 Board of Selectmen

To see if the Town will vote to accept any public funds for repairs to roadways, culverts, bridges, water systems, tree planting, and snow removal, and to authorize the Collector-Treasurer to take from available funds or to borrow in anticipation of authorized reimbursements, or act in any manner relating thereto. *The Finance Committee recommends passage of this article.*

ARTICLE 9 Board of Selectmen

To see if the Town will vote to transfer from available funds or authorize the Treasurer-Collector to borrow in anticipation of reimbursements, a sum of \$234,259.00 (Two-Hundred and Thirty-Four Thousand Two Hundred and Fifty-Nine) for authorized road improvements and other projects provided for under Chapter 90 Local Transportation Aid. The Board of Public Works is authorized to expend funds authorized by this article subject to pre-approval of a plan by the Board of Selectmen and Finance Committee, or act in any manner relating thereto. *The Finance Committee recommends passage of this article*.

ARTICLE 10 Board of Selectmen

To see if the Town will vote to authorize the Treasurer to enter into a Compensating Balance Agreement(s) for FY2010, pursuant to M.G.L. c.44, §53F, or act in any manner relating thereto. *The Finance Committee recommends passage of this article.*

ARTICLE 11 Board of Selectmen

To see if the Town will vote to approve the following bylaw, or act in a manner relating thereto.

Public Consumption of Marijuana or Tetrahydrocannabinol

No person shall smoke, ingest, or otherwise use or consume marijuana or tetrahydrocannabinol (as defined by G.L. c. 94C Section 1, as amended) while in or upon any street, sidewalk, public way, footway, passageway, stairs, bridge, park, playground, beach, recreation area, boat landing, public building, school house, school grounds, cemetery, parking lot, or any area owned by or under the control of the Town; or in or upon any bus or other passenger conveyance operated by a common carrier; or in any place accessible to the public.

This by-law may be enforced through noncriminal disposition pursuant to G.L. c. 40, Section 21D by the Board of Selectmen, Town Administrator, or their duly authorized agents, or any police officer. The fine for violation of this by-law shall be three hundred dollars (\$300.00) for each offense. Any penalty imposed under this by-law shall be in addition to any civil penalty imposed under G.L. c. 94C, Section 32L.

ARTICLE 12 Board of Selectmen Planning Board

To see if the Town will vote to amend the Lancaster Zoning Bylaw as follows, and further that non-substantive changes to the numbering of this bylaw amendment be permitted in order that it be in compliance with the numbering format of the Code of Lancaster, or act in relation thereto.

STEP ONE. ESTABLISH INTEGRATED PLANNING OVERLAY DISTRICT

Amend Section 220-4 Establishment of Districts by adding the following entry at the end thereof:

"IPOD Integrated Planning Overlay District."

STEP TWO. AMEND DIMENSIONAL REGULATIONS

Amend Article IV Dimensional Requirements by inserting a new footnote referenced to the Article title, to read:

"5. For development within an Integrated Planning Overlay District the requirements of § 220-8.7 B shall govern regarding lot area and frontage, yards, and building dimensions, rather than those contained below in §§ 220 – 10 through 12."

STEP THREE. INSERT NEW SECTION 220-8.7.

Insert a new Section 220-8.7 to read as follows:

§ 220-8.7 Integrated Planning Overlay District (IPOD) A. Intent and Applicability.

- (1) The intent of § 220-8.7 Integrated Planning Overlay District (IPOD) is to provide design flexibility and efficiency in the siting of development, services and infrastructure; conserve open space; preserve the rural, historic character of the town; provide for a diversity of lot sizes, building densities and housing choices to accommodate a variety of age and income groups; and to allow the integration of land for residential, rural, recreational, community, retail, service, commercial and industrial uses.
- (2) Integrated Planning Overlay Districts (IPODs) are created on the Zoning Map by Town Meeting vote, just as for any Zoning amendment, except that they overlay rather than replace the zoning districts being overlaid. Applicants for development within the overlay district may choose between following the existing provisions of the district(s) underlying the IPOD or to propose an Integrated Plan and upon its approval to follow it and the IPOD requirements set forth below.

B. Basic Use Requirements.

- (1) Development under IPOD provisions requires special permit approval of an Integrated Plan by the Planning Board for the premises involved.
- (2) All proposed development within an approved Integrated Plan must be consistent with that Plan unless the Integrated Plan Special Permit is subsequently revised making the proposed development consistent or excluding the location from the Plan.
- (3) The minimum site area of an Integrated Plan shall be 10 acres.
- (4) An Integrated Plan may apply to more than a single lot or parcel so long as the lots and parcels are contiguous and either in the same ownership or the application is jointly submitted by owners of each lot or parcel that is included.
- (5) Any use allowed by right or allowable by special permit in at least one of the underlying zoning districts within which the Integrated Plan is located, shall also be allowed by right or allowable by special permit, as the case may be, at any location within that Integrated Plan, including within underlying districts where such use is not otherwise allowed, with the following exceptions:
 - (a) Dwelling units are allowed by right within all Integrated Plans without limitation on form of tenure or structure type, including single family, two-family or multifamily.

- (b) Retail, service, and office uses permitted or allowed by special permit in the Light Industry (LI) District are allowed within an Integrated Plan regardless of whether the Integrated Plan includes any portion of the LI or other district allowing that use provided that no enterprise allowed only by this exception may exceed 35,000 gross square feet in floor area unless the Planning Board, in acting on the Integrated Plan special permit, finds that the use is functionally supportive of or supported by other existing or planned uses within the Integrated Plan, and in no event may the enterprise exceed 75,000 gross square feet in floor area or be contained within a building that exceeds 75,000 gross square feet in floor area.
- (c) Hotel, motel or inn, and commercial indoor amusement or recreation place or place of assembly, are allowed by right within all Integrated Plans.
- (d) Medium or heavy industrial uses not allowed in a Light Industry District per Section 220-9.E (4) are expressly prohibited in the IPOD Districts.
- (6) Residential uses shall comprise not less than 25% and not more than 75% of the gross floor area planned within any Integrated Plan.
- (7) Not less than 10% of the Integrated Plan area disturbed by development shall be devoted to pedestrian walks or plazas and landscaping, and not less than 20% of the land area of the Integrated Plan shall be open space meeting the requirements of Section 220-15.C.

C. Design Requirements.

- (1) The applicant must demonstrate to the satisfaction of the Planning Board that the amount and mix of types of development and the travel demand management efforts such as carpooling proposed for the Integrated Plan will result in generation of no more than 15 auto trip ends per acre of site area in the Plan Area as a whole in the weekday afternoon peak traffic hour, as measured on the streets that provide access to the Plan area, net of pass-by trips and adjusted for estimated non-auto trips, such as walking among uses within the IPOD.
- (2) The allowed number of trip ends within an Integrated Plan may be increased above 15 per acre by the number by which potential trip ends on other land within the IPOD has been reduced below the limit of 15 trip ends per acre through a restriction enabled by the developer(s) of the benefiting Integrated Plan through purchase, restriction, or other means, made enforceable by the Town through, among other things, a condition in the Integrated Plan special permit.
- (3) The number of dwelling units allowable within the Plan shall be calculated in the same manner as the number of residential building lots allowed under Section 220-15 Flexible Development, including bonuses under Section 220-15.B(2). The Basic number of allowable dwelling units shall equal one dwelling unit per acre of lot area within the entire Integrated Plan, including lot area devoted to non-residential uses, but exclusive of

streets. The Integrated Plan shall document how that allowable total is to be distributed among lots within the Plan, including documentation of the minimum lot area per dwelling unit on each proposed lot, which may vary among locations within the Plan.

- (4) Rights to development of dwelling units may be transferred as provided at Section 220-15.B(3), but if such transfer takes place among lots within the IPOD then the approval criterion for such transfer shall be that the transfer must be consistent with an approved Concept Plan (Section 220-8.7 C), instead of the criteria contained in Section 220-15.B(3).
- (5) There is no minimum lot area requirement for non-residential uses, unless such a requirement is called for in the approved Integrated Plan.
- (6) Building height shall not exceed six (6) stories or, if more restrictive, seventy (70) feet unless in acting on the Integrated Plan special permit the Planning Board determines that the proposed height is consistent with the intent of IPOD zoning, is essential to the Integrated Plan design, and will have no adverse effect on the surrounding neighborhood, taking into consideration:
 - Height relative to that of the tree crown on nearby land;
 - Height of other existing or planned nearby structures;
 - Distance from the Integrated Plan boundary;
 - Appropriateness of any resulting building prominence in light of the functional or symbolic role of the structure;
 - Shadowing or loss of privacy on nearby properties, whether or not within the Integrated Plan; and
 - Whether the increased height is necessary for the building to be developed;

Rooftop mechanical equipment and its height shall be shown on special permit plan submittals, and shall be selected, located, and if necessary screened in order to achieve harmonious integration with the building design.

- (7) Yards abutting the perimeter of the Integrated Plan must comply with the yard requirements applicable in the underlying basic districts, except for the following:
 - (a) No portion of a building having a building height in excess of 35 feet shall be located closer to the perimeter of the Integrated Plan than a distance equal to its height above mean grade.
 - (b) District boundary planting as specified at Section 220-37.F and G of the Lancaster Zoning Bylaw shall be provided where non-residential uses in an Integrated Plan abut a Residential district, with a depth of not less than 100 feet.
- (8) Other dimensional standards shall be as provided in the approved Integrated Plan pursuant to \$220-8.7 C, rather than those stated in Article IV Dimensional Regulations, and may include measures not otherwise used under Lancaster Zoning, such as limits on the allowed ratio of gross floor area to lot area ("floor area ratio" or "FAR").

- (9) Parking.
 - (c) The number of parking spaces for each use shall be as required by § 220-23 Minimum Number of Spaces, or as may be modified by Special Permit under that Section.
 - (d) Legal on-street parking spaces within the Overlay District and adjacent to the premises of the use or uses that they could serve may be included in satisfying the parking requirement.
 - (e) Access to parking shall be shared with adjacent premises whether in or adjacent to the Integrated Plan where feasible, subject to the provisions of § 220-22, and shall be located so as to minimize interruptions of pedestrian movement along business-oriented streets.
- (10) A building or portion of a building with massing of more than 75 feet in length must be visually broken into smaller elements with variations among them in height, roof form, wall plane setbacks, entrance orientation, materials, or other means.

D. Phasing

Any Integrated Plan involving a total of more than 1,000,000 square feet gross floor area summed over all buildings proposed must be developed in stages of not more than 600,000 square feet gross floor area each. Prior to initiation of development in the second phase, a report must be submitted to the Planning Board providing data on the following development outcomes to that point, together with comparisons with the outcomes anticipated in the application materials and resulting special permit.

- (1) Acres of land subject to open space restrictions;
- (2) Acres of land physically altered for development;
- (3) Total floor area of buildings given occupancy permits, reported by category of use;
- (4) Trip generation by the development as a whole measured at the entrances to the development;
- (5) Demand on public or community water supplies.

The Planning Board shall hold a public meeting to allow the developer to explain how any disparities between expectations and outcomes will be offset through the phases to follow in order to achieve overall compliance.

E. Procedures.

(1) Parties seeking special permit approval of an Integrated Plan are urged to work closely with the Planning Board and Town staff in developing their proposal in order to assure

- a well-informed process, and similarly to arrange for a dialog with those who live near to or otherwise would be impacted by the proposal.
- (2) Review of Applications for any related special permits for which the Planning Board is the Special Permit Granting Authority may be consolidated into the Integrated Plan special permit process, while being voted upon separately.
- (3) All applications for approval of an Integrated Plan shall include an Integrated Plan and Report, which shall contain at least the following.
 - (a) Residential uses proposed tabulation of the number of dwelling units proposed, categorized by building type (multi-family, attached single-family, etc.), bedroom type (studio, one-bedroom, etc.), floor area in each type of dwelling unit, and sales or rental level, including affordability provisions.
 - (b) Open space proposed tabulation of the extent of reserved open space of various categories, including conservation lands, recreation areas, and other public use areas.
 - (c) Non-residential uses proposed tabulation of floor area by land use category.
 - (d) A plan view context drawing, covering the premises and at least all parcels abutting and across the street, indicating street and property lines, and at a conceptual level building locations, reserved open space areas, and other features of relevance.
 - (e) Itemization of departures from the use, dimensional, parking or other provisions applicable in the underlying zoning districts.
 - (f) Special provisions proposed, including grants of benefits to the Town such as land for public purposes, construction of or contributions towards off-site improvements, or restrictions proposed such as view corridors or traffic management provisions.
 - (g) A traffic analysis indicating that full construction and occupancy as provided in the Integrated Plan will be in compliance with the 15 trips per acre limit of Section 220-8.7 B(3) and also will not cause the peak hour traffic level of service to either be lower than reasonably expectable from development not relying upon IPOD provisions or below level of service "C," as defined in current publications of the Highway Research Board.
 - (h) A verbal and graphic analysis documenting that the development is assured to be compatible with the character and scale of the immediately surrounding neighborhood.

- An assessment of the impacts of the development upon natural resources, Town utilities, schools, housing needs, taxes or other topics of salience in the particular case.
- (4) The Integrated Plan and Report shall be provided to the Town Clerk and the Planning Board no later than the date on which first notice is published for the Planning Board hearing for the special permit, with number of copies and distribution as may be provided in regulations adopted by the Planning Board for administration of these provisions, and shall be reviewed at that public hearing. The Planning Board shall approve such special permit based upon these considerations.
 - (a) The consistency of the Integrated Plan and Report with the intent and requirements of § 220-8.7.
 - (b) The degree to which the Integrated Plan furthers the policies articulated in the 2007 Lancaster Master Plan.
 - (c) The consistency of the Integrated Plan with the Purposes stated at Section 220-1 of the Lancaster Zoning Bylaw.
 - (d) The completeness and technical soundness of the Integrated Plan and Report.
 - (e) The degree of assurance that there will be compatibility of building design and siting with the existing vicinity through selection of building materials and colors, building scale and massing, fenestration, roof forms, and signage design.
- (5) Following Planning Board approval of a special permit for an Integrated Plan, permit applications relying upon that Plan shall require site plan review by the Planning Board under the provisions of § 220-34 Site plan review. The Planning Board shall approve such site plan provided that it is consistent with the approved Integrated Plan, and consistent with the provisions of § 220-8.7 A site plan shall not be found consistent unless each of the following is met.
 - (a) The uses proposed are not inconsistent with those of the Integrated Plan in type and extent.
 - (b) The proposed locations of individual buildings, parking, and open space shall be substantially consistent with the approved Integrated Plan, and all of the applicable use and dimensional regulations have been met.
 - (c) Means have been established to assure compliance with special provisions stipulated at § 220-8.7 E(3)(f).
- (6) An approved Integrated Plan may not be changed except through amendment of the previously issued special permit by the Planning Board following a new public hearing and review.

ARTICLE 13 Board of Selectmen Planning Board

To see if the Town will vote to amend the Zoning Bylaw by creating two Integrated Planning Overlay Districts as follows, and further that non-substantive changes to the numbering of this bylaw amendment be permitted in order that it be in compliance with the numbering format of the Code of Lancaster, or act otherwise in relation thereto.

- 1. Amend § 220-5. B Overlay districts by adding the following at the end thereof:
 - "(4) The Integrated Planning Overlay District (IPOD) is defined on the Integrated Planning Overlay District Map, as specified at 220 Attachment 4."
- 2. Insert into the Bylaw as Attachment 4 a new Integrated Planning Overlay District Map, to contain two overlay districts configured as follows.

IPOD 1

Two areas comprise IPOD 1:

First, beginning at a point on the boundary line of the Town of Lancaster and the Town of Lunenburg said point being the intersection of said town boundary line with the westerly line of Route 70 and then proceeding

Southerly along the westerly line of Route 70 to a point in the northern line of the Route 2 right-of-way thence turning and running,

Westerly along said northern line of the Route 2 right-of-way to a point in the boundary line between the Town of Lancaster and the City of Leominster, thence turning and running

Northerly along said town line to the boundary line between the Town of Lancaster and the Town of Lunenburg, thence

Easterly along said town line to the place of beginning.

Second, beginning at a point at the intersection of the southerly line of the Route 2 right-of-way and the westerly line of Route 70 and then proceeding

Southerly along the western line of Route 70 to a point in the northern boundary of Assessors' Map 19, Lot 16 thence turning and running,

Westerly along said northern line of Assessors' Map 19, Lot 16 approximately 712.4'± to a point on the northern water line of the North Nashua River, thence continuing, along the northern water line of the North Nashua River to a point on the

boundary line between the Town of Lancaster and the City of Leominster, thence turning and running,

Northerly along said town line to a point marking the southern boundary of Assessors' Map

8, Lot 39, thence turning and running

Easterly along the southern border of Lot 39 a distance of 473.48' and then continuing

across Lot 39 to a point at the southwest corner of Assessors' Map 8, Lot 39A then along the southerly border of Lot 39A to a point in the cul-de-sac of White Pond Road and then continuing counterclockwise along said cul-de-sac and the southern line of Assessors' Map 8, Lot 37G and 37H to a point in the westerly

sideline of Assessors' Map 8, Lot 45 thence

Northerly along the western sideline of Assessors' Map 8, Lots 45, 43, 42, and 41 thence

turning and running

Westerly along the southern boundary of Assessors' Map 8, Lot 41 to the eastern line of

White Pond Road, thence

Northerly along the eastern line of White Pond Road to the eastern sideline of Assessors'

Map 3, Lot 5 and continuing northerly along said eastern sideline of Assessors' Map 3, Lot 5 line to the Town line between the Town of Lancaster and the City of Leominster, thence continuing along said town line to the southern line of the

Route 2 right-of-way, thence

Easterly along said right-of-way to the place of beginning.

EXCLUDING from the above IPOD Assessors Map 4, Lot 9A and 9B and the property known as Lancaster Woods Condominium consisting of Assessors' Map 4, Lots 7B through 7F inclusive and Assessors' Map 4, Lot 10 and Lots 10A through 10Z inclusive.

IPOD 2

Beginning at a point on the boundary line between the Town of Lancaster and the Towns of Lunenburg and Shirley said point also marking a point where the Towns of Lunenburg and Shirley meet, thence turning and running

Southerly along the westerly line of Assessors' Map 2, Lot 3, and Assessors' Map 5, Lot

13A and 15A to Fort Pond Road, thence turning and running

Easterly along the northern line of Fort Pond Road to the western line of Shirley Road

thence turning and running

Northerly along the western line of Shirley Road to the northeast corner of Assessors' Map

5, Lot 54, which is in the northern boundary of the Highway Business (HB)

district, thence turning and running,

Generally Westerly along the northern boundary of the Highway Business (HB) district to a

point where the Residential and the Limited Office districts meet, thence turning

and running,

Northerly along that Zoning district boundary to a point in the Town Line between the Town

of Lancaster and the Town of Shirley, thence turning and running,

Westerly along said town line to the point of beginning.

ARTICLE 14 Board of Selectmen Planning Board

To see if the Town will approve the filing of an application with the Interagency Permitting Board under the provisions of Chapter 43D of the Massachusetts General Laws, as amended pursuant to Section 11 of Chapter 205 of the Acts of 2006, for the designation of land at:

<u>Chisholm Property</u> (Fort Pond Road)

- Map 5, Parcel 27 (67 acres)

- Map 5, Parcel 32 (34 acres)

- Map 5, Parcel 32A (44 acres)

- Total: 145 acres

Hill Property (Lunenburg Road)

- Map 4, Parcel 9 (25.32 acres)

- Total: 25.32 acres

as Priority Development Sites, or take any other action in relation thereto.

ARTICLE 15 Board of Selectmen

To see if the Town will vote to accept Runaway Brook Road as a public way as heretofor laid out by the Board of Selectmen and shown on a plan entitled "Runaway Brook Road Acceptance Plan of Land In Lancaster & Sterling, MA", Prepared For Fitch Pond Realty Trust II, Dated April 4, 2008, prepared by Whitman & Bingham Associates, LLC, and recorded with the Worcester Registry of Deeds in Plan Book 871, Plan 108; together with a certain Parcel B (Open Space) with appurtenant roadway drainage structures and storm water basins, containing 6.36 acres, being more fully described hereinafter; together with a certain Parcel C (Open Space), containing 6.70 acres, being more fully described hereinafter; together with a certain proposed 20 foot-wide walking trail easement located between Parcel B and Parcel C; being more fully described hereinafter; together with a certain parcel of land that is beneath the waters of South Meadow Pond containing 12.3 acres, being more fully described hereinafter; together with a

certain Fire Cistern Easement located on Lot 8 Runaway Brook Subdivision, at #29 Runaway Brook Road, Lancaster, Massachusetts, with appurtenant fiberglass tank and fixtures, all as shown on the above referenced plan; and to authorize the Board of Selectmen to acquire said easements and parcels by gift, purchase, eminent domain or otherwise, and to raise and appropriate, transfer or borrow a sum of money for such purposes, or take any other action relating thereto.

ARTICLE 16 Board of Selectmen Agricultural Commission

To see if the Town will vote to adopt the following Farm Preservation Bylaw, or act in any manner relating thereto:

Section 1 Legislative Purpose and Intent

The purpose and intent of the General By-Law is to state with emphasis the Right to Farm accord to all citizens of the Commonwealth under Article 97, of the Constitution, and all state statutes and regulations hereunder including but not limited to Massachusetts General Laws Chapter 40A, Section 3, Paragraph 1: Chapter 90, Section 9, Chapter 111, Section 125A and Chapter 128 Section 1A. We the citizens of Lancaster restate and republish these rights pursuant to the Town's authority conferred by Article 89 of the Articles of Amendment of the Massachusetts Constitution, ("Home Rule Amendment").

This General By-Law encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmlands within the Town of Lancaster by allowing agricultural uses and related activities to function with minimal conflict with abutters and Town agencies. This General By-Law shall apply to all jurisdictional areas within the Town.

Section 2 Definitions

The word "farm" shall include any parcel or contiguous parcels of land, or water bodies used for the primary purpose of commercial agriculture, or accessory thereof.

The words "farming" or "agriculture" or their derivatives shall include, but not be limited to the following:

- farming in all its branches and the cultivation and tillage of the soil;
- dairying;
- production, cultivation, growing, and harvesting of any agricultural, aquacultural, floricultural, viticultural, or horticultural commodities;
- growing and harvesting of forest products upon forest land, and any other forestry and lumbering operations;
- raising of livestock including horses;
- keeping of horses as a commercial enterprise; and
- keeping and raising of poultry, swine, cattle, ratites (such as emus, ostriches and rheas) and camelids (such as llamas and alpacas), and other domesticated animals for food and other agricultural purposes, including bees and fur-bearing animals.

"Farming" shall encompass activities including, but not limited to, the following:

- operation and transportation of slow-moving farm equipment over roads within the Town;
- control of pests, including, but not limited to, insects, weeds, predators and disease organisms of plants and animals;
- application of manure, fertilizers, and pesticides;
- composting for sale or use, as part of an agricultural activity;
- conducting agriculture-related educational and farm based recreational activities, including agri-tourism, provided

that the activities are related to marketing the agricultural output or services of the farm;

• processing and packaging of the agricultural output of the farm and the operation of a farmer's market or farm

stand including signage thereto;

- maintenance, repair, or storage of seasonal equipment, or apparatus owned or leased by the farm owner or manager used expressly for the purpose of propagation, processing, management, or sale of the agricultural products; and
- on farm relocation of earth and the clearing of ground for farming operations.

Section 3 Right to Farm Declaration

The Right to Farm is hereby recognized to exist within the Town of Lancaster. The above described agricultural activities may occur on holidays, weekdays, and weekends by night or day and shall include the attendant incidental noise, odors, dust, and fumes associated with normally accepted agricultural practices. It is recognized that agricultural practices may impact others; however, the benefits of farming to the neighboring community and society more than offsets such impact. The benefits and protections of this By-Law are intended to apply exclusively to those commercial agricultural and farming operations and activities conducted in accordance with generally accepted good agricultural practices. Moreover, nothing in this Right to Farm By-Law shall be deemed as acquiring any interest in land or imposing any land use regulation, which is properly the subject of state statue, regulation, or local zoning law.

Section 4 Disclosure Notification

A copy of this disclosure notification shall be posted by the Town to residents and property owners via the official Town website and available at the Town Hall.

"It is the policy of this community to conserve, protect and encourage the maintenance and improvement of agricultural land for the production of food, and other agricultural products, and also for its natural and ecological value. This disclosure notification is to inform buyers or occupants that the property they are about to acquire or occupy lies within a town where farming activities occur. Such farming activities may include, but are not limited to, activities that cause noise, dust and odors. Buyers or occupants are also informed that the buyers' property within the Town may be impacted by commercial agricultural operations including the ability to access water services for such property under certain circumstances, as per the Water Management Act."

Section 5 Precedence

In the event of conflict between this By-Law and federal or state law, federal or state law shall take precedence respectively.

Section 6 Resolution of Disputes

Any person who seeks to complain about the operation of a farm may, notwithstanding pursuing any other available remedy, file a grievance with the Select Board, the Zoning Enforcement Officer, or Board of Health, depending upon the nature of the grievance. The filing of the grievance does not suspend the time within which to pursue any other available remedies that the aggrieved may have. The Zoning Enforcement Officer or Select Board may forward a copy of the grievance to the Agricultural Commission or its agent which shall review and facilitate the resolution of the grievance, and report its recommendations to the referring Town authority within an agreed upon time frame.

The Board of Health, except in cases of imminent danger or public health risk, may forward a copy of the grievance to the Agricultural Commission or its agent, which shall review and, where feasible and appropriate, facilitate the resolution of the grievance, and report its recommendation to the Board of Health within an agreed upon time frame.

Section 7 Severability Clause

If any part of this By-law is for any reason held to be unconstitutional or invalid, such decision shall not affect the remainder of the By-Law. The Town of Lancaster hereby declares the provisions of the By-Law to be severable.

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 Fifth Meeting House and the Town Hall, in said Town seven days at least before the time for holding said meeting. Hereof fail not and make due return of the Warrant with your doings thereon to the Town Clerk at the time and place of meeting aforesaid.

Christopher ,	J. Williams, Chairman
Jennifer B. L	eone, Clerk
John P. Sonia	a, Member
	Date of Evecution

CONSTABLE'S CERTIFICATION I hereby certify under the pains and penalties of perjury that I posted an attested a copy of this Warrant at the South Lancaster Post Office, the Center Post Office, the Fifth Meeting House, and the Town Hall 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:

The full text of the Warrant is available in the Town Hall and Thayer Memorial Library. The Warrant will also be available at Town Meeting.

SPECIAL TOWN MEETING ANNUAL TOWN MEETING LANCASTER MASSACHUSETTS

Machlan Auditorium, Atlantic Union College May 4, 2009

Abbreviated Notes

The Special Town Meeting was called to order at 7:08 p.m. by Moderator David I. Spanagel. A total of 124 registered voters and 28 non-voting guests were signed in by Registrars Cecilia Thurlow and John Ranieri. Moderator Spanagel introduced the Town Officials sitting on the stage: Board of Selectmen (BOS) members Christopher Williams, Jennifer Leone, and John P. Sonia, Finance Committee (FinCom) Members John Wojciak, James Piermarini, Janet Baylis and Walter Sendrowski, Town Administrator Orlando Pacheco, Finance Director Cheryl Gariepy and Town Clerk Sue Thompson. Moderator Spanagel appointed Emily Rose and Stephanne Fiori as vote counters. After leading the audience in the Pledge of Allegiance, Moderator Spanagel asked for a moment of silence for residents of the Town who had died during the past twelve months.

The Special Town Meeting warrant contained two FY09 budget-related articles.

Article 1 – It was voted unanimously to amend the Fiscal Year 2009 budget approved October 6, 2008, to \$15,549,216 by funding as follows:

- \$ 12,696,969 by taxation
- \$ 1,501,542 from local receipts
- \$ 1,106,249 from state aid
- \$ 99,880 from the Water Enterprise Fund
- \$ 84,310 from Fund Balance reserved for School Debt
- \$ 130,000 from Overlay Surplus
- \$ 293,410 from the Stabilization Fund

Article 2 – It was voted unanimously to take \$3,354.36 from the Stabilization Fund to pay prior year wages to the Lancaster Fire Department.

There being no further business regarding FY09 expenditures or budget, Moderator Spanagel adjourned the Special Town Meeting at 7:21 p.m. and immediately called the Annual Town Meeting to order.

ANNUAL TOWN MEETING LANCASTER MASSACHUSETTS

Machlan Auditorium, Atlantic Union College May 4, 2009 Abbreviated Notes

Chris Williams moved to pull Articles 12, 13 and 14 forward. These articles addressed important zoning issues that the BOS felt should be dealt with before any residents had to leave the meeting.

Article 12 – It was voted to amend Article 12 from the floor by adding to Section 220-8.7 B. (1) "The Planning Board must find that there is no material impact to the neighborhood." The amended Article 12, to Establish an Integrated Planning Overlay District (IPOD), then passed by a Moderator-declared two-thirds majority vote, there being only one opposing vote.

Article 13 – It was voted to amend the Zoning Bylaw by creating two Integrated Planning Overlay Districts as printed in the warrant. Moderator Spanagel declared the vote to be well over the two-thirds majority needed, with three dissenting votes.

Article 14 – It was voted unanimously to approve the filing of an application with the Interagency Permitting Board under the provisions of Chapter 43D of the Massachusetts General Laws, as amended pursuant to Section 11 of Chapter 205 of the Acts of 2006, for the designation of land at:

Chisholm Property (Fort Pond Road)

- Map 5, Parcel 27 (67 acres)
- Map 5, Parcel 32 (34 acres)
- Map 5, Parcel 32A (44 acres)
- Total: 145 acres

Hill Property (Lunenburg Road)

- Map 4, Parcel 9 (25.32 acres)
- Total: 25.32 acres

as Priority Development Sites.

Article 1 – The Town voted unanimously to approve the following Fiscal Year 2010 Water Enterprise Fund Budget:

I. Water Enterprise Revenues	
User Charges	706,698
Connection Fees	8,550
Water Enterprise Available Funds	0
Investment Income	0
Total Revenues	715,248
II. Costs Appropriated in the Enterprise Fund	
Salaries and Wages	195,776
Expenses	196,757

Capital Outlay – Equipment	25,000
Capital Outlay – Improvements	0
Reserve Fund	0
Debt Principal and Interest	189,285
Cross Connection	0
Budgeted Surplus	8,550
Indirect Costs	24,331
Benefits	53,363
Pension Costs	22,186
Total Indirect Costs	99,880
Total Costs Appropriated in E. F.	715,248

Article 2 – It was voted by majority vote (67 yeas to 33 nays) to amend Article 2 as follows:

Move to raise and appropriate \$15,569,194 from the following sources:

\$13,254,931 from taxations \$99,880 from the Water Enterprise Fund \$84,310 from Fund Balance reserved for School Debt \$1,338,542 from local receipts \$876,595 from local aid

to defray the expenses of the Town for the Fiscal Year beginning July 1, 2009. This appropriation will level fund the Nashoba Regional School District budget at \$8,853,210 and create a deficit of \$233,306.

The amended budget passed by majority vote, with 8 dissenting votes.

Article 3 – It was voted to commit \$20,000 from the FY2010 Overlay Account for Abatements to fund the Senior Citizen Tax Work-off Abatement Program.

Article 4 – The Town voted unanimously to approve the following Revolving Funds for Fiscal Year 2010:

REVOLVING	AUTHORIZED TO	REVENUE	USE OF	SPENDING	DISPOSITION OF FY09 FUND
FUND	SPEND FUND	SOURCE	FUND	LIMIT	BALANCE
Council on Aging	Council on Aging	Senior Newsletter Advertising	Newsletter printing/mailing; other activities	\$ 2,000	Balance Available for Expenditures
Stormwater Management	Community Development and Planning	Fees	Engineering fees	\$ 50,000	Balance Available For Expenditures
Library Book Fines Library Photocopy	Library Trustees Library Trustees	Late Book & Materials Fines Patron photocopy fee	Books - Materials Photocopy equipment and supplies	\$ 5,125 \$ 875	Balance Available for Expenditures Balance Available for Expenditures
Library Lost Items	Library Trustees	Lost Books/Item replacement charge	Books – Materials Wages and Expenses	\$ 750	Balance Available for Expenditures
M.A.R.T.	Council on Aging	Reimbursement – M.A.R.T. – Bus fees	for Senior Van operation	\$ 45,000	Balance Available for Expenditures
Conservation Consultants	Conservation Commission	Fees from Applicants	Conservation Consulting Services	\$ 20,000	Balance Available for Expenditures

Planning Board	Panning Board	Fees	Planning-related Expenses	\$ 50,000	Balance Available for Expenditures
Community		5			
Development Legal Ads	Community Development	Reimbursement for advertising	Legal Ad publications	\$ 2,500	Balance Available for Expenditure
Publications Reprinting	Town Clerk	Publications Fees	Publications reprinting expenses	\$ 2,500	Balance Available for expenditures
Recycling	Recycling Committee	Donations-Fees- Sale of products	Operating Expenses	\$ 15,000	Balance Available for Expenditures
Recreation Committee	Selectmen	Fees	Recreation programs	\$25,000	Balance Available for Expenditures
Library Lost/Replacement Cards	Library Trustees	Fees/charges	Replacement of materials/supplies	\$ 250	Balance available for Expenditures

- **Article 5** This article to approve the establishment of a Stabilization Fund by the Minuteman Regional Vocational Technical School District, beginning July 1, 2009, under Massachusetts General Law Chapter 71, Section 16 G½, was defeated.
- **Article 6** –The Town voted unanimously to accept the provisions of M.G.L. c.32B §18A. Section 18A replaces Section 18, making it easier for retirees to enroll into Medicare.
- **Article 7** –The Town voted unanimously to accept the provisions of M.G.L. c.44 §53F½ for the Lancaster Water Division.
- **Article 8** The Town voted unanimously to accept any public funds for repairs to roadways, culverts, bridges, water systems, tree planting, and snow removal, and to authorize the Collector-Treasurer to borrow in anticipation of any reimbursements.
- **Article 9** The Town voted unanimously to authorize the Treasurer-Collector to borrow \$234,259 for authorized road improvements provided under Chapter 90, Local Transportation Aid.
- **Article 10** The Town voted unanimously to authorize the Treasurer to enter into Compensating Balance Agreements for FY2010, pursuant to M.G.L. c.44, §53F
- **Article 11** This article to amend the General Bylaws by inserting a bylaw regarding the public consumption of Marijuana or Tetrahydrocannabinol was defeated.
- **Article 15** This article to accept Runaway Brook Road as a public way was defeated.
- **Article 16** The Town voted unanimously to adopt the Farm Preservation Bylaw as printed in the warrant.
- There being no further business, Moderator Spanagel adjourned the Annual Town Meeting at 9:20 p.m.

ANNUAL TOWN ELECTION

May 11, 2009

The polls were opened at 7 a.m. by Warden Rita Ford. Serving at the polls were Inspectors Thomas Morris, Norma McCarty, Frank MacGrory, Joan Mitchell, Henry Richter, Leslie Montague, Carolyn Stump, Lorry Doucet, Joy Peach, Rose MacDonald, Hank Paszko, Frederick Martin, Frank Mitchell, and Carol Barnes. Ballots were counted by Tally Warden Chester L. Locke, Assistant Warden Jeanne Rich and Tally Clerks Susan Polansky, Ann Mazzola and Rose MacDonald. Ann Mazzola and June Sheridan served as Election Clerks.

Certified 5/13/2009

MODERATOR	Pct 1 - Total	Pct 2 - Total	GRAND TOTAL
DAVID I. SPANAGEL	184	301	485
Write-In	0	0	0
All Others	2	6	8
Blanks	66	83	149
TOTAL	252	390	642

SELECTMAN	Pct 1 - Total	Pct 2 - Total	GRAND TOTAL
CHRISTOPHER J. WILLIAMS	172	279	451
SHAWN S. WINSOR	77	109	186
Write-In	0	0	0
All Others	0	0	0
Blanks	3	2	5
TOTAL	252	390	642

DEPT. OF PUBLIC WORKS	Pct 1 - Total	Pct 2 - Total	GRAND TOTAL
JOHN J. KING, JR.	186	318	504
Write-In	0	0	0
All Others	0	6	6
Blanks	66	66	132
TOTAL	252	390	642

BOARD OF HEALTH	Pct 1 - Total	Pct 2 - Total	GRAND TOTAL
ROBERT L. BAYLIS	181	281	462
SHAWN S. WINSOR	61	103	164
Write-In	0	0	0
All Others	1	0	1
Blanks	9	6	15
TOTAL	252	390	642

LIBRARY TRUSTEE VOTE FOR TWO	Pct 1 - Total	Pct 2 - Total	TOTAL
STEPHANNE J. FIORI	187	276	463
JOHN C. SCHUMACHER	163	279	442
Write-In	0	0	0
All Others	0	4	4
Blanks	154	221	375
TOTAL	504	780	1,284

PLANNING BOARD	Pct 1 - Total	Pct 2 - Total	GRAND TOTAL
FRANCIS G. SULLIVAN, JR.	175	298	473
Write-In	0	0	0
All Others	0	0	0
Blanks	77	92	169
TOTAL	252	390	642

FINANCE COMMITTEE VOTE FOR TWO	Pct 1 - Total	Pct 2 - Total	GRAND TOTAL
JAMES E. RILEY, JR.	168	270	438
JAMES J. PIERMARINI	183	288	471
Write-In	0	0	0
All Others	0	1	1
Blanks	153	221	374
TOTAL	504	780	1,284

HOUSING AUTHORITY	Pct 1 - Total	Pct 2 - Total	GRAND TOTAL
Write-In Frank T. MacGrory	7	28	35
Write-In Muriel McLaughlin	3	7	10
Write-In	0	0	0
All Others	6	18	24
Blanks	236	337	573
TOTAL	252	390	642

NRSD COMMITTEE	Pct 1 - Total	Pct 2 - Total	GRAND TOTAL
Write-In George L. Babich	59	86	145
Write-In Kevin O'Loughlin	0	5	5
Write-In	0	0	0
All Others	5	12	17
Blanks	188	287	475
TOTAL	252	390	642

Total Voters Registered:

4545

WARRANT FOR SPECIAL TOWN MEETING

OCTOBER 5, 2009

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 meet at Mary Rowlandson Elementary School Auditorium, 103 Hollywood Drive, in said Lancaster on Monday, the fifth day of October, at 7:00 o'clock in the evening, then and there to act on the following Articles:

ARTICLE 1 Board of Selectmen

To see if the Town will vote to raise and appropriate \$15,707,998 by taxation, by transfer from Overlay Surplus Funds, from the Water Enterprise Fund, from the Stabilization Fund, transfer from fund balance reserved for school debt, by borrowing, or any combination thereof, to defray the expenses of the Town for the Fiscal Year beginning July 1, 2009, or act in any manner relating thereto.

Funding Sources:

\$13	3,269,931	Real & Personal Taxes
\$	1,440,225	Local Receipts
\$	738,532	Local Aid
\$	84,310	FB Reserved for School Debt
\$	175,000	Transfer in from Central Station Capital Project

Recommendation to be made from the floor.

ARTICLE 2 Board of Selectmen

To see if the Town will vote to change the name of Hollywood Drive to Patti Linenkemper Lane, or act in any manner relating thereto.

ARTICLE 3 Board of Selectmen

To see if the Town will vote to accept Runaway Brook Road as a public way as heretofor laid out by the Board of Selectmen and shown on plan entitled "Runaway Brook Road Acceptance Plan of Land In Lancaster & Sterling, MA", Prepared For Fitch Pond Realty Trust II, dated April 4, 2008, prepared by Whitman & Bingham Associates, LLC, and recorded with the Worcester Registry of Deeds in Plan Book 871, Plan 108; together with a certain Parcel B (Open Space) with appurtenant roadway drainage structures and storm water basins, containing 6.36 acres, being more fully described hereinafter; together with a certain Parcel C (Open Space), containing 6.70 acres, being more fully described hereinafter; together with a certain proposed 20 foot-wide walking trail easement located between Parcel B and Parcel C; being more fully described hereinafter; together with a certain parcel of land that is beneath the waters of South Meadow Pond containing 12.3 acres, being more fully described hereinafter; together with a certain Fire Cistern Easement located on Lot 8 Runaway Brook Subdivision, at #29 Runaway Brook Road, Lancaster, Massachusetts, with appurtenant fiberglass tank and fixtures, all as shown on the above referenced plan; and to authorize the Board of Selectmen to acquire said easements and parcels by gift, purchase, eminent domain or otherwise, and to raise and appropriate, transfer or borrow a sum of money for such purposes; or take any other action relating thereto.

ARTICLE 4 Board of Selectmen

To see if the Town will vote to amend the Senior Property Tax Work Off Program by deleting therefrom the second sentence of the first paragraph in its entirety and substituting therefore, "the program will abate the allowable state maximum dollar amount"; and to further amend said Senior Property Tax Work Off Program by deleting therefrom the number seven hundred and fifty (750) and substituting therefore "the allowable state maximum dollar amount" or act in any manner relating thereto.

ARTICLE 5 Board of Selectmen

To see if the Town will vote to revise the Town By-Law Chapter 30-4 by deleting "Building Inspector" and inserting "Fire Chief" in place thereof, or act in any manner relating thereto.

ARTICLE 6 Board of Selectmen

To see if the Town will vote to replace the current personnel bylaw and adopt the Personnel Bylaw as printed in the Warrant, or act in any manner relating thereto:

ARTICLE I General Provisions

§ 140-1. Equal employment opportunity policy; lie detector tests.

In compliance with federal and state equal employment laws, equal opportunity will be afforded to all applicants regardless of race, color, sex, age, religious creed, disability, national origin, ancestry, sexual orientation, marital status, ex-offender status, prior psychiatric treatment or military status. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

§ 140-2. Authorization; amendment.

- A. Pursuant to the authority contained in Article LXXXIX of the Constitution of the Commonwealth and MGL c. 41, §§ 108A and 108C, the Town of Lancaster establishes plans, which may be amended from time to time by vote of the Town at a Town Meeting:
 - (1) Authorizing a Classification Plan classifying positions in the service of the Town other than those filled by popular election, those under the jurisdiction of the School Committee, those covered by collective bargaining agreements with the Town, and those in which the incumbent tenders contractual services which are not provided during regularly established working hours, into groups and classes doing substantially similar work or having substantially equal responsibilities;
 - (2) Authorizing a Compensation Plan for positions in the Classification Plan;
 - (3) Providing for the administration of said Classification and Compensation Plans; and
 - (4) Establishing certain working conditions and recommend fringe benefits for employees occupying positions in the Classification Plan.
- B. The Classification Plan and/or Compensation Plan and/or other provisions of this bylaw may be amended by vote of the Town at either an Annual or Special Town Meeting. No amendment shall be considered or voted on by Town Meeting unless the Personnel Board has first considered the proposed amendment.
- C. The Personnel Board, of its own motion, may propose an amendment to the plans or other provisions of this bylaw based on its findings resulting from its investigations.
- D. The Personnel Board shall report its recommendations on any proposed amendment to the Select Board. The Personnel Board shall make its recommendations with regard to any amendment at the Town Meeting at which such amendment is considered.

§ 140-3. Personnel Board.

A. Membership.

(1) This Personnel Bylaw shall be administered by a Personnel Board, consisting of three voting members appointed by the Select Board. Said Select Board shall have the power to fill all vacancies. Members are appointed for three-year, staggered terms. The Committee shall select a Chairman and Vice Chairman from its membership who shall preside over meetings. The Board shall select a Clerk from it membership who

- shall be responsible for recording minutes of all committee meetings, in accordance with the Open Meeting Law. ¹
- (2) Like all Town employees and board/committee members, the Personnel Board is subject to and shall abide by the provisions of the Conflict of Interest Law, MGL c. 268A.
- (3) At any meeting of the Personnel Board action by a majority of the Board members present shall be binding. At least two members of the Board shall be present in order to constitute a quorum.
- (4) All members of said Board shall be residents of the Town and shall serve without compensation. Each member of the Personnel Board shall serve for a term of three years. Reappointments or new appointments to full terms will be made to take effect on July 1 of the year of their expiration.
- (5) Members of the Personnel Board serving upon the effective date of this bylaw shall serve until the expiration of their respective terms. Upon the expiration of such terms the Select Board shall appoint or reappoint members for successive three-year terms.
- (6) If a member resigns or his/her office becomes vacant by his/her removal from the Town, or any other cause, the Select Board shall appoint his/her successor for the balance of the unexpired term of such member.
- B. Organization. The Personnel Board shall, organize annually, as soon as possible after July 1 of each year, at the call of the then Chairman, or lacking a Chairman, the Vice Chairman, and shall elect a Chairman and appoint a Secretary from among its members. The Chairman shall hold office until his/her successor has been elected. In the event a vacancy occurs in the office of the Chairman, the Personnel Board shall elect a successor Chairman from among its members, such successor to serve until the next organizational meeting of the Personnel Board and until his/her successor has been elected.

C. Administration.

- (1) The Personnel Board shall administer the Personnel Bylaw, Classification Plan, and the Compensation Plan and shall establish such procedures as it deems necessary for the proper administration thereof.
- (2) The Personnel Board shall be responsible for establishing and maintaining personnel records for all employees as may be required by law, and as necessary for effective personnel management. All employees, appointing authorities, and department heads shall comply with and assist in furnishing records, reports and information as may be requested by the Personnel Board or the person or persons assigned responsibility for personnel administration.
- (3) The Personnel Board shall maintain or cause to be maintained an individual personnel file for each employee which may include, but not be limited to, the following: the employment application or resume; a copy of any documented reference checks and

^{1.} Editor's Note: See MGL c. 39, § 23A et seq.

background investigation reports; a copy of any physical examination reports and health reports; a report of all personnel actions reflecting the original appointment, promotion, demotion, reassignment, transfer, separation, or layoff; history of employment and correspondence directly related to the employees past employment record, reclassification or change in the employee's rate of pay or position title, commendations, records of disciplinary action, training records, performance evaluation, and other records that may be pertinent to the employee's employment record.

- (4) Personnel records shall be considered confidential and access to records shall be limited to the Personnel Board, persons authorized by the Personnel Board to administer the personnel system, appointing authorities, and department heads. Any employee may upon request to the employee's appointing authority have access to review their personnel file. The employee's review of their employment record shall be in the presence of the employee's department head or appointing authority. Unless written authorization is received from an employee, except to verify employment, no information concerning an employee shall be released.
- (5) Each department shall maintain records required to be maintained under this bylaw until such time a Personnel Board vote determines that centralization of all records is necessary and appropriate.
- (6) The Board shall provide sufficient copies of the Personnel Bylaw or a summarization thereof in the form of an employee handbook to each department for distribution to each employee. Each department head will provide each new employee with a copy and have one available for reference at all times. Personnel records of the Town are to be maintained by staff position as designated by the Personnel Board.

D. Authority.

- (1) The Personnel Board shall have the authority to review, from time to time or at least annually, the work of all positions subject to the provisions of this bylaw. The Personnel Board shall recommend changes in said positions as well as adjustments to salaries as it deems advisable, subject to appropriation of funds. Such reviews shall be made at such intervals, as the Board deems necessary and, to the extent that the Board considers practicable, shall include all occupational groups in the Classification Plan.
- (2) The Board, after meeting with the appropriate department head/supervisor, shall have the authority to adjust individual employee classifications and wages within the context of the bylaw whenever inequities exist.
- (3) On or before January 15 of each year, the Personnel Board shall meet with the Select Board to discuss a change in the Compensation Plan for the forthcoming year.
- (4) In addition, the Personnel Board shall make an annual report in writing to the Select Board on or before the second Wednesday in February of each year, including recommendations on any matters related to the Classification or Compensation Plans, which said Board deems appropriate to be considered by the Town.
- (5) The Board may employ assistance and incur expenses, as it deems necessary, subject

to the appropriation of funds therefor.

§ 140-4. Applicability.

This bylaw shall apply to all Town Departments and to all positions of all employees in the service of the Town, whether full or part-time, temporary, seasonal, special, casual or any other type of employment, other than those positions which are filled by popular election, those under the jurisdiction of the School Committee, or collective bargaining, except that all provisions of this bylaw shall be applicable insofar as any collective bargaining agreement may refer to this bylaw and to the extent applicable by statute or in the absence of any other provisions.

§ 140-5. Definitions.

As used in the bylaw, the following terms shall have the meaning indicated:

ABSENCE — Any time an employee is not at work during a scheduled work period.

ADMINISTRATIVE AUTHORITY — The elected or appointed official or board having jurisdiction over a function or activity.

APPOINTING AUTHORITY — Any person(s), board, committee, commission, or other agency who has the right to hire or discharge employees.

CASUAL PART-TIME EMPLOYEE — Any employee hired for irregular or occasional employment for an hourly rate or a fee. Personnel service rendered by an employee in a position calling for part-time employment which service, although constituting continuous employment is not rendered during prescribed working hour, daily, weekly or annually, but is rendered according to the demands for such service.

CLASS — A group of positions in the Town service sufficiently similar in respect to duties and responsibilities so that the same descriptive title may be used to designate each position allocated to the class, that the same qualifications shall be required of the incumbents, that the same tests of fitness may be used to choose qualified employees and that the same scale of compensation can be made to apply with equity.

CLASSIFICATION PLAN — Class specifications and titles approved by the Personnel Board and appearing as Schedule A to these bylaws.²

COMPENSATION GRADE — A range of salary or wage rates appearing in the Compensation Plan.

COMPENSATION PLAN — Specified rates of pay for each job classification included in the Classification Plan, appearing as Schedule B to these bylaws. 3

CONTINUOUS SERVICE — Length of employment with the Town of Lancaster of a regular full-time or regular part-time employee, uninterrupted except for authorized military leave, vacation leave, sick leave, court leave, disability, maternal/paternal leave, or any other authorized leave of absence, if applicable and covered in the terms of this bylaw.

^{2.} Editor's Note: Schedule A is on file in the Clerk's office.

^{3.} Editor's Note: Schedule B is on file in the Clerk's office.

DEPARTMENT — Any board, committee, commission, other agency or functional unit (or subunit) of the Town.

EMPLOYEE — Any person who is paid by the Town for services rendered to the Town, excluding elected officials, independent contractors, and persons under the direction of the School Committee.

FUNCTIONAL UNITS OF MUNICIPAL GOVERNMENT — A grouping of occupational groups or classes by type of municipal services rendered, i.e., General Government: executive and administrative duties; Public Safety: protection of life and property; Public Utilities: development, operation and maintenance of public property and facilities; Education: instruction and related support and administrative functions; Human Services: health, youths, elders, veterans, etc., functions; Culture and Recreation: library, parks and recreational facilities and functions.

GROUP or OCCUPATIONAL GROUP — A group of classes designated by occupation within one of the major functional units of municipal government.

JOB CLASSIFICATION — A particular job title within the Classification Plan.

MAXIMUM RATE — The highest rate in a compensation grade, which normally is entitled to attain.

MINIMUM RATE — The lowest rate in compensation grade; normally the hiring rate of a new employee.

POSITION — An office or post of employment in Town service with duties and responsibilities calling for full-time, part-time, special, temporary or seasonal employment of one person in the performance and exercise thereof.

RANGE — The dollar difference between minimum and maximum rates for a particular compensation grade.

RATE — A sum of money designated as compensation for personal services on an hourly, daily, weekly, monthly, annual or other basis.

REGULAR FULL-TIME EMPLOYEE — Any employee who is employed 40 hours per week, 52 weeks per year for the department or position in which that person is employed.

REGULAR PART-TIME EMPLOYEE — Any employee who works at least 20 hours but not more than 39 hours each week for 52 weeks per year, for the department or position in which that person is employed.

REDUCED HOURS EMPLOYEE – Any employee who is employed less that 19 hours for each of the 52 weeks per year for the department or position in which that person is employed.(added 5/1/08)

SINGLE RATE — A rate for a special, temporary or seasonal position for which there is no range.

STEP RATE — A rate in a range of a compensation grade.

SPECIAL(added 5/1/08), TEMPORARY OR SEASONAL EMPLOYEE — Any employee whose duration of employment with the Town is of a seasonal or emergency nature, or specified limited

amount of time (not to exceed six continuous months).

TEMPORARY POSITION; SEASONAL POSITION — Any position in Town service which requires or is likely to require the service of one incumbent for a period not exceeding six calendar months; either on a full-time or part-time basis.

TOWN — The Town of Lancaster, Massachusetts.

ARTICLE II Classification Plan

§ 140-6. Mandatory classification.

No person shall be appointed, employed or paid as a Town employee in any position under the Classification Plan and Compensation Plan under any title other than that of the class of which position is allocated.

§ 140-7. Employee categories.

- A. All positions subject to the provisions of the Personnel Bylaw of the Town shall fall into one of the following categories:
 - (1) Regular full-time.
 - (2) Regular part-time.
 - (3) Reduced Hours Part time (added 5/1/08)
 - (4) Casual part-time.
 - (5) Special, temporary or seasonal.
- B. These categories will determine an employee's eligibility for benefits as specified by this bylaw.

§ 140-8. Allocation and new positions.

- A. The Personnel Board may allocate each position subject to the provisions of the Classification and Compensation Plan to its appropriate class and pay grade.
- B. Whenever a new position is established, appointing authorities proposing the creation of new positions shall provide the Personnel Board with a description of the duties, skills, knowledge, abilities, and other work performance requirements of the proposed position in sufficient detail to enable the Personnel Board to appropriately classify the position.
- C. When the duties of an existing position are so changed that, in effect, a new position of a different class is substituted for the old position, and whenever such action appears warranted by reason of error in the allocation then in effect, or as a result of additional duties and changes in the job content of the class, the Personnel Board may allocate such position to an appropriate class and pay grade.
- D. Positions may not be reclassified without a review and approval of the Personnel Board.
- E. The Personnel Board shall afford reasonable opportunity to be heard to any employee or any department head affected by such a new position or change in classification.

§ 140-9. Hiring and reclassification.

- A. The following procedure shall be used when hiring employees in filling regular full-time and regular part-time positions covered by this bylaw.
 - (1) A job description agreed to by both the hiring department head or Board Chairman and the Personnel Board must be completed prior to the announcement of the job opening.
 - (2) The hiring rate and pay rate for the job must be in accord with the Classification and Compensation Plans or be developed with and agreed to by the Personnel Board prior to the announcement of the job opening.
 - (3) The job opening must be advertised in appropriate publications for at least two days and must be posted on the Town Hall Bulletin Board at least 10 days prior to the job being filled. The announcement will include:
 - (a) Job title.
 - (b) Pay rate.
 - (c) Summary statement of duties.
 - (d) Direction on where and how applications may be filed.
 - (e) Deadline for filing application must be at least 10 days after the notice of job opening appears.
 - (4) Job applicants will not be discriminated against on the basis of race, veteran, color, sex, age, religious creed, disability, national origin, ancestry, sexual orientation, marital status, ex-offender status, physical and/or mental handicap, prior psychiatric treatment or military status.
 - (5) The Personnel Board must retain records of all job applicants in accordance with the Public Records Law.⁴ The application of the person hired will be filed in his/her personnel file.
 - (6) All persons selected for employment shall be notified in writing that the offer is conditional pending a physical certification by the Town's physician. The applicant shall undergo a medical examination and drug test. The examination shall be at the expense of the Town by a physician or medical institution selected by the Personal Board. The examining physician shall advise as to whether or not, in the opinion of the physician, the applicant can perform the essential functions of the job. If deemed unfit to perform the duties of the position for which application has been made the appointing authority shall withdraw the offer of employment.
 - (7) A Payroll Change Authorization with the required approvals will be submitted to the Town Accountant prior to his/her issuance of a voucher for a new employee or a voucher including pay rate change for an incumbent employee.
 - (8) An applicant who accepts an appointment and fails to report to work on the date set by the appointing authority, shall, unless excused by the appointing authority, be deemed to have declined to appointment and the offer of employment shall be withdrawn.

^{4.} Editor's Note: See MGL c. 66, § 10 et seq.

B. No employee may be reclassified to a position in another group, either higher or lower, until the Personnel Board determines that such a reclassification will be consistent with the provisions of the Compensation Plan.

§ 140-10. Probationary orientation period.

- A. Performance of all new employees must meet acceptable work standards. The probationary period shall be utilized to help new and promoted employees achieve effective performance levels. To insure that new employees are aware of their duties and responsibilities appointing authorities shall inform new employees of their rights, responsibilities, duties and obligations. The appointing authority will provide the employee with a copy of the Personnel Bylaw. Employee will sign form acknowledging that they have reviewed a copy of the Personnel Bylaw and understand their rights, responsibilities, duties and obligations.
- B. Department heads or boards will provide on-site training and orientations regarding specific rules, regulations, policies and procedures of the employee's assigned department including the safety policies and procedures.
- C. All newly appointed and promoted employees will be required to successfully complete a probationary period. The probationary period begins immediately upon the employee's starting date or promotion date and to continue for a six-month period. The appointing authority and department head shall observe and evaluate the employee's attitude, conduct and work habits during the probationary period. A job performance review and evaluation form must be completed at 90 days by the department head and reviewed with the employee. Upon completion of the probationary period the appointing authority will complete a one-hundred-eighty-day job performance review and evaluation form. The appointing authority will notify the employee in writing that: Employee's performance meets satisfactory standards and the individual will be considered a regular employee in the position; or that the employee's performance due to extenuating circumstances, requires additional observation and that the probationary period will be extended an additional period of time not to exceed three months; or that the employee's performance, attitude, conduct was unsatisfactory and the termination will occur.
- D. At any time during the probationary period the employee may be terminated by an appointing authority if it is revealed that the employee intentionally falsified information relating to application for employment, was unable or unwilling to perform the required duties, or displayed conduct, habits or dependability which did not merit continuing the employee in the position. The employee may not appeal the termination.

§ 140-11. Job descriptions and interpretations.

- A. The Personnel Board shall maintain written descriptions of the jobs or positions in the Classification Plan. These descriptions shall be written by the department's board, department head, or department supervisor and approved by the Personnel Board. The descriptions shall include definitions describing the essential nature of the work, distinguishing features of the work and such illustrative examples of duties as may be deemed appropriate. The Personnel Board may, upon the request of a department or on their own initiative, along with the department's input, amend such job descriptions.
- B. The heads of departments shall be required to retain copies of the current job descriptions.

They shall be responsible for drafting any revisions and submitting them to the Personnel Board for approval.

C. The description of any position shall be construed solely as a means of identification. It shall not limit the duties and responsibilities of any position or modify, or in any way affect, the power of any administrative authority as otherwise existing to assign duties to, or to direct and control the work of, any employee under the jurisdiction of such authority. The administrative authority, however, must be reasonable and cannot assign tasks that are completely out of the job classification.

§ 140-12. Class title.

The title of each class, as established by the Classification Plan, shall be the official title of every position allocation to the class and the official title of each incumbent of a position so allocated, and shall be used to the exclusion of all others on payrolls, budget estimates and other official records and reports pertaining to the position. No administrative authority shall fix the salary of any employee in a position in the Classification Plan except in accordance with the Compensation Plan.

§ 140-13. Workweek.

The normal week for a regular full-time employee shall be forty (40) hours.

The normal work week for a regular part time employee shall be at least 20 hours but less than 39 hours. A Reduced hours part time employee shall be regularly scheduled hours that are less than 19 hours per week. (added 5/1/08)The department head, with the approval of the board, committee or commission responsible for the department will establish and post permanently on the department bulletin board the regular working hours for all employees of that department. The normal lunch period will not be a paid period.

§ 140-14. Confidential information.

- A. When performing their assigned duties, Town employees may come into contact with confidential information.
- B. Confidential Information must be retained in a manner that allows it to remain confidential at all times. It is expected that all Town employees respect the information they are privy to.
- C. Confidential information is as defined by MGL c. 4, § 7.

§ 140-15. Dress code policy.

It is the policy of the Town of Lancaster that each employee's dress, grooming and personal hygiene be appropriate to the work situation and follow the dress code of the Town or department.

ARTICLE III Compensation Plan

§ 140-16. Appropriated funds.

The compensation provided for in this article shall be subject to the availability of appropriated

funds.

§ 140-17. Pay and salary schedule.

The Compensation Schedule set forth in this bylaw shall consist of hourly rates as well as salaries, which are on a grade and step schedule. The weekly pay period begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on the following Saturday.

§ 140-18. Pay rate and benefits for new personnel.

- A. The hiring rate shall be the minimum of the rate range of the job for which the new employee is hired. An appointing authority may assign a new employee, only for the purposes of pay, to a rate higher than the minimum rate, up to Step 3 of the grade in any case where the employee's prior experience in the work warrants such action. Hiring an employee at a rate above Step 3 requires the advance approval of the Personnel Board. The Board may investigate any request for a higher salary step and confer with the immediate supervisor or department head relative to such employment.
- B. The appointing authority may negotiate benefits to permit competitive hiring, subject to appropriation and the prior approval of the Personnel Board.

§ 140-19. Transfers and promotions of employees.

- A. An employee who receives a promotion shall be compensated at the rate of pay that is closest to but greater than the employee's current rate of pay or at a step rate that the appointing authority, subject to approval of the Personnel Board, believes the employee's qualifications and performance warrants.
- B. If an employee is transferred to a lower rate job, he/she shall enter it at his/her own rate.

§ 140-20. Personal rates above maximum.

Any salary rate which is above the maximum rate for a job, as established by this plan, shall be deemed to be a personal rate. Should an employee's position be reclassified to a lower grade or rate, that employee will be "grandfathered" in at their current rate. This "personal rate" will not apply to the employee's successor in the position.

§ 140-21. Working from home.

Employees who have assigned office space are not permitted to work from home. Our goal is to have Town offices open to the public whenever possible. The Select Board must grant permission for any exceptions to this policy.

§ 140-22. Straight time hourly pay.

The compensation paid an employee per the Compensation Plan for each hour worked during the normal workweek shall be his/her regular straight time hourly pay. In those instances in which the hourly earnings are not specified in the Compensation Plan, the straight time hourly pay is calculated by dividing the weekly rate by the normal workweek hours. For salaried position, straight time hourly pay is calculated by dividing the weekly compensation by the normal workweek hours of that area in which the employee works.

§ 140-23. Overtime.

- A. In accordance with the Fair Labor Standards Act (FLSA) the Town is establishing a seven-day work period commencing on Sunday at 12:01 a.m.
 - (1) Any hours, or portions thereof, authorized by the department head and worked by an employee in the service of the Town, except salaried personnel, over and above 40 hours for the normal workweek shall be considered overtime. For purposes of calculating overtime, holiday pay and vacation pay shall not be considered as hours worked.
 - (2) Overtime shall be compensated to all employees at 1 1/2 time straight hourly earnings with the exception of salaried personnel.
 - (3) Where an employee in a single workweek works at two or more different types of work for which different straight-time rates have been established, the regular rate for that week is the weighted average of such rates. That is, the earnings from all such rates are added together and this total is then divided by the total number of hours worked at all jobs (FLSA).

§ 140-24. Other special pay.

- A. When all Town employees (i.e., Town Hall, Library, non-union DPW, non-union Police, non-union Dispatchers) except salaried employees are requested to return to work after completing their normal day's work, they shall be compensated for no less than two hours.
- B. When fire fighters and EMTs report to duty during the hours of 11:00 p.m. and 6:00 a.m. they shall be paid a minimum of two hours.

§ 140-25. Performance and evaluation review.

- A. Merit/step raises. Raises will be awarded on an annual basis providing the employee has completed at least one year of employment and only after a satisfactory performance review is received by the Personnel Board, as required in the Performance Review and Evaluation Procedure Manual.
 - B. In order for all merit/step raises to be approved, the Personnel Board must receive the annual reviews by 6/30 of
 - each year and mid-year reviews by 12/30. Failure to submit by the appropriate date may result in a withholding
 - of the said merit/step raises until reviews are received and approved by the Personnel Board. Department Heads
 - failure to comply will result in oral and/or written reprimand. Added 10/5/09
- C. Cost of living raises will be voted at the Annual Town Meeting. Recommendations shall be made by Select Board and Personnel Board.

ARTICLE IV **Disciplinary Action**

§ 140-26. Disciplinary procedure.

A. The Town recognizes that all of its employees have high standards. However, there are times when it may be necessary to discipline individual employees. The Town believes that discipline should be used when necessary. Disciplinary action may be initiated for failure

of an employee to fulfill responsibilities as an employee. Cause for disciplinary action shall include, but is not intended to be limited to the following:

- (1) Incompetence or inefficiency in performing assigned duties.
- (2) Refusal to perform a reasonable amount of work or violation of any reasonable official order, or failure to carry out any lawful and reasonable directions made by a proper supervisor.
- (3) Habitual tardiness or absence from duty.
- (4) Violation of safety rules, practices and policies.
- (5) Release of confidential information, cognizant or intentional.
- (6) Engaging in sexual harassment.
- (7) Insubordination.
- (8) Fighting on the job; verbal abuse.
- (9) Punching in or out in an irregular fashion (see policy).⁵
- B. Therefore, the following disciplinary action procedures shall be followed:
 - (1) First warning. The supervisor will give the employee an oral warning that will be recorded in the personnel records.
 - (2) Second warning. The supervisor will issue a written warning to the employee. Warning shall include reasons for the warning and an offer of assistance on the part of the department head in correcting the unsatisfactory situation and carry a specified period in which the behavior shall improve. A copy of the warning will be placed in the personnel file.
 - (3) Third warning. The department head with sufficient cause will suspend an employee without pay for a period of at least three days, not to exceed 20 working days in any twelve-month period. Within 24 hours of the effective date of the suspension the employee shall be provided with a written notice stating the reasons for the suspension and the length of the suspension.
 - (4) Fourth warning. Will result in the employee being terminated. The department head will provide the employee with a written notice stating the reason or reasons for the discharge and the effective date of the discharge.
- C. After one year following each disciplinary action, if there has been no further disciplinary action, the warning will not be considered current in an employee's record.
- D. At any step in the disciplinary procedure, an employee may, at their discretion, appeal to the Personnel Board.

§ 140-27. Termination for cause.

The progressive disciplinary procedure will be bypassed and the employee will be subject to immediate termination for, but not limited to, the following:

- A. Theft of Town or another employee's property.
- B. Falsification of time records or punching another employee's time card.

^{5.} Editor's Note: See § 140-27B.

- C. Use of illegal substance or alcohol on the job.
- D. Fighting while on the job physical.
- E. Disclosure of confidential matters intentional.
- F. Misuse or unauthorized use of Town property.
- G. Fraud in securing appointment.
- H. Conviction of a felony.
- I. Violation of safety rules, practices and policies, after appropriate training.
- J. Engaging in sexual harassment, as substantiated by policy.
- K. Unauthorized absences during working hours.
- L. Falsification of Town records.

ARTICLE V Grievances and Appeals

§ 140-28. Step 1.

Any employee who believes that they have received inequitable treatment because of some condition of their employment may appeal for relief from that condition. An employee must discuss the grievance initially with their direct supervisor. Then, if the matter is not settled, the employee should submit said grievance in writing to the department head. The department head shall respond in writing, within 14 calendar days. If the employee's department head is also the immediate supervisor, he/she should proceed to Step 2.

§ 140-29. Step 2.

If the employee feels that his/her grievance is still unresolved, he/she may appeal to the Personnel Board within 14 calendar days after receiving the decision of the department head. The Personnel Board may require a written statement from the aggrieved employee in such form and containing such information as it may require. The Personnel Board shall hear the grievance at its next regularly scheduled meeting and shall render a decision within 14 calendar days of the hearing. Any decision of the Personnel Board shall be transmitted to the department head/appointing authority and placed in the employee's personnel file.

ARTICLE VI Reduction in Force (RIF)

§ 140-30. Considerations.

- A. In the event that, for reasons of economy, it becomes necessary to reduce the number of employees under the Personnel Bylaw, the Town of Lancaster, in determining which of its employees are to be terminated, will take into consideration the qualifications of such employees, the quality of their past performance and their seniority as employees of the Town in their respective departments.
- B. Where, in the opinion of the appointing authority, the qualifications and quality of performance of employees are substantially equal, employees will be terminated in the order of reverse seniority as employees of the department.

§ 140-31. Reemployment.

A. The Town will consider employees whose employment is so terminated for reemployment in the reverse order of their termination during a period of one year from the effective date

- of their termination, if they inform the appointing authority in writing of their desire to be considered.
- B. An employee who is reemployed by the Town within said one-year period after termination under the provision of this section shall have restored the unused sick leave accumulated at the time of termination, and shall have restored all previous benefits that he/she would have been entitled to at the time of reduction in force.
- C. An employee who is reemployed by the Town after said one-year period after termination will be hired as a new employee.

§ 140-32. Employees with identical employment dates.

An employee whose employment date with the Town is the same as another employee shall be terminated upon the department head's evaluation of each employee's overall work performance.

ARTICLE VII Benefits

§ 140-33. Form of indirect pay.

Employee benefits provided by the Town are an item of cost to the Town and a form of indirect pay for the employee. Therefore, the policies and procedures for the establishment and maintenance of these benefits are included in this Personnel Bylaw.

§ 140-34. Applicability of benefits.

- A. Regular full-time employees. All of the below-listed employee benefits apply to full-time employees.
- B. Regular part-time employees: Eligible for all employee benefits, in proportion to the ratio that their average weekly hours of work in the preceding 12 months bears to the normal workweek for their job.
- C. Casual, special, temporary or seasonal employees: Not eligible for employee benefits.
- D. Reduced hours part time employees: Eligible for vacation and sick time benefits, in proportion to the ration that their average weekly hours of work in the preceding twelve (12) months bears to the normal work week for their job. Not eligible for health insurance or other benefits. (added 5/1/08)

§ 140-35. Compensated absence.

A. Holidays.

- (1-a) Each regular full-time employee will be entitled to one day's pay at regular straight time rates for 11 paid holidays per year. If the holiday falls on a Saturday, it will be observed on Friday and if it falls on Sunday, it will be observed on Monday.
- (1-b) Regular part time employees shall receive holiday pay only if the holiday falls on their regularly scheduled day to work. Added 10/5/09
- (1- c)Reduced hours employees shall receive holiday pay only if the holiday falls on the regularly scheduled day to work. Pay will be pro rated for hours normally worked.

Added 10/5/09

The designated holidays are:

- (a) New Year's Day.
- (b) Martin Luther King Day.
- (c) Presidents Day.
- (d) Patriots Day.
- (e) Memorial Day.
- (f) Independence Day.
- (g) Labor Day.
- (h) Columbus Day.
- (i) Veterans Day.
- (j) Thanksgiving Day.
- (k) Christmas Day.

(2) To be eligible for holiday pay:

- (a) Employee shall have worked on the employee's last scheduled working day prior to and the next regularly scheduled working day following such holiday, or was in full pay status on such preceding and following days in accordance with other provisions of these regulations, or was appropriately excused.
- (b) When any of the holidays listed in Subsection A(1) above fall within a sick leave period, it shall be granted as a holiday and no charge made to the employee's sick leave credits.
- (c) When any of the holidays listed in Subsection A(1) above fall within a vacation period, it shall be granted as a holiday and an additional day of vacation leave will be granted.

B. Vacation pay.

- (1) The vacation year is from July 1 through June 30. Regular full-time, regular part-time employees and reduced hours part time only, are eligible for vacation as follows:
 - (a) Vacation accrual is based on the employee's anniversary date and is prorated based on the fiscal year.
 - (b) After six (6) months of continuous service and up to 1 year an employee is eligible for 5 days vacation.
 - (c) After 12 months of continuous service and up to a maximum of five years of service, an employee is eligible for two weeks (10 days) vacation.
 - (d) After five years and up to 10 years of service, an employee is eligible for three weeks (15 days) vacation.
 - (e) After 10 years and up to 20 years of service, an employee is eligible for four weeks (20 days) vacation.
 - (f) After 20 years service, the employee is eligible for five weeks (25 days)

vacation.

- (2) The vacation pay of a regular part-time employee shall be the average of his/her weekly pay for the 52 weeks worked immediately preceding the vacation.
- (3) Employees are required to take vacation on a regular basis to allow for the proper rest from the rigors of work. Vacation time may not be accrued from year to year.
- (4) Should a paid holiday occur during the employee's regularly scheduled workweek while the employee is on an authorized paid vacation, an additional day of vacation shall be allowed.
- (5) In case of retirement or termination of employment, the employee shall be paid for all accrued, vacation time earned up to the termination date.
- (6) The choice of vacations shall be on the basis of seniority in the department and approved by the department head. Department heads shall post the vacation grants annually.

C. Sick leave.

- (1) Each regular full-time, regular part-time and reduced hour part-time employee shall earn sick leave credit with pay at the rate of one normal work day's pay for each month of continuous employment in the Town, to a maximum of 13 such days' credit per fiscal year. Changes 10/5/09
- (2) This time shall be saved for use when an employee cannot report for work due to sickness, injury or exposure to contagious disease. Use of such accumulated sick leave credit is allowed only after the employee has completed his/her probationary period. The maximum number of such days of sick leave credit that may be accumulated is 240. Employees hired after 7/1/09 shall accumulate a maximum of 120 days. Added 10/5/09 The employee's department head must authorize application of sick leave credit
- (3) An employee may use up to 10 days of accumulated sick leave per year for serious family illness. An employee out sick three (3) continuous days shall be put on family medical leave.
- (4) Employees returning from a sick leave or disability leave may be required to have a physical examination to determine their capability to perform satisfactorily their regular work without endangering themselves or their fellow employees.
- (5) The Department head, Town Administrator (added 10/5/09) or the Personnel Board may, of its own motion, require a medical examination of any employee who reports his/her inability to report for duty because of illness. This examination shall be at the expense of the Town by a physician appointed by the Personnel Board.
- (6) Payments made under the provisions of this section shall be limited in the case of an employee who is receiving workers' compensation payments to the difference between the amount paid in workers' compensation and the employee's regular pay. In

the event of such payments, the department head or Personnel Board may debit the employee's sick leave accrual by such amounts as it determines to be equitable in relation to such payments.

- (7) Nothing in this section will be construed to conflict with MGL c. 41, § 100.
- D. Bereavement leave. Regular full-time, regular part-time and reduced hours part-time employees shall be given up to three consecutive working days' leave with a normal day's pay for the purpose of making arrangements and attending the funeral of a member of his/her immediate family, which is defined as mother, father, spouse, mother-in-law, father-in-law, sister, brother, child, grandchild, grandparent or domestic partner of the employee or any live-in family member. Regular full-time, regular part-time and reduced hours part-time employees shall be given one day leave with pay for the purposes of attending the funeral of the employee's aunt, uncle, niece, nephew. Changes 10/5/09
- E. Jury duty leave. A regular full-time and regular part-time employee called for jury duty shall be paid by the Town an amount equal to the difference between the compensation paid the employee for a normal working period and the amount paid by the court excluding any allowance for travel and lodging, upon presentation of an affidavit of jury pay granted.
- F. Military leave. Regular full-time employees who are in the Armed Services Reserves or National Guard and are called to temporary military duty not exceeding two weeks in any twelve-month period shall receive the difference in pay between their regular Town pay and their military pay. Such employee may use his/her normal vacation time for his/her military duty if he/she desires. This provision does not include payments to members of the National Guard who may be mobilized during an emergence in the commonwealth. Proof of service shall be submitted to the employee's department head and a copy to the Personnel Board.

G. Other leave.

- (1) Absence for personal reasons up to three days per year may be granted to full-time employees. These personal days may be taken at any time of the year upon the employee's request with the approval of the department head. Any days not used during the fiscal year in which they are granted shall be forfeited.
- (2) Personal leave may be granted in increments of not less than 1/2 of a workday.
- (3) When possible, the employee must request from the employee's immediate supervisor the personal day leave at least 48 hours in advance. A supervisor may not question the reason for personal leave nor may be/she deny such a request except for scheduling problems.
- (4) Only employees who have completed their probationary period may be compensated for absence for personal reasons under provisions of this subsection.

§ 140-36. Noncompensated absence.

A. Disability and parental leave. A leave of absence without pay may be granted an employee with at least six months of continuous service whose illness or disability continues beyond sick leave that has been accrued. Such disability leave shall be for sickness or injury

resulting in temporary disability of the employee or a member of his or her immediate family, or for the birth of a child to (or adopted by) the employee and/or the employee's spouse. Duration of the leave shall be for the period a physician says the employee is unable to perform the regular duties of his or her position.

B. Leave of absence. A leave of absence may be granted by the department head and the Personnel Board but shall be without compensation. A leave of absence of over one month duration, except military leave, shall be considered a break in employment and on return to work the employee shall have the status of a new employee unless an extension of leave beyond one month has been authorized by the Personnel Board in advance.

§ 140-37. Unauthorized leave of absence.

Any employee absent without authorization for three consecutive working days shall be terminated from the payroll as abandonment of his/her position.

§ 140-38. Educational assistance.

- A. Full and part-time employees working at least 20 hours per week who have worked for the Town for at least one year are eligible for a reimbursement of tuition, registration fees, and books for work-related courses from state colleges, state universities or other preapproved institution of higher learning which serve to improve their knowledge and skills and increase their performance with the Town.
- B. Approval for the particular course must be requested prior to enrollment in order to be eligible for the reimbursement, and in order to qualify must have the recommendations of the department head and approval of the Personnel Board.
- C. Reimbursement is subject to a separate and distinct appropriation of municipal funds.
- D. Reimbursement will be made upon successful completion of the course or program. "Successful completion" of a course shall mean a minimum of B or equivalent.
- E. The Town may require the employee to sign an agreement to remain with the Town for a period of up to two years after completion of the course, or else be responsible to the Town for reimbursement of the funds.

§ 140-39. Mileage reimbursement.

- A. When employees have prior approval from their supervisor to use their personal vehicle for Town business, they are reimbursed for business travel at the approved per mile rate, as established by the Internal Revenue Service. Added 10/5/09 Local travel expenses between the employee's home and assigned work location are not reimbursable. However, if employees are required by business necessity to travel from home directly to a site other that their assigned work location, the Town will reimburse them for the difference between the mileages in their normal commute to their assigned work location and the total miles driven on business.
- B. When using a private vehicle for Town business purposes, the employee assumes liability for the vehicle. All employees who use their personal vehicles for Town business must have a current driver's license and vehicle liability insurance in the minimum amounts required by state law. Otherwise, the vehicle is not authorized for Town business use.

§ 140-40. Insurance coverage.

- A. Workers' compensation. All paid full-time and each regular part-time employee will be covered by the Town's workers' compensation policy under Massachusetts Worker's Compensation Law.
- B. Group insurance. Each regular full-time and regular part-time employee covered by the bylaw shall be entitled to the Group Insurance Plan (Health and Life Insurance) which has been accepted by the Town in accordance with MGL c. 32B. The Town's contribution thereto may be changed from time to time by amendment of this Personnel Bylaw.
- C. Reduced hours part time employees, although not eligible for Health Insurance through the Town, shall be eligible to enroll in health insurance offered through the Commonwealth Health Connector. Added 10/5/09

§ 140-41. Retirement benefits.

The Town shall contribute funds as required for each employee in accordance with the procedures formula established by the Worcester Regional Retirement Board and the bylaws of the Town of Lancaster.

§ 140-42. Civil service law.

Nothing in this bylaw or in the Classification or Compensation Plans shall be construed to conflict with MGL c. 31.

§ 140-43. Severability.

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

ARTICLE VIII Harassment Policy

§ 140-44. Introduction.

- A. It is the goal of the Town of Lancaster to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization.
- B. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the inappropriate conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.
- C. Because the Town of Lancaster takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

D. Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

§ 140-45. Definition of sexual harassment.

- A. In Massachusetts, the legal definition for sexual harassment is this: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:
 - (1) Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or a basis for employment decision; or
 - (2) Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.
- B. Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotion, increased benefits, or continued employment constitutes sexual harassment.
- C. The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.
- D. Prohibited conduct also extends to any function or activity that is officially sponsored by the Town of Lancaster.
- E. While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:
 - (1) Unwelcome sexual advances, whether they involve physical touching or not.
 - (2) Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sexual activity, deficiencies or prowess.
 - (3) Displaying sexually suggestive objects, pictures, and cartoons.
 - (4) Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
 - (5) Requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment.
 - (6) Assault or coerced sexual acts.
 - (7) Inquiries into one's sexual experience.
 - (8) Discussion of one's sexual activities.
 - (9) Comments regarding gender stereotypes, which demean, embarrass or humiliate employees.

F. All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Town.

§ 140-46. Complaints of sexual harassment.

If any of our employees believes that he/she has been subject to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally to the Town Administrator.

§ 140-47. Private counseling option.

If you believe you are the victim of sexual harassment, in addition to the right to file a complaint, you may also seek advice from the Town Administrator. He/she is available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process. If you desire, he/she will work with you to find a way of resolving your concerns in an informal manner acceptable to you and in a manner which would offer you as much privacy and confidentiality as is possible. If this option does not resolve the complaint, you may proceed through our complaint procedure set forth in § 140-48 below.

§ 140-48. Investigation of sexual harassment.

- A. When the Town Administrator receives the complaint, he will then investigate the allegation in a fair and expeditious manner. The investigation would include a private interview with the person filing the complaint and with witnesses. He/she will also interview the person alleged to have committed sexual harassment. The Town Administrator may, if necessary, request written statements in addition to the private interviews. If the Town Administrator is unable to resolve the complaint, he will report the investigative findings to the appointing authority for disposition.
- B. If the investigation reveals that sexual harassment did occur, the Town would act promptly to eliminate the offending conduct, and where it is appropriate, will also impose disciplinary action, which could include termination form employment. In addition, when the investigation is completed through formal or informal procedures, we will inform the person filing the complaint and the alleged harasser of the results of that investigation, including allegations that have not been substantiated.
- C. If you would like to file a complaint, you may do so by contacting the Town Administrator.

§ 140-49. Disciplinary action.

If sexual harassment has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such actions may include counseling, informal or formal reprimands, written or verbal warnings, suspension, reduction in pay, reduction in duties, transfers, and other formal sanctions including termination from employment.

§ 140-50. State and federal remedies.

A. In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below.

(1) The United States Equal Employment Opportunity Commission ("EEOC").

John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (800)-669-4000

(2) The Massachusetts Commission Against Discrimination ("MCAD").

Boston Office Springfield Office

One Ashburton Place 436 Dwight Street, 2nd Floor

Sixth Floor, Room 601 Room 220

Boston, MA 02108 Springfield, MA 01103

Phone: 617-994-6000 (413) 739-2145

TTY: 617-994-6196

Worcester Office New Bedford Office

Worcester City Hall 800 Purchase St., Room 501 455 Main Street, Room 100 New Bedford, MA 02740

Worcester, MA 01608 (508) 990-2390

(508) 799-8010 (508) 990-4260 - FAX

(508) 799-8490 - FAX

B. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC: 300 days; MCAD: 300 days).

ARTICLE 7 Board of Selectmen

To see if the Town will vote to revise the Town By-Law Chapter 17-10 by deleting the word "five" and inserting the word "seven" in place thereof, to increase the membership on the Lancaster Recreation Committee, or to act in any manner relating thereto.

ARTICLE 8 Board of Selectmen

To see if the Town will appropriate the following sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described; such amounts to be raised and appropriated or transferred from available funds, or act in any manner relating thereto. *The Finance Committee recommends passage of this article.*

a. Police Vehicle Replacement

Amount: \$27,000

Funds to be expended by: Police Department

Purpose: To purchase a new marked police 4x4 cruiser

Funding Source: Stabilization Fund

b. Main Street Water Main Connections

Amount: \$15,000

Funds to be expended by: Board of Public Works

Purpose: To make connection from the 6-inch water main to the 10-

inch water main on Main Street

Funding Source: Langen Road Water Project Account

c. Town Hall Foundation Repairs

Amount: \$26,000

Funds to be expended by: Board of Selectmen

Purpose: To repair and water proof the foundation to Town Hall and

remediate mold and associated damage

Funding Source: Stabilization Fund

ARTICLE 9 Board of Selectmen

To see if the Town will vote to transfer Four Hundred and Forty Eight Dollars and Seventy Six Cents (\$448.76) from available funds to pay an unpaid bill from Fiscal Year 2010 (detail below), or act in a manner relating thereto. *The Finance Committee recommends passage of this article.*

Department	Vendor	Amount	Date	Purpose
Board of Selectmen	Jasonics Security	\$420.00	6/29/09	Repair Fire Alarm Panel
	Corporation			
Board of Selectmen	Worcester T&G	\$14.38	5/8/09	Legal Notice
Board of Selectmen	Worcester T&G	\$14.38	5/15/09	Legal Notice

ARTICLE 10 Board of Selectmen

To see if the Town will vote to accept a permanent easement from PJ Keating Company for Six Thousand Two Hundred and Fifteen Square Feet (6,215 square feet) as shown on the plan entitled "Sewer Extension for Duval Road" dated August 2009 and prepared by Fay, Spofford and Thorndike, said plan on file in the Office of the Town Clerk; or to act in any manner relating thereto.

ARTICLE 11 Board of Selectmen

To see if the Town will vote to accept a permanent easement from 33 OHP LLC for (19,853 square feet) as shown on the plan entitled "Sewer Extension for Duval Road" dated August 2009 and

prepared by Fay, Spofford and Thorndike, said plan on file in the Office of the Town Clerk; or to act in any manner relating thereto.

ARTICLE 12 Board of Selectmen

To see if the Town will vote to accept a permanent easement from Two One Ninety Trust for (3,849 square feet) as shown on the plan entitled "Sewer Extension for Duval Road" dated August 2009 and prepared by Fay, Spofford and Thorndike, said plan on file in the Office of the Town Clerk; or to act in any manner relating thereto.

ARTICLE 13 Board of Selectmen

To see if the Town will vote to accept a permanent easement from Derby Farm LLC for (1,648 square feet) as shown on the plan entitled "Sewer Extension for Duval Road" dated August 2009 and prepared by Fay, Spofford and Thorndike, said plan on file in the Office of the Town Clerk; or to act in any manner relating thereto.

ARTICLE 14 Board of Selectmen

To see if the Town will vote to accept a permanent easement from New England Power Company for (1,195 square feet) as shown on the plan entitled "Sewer Extension for Duval Road" dated August 2009 and prepared by Fay, Spofford and Thorndike, said plan on file in the Office of the Town Clerk; or to act in any manner relating thereto.

ARTICLE 15 Board of Selectmen

To see if the Town will vote to accept a permanent easement from Boston and Maine Rail Road for (1,360 square feet) as shown on the plan entitled "Sewer Extension for Duval Road" dated August 2009 and prepared by Fay, Spofford and Thorndike, said plan on file in the Office of the Town Clerk; or to act in any manner relating thereto.

ARTICLE 16 Board of Selectmen

To see if the Town will vote to discontinue and abandon a portion of Old Lunenburg Road, as shown as Parcel E on the plan entitled "Plan of Land in Lancaster, Mass prepared for Daniel J. Warila" by David E. Ross Inc. March 2004, or to act in a manner relating thereto.

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 Fifth Meeting House and the Town Hall, in said Town seven days at least before the time for holding said meeting. Hereof fail not and make due return of the Warrant with your doings thereon to the Town Clerk at the time and place of meeting aforesaid.

	SELECTMEN OF LANCASTER
	Jennifer Leone, Chairwoman
	John B. Sonia, Clerk
	Christopher J. Williams, Member
	Date of Execution
CONSTABLE'S CERTIFICAT	ION
I hereby certify under the pains and penalties of perjury that I posted an attested a co- Center Post Office, the Fifth Meeting House, and the Town Hall on the date attested. It with the By-laws of the Town of Lancaster and the provisions of M.G.L. c.39, § 10.	
A	ttest:
	Constable
D	ate:

The full text of the Warrant is available in the Town Hall and Thayer Memorial Library. The Warrant will also be available at Town Meeting.

SPECIAL TOWN MEETING LANCASTER MASSACHUSETTS

Mary Rowlandson Elementary School October 5, 2009 Abbreviated Notes

The Special Town Meeting was called to order at 7:00 p.m. by Moderator David I. Spanagel. A total of 79 registered voters and 10 non-voting guests were signed in by Registrars Cecilia Thurlow and John Ranieri. Moderator Spanagel introduced the Town Officials sitting on the stage: Board of Selectmen (BOS) members Christopher Williams, Jennifer Leone, and John P. Sonia, Finance Committee (FinCom) Members John Wojciak, James Piermarini, Jay Riley, Janet

Baylis and Walter Sendrowski, Town Administrator Orlando Pacheco, Finance Director Cheryl Gariepy and Town Clerk Sue Thompson. Moderator Spanagel appointed Emily Rose and David Dunn as vote counters. Moderator Spanagel and his son, Paul, led in singing the Star Spangled Banner. After leading the audience in the Pledge of Allegiance, Moderator Spanagel asked for a moment of silence for the following residents of the Town who had died during the past year:

Franklin H. "Bud" Perkins, Jr. April 24, 1927 – May 31, 2009

Finance Committee 1970-1971 Conservation Commission 1965-1974 Town Forest Committee 1964-1981 Civil Defense Fall-out Shelter Committee 1964 Highway Department Building Commissioner 1974-1976

Mildred L. Lewis May 7, 1904 – July 10, 2009

Boston Post Cane Recipient, May 5, 2008, Lancaster's Oldest Citizen

Richard Clark Blanchflower, Sr. February 2, 1920 – July 16, 2009

Board of Health 1965-1977 Council on Aging 1974-1977

Richard A. Folger September 14, 1919 – July 26, 2009

Substitute Dog Officer 1987-1988 Animal Inspector 1988-1995 Provisional Animal Inspector 1997 Field Driver 1991-1995

Michael G. Ford January 3 1959 – July 26, 2009

Maintenance, Nashoba Regional School District 1994-2009

Maurice f. "Smokey" Connor October 16, 1932 – August 4, 2009

Recreation Committee 1971-1980 Tennis Court Building Committee 1975-1980

Blanche L. Somensini
July 11, 1923 – September 5, 2009
Cafeteria, Lancaster Schools

Wilburt H. "Bill" Locke

April 4, 1918 – September 24, 2009

Water Department Superintendent 1948-1966 Fire Department 1951-1984 Fire Chief 1965-1974 Forest Warden 1951-1984

Article 1 – The Town voted unanimously to fund the \$15,707,998 FY2010 town budget from the following sources:

\$1	13,269,931	Real & Personal Taxes
\$	1,440,225	Local Receipts
\$	738,532	Local Aid
\$	84,310	FB Reserved for School Debt
\$	175,000	Transfer in from Central Station Capital Project

Article 2 – After much discussion Article 2, to change the name of Hollywood Drive to Patti Linenkemper Lane, was withdrawn.

Article 3 – The Town voted, by a vote of 44 to 17, to accept Runaway Brook Road as a public way.

Article 4 – The Town voted unanimously to amend the Senior Property Tax Work Off Program to reflect changes in state regulations.

Article 5 – The Town voted, by majority vote, to revise the Town By-Law Chapter 30-4 to have the Fire Chief, instead of the Building Inspector, assign a number to a structure at the time the building permit is issued.

Article 6 – The Town voted, by majority vote, to replace the current personnel bylaw and adopt the Personnel Bylaw as printed in the Warrant.

Article 7 – The Town voted unanimously to revise the Town By-Law Chapter 17-10 to increase the membership on the Lancaster Recreation Committee from five to seven members.

Article 8 – Article 8 was amended to add \$15,000 for repairs to the water main at Five Corners. The Town then voted unanimously to take \$27,000 from the Stabilization Fund for a new marked 4 x 4 cruiser for the Police Department; to take \$30,000 from the Langen Road Water Project Account for the Water Department to connect the 6-inch water main to the 10-inch water main on Main Street and to make repairs at Five Corners; and to take \$26,000 from the Stabilization Fund to repair and water proof the foundation of the Town Hall and remediate the mold and associated damage.

Article 9 – The Town voted unanimously to transfer \$448.76 from available funds to pay unpaid bills from FY09 as detailed in the warrant.

Article 10 – The Town voted unanimously to accept a permanent easement from PJ Keating Company for the Sewer Extension on Duval Road, as described in the warrant and as shown on the plan on file in the Clerk's Office.

Article 11, 12, 13, 14, 15 – The Town voted unanimously to consider Articles 11, 12, 13, 14, and 15 together. The Town then voted unanimously to accept permanent easements from 33 OHP LLC, from Two One Ninety Trust, from Derby Farm LLC, from New England Power Company, and from Boston and Maine Rail Road for the Sewer Extension on Duval Road, as described in the warrant and as shown on the plan on file in the Clerk's Office.

Article 16 – Article 16 was amended to add Parcel F. The Town then voted unanimously to discontinue and abandon a portion of Old Lunenburg Road shown as Parcel E and F on the plan entitled "Plan of Land in Lancaster, Mass prepared for Daniel J. Warila" by David E. Ross Inc.

There being no further business, Moderator Spanagel adjourned the Annual Town Meeting at 8:20 p.m.

STATE PRIMARY

December 8, 2009 Results

DEMOCRATIC PARTY

SENATOR IN CONGRESS	Pct 1	Pct 2	Total
Michael E. Capuano	47	80	127
Martha Coakley	116	203	319
Alan A. Khazei	38	51	89
Stephen G. Pagliuca	29	61	90
Write In - All Others	1	1	2
Blanks	0	0	0
TOTAL VOTES CAST	231	396	627

REPUBLICAN PARTY

R	EPRESENTATIVE IN CONGRESS	Pct 1	Pct 2	Total
	Scott P. Brown	98	152	250
	Jack E. Robinson	7	19	26
	Write In - All Others	0	3	3
	Blanks	0	0	0
	TOTAL VOTES CAST	105	174	279

LIBERTARIAN PARTY

REPRESENTATIVE IN CONGRESS	Pct 1	Pct 2	Total
Write In	0	0	0
Write In	0	0	0
All Others	0	0	0
Blanks	0	0	0
TOTAL VOTES CAST	0	0	0

TOTAL VOTES CAST 336 570 906

XII. FINANCIAL REPORTS

BOARD OF ASSESSORS

YEAR RATE	<u>VALUATION</u>		TO BE RAISED	TAX
2007 2008 2009 2010	842,710,500.00 888,905,740.00 854,133,389.00 826,026,350.00		11,604,123.58 12,124,674.30 12,675,339.49 13,274,243.45	13.77 13.64 14.84 16.07
TAX TITLE DEBT & INTERI CHERRY SHEET OVERLAY DEFI SNOW & ICE DE	F OFFSET ICITS EFICIT ITY ASSESSMENT RLAY		T TO BE RAISED	\$16,933,000.36 12,000.00 -0- 9,430.00 -0- 33,615.00 112,214.00 104,332.45 \$17,204,591.81
LOCAL ESTIMA ENTERPRISE FU		E/FEDERAL SOU TOTAL REDUC		\$1,009,068.00 \$1,436,958.00 \$715,248.00 \$769,074.00 \$3,930,348.36
			VALUE	TAX
	UATION (REAL ESTA UATION (PERSONAL		806,779,825 19,246,525	12,964,951.79 309,291.66
SUPPLEMENTA	L TAX COMMITTED F	FISCAL YEAR 20	009	\$11,520.16
	AMOUNT CO	MMITTED TO T	AX COLLECTOR	
REAL PROPER'S				\$12,964,851.79 309,291.66
SEWER BETTER SEWER BETTER SEWER USAGE	RMENT INTEREST			166,013.50 157,543.03 -0
		TOTAL SEWER		\$ 323,556.53
WATER LIENS				\$28,223.26

SEPTIC LOAN PROGRAM

SEFFIC LUAN PROURAM	
PRINCIPAL	2,467.10
INTEREST	1,695.14
TOTAL SEPTIC LOAN PRGRAM	4,162.24
EXEMPTION GRANTED UNDER CHAPTER 59, SECTION 5, CLAUSE 22,22A VETERANS - CLAUSE 37, CLAUSE 17D, SURVIVING SPOUSE.	.,22B,22E,
TOTAL AMOUNT FOR FISCAL 2010	\$23,137.50
ELDERLY PERSONS OVER 65 YEARS QUALIFIED UNDER CHAPTER 59, SE	ECTION 5, CLAUSE
TOTAL AMOUNT FOR FISCAL 2010	\$40,000.00
ELDERLY WORK PROGRAM FISCAL 2010	\$12,268.00
EXCISE TAX COMMITMENT MADE IN 2009 TO THE TAX COLLECTOR	
2008	\$ 8,960.92 \$623,051.43
EXCISE TAX ABATEMENT MADE IN 2009	
2006	\$ 62.25
2007	
2008	
2009	\$16,411.47

FINANCE DIRECTOR REPORTS

Annual Operating Budgets, FY05 to FY09

Actual	Actual	Actual	Actual	Actual	Final Budget
Fiscal 2005	Fiscal 2006	Fiscal 2007	Fiscal 2008	Fiscal 2009	FY09 May STM
7 13041 2000	1 13041 2000	7 13001 2007	1 130ai 2000	113041 2000	01111
9,953,446	10,928,389	11,604,124	12,124,674	12,675,339	12,696,969
, ,	, ,	, ,	, ,	, ,	, ,
845,232	962,110	1,109,204	1,079,642	1,192,638	1,106,459
1,476,429	1,539,247	3,942,104	1,831,152	1,440,683	1,501,542
12,275,107	13,429,746	16,655,432	15,035,468	15,308,660	15,304,970
Actual	Actual	Actual	Actual	Actual	Budget
484,791	484,523	530,706	556,989	619,948	597,874
263,650	294,662	328,560	417,933	355,657	379,203
740 444	770 405	050.000	074.000	075 005	077 077
748,441	779,185	859,266	974,922	975,605	977,077
1,006,571	1,109,034	1,205,413	1,268,279	1,288,327	1,297,546
239,543	261,830	269,990	268,463	210,607	234,322
1,246,114	1,370,864	1,475,403	1,536,742	1,498,934	1,531,868
	688,374	593,179	533,877	615,726	615,726
7,152,792	7,084,943	7,665,276	8,240,851	8,707,572	8,707,572
7,152,792	7,773,317	8,258,455	8,774,728	9,323,298	9,323,298
262,882	288,169	296,792	354,384	350,196	343,543
260,233	275,193	271,145	351,663	341,570	268,260
	•		-	•	•
523,115	563,362	567,937	706,047	691,766	611,803
21 020	\(\alpha\) 220	47 405	/Q 5Q1	47 067	45,615
		,			67,857
	9,953,446 845,232 1,476,429 12,275,107 Actual 484,791 263,650 748,441 1,006,571 239,543 1,246,114 7,152,792 7,152,792 262,882 260,233	Fiscal 2005 Fiscal 2006 9,953,446 10,928,389 845,232 962,110 1,476,429 1,539,247 12,275,107 13,429,746 Actual Actual 484,791 484,523 263,650 294,662 748,441 779,185 1,006,571 1,109,034 239,543 261,830 1,246,114 1,370,864 688,374 7,152,792 7,773,317 262,882 288,169 260,233 275,193 523,115 563,362	Fiscal 2005 Fiscal 2006 Fiscal 2007 9,953,446 10,928,389 11,604,124 845,232 962,110 1,109,204 1,476,429 1,539,247 3,942,104 12,275,107 13,429,746 16,655,432 Actual Actual Actual 484,791 484,523 530,706 263,650 294,662 328,560 748,441 779,185 859,266 1,006,571 1,109,034 1,205,413 239,543 261,830 269,990 1,246,114 1,370,864 1,475,403 688,374 593,179 7,152,792 7,084,943 7,665,276 7,152,792 7,773,317 8,258,455 262,882 288,169 296,792 260,233 275,193 271,145 523,115 563,362 567,937 31,939 43,220 47,495	Fiscal 2005 Fiscal 2006 Fiscal 2007 Fiscal 2008 9,953,446 10,928,389 11,604,124 12,124,674 845,232 962,110 1,109,204 1,079,642 1,476,429 1,539,247 3,942,104 1,831,152 12,275,107 13,429,746 16,655,432 15,035,468 Actual Actual Actual Actual 484,791 484,523 530,706 556,989 263,650 294,662 328,560 417,933 748,441 779,185 859,266 974,922 1,006,571 1,109,034 1,205,413 1,268,279 239,543 261,830 269,990 268,463 1,246,114 1,370,864 1,475,403 1,536,742 688,374 593,179 533,877 7,152,792 7,773,317 8,258,455 8,774,728 262,882 288,169 296,792 354,384 260,233 275,193 271,145 351,663 523,115 563,362 567,937 <t< td=""><td>Fiscal 2005 Fiscal 2006 Fiscal 2007 Fiscal 2008 Fiscal 2009 9,953,446 10,928,389 11,604,124 12,124,674 12,675,339 845,232 962,110 1,109,204 1,079,642 1,192,638 1,476,429 1,539,247 3,942,104 1,831,152 1,440,683 12,275,107 13,429,746 16,655,432 15,035,468 15,308,660 Actual Actual Actual Actual Actual 484,791 484,523 530,706 556,989 619,948 263,650 294,662 328,560 417,933 355,657 748,441 779,185 859,266 974,922 975,605 1,006,571 1,109,034 1,205,413 1,268,279 1,288,327 239,543 261,830 269,990 268,463 210,607 1,246,114 1,370,864 1,475,403 1,536,742 1,498,934 688,374 593,179 533,877 615,726 7,152,792 7,084,943 7,665,276 8,240,851</td></t<>	Fiscal 2005 Fiscal 2006 Fiscal 2007 Fiscal 2008 Fiscal 2009 9,953,446 10,928,389 11,604,124 12,124,674 12,675,339 845,232 962,110 1,109,204 1,079,642 1,192,638 1,476,429 1,539,247 3,942,104 1,831,152 1,440,683 12,275,107 13,429,746 16,655,432 15,035,468 15,308,660 Actual Actual Actual Actual Actual 484,791 484,523 530,706 556,989 619,948 263,650 294,662 328,560 417,933 355,657 748,441 779,185 859,266 974,922 975,605 1,006,571 1,109,034 1,205,413 1,268,279 1,288,327 239,543 261,830 269,990 268,463 210,607 1,246,114 1,370,864 1,475,403 1,536,742 1,498,934 688,374 593,179 533,877 615,726 7,152,792 7,084,943 7,665,276 8,240,851

Health & Human Services Total	73,251	109,047	106,458	98,446	111,184	113,472
Culture & Recreation:						
Salaries & Wages	150,463	160,178	170,628	178,104	195,855	191,420
Expenses	84,449	90,456	92,434	105,001	81,094	85,751
Culture & Recreation Total	234,912	250,634	263,062	283,105	276,949	277,171
Culture & Hecreation Total	254,912	250,054	203,002	203,103	210,949	211,111
Sub Total - Departmental Totals	9,978,625	10,846,409	11,530,581	12,373,990	12,877,736	12,834,689
	-,,-	-,,	, , , , , , ,	,,	,- ,	, ,
Total Salaries & Wages	1,936,646	2,085,124	2,251,034	2,406,337	2,502,293	2,475,998
Total Expenses	8,041,979	8,761,285	9,279,547	9,967,653	10,375,443	10,358,691
Sub Total Salaries & Wages / Expense	9,978,625	10,846,409	11,530,581	12,373,990	12,877,736	12,834,689
INSURANCES	758,501	890,567	785,158	763,279	1,094,304	1,125,696
DEBT SERVICE	1,634,162	1,612,375	1,643,560	1,525,547	1,527,236	1,525,437
TOTAL OPERATING BUDGETS	12,371,288	13,349,351	13,959,299	14,662,816	15,499,276	15,485,822
Added to Budget When Completing Tax Recap						
Tax Title	10,000	10,000	10,000	10,000	10,000	10,000
Snow & Ice Deficit	489				72,982	72,982
Library Cherry Sheet Offset	9,865	8,947	9,460	10,316	11,764	11,764
Allowance for Abatemments	139,102	133,137	134,874	131,398	134,996	134,996
BUDGET TOTAL	12,530,744	13,501,435	14,113,633	14,814,530	15,729,018	15,715,564
0 1 (7 5 1)	(0== 00=)	(74.000)	0.544.500		(400.050)	(440 504)
Surplus/(Deficit)	(255,637)	(71,689)	2,541,799	220,938	(420,358)	(410,594)
OTHER FUNDING SOURCES: Transfer From Free Cash	E0 000	0.47.000	150 557		1 144 005	1 144 005
Transfer From Stabilization	50,229	347,900	153,557		1,144,035	1,144,035
Transfer From Overlay		22,350	49,857		293,410 130,000	293,410 130,000
Transfer From Water	69,916	79,555	87,169	99,880	99,880	99,880
Transfer From FB Rsrvd for Debt	09,910	19,555	07,109	84,310	84,310	84,310
Transfer From Central Fire Capital				04,010	04,010	04,010
Mosquito Assessment Not Budgeted				57,641		
Transfer From Closed Capital				140,699		
Transfer TO Other Funds		(347,900)	(295,610)	(562,214)	(1,144,035)	(1,144,035)
Transier TO Other Funds		(047,300)	(233,010)	(502,214)	(1,144,000)	(1,144,033)
						1

Tax Levy Analysis Fiscal Years 2005 to 2009

Γ	2005	2006	2007	2008	2009
	2003	2000	2007	2000	2009
Prior Year Levy Limit	9,529,838	9,129,278	9,948,165	10,525,995	10,993,326
Add 2.5%	238,246	228,232	248,704	263,150	274,833
Add New Growth	393,918	590,655	329,126	204,181	289,957
Overide	(1,032,724)				
Levy Limit	9,129,278	9,948,165	10,525,995	10,993,326	11,558,116
	0,120,210	0,010,100	10,020,000	10,000,020	11,000,110
Debt Exclusions	1,024,766	1,129,390	1,151,825	1,133,874	1,138,845
Maximum Allowable Levy	10,154,044	11,077,555	11,677,820	12,127,200	12,696,961
Actual Certified Levy	9,953,446	10,928,389	11,604,124	12,124,674	12,675,339
Excess Levy Capacity	200,598	149,166	73,696	2,526	21,622

State Aid Analysis – Budgeted Fiscal Years 2005 to 2009

	2005	2006	2007	2008	2009
Receipts	893,859	1,017,130	1,166,901	1,194,980	1,206,858
Assessments	48,627	55,020	57,697	115,338*	114,619
9C Reductions					(100,399)
Total State Aid	845,232	962,110	1,109,204	1,079,642	1,192,638
Total State Aid Certified DOR	845,232	962,110	1,109,204	1,079,642	1,192,638
\$ Increase	31,908	116,878	147,094	(29,562)	112,996
% Increase	3.92%	13.83%	15.29%	-2.67%	10.47%

*IN FY08 WE ADDED MOSQUITO CONTROL TO OUR ASSESSMENT

Local Estimated Receipts Analysis Fiscal Years 2005 to 2009

ACTUALS CERTIFIED ON TAX RECAPS	Actual 2005	Actual 2006	Actual 2007	Actual 2008	Actual 2009
	2000	2000	2001	2000	2000
Motor Vehicle Excise	701,603	807,759	736,679	789,877	748,934
Other Excise	4,058	0	7,126	512	109
Penalties & Interest-Taxes & Excise	73,380	85,978	81,688	111,352	95,287
Payments in Lieu of Taxes	2,506	2,540	49,873	53,101	54,083
Charges for Services	34,136	0	42,098	71,309	102,746
Fees	16,493	0	15,219	30,962	30,035
Departmental Revenue	150,681	195,406	158,505	171,987	176,055
Licenses & Permits	305,989	272,144	237,301	160,415	143,216
Fines & Forfeits	64,895	53,886	65,778	77,380	3,447
Investment Income	39,605	74,290	88,308	154,540	75,571
Other	83,083	47,244		209,717	11,200
SBA Reimbursement			2,459,529		
Prison Mitigation Reduction (Notified After Recap Certified)					
Total Local Estimated Receipts	1,476,429	1,539,247	3,942,104	1,831,152	1,440,683
\$ Increase Over Previous Year	72,512	62,818	(56,672)	(2,110,952)	(390,469)
% Increase Over Previous Year	5.16%	4.25%	-3.68%	-53.55%	-21.32%

% Increase Over Previous Year 5.16% 4.25% -3.68% -53.55% -21.32%

FOR FY07 SBA REIMBURSEMENT NOT USED TO CALCULATE INCREASE OVER PRIOR YEAR AS THIS IS A ONE TIME REIMBURSEMENT.

Annual Water Budget Fiscal Years 2005 to 2009

	Actual Fiscal 2005	Actual Fiscal 2006	Actual Fiscal 2007	Actual Fiscal 2008	Actual Fiscal 2009	Budget Fiscal 2009
Charges for Services	541,974	547,909	518,166	542,165	705,582	706,698
State Revenue	0	0	0	0	2,333	0
Miscellaneous Revenues	24,491	0	33,177	4,108	10,086	8,550
Earnings on Investments	1,077	671	0	1,875	2,621	0
	567,542	548,580	551,343	548,148	720,622	715,248
	Actual	Actual	Actual	Actual	Actual	Budgeted
Water Enterprise						
Salaries & Wages	179,158	188,836	189,563	191,144	199,566	195,776
Expenses	213,275	163,383	267,119	178,866	165,345	196,757
Capital Outlay	474,976	53,343	1,104,960	179,443	85,375	33,550
Debt Service	6,458	23,933	49,950	205,965	195,585	189,285
Water Enterprise Total	873,867	429,495	1,611,592	755,418	645,871	615,368
TOTAL OPERATING BUDGETS	873,867	429,495	1,611,592	755,418	645,871	615,368
Transfer From Free Cash				62,685		
BAN/BOND	600,000		1,779,278			
Transfer From Water Capital	40,000			370,000	30,000	
Transfer TO Other Funds	(69,916)	(79,555)	(87,169)	(99,880)	(99,880)	(99,880)
Surplus/(Deficit)	263,759	39,530	631,860	125,535	4,871	0
\$ Increase/decrease over previous year	402,802	(444,372)	1,182,097	(856,174)	(109,547)	(30,503)
% Increase/decrease over previous year	53.91%	-49.15%	266.00%	-46.87%	-16.96%	-4.96%

2005-2008 had surplus due to BAN/Bond money coming in and use of the Water Capital Fund. $\label{eq:continuous} % \begin{subarray}{l} \end{subarray} % \begin$

Water Estimated Receipts Analysis Fiscal Years 2005 to 2009

	Actual 2005	Actual 2006	Actual 2007	Actual 2008	Actual 2009	Estimated 2009
Charges for Services	541,974	547,909	518,166	542,165	705,582	706,698
State Revenue		0	0	0	2,333	0
Miscellaneous Revenue	24,491	0	33,177	4,108	10,086	8,550
Earnings on Investments	1,077	671	0	1,875	2,621	0
Total Local Estimated Receipts	567,542	548,580	551,343	548,148	720,622	715,248
\$ Increase Over Previous Year	25,271	(18,962)	2,763	(3,195)	172,474	(5,374)
% Increase Over Previous Year	1.80%	-3.34%	0.50%	-0.58%	31.46%	-0.75%

FY2009 - 1st Rate Increase to Water Rates since 2004

Town of Lancaster Final FY 10 Operating Budget

BUDGET COST CENTER COST CENTER DETAIL	FY2010 Budget ATM 5/4/09	FY2010 Reduction	FY2010 Increase	FY2010 Final STM 10/05/09
EXPENDITURES				
Town Meeting - Total Expenses	550	0	0	550
Selectmen - Salaries & Wages	139,560	0	0	139,560
Selectmen - Elected Wages	0	0	0	0
Selectmen - Operating Expenses	11,010	0	0	11,010
Selectmen Total	150,570	0	0	150,570
Compensation Reserve For Non Union & Unsettled Contracts	0	0	0	0
Finance Committee - Wages	0	0	0	0
Finance Committee - Expenses	368	0	0	368
Finance Committee Total	368	0	0	368
Department of Finance and Budget - Wages	270,282	0	0	270,282
Department of Finance and Budget - Expenses	47,735	0	0	47,735
Department of Finance and Budget - Audit	25,000	0	0	25,000
Department of Finance and Budget Total	343,017	0	0	343,017
Town Counsel - Total Expenses	36,000	0	0	36,000
Personnel Board - Total Expenses	215	0	0	215
Town Clerk - Salaries & Wages	62,293	0	0	62,293
Town Clerk - Elected Wages	0	0	0	0
Town Clerk - Expenses	3,350	0	0	3,350
Town Clerk Total	65,643	0	0	65,643

Elections & Registration - Salaries & Wages	1,750	0	3,700	5,450
Elections & Registration - Expenses	5,475	0	500	5,975
Elections & Registration Total	7,225	0	4,200	11,425
Community Development & Planning - Salaries & Wages	72,661	0	0	72,661
Community Development & Planning - Expenses	2,000	0	0	2,000
Montachusett Regional Planning Commission	1,600	0	0	1,600
Community Development & Planning Total	76,261	0	0	76,261
Town Hall/Public Buildings - Salaries & Wages	33,913	0	0	33,913
Town Hall/Public Buildings - Expenses	16,095	0	0	16,095
Town Hall/Public Buildings - Energy	98,800	0	0	98,800
Town Hall/Public Buildings Total	148,808	0	0	148,808
Technology Expense Total	82,092	0	0	82,092
Total General Government Regular Salaries & Wages	580,460	0	3,700	584,160
Total General Government Comp Rsrv	0	0	О	0
Total General Government Operating Expenses	303,690	0	500	304,190
Total General Government Other Program Expenses	26,600	0	О	26,600
TOTAL GENERAL GOVERNMENT	910,750	0	4,200	914,950
PERCENT OF OPERATING BUDGET	6.49%	0.00%	0.00%	6.45%
PERCENT INCREASE OVER PRIOR YEAR	-12.01%	0.00%	0.00%	-11.60%
PUBLIC SAFETY				
Police Department - Salaries & Wages	760,362	(8,000)	0	752,362
Police Department - Expenses	81,801	0	0	81,801
Police Department - Equipment Replacement	0	0	0	0
Police Department Total	842,163	(8,000)	0	834,163
Fire Department - Salaries & Wages	208,834	0	0	208,834
Fire Department - Expenses	59,171	0	0	59,171
Fire Department Total	268,005	0	0	268,005

Ambulance Department - Salaries & Wages	57,183	0	0	57,183
Ambulance Department - Expenses	37,072	0	0	37,072
Ambulance Department Total	94,255	0	0	94,255
Inspectional Services - Salaries & Wages	72,703	0	0	72,703
Inspectional Services - Expenses	5,625	0	0	5,625
Inspectional Services Total	78,328	0	0	78,328
Animal Control - Salaries & Wages	9,480	0	0	9,480
Animal Control - Expenses	7,175	0	0	7,175
Animal Control Total	16,655	0	0	16,655
Communications Department - Salaries & Wages	195,300	0	0	195,300
Communications Department - Expenses	5,310	0	0	5,310
Communications Department Total	200,610	0	0	200,610
Communications Department Total	200,010		0	200,010
Total Public Safety Regular Salaries & Wages	1,303,862	(8,000)	0	1,295,862
Total Public Safety Expenses	196,154	0	0	196,154
Total Public Safety Capital Outlay	0	0	0	0
TOTAL PUBLIC SAFETY	1,500,016	(8,000)	0	1,492,016
PERCENT OF OPERATING BUDGET	10.69%	0.00%	0.00%	10.53%
PERCENT INCREASE OVER PRIOR YEAR	-3.62%	0.00%	0.00%	-4.13%
EDUCATION				
Minuteman Regional High School Assessment	589,293	(0)	0	589,293
Minuteman Regional High School Total	589,293	0	0	589,293
PERCENT OF TOTAL BUDGET	3.78%			3.75%
Nashoba Regional School District Operating Assessment	9,095,984	0	148,694	9,244,678
Nashaha Dariara Hish Oshad Data Assassa	(621,956)	0	0	(621,956)
Nashoba Regional High School Debt Assessment	219,715	0	0	219,715
Nashoba Regional Deficit Bond Payment	159,467	0	148 604	159,467
Nashoba Regional School District Total	8,853,210 56 86%	0	148,694	9,001,904
PERCENT OF TOTAL BUDGET	56.86%			57.31%

EDUCATION TOTAL	9,442,503	0	148,694	9,591,197
PERCENT OF OPERATING BUDGET	67.28%	0.00%	0.00%	67.67%
PERCENT INCREASE OVER PRIOR YEAR	1.28%	0.00%	0.00%	2.87%
PUBLIC WORKS SERVICES				
DPW - Highway Division - Salaries & Wages	145,768	0	0	145,768
DPW - Highway Division - Expenses	88,964	(7,000)	0	81,964
DPW - Highway Division - Public Safety Fuel	60,086	0	0	60,086
DPW - Highway Division Total	294,818	(7,000)	0	287,818
DPW - Highway Safety - Expenses	9,334	0	0	9,334
DPW - Catch Basin Cleaning	0	0	0	0
DPW - Roadway Repairs & Maintenance	19,000	0	0	19,000
DPW - Stormwater Management	10,000	0	0	10,000
DPW - Cemetery Division - Salaries & Wages	120,539	0	0	120,539
DPW - Cemetery Division - Expenses	32,797	0	0	32,797
DPW - Cemetery Division Total	153,336	0	0	153,336
Snow Removal - Salaries & Wages	37,144	0	0	37,144
Snow Removal - Expenses	39,509	0	0	39,509
Snow Removal Total	76,653	0	0	76,653
Street Lighting - Salaries & Wages	0	0	0	0
Street Lighting - Expenses	20,000	0	0	20,000
Street Lighting Total	20,000	0	0	20,000
			-	
Total Public Works Services Regular Salaries & Wages	303,451	0	0	303,451
Total Public Works Services Elected Wages	0	0	О	0
Total Public Works Services Expenses	219,604	(7,000)	О	212,604
Total Public Works Services Fuel	60,086	0	О	60,086
TOTAL PUBLIC WORKS SERVICES	583,141	(7,000)	О	576,141
PERCENT OF OPERATING BUDGET	4.15%	0.00%	0.00%	4.06%
PERCENT INCREASE OVER PRIOR YEAR	-10.84%	0.00%	0.00%	-11.91%

HEALTH & HUMAN SERVICES				
Board of Health - Salary & Wages	20,391	0	0	20,391
Board of Health - Elected Wages	0	0	0	0
Board of Health - Expenses	1,550	0	0	1,550
Board of Health - Nashoba Health District	21,244	0	0	21,244
Board of Health - Nashoba Nursing Service	7,540	0	0	7,540
Board of Health - Landfill Maintenance	7,400	0	0	7,400
Board of Health Total	58,125	0	0	58,125
Council on Aging - Salary & Wages	15,944	0	0	15,944
Council on Aging - Expenses	7,100	0	0	7,100
Council on Aging - Montachusett Home Care	600	0	0	600
Council on Aging - Meals on Wheels	2,000	0	0	2,000
Council on Aging Total	25,644	0	0	25,644
Veterans' Services - Salary & Wages	6,165	0	0	6,165
Veterans' Services - Expenses	508	0	0	508
Veterans' Services Total	6,673	0	0	6,673
Commission on Disability - Expenses	75	0	0	75
W.H.E.A.T. Community Services	3,000	0	0	3,000
Total Health & Human Services Regular Salary & Wages	42,500	0	0	42,500
Total Health & Human Services Elected Wages	0	0	0	0
Total Health & Human Services Expenses	9,233	0	0	9,233
Total Health & Human Services Non-Operating Expenses	41,784	0	0	41,784
HEALTH & HUMAN SERVICES TOTAL	93,517	0	0	93,517
PERCENT OF OPERATING BUDGET	0.67%	0.00%	0.00%	0.66%
PERCENT INCREASE OVER PRIOR YEAR	-13.73%	0.00%	0.00%	-13.73%
CULTURE & RECREATION				
Thayer Memorial Library - Salary & Wages	187,016	0	0	187,016
Thayer Memorial Library - Expenses	45,658	0	0	45,658
Thayer Memorial Library Total	232,674	0	0	232,674

Recreation Committee - Salary & Wages	0	0	0	0
Recreation Committee - Expenses	0	0	0	0
Recreation Committee Total	0	0	0	0
Historical Commission - Salary & Wages	0	0	0	0
Historical Commission - Expenses	0	0	0	0
Historical Commission Total	0	0	0	0
Memorial Day - Expenses	2,900	0	0	2,900
Total Culture & Recreation Regular Wages	187,016	0	0	187,016
Total Culture & Recreation Expenses	48,558	0	0	48,558
TOTAL CULTURE & RECREATION SERVICES	235,574	0	0	235,574
PERCENT OF OPERATING BUDGET	1.68%	0.00%	0.00%	1.66%
PERCENT INCREASE OVER PRIOR YEAR	-21.71%	0.00%	0.00%	
FIXED COSTS				
FRINGE BENEFITS				
F.I.C.A. (Medicare)	37,930	0	0	37,930
Worker's Compensation Insurance Premiums	24,492	0	0	24,492
Unemployment Premium Payment	16,879	0	0	16,879
Group Health & Life Insurance Premiums	670,057	0	910	670,967
Accident Insurance Premiums (Police & Fire)	20,000	0	0	20,000
TOTAL FRINGE BENEFITS	769,358	0	910	770,268
County Assessment (County Tax - G.L. c. 35, ss. 30-31)	0	0	0	0
Air Pollution Districts (GL. c.111, ss 142B-142C)	0	0	0	0
Mosquito Control	0	0	0	0
RMV Non-Renewal Surcharge (G.L. c. 90; c.60A)	0	0	0	0
Mass. Bay Transit Authority (G.L. c. 161A, ss. 8 & 9)	0	0	0	0
Regional Transit Authority (G.L. c. 161B, ss.9,10,23)	0	0	0	0
County Retirement (G.L. c.32, s.22 (7)(c)(ii))	279,220	0	0	279,220
TOTAL ASSESSMENTS	279,220	0	0	279,220

INSURANCE				
Property & Casualty/Motor Vehicle	70,000	0	0	70,000
Law Enforcement Liability	5,000	0	0	5,000
Annuity to dependents of Firemen (G.L. c.32 s.89)	1,200	0	0	1,200
Public Official Liability	7,000	0	0	7,000
TOTAL INSURANCES	83,200	0	0	83,200
TOTAL FIXED COSTS	1,131,778	0	910	1,132,688
PERCENT OF OPERATING BUDGET	8.06%	0.00%	0.00%	7.99%
PERCENT INCREASE OVER PRIOR YEAR	-0.34%	0.00%	0.00%	-0.26%
RESERVE FUND				
Reserve Fund	138,279	0	0	138,279
PERCENT OF OPERATING BUDGET	0.99%	0.00%	0.00%	0.98%
TOTAL OPERATING BUDGET EXCLUD DEBT	14,035,557	0	0	14,174,361
PERCENT INCREASE OVER PRIOR YEAR	-1.20%	0.00%	0.00%	-0.21%
	138,278			
DEBT SERVICE				
Library Expansion - BAN Principal	0	0	0	0
New Police Station Bond Principal	25,000	0	0	25,000
New Elementary School Bond Principal	800,000	0	0	800,000
New Police Station Bond Interest	13,569	0	0	13,569
New Elementary School Bond Interest	692,068	0	0	692,068
Other Short Term Interest	2,000	0	0	2,000
Short-Term Borrowing Bank Service Charges	1,000	0	0	1,000
DEBT SERVICE TOTAL	1,533,637	0	0	1,533,637
PERCENT OF TOTAL BUDGET	10.93%	0.00%	0.00%	10.82%
PERCENT INCREASE OVER PRIOR YEAR	92.80%	0.00%	0.00%	92.80%
TOTAL GENERAL FUND BUDGET APPROPRIATED	15,569,194	(15,000)	153,804	15,707,998
Water Enterprise - Added to Appropriation Recap	615,368.00	0.00	99,880.00	715,248.00
Conservation Agent STM	0.00	0.00	0.00	0.00

From Stabilization to TGB STM	0.00	0.00	0.00	0.00
From Stabilization to Highway Sewer STM	0.00	0.00	0.00	0.00
From Stabilization to Town Green SewerSTM	0.00	0.00	0.00	0.00
From Free Cash to Stabilization	0.00	0.00	0.00	0.00
TOTAL BUDGET APPROPRIATED	16,184,562	(15,000)	253,684	16,423,246
PERCENT INCREASE OVER PRIOR YEAR	-4.57%	0.00%	0.00%	-3.16%
CAPTIAL REQUESTS EXCLUDING WATER	0	0	0	0
See Capital Request List				
TOTAL BUDGET APPROPRIATED Recap IIA	16,184,562	(15,000)	253,684	16,423,246
Tax Title - Added to Appropriation on Recap IIB 1	10,000			10,000
Snow and Ice Deficit - Added to Appropriation on Recap IIB 9	49,115	(15,500)		33,615
Cherry Sheet Offsets - Added to Appropriation on Recap IIB 5	11,764	(2,034)		9,730
State & County Assessments - Added to Appropriation Recap IIC	112,491			112,491
Allowance for Abatements & Exemp Recap II D	135,000	(30,000)		105,000
TOTAL APPROPRIATION Recap IVD	16,502,932	(62,534)	253,684	16,694,082
FUNDING BREAKDOWN	2010	2010	2010	2010
Total from Taxation Levy Limit	13,254,931	0	9.890	13.269.931
Local Receipts Page 3 23	1,338,542	0	101,683	1,440,225
Cherry Sheet Receipts Page 2 IIIA 1	876,595	0	132,773	1,009,368
Water Enterprise Revenues A-2	715,248	0	0	715,248
Other Available Funds Page 4 Col D	84,310	0	0	84,310
Capital Project - Central Fire Station Project	0	0	175,000	175,000
Stabilization	0	0	0	0
Total Revenue Sources	16,269,626	0	419,346	16,694,082
SURPLUS(DEFICIT)	(233,306)			(0)

BOARD OF SELECTMEN

Lancaster MA

CITIZENS ACTIVITY RECORD/REQUEST "Good Government Starts with You"

If you are interested in serving on an appointed town committee, please tear out this form, fill it out and mail to: Board of Selectmen, 695 Main Street, Suite 1, Lancaster MA 01523. The filling out of this form in no way assures an appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. A list of permanent and ad hoc committees whose members are appointed by the Board of Selectmen is shown on the back of this form.

Name:	Home Phone:	Work/Cell Phone:
Address:	Amt. of Time Available:_	
Interest in these Committees: (see 1	ist on back):	
Present Business Affiliation and W	ork:	
Business Experience:		
Education or Special Training:		
Date Appointed	Town Offices Held	Term Expired
Remarks:		

LANCASTER COMMITTEES

Appointed by the Board of Selectmen

If you are interested in serving on one of the committees listed below when a vacancy occurs, please fill out the form on the reverse side, tear this sheet out and mail it in.

Permanent Standing Committees

Agricultural Commission
Animal Control Commission
Board of Appeals

Board of Assessors
Board of Registrars of Vo

Board of Registrars of Voters Cable TV Advisory Committee Commission on Disability

Conservation Commission

Cultural Council

Employee Insurance Advisory Committee

Historical Commission

Local Education Fund Committee

Memorial Day Committee

Open Space and Recreation Committee

Personnel Board

Property Disposal Committee

Recreation Committee Taxation Aid Committee Town Forest Committee

Ad-Hoc Committee

Town Green Buildings Advisory Committee

-		-
-		-

The Town of Lancaster has embarked on a very exciting mission. This mission is to restore the two former school buildings that are located on the historic Town Green. These school buildings (Prescott Building, Tercentenary Building/Memorial School Buildings) have been vacant for approximately seven years and have fallen into serious deterioration. The Town has determined the re-use possibilities for these two buildings, including expansion of town offices into the Prescott Building, and the creation of a Lancaster's own Community Center that will house the Council on Aging, the Lancaster's Veterans, The Cable Company, Lancaster's Recreation Department and it will provide useful community space for the Lancaster's Garden Club, Boys Scouts, 4-H and the general public as well.

In order to repair and renovate these buildings, some serious funding needs to be secured from a variety of sources. The Town has appropriated some funding for the repairs from the recently-approved FY10 Capital Plan and is looking for more to complete the Community Center. We will also be applying for several grants in order to raise a significant portion of the renovation costs. However, we are also looking to other sources, such as our local businesses and institutions, to assist in our fund-raising efforts.

The Town has set up an endowment fund to collect any gifts that are offered. The fund is entitled *The Lancaster Foundation* and any contributions should be made out to this entity. The Town will recognize your generosity by placing your business/institution name on a plaque that will be prominently displayed in each building. We will also list your name in our Annual Report as a benefactor.

We all share in the goal of saving these buildings from permanent decay and possible demolition. The time to save these buildings is *now* and the Town is serious about revitalizing the buildings while at the same time providing a much needed Community Center and town office space. The Town of Lancaster would be very thankful for any support you can provide, in the spirit of building a better Lancaster for our residents and for the businesses and institutions that have made their home here. Please consider this worthy cause.

Please feel free to contact our Community Development and Planning office (978-368-4007) or any of the Town Green Building Advisory Committee members or TGBAC Chairman James J Piermarini at 978-728-4470 if you have any questions.

The Town Green Building Advisory Committee

James Piermarini, Chair David Dunn Ted Manning Noreen Piazza Sue Thompson

Michael Eliastam Liz Narbonne Sally Rouleau

Front Cover Picture The dedication of the Lancaster Tercentenary School Building
Courtesy of the Thayer Memorial Library Collection

Back Cover Picture The future Lancaster Community Center April 23, 2010
Courtesy of Cheepshots, Clinton MA

Annual Town Meeting May 3, 2010 Annual Town Election May 10, 2010





Tercentenary Building under reconstruction as a Community Center - April, 2010