

TOWN OF LANCASTER

MASSACHUSETTS



ANNUAL REPORT

OF

OFFICERS & COMMITTEES

2013

# IN MEMORIAM

**CHERYL CARCHIDI**  
**JANUARY 25, 1960 – FEBRUARY 23, 2013**  
SPECIAL EDUCATION TEACHER  
MARY ROWLANDSON SCHOOL  
1983 – 2012

**LEO A. FAVREAU**  
**MAY 4, 1929 – APRIL 23, 2013**  
FIELD DRIVER 1962

**JOHN M. BAILEY**  
**OCTOBER 19, 1926 – MAY 25, 2013**  
BOARD OF SELECTMEN 1992 – 1998  
ELECTION WORKER 1967 – 1969  
FINANCE COMMITTEE 1980 – 2003  
PERSONNEL BOARD STUDY COMMITTEE 1984 & 1987  
PROPERTY DISPOSAL COMMITTEE 2000 – 2003

**AGNES SHEPARD**  
**JULY 31, 1937 – JUNE 10, 2013**  
2<sup>ND</sup> GRADE AND SPECIAL EDUCATION TEACHER  
LANCASTER MEMORIAL SCHOOL 1963–1985

**MARTO “SHEP” SHAPASIAN**  
**FEBRUARY 9, 1928 – JUNE 14, 2013**  
BOARD OF HEALTH 1966 – 1970  
COMMUNICABLE DISEASE REPORTING AGENT 1968

**GEORGE VAHRAM ALBERT**  
**JANUARY 9, 1924 – JUNE 28, 2013**  
SHOP AND WOODWORKING TEACHER  
LANCASTER MIDDLE SCHOOL

**JUNE E. HENDERSON**  
**JUNE 20, 1936 – JULY 3, 2013**  
TAX COLLECTOR 1979 – 1987  
CLERK, ASSISTANT TOWN TREASURER 1973 – 1979

**OSCAR R. SCHMIDT**  
**JUNE 1, 1914 – JULY 18, 2013**  
BOARD OF LIBRARY TRUSTEES 1977 – 1983  
ATLANTIC UNION COLLEGE:  
PROFESSOR OF ENGLISH  
LIBRARY DIRECTOR  
ENGLISH AS A SECOND LANGUAGE INSTRUCTOR  
1956 – 2006

**JOHN W. MORRIS**  
**MARCH 17, 1920 – AUGUST 13, 2013**  
EDUCATOR AT:  
BROWNING ELEMENTARY  
SOUTH LANCASTER ACADEMY  
NASHOBA REGIONAL HIGH SCHOOL  
ATLANTIC UNION COLLEGE

**ANNA DIPIETRO**  
**JANUARY 2, 1924 – AUGUST 20, 2013**  
ELECTION WORKER 1964 – 1978  
MEMBER OF THE BOARD OF REGISTRARS OF VOTERS 1978 – 2009

**DOROTHY G. SUCKERT**  
**JULY 18, 1927 – AUGUST 22, 2013**  
BROWNING ELEMENTARY SCHOOL TEACHER

**ROGER P. HART**  
**AUGUST 5, 1928 – SEPTEMBER 28, 2013**  
BOARD OF ASSESSORS 1995 – 2013  
LANCASTER FIRE DEPARTMENT 1954 (?) – 1995  
FIRE CHIEF 1988 – 1995  
CIVIL DEFENSE DEPUTY 1991 – 1992  
EMERGENCY PLANNING COMMISSION 1991 – 1992  
FOREST WARDEN 1991 – 1992  
RECREATION COMMITTEE  
SUPERINTENDENT OF ROAD DEPARTMENT  
SUPERVISOR OF SANITARY LANDFILL

**MOIRA TAYLOR**  
**AUGUST 5, 1929 – NOVEMBER 18, 2013**  
THAYER MEMORIAL LIBRARY 1975 TO 2001

# Town of Lancaster

## 2013 Annual Report

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## **Lancaster Continues Its Green Path in 2013!**

### **By Orlando Pacheco and Noreen Piazza**



Green Communities Sign

Being one of the first state-designated *Green Communities* in 2010, the Town of Lancaster has taken a leadership role in reducing our energy consumption and in finding sources of renewable energy to supplement our energy needs. Many different programs have been implemented in the last three years, and 2013 remained a very strong year in continuing to push the sustainability agenda.

### Solar Generation

On September 29<sup>th</sup>, the Town-owned Solar Array was interconnected to the electric grid. The Solar Array, which produces net-metering credits for various town municipal accounts, can be monitored live by going to: <http://www.solrenview.com/SolrenView/mainFr.php?siteId=1549>. The project is financed using congressional directed funds and Qualified Energy Conservation Bonds. The bonds are paid back using revenues generated from the sale of Solar Renewable Energy Certificates, or SRECs.



Dedication of Solar Field

### Solar Hot Water

The Town also teamed with Beam Engineering this past summer to educate residents about the benefits of solar hot water systems. The “Lancaster is Solar Hot!” program covered residential solar hot water technology, highlighted the financial incentives available for such systems, and facilitated the installation of systems at homes that make the best applications. The overarching goal of the program was to increase the knowledge and prevalence of residential solar hot water systems in Lancaster to assist the community in the transition to more financially and environmentally sustainable practices.

### Lighting

*Green Communities Grant* funds were used to upgrade the lighting to LED fixtures in most all of the Town’s facilities, including the Town Hall, Police Station, Fire Station, DPW buildings and most recently at the Library.

In particular, the Thayer Memorial Library had a very active year. With the support of the Energy Commission and the Library Board of Trustees, the building went through an entire lighting overhaul, replacing fifty metal halide lamps with more efficient Light Emitting Diodes or LEDs, located in the Library’s interior and exterior. The change will allow for a substantial reduction in the building’s electricity consumption.

In addition, the Library was chosen as one of seven libraries in the Commonwealth to participate in the National Grid *Light Up Your Library* tour to win an Energy-Efficient Lighting Makeover Contest prize. Lancaster prevailed over the Town of Westborough and the five other libraries in a Facebook contest to win a \$15,000 prize. Recipients received a day of programming hosted by Radio Disney® and aimed at informing the public of methods to be more energy efficient. We would like to thank all the friends and supporters of the Thayer Memorial Library for the previous and continued support in all endeavors.

### Heating and Cooling

*Energy Efficiency and Conservation Block Grant* funds were used to upgrade the heating systems at the Police Station, Fire Station and the DPW buildings to more energy-efficient propane-based systems, again reverting away from oil-based systems.

### Energy Audits, Insulation and Weatherization

*Green Communities* Grant funds were used to conduct several energy audits of the Town Hall, Library, Police Station, both Fire Stations, and the DPW buildings. A direct result of these audits was the insulation and weatherization of the Town Hall, South Fire Station, and the DPW Water and Cemetery buildings, once again funded by the *Green Communities* grant.

### Vehicles



Electric Car, A Turner photo

The Town also started to “green” its vehicle fleet. Utilizing grant funds from the *Department of Environmental Protection* and the *Department of Energy Resources*, the Town purchased a 2014 all-electric Ford Focus. The car has no internal combustion engine and runs completely on an electric battery charge, requiring no gas and producing no vehicle emissions. The car is used by the Building and Assessing departments.

*Department of Energy Resources* grant funds were used to install an electric vehicle charging station at the Town Hall for anyone to stop by and use. The station has been in use since 2012, and is now being used to fuel the Town’s new all-electric vehicle.

The Town is now monitoring gasoline and diesel fuel consumption with a new fuel management system, called *Fuel Master*. This monitoring device has been installed in all of the Town’s vehicles and on the gas pumps, and monitors the amount of fuel consumed by each vehicle.

### Bills and Payments

In an effort to cut back on paper, the Collector/Treasurer installed a dedicated computer at the window so that people can pay tax and water bills on-line via credit card or bank transfer.



“Go Green” efforts in the Office of the Collector/Treasurer continue by allowing residents and/or bill payers to “Opt out” of receiving paper bills. All one needs to do is to register at [www.MCC.com](http://www.MCC.com) and follow the instructions to receive tax and water bills in an electronic version via email. This system is also useful for residents to look up past bills for personal tax purposes.

In the Town Clerk’s Office, customers can purchase dog licenses and order marriage, birth and death certificates on-line, saving them a trip to Town Hall.

## **2014: More in Store**

### Municipal Aggregation

This program was rolled out to residents in 2012 with an opt-in rate of 90%. These residents and business owners have been saving on their electricity rate compared with the rate from National Grid. After the first year, the contract was re-bid and a new supplier for 2014 is now on board -- Hampshire Power.

The Town is also working with its Municipal Aggregation Broker, Colonial Power Group and Supplier Hampshire Power to deliver a “carbon neutral” electric supply. Using our ability to aggregate the electric accounts, the Town will attempt to not only reduce supply prices for residents as we have over the past year, but also procure generation sources that have less impact on the environment.

### Streetlights

Also funded by the *Green Communities Grant* and expected to roll out this year, is the retrofit of the existing streetlights from High Pressure Sodium bulbs to more efficient LED fixtures. The change should decrease electric consumption between 50-75%, while providing better quality lighting.

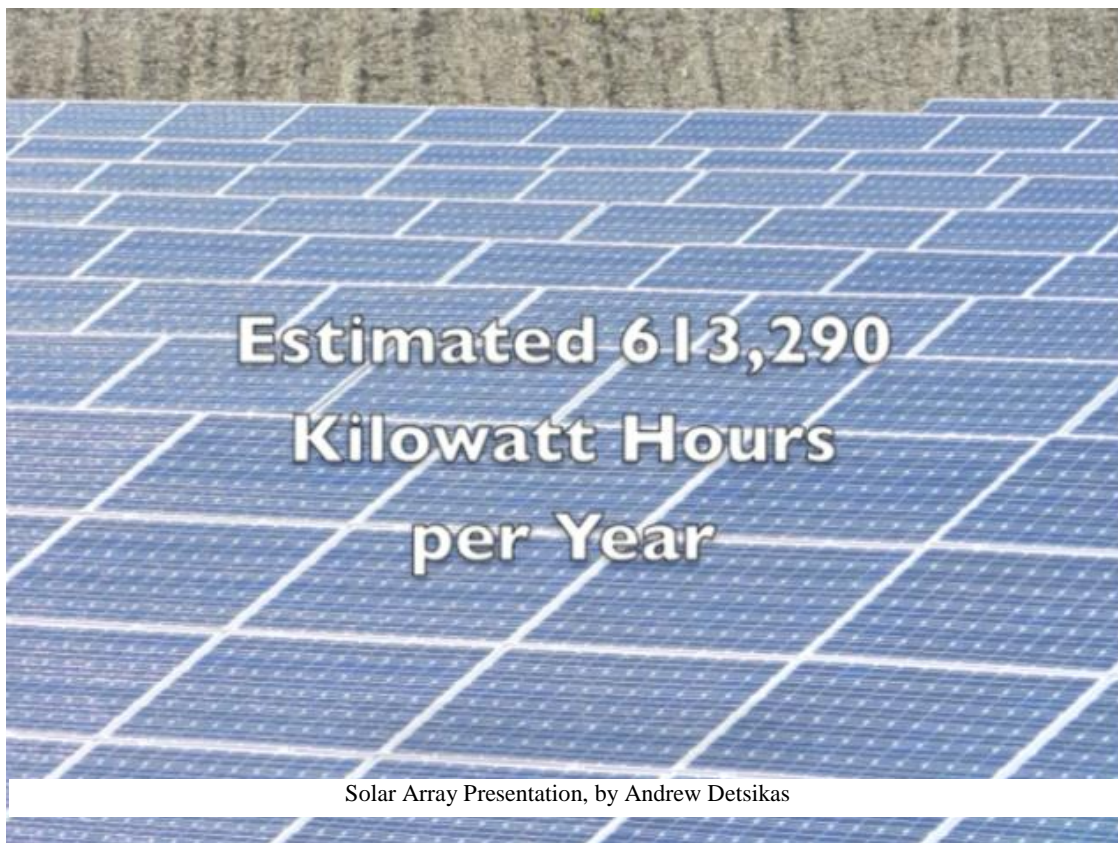
### Geothermal Heating and Cooling

As we look to make investments on our historic Town Green, starting with the Prescott Building Renovation, the Town will undertake a study on the possibility of installing Geothermal Heating and Cooling systems. If feasibility studies yield positive results, design funds will be sought.

The goal of reducing our reliance on fossil fuels will make our building use environmentally conscious and financially responsible. We look forward to continuing the momentum into and beyond 2014.



Sign at the Solar Farm



# I. GENERAL INFORMATION

## Elected Town Officials and Committees

POSITION/ BOARD/COMMITTEE	NAME	TERM EXPIRATION
<b>Moderator</b>	David I. Spanagel	May, 2014
<b>Board of Selectmen</b>	Stanley B. Starr, Jr.	May, 2014
	Jean M. Syria	May, 2015
	Susan E. Smiley	May, 2016
<b>Board of Public Works</b>	James A. Laite	May, 2014
	John J. King, Jr.	May, 2015
	Theodore R. Manning	May, 2016
<b>Board of Health</b>	David Dunn	May, 2014
	Robert L. Baylis	May, 2015
	Stephen Piazza	May, 2016
<b>Board of Library Trustees</b>	Frank T. MacGrory	May, 2014
	Emily J. Rose	May, 2014
	Stephanne J. Fiori	May, 2015
	John C. Schumacher-Hardy	May, 2015
	Frank S. Streeter	May, 2016
	Stephen Piazza	May, 2016
<b>Planning Board</b>	Francis G. Sullivan, Jr	May, 2014
	Victor A. Koivumaki	May, 2015
	Jeanne G. Rich	May, 2016
	Thomas J. Christopher	May, 2017
	Philip F. Lawler	May, 2018
<b>Finance Committee</b>	Peter A. CampoBasso	May, 2014
	James E. Riley	May, 2015
	Michelle I. Vasquez	May, 2015
	<b>VACANT</b>	May, 2016
	<b>VACANT</b>	May, 2016
<b>Housing Authority</b>	Frank T. MacGrory	May, 2014
	Mary Judith MacLean	May, 2015
	Henry A. Richter	May, 2016
	Daunne M. Miller	May, 2017
<i>State Appointee</i>	Carol J. Sonia	August 20, 2014
<b>Nashoba Regional School</b>	Julie E. Fay	May, 2014

District Committee

Kara E. Keith  
Cathleen G. Thier

May, 2015  
May, 2016

<b>Officers Appointed Annually by the Board of Selectmen</b>
--

POSITION/TITLE	NAME	TERM EXPIRATION
Animal Control Officer	Phyllis A Tower	6/30/2014
Animal Inspector (Barn Book)	Phyllis A. Tower	4/30/2014
Building Inspector - Alternate	Tony Zahariadis	6/30/2014
Emergency Management Director	Michael Hanson	None
Environmental Coordinator	<b>Vacant</b>	
Fence Viewer	<b>Vacant</b>	
Keeper of the Lockup	Kevin D. Lamb	6/30/2014
Keeper of the Town Pound	<b>Vacant</b>	
MART Advisory Board Designee	Alexander W. Turner	4/30/2014
Measurer of Wood & Back	Ronald W. Valinski, Jr.	6/30/2014
M.J.T.C. Representative	Noreen Piazza	6/30/2014
M.R.P.C. Alternate Representative	Eugene C. Christoph	6/30/2014
Sealer of Weights & Measures	Ronald W. Valinsky, Jr	6/30/2014
Town Counsel	Kopelman & Paige, P.C.	6/30/2013
Veterans' Agent	Roland A. Nelson <i>(resigned 4/29/13)</i> Richard a. Sheppard <i>(apptd 5/3/13)</i>	3/31/2013 3/31/2014
Veterans' Agent - Alternate	<b>Vacant</b>	
Veterans' Burial Agent	D. Susan Thompson	6/30/2014
Veterans' Grave Officer	<b>Vacant</b>	

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

POSITION/TITLE	NAME	TERM EXPIRATION
Building Official/Zoning Enforcement Officer	Peter M. Munro	06/30/2015
Collector-Treasurer	Mary Frost	07/02/2014
Conservation Agent	David Koonce ( <i>apptd 7/8/13</i> )	
Constable	Kevin D. Lamb	05/20/2016
Constable	Lyle W. Pierce	06/17/2016
Director of Finance & Budget	Cheryl Gariepy	10/09/2014
Fire Chief (Acting)	Kevin D. Lamb	12/31/2013
Insurance Advisory Comm. Retiree Rep.	<b>Vacant</b>	
Municipal Hearings Officer	Orlando Pacheco	None
Planning Director	Noreen Piazza	06/30/2014
Police Chief	Kevin D. Lamb	12/31/2014
Town Administrator	Orlando Pacheco	06/30/2014
Town Clerk	D. Susan Thompson	6/30/2014

## Boards and Commissions Appointed by the Board of Selectmen

BOARD/COMMISSION	MEMBERS	TERM EXPIRATION
Agricultural Commission	Peter Jakubowicz	06/16/2014
	David C. Kilbourn	06/16/2014
	Kurt Schuffels ( <i>resigned 10/08/13</i> )	06/16/2015
	Maria C. Moreira ( <i>Associate to Regular 12/2/13</i> )	06/16/2015
	Susan V. Miner	06/16/2016
	Eric Jakubowicz	06/16/2016

Animal Control Commission	Kelly E. Quill	11/15/2014
	Erin M. DeCoste	11/15/2014
	Philip Keating	11/15/2015
	Stephanie S. Frommer	11/15/2016
	Joyce E. Moody	11/15/2016
	Janice H. Johnson	11/15/2016
	<b>Vacant</b>	11/15/2015
Board of Appeals	Eugene C. Christoph	06/30/2014
	Scott Miller	06/30/2016
	Robert Marshall	06/30/2017
	Sarah E. Gulliver	06/30/2018
	David K. Stadtherr	06/30/2018
	Jeanne G. Rich (Alt.)	06/30/2014
	Francis G. Sullivan Jr. (Alt.)	06/30/2015
	John P. Parsons (Alt) <i>(resigned 7/1/13)</i>	06/30/2016
Board of Assessors	Roger P. Hart <i>(chose not to be reapptd)</i>	05/10/2013
	Cynthia K. Bradbury	06/30/2014
	Michael Burke	10/02/2015
	<b>Vacant</b>	
Board of Registrars	Kevin D. Baer	04/01/2014
	John A. Ranieri	04/01/2015
	Mary Perreira	05/17/2016
	D. Susan Thompson	02/21/2016
Cable TV Advisory Committee	Christopher T. Detsikas	none
	Tony Jacobs	none
	Robert Kadlec	none
Commission on Disability	Michael McCue	06/30/2014
	Carolyn Stump	06/30/2014
	Lesley Allison	06/30/2015
	Susan Smith	06/30/2015
	Rose-Marie Bissonnette	09/06/2015
	Lorry Doucet	06/30/2016
	Daryl Blaney	06/30/2016
	Marilyn Chambers	09/06/2016
	<b>Vacant</b> - Associate	
	<b>Vacant</b> – Associate	
	<b>Vacant</b> - Associate	
	Peter M. Munro (Advisor)	none
Community Center Board of Directors	Stephen Mudgett <i>(not reapptd)</i>	01/10/2013
	Stanley B. Starr, Jr.	03/14/2015

Conservation Commission	Brooke A. Blew ( <i>chose not to be reapptd</i> )	06/30/2013
	Eric Schreiber ( <i>chose not to be reapptd</i> )	06/30/2013
	Peter J. Farmer	06/30/2015
	Theodore Manning	06/30/2015
	Kenneth F. Rapoza	06/30/2016
	Thomas J. Christopher ( <i>apptd 2/11/13</i> )	02/11/2016
	Ruth Anderson ( <i>Assoc to Reg 6/17/13</i> )	06/30/2016
	Nathan Stevens ( <i>apptd 3/13/13</i> )	06/30/2016
	James Lavallee ( <i>apptd 9/23/13</i> )	09/23/2016
	Thomas J. Early (Assoc)	06/30/2015
Council on Aging	Mark C. Melican (Assoc)	06/30/2013
	Eileen M. McRell	06/30/2014
	Nicole Jimino	06/30/2014
	Michele Macdonald	01/09/2015
	Mary J. MacLean	06/30/2015
	Frank MacGrory	06/30/2015
	JoAgnes Santangelo ( <i>apptd 12/2/13</i> )	06/30/2015
	Stephen Piazza (ex officio)	none
Cultural Council	Susan Smiley (ex officio)	none
	Joy F. Peach	08/25/2014
	Jennifer Delorey	11/07/2014
	Mary Dowling	01/09/2015
	Mary Anne Ware	01/29/2015
	Deborah Adams	11/05/2015
	Joyce Corbosiero	11/05/2015
	Pamela Burgwinkle	12/07/2015
Elderly and Disabled Taxation Fund Committee	Emily L. Kaplan	12/23/2016
	Cynthia Bradbury (ex officio)	none
	Mary Frost (ex officio)	none
Energy Commission	David M. Dunn	
	Jay M. Moody	
	Donald E. Atkinson	
	William P. Spratt	
	Andrew Detsikas	
Historical Commission	Heather L. Lennon	06/30/2014
	Michael S. Sczerzen	06/30/2014
	Imogene W. Watson	06/30/2015
	Karen S. Silverthorn	06/30/2015
	Joy F. Peach	06/30/2016
	Sally M. Rouleau	06/30/2016
	Mark A. Schryver	06/30/2016
	Catherine Chaisson (Assoc)	06/30/2014
	Joan H. Richards (Assoc)	06/30/2014
	Garrett J. Sheehan (Assoc)	09/09/2014

Memorial Day Committee	Ann P. Fuller	06/30/2013
	Paula J. Hamwey	06/30/2013
	Jennifer Lapen	06/30/2013
	Mary K. Paquette	06/30/2013
	Henry A. Paszko	06/30/2013
	Karen S. Shaw	06/30/2013
	Carol J. Sonia	06/30/2013
	Leslie Montague	06/30/2013
	Alexandra Turner	06/30/2013
Open Space and Recreation Committee	Cara Sanford ( <i>resigned 9/4/13</i> )	none
	Don Labelle	none
	Ted Manning	none
	Eugene Christoph	none
	Shirley Griffin	none
Personnel Board	Bonnie Mae Smith	05/07/2015
	<b>Vacant</b>	
	<b>Vacant</b>	
Property Disposal Committee	Jean M. Syria	none
	Michael S. Sczerzen	none
	James E. Riley	none
Recreation Committee	Theodore R. Manning	06/30/2014
	Johnna Doyle	06/30/2014
	Joseph G. Kennedy	06/30/2015
	Susan E. Smiley	06/30/2015
	Stephen Mudgett ( <i>resigned 3/6/13</i> )	06/30/2015
	Jeanne Blauner ( <i>apptd 6/17/13</i> )	06/30/2015
	Amanda L. Carlson ( <i>apptd 6/17/13 – res'd 8/19/13</i> )	06/30/2016
	Paul Morrison ( <i>apptd 8/19/13</i> )	06/30/2016
	Dondrae K. May ( <i>apptd 10/21/13</i> )	10/21/2016
Thayer Field Campus Committee	Susan Smiley	05/06/2014
	Elizabeth Cahill	05/06/2015
	Win Clark	05/06/2016
	Jeanne Blauner	05/06/2016
	Shawn Monteverde ( <i>apptd 5/6/13 – res'd 9/9/13</i> )	05/06/2015
	Alida D'Angona ( <i>apptd 9/9/13 – res'd 12/23/13</i> )	05/06/2018
	Cliff McMullen (Assoc)	05/06/2014
	Randy Barry ( <i>Assoc, apptd 5/9/13 – res'd 12/23/13</i> )	
	<b>Vacant</b>	05/16/2015
	<b>Vacant</b> - Associate	05/09/2015
Town Forest Committee	Jason Allison	06/30/2015
	Timothy H. Castner	06/30/2016
	Kenneth F. Rapoza	06/30/2016



## Other Town & School Department Officials

POSITION/TITLE	NAME	STATUTORY REFERENCE
Ambulance Captain	Everett W. Moody, Jr.	Chosen by Ambulance Squad
Burial Agent	D. Susan Thompson	Employed by BOH
Council on Aging Director	Alexandra W. Turner	Employed by COA
Dead Animal Disposal Agent	Phyllis Tower	Employed by ACC
Gas/Plumbing Inspector	Wilfred Delorey	Appointed by Bldg Commissioner
Gas/Plumbing Inspector (Alternate)	Thomas Soldi	Appointed by Bldg Commissioner
Library Director	Joseph Mulé	Employed by Library Trustees
Minuteman School Committee	Daniel Mazzola	Appointed by Moderator
MRPC Delegate	Victor A. Koivumaki	Designated by Planning Board
Supt of Public Works	Christopher Czermak	Appointed by DPW Board
Supt of Schools (Minuteman)	Dr. Edward A. Bouquillon	Contract with School Committee
Supt of Schools (Nashoba)	Michael L. Wood	Contract with School Committee
Wire Inspector	Alfred Roberts	Appointed by Bldg Commissioner
Wire Inspector (Alternate)	David M. Hinckley	Appointed by Bldg Commissioner



The Bolton Fair, Item photo

# 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;



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

Lancaster's former Center School/high school, the Prescott Building; and the one-hundred-year-old Town Hall.

Several annual events are held on the historic Town Green, including "Old Fashioned Community Home Day" and the Strawberry Festival in June, outdoor concerts, and the Farmer's Market all summer.

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.

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.

## **II. GENERAL GOVERNMENT**

### **Board of Selectmen**

The Board of Selectmen is pleased to present its Annual Report for the calendar year 2013.

Susan M. Smiley was elected to the Board of Selectmen at the regular Town Election on May 13<sup>th</sup>, 2013. Stanley B. Starr was elected to serve the remaining term of John P. Sonia who resigned prior to the expiration of his term.

The Board re-organized for the 2013-2014 session following the Annual Town Election. Selectmen Jean M. Syria was elected Chairperson. Susan M. Smiley was elected Vice-Chair/Clerk, and Stanley B. Starr serves as Third Member.

### **Acknowledgements**

Throughout 2013, our various boards and committees had very busy agendas. The commitment of our board and committee volunteers was the key to another successful year for the Town of Lancaster. Without these volunteers past, present, and future there would be no way the Town would be able to undertake all the responsibilities it is charged with. It is the dedication and expertise of these individuals that allow the Board of Selectmen to make continued progress in accomplishing its goals and objectives. We would like to express our deepest appreciation to all those individuals for their service.

The Board would also like to extend its appreciation to the all the employees for their invaluable assistance and guidance throughout the year. The hard work and dedication was evident.

### **Permanent Standing Committees**

Agricultural Commission  
Animal Control Commission  
Board of Appeals  
Board of Assessors  
Board of Registrars of Voters  
Commission on Disability  
Conservation Commission  
Cultural Council  
Energy Commission

Council on Aging/Community Ctr.  
Historical Commission  
Memorial Day Committee  
Personnel Board  
Recreation Committee  
Town Forest Committee  
Energy Commission  
Open Space and Recreation

### **Ad-Hoc Committee**

Thayer Field Recreational Campus

### **Fiscal Year 2014 Budget**

The Board of Selectmen and Finance Committee were committed to bringing a level service budget before Town Meeting that would maintain levels services for the community. The budget adopted at the Town Meeting was \$17,196,491 for Fiscal Year 2013. This is an overall increase of 4.66% from Fiscal Year 2013.

### **Minuteman Regional High School**

The Board of Selectmen would like to thank Lancaster rep Mr. Dan Mazzola and the entire Minuteman School Committee for their contributions over the past year. The Town of Lancaster had 26 High School and 1 post graduate student enrolled in 2013. The total assessment of for FY14 is \$648,293, an increase of 3.77% from Fiscal Year 2013.

The Board of Selectmen would like to acknowledge the faculty and staff of the school district for all their contributions both in and out of the classroom. We are thankful for community service projects the Town receives.

### **Nashoba Regional School District Budget**

The Board of Selectmen and Finance Committee worked closely with the Lancaster members of the Nashoba Regional School District School Committee to develop a District Operating Budget for Fiscal Year 2014.

The School Committee and Administration put forth a budget that resulted in an assessment to the Town of Lancaster of \$10,236,444. This was an increase of 2.9%. The Town looks forward to working with the School Committee and the Superintendent on a budget document that continues to maintain and preserve the quality of education our residents expect from the Nashoba Regional School District.

The Board wishes to acknowledge the hard work of the Lancaster School Committee delegation. Their dedication to the community and its children is deeply appreciated.

The Board of Selectmen would like to acknowledge the dedicated faculty and staff of the school district. The Town and its residents value the great educational product it receives with its tax dollars.

### **Town Meetings**

#### **May 6, 2013 Annual Town Meeting**

The Town Moderator, Mr. David Spanagel, called the Annual Town Meeting to order on Monday, May 6<sup>th</sup> to act on 18 Warrant Articles, many of which were to consider routine Town business including adopting the Town's FY-2014 General Operating and Water Enterprise budgets, committing \$20,000 for the Senior Citizen Tax Work-off Abatement Program, authorizing

various revolving funds, and amending the Wage and Compensation Schedule. The Town also authorized several capital projects in both the General Budget and the Water Enterprise Budget.

The Town also voted to support a temporary moratorium on Medical Marijuana facilities, and authorize the acquisitions of the necessary right of way easements to move forward with the 5 Corners intersection project. Two large scale solar farms were proposed for the Town, one at Manny's Dairy Farm on Brockelman Road and the other on Shirley Road at the former airport site. Two 20-year Solar Payment in Lieu of Tax (PILOT) agreements were approved that will yield an additional \$71,000 in revenue for the Town. The Town also approved a Poultry By-Law making it easier for resident to keep chickens on properties with smaller building lots.

The Board would also like to thank our Town Moderator, Mr. David Spanagel, for his diligent handling of Town Meeting, as well as those members of the Board of Registrars and Susan Thompson, our Town Clerk who work the meeting. As always we are grateful to those residents who take time out of their busy schedule to attend and participate.

### **October 28, 2013 Special Town Meeting**

Town Moderator David Spanagel called the Special Town Meeting to order to act on ten articles. The Town voted to amend the FY14 General Operating Budget. The Town also accepted two state statutes, Chapter 41 Section 19K and Chapter 41 Sections 108P, which authorized \$1,000 annual payment for certifications obtained by the Town Clerk and Treasurer/Collector. The Town made amendments to the Zoning Bylaw and approved a Sex Offender Residency Bylaw. The Town approved for the second time a \$3,200,000 borrowing for the Prescott Building rehabilitation project.

### **Staffing**

Christopher Czermak was appointed to be the new Superintendent of Public Works. He replaces John "Sandy" Foster who retired at the end of the year.

### **Planning for the Future**

There are several priorities for the Town as we look at 2014. Completing the removal of the Bartlett Pond Dam will be a top priority for the Board of Selectmen and Conservation Commission. The Town was awarded additional grant funds and a 0% interest loan from the Dam/Seawall Fund administered by the Executive Office of Energy & Environmental Affairs. The Town will also be looking forward to the renovation of the Prescott Building.

The Town will move forward with the LED streetlight conversion, which will reduce street lighting costs and provide better quality lighting. The Town will also review re-development opportunities for the Ambulance Building, located at 800 Main Street. The re-development of the property will provide an enhancement to our Town Center.

The Board will continue to be involved with the possible re-use plans for Thayer Field.

The Town Forest Committee anticipates a new Forest Management & Cutting Plan that will improve the overall forest health. This will provide the opportunity for trail enhancement that improves the passive recreational benefits to Town residents.

The Town is also seeking funds from the Massachusetts Clean Energy Center to study the possibility of geothermal heating and cooling for the municipal facilities on the Town Green.

The Town will break ground on the intersection improvements at Old Common Road, Bolton Road, Center Bridge Road & Route 110 (5 Corners). The Town will also be replacing and upgrading the culvert that runs underneath Route 110. Both infrastructure improvements are being paid for with state & federal funds and will provide much needed traffic improvements to Lancaster.

The Board of Selectmen will continue to work diligently with other departments, boards, and committees to facilitate projects for the betterments of the community with the focus on operating efficiency and improving the overall quality of life in Lancaster.

### **Legislative Delegation**

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

The legislative delegation was very helpful in assisting the Town on a number of issues. Of special note was the direct funding that was secured specifically for the Thayer Field Redevelopment through the Department of Conservation and Recreation. The \$40,000 appropriation will be used for the planning and preparation of plans for the project.

The Town also has a number of projects requiring state involvement and funding. The continued assistance of our Statehouse delegation has made the coordination and completion of these items a success. We thank them for their continued support in the advocacy of issues important to the Town of Lancaster and its residents.

### **Appreciation**

The Board expresses its appreciation to all the Town employees for their dedication and commitment to public service. Without the employees who carry out the day to day functions of the Town, the Board could not be successful in carrying out its goals and objectives.

The Town could not function properly without the many citizens who volunteer their time to participate and serve. The contribution of their time and talents make the overall governance of the Town a success. 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.

Thank you for the opportunity to serve you.

Jean M. Syria, *Chair*

Susan M. Smiley, *Vice-Chair/Clerk*

Stanley B. Starr Jr., *Member*

## 2013 LICENSES ISSUED BY THE BOARD OF SELECTMEN

License Type	Issued To	Business Address
Auctioneer (Annual), Automobile Dealer – Class 2	Insurance Auto Auctions, Corp.	1424 Lunenburg Road, Lancaster, MA
Automatic Amusement Device (Monday – Saturday) and Sundays	N.E. Fun Centers, Inc. d/b/a Roll-on-America	90 Duval Road, Lancaster, MA
Common Victualler	N.E. Fun Centers, Inc. d/b/a Roll-on-America	90 Duval Road, Lancaster, MA
Roller Skating Rink (Monday-Saturday) and Sundays	N.E. Fun Centers, Inc. d/b/a Roll-on-America	90 Duval Road, Lancaster, MA
Automobile Dealer – Class II	J. C. Madigan, Inc.	450 Old Union Turnpike, Lancaster, MA
Automobile Dealer – Class I, Class II, Common Victualler	Norm Wagner Automotive, Inc., Inc.	700 Old Union Turnpike, Lancaster, MA
Automobile Dealer – Class I	Padula Bros., Inc.	700 Fort Pond Road, Lancaster, MA
Automobile Dealer – Class 2	Crawford Truck Sales, Inc.	2176 Main Street Lancaster, MA
Automobile Dealer – Class 2	Raymond J. Joyce, d/b/a Diamond Hill Sales	59 Main Street, Lancaster, MA
Automobile Dealer – Class 2	F.J.S. Auto, Inc.	248 Main Street Lancaster, MA
Automobile Dealer – Class 2	Jose M. Fuentes d/b/a RBI Motors	767 Sterling Road, Lancaster, MA
Automobile Dealer – Class I, Class 2	Ron Bouchard's Auto Sales, Inc. d/b/a Ron Bouchard's Nissan	490 Old Union Turnpike, Lancaster, MA
Automobile Dealer – Class I, Class 2	Ron Bouchard's Auto Sales, Inc. d/b/a The Honda Store	500 Old Union Turnpike,, Lancaster, MA
Automobile Dealer – Class 2, Class 3, Collector of Junk	Route 117 Used Auto Parts, Inc.	2176 Main Street Lancaster, MA
Automobile Dealer – Class 3, Collector of Junk	Nationwide Auto Recycling, Inc.	1340/1410 Lunenburg Road, Lancaster, MA
Lodging House	Atlantic Union College (Preston Hall – Women's Dormitory)	284 Main St., So. Lancaster, MA
Food & Beverage Dispensing to Members	Sterling National Country Club	33 Albright Road, Sterling, MA
Common Victualler, License to Sell Wine and Malt Beverages	Michael A. Gleason d/b/a Michael's Bridge Diner	56 Main Street, Lancaster, MA
Common Victualed	Lancaster Golf Training	438 Old Union Turnpike,

	Center, LP	Lancaster, MA
Common Victualler	Kimball Farm at Oakridge, LLC	1543 Lunenburg Road, Lancaster, MA
Common Victualler	Jennifer Joan Macellari, d/b/a Sandee's Restaurant	162 Main Street Lancaster, MA
Common Victualler	Trolley Stop Pizzaria, Inc.	18A Prescott Street, So. Lancaster, MA
Common Victualler @ Mass. Youth Soccer Assoc., 512 Old Union Tnpk., Lancaster, MA	Dolce Brands LLC	188 Ayer Road, Harvard, MA
Innholder and Common Victualler	Charlotte E. Creighton d/b/a College Town Bed & Breakfast	12 Old Common Road, Lancaster, MA
Lunch Cart @ Bartlett Pond	Michael Murphy	473 Union St., Leominster, MA
Sunday Entertainment (flea market) @ 1340 Lunenburg Road	Lancaster Market Place, LLC	1340 Lunenburg Road, Lancaster, MA
Weekday Entertainment – February thru December	Denise Hurley for Wachusett Music Series	103 Bolton Road, Lancaster, MA
Weekday Entertainment To conduct a Music Fundraiser on 5/18/13 @ First Church of Christ, Main Street, Lancaster, MA	David R. James for Friends of Lancaster Seniors	Community Center, 39 Harvard Road, Lancaster, MA
Automobile Dealer – Class I, Common Victualler License	Prime Toyota Route 2 A	488 Old Union Turnpike, Lancaster, MA
Sunday Entertainment To conduct a River Festival on 6/15/13 @ Culley's Field, Seven Bridge Road	Thomas Christopher, Member, Festival Committee	252 Fort Pond Inn Road, Lancaster, MA
Public Amusement & Exhibition Weekdays, 8/8/13-8/10/13 and Sunday, 8/11/13 @ 318 Seven Bridge Road	The Bolton Fair, Inc.	P.O. Box 154, Bolton, MA
Public Amusement & Exhibition Weekdays 8/8/13 -8/10/13 and Sunday, 8/11/13 @ 318 Seven Bridge Road	Dean & Flynn d/b/a Fiesta Shows	15 Pine Street, Seabrook, NH
Sunday Entertainment – antique & hot rod car show on 9/8/13 @ 318 Seven Bridge Road	Ty-Rods Club, Inc.	P.O. Box 409, North Reading, MA
Public Entertainment to conduct BBQ/ Concert on 9/22/13 @ 318 Seven Bridge Road, Lancaster, MA	The Bolton Fair, Inc.	P.O. Box 154 , Bolton, MA
Motor Vehicle Dealer – Class I and Class II	Ron Bouchard Dodge, LLC, d/b/a Ron Bouchard KIA.	700 Old Union Turnpike, Lancaster, MA
Motor Vehicle Dealer – Class I	Prime Scion Route 2	700 Old Union Turnpike, Lancaster, MA



## **Sterling-Lancaster Community Television, Inc. (SLCT)**

SLCT celebrated our fourth anniversary in October, 2013 and has expanded our cable offerings significantly. Previously cablecasting was on Channels 8 and 10; 2012 saw an unexpected channel change, initiated by Comcast, resulting in channel 10 moving to channel 99. Local Access programming remains on Channel 8, while Governmental programming has migrated to Channel 99.

Our Access Coordinator, Matt Downing, is now in his second year in a full-time position. As a result of this staffing change, SLCT has significantly increased its public availability in Sterling and Lancaster. Public hours are now posted for three days each week, and individual appointments are always available at other mutually agreeable times. Additionally, staff resources routinely move between the communities in response to changing program needs. More importantly, we remain dependent upon our wonderful cadre of volunteers and are eager to introduce new volunteers into important cablecasting roles with SLCT. We train our volunteers so past experience, while welcome, is not a requirement.



SLCT Staff, R Maki photo

During the past year, SLCT began providing a very popular Video-On-Demand (VOD) service to our cable subscribers. The service, known as Townhallstreams, features the ability to view current and past meetings of the select boards on computers, tablets, and smartphones. If you miss a meeting, VOD service will allow anyone with internet access to catch up on local events. The web address is [www.townhallstreams.com](http://www.townhallstreams.com).

The annual financial review was again performed by Certified Public Accountant Mark Mueller of Leominster and thanks in part to the use of new financial software and the services of our part time bookkeeper, Amy, the review was successful and all appropriate forms were quickly filed with governmental entities. Following a practice begun last year, SLCT donated \$1,200 on an annual basis to Lancaster and Sterling in recognition of their continued community cooperation.

SLCT remains governed by a ten-member board of directors, five from each town. The following officers were elected at the annual meeting: Robert Bloom, president; Robert Kadlec, vice-president; John Ledoux, treasurer; and Richard Maki, Clerk. Last year the board welcomed Joseph Mule' and Gregory Billings as new members, replacing founding members Noreen Piazza and Catherine Harragian.

Other SLCT directors are Arthur Coughlin and Joseph Gunther of Sterling and Debra Williams of Lancaster.

Under the direction of Executive Director Christopher Detsikas, SLCT has been successful in increasing the variety of our access programming, but community-sponsored events will remain our priority. Usage of the bulletin board feature remains very popular with public and private community organizations. This service is also free to residents, governmental agencies, and non-profit organizations. Usage numbers are also increasing on our SLCT web page, [www.slctv.us](http://www.slctv.us)

as subscribers view our electronic newsletter and station goings-on in the capable hands of our webmaster Barry Lein.

The SLCT board continues to explore locations near the border of Lancaster and Sterling to house a formal studio. Staff and directors have visited numerous potential sites, but have thus far been unable to find suitable property. As an alternative, we have been exploring the possibility of having two mini-studios in each town to allow for basic video interview productions.

The SLCT recently purchased nine new cameras for studio and public usage. The new cameras allowed us to move from tape to SD recording cards. Recording time on the cards is greater and the time saved in editing is significant. All the cameras also have increased battery life and HD capability. Last year SLCT purchased a high-quality, two-speaker, public address system that is available for “check out” similar to our video equipment. As with all SLCT equipment, a training session is required and it must be used to enhance a public, rather than a private, function.

We encourage more use of our staff and equipment to increase the creative video skills of our residents and to enlighten and entertain the viewing public. To that end, SLCT remains dedicated to providing our residents with the highest quality of service, audio/video equipment and programming.

## **Personnel Board**

The Personnel Board did not submit a report for 2013.

## **Town Counsel**

Kopelman and Paige P.C. serves as Town Counsel to the Town of Lancaster. As Town Counsel, the firm provides legal advice and recommendations on a range of matters as requested by the Board of Selectmen, Town Administrator, and Town boards and departments regarding all manner of legal issues. In our role as the Town’s attorney, we defend the Town in claims, suits, and actions brought in state and federal courts as well as before various regulatory boards and authorities. We represent the Town in various real estate and other transactions and draft appropriate documents relating to such matters.

As Town Counsel, we draft, review and interpret proposed and existing bylaws, contracts, licenses and other documents, and assist the Town Administrator in preparing warrant articles and motions for Town Meeting. We worked closely with the Town on revisions to the Town’s animal control bylaw and sex offender bylaw. We also worked with the Town’s planning staff to address a number of development projects within the Town.

Kopelman and Paige works with the Town each year to address the Town’s legal needs in an effective and efficient manner, providing trainings and no-cost memoranda on a variety of legal topics to assist the Town in making decisions in a cost effective manner. This year, legal memoranda provided to the Town addressed various aspects of the newly amended state nuisance dog statute, remote participation under the Open Meeting Law, assessment of fees, and

changes to the Community Preservation Act. These memoranda provide 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 a great privilege to serve the Town of Lancaster as Town Counsel. We thank the Board of Selectmen and the Town Administrator for the opportunity to serve the Lancaster community and particularly for their efforts and dedication in attending to the many needs of the Town. We also appreciate the opportunity to work closely with the Town's dedicated 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**

Currently there are two employees in the clerk's office – Sue Thompson, the full-time clerk, and Barbara Bartlett, the 25+ hour per week assistant clerk. In addition, we had great help in 2013 from Leslie Montague and George Davis, residents working on the Senior Tax Work-Off Program.

Some of our responsibilities include:

- Welcome new residents to town;
- Register voters and run elections;
- Issue dog licenses and provide staff support and liaison with the Animal Control Officer and Animal Control Commission;
- Issue birth, marriage and death certificates and burial permits;
- Conduct genealogical research;
- Issue business certificates;
- Conduct the annual town census and prepare and distribute the annual street list;
- Maintain and update the town website;
- Compile and edit the Annual Town Report;
- Maintain the Town's Public Records;
- Record decisions of the Planning Board and Board of Appeals;
- Notarize documents; and
- Answer countless queries from residents or refer them to the appropriate department.

Because of changes in state regulations, the Clerk's Office decided to no longer sell Hunting and Fishing Licenses in 2012. Residents can still obtain licenses online or at nearby sporting stores.

The Town Clerk and Assistant Town Clerk attended and recorded the proceedings of the Annual Town Meeting and Special Town Meeting and oversaw the Annual Town Election in May. In 2013 the clerk's office was also responsible for a Special State Primary and Special State Election to pick the successor to US Senator John Kerry. We want to thank Warden Rita Ford and the almost 30 election workers who helped her during the year at these various elections. Thanks also to Assistant Warden Jeanne Rich and her tally workers and counters who stayed after every election to calculate results.

Voter registration is another responsibility of the clerk's office. The Board of Registrars, consisting of Town Clerk Sue Thompson (D), John Ranieri (R), Mary Perreira (D) and Kevin Baer (R), conducted several voter registration sessions required by the Secretary of State's office. In addition, Assistant Clerk Barbara Bartlett sends birthday cards and voter registration forms to every person in town when they turn 18 years old and become eligible to vote.

Notes on town meeting proceedings and election results can be found in Section XII, Elections and Town Meetings, at the end of this town report.

The Clerk's Office is also responsible for swearing in newly elected officials and appointed committee and board members, posting meeting notices and agendas for all boards and committees, distributing and recording receipt of Open Meeting Law and Conflict of Interest information to all employees and board and committee members.

In 2013 the Clerk's Office turned over almost \$33,000 in general revenue to the Town, mostly from dog licenses and fines and the sale of certified copies of vital records. Dog licenses and vital records can now be purchased on-line.

I am looking forward to retiring in 2014. I have truly enjoyed serving the residents of the Town of Lancaster for the past ten years. I also want to thank other town departments and staff for their support. I know they will be as helpful to my successor as they have been to me. Special thanks to Town Administrator Orlando Pacheco for all his help and support over the years.

Respectfully submitted,  
D. Susan Thompson  
Town Clerk

<b>Vital Records</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
<b>Births</b>	55	57	53	53	64	61	53
<b>Marriages</b>	20	20	17	14	23	23	28
<b>Deaths</b>	84	66	85	66	62	68	59
<b>Registered Voters</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
<b>Democrat</b>	900	905	924	907	921	915	897
<b>Republican</b>	734	720	724	709	721	715	736
<b>Libertarian</b>	14	11	n/a	15	15	n/a	n/a

<b>Green-Rainbow</b>	11	10	7	n/a	n/a	n/a	n/a
<b>All Other Political Designations</b>	4	3	14	8	9	25	40
<b>Unenrolled (no party designation)</b>	3,064	3,003	2,969	2,909	2,916	2,857	2,721
<b>Total Registered Voters</b>	4,727	4,652	4,638	4,548	4,582	4,512	4,394

<b>Dog Licenses Issued</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
<b>Individual Tags</b>	1,148	1,115	1,109	1,072	1,049	1,037	1,011
<b>Kennels</b>	1	1	1	1	1	1	n/a

	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
<b>Business Certificates Issued</b>	39	30	44	56	38	28	56
<b>Documents Notarized</b>	63	70	57	78	67	77	n/a

<b>Year</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
<b>Population</b>	7,096	7,013	7,143	7,228	7,281	7,202	7,138

## **Treasurer/Collector**

In 2013 our office began to accept credit card payments at the counter. We accept MasterCard, Discover and American Express. As of now Visa can be used for tax payments only. Convenience fees are passed onto the bill payer. This system is an extension of our on line bill pay processor, MCC.

Our “Go Green” efforts continue by allowing residents and/or bill payers the option to “Opt” out of receiving paper bills. All one needs to do is to register on MCC and follow the instructions to receive your Real Estate and Water bills in an electronic version sent to the email address you provide. This system is also useful to residents to look up past bills for personal tax purposes.

The Treasurer/Collector’s office is a member of the Finance Department. The office is staffed with one full time employee and two part time employees. The office’s primary responsibility is the billing and collection of Real Estate, Personal Property, Excise Tax, and Water. Other duties include:

- Receiving and depositing of funds collected from the various departments in the Town.
- Payroll, taxes, retirement and insurance benefits are processed in the office.
- Management and collection of retiree’s health insurance premiums.
- Maintaining, reconciling and safekeeping of bank, investment and Trust Funds accounts.

- Issuance of Municipal Lien Certificates.
- Verification of tax payments for building permits.
- Working with the Deputy Collector to issue warrants for nonpayment of Taxes
- Working with the Lancaster Sewer District for the collection of sewer Betterments and interest and sewer usage liens.
- Short term and Long term borrowing when necessary.
- Real Estate Tax taking and management of Tax Title accounts are also the responsibility of the Treasurer/Collector's Office.

Respectfully submitted  
Mary E Frost  
Treasurer/Collector



Boy Scouts Canoeing, S Munyon photo

# III. HEALTH AND HUMAN SERVICES

## 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

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 Duties and 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 and well permits
- Solid waste and septage
- Porta-potty and outdoor hydronic heater permits
- Rubbish and garbage
- Residential and daycare centers
- Food safety and service
- Body art, trash hauler and tobacco sales licenses
- Smoking and air quality
- Cemeteries, funeral directors, burial permits



## ***Board Activities***

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

The primary function of the office is to assist callers and visitors by providing accurate information and/or referrals for questions, concerns and applications. A plethora of public records, lists, Department of Public Health disease fact sheets (Lyme disease, flu, pneumonia), safety pamphlets (lead, mold, pet health hazards), guides (private well testing, flood cleanup, pest management) and LBOH Regulations are just a few examples. Each customer is equally important. The office is open Monday-Thursday, 9:00 AM to 4:00 PM, and we can be reached at 978-365-3326 x1310 or by e-mail at [jgalliardt@lancasterma.net](mailto:jgalliardt@lancasterma.net).

## **Complaints**

Identified complaints are investigated by our Nashoba Associated Board of Health (NABH) Agent, William J. Brookings, R.S., often accompanied by a Board Member. Violations of the Housing and Sanitary Code often involve multiple issues for the BOH, Building/Zoning Commissioner and Fire Department with jurisdiction being determined accordingly. Additionally, we rely on other Town departments to address areas of mutual concern: the Town Clerk, Animal Control Officer, Conservation Commission, Community Development Office, Assessors, Police, Fire, Public Works Department, Council on Aging and the Town Administrator. Communication is the key to helping each other and the residents we serve. Mr. Brookings also provides professional input on projects for the Planning Board, Conservation Commission and Board of Appeals.

Bill Brookings consults in person at the BOH office each Wednesday morning from 8:00 AM to 9:00 AM, and can be contacted anytime by voicemail at the NABH office at 978-772-3335 x304 or [wbrookings@nashoba.org](mailto:wbrookings@nashoba.org).

## **Septic Systems**

The NABH reported that 33 septic system plans were reviewed in 2013, and that 33 Title 5 septic permits were issued by the LBOH.

## **Wells**

The NABH reported that 13 well plans were reviewed in 2013, and that 13 well permits were issued by the LBOH.

## **Miscellaneous Permits**

A variety of other permits were issued in 2013, including permits for porta-potties and retail sales of tobacco.



## Trash

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

Residents are reminded that since we have no Town rubbish removal service, a private trash hauler must be contracted. The following companies were licensed to operate in Lancaster in 2013:

- Tully Disposal & Recycling, Sterling
- Allied Waste Services, Tyngsboro
- Sons of Kristoff, Sterling
- Waste Management, West Boylston
- Fiore Trucking & Disposal, Fitchburg

In addition, the Lancaster Solid Waste Disposal/Recycling Haulers and Dumpster Licensing and Operations Regulations can be found on the BOH web page on the town web site ([www.ci.lancaster.ma.us](http://www.ci.lancaster.ma.us)).

Overflowing trash barrels create 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 BOH. Several of the trash haulers offer curbside recycling or you may take disposables to the Lancaster Recycling Center.

## Recycling Center

The Lancaster Recycling Center's regular hours are 10:00 AM to 12:00 Noon, Saturday and Sunday, weather permitting. The Recycling Center is open to Lancaster residents and also residents of surrounding towns.

There are bins for paper, cardboard, glass, tin cans and electronics. Most electronics can be dropped off without a fee, although there is still a \$5 or \$10 charge for televisions (depending on size) and a \$10 fee for large appliances such as washers, dryers, etc. The fee for any Freon appliances (refrigerators, freezers, air conditioners) is \$15. Smaller appliances and electronics and computer equipment can be dropped off at no charge.

Tin cans and plastics must be sorted as they go in different bins to different vendors. It is no longer necessary to crush cans, but they must be rinsed out. Please continue to crush plastic containers as that bin fills up quickly. We accept all plastics that display the recycling symbol except for plastic bags and Styrofoam containers. Plastic bags can be recycled at your local grocery store.

### Household Hazardous Waste Facility

The Town of Lancaster, along with ten other surrounding municipalities has organized a regional Household Hazardous Waste Facility at Devens, at their current DPW facility. There is a small annual operating assessment from each participating community.

The regional facility is managed by the North Central Regional Solid Waste Cooperative (NCRSWC), a non-profit that provides these types of services. The site is run by a professional Household Hazardous Waste vendor, with a chemist on site, and jointly with volunteers from the member towns. Lancaster's Recycling Committee also has been involved.

The site is open 20 days per year (10 Wednesdays and Saturdays) from March through December. It is also open to Very Small Quantity Generators (VSQGs) who are generally small businesses like dry cleaners that have more waste than the average household but do not meet large waste requirements, and residents from the member Towns. The site can be visited by appointment so traffic can be controlled. Residents and VSQGs have to pay fees to dispose of the waste; fees vary depending on the volume of trash.

### **Emergency Preparation**

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 Department of Health and Human Services. The LBOH has provided input to the 2013 Emergency Dispensing Site (EDS) Plan.

A Memorandum of Understanding was previously signed between LBOH and Rowlandson/Burbank Schools to be the location for the Board to administer vaccine or antibiotics from the Strategic National Stockpile due to infectious disease outbreaks of any magnitude. 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 World Health Organization (WHO), 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 volunteers.

### **Health Alerts**

The Health & Homeland Alert Network (HHAN) and The Coalition send immediate nationwide bulletins about health and safety from the CDC.

### Prescription Drugs

Prescription drug abuse is the nation's fastest-growing drug problem, including accidental poisonings and overdoses. Rid your house of unused medicines safely, and do not flush or throw away as this is a safety and health hazard. The Lancaster Police Department served as a collection site in 2013. See the [www.dea.gov](http://www.dea.gov) web site for other collection sites.

## Food

Food warnings and alerts seem to be a daily event. There are 88 million cases of food poisoning a year. Consumers can monitor the LBOH web site ([www.ci.lancaster.ma.us](http://www.ci.lancaster.ma.us)) or call the MDPH Food Protection Program at 617-983-6712. New food safety rules are coming on how to shop for, store and prepare your food.

The FDA now lists all ingredients on the bottles of dietary supplements.

## **Town Health**

The NABH public health team's mission is to provide high-quality public health nursing to our member towns. They provide essential (and state-mandated) services of communicable disease investigation and follow-up, high-risk maternal child services and health promotion.

The health promotion program and outreach has included monthly Wellness Clinics, which include blood pressure checks, diabetes screening, and flu and immunization protection.

NABH also offers home visits, health fairs for health education and screening, and children's story hours at the library introducing topics such as hand washing and germ control and "A Day at the Doctors".

The primary focus of the NABH town nurse is on patients, families and open communication, as well as crisis intervention and support to high-risk individuals.

## **NABH/LBOH Rabies Clinic**



31 dogs and cats were vaccinated at the rabies clinic held at the DPW garage by Mid-State Mobile Veterinary. Micro-chipping was also available. Rabies vaccination certificates for cats are kept on file at the LBOH office; rabies certificates for dogs are kept on file in the Town Clerk's Office, where dog licenses are issued.

## **Animal Control Officer**

We work closely with the Animal Control Officer and the Town Clerk in sharing Possible Exposure to Rabies reports from veterinarians. The Animal Control Officer quarantines the wounded animal if the injury is from an unknown or unvaccinated source.

## **Burial Agent**

The Town Clerk issued 52 Burial Permits; seven of the decedents were interred in Lancaster, 20 were cremated and 25 were interred elsewhere.

### **Tobacco Control Alliance**

The Boards of Health Tobacco Control Alliance (BOHTCA) continues to work with the LBOH in providing inspectional services regarding all tobacco-related issues, including enforcement of all youth access and environmental tobacco smoke regulations, and enforcement of the new Smoke-Free Work Place Law.

### **A Message from Your Board**

We try to use our experiences, insights and skills to help the residents of Lancaster lead healthier lives and get the care they need. We hope to make a difference.

Respectfully submitted,

**Robert Baylis, *Chairman***

**David Dunn, *Member***

**Stephen Piazza, *Member***



### **Nashoba Associated Boards of Health**

**Nashoba Associated Boards of Health (NABH)** 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 [nashoba.org](http://nashoba.org))
- Nashoba assisted the Board in providing a school-located seasonal flu clinic at Nashoba Regional High School.
- 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 2013 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 **44** 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

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 Lancaster Office (days) .....50**  
The Nashoba sanitarian is available for the public regularly on Wednesday morning at the Lancaster Board of Health Office as well as other times when needed.
- **Food Service Licenses & Inspections.....33**  
Nashoba annually mails out and receives applications from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. Establishments are inspected in accordance with an at risk inspection method. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection health factors of food handlers are also investigated, and where appropriate medical consultation and laboratory testing may be required.
- **Housing & Nuisance Investigations.....87**  
Nashoba, as agent for the local Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspect for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.
- **Beach/Camp.....22**  
Camps are inspected at least annually at opening for compliance with State Sanitary Code, Chapter IV, 105 CMR 430.00. Public swimming beaches are sampled for water quality every other week during the summer and more often if a problem is suspected.
- **Septic System Test Applications.....14**  
Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.
  - **Septic System Lot Tests.....53**  
Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.
- **Septic System Plan Applications.....33**  
Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

- **Septic System Plan Reviews.....35**  
Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.
- **Septic System Permit Applications .....33**  
Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.
  - **Septic System Inspections .....97**  
Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.
  - **Septic System Consultations.....100**  
During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.
- **Well Permits.....13**
  - **Water Quality/Well Consultations .....148**  
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 Immunized ..... 31**  
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.

## **Nashoba Nursing Service & Hospice**

### **Home Health**

- **Nursing Visits .....511**  
Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24 hour basis, catheter care, case management and referral to other services as needed.
- **Home Health Aide Visits ..... 132**  
Nashoba's Certified Home Care Aides provide assistance with daily activities of daily living including bathing dressing, exercises and meal preparation.
- **Rehabilitative Therapy Visit.....379**  
Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.

- **Medical Social Service Visits.....36**  
Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.
- **Hospice Volunteer and Spiritual Care Visit.....57**  
Nashoba's Volunteers and Clergy provide patients with emotional and spiritual support, companionship and guidance.

### Clinics

- **Local Well Adult, Support Groups, & Other Clinic Visits.....371**  
Visits include well adult clinics, and immunization, cholesterol exercise, mental health and bereavement clinics.
  - Number of patients that attended Flu Clinics held in Lancaster.....127
  - Number of patients who received other Vaccines..... 1
  - Number of patients who attended Well Adult Clinics from Lancaster... 177

### Communicable Disease

- **Communicable Disease Reporting & Control**  
Nashoba's Nursing Service & Environmental Health Department work together to meet the local Board of Health's responsibilities under the law to do the following:
  - 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.
  - Receives reports, investigates and conducts follow-up on all incidences involving positive rabies results.

Number of Communicable Disease cases:

Investigated .....	36
Confirmed .....	18

Communicable Disease Number of Cases

• Babesiosis... ..	1
• Campylobacter .....	1
• Cryptosporidiosis .....	2
• Hepatitis C .....	2
• Influenza.....	3
• Lyme Disease.....	8
• Streptococcus B .....	2

## **Health Promotion**

Skilled Nursing ..... 52

## **Dental Health Department**

### **Nashoba Program (Funded Through Environmental Assessment)**

#### **Examination, Cleaning & Fluoride - Grades K, 2 & 4**

Students Participating.....93  
Referred to Dentist.....25

#### **Instruction - Grades K, 1 & 5**

Number of Programs.....12

## **Council on Aging**



Elevator Soon! D  
James photo

It has been an exciting year for the Lancaster Council on Aging (COA) and for Lancaster Seniors. It has been a year of growth; residents of all ages, town meeting, and many local organizations and businesses, have generously supported residents over 60. This support has not been limited to seniors; many of our events and opportunities are directed to folks of all ages. Watch the town website for upcoming opportunities.

### **Overview**

Councils on Aging (COAs) are the community focal point for social and support services to elders, families and caregivers in 349 towns. In Lancaster our board has agreed that we extend services to our neighbors and friends throughout the area just as our neighboring COAs do – a de-facto human services ‘mutual aid.’ The mission of the Lancaster Council on Aging is to identify unmet needs, develop and implement programs and provide available resources on behalf of the town’s population 60 years of age and older; there are roughly 1,500 residents in Lancaster over 60. The Council shall educate the community and enlist support and participation of citizens about senior needs and advocate for their well-being Watch.

The COA works in conjunction with many other local, regional and state agencies, both public and private, including The Central Massachusetts Area on Aging, the Lancaster Board of Health, WHEAT and Montachusett Opportunity Council and SHINE (Serving the Health Information Needs of Elders). A variety of counseling services were available for Lancaster seniors through our partnerships, including Fuel Assistance, Food Stamps and health insurance counseling. Montachusett Home Care Corporation provided services to Lancaster seniors, such as home



maker services, meals, personal care hours, case manager visits, and nursing home Ombudsman visits, including other essential services. We also work with other departments to provide services and programs.

### ***Personnel***

The Council on Aging establishes policy, which is administered through a team of staff and volunteers. Alexandra or 'Alix' Turner serves as Director. Maribeth Eugene continues her work as Assistant Director/Dispatch. In addition to office staff the town works with MART to provide transportation services for elders and the disabled. Joe Adshade has continued as our 'senior' senior driver, and together with his co-worker Eugene "Geno" Brazeau they make a great team.

We contract Montachusett Opportunity Council, (MOC) to run our lunch program. David James continues as our lunch program coordinator, serving lunch Monday-Thursday in the Center between 11:30 and 12:30 pm. In addition to working for MOC David donates many volunteer hours. He also serves as president of Friends of the Council on Aging. Lunches could not be served without our dedicated volunteer lunch host, John Garofoli. He truly does an amazing job.

### ***The COA Board***

The seven person COA board is appointed by the Selectman. Appointed COA members for 2013 were Chair Michele Macdonald, Mary J. MacLean, Eileen McRell (Secretary), Nicole Kanis, Frank MacGrory, Joe Mule' (Library Director), and in December Jo Agnes Santangelo was appointed. We want to thank the current members for their service and dedication to the mission of the Lancaster Council on Aging.

The board meets the third Wednesday of each month at 9:00 in the Senior Center, though dates may change depending on vacations and other issues. Meetings are posted on the town website, or call the office to confirm the date and time. The COA board provides direction to staff as well as input on the needs of seniors, and sets goals and helps to implement strategies.

### ***Board Goals***

The Board's directive for 2013 was to improve outreach and increase use of the new Senior Center and to reach beyond the walls of the Center to provide services to seniors and their families who may not be familiar with our facility. To reach this goal staff and the board worked to develop more programs to serve the wide variety of seniors in Lancaster. They also worked to improve outreach through increased marketing and public relations. Many of the program offerings were extended to neighboring towns and residents of all ages.

To attain these goals the COA continued to publish "Senior Moments," the newsletter of the COA. About 400 printed copies are distributed in the Senior Center, Town Hall, Library and Post Office; it is also posted on the town website. Approximately 300 people receive email blasts of the full color newsletter, several people pay for subscriptions to cover mailing. It is filled with events, menus, notices and items of general interest to a variety of ages. We post news about programs and events in the local newspapers. We also work with SLCTV, our cable station to get the word out.



March Birthdays at Senior Center, D. James Photo

In addition we send a hand written birthday card to every senior in town over the age of 60, to wish them well and invite them to a monthly party. The beautiful cards were written by Sandy McMinn, and meant to raise awareness of our center and hopefully bring seniors to our doors.

### ***Recurring Supports and Events***

- In addition to special events the COA provides regular services and events weekly. We serve lunch daily, Monday- Thursday in the Center. We also home deliver breakfasts and lunch to those who cannot get out of their homes.
- Another popular meal is our Tuesday morning Pancake Breakfast.
- We host monthly special meals which may be prepared here, or sometimes pot luck. In addition we have special meals such as BBQs and more.
- We maintain a loaner program for durable medical equipment. “New” equipment of all types is donated, maintained and stored here to be loaned free of charge to those that need it. We have a variety of equipment, including canes and walkers, shower seats, wheel chairs, geri-chairs and occasionally hospital beds.
- We have monthly health clinics, the first Tuesday and third Wednesday of each month. Nurse Tamara Bedard visits us here to answer questions and do basic assessments. We also offer specialized clinics, such as flu shot clinics, throughout the year.
- We are host to an intergenerational Community Garden, thanks to Growing Places, a non-profit organization located in nearby Leominster. Our gardens are quite prolific and living proof the adage ‘many hands light work’ is true.
- Bingo is held every Tuesday afternoon at 1 pm.
- Bridge is every Friday in the Center at 1 pm.
- Fitness classes were held, including Line Dancing, Zumba Gold, Gentle Yoga, and Tai Chi.



Tai Chi in the Gym, A Turner photo

### ***Programs 2013***

Following are just a sampling of unique events held in 2013.

*Final Friday’s Special Meals (TGIF)* ***\*Meals have been held on other Fridays as well depending on booking.*** We offered special meals designed to interest all and offer a healthy, social community meal.

- June: Welcoming Pot Luck
- July: BBQ
- August: Ice Cream Social –Thanks to Kimball’s Farm!
- September: Locally Sourced Pot Luck
- October: Spooktacular Costume Party and Lunch

- November: Thanksgiving with Friends and Family Thanks to ***The First Church of Lancaster*** for yummy food and hosting, Henry Livergood for flowers and a wonderful cornucopia. Also to the Lancaster Police Department, and Joe Mule ,Kevin Lamb, Francine Moody, Kathy Lamb, for dessert judging and with over 100 people joining us!
- December: Holiday Party Ham and Turkey thanks to Jessica Prichard, Greg Stirk, John Bowman, David James and 100 attendees.

Field trips were popular too; we visited a variety of destinations including

- Trip to the PEM- Peabody Essex Museum and out to eat. Toured the special Faberge Exhibit, and the historic homes.
- Trip on Amtrak's DownEaster to Portland, then to Peaks Island via ferry. Lots of good eats, shopping and sight-seeing.
- Another DownEaster trip to Freeport for Holiday Shopping. Lots of fun!
- Trip to SE Mass for Nurseries and Westport Winery (and Antonioni's restaurant)
- Holiday light Tour to Tower Hill and the area
- We offered many more too! Some did not fill up, so please join in!

Classes and Workshops were offered, including

- Jewelry Making
- Mosaics
- Fairy House Workshop
- Boxwood Tree Workshops
- Drop in Drawing and Painting Classes
- Cooking Classes
- All ages Line Dancing
- Lots of Fitness Classes- Tai Chi
- Gentle Yoga
- Zumba Gold



COA Mascot Dewey, A Turner photo

Lectures and Seminars We offered a variety of lectures and seminars throughout the year. There were a variety of programs designed to touch on issues important to seniors and the community at large; for example we collaborated with the assessor's office to host a program on Tax Abatements; we also hosted a lecture to demystify health insurance options; we sponsored cooking lessons, drawing lessons, floral arranging and more. These programs were made possible by help from many volunteers; for example, Gretchen Prudence, one of our most dedicated volunteers, logged hundreds of hours with 'one on

one' insurance counseling followed by a seminar from the SHINE home office. We also hosted Nutrition and Cooking classes with Ann Mazzola, which were a treat for everyone in the office. The 'test' for completing the class was to dine on sumptuous, nutritious meals after each cooking class.

### ***MART Van***

Lancaster COA has a long standing relationship with MART (Montachusett Regional Transit Authority). Through an assessment MART provides transportation services for seniors and disabled residents of Lancaster under the management of the COA. This service allows seniors

who do not have other reasonable transportation alternatives to travel in town and to neighboring towns for a variety of services, including medical appointments, food shopping, errands such as the Post Office, pharmacy, town services, barber shops, etc. This service makes it easier for seniors to 'age in home' in a community that does not have other viable public transportation alternatives.

We experienced a sizeable increase in van rides; in 2011 we reported 4,037 individual trips. In 2012 we accounted for 4,985 trips despite instituting a reasonable fee schedule late summer of 2012. Rides to the Senior Center continue to be at no charge, 50 cents within Lancaster and \$1.00 to neighboring towns. For more information contact our transportation line 978 733 4076.

### ***Nutrition and MOC Meals***

Montachusett Opportunity Council (MOC) Elder Services and the COA joined forces to serve meals over seven years ago. Since then meals have been served at the First Church, and then at Bigelow Gardens. In 2011 the meal program moved to the Senior Center shortly after it opened. The lunch program or 'congregate meals' continues to be managed by David James, with help from John Garofoli. Before taking over as site manager David resigned his post as COA Chair and from the LCC Board and Friends of Lancaster Seniors a putting spin on meals!

David James is best known as the East. Pancake breakfasts were am. For \$2 guests enjoyed all the sausage they can eat. Breakfasts and meet with friends or make tradition is expected to continue



Lunch at the Center, D James Photo

shortly after helped found the 501c.3. He has not stopped since,

quickest pancake flipper in the held every Tuesday from 8:30-10 pancakes, orange juice, and are a great way to start the day some new ones. This popular and is welcome to all. On

average 40 people relax over pancakes each week during winter months, and up to 70+ during the summer. Everyone is welcome to join us for lunch served at noon Monday-Thursday. Menus are posted on our website in our newsletter. Feel free to call the Center to reserve if you know you are coming, 978-733-1249 ext. 1103. Otherwise, please just stop in and try it out. Meals are free to all, though MOC suggests a \$2.25 donation, if possible, to offset costs. MOC may be reached at 800-286-3441 for nutrition questions.

MOC and Lancaster also run a Meals on Wheels program. Any senior who is restricted to home is eligible to have a hot lunch brought to their door Monday-Thursday. On Thursdays we offer chilled meals to last the weekend. These meals were served in cooperation with MOC and delivered by staff and volunteers. The COA would like to thank Jay Moody, Pam Laney, Arthur Joseph, Sandra McLearn and Dick D'Agostino and others for their delivery help in 2013.

The senior room opened in the LCC by the town hall this September and the congregate meals have been served there since October of 2011. In 2013 we served 1,792 home meals, or Meals on Wheels and 2,264 ‘congregate’ meals in cooperation with MOC.

### ***Nursing***

Through our assessment to Nashoba Board of Health the COA was supported by our town nurse, Tamara Bedard. Tamara works for Nashoba Nursing and Hospice Service. She hosts a Wellness Clinic at the Senior Center the third Wednesday of the month. Besides blood pressure screening she also offers glucose and cholesterol screening by appointment and provides annual flu and pneumonia shots. In conjunction with the D’Ambrosia Eye Clinic we also offered a vision clinic. This is a very popular service available to people of all ages in Lancaster. Tamara kept scheduled clinics at our housing authority property, Bigelow Gardens, once a month.

In 2013 Tamara visited multiple frail elders and worked with the COA personnel to provide services for them as needed. The town nurse and COA are often the first referral to many services, offering preventative services and occasionally helping those in crises. There is no charge for these services to the recipient, so no one should hesitate to call or visit. We welcome referrals. If there is someone you know who may need care, complete confidentiality is assured. In 2014 there are plans to expand health clinics and health care offerings.

### ***Funding***

Funding for the COA comes from the town’s general fund, which pays for staff, a MART Assessment (restricted to van use only), a MOC assessment and a MHC assessment. The town also received state funding through the “Formula Grant” apportioned based on the population over 60 and administered by the Massachusetts Executive of Elder Affairs. The COA also receives grants for other services and programming. In addition many businesses provide support, including but not limited to Kimball’s Farm, Rota Spring Farm, Mentor Flats Farm, Bob’s Turkey Farm, Shaw’s, Growing Places Garden Project, WHEAT. Many more local businesses and individuals have contributed money and services to the Friends of Lancaster Seniors to support projects of the COA and directly support seniors.

### ***Volunteers***

One of the most positive changes for 2013 was the increase in volunteers offering their services. There is a tremendous need for volunteers, and a wide array of job opportunities. These positions are interesting, fulfilling and help reduce the stress on the limited resources available.



Volunteers building raised beds, A Turner Photo

They are a great gift to the town, and the COA would like to thank everyone who volunteered in 2013. In the short five months between August, when we installed our computer tracking system, and the end of the calendar year in December, we cataloged a conservative estimate of 1,726 volunteer hours. This number is likely low as many volunteers did not use the new system at first. If the town were to pay only minimum wage this would reflect a \$13,808 savings in labor. Volunteers made a very generous gift to the town, and the COA would like to thank everyone who volunteered in 2013.

In summary 2013 was an exciting year for us, with over 300 seniors using the new Center from August through December. We hope we can count on you to join us in 2014.

Alexandra Turner, Director  
Council on Aging

### **Senior Tax Abatement Program (Elder Volunteer Tax Work-Off)** Administered by the Board of Assessors

For anyone 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 their services to the municipality. A subsequent town meeting vote increased this to \$1,000, the maximum currently allowed by law.

Credit for service cannot be at a rate higher than the state's minimum wage. This rate is currently \$8.00 an hour, which translates to 125 hours a year per household. With \$20,000 allocated and at the rate of \$1,000 per participant, there is placement for twenty individuals. In the calendar year 2013 (FY 2014) all twenty slots were filled. Senior workers provided the town with valuable services in many departments, from the DPW to Public Safety, and many of the town hall offices, and the COA.

### **Lancaster Housing Authority**

The Lancaster Housing Authority 449 Main Street has 70 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 2013 the Authority had eleven (11) vacancies.

#### ***Eligibility Requirements:***

- Applicants must be 60 years or older, or handicapped.
- Effective August 9<sup>th</sup>, 2012 the income eligibility is \$45,500.00 for one person and \$52,050.00 for two.
- 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 \$756.00.

Our complex has twelve non-elderly and nine minority status residents. *Our oldest resident is 97 years old.*

***Recreational Activities:***

- Cards and Bingo are played in the Community Room every Wednesday and Friday from 1:30 to 3:30 pm
- Puzzles are ongoing in the Community Room
- The Community Room is available for tenant activities only.

***The Board of Commissioners is as follows:***

Henry Richter, Chairperson  
Daunne Miller, Vice-Chairperson  
M. Judith MacLean, Treasurer

Frank MacGrory, Assistant Treasurer  
Carol Sonia, State Appointee

Each member serves a five (5) year term.

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

Telephone: 978-365-3923

Fax: 978-365-9138

Email: [lancaster.housing@verizon.net](mailto:lancaster.housing@verizon.net)

## **Commission on Disability**

The Lancaster Commission on Disability (COD) continued its active pace in 2013.

The commission undertook important initiatives, provided advice to town organizations and carried out myriad tasks, all designed to support the goals of identifying problems and providing solutions for Lancaster residents with disabilities. The commission continues to strive to make the community more accessible to those who are mobility impaired and have disabilities.

Highlights of the year included canvassing two town neighborhoods to determine firsthand if residents with disabilities might have special needs in the event of emergency or disaster. Such information is held in strict confidence with Lancaster officials handling first response and emergency preparations such as fire and EMT. The information supplements data that has been gathered via a town questionnaire that was distributed over the past several years and is part of a database the COD is building.

With the help of several volunteers, the COD conducted a canvassing session in June in Burbank, Harvard, Packard and Shasta neighborhoods; an October session was conducted in the Lee Street and Settler's Path neighborhoods. These sessions have brought this pilot program to a close, to be summarized for future reference and analysis. The canvassing efforts have served to

inform/educate and also provide awareness to residents on the role of the COD. In the process the COD has also identified for EMT officials some residents who are willing to be helped in the event of an emergency or disaster. Further, the commission has also provided input as relates to persons with disabilities to Chief Hanson for master emergency planning and preparedness purposes. The COD has also developed a list of resources for various disability needs if individuals wish to inquire or reference certain entities that can provide information or assistance.

The COD in 2013 identified and contacted certain public establishments and businesses that needed to meet compliance per the Americans with Disabilities Act (ADA) and the Massachusetts Office on Disability requirements. In addition, the COD has been developing a plan to expand outreach efforts to identify more extensively, businesses and public facilities in need of improvement and /or updates to meet the aforementioned compliance.

In 2013 the COD has monitored, worked with and advised town organizations on projects such as accessibility for the Lancaster Community Center (LCC). Such LCC projects include the planned installation of an elevator, paving and signage for HC accessibility parking and a community garden. Other interface involved Thayer Field Recreation Campus Task Force, making recommendations regarding trails, skating rink, Pellechia Boat launch, and Bartlett Pond, among others. The COD has also made recommendations to expedite plans to renovate the town beach to enable accessibility per ADA requirements.

On June 9<sup>th</sup>, two COD members attended a statewide conference held in Marlborough for all Massachusetts commissions on disabilities. The conference was well-attended and proved to be a valuable resource for the Lancaster COD and an ideal venue to exchange ideas and information with fellow COD groups and learn more about current dynamics regarding the needs and laws of the disabled. On June 23<sup>rd</sup>, the COD had an information table and disseminated literature and Files of Life at the Lancaster Town Day Event. Finally, in 2013 the COD formed the early planning stages for holding an accessibility awareness month for the town, an event to be established in 2014.

The Lancaster COD is a vibrant commission that ultimately enhances the lives of residents and visitors, especially those with disabilities, at almost no cost due to the collective efforts of dedicated volunteers who staff the commission. In a state where over half of the communities do not even have an organized disability commission, Lancaster is playing a progressive role in this area that the Town can be proud of.

Respectfully submitted,  
Michael S. McCue  
Chairman, Lancaster COD



## Office of Veterans' Services

The Office of Veterans' Services is located on the lower level of the Lancaster Community Center behind the Town Hall. Although it is a small office and only staffed on a part-time basis, it is a busy office. Cases range from help with claims through the State Department of Veterans' Services to filings for various issues with the U.S. Department of Veterans' Affairs (VA).

The VA filings can be anywhere from long term disability claims to benefits for burial services. The claims can involve injury or disease related matters and they can be somewhat complex requiring thorough documentation. Visits to clinics and hospitals that are associated with the system are arranged as part of this process. After claims are submitted the follow-up process is key to insure the veteran is not lost in the vast network that is the VA.

To be sure, there are many benefits available to men and women veterans in the area of education, job training, medical evaluation and health services, temporary and long term housing, the welcome home bonus program to name a few. I would encourage any veteran to stop by the office to discuss services that are available to you now or in the future. This can also extend to your immediate family in many cases.

Over the years this office has helped many veterans in town maintain a level of stability that has helped them "weather the storm" so to speak, between low points in their life. It serves all those who have given service to their country in war and peacetime and borne the burden of military duty.

Richard A. Sheppard  
Veterans' Service Officer



Veterans Marching in Memorial Day Parade, Item Photo



NRHS Unified Track Champs, Tania Rich Photo



Lancaster Farmer's Market, M. Moreira photo

## **IV. OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT**

### **Board of Appeals**

Calendar year 2013 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 2013, the highlights of which are listed below:

#### **Comprehensive Permits**

- Muirfield Development, Jones Crossing Development, off of Deershorn Road  
Amendment to Comprehensive Permit, request to waive BOH regulation  
*Approved: 4/25/13*
- CHAPA, Blue Heron Pond Development  
First right of refusal on 550 Blue Heron Drive  
*Voted Not to Purchase: 9/26/13*

#### **Variances / Special Permits / Other Zoning Relief**

- Ventas Realty, Trustee for Kindred Nursing and Rehab, 1675 Main Street  
Zoning relief pursuant to Sections 220-28(A) (Illumination), 220-31 (Size), 220-27(C) (Setbacks and corner clearance) and 220-29(B) (Freestanding signs)  
*Approved: 1/10/13*
- Borrego Solar, 267 Brockelman Road  
Special Permit pursuant to Section 220-8.4(A) (Underground or overhead services)  
*Approved: 1/10/13*
- Shawn Corbett, 39 Brockelman Road  
Special Permit pursuant to Section 220-9(G) (Accessory apartment)  
*Approved: 2/28/13*
- Lancaster Little League, Fields at Mill Street Extension and Packard Street  
Special Permit pursuant to Section 220-30(A) (Temporary signs)  
*Denied: 4/25/13*
- Paul and Rita LeBlanc, 108 Fire Road 12  
Special Permit and Section 6 Finding pursuant to Section 220-51(A) (Non-conforming buildings)  
*Approved: 4/25/13*
- William Putnam, 225 Kaleva Road

Special Permit and Section 6 Finding pursuant to Section 220-51(A) (Non-conforming buildings)

*Approved: 4/25/13*

- 214 Main Street Realty Trust, 214 Main Street  
Zoning relief pursuant to Sections 220-8.5(C) (Retail, service and office uses), 220-11(A) (Yard dimensions) and 220-27(C) (Sign setbacks and corner clearance) and 220-28(A) (Illumination)  
*Approved: 7/25/13*
- Ronald and Linda Abreu, 31B Mountain Laurel Lane  
Special Permit and Section 6 Finding pursuant to Section 220-51 (A) (Non-conforming buildings)  
*Approved: 7/25/13*
- Robert and Linda Martineau, 15 Mountain Laurel Lane  
Special Permit pursuant to Section 220-51(A) (Non-conforming buildings)  
*Withdrawn without Prejudice: 9/26/13*
- Lori Silva, 779 Main Street  
Zoning relief pursuant to Section 220-8.5(A) (Retail, service and office uses)  
*Approved: 9/26/13*
- Richard Burgoyne, 122 Rigby Road  
Special Permit pursuant to Section 220-9(G) (Accessory apartment)  
*Approved: 9/26/13*
- 214 Main Street Realty Trust, 214 Main Street  
Amendment to Special Permit pursuant to setbacks (gas pumps, island, canopy)  
*Approved: 9/26/13*
- Charlene Cabral and Joseph Gleason, 309 Mill Street  
Variance pursuant to Section 220-10(A) (Lot area) and 220-10(B) (Lot frontage)  
*Withdrawn without Prejudice: 10/24/13*
- Project Kars 07 LLC, 500 Old Union Turnpike  
Zoning relief pursuant to Sections 220-29(C) (Attached signs) and 220-31 (Sign exceptions)  
*Approved: 10/24/13*
- Michael Lancelotta, 14 Kinnear Avenue  
Section 6 Finding pursuant to Sections 220-51(A) (Non-conforming buildings) and 220-51(B) (Non-conforming lots)  
*Approved: 10/24/13*
- Eugene and Betty Ann Ogborn, 597 South Meadow Road  
Section 6 Finding pursuant to Section 220-51(A) (Non-conforming buildings)  
*Approved: 10/24/13*



## **Appeals**

- Elephant Realty Trust, 415 Center Bridge Road  
Appeal of Cease and Desist Order for Sale, Rental and Repair of Vehicles  
*Denied: 2/28/13*
- Elephant Realty Trust, 415 Center Bridge Road  
Appeal of Denial of Issuance of a Business Certificate for Automotive Repair  
*Approved: 4/25/13*

## **Other Business**

In January 2013, the Board re-organized and re-elected Scott Miller as Chair, Robert Marshall as Vice-Chair and Francis Sullivan as Clerk. Member John Parsons also stepped down in 2013. The Board thanks him for his years of service to the Town and to the Board.

The Lancaster Board of Appeals is an eight-member 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 Lancaster Community Center. 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 978-365-3326 x1311, [npiazza@lancasterma.net](mailto:npiazza@lancasterma.net) or [jgalliardt@lancasterma.net](mailto:jgalliardt@lancasterma.net). The Board acknowledges the professionalism and support offered by the Community Development and Planning office in completing this year's work.

Respectfully submitted,

Scott Miller, *Chair*

Robert Marshall, *Vice-Chair*

Francis Sullivan, *Clerk, Alternate Member*

Eugene Christoph

David Stadtherr

Sarah Gulliver

Jeanne Rich, *Alternate Member*

## **Planning Board**

Calendar year 2013 proved to be an extremely productive year for the Lancaster Planning Board. During the course of the Board's 20 meetings, a wide range of activities occurred ranging from site plan reviews, stormwater management reviews, special permit reviews, ANR plan reviews, as well as a major re-zoning project and other zoning amendments. The Planning Board reviewed several significant applications in 2013, the highlights of which are listed below:

### **Subdivision Plans**

- Winsor Heights II Subdivision, off Winsor Road  
Amendment to subdivision plan, addition of open space parcels  
*Amended Subdivision Plan Approved: 2/25/13*
- Eagle Ridge Subdivision, off Sterling Road  
*Project Reviews were held on: 11/25/13*

There were continued reviews and inspections at several sites that were approved in previous years, including:

- Eagle Ridge Subdivision, off Sterling Road
- Applebrook Farm Subdivision (formerly Runaway Brook) Subdivision, off Chase Hill Road

### **Site Plans**

- Borrego Solar, Brockelman Road  
Site plan for solar array facility  
*Approved: 1/28/13*
- Nationwide Auto Recycling, Lunenburg Road  
Site plan for relocation of business to adjacent property  
*Approved: 5/20/13*
- Main Street Auto, 214 Main Street  
Site plan for gas station  
*Approved: 6/24/13*
- UGT Solar, Former Shirley Airport, Shirley Road  
Amended site plan for lot size reduction and layout change  
*Approved: 7/8/13*
- ABC Composting, Shirley Road  
Site plan for composting facility  
*Approved: 8/12/13*
- North Lancaster LLC, Lunenburg Road  
Site plan for FC Stars soccer field complex  
*Approved: 8/12/13*
- Nationwide Auto Recycling, Lunenburg Road  
Amendment to site plan for outdoor storage containers  
*Approved: 8/12/13*
- North Lancaster LLC, Lunenburg Road  
Site plan for gas station/convenience store/coffee shop  
*Approved: 8/26/13*
- Nationwide Auto Recycling, Lunenburg Road  
Amendment to site plan for fencing and hours of operation  
*Approved: 9/9/13*
- North Lancaster LLC, Lunenburg Road  
Amendment to site plan for office building and storm shelters  
*Approved: 9/9/13*

- North Lancaster LLC, Lunenburg Road  
Site plan for Agway business relocation  
*Approved: 9/9/13*

There were continued reviews and inspections at sites that were approved in previous years, including:

- Mass. Youth Soccer Association, Old Union Turnpike

### **Special Permits**

- Winsor Heights II Subdivision, off Winsor Road  
Special Permit for Flexible Development  
*Approved: 2/25/13*
- Michael Favreau, 2250 Main Street  
Special Permit for Extended Driveway  
*Approved: 6/10/13*
- North Lancaster LLC, Lunenburg Road  
Special Permit for Coffee Shop Drive-up Window  
*Approved: 9/30/13*
- North Lancaster LLC, Lunenburg Road  
Special Permit for Soccer Complex Extended Driveway  
*Approved: 9/30/13*
- North Lancaster LLC, Lunenburg Road  
Special Permit for Soccer Complex Lighting  
*Approved: 9/30/13*
- North Lancaster LLC, Lunenburg Road  
Amendment to Special Permit for Soccer Complex Extended Driveway  
*Approved: 12/9/13*

### **Stormwater Management Permits**

- Borrego Solar Array, Brockelman Road  
Stormwater Management Permit  
*Approved: 1/28/13*
- McGovern Brook LLC, Lunenburg Road  
Stormwater Management Permit  
*Approved: 5/20/13*
- UGT Solar Array, Former Shirley Airport, Shirley Road  
Amendment to stormwater permit for reduction in impervious surface  
*Approved: 7/8/13*

### **Approval Not Required (ANR) Plans**

- William Putnam  
225 Kaleva Road, 2 building lots  
*Approved: 3/11/13*

- Lancaster Technology Park  
Old Union Turnpike, 3 building lots  
*Approved: 4/8/13*

Daniel Florio

Former Shirley Airport, Shirley Road, 1 building lot, 1 non-buildable lot  
*Approved: 4/22/13*

- James Cichy and Maribeth Pochini  
2029 Lunenburg Road, 2 building lots  
*Approved: 4/22/13*
- Donald Siver  
582 George Hill Road, 1 building lot  
*Approved: 7/22/13*
- North Lancaster LLC  
Lunenburg Road, 6 building lots, 17 non-buildable lots  
*Approved: 8/12/13*
- Jonathan and Ann Smith  
Schumacher Road and Ponakin Road, 3 building lots  
*Approved: 8/26/13*
- North Lancaster LLC  
Lunenburg Road, 5 non-buildable lots  
*Approved: 11/4/13*
- Town of Lancaster  
2121 Main Street, 2 building lots  
*Approved: 11/25/13*
- Paul and Jeanne Rich  
281 Mill Street Extension, 3 building lots  
*Approved: 12/9/13*

### **As-Built Plans**

- None submitted in 2013.

### **61 (A, B) Option to Purchase Land**

- None submitted in 2013.

### **Road Acceptance / Discontinuation**

- Discontinuation of a portion of South Bolton Road  
*Recommendation Approved: 8/26/13*

### **Transportation Projects**

- Intersection Remodeling at Lunenburg Road (Rt. 70) and Old Union Turnpike – proposed roundabout design, in FY12 Regional Transportation Improvement Plan  
*Project Completion: November 2013*



- Intersection Remodeling at Five Corners – proposed merger of Bolton Road and Center Bridge Road, in FY13 Regional Transportation Improvement Plan  
*Project Start: March 2014*

### **Zoning Bylaw Amendments**

- Adoption of Enterprise Zoning District (EZ) and EZ-A Retail Sub-district  
Elimination of the Limited Office (LO) District  
*Approved at Town Meeting: 5/6/13*
- Adoption of Medical Marijuana Moratorium  
*Approved at Town Meeting: 5/6/13*
- Adoption of Poultry Bylaw Amendment  
*Approved at Town Meeting: 5/6/13*
- Zoning Bylaw Clean-up  
*Approved at Town Meeting: 10/28/13*

### **Other Business**

In June 2013, the Board re-organized and re-elected Jeanne Rich as Chair, Francis Sullivan as Vice-Chair and Philip Lawler as Clerk.

### **Master Planning**

The Board continued to carry out the implementation of the ten-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.

In 2013, the Planning Director partnered with the Montachusett Regional Planning Commission (MRPC) to introduce the second phase of the Zoning District Study. This phase proposes to introduce two new Village Districts (Center Village and South Village), and to create the appropriate uses in each district. Several public information sessions and public hearings will be held in 2014 to educate residents, business owners and land owners on the proposal, have a dialogue on the options, and solicit input to be incorporated into the final plan. The final zoning package will be voted on at the Annual Town Meeting in May 2015.

Another product from our relationship with MRPC is the creation of a Housing Production Plan (HPP). The make-up of Lancaster's population, except for the Town's unusually large institutional population, departs little from the pattern of demographics in nearby and similarly situated communities elsewhere regarding age distribution, ethnicity, typical household size, and other housing-related characteristics. Lancaster shares a similar demographic future with those others as projected by State and regional organizations: household size continuing to drop, small growth or possible decline in the school-age population, stability or slow growth in the working age population, and very a sharply growing senior population, as the baby boom generation reaches that age. These projections suggest a growing need for relatively small housing units to

serve smaller households, a continuing need for housing serving starter households, and an accelerating need for senior housing. A crucial part of this strategy is to pursue approval of a Lancaster Affordable Housing Plan under the Mass. Department of Housing and Community Development's Planned Production Regulations and subsequent certification of compliance with that Plan. This plan was completed in 2013, and we will now seek approval from the Board of Selectmen in 2014, and then submit to the State for certification.

### **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 the 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 development, transportation, housing, environment, and geographic information systems. Specifically, the Lancaster Planning Board has worked with MRPC on the following items this year:

- Regional transportation planning
- Route 117 Corridor Study
- Regional trail planning
- Zoning District Study – Phase 1 completion and Phase 2 introduction
- Housing Production Plan
- GIS mapping services

Victor Koivumaki is the current Chair of the MRPC and Lancaster representative from the Planning Board. Noreen Piazza (Planning Director) is the town's 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 on 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.

### **Planning in 2014**

The Board anticipates that 2014 will be equally as productive as the work of the Master Plan implementation continues. Village District zoning and adoption of a Medical Marijuana Overlay

District will be the main focus areas this year, along with continued development of the Route 2 and Route 70 business corridors.

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 enjoyment and well-being of our community.

The Lancaster Planning Board is a five-member 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 978-365-3326 x1311, [npiazza@lancasterma.net](mailto:npiazza@lancasterma.net) or [jgalliardt@lancasterma.net](mailto:jgalliardt@lancasterma.net). For more information on Planning issues in Lancaster, please visit us on the Town's web site: [www.ci.lancaster.ma.us](http://www.ci.lancaster.ma.us).

Respectfully submitted,

Jeanne Rich, *Chair*  
Francis Sullivan, *Vice-Chair*  
Philip Lawler, *Clerk*

Victor Koivumaki  
Tom Christopher

## Conservation Commission

The primary function of the Conservation Commission is to ensure local-level compliance with the Massachusetts Wetlands Protection Act and the Lancaster Wetlands Protection Bylaw and to issue decisions relating thereto 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, and issuing Enforcement Orders (EO) for those who are in violation of the Wetlands Protection Act or Bylaw.

During the course of 2013, the Commission reviewed the following projects:

Filing	Applicant	Location	Action	Date
RDA	Donald Leger	60 Fire Road 1	Approved	1/13
NOI	John Kanis	Pine Hill Road	Approved	1/13
NOI	John and Susanne Barker	220 Fire Road 3	Approved	1/13

NOI	Borrego Solar Systems	267 Brockelman Road	Approved	2/13
COC	M.B. Realty Corp.	450 Old Union Turnpike	Approved	2/13
NOI	Paul and Rita Leblanc	108 Fire Road 12	Approved	3/13
NOI	Robert and Linda Martineau	15 Mountain Laurel Lane	Approved	3/13
EO	David King	6 Mountain Laurel Lane	Approved	3/13
COC	William Putnam	225 Kaleva Road	Approved	4/13
NOI	Robert St. Jean	195 White Pond Road	Approved	4/13
RDA	John Kanis	535 Harvard Road	Approved	4/13
COC	Town of Lancaster	George Hill Road	Approved	4/13
NOI	Town of Lancaster	Bartlett Pond Dam	Approved	5/13
EO	James Soldi	74 Pilgrim Road	Approved	5/13
RDA	Gary Baird	16 Moffett Street	Approved	5/13
NOI	Town of Lancaster	Still River Road	Approved	5/13
RDA	Jeremy and Jessica Pierce	Rigby Road	Approved	6/13
RDA	Jamison VanDyke	40 Fort Pond Lane	Approved	6/13
NOI	Ronald and Linda Abreu	31B Mountain Laurel Lane	Approved	6/13
RDA	Donald Leger	60 Fire Road 1	Approved	6/13
COC	Craig Adams and Loretta Carter	91 Mary Catherine Drive	Approved	7/13
COC	Joe Spinelli	4 Heritage Lane	Approved	7/13
EO	Paul and Jeanne Rich	Mill Street Extension	Approved	7/13
NOI	Jamison VanDyke	40 Fort Pond Lane	Approved	8/13
NOI	Eugene Christoph	32 Russell Lane	Approved	8/13
NOI	David Harper	1539 Main Street	Approved	8/13
RDA	James and Debra Piermarini	150 Fire Road 12	Approved	8/13
COC	John and Susanne Barker	220 Fire Road 3	Approved	8/13
COC	Dan Beaton	Mill Street – Lot 1	Approved	8/13
COC	Dan Beaton	Mill Street – Lot 2	Approved	8/13
EO	Central Mass. Sand and Gravel	Lunenburg Road	Approved	8/13
NOI	YMCA Camp Lowe	Fort Pond Inn Road	Approved	9/13
RDA	Alfred Dentino	431 Brockelman Road	Approved	9/13
NOI	North Lancaster LLC (soccer complex)	Lunenburg Road	Approved	9/13
Amended NOI	Borrego Solar Systems	237 Brockelman Road	Approved	9/13
RDA	Shirley Water District	Chisholm Trail	Approved	9/13
EO	Joe Spinelli	160 Fire Road 12	Approved	9/13
NOI	North Lancaster LLC (gas station)	Lunenburg Road	Approved	10/13
RDA	Assabet Industries	Shirley Road	Approved	10/13
NOI	Joe Spinelli	160 Fire Road 12	Approved	11/13
NOI	Candy Shiveley	220 Fort Pond Road	Approved	12/13

RDA	Keith Rockel	Ballard Hill – Main Street	Approved	12/13
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### **Conservation Areas**

The Commission is looking to the future of several of its conservation areas by developing master plans for each of these areas. A small team has been assigned to create the plan for each of the following areas in 2014:

- Eagle Ridge Conservation Area – off Mary Catherine Drive
- Runaway Brook Conservation Area – off Runaway Brook Road
- Devonshire Estates Conservation Area – off Devonshire Way
- Cook Conservation Area – off Lunenburg Road
- Robert J. Frommer Conservation Area at Bartlett Pond – off Rt. 117 (North Main Street)
- Pellechia Conservation Area and Canoe Launch – off Lunenburg Road
- Winsor Heights Conservation Area – off Winsor Road

The master plans will determine the best conservation and recreational use for each site, along with an implementation plan for bringing these uses to fruition.

### **Land Acquisition**

The Conservation Commission was offered and accepted a donation of two parcels that are part of the Winsor Heights subdivision, located off of Winsor Road. These parcels (approximately 8 acres) will connect to the Parker Family Forest property that is owned by the New England Forestry Foundation. These new Conservation Commission parcels will be known as the Winsor Heights Conservation Area.

### **Bartlett Pond Dam Removal**

The Department of Dam Safety (DDS) determined several years ago that the Bartlett Pond dam is in critical need of repair or removal. The Town of Lancaster is the owner of the property and is responsible for the dam. The Lancaster Conservation Commission oversees the property, but is not directly involved in decisions pertaining to the future of the site because its primary function is to issue permits under the direction of the Department of Environmental Protection.

PARE Engineers, who are retained by the Town to offer design engineering and monitoring services, suggested at an open forum that the projected costs of removal or replacement stood at about \$750,000 for either option. In subsequent meetings, it was agreed that removal would be much less expensive because the sediments are generally free of toxins that would require removal and disposal. Also, it is much more ecologically beneficial to restore it to a free flowing brook.

The Town received a permit from the Conservation Commission to remove the flash boards and debris from the dam, allowing the pond to be drawn down and bringing it into partial compliance with the demands of the DDS. Also, one of two turbines was removed and restored by private

citizens of the Town at no expense, and will be put on permanent display in the park area. Town Meeting then approved \$50,000 from the Capitol Stabilization fund for the design, engineering and permitting for the dam removal.

Several grants have been obtained to defray the costs to the Town for the project. The dam has now been removed. Much of the subsequent work will be done using Town equipment and skill. Final costs to the Town for the dam removal are projected to be significantly less than \$100,000.

Experience has shown that once a dam is removed, it is best to let nature take its course for at least one year before stream enhancements and park redevelopment are undertaken. Several Lancaster residents are actively involved in planning future uses of the site and linking it with adjacent town-owned tracts of land.

Several grants are being pursued to finance these activities. In December, the State approved a 20-year, interest-free loan for \$116,000 towards dam removal and the establishment of paths, park structures and handicap-accessible features. The removal and site improvements will begin immediately after the loan is accepted at the Special Town Meeting in March 2014.

### **Solar Arrays**

Solar energy generating facilities use rows of photovoltaic cells (also known as solar panel arrays) to collect sunlight and produce electricity. Because generation of electric power from solar energy is renewable and does not emit greenhouse gases that might contribute to climate change, it is also known as “green” energy. As an economic incentive for the development of more solar arrays with larger generating capacity, Massachusetts law allows owners of such facilities, depending on the amount of electricity produced, to sell what are known as “net-metering credits” to the power companies that in turn provide the electricity to consumers.



Solar Array under construction, A Detsikas photo

The Conservation Commission has been introduced to the permitting of such facilities over the last two years, gaining an education on their impacts to the natural landscape. Several projects have been reviewed:

- A town-owned 500 kilo-watt solar energy generation facility at the site of the former landfill on Lunenburg Road. The array went live in September 2013.
- A private 6 mega-watt solar energy generation facility at the site of the former Shirley Airport on Shirley Road to be developed by UGT Renewables. Construction is expected to start in early 2014.
- A private 4 mega-watt solar energy generation facility on Brockelman Road to be developed by Borrego Solar Systems. Construction has been completed, and it is set to go on-line in early 2014.

### **Other Business**

The Commission did some re-organization throughout the year, as follows:

- Tom Christopher was appointed as a Full Member
- Nathan Stevens was appointed as a Full Member
- Ruth Anderson stepped up to become a Full Member
- Ken Rapoza resigned in May, but was then re-appointed in July
- Brooke Blew did not seek re-appointment to the Commission
- Eric Schreiber did not seek re-appointment to the Commission
- Cara Sanford did not seek re-appointment to the Commission
- Mark Melican did not seek re-appointment to the Commission
- Ken Rapoza was re-elected as Chair, and Tom Christopher was elected as Vice-Chair
- James Lavalee was appointed as a Full Member

It is with great pleasure that the Commission welcomes our new Conservation Agent, David Koonce. David is a resident of Boxborough and a long-time member of their Conservation Commission. He currently works part-time as a Conservation Agent in the Town of Winchendon, and also the last few years as an agent in Templeton, culminating in over 20 years of combined professional and volunteer experience working in wetlands protection and land conservation.

### **What's New for 2014**

Some of the Commission's upcoming activities in 2014 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 associate members. The Commission meets on the first and third Tuesdays of each month at 7:00 PM at the Lancaster Community Center. 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 978-365-3326 (David x1054, Jeanette x1310), [dkoonce@lancasterma.net](mailto:dkoonce@lancasterma.net) or [jggalliardt@lancasterma.net](mailto:jggalliardt@lancasterma.net). For more information on conservation issues in Lancaster, please visit us on the town's web site: [www.ci.lancaster.ma.us](http://www.ci.lancaster.ma.us).

Respectfully submitted,

Ken Rapoza, *Chair*  
Tom Christopher, *Vice-Chair*  
Peter Farmer  
Ted Manning

Ruth Anderson  
Nathan Stevens  
James Lavalee  
Tom Early, *Associate Member*

## Agricultural Commission

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

During 2013 the Agricultural Commission:

- Promoted/expanded the Lancaster Farmer's Market. The Agricultural Commission would like to thank Steve Piazza for his dedication and service to the Lancaster Farmer's Market for the 2013 season.
- Addressed agricultural concerns that arose throughout the year.
- Worked with Lancaster citizens and facilitated a change to the Lancaster Livestock Bylaw to accommodate chickens.



Farmer's Market, M. Moirera

The Agricultural Commission's goal for 2014 is to continue to work on promoting Lancaster Agriculture and the Lancaster Farmer's Market.

The Agricultural Commission would like to thank Kurt Schuffels for his dedication as a member of the Commission for the past five years; the Lancaster Agricultural Commission would not be where it is today if not for his commitment.

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 Kilbourn, *Chair*  
Peter Jakubowicz, *Vice-Chair*  
Susan Miner, *Clerk/Treasurer*

Eric Jakubowicz  
Maria Moreira



## Energy Commission

The Lancaster Energy Commission is a five-member board whose charter is to advise and make recommendations on energy use, monitoring and energy efficiency measures in Town-owned facilities.

The Commission first started meeting in early 2010, and very quickly created a work plan for each of the Town's facilities. They also worked with the Planning Director and Town Administrator on seeking the Green Community designation and applying for several grants that were made available as a result of the designation.

One of the criteria for becoming a Green Community is that the Town must reduce energy consumption by 20% over the next five years. To achieve this goal, the Commission has undertaken the following actions:

- Energy Efficiency and Conservation Block Grant (stimulus program) – received funding and installed two new heating systems at the Police Station and Central Fire Station, and a controller upgrade on the Library heating system.
- Energy Audits – audits were completed for the Town Hall and the three DPW buildings. Building envelope improvements have been recommended for all these facilities.
- Green Communities Grant – received funding and completed the following energy efficiency measures:
  - Installed lighting upgrades in most of the Town's buildings.
  - Installed two energy controller systems at the Town's two well pumps.
  - Installed new insulation and weatherization measures at the Town Hall, two DPW facilities and at the South Fire Station.
  - Purchased an electric vehicle to replace the Inspectional Services/Assessor's vehicle.
  - Installed new LED lighting at the Library.
  - Ordered new LED street lights; installation will take place in the spring.
- Landfill Solar Array Facility – the array was completed and went live in September 2013. See the Solectria web site for an up-to-the-hour accounting of our energy generation. <http://www.solrenview.com/SolrenView/mainFr.php?siteId=1549>
- Municipal Aggregation – the program was rolled out in 2012. The opt-in rate was 90% of the town's residents that are now saving on their electricity rate compared with the rate from National Grid.
- Solar Hot Water -- teamed up with Beam Engineering this past summer to educate residents about the benefits of solar hot water systems. The "Lancaster Is Solar Hot!" program covered residential solar hot water technology, highlighted the financial



incentives available for such systems, and facilitated the installation of systems at homes that make the best applications. The overarching goal of the program was to increase the knowledge and prevalence of residential solar hot water systems in Lancaster to assist the community in the transition to more financially and environmentally sustainable practices.

- Fuel Management System – the Town is monitoring gasoline and diesel fuel consumption with a new fuel management system, called *Fuel Master*. This monitoring device has been installed in all of the Town's vehicles and on the gas pumps and monitors the amount of fuel consumed by each vehicle.
- Mass Energy Insight – all of the Town's energy usage for the last three years has been entered and monthly reports are now generated for analysis of energy consumption. Department heads and building supervisors now receive monthly reports showing their facility's electricity, oil and propane usage and how it compares with the previous three years.

Last year, it was our goal to have measurable results in the reduction of electricity and fuels by the end of 2012. To date, we are at about 9% reduction in our overall consumption, which includes gasoline and diesel fuels and street lights. Even more measures will be rolled out this coming year.

The Commission will continue to monitor each facility and vehicle and maintain a reporting system that will show fiscal savings, as well as a reduction in our carbon footprint.

The Commission will also provide education and outreach to the Town's citizens. We have a page on the Town's website, and an educational video on the Town's solar array facility is routinely broadcast on the local cable channel. There are also plans to mail an annual newsletter, install informational kiosks, and host energy forums.

The Energy Commission meets on the first Wednesday of each month at 6:30 PM at the Lancaster Town Hall. All citizens are 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, this office welcomes citizen's questions, comments or suggestions. Please feel free to contact us at 978-365-3326 x1311 or at [npiazza@lancasterma.net](mailto:npiazza@lancasterma.net). For more information on Energy issues in Lancaster, please visit us on the Town's web site: [www.ci.lancaster.ma.us](http://www.ci.lancaster.ma.us).

Respectfully submitted,  
Don Atkinson, *Chair*  
David Dunn, *Vice-Chair*

Jay Moody, *Clerk*  
Andrew Detsikas

## **V. PUBLIC SAFETY**

### **Lancaster Police Department**

I truly wish that I could say I was pleased to submit my 17<sup>th</sup> and probably final annual report for the Lancaster Police Department but I cannot do so. The town of Lancaster is in deplorable condition administratively and unless changes are made very soon the town will suffer immensely. Enough said....

The Police Department has had another extremely busy year. The job is very difficult to perform on a daily basis, and providing the police officers with the proper training and equipment is becoming very expensive and time consuming.

In my last year's report I indicated that the Police Department has become very short-staffed and that I intended to discuss adding an additional police officer to the force with the Town Administrator and the Finance Committee; as a result of this meeting it was decided that the town wasn't in a financial position to add another officer, but two possible solutions were developed. First, the Police Department prepared and submitted a school resource officer grant application to the federal government and secondly, it was decided to ask the school department to help fund this position. Neither solution was successful, as the School Committee did not support the request and we were not awarded the grant.

The largest challenge that the Police Department faced this year was that during the month of July the Communications Center in the Police Department was shut down and our dispatch services were moved to Devens; the Town of Lancaster became a member of the Nashoba Valley Regional Dispatch District. A lot of changes occurred when the move took place and we are still working out some existing problems. I want to thank all the dispatchers who worked for the town, some for over twenty years; they did a fantastic job and we miss them very much. The biggest change that took place was that the police station is no longer staffed twenty-four hours a day. The office of the Administrative Assistant is staffed from 8am to 4pm on Monday thru Friday and we have a staff person in the lobby area from 10am until 2pm, also Monday thru Friday. The rest of the time residents or people needing assistance can use a telephone in the outside lobby -- you can pick it up and press line 2; that will connect you to the dispatch center and someone will assist you. Please be advised that none of the telephone numbers to reach the Police Department have changed and there will be no time delay in the Police Department providing our services. This move, while not very popular with some residents and the Police Department, will save the Town of Lancaster approximately \$100k each year.

A review of the Police Department's statistics during the past year indicates that we responded to over 7,500 calls for our services. Besides responding to our own calls the police officers also respond to all ambulance and fire calls and assist as needed. The number of incidents that required further investigation numbered 363, a very small increase from last year. The number of calls for our services and the number of incidents of reported crime takes a great number of manpower hours and reduces the number of hours that officers can spend on pro-active patrol time.

As always, the number one complaint that the Police Department receives from the town's residents is the speed of motor vehicles on our roadways. The police officers dedicate numerous hours to battle this problem. The officers aggressively patrol the areas and numerous citations are issued. Speed and operator error are two of the leading causes of motor vehicle accidents. The number of accidents that the Police Department responded to last year was 163, up from 145. The number of accidents that a community has is directly related to and affects the insurance rates that insurance companies can charge our residents. The rate will climb this year as a result of the increase in accidents. Please drive safely and pay attention to others on the road.

Just another reminder, as I write every year, but for any new residents or first time readers of the report, during the good weather months the Police Department uses two radar trailers to assist us with the speeding motor vehicle problems. The trailers are placed at various locations within the town to warn motorists about the speed limit in the area and the speed at which they are traveling. The location of the speed trailers is determined by the complaints that we receive from residents and the availability of a good safe location to place the trailer. If any resident would like the radar trailer to be set up in their neighborhood and would allow the unit to be placed on their property, please contact the Police Department at 978-365-6308, ext 4.

The Police Department participated in numerous public safety projects during the course of the year. As an update to these projects, the regional dispatch center at Devens is up and running with four communities online. The roundabout at route 70 and Old Union Turnpike has been completed and appears to be functioning as expected; the number of accidents at this intersection have been reduced by a large amount. The traffic congestion/parking at the soccer fields on Lunenburg Road is a work in progress, but the actions that have been taken so far are working. The Five Corners intersection construction project has been awarded and the project will be started during March of 2014.

As always, I would like to thank my Administrative Assistant, Francine Moody, my first sergeant Edwin Burgwinkel, all the police officers and staff, and all other town departments and boards for all the support and assistance they have provided to the Police Department and myself during the year. I would especially like to express my gratitude to Town Administrator Orlando Pacheco for all the support, guidance and leadership that he has provided myself and the Police Department over the years. His loss will be felt town-wide and shouldn't have happened....

Respectfully submitted  
Kevin D. Lamb  
Chief of Police

# Lancaster Police Records Analysis Report

## 01/01/2013 - 12/31/2013

### Case Activity Statistics

Total Offenses Committed:	699
Total Felonies:	154
Total Crime Related Incidents:	317
Total Non Crime Related Incidents:	106
Total Arrests (On View):	60
Total Arrests (Based on Incident/Warrants):	4
Total Summons Arrests:	0
Total Arrests (Unspecified Type):	0
Total Arrests:	64
Total P/C's:	6
Total Juvenile Arrests:	1
Total Juveniles Handled (Arrests):	0
Total Juveniles Referred (Arrests):	1
Total Hearings:	1
Total Summons:	207
Total Open Warrants:	4
Total Open Default Warrants:	0
Total Orders:	14

### Orders

Orders	Occurrence(s)	% of Total
Involving Alcohol	0	0.0%
Involving Drugs	0	0.0%
Involving Illness	0	0.0%
Involving Children	7	100.0%
Total Occurrences	7	100.0%

### Incidents of Crime

Crime Incidents	Occurrence(s)	% of Total
Involving Domestic Violence	5	29.4%
Involving Gang Activity	1	5.9%
Involving Alcohol	0	0.0%
Involving Drugs	5	29.4%
Involving Computers	6	35.3%
Involving Alcohol and Drugs	0	0.0%
Total Occurrences	17	100.0%

### Arrests

<b>Arrests</b>	<b>Occurrence(s)</b>	<b>% of Total</b>
Involving Domestic Violence	8	44.4%
Involving Gang Activity	0	0.0%
Involving Alcohol	8	44.4%
Involving Drugs	2	11.1%
Involving Computers	0	0.0%
Involving Alcohol and Drugs	0	0.0%
<b>Total Occurrences</b>	<b>18</b>	<b>100.0%</b>

### Offense Statistics

<b>Offense</b>	<b>Occurrence(s)</b>	<b>% of Total</b>
Forcible Rape	4	0.6%
Robbery	1	0.1%
Aggravated Assault	7	1.0%
Simple Assault	2	0.3%
Intimidation	4	0.6%
Arson	1	0.1%
Burglary / Breaking and Entering	50	7.2%
Purse-snatching	1	0.1%
Theft from Building	24	3.4%
Theft from Motor Vehicle	4	0.6%
All Other Larceny	27	3.9%
Motor Vehicle Theft	2	0.3%
Counterfeiting / Forgery	1	0.1%
False Pretenses / Swindle	11	1.6%
Credit Card / Automatic Teller	2	0.3%
Impersonation	5	0.7%
Stolen Property Offenses	4	0.6%
Destruction / Damage / Vandalism	32	4.6%
Drug / Narcotic Violations	24	3.4%
Statutory Rape	2	0.3%
Bad Checks	1	0.1%
Disorderly Conduct	2	0.3%
Driving Under the Influence	9	1.3%
Drunkenness	6	0.9%
Liquor Law Violations	1	0.1%
Trespass of Real Property	6	0.9%
All Other Offenses	108	15.5%
Traffic, Town By-Law Offenses	357	51.1%
<b>Total Occurrences</b>	<b>698</b>	<b>100.0%</b>

# Records Analysis Report

## 01/01/2013 - 12/31/2013

### Accidents By Street Name

Street Name	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
Bigelow Rd	0	0	1	0	0	0	0	0	0	0	0	0	1
Blue Heron Dr	0	0	0	0	0	0	0	0	0	1	0	0	1
Bolton Rd	0	0	0	0	1	0	0	1	0	0	0	0	2
Bolton Station Rd	0	1	0	0	0	0	0	0	0	0	0	1	2
Brockelman Rd	1	0	0	0	0	0	0	0	0	0	0	0	1
Center Bridge Rd	0	1	1	1	0	1	0	0	0	0	0	0	4
Chace Hill Rd	0	0	0	0	0	0	0	1	0	0	0	0	1
Duval Rd	0	0	0	0	0	0	0	0	0	0	0	3	3
Forbush Mill Rd	0	0	0	0	0	0	1	0	0	0	0	0	1
Fort Pond Rd	0	0	0	1	0	1	0	0	1	0	0	0	3
George Hill Rd	0	1	0	0	1	0	2	0	0	0	0	0	4
Goss Ln	0	1	1	0	0	0	0	0	0	0	0	0	2
High Street Ext	0	0	4	0	1	0	1	0	0	0	0	0	6
Hill Top Rd	0	0	0	0	0	0	0	1	0	1	0	0	2
Langen Rd	0	1	1	0	1	0	0	0	2	2	1	0	8
Lunenburg Rd	4	1	6	1	0	0	2	1	2	2	1	3	23
Main St	2	0	0	0	1	0	3	1	1	1	0	1	10
McLaughlin Dr	0	0	0	0	0	0	1	0	0	0	0	0	1
Mill St	1	0	1	0	0	0	0	0	0	0	1	1	4
Mill St Ext	0	0	0	0	0	0	0	2	0	0	1	0	3
Mountain Laurel Ln	0	0	0	0	0	1	0	0	0	0	0	0	1
Neck Rd	0	0	1	0	0	0	0	0	1	0	0	0	2
Nicholas Dr	0	0	0	0	0	0	1	0	0	0	0	0	1
North Main St	3	1	3	2	2	1	0	1	1	2	1	2	19
North Shirley Rd	2	0	0	0	1	0	1	0	0	0	0	0	4
Old Common Rd	0	0	0	0	2	1	0	0	0	0	0	1	4
Old Union Tpke	1	0	2	2	1	1	2	0	2	2	2	0	15
Parker Rd	1	0	1	0	0	0	0	0	0	0	0	0	2
Seven Bridge Rd	0	1	1	1	0	0	0	0	0	0	0	2	5
South Main St	2	0	1	0	3	0	1	1	0	0	1	0	9
South Meadow Rd	0	0	1	0	0	0	0	1	0	0	1	0	3
Sterling Rd	0	0	1	0	0	0	1	0	1	1	1	0	5
Sterling St	0	0	0	2	0	0	1	0	0	1	0	1	5
Still River Rd	0	0	0	0	0	0	0	0	1	0	0	5	6
TOTALS	17	8	26	10	14	6	17	10	12	13	10	20	163

# Records Analysis Report

## 01/01/2013 - 12/31/2013

### Property Loss Value By Property Type

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
Alcohol	0	0	0	0	0	0	0	0	25	0	0	0	25
Automobiles	0	0	0	0	0	500	10000	61000	74000	77000	41000	51000	314500
Bicycles	0	0	0	0	0	0	0	128	0	0	0	0	128
Clothes/Furs	0	0	0	0	0	3000	0	0	100	0	0	250	3350
Computer Hardware/Software	250	0	729	0	2961	500	0	0	0	650	250	500	5840
Consumable Goods	200	0	500	0	0	0	0	0	0	0	0	0	700
Credit/Debit Cards	0	0	0	0	0	3080	199	50	20	0	510	0	3859
Drugs/Narcotics	1170	10	60	0	765	0	200	0	0	59886	1150	0	63241
Drug/Narcotic Equipment	200	0	0	0	305	0	0	0	0	0	530	0	1035
Farm Equipment	0	0	0	0	0	0	0	0	1000	0	0	0	1000
Household Goods	0	0	300	0	0	0	0	0	0	0	0	0	300
Jewelry/Precious Metals	17100	15025	500	200	2500	6100	600	0	0	0	2530	10112	54667
Merchandise	175	280	0	0	0	0	0	0	5500	400	233	0	6588
Money	1892	0	1313	10200	2452	11600	1200	0	10	6250	90	0	35007
Negotiable Instruments	2583	0	0	0	0	0	0	0	0	40	0	0	2623
Purses/Handbags/Wallets	0	0	0	0	0	0	0	0	60	0	20	0	80
Radios/TVs/VCRs	0	0	0	0	1135	0	0	0	0	0	1600	0	2735
Recreational Vehicles	0	0	0	0	0	0	0	0	0	0	0	1500	1500
Structures - Single Occupancy Dwellings	300	0	1000	0	500	0	0	0	0	5000	500	10650	17950
Structures - Other Dwellings	0	0	0	0	600	0	0	0	0	0	0	0	600
Structures - Other Commercial/Business	0	0	0	0	0	500	0	0	100	0	0	0	600
Structures - Industrial/Manufacturing	0	0	0	0	0	0	0	0	500	0	0	0	500
Structures - Public/Community	0	0	0	1000	0	0	0	0	0	0	0	0	1000
Structures - Other	400	0	0	0	0	0	550	0	600	1800	0	0	3350
Tools	0	0	0	1799	3300	0	0	0	400	15060	0	834	21393
Vehicle Parts - Accessories	0	190	0	4500	0	200	0	1500	25000	545	200	10	32145
Other	2224	0	1523	6672	1754	1650	575	250	249	6183	645	5172	26897
Pending Inventory	0	0	0	0	0	1	0	0	0	0	0	0	1
<b>TOTALS</b>	<b>26494</b>	<b>15505</b>	<b>5925</b>	<b>24371</b>	<b>16272</b>	<b>27131</b>	<b>13324</b>	<b>62928</b>	<b>107564</b>	<b>172814</b>	<b>49258</b>	<b>80028</b>	<b>601614</b>



## Lancaster Fire Department

The past year has been a busy year for the Fire Department. I would like to start by saying thank you to the town and the residents for supporting and approving the purchase of the SCBA (self-contained breathing apparatus) the fire fighters wear in hazardous conditions. These new air packs will replace the older ones that have met their shelf-life; the new packs will be up-to-date and compliant with the new NFPA standards.



Chief Hanson, Item Photo

The Department experienced an increase in calls for service this year, responding to 351 calls for emergencies. The Department reported 24 fires to the State Fire Marshal's Office. With this increase in calls we had an increase in fires, reporting 10 residential fires, 3 car fires, and 11 fires in out-

buildings or brush. The total estimated dollar loss for these fires was \$609,500. The Department also responded to several neighboring communities to provide mutual aid.

Training continues to be a top priority for the Department. Over the past year we again did not have any physical injuries to firefighters at emergency scenes or on the training grounds, although a couple firefighters were treated for heat-related injuries from working at brush fires during the higher than normal temperatures we experienced this past summer. This again reflects the emphasis placed on the maintenance of our equipment and safety. We also took part in training exercises with other towns and town departments; these sessions allow us to work closely with other departments and to formulate and update action plans for certain incidents we may respond to and allows us to be better prepared.



Firefighter Classroom Training, Brett Collins photo

The Department again had a member move on to a career department and we wish him the best of luck. We were also able to recruit 3 new members with one of them being our first female firefighter. We welcome them all to the Department and wish them the best of luck as well.

The firefighters also took part in several community events this year and promoted fire safety while working these events -- cooking hot dogs and hamburgers at the Old Fashion Community days, Senior chicken BBQ, fire prevention both at the Bolton Fair and the bonfire at the first annual Winter Festival, as well as the Firefighters Association's first pasta dinner at the fire station.



Capt Courtney Manning at Community Days, Item Photo

Along with all the community work, the firefighters volunteered many hours fixing up and repairing the station, giving the lobby a much needed makeover; the upstairs has also been remodeled to a new training room with fresh coats of paint in both areas. In addition, the

South Fire Station exterior was painted over the summer with funds approved by the town. Also the firefighters, along with some local contractors, built a firefighters memorial at the main fire station. This memorial was dedicated on November 29<sup>th</sup> and honors two firefighters who died in the Line of Duty: Firefighter Martin McNamara V and Firefighter Fred McGee.



Firefighter's Memorial, Regina  
Brown Photo

As Emergency Management Director for the town, I have worked with MEMA and MRPC to update and maintain our emergency response plans and find ways to improve our preparedness in the event of an emergency or disaster.

This past year we also experienced a change in our dispatch operations by joining the Nashoba Valley Regional Emergency Communications Center located in Devens. This regional center is made up of four area towns; Harvard, Lunenburg, Devens and Lancaster. We went active on June 18<sup>th</sup> and though there have been some minor changes and bumps in the seven months they have been in operation, they have answered 20,290 calls into the center. We continue to move forward and work out any remaining issues and continue providing emergency services to the four communities.

As the year came to a close we finalized the transition to me taking over as Fire Chief on January 1<sup>st</sup>. As I move in to my new role I look forward to continuing our community outreach and fire prevention efforts to the residents. I will also continue to maintain an open communication with all town departments and committees and look forward to working with everyone and overseeing the fire department and working to keep our residents safe.

In closing I would like to thank Police Chief Kevin Lamb for his help and support in my transition, retired Dispatch Supervisor Kathleen Pierce for her support and assistance in fire alarm, Ambulance Captain Everett Moody, the Board of Selectmen, building inspector Peter Munro, all the firefighters, EMT's, Department of Public Works, Finance Committee and all the town hall employees for their help and support along the way, and to town administrator Orlando Pacheco for his guidance and support over the past year; you have all helped to make my job easier and the department to flourish.

Respectfully Submitted,  
Michael J. Hanson  
Fire Chief/ Emergency Management Director

Records Analysis Report  
01/01/2013 - 12/31/2013

**Fire Incidents by Time and Day**

Time	SUN	MON	TUES	WED	THU	FRI	SAT	TOTALS
1:00 AM	2	2	1	2	2	2	1	12
2:00 AM	0	0	1	0	2	1	1	5
3:00 AM	0	1	0	0	0	0	1	2

4:00 AM	0	1	0	4	1	0	1	7
5:00 AM	0	1	2	2	0	2	0	7
6:00 AM	2	4	1	1	2	4	1	15
7:00 AM	3	1	6	4	1	3	0	18
8:00 AM	2	4	2	1	2	2	1	14
9:00 AM	6	2	4	3	1	3	1	20
10:00 AM	3	2	2	2	2	1	3	15
11:00 AM	6	1	1	4	5	1	1	19
12:00 PM	0	3	5	3	3	1	7	22
1:00 PM	8	2	0	3	2	1	2	18
2:00 PM	5	4	2	7	3	2	1	24
3:00 PM	1	2	1	7	1	5	0	17
4:00 PM	1	3	6	2	7	3	3	25
5:00 PM	5	3	4	5	4	3	4	28
6:00 PM	1	1	2	4	1	1	3	13
7:00 PM	2	4	2	1	2	2	4	17
8:00 PM	1	3	1	0	2	2	3	12
9:00 PM	2	1	2	4	2	3	4	18
10:00 PM	2	1	1	0	0	5	2	11
11:00 PM	0	2	0	1	0	1	2	6
12:00 AM	0	1	0	2	1	1	1	6
<b>TOTALS</b>	<b>52</b>	<b>49</b>	<b>46</b>	<b>62</b>	<b>46</b>	<b>49</b>	<b>47</b>	<b>351</b>

**Incident Analysis**  
**From 01/01/2013 Thru 12/31/2013**

**Major Fires**

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

<u>Date, Number</u>	<u>Occupant Or Owner Name And Address, Property Use</u>	<u>Deaths</u>	<u>Dollar Loss</u>
-			-
9/7/2013 13LAN-256-I	407 SOUTH MEADOW RD 1 or 2 Family Dwelling	0	450,000.00
4/15/2013 13LAN-94-IN	165 BOLTON RD 1 or 2 Family Dwelling	0	80,000.00
11/5/2013 13LAN-310-I	Highway or Divided Highway	0	25,000.00

**Fire And Accident Type Breakdown**

<u>A: Structure Fires By Fixed Property Use</u>	<u>Number</u>	<u>Deaths</u>	<u>Injury</u>	<u>Dollar Loss</u>
1. Private Dwellings (1 or 2 Family)	8	0	0	555,000
2. Apartments (3 or More Families)	2	0	0	0
3. Hotels and Motels	0	0	0	0
4. All Other Residential	0	0	0	0
<b>5. TOTAL RESIDENTIAL FIRES</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>555,000</b>
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	0	0	0	0
11 Storage in Structures	0	0	0	0
12. Other Structures	0	0	0	0
<b>13. TOTAL STRUCTURE FIRES</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>555,000</b>
<b><u>B: Other Fires And Incidents</u></b>				
14a. Fires in Highway Vehicles	1	0	0	2,500
14b. Fires in Other Vehicles	2	0	0	27,000
15. Fires Outside of Structures With Value Involved	4	0	0	20,000
16. Fires Outside of Structures With No Value Involved	2	0	0	0
17. Fires in Rubbish	2	0	0	0
18. All Other Fires	3	0	0	3,000
<b>19. TOTALS FOR ALL FIRES</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>607,500</b>
20. Rescue, Emergency Medical Responses	119	0	0	0
21. False Alarm Responses	116	0	0	0
22. Mutual Aid	20	0	0	0
23a. Hazmat Responses	12	0	0	0
23b. Other Hazardous Conditions	10	0	0	2,000
24. All Other Responses	50	0	0	0
<b>25. TOTAL FOR ALL INCIDENTS</b>	<b>351</b>	<b>0</b>	<b>0</b>	<b>609,500</b>

### False Alarm Responses

<u>Type of Call</u>	<u>Number</u>
1. Malicious, Mischievous Fall Call	0
2. System Malfunction	72
3. Unintentional	40
4. Other False Alarms	4

### Intentionally Set Fires

<u>Type of Fire</u>	<u>Number</u>	<u>Deaths</u>	<u>Injury</u>	<u>Dollar Loss</u>
1. Structure Fires Intentionally Set	0	0	0	0
2. Vehicle Fires Intentionally Set	0	0	0	0

### \$ Loss by Fire District/Incident Type

Fire District	Incident Type	\$ Loss
NORTH	Passenger vehicle fire	2,500
NORTH	Mobile Property (Vehicle) Fire, Other	25,000
NORTH	Building Fire	25,000
<b>NORTH Total Dollar Loss</b>		<b>52,500</b>
CENTER	Fire, Other	1,500
<b>CENTER Total Dollar Loss</b>		<b>1,500</b>

SOUTH	Building Fire	80,000
SOUTH	Electrical Wiring/Equipment Problem, Other	2,000
SOUTH	Fire, Other	1,500
SOUTH	Outside Equipment Fire	20,000
SOUTH	Building Fire	450,000
SOUTH	Mobile Property (Vehicle) Fire, Other	2,000
<b>SOUTH Total Dollar Loss</b>		<b>555,500</b>
<b>Grand Total Dollar Loss</b>		<b>609,500</b>

### Fire District Breakdown

<u>Fire District</u>	<u>Occurrences</u>	<u>Percentage</u>
SOUTH	147	41.9
CENTER	97	27.6
NORTH	86	24.5
BOLTON FIRE	2	0.6
CLINTON FIRE	1	0.3
DEVENS FIRE	1	0.3
GROTON FIRE	1	0.3
LANCASTER FIRE	4	1.1
LEOMINSTER FIRE	1	0.3
MUTUAL-AID / OUT OF TOWN	10	2.8
OTHER	1	0.3
<b>Total</b>	<b>351</b>	<b>100</b>

### Aid Given or Received

<u>Aid Given or Received</u>	<u>Occurrences</u>	<u>Percentage</u>
Mutual aid received	1	0.3
Mutual aid given	19	5.4
Automatic aid given	1	0.3
None	330	94.0
<b>TOTAL</b>	<b>351</b>	<b>100</b>

### Incident Type

<u>Incident Type</u>	<u>Occurrences</u>	<u>% of Total</u>
Fire, Other	2	0.6%
Building Fire	3	0.9%
Cooking Fire, Confined to Container	2	0.6%
Chimney or Flue Fire, Confined to Chimney or Flue	5	1.4%
Mobile Property (Vehicle) Fire, Other	2	0.6%
Passenger Vehicle Fire	1	0.3%
Forest, Woods or Wildland Fire	4	1.1%
Brush, or brush and grass mixture fire	3	0.9%
Outside Rubbish Fire, Other	1	0.3%
Outside Rubbish, Trash or Waste Fire	1	0.3%
Special Outside Fire, Other	1	0.3%

Outside Equipment Fire	1	0.3%
Rescue, EMS Incident, Other	15	4.3%
Medical Assist, Assist EMS Crew	33	9.4%
Motor Vehicle Accident with Injuries	46	13.1%
Motor Vehicle Accident with No Injuries	25	7.1%
Hazardous Condition, Other	1	0.3%
Gasoline or Other Flammable Liquid Spill	3	0.9%
Carbon Monoxide Incident	9	2.6%
Electrical Wiring/Equipment Problem, Other	1	0.3%
Overheated Motor	1	0.3%
Power Line Down	4	1.1%
Arcing, Shorted Electrical Equipment	3	0.9%
Service Call, Other	1	0.3%
Public Service assistance, other	1	0.3%
Unauthorized Burning	6	1.7%
Cover Assignment, Standby, Moveup	26	7.4%
Good Intent Call, Other	2	0.6%
Dispatched & Canceled En Route	12	3.4%
Authorized Controlled Burning	2	0.6%
Smoke Scare, Odor of Smoke	2	0.6%
False alarm or false call, other	4	1.1%
System Malfunction, Other	3	0.9%
Sprinkler Activation Due to Malfunction	1	0.3%
Smoke Detector Activation Due To Malfunction	23	6.6%
Heat Detector Activation Due To Malfunction	7	2.0%
Alarm System Sounded Due to Malfunction	22	6.3%
CO Detector Activation Due to Malfunction	16	4.6%
Unintentional Transmission of Alarm, Other	1	0.3%
Smoke Detector Activation, No Fire - Unintentional	16	4.6%
Detector Activation, No Fire - Unintentional	5	1.4%
Alarm System Sounded, No Fire - Unintentional	14	4.0%
Carbon Monoxide Detector Activation, No CO	4	1.1%
Citizen Complaint	16	4.6%
Total	351	100.0%

## Nashoba Valley Regional Emergency Communications Center

The Nashoba Valley Regional Emergency Communications Center is located at 270 Barnum Road Devens MA. We operate 24 hours a day 365 days a year. The Regional Communications Center handles all 9-1-1 calls, emergency calls, general business calls, after hour DPW calls, requests for animal control, after hour walk-in requests, and dispatch functions for police, fire, and emergency medical services for the towns of Lancaster, Lunenburg, Harvard, and Devens. The Nashoba Valley Regional Emergency Communications Center began operating on June 18, 2013 when the town of Lunenburg was merged into the center. The Town of Lancaster was merged into the center on June 25, 2013 followed by Devens on June 27, 2013.

The Massachusetts State 9-1-1 Department oversees our Enhanced 9-1-1 system. The Regional Center is using a 9-1-1 system known as Vesta Pallas. This equipment is funded and maintained by the State 9-1-1 department. The State 9-1-1 department receives money from telephone

subscribers across the Commonwealth. Every dispatcher we have receives extensive training on how to operate this equipment flawlessly.

The Regional Communications Center is primarily staffed with dispatchers who worked in the communities that we serve. These dispatchers are the backbone of our operation. They are true professionals who are highly trained and skilled. They are our greatest assets:

- Supervisors -- Anthony Newell, Kristina Morin, Robert Moody, and Peter Kinnas.
- Full-timers -- Marilyn Gaughan, Janet James, Damone Ballard, Elizabeth Goldsmith, and Amy Hibbert.
- Per-diem/Part-time -- Shaun Silvia and James Gendron.

Since our opening the Regional Center has been extremely aggressive in the area of continuing education. Members of our staff have attended numerous training classes such as Emergency Medical Dispatch, CPR, active shooter, 9-1-1 refresher, crisis negotiations, disasters & the dispatcher, and suspicious activity training. We will continue to explore additional continuing education opportunities so that we can provide the communities we serve with the best rounded dispatchers possible.

We need to stress that 9-1-1 is for **EMERGENCY CALLS ONLY**. All business calls should be made on our non-emergency business lines. When you dial 9-1-1 with an emergency, please be prepared to give the dispatcher all pertinent information for the specific nature of the call. The dispatcher is responsible to provide emergency responders with the most accurate information possible. Our staff has been trained and certified to provide pre-arrival medical instructions before emergency crews arrive on scene.

If you or a family member has a disability, please come to the Regional Communications Center and we will assist you with filling out a disability form and submit it to the State 9-1-1 department. This information is confidential and will ultimately assist us when and if you should require emergency assistance.

We will strive to provide the highest level of service possible to the communities we serve and offer direct lines of communication to enhance the public safety operations in all four towns we serve. Our operations as a group will allow us to move forward and provide better leverage to bring in additional resources that individually would not be obtainable. If you have a concern or a question please do not hesitate to call me at the Nashoba Valley Regional Emergency Communications Center and I will do everything in my power to resolve that concern or answer your question.

The Nashoba Valley Regional Emergency Communications Center thanks you for your continued support.

Respectfully Submitted,  
Nathan P. Kenney  
Executive Director

## Ambulance Department

The Lancaster Ambulance responded to over 600 calls for service in 2013. Calls range in nature from simple fainting, falls, headache and general weakness to more serious calls like breathing emergency, cardiac and stroke, to major traumatic injuries, traffic accidents etc. This year alone we treated 87 patients as a result of traffic accidents followed by 58 calls for general sickness and 48 for breathing problems. Refer to the chart below for a complete breakdown of calls.

### Lancaster Ambulance Department Breakdown by Dispatch Reasons

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Animal Bite												1	1
Allergic Reaction	2		1	1	2		1	2	3	1	1	1	15
Abdominal Pains	5	2	4	3	4	3	2	3	3	2	3	2	36
Back Pain	4		2	3	4	1		2	2	2	1	3	24
Breathing Problems	4	2	3	4	6	3	4	6	3	4	4	5	48
Cardiac Arrest	1							1					2
Co Poisoning/Hazmat		2	4				1		2	1	3	2	15
Chest Pain / Cardiac	4	3	2	6	4	5	2	3	3	4	3	2	41
Convulsion /Seizure	1	3	3	2	3	2	1	1	1	1	1	1	20
Diabetic Problems	3	2	2	1	3	2			1		1	2	17
Electrocution											1		1
Fall Victim	4	5	1	5	4	1	2	6	7	5	3	2	45
Heat/Cold Exposure		1					4					1	6
Headache			1	2	1		1		3	1	3	1	13
Heart Problems	4			4	3	2			3	1	1	2	20
Hemorrhage/Laceration	1		2	1		1		4	2	1		2	14
Ingestion/Poisoning												1	1
General Sickness	5	8	5	4	4	3	4	6	1	4	8	6	58
Psychiatric Problem	1	1	2	1		1	1		1			2	10
Stroke/CVA	1	2	3	2	3	2	1	1	3	4		3	25
Motor Vehicle Accident	8	4	6	10	9	5	10	5	7	5	8	10	87
Palliative Care Transport	1	1	4		1	2		3	2		3	2	19
Traumatic Injuries	1	2	5	2	4	2	1	2	2	7	3	5	36
Unconscious/Syncope	2	4	3	3	3	3	4	3	2	4	4	2	37
Unknown Problem	5	1	4	3	3	1	2	2	3	4	3	4	35
Totals	57	43	57	57	61	39	41	50	54	51	54	62	626

The business of providing emergency care is constantly changing. The Office of Emergency Medical Services (O.E.M.S.) has been reviewing all Emergency Ambulance Data within the state and has made several changes in order to provide our patients with the best care possible in a timely manner. In the past with very few exceptions when a call came in for emergency service the ambulance would respond and transport the party to the closest hospital, in our case Clinton or Leominster. Now we are required to first evaluate the patient, provide Advance Life Support (A.L.S.) when needed and then transport them to a medical facility that will best suit their needs,



this usually means hospitals located in Worcester like U-Mass, Saint Vincent, Memorial etc. These changes help provide a more aggressive approach to patient care and hopefully a quicker recovery time.

Besides using Advance Life Support (A.L.S.) we are fortunate to have our Medical Director, Dr. Marc Gautreau who lives in the area and also responded to calls with us when available.

This year we've seen two major changes. The first was the closing of the Town's Dispatch Center, which had been located at the Police Station. Communications for all departments was moved to a Regional Dispatch Center located at Devens. This move was a result of the State cutting back on the number of 9-1-1 call centers, making them more cost effective and allowing area towns to shut down their dispatch centers, saving the towns money as well. The Regional Dispatch Center handles communication for all departments for the towns of Lancaster, Lunenburg, Harvard, State Police and Devens Fire. Now all calls for service are routed through the Regional Center and the appropriate service (i.e. Police, Fire Ambulance or DPW) is dispatched.

Earlier this year we were asked to move the ambulance down to the fire station to help save money by closing the ambulance building. Reluctantly we made the move. Leaving our home wasn't easy. However, the move was made and it went fairly smoothly. I want to thank both Chief Lamb and Chief Hanson, along with the members of the fire department, for not only helping us with the move but for making us feel at home. Mike and Kevin provided us with storage space for our equipment along with an office and computer equipment. This enables us to utilize the ambulance software that we have had for years but could only use in a limited capacity, due to not having a connection at the old ambulance building. Until now the only access was through dispatch or my home office. Both departments are working closely together and take advantage of joint training.

Our service continues to donate their time and energy to support various organizations. I would like to thank all the professionals who make up public safety group: Dispatchers, Police, Fire and Department of Public works. And last but certainly not least, I want to thank all the members of the Ambulance Department for their hard work, support and dedication over this past year.

Captain Everett Moody

## **Animal Control Commission**

The Animal Control Commission (ACC) meets in the Senior Center of the Lancaster Community Center 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.

Animal Control Commission Members:

Stephanie S. Frommer, Chair

Erin M. DeCoste, Clerk

Janice H. Johnson

Joyce E. Moody

Kelly E. Quill

Philip Keating

**Animal Control Officer (Phyllis Tower)**

The Lancaster ACO responded to the following calls in 2012:

**ANIMAL CALLS**

**Dogs**

barking	11
found	36
found dead	2
hit by vehicle	3
loose	33
neglected	9
reported missing	26
advice wanted	6
vicious	6
out of town calls	8
violation of bylaw 5b failure to clean up solid waste	1

**Cats**

deceased	5
total calls	24

**Livestock**

13

**Other**

lost parrot	1
-------------	---

**Wildlife**

52

**QUARANTINES 2013**

<b>10 Day Quarantines:</b>	
Dog bite to human	3
Cat bite to human	1
Dog bite to another dog	6
<b>45 Day Quarantines:</b>	
Cat with wounds of unknown origin (current rabies vaccination)	8
Dog with wounds of unknown origin (current rabies vaccination)	1

<b>6 Month Quarantines:</b>	
Cat with wounds of unknown origin (no current rabies vaccination)	4
Dog with wounds of unknown origin (no current rabies vaccination)	1

### **Animal Inspector (Phyllis Tower)**

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

### **ANIMAL INSPECTOR - BARN BOOK**

<b>ANIMAL</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
<b><i>Residences</i></b>	<b><i>66</i></b>	<b><i>56</i></b>	<b><i>49</i></b>	<b><i>45</i></b>	<b><i>40</i></b>	<b><i>35</i></b>
<b>Cattle</b>	85	105	180	242	225	211
<b>Equine</b>	105	112	108	120	118	101
<b>Goats</b>	71	69	29	15	47	53
<b>Llamas/Alpacas</b>	2	2	2	0	0	0
<b>Poultry</b>	948	867	801	770	896	492
<b>Rabbits</b>	12	21	13	20	15	16
<b>Sheep</b>	66	49	16	0	20	30
<b>Swine</b>	17	37	8	14	11	21
<b>Other</b>	1	5	19	35	26	12



Boy Scouts in Memorial Day Parade, S. Munyon photo



Spring Clean-Up at Town Forest, with Help from Lancaster Pac 9, Scott Hunter photo

## VI. OFFICE OF INSPECTIONAL SERVICES

### Building Department

The following is a report of the activities of the Building Department for the calendar year 2013.

Purpose of Building Permit	Number of Permits	Construction Value
<b>Residential</b>		
One family dwelling	22	4,175,000.00
Two family dwelling	0	0
Multi-Family	0	0
Additions & Alterations	106	1,592,176.00
Woodstoves/Pellet	21	51,896.00
Miscellaneous	40	311,485.00
Solar Panels	16	5,648,361.00
<b>Non-residential</b> new construction	6	2,286,850.00
<b>Demolition</b>	3	U/K
<b>Total:</b>	<b>214</b>	<b>14,065,768.00</b>

	Number of Permits	Fees Collected
Building Permit	214	171,265.00
Trench Permits	6	180.00
Plumbing/ Gas permits	202	27,358.00
Wiring permits	150	22,892.25
Weights and measures	10	1,115.00
<b>Total:</b>	<b>582</b>	<b>222,810.25</b>

The purpose of the Massachusetts State Building Code is to establish minimum requirements to safeguard the public safety, health and general welfare through affordability, structural strength, means of egress from facilities, stability, sanitation, light and ventilation, energy conservation and safety to life and property from fire and other hazards attributed to the building environment and to provide safety to firefighters and emergency responders during emergency operations.

The Building Official is authorized and directed to enforce the provisions of this code. The Building Official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the applications of its provisions. Such interpretations, policies and procedures shall be in conformance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

There were 214 Building Permits issued in 2013. This indicates a small decrease from last year, but there has been an increase in construction value. The total of all permits has increased the fees collected. There has been a 48% increase in solar projects from last year, which is a good sign of smart energy use. Some of these solar projects have been constructed on large parcels of acreage. This gives the owners of the properties an optional use for their land, which is very good for the land owners but challenging to developers seeking tracts of land for future developments.

I believe if landowners continue this type of land management, you will see a noticeable decrease in subdivisions and construction of single family homes. This recent type of construction should be monitored closely. This may be all good for the landowner, but it could change how the local economy reacts to the absence of several construction workers and potential families doing business in Town on a long term daily basis.

The citizens of Lancaster should be aware that a building permit must be obtained prior to any construction, alteration, repair, demolition or to change the use or occupancy of a building. There is a penalty to pay if a property owner is observed working without the proper permits, such as plumbing, gas, electrical, trench, and fire department. The Massachusetts State Building Code 780 CMR and local Zoning By-Laws will be strictly enforced. Homeowners must also be reminded to take advantage of the invaluable low cost of smoke and carbon monoxide detectors. Residents should be advised that if there are any questions regarding the permit process to please call the Building Department.

Thanks to all the local departments for their cooperation and continued solidarity; also thanks to the various boards and commissions in the building permit process.

It is with great pleasure that I may serve the Town of Lancaster citizens.

Respectfully submitted  
Peter M. Munro,  
Building Official / Zoning enforcement Officer

## **Plumbing and Gas Inspector**

The purpose of the plumbing and gas code is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation and maintenance or use of plumbing equipment and systems.

There were 202 combined plumbing and gas permits acquired in 2013 for a total fee of \$27,358.00

Plumbing and Gas Inspector  
Fred Delorey

## **Electrical Inspector**

Any addition or alteration to a new or existing electrical system shall be in conformance with the current Massachusetts Electrical Code. Please contact your local Wiring Inspector with any questions.

There were a total of 150 wiring permits issued in 2013. The amount was \$22,892.25

Electrical Inspector  
Alfred (Bud) Roberts

## **Sealer of Weights and Measures**

During the past year this Department has ensured equity and fairness in the market place for both the consumer and merchant while fulfilling the requirements mandated by the Massachusetts State Laws. This was accomplished by inspecting, testing accuracy, adjusting when necessary and sealing all weights and measuring devices used for commercial sales throughout the Town of Lancaster.

Users of sealable weighing and measuring devices were charged \$1,115.00 in fees.

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

Respectfully Submitted  
Ronald Valinski  
Sealer of Weights and Measures





Dedication of Firefighter's Memorial, Regina Brown photo



Ice Carver Puchong Aramphong at Winter Festival, Item Photo



## **VII. PUBLIC WORKS**

### **Board of Public Works**

The Board of Public Works reorganized for the year as follows Chairman, Jim Laite; Clerk John King; Member Ted Manning. Also, during this time the new superintendent of public works Chris Czermak was hired on April, 1<sup>st</sup>.

As I begin my career as DPW superintendent I look forward to working with the residents of Lancaster as well as other boards and commissions alike to improve the existing infrastructure of Lancaster in the most cost effective beneficial manner possible. I would like to thank the Highway; Cemetery/Tree and Water departments for their vast efforts thus far going above and beyond on our most recent projects together completing them under budget and in a very timely fashion making my transition from the private sector to municipal almost seamless.

Christ Czermak  
Superintendent of Public Works

### **Highway Department**

Fiscal year 2013 proved to be a year of personnel changes for the Lancaster Department of Public Works. DPW Superintendent, John Foster III, retired after a lengthy career with the DPW. Additionally, DPW Commissioner, Jack Sonia left his post after serving many years on the board.

The Highway Department completed many projects this year with 3 full time employees. As part of our regular duties the Highway Department maintains over 70 miles of roadway, which includes all drainage, roadside mowing, brush clearing, catch basin cleaning and repairs, street sweeping, installation of new catch basins, culvert repairs and replacement, road side ditch clearing and cleaning, all street and regulatory signage, plus sidewalk maintenance also. We also tied the Cemetery building to the Town sewer saving the town approximately \$20,000.

We added a new pick-up truck with snow plow and a new 44,000 GVW combination sander/dump/plow truck to our fleet of vehicles. The Highway Department maintains and repairs all of its vehicles and equipment with an exception of a few major and/or specialized repairs which get sent out.

Approximately 250,000 feet of centerline street painting was completed. Another 320,000 feet of edge line, 80 stop lines and 28 crosswalks were also painted.

Scott MacDonald  
Highway Department Foreman

## **Cemetery and Tree Division**

As I am about to start my 8<sup>th</sup> year as your Cemetery and Tree foreman, I find that working with the residents of Lancaster has been quite a pleasure, getting to meet new ones while not forgetting the longtime residents.

At this time I would like to welcome our new superintendent and hope that we can continue to work on projects throughout the year.

We once again have depleted the tree budget; however we have done a tremendous job at almost eradicating this year's tree removal list as well.

The cemetery building has been tied in to the town sewer with cooperation of all departments -- water, highway, cemetery and the expertise of the new superintendent in this field -- at a huge savings to the taxpayers. I can't say enough about that after years of using a portable outhouse.

We also have been blessed with a new utility truck to replace the 99 pickup that went beyond repair due to serious frame rot.

This past year we have also been able to utilize the MCI Shirley work crews in maintaining cemeteries and other areas around town; this has helped the department immensely as a force multiplier in keeping up with daily tasks.

On the note of limbs on wires I can't express enough: If it's touching wires don't attempt to clear it yourself! Call the dispatch center and leave it to the pros for safety reasons.

I hope we can continue this type of progress for the good of the town.

Larrie Knoll  
Cemetery/Tree Department Foreman



Cemetery Division's New Truck, C. Czermak photo

## **Water Division**

In 2013 the Water Department pumped a total of 222,519,000 gallons of water, we sold 130,462,345 gallons. For the year of 2013 there were 152 bacteria samples taken at various Massachusetts Department of Environmental Protection (M.D.E.P.) Drinking Water Program approved sights. There were also 9 samples taken for various water quality reports mandated by M.D.E.P. This past year we installed 1000 feet of 12 inch pipe on Neck Road. The Water Division in conjunction with the Highway Division installed the sewer line at Eastwood Cemetery to the town sewage at the intersection of Old Common Road and Mill Street Ext. Last year I reported on the progress of the proposed well located on lower Bolton Road. This year I am happy to report that the site test is complete and our engineering company is now working

with M.D.E.P. in hopefully making this site a future public water supply. Our meter replacement program is still on going with about 100 meters to replace. I ask that when you receive notice for a meter replacement please contact the Water Department to schedule an appointment. As always I ask for your help in conserving water with the outside watering in the year forth coming!!

Respectfully submitted  
Robert Pelletier  
Water Foreman

## **Devens Regional Household Hazardous Products Collection Center**

### **Metrics (FY13 vs. FY12)**

Member residents served were 681 in FY13 vs 491 in FY12, a 39% increase. They constructively disposed of 42,555 vs 40,298 pounds of Household Hazardous Products, a 5.6% increase. Operating revenues were \$74,621 vs. \$61,280, a 22% increase. Operating expenses were \$64,202 vs \$57,327, a 12% increase. Operating surplus was \$10,419 vs. \$3,953, a 264% increase. Cost reduction strategies resulted in \$5,261 decrease in disposal costs.

### **Program Features**

Residents and small businesses enjoyed the opportunity to properly dispose of their toxic waste safely and easily at the Devens Regional Household Hazardous Products Collection Center, also known as DevensHHW. There were nineteen collection days that appropriately and securely collected household hazardous waste such as unused cleaners, leftover paints, pool chemicals, and fluorescent bulbs.

The DevensHHW service also resulted in additional protection to our drinking water supplies. The program was so well received that the town of Ashby joined July 1 and other communities have contacted us to find out how they may join. Average wait times were 3 minutes, so it is an easy-in and easy-out operation. The center is open for customers on the first Wednesday and following Saturday from 9 to noon from March to December. It is located behind 9 Cook Street. More information is available at [www.DevensHHW.com](http://www.DevensHHW.com) or by calling 978-501-3943.

This regional service makes it easier for residents of Ashby, Ayer, Bolton, Devens, Groton, Harvard, Lancaster, Littleton, Lunenburg, Shirley and Townsend to properly manage household toxic waste. In addition the Collection Center is also available to businesses that do not exceed DEP's threshold for Very Small Quantity Generators (VSQGs) and generate less than 220 pounds (approximately 27 gallons) of ignitable, corrosive, reactive, toxic, or hazardous waste or waste oil per month and no acutely hazardous waste.



Firefighters serving up burgers and dogs at “Evening in the Park” Item Photo



Annette Morris being honored for a lifetime of Girl Scouting, Item Photo

## VIII. CULTURE AND RECREATION

### Trustees of the Thayer Memorial Library

During its 151<sup>st</sup> year of free public library service to the citizens of Lancaster, the Thayer Memorial Library sustained turnover on its Board of Trustees and key staff and still managed to record one of its most productive years in recent memory. 2013 was a year that produced increases in membership, attendance, and many general public services.

#### **Budget**

From January to June, the Library operated on the final six months of FY13's municipal appropriation. Likewise, from July to December, the Library operated on the first six months of FY14's municipal appropriation. Table 1 illustrates the Library's Total Appropriated Municipal Income (TAMI) for each fiscal year, affecting calendar year 2013.

<b>TABLE 1</b>			
<b>FY13 AND FY14 TOTAL APPROPRIATED MUNICIPAL INCOME (TAMI)</b>			
<i><b>Fiscal Year</b></i>	<i><b>Months Utilized in Calendar 2013</b></i>	<i><b>TAMI</b></i>	<i><b>% from Previous Fiscal Year</b></i>
FY13	July through Dec	\$262,945	8.56%
FY14	Jan through June	\$285,466	3.76%

Factors that led to an increase in the Library's TAMI in FY14 were largely a result of cost of living adjustments to wages and salaries and an increase to the media budget. The media (*for the sake of this report, media is defined as printed or electronic sources of information including books, ebooks, DVDs, Blu-rays, magazines, compact discs, etc.*) budget line item was drastically cut by nearly 53% in FY10 as a result of the global recession of 2009. It was not until FY14 that Lancaster was able to restore the media line item to FY10 levels.

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 (overseen by the Massachusetts Board of Library Commissioners (MBLC)) in FY13 and expects to do so in FY14 as well. As a result of meeting all of the Commonwealth's requirements for public library service, the Thayer Memorial Library received a FY2013 State Award totaling \$11,913, an increase of more than 11% from the previous year.

Highlights of meeting the requirements of the Massachusetts Board of Library Commissioners (MBLC) over the course of fiscal year 2013 include:

- Maintaining the Library's Minimum Appropriation Requirement (MAR) funded by the Town for both fiscal years.
- Sustaining 49 hours of public service per week.
- Meeting the Materials Expenditure Requirement (MER) by spending at least 16% of the municipal appropriation on books and other media. In FY13, the Library managed



Rainforest Reptiles visit the Library,  
L D'Ambrosio photo





Kids take their prizes under the table, S Mello-Conroy photo

a media budget of \$48,624. More than 67% of FY13's MER was funded using the municipal appropriation.

While the Library met all service standards established by Commonwealth statutes and regulations, it would not have been able to operate as it did throughout calendar 2013 without having augmented the Town's municipal appropriations with non-appropriated or fee-based sources of income. Over calendar year 2013, the Library expended more than \$43,692 in non-

appropriated (*trust fund income, gifts, grants and State Aid*) or fee-generated revenue (*finest, replacement fees and faxing and printing revenue*).

The Library spent \$6,062 of its *State Aid* income over calendar year 2013. Notable State Aid expenditures included purchasing repairs, maintenance services & supplies (\$3,099), office equipment & supplies (\$1,304), providing staff services & travel (\$1,015), public events (\$330), acquiring books & other media for the general collection (\$261), and purchasing miscellaneous services (\$53).

The Library spent \$7,273 of *Trust Fund* income over calendar year 2013. Notable Trust Fund expenditures included acquiring books & other media for the general collection (\$5,575), purchasing office equipment & supplies (\$527), books & other media processing supplies (\$475), providing staff services & travel (\$434), public programs & events for patrons of all ages (\$237), and miscellaneous services (\$25).

The Library manages a *revolving account* used to collect revenue and to make targeted purchases. Notable revolving account expenditures included acquiring books & other media for the general collection (\$3,034), purchasing office equipment, supplies & services (\$2,590), and books & other media processing supplies (\$659).

The Library maintains several *gift & endowment accounts* (*Friends of the Thayer Memorial Library Gift Fund, Nathaniel Dexter Book Fund, Progin Memorial Fund of the Greater Worcester Library Foundation.*) established to estates, and organizations. Over \$24,099 from its gift accounts. include acquiring books & other (\$7,708), providing public programs (\$7,524), purchasing all museum & developing network & web-based *Ancestry.com* and *Heritage Quest* databases)



Wingmasters bring Hawk to Library, D. Ambrosio photo

*Foundation Gift Fund, Rosemary Davis Community Foundation, and Thayer Memorial* accept donations from individuals, calendar year 2013, the Library spent Notable purchases using gift revenue media for the general collection & events for patrons of all ages attraction passes (\$5,644), and services (*Principally subscribing to* (\$2,792).

## **Personnel**

In January, Assistant Director and Adult Services Librarian (ADASL) Nancy Hayes Clune resigned from her post after more than three years of service. Ms. Clune had worked for the Worcester Public Library prior to working in Lancaster, and she brought with her a substantial



Teddy Bear Picnic, Item Photo

set of professional skills that the Library quickly put to good use. Ms. Clune was an excellent programmer and had comprehensive and wide-ranging knowledge of adult literature and the publishing field. Arguably her greatest contribution to the Library was starting a Writers Group which has grown to as many as 5 groups and still continues after her departure. She was an exceptional colleague and an even better friend to everyone on staff. Ms. Clune now works in administration at Springfield Public Library.

The Library hired Karen Silverthorn as its next ADASL in March. Ms. Silverthorn worked for more than two decades at Atlantic Union College's G. Eric Jones Library managing its periodical, interlibrary loan, and circulation departments. Before being hired as the new ADASL, she began her tenure at TML as a volunteer and soon after was hired as a page. Ms. Silverthorn brings with her strong customer service skills, a comprehensive understanding of circulation services, and alacrity assuming all of her new duties.

In May, Library Page Sandy Altucher resigned to assume duties as the Digital Services Librarian for the Lunenburg Public Library. Ms. Altucher worked for TML for nearly a decade and is truly missed. She was a great help troubleshooting network related matters and recommending technological initiatives for the Library to consider pursuing, and was active in administering one of the Library's Writers Groups. Although she worked part-time, Ms. Altucher often volunteered extra hours working on library projects that interested her and greatly outperformed her duties as a page.



Getting ready for library book sale, L. D'Ambrosio photo

With Ms. Silverthorn assuming her duties as ADASL and Ms. Altucher resigning, the Library needed to fill two Page positions. In April, Jo Agnes Santangelo was hired to replace the opening left by Ms. Silverthorn. Ms. Santangelo started as a volunteer at the Library and assisted for several years before being hired in April. She significantly contributed to the Library's 150th Celebration and, specifically, was a substantial force administering the installation of the Library Historical Timeline that is still on exhibit throughout the Library.

The Library did not hire a replacement for the vacated position left by Sandy Altucher. Instead it expanded the existing hours of Library Page Gail Prewandowski. Ms. Prewandowski began working for the Library as a volunteer and was hired as the Saturday Page in 2010. A Lancaster resident all her life, Ms. Prewandowski's professionalism and dedication to her job is nearly unrivaled among the staff.

Throughout the year, many of the staff attended a variety of training seminars in Central Massachusetts which upgraded technical skills in the use of the new integrated library system (ILS) and online databases. In addition, the Library began employing online seminars provided by the American Library Association to further diversify staff technical skills to include such things as managing online social networking service and strategic planning.

## **Building and Operations**

The Library has been in its renovated building for 14 years and the Library Administration is beginning to be faced with maintenance challenges which will likely be a regular feature of management concerns for years to come. The Library plant is no longer new and, indeed, there are still several areas and building operations that predate the newer areas by decades. On balance, however, 2013 included improvements to the Library plant that more than offset difficult and untimely building maintenance encounters.



The Library's book sale was successful. The system was primarily leaking air and an unsubstantial quantity of water. No other damage was sustained resulting from this leak. However, the repair which included replacing six feet of steel pipe did cost the Library nearly \$1,000. Additionally, in December, the Library also sustained a major boiler failure which required more than \$1,250 to repair.

Using grant (The Green Communities grant funding was issued by the Department of Energy Resources (DOER), a division of the State's Executive Office of Energy and Environmental Affairs (EOEEA)) funding administered by the Town Planning Director, Noreen Piazza, the Library was able to replace more than 50 metal halide lamps with LED lamps, located in the Library's interior and exterior. In addition the Library was chosen as one of seven libraries (Lowell, Somerset, Westborough, Attleboro, Randolph, Granby, and Lancaster) in the Commonwealth to participate in the National Grid Light Up Your Library Tour. Recipients received a day of programming hosted by Radio Disney® and aimed at informing the public of methods to be more energy efficient. Moreover, the participating communities competed on Facebook to win an Energy-Efficient Lighting Makeover Contest prize. Lancaster prevailed over the Town of Westborough and the five other libraries to win a \$15,000 prize. Although volunteers are recognized later in this report, enough cannot be said for the effort they and the staff put forth to keep the public engaged in this initiative.



Billboard proclaims Thayer Memorial Library Winner of Light Up Your Library contest, L. D'Ambrosio photo

## **Attendance, Collections, & Use**

Thayer Memorial Library remained the local destination of choice for 21<sup>st</sup> Century library service in 2013. The Library provided a diverse selection of media choices to the public in multiple formats including electronic, print and digital. In addition, programs and events



continued to draw a variety of people of all ages interested in seeing live performances as well as to meet fellow patrons. Local groups, whether municipal or private, had twenty-four hour access to meeting spaces which held groups as big as 68 patrons. Finally, demand to access the Library's Special Collections remained steady in spite of the very limited hours they were available to the public. The Museum was closed all year as a group of volunteers, led by Trustee Steve Piazza, sought to inventory the collection and plan future exhibits.

At the end of December, the Library recorded a slight increase in patronage recording 4,589 registered borrowers, or nearly 2/3 of Lancaster. Library attendance remained robust and is still showing signs of continued growth. The Library began monitoring attendance using a wireless digital counter five years ago and not surprisingly, as publicity and marketing of Library services improved, so followed demand. While celebrating its sesquicentennial last year, the Library recorded attendance figures of more than 61,000 visits – nearly a 10% increase from the year prior. In 2013 this figure continued to grow to more than 68,000 visits without any increase in staffing or hours of operation.

The Library's collection continued to evolve and grow based on public demand. In 2013, the Library's collection grew from 76,798 titles to over 85,000. Downloadable content, a subset of the collection, grew to nearly 22,750 titles with ebooks accounting for more than 75% of that total. The Library subscribed to 138 magazines and newspapers and received an additional 21 subscriptions as gifts. In addition – and thanks in large part goes to the Progin Foundation, the Friends of the Thayer Memorial Library, and the Rosemary Davis Memorial Fund of the Greater Worcester Community Foundation – the Library was able to subscribe to 20 museum and attraction passes.

In 2013, the Library completed its first calendar year using the still very new, open source, integrated library system (ILS), Evergreen (*An integrated Library System is an enterprise resource system for libraries, used among many things to track items owned, bills paid, and patrons who have borrowed*). In 2012, the Library reported total circulation of all titles to be 140,000. In 2013, the Library recorded more than 144,732 check outs for an increase of just over 2.25%. In many cases the public actively utilized the Library's inter-library loan program which brought media from other Commonwealth libraries to Lancaster to meet local demand. Otherwise, content demand that was satisfied by downloading titles increased by more than 38% in 2013. Overall, regardless of how the public acquired their library materials, patron *readership* remained steady, accounting for roughly half of total circulation activity.



The Shackelford kids  
explore fire truck, Item  
photo

The Library provided a wide variety of programs aimed at varying age groups throughout the calendar year. In total, the Library provided the community with 410 programs (123 youth/287 adult) that were attended by more than 4,300 patrons. Many programs were part of an ongoing series and either met once weekly or monthly. Examples of weekly programs included a story hour, four writing workshops, knitting club, Scrabble club, viewings of currently released films, and Building with LEGO Club. Meeting monthly; a third book discussion group led by the Director was added to the two other already in place. Seasonally, the Library conducted a summer reading program for Lancaster's youth.

The Library participated in or hosted several other noteworthy events in 2013 that distinguished themselves either due to their popularity or importance to the history of the Town or Library. In March, the Library attended Massachusetts Library Association's Public Relations ceremony and brought home two prizes for work done in 2012 for the Library's sesquicentennial. The Library received second place honors in the category of Advertisement for the 150<sup>th</sup> Birthday Invitation mailed to everyone in Lancaster. Also, the Library was awarded third place honors in the category of Merchandise for "A General Diffusion of Knowledge" catalog produced for the major exhibit the Library installed in 2012.



Andie Ordnung at Civil War Day, L D'Ambrosio photo

In August, New England Aquarium presented a Tide Pool Open House that drew nearly 100 patrons. In October Library supporters, Andie Ordnung and Kevin Doyle, organized *Civil War Remembered*. In the morning, a group of Civil War Reenactors mustered on the Town Green. Through much of the afternoon, actors in period clothing discussed the art of quilting during the Civil War and, as a finale, Mr. Doyle lectured on The Battle of Ball's Bluff, a skirmish that included soldiers from Lancaster. Finally in November, The Library presented the Chandler Reward of Merit to children's author and illustrator Jarret Krosoczka. Mr. Krosoczka has authored twenty published books—ten picture books, nine graphic novels and one chapter book. His Lunch Lady series has twice won a Children's Choice Book Award, in the "Third to Fourth Grade Book of the Year" category, and was nominated for a Will Eisner Comic Industry Award.

The Library continued to diversify services by displaying in the Reference Room the work of local artists associated with Art on Rotation out of Clinton. As well, the 12<sup>th</sup> annual *Food for Fines* program was again offered to the public. Late fees were waived for all patrons who donated non-perishable food to the cause. This program commenced after Thanksgiving and ran through the week of Christmas. All food donations were collected by Selectman Jean Syria who distributed the food to Lancaster residents.

Over the course of calendar 2013, the Library provided public computers for Internet access and word processing serving on average more than 75 patrons per week. In addition, the Library offered wireless internet access throughout the building for patrons who brought their own wireless devices.

Even when not open for services or Library-sponsored programs, the building was used frequently by local, regional, or state governmental groups, and private agencies for non-library specific meetings or events. Over calendar year 2013, the Library provided around-the-clock access to its meeting rooms (located on the building's ground floor) and recorded more than 250 uses.

Both local town newspapers, *The Item* and the *Lancaster Times & Clinton Courier*, continued to provide the Library space to publicize current programming events on a weekly basis. Major articles regarding the Library were found in local and two regional papers, the Worcester Telegram & Gazette and the Sentinel & Enterprise. In addition, several programs were televised on Sterling-Lancaster Community Television, Channel 99.

The Library thanks Bob Kadlec who has developed and manages its website (<http://thayermemoriallibrary.org/>), which provides direct access to its catalog, databases, (provided by the Massachusetts Board of Library Commissioners (MBLC), Central/Western Massachusetts Automated Resource Sharing (C/W MARS) and the Massachusetts Library System (MLS) program schedule, and regularly updated information about new media additions through the Wowbrary newsletter. Finally, staff member Lisa D'Ambroiso, volunteered her time and skills to reinvigorate the Library's Facebook page in 2013. Lisa updated the Library's page several times a week and her active involvement during the Library's campaign to win the National Grid Lighting makeover cannot be overstated.

### **Donations, In-Kind Gifts, and Volunteers**

The Library maintains several gift accounts that were established to accept donations from individuals, estates, and organizations. Over the course of the year, the Library received more than \$30,500 in gifts from the following people and organizations: Progin Foundation (\$10,000); Rosemary Davis Fund at the Greater Worcester Community Foundation, Inc. (\$8,500); Friends of the Thayer Memorial Library (\$6,000); Thayer Memorial Library Foundation (\$3,000); Alan C. Nichols (\$1,200); The Evander Lewis Family Foundation (\$1,000); Lancaster Garden Club (\$150); Charlotte Follansbee (\$100); Daniel Leonard (\$100); Debora M. Doucette (\$100); Kevin T. Riley (\$100); Anne Short (\$50); Betty and Gene Ogborn (\$50); Emily Rose (\$50); Henry Bowden (\$50); Karen Silverthorn (\$50); Linda And John Ledoux (\$50); Mom's Club of Lancaster/Sterling (\$50); Montachusets Regional Teachers Association (\$50); Colonial Woodcraft (\$50); Frank MacGrory (\$25); Richard Fitzgerald (\$25) and Nancy E. Johnson (\$10).

The Board of Library Trustees also accepted notable non-monetary donations including: Tercentenary of the Lancaster Massacre medallion given by Mary Gray of Danville; NH; four framed photographs from the John T. Goodhue Estate (*Photographs include one of Mrs. John E. Thayer, Seven Bridge Road, Estate of Pauline R. Thayer, and the First Church of Christ Unitarian*); wall clock (in the Director's office) given by Rosalie Tkachuk of Lancaster; and a large rock with over 35 instances of the mineral Chiestolite (aka Lancaster Cross Rock) given by Lancaster resident Charlotte A. Berry.

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 more than 2,300 unpaid volunteer hours of service. Averaging more than 40 hours per week, volunteers saved Lancaster taxpayers nearly \$23,000 in wages. The Thayer Memorial Library volunteers include: Sarah Abare, Reuben Archilla, Sam Aucoin, Emily Bond, Hannah Castner, Catherine Chaisson, Theresa Cloutier, Kyle Cloutier, Lisa D'Ambrosio, Marie Espinola, Johanna Graber, Bob Kadlec, Susan Kadlec, Caroline Ketchum; Ceil Kirby; Michele MacDonald; Monica McCarter; Roy McCoy; Sandy Nowicki, Marilyn Pagé, Gail Prewandowski, Judith Riotta, Gloria Robinson, Irene Roper, John Sallie, Jo Agnes Santangelo, Blake Scanlon, Karen Silverthorn, Jeremy Silverthorn and Melissa Walker.

Gifts in-kind were received from many benefactors, and the Library wishes to recognize the following people and organizations for their services: John Aurin, Paula Castner, Tyke Crowley, Stephen D'Ambrosio, Chris Detsikas, The College Church of Seventh Day Adventists, Kate Engelhardt of Corrective Chiropractic, Sheriff Lewis Evangelidis and the Worcester County Sheriff's Office, Kerry Flathers of the Perkins School, Anne Frantz, Friends of the Thayer Memorial Library, Natasha Dashkovskaya, Kevin Doyle, Mothertown Quilters and Be What Remains..., Lancaster's Assessors Department, Lancaster's Community Development and Planning Department, Lancaster Department of Public Works, Lancaster Friends of the Nashua River, Lancaster Garden Club, Lancaster Girl Scouts, Lancaster Police Department, Susan Latimer, Paul T. Leone, Andrew Linnell, Cyndie Maxfield, Nashoba Regional School System – Early Intervention, Susan Munyon, Andie Ordnung, Marilyn Pagé, Steve Piazza and TEMPO, Corporal Steve Raff & 15<sup>th</sup> Massachusetts Volunteer Infantry, Jon Roper, Emily J. Rose, JoAgnes Santangelo, Hollis Shore, Andrew Simeone, Angela Simms, Bonnie Smith, South Lancaster Academy Student Community Services, Southern New England Conference Camp Meeting, Marion Stoddart, Jean Syria, Winona Wendth, Stephanie Stanton White and Judy Zmijak.

The Library continues to benefit from the services provided through the Town's tax abatement program and wishes to thank those Lancaster residents who help this department meet its services goals.

Respectfully submitted,  
Joseph J. Mulé; Director

## **Historical Commission**

The members were: Michael Sczerzen, Chair, Heather Maurer Lennon, Vice Chair, Joy Peach, Sally Rouleau, Karen Silverthorn, Mark Schryver, and Jean Watson and Associate Members: Catherine Chaisson, Joan Richards and Garrett Sheahan.

The LHC wishes to thank the following persons who have adopted a historic marker in town and have taken responsibility for maintaining each:

- Jean and James Watson - Lover's Lane Old Elm Tree Marker on Center Bridge Road
- Liz and Tom Colley - water trough at Ward Park
- Cemetery Dept. - water trough at North Village
- Michael Sczerzen and Joan Richards - water trough at Lane's Crossing
- Joanne Foster and Alexandra Turner - water trough at the intersection of Center Bridge Road, Neck Road, and Main Street

Anyone interested in adopting a marker may contact the Historical Commission at [LancasterHistoricalCommission@yahoo.com](mailto:LancasterHistoricalCommission@yahoo.com) or at (978) 365-3909. Thank you to Sue Billings and Corinne Walker of the Lancaster Garden Club for coordinating other areas in town. The LHC encourages all town agencies to maintain plantings with appropriate landscape material that will enhance the historical buildings around the Town Green.

The LHC office is presently located at 94 Main Street (the former Philbin Building). The rear entrance is easiest to access the office. Michael Sczerzen, Chair, and Heather Lennon, Vice Chair, have coordinated the office layout. Heather Lennon is also acting as Office Coordinator, organizing, preparing and archiving materials. The dedication of LHC members and two senior tax abatement workers who are assisting is much appreciated. No less than 2,000 volunteer hours have been recorded for 2013.

The LHC continues to respond to requests for genealogy and other town-related queries. Appointments can be scheduled to do onsite research by calling (978) 365-3909. The office is open most Tuesdays from 10:00 a.m. to 2:00 p.m. Many items pertaining to Lancaster's history are available for purchase. Further, the LHC co-sponsors some of the yearly programs of the Lancaster Historical Society.

A grant from the Massachusetts Sesquicentennial Committee of the American Civil War was sought and awarded to Lancaster to erect a marker at 408 Vista Avenue, Eastwood Cemetery, a lot which was a gift from Col. John Thayer to the Washburn Post 93. It may now be used for any local military veteran without means who wants to be interred there.

#### **In 2013 the LHC lead efforts regarding:**

- Prescott Building** -- The Commission's diligent lead successfully brought a warrant article to Annual Town Meeting. The ballot vote at the May 8<sup>th</sup> meeting passed, allowing the Town to move forward with a bond issue to restore the building. The Prescott Building had been vacant for 13 years and the LHC worked with the architects on the conceptual plan to house the LHC on the top floor. A complication resulted in the Town not filing the necessary paperwork with the bond lawyers soon enough. Another warrant article was required for the special Town Meeting October 28<sup>th</sup>. The vote on the article again passed by an overwhelming two-thirds majority vote. Two open houses were held in 2013. The first was on October 5<sup>th</sup> during the Thayer Memorial Library Civil War celebration on the Town Green. The second was held on October 31 in conjunction with the town's first Halloween festival. The LHC wishes to thank Orlando Pacheco, Town Administrator, Noreen Piazza, Planning Director, and Lancaster residents for their strong support in moving the Town forward to "Complete the Green" for more effective use.



The Historical Commission plans to move into the Prescott Building

#### **In 2013, the LHC supported:**

- Bartlett Pond Dam** -- The LHC has been working with the Conservation Commission and town administrator Orlando Pacheco regarding the removal of the Bartlett Pond Dam. Plans are to have both turbines refurbished and erected with historical signage to commemorate this last dam site in Lancaster where water power was utilized to run the machinery.



One of the turbines was restored.

- **First Church of Christ, Unitarian** -- The LHC continues to work with the church Standing Committee and town appointed clock winder John Spencer to pursue a plan to keep the Town Clock preserved and maintained.

#### **Changes in Town:**

- The Dr. J. L.S. Thompson house c. 1849 at 2 Neck Road, presently owned by Dr. Norman Wendth, was damaged in the fall of 2011 by a fire in the kitchen area and is still under restoration.
- The Oliver Baldwin house c. 1800 at 2121 North Main Street was taken for taxes and the LHC was given access to tour the building. A public auction will be scheduled in 2014.
- The building at 57 East George Hill Road called the “Little Book House Museum” once owned by historian Herbert Hosmer was dismantled in October and will be reassembled in some form in New York State.
- The building at 800 Main Street formerly the Lancaster Bank, later the Center Hose House and most recently the town Ambulance Building will be sold. The LHC has concern that its re-use be appropriate as it is located in the Center Village District which is on the National Historical Register.

#### **Accessions 2013**

**Donations** -- The LHC received donations from: Warren Arnold, Marilyn Chambers, John Evans, Marcia Firth, Nat Hawkins, Wayne Hazen, Walt Holmes, Heather Lennon, Elaine Mudgett, Doris Coughlin Lamb, Frank Mitchell, Tom Murray, Joy Peach, Jennifer Schmidt Poulin, Sally Rouleau, David Ross, Michael Sczerzen, Stow Historical Society, Julie Thayer Williams and Jean Watson. A complete listing of the donations can be viewed at the Commission Office.

**Purchases** -- The LHC purchased:

- 2 different sets of the History of Worcester County from John Schumacher-Hardy.
- 7 items of historical value to Lancaster from John-Schumacher-Hardy. A complete listing of these items can be viewed at the Commission Office. This purchase was made in conjunction with a large purchase made by the Lancaster Historical Society.

### **Lancaster Community Center**

The Lancaster Community Center celebrated our second anniversary in June 2013. The Center is located in the former Tercentenary building. It was rehabilitated with financial support from the Town and lots and lots of hours from dedicated people who worked for reduced rates or volunteered their services. The first year was a building year for the Center, raising awareness and understanding and planning for finishing the building. The Center continues to be the hub for human services in Lancaster, housing the Veterans agent’s office, Recreation, the Commission on Disability, as well as the Council on Aging.



The second full year – 2013 – was spent refining policies, staffing, and building and implementing programming in the Center. The Center's growth has been impressive, quickly becoming a popular meeting and event space.

The Board of Selectman approved updated policies for use and rental in 2013. The policies were modeled on other Centers around the state. Space is already in high demand and is allocated according to policy with Town boards and commissions being given top priority for space use. Non-profits and community based organizations come next, then general requests. Space and programming is managed under the direction of Alexandra "Alix" Turner and Maribeth Eugene, who coordinates reservations. They maintain a calendar which is on the Lancaster Community Center webpage of the town website.

The Center includes a gym which was formerly a **cafa**-gym-atorium (or an all-purpose gym space) with an attached commercial kitchen which is not yet in service, offices and a stage. Downstairs, rooms once used for classrooms are now used for meeting space and the Lancaster Senior Center. To bring the building to full code compliance and allow for improved space use the voters of Lancaster approved a capital project - - installation of an elevator on the northeast corner of the Community Center adjoining the Memorial school. The elevator was designed by Paul Lieneck, of Haynes, Lieneck and Smith. Poulin Construction of Sterling was the low bid for the project at an initial bid of \$283,000. They broke ground in the fall of 2013; completion is due during the spring of 2014.



The start of a new elevator. D. James photo

Due to restrictions on use the upper level gym was not used to its full capacity, but it was still popular. A sampling of events hosted in the gym include youth Basketball -- both Lancaster Rec and private leagues -- Soccer practice, Adult Tai Chi, Zumba, Yoga and Volleyball. The gym was home base for Camp C.R.A.F.T's Summer Camp, children's birthday parties, a wedding, and several large meetings! Once the elevator is complete more opportunities will be available.



Playing horse at Camp Craft. Camp Craft Photo

The Center has become a popular meeting and event space. The

Community Meeting room on the lower level is particularly popular. Many commissions and boards have made the room their home base for meetings, including the Board of Health, ZBA, Conservation, and Selectmen. Our local cable station, SLCTV, has wired the meeting room to broadcast live should it be needed. The meeting room is also used for groups that have large attendance such as the Boy Scouts, parties, or groups that need flexible space. Yoga and Tai Chi classes were held in the meeting room. Another popular attraction based in the meeting room is Jon Roper's computer lab and lessons. Jon is a Lancaster resident who has been kind enough to share his technical skills with residents for free one on one computer tutorials. He helped acquire the computers, printers etc. at



Vendors at Old Fashioned Community Days, Item Photo

no cost to the Town, and helps people learn new skills or just update rusty ones on our computers. He has also helped those who bring in their laptops or other electronic equipment. Thanks to Jon for keeping us connected!

The Senior Center is next door to the meeting room and is always busy, for both Senior and other events. Town groups, including the American Legion, call the Center home. The Council on Aging runs the Senior Center

all ages for most events and programs. Please refer to the Council on Aging report for more details about the Senior Center.

The area outside the Center is well landscaped and serves as an extension of the indoor Center as an area to run programming. The grounds are an attraction for children and adults alike. In 2013 a wonderful garden was campus; high raised seniors and community built by students from school in Lexington. Minuteman

Mazzola for Thanks also to Growing for the design, the planting and for volunteers to install the designed high for garden comfortably, though we encourage all ages to garden and enjoy the fruits of their labor. Our rain barrels provide all the water, and the organic compost yielded a bounty of herbs and vegetables.



Archery experts behind Community Center, Camp Craft photo

added to the Center beds were built for the to share. The beds were Minuteman Vocational Thanks to our representative Dan coordinating this project. Spaces Garden Project installation and much of coordinating an army of beds. These beds were seniors to be able to

The Community Center sponsored a free “Evening on the Green” on Monday June 2 starring Rose, Thorn, and Fiddle. It was a lovely evening and a tremendous show with some very talented musicians and dancers.

Later in June the grounds of the Center and the Town Green were home to the Center’s third birthday party, an expanded Old Fashioned Community Home Days held on Sunday, June 23, 2013 in record heat. Many local artists participated in an artisans fair on the green. Residents and the COA held a yard sale/flea market on the drive, the Library held a summer reading book sale at the back door of the library, and local groups added to the fun. For example, 4-H brought farm animals; Lancaster Firemen hosted a wonderful BBQ; Corrective Chiropractic coordinated children’s games; the Lancaster Land Trust, Friends of the Nashua River, Mass Fish and Wildlife and others set up tables; Camp C.R.A.F.T. gave archery lessons; and numerous other organizations participated. Old Fashioned Community Home Days is set for June 1<sup>st</sup>, 2014.



There were numerous programs both in and outside of the Community Center in 2013, a sample includes fitness classes, social media classes, bar-b-ques, game nights, lectures, computer classes, gardening swaps and lectures, field trips, concerts and more. We hope you look to the website for our newsletter and calendar and join us often in 2014.

## **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 recognize and thank Bill & Ann Duggan for coordinating this program. They are truly committed to ensure the success of this youth program.

The Ski Club continued at Wachusett Mountain. Due to the amount of passes sold, we were able to donate 2 Bronze Century Passes to children in the Lancaster Ski Program run by Patti Lane. Thayer Field continues to host many Little League baseball and softball games and practices. The Challenger League for kids with special needs continues to thrive at Thayer Field as well. The Lancaster Adult Co-Ed Softball League completed its eighth year with eight teams participating in the league. This was the first year that the league hosted a successful ALL-STAR tournament, which had great success and brought even more league players together.

The annual Thayer Field Cleanup day, coordinated by the newly formed Thayer Field Campus Committee went off in April working in conjunction with the Lancaster Land Trust and supported by the Thayer Field Foundation. Volunteers came to assist from Lancaster Little League, Lancaster Challenger League and the Adult Co-ed Softball League.

The Town Beach at Spec Pond was open for eight weeks with lifeguards and attendants to oversee safety at the beach. The beach area was raked out and cleaned up by a crew from MCI-Shirley. Plans are underway to make the Town Beach handicapped accessible in the near future. Additional beach sand was donated by Central Mass Sand & Gravel to improve the beach area. A land survey was also conducted to prepare for future expansion of the Town Beach facility.



Fun at Town Beach, Camp Craft photo

The Men's Recreation Basketball Group remains under Lancaster Recreation and will continue to benefit from utilization of the Luther Burbank gymnasium. This group plays Tuesday evenings from September through April and is coordinated by Bill Hackler.

We would like to thank Marcus Lewis of Camp CRAFT for introducing his Day Camp for kids aged 5-13 last summer. Activities included arts & crafts, swimming lessons, tennis, and other general recreation activities. We look forward to the camp returning in summer 2014.

Lancaster Recreation has rebuilt interest with three new members.

Respectfully submitted,  
Susan Smiley, Chair  
Johnna Doyle  
Ted Manning  
Paul Morrison

Jeanne Blauner  
Dondrae May  
Joe Kennedy

## Open Space and Recreation Committee

The Open Space and Recreation Committee came into being with the approval at the 2008 Town Meeting to fulfill the mission *to advance the goals, objectives and actions of the Town's Open Space and Recreation Plan, and to serve as a centralizing forum of this effort.*

The Committee completed the 2009-2016 Open Space and Recreation Plan and it was formally accepted and approved by the Commonwealth of Massachusetts Office of Energy and Environmental Affairs in May 2010. Not taking anything for granted, members of the Open Space and Recreation Committee partnered with other town committees, boards, non-profit groups (such as the Lancaster Land Trust and the Lancaster Friends of the Nashua River) to make progress with the ambitious 7-year action plan.

The Thayer Field Campus Committee, now a separate town committee, arose from our Open Space and Recreation Plan update process and has gained significant recognition and traction supporting a recreation campus in the Town Center.

The Lancaster Trail & Bike Way Coalition was initiated in 2013 with the aim to unify and connect Lancaster's trails both locally and regionally. The Open Space and Recreation Committee appointed two of its members to this coalition (see separate LTBC annual report).

The Open Space and Recreation Committee participated on an exploration team to determine the feasibility of adopting the Community Preservation Act for Town Meeting vote in the future.

The Open Space and Recreation Committee continued to advocate and advise on parcels of interest for land protection, building off of GIS mapping that the Montachusett Regional Planning Commission completed in 2012.

The Open Space and Recreation Committee is moving forward with the implementation of the Open Space & Recreation Plan. As part of this implementation, the OSRC would like to involve the many stakeholders that are beneficiaries of the plan, including:

- Planning Board
- Conservation Commission
- Board of Selectmen
- Town Forest Committee
- Trail & Bike Way Coalition
- Land Trust
- Friends of the Nashua River/Cook CA
- Commission on Disability

- DPW
- Agricultural Commission
- Recreation Committee
- Thayer Field Campus Committee

The OSRC will re-affirm the goals of the OSRP and plan the implementation in order to meet the following goals:

- Water supply protection
- Agricultural land protection
- Forest land protection
- Recreational resource development
- Pedestrian connection development
- Overall land conservation and protection
- Land acquisition

The OSRC Chair, Cara Sanford, stepped down from the Open Space and Recreation Committee in September 2013, having served since 2008. The Committee would like to convey our utmost gratitude to Cara for her Herculean efforts to organize the OSRC and bring forward a stellar OSRP, as well as all the other projects she has sparked: the Thayer Field Recreation Campus Task Force (and the resultant PARC grant application); the Water Resource Task Force; Friends of the Cook; Friends of the Nashua; the resurgence of the Farmers Market; and the Trail & Bike Way Coalition. If it were not for her efforts, the Town of Lancaster would not have nearly as much open space, farmland, forestland, water resource protection, or recreational opportunities. Above it all, she has single-handedly created an environment whereby more cross-communication is happening than ever before between Town boards and between the boards and the citizens of Lancaster.

Thank you, Cara! We will sincerely miss your enthusiasm, guidance and leadership.

## Thayer Field Recreation Campus Committee

2013 brought a great deal of evolution and growth for the established Thayer Field Recreation Campus Project. In furthering the mission to develop Lancaster's 23 acre multi-generational, multi-recreation community campus, the Task Force received Board of Selectman endorsement



Skating at Thayer Field, Item Photo

to become an official town committee with jurisdiction over this recreation parcel. This, coupled with the growth of our town committee and Board of Directors of the private, non-profit Thayer Field Foundation, advanced the project efforts and outreach to even more residents in the town of Lancaster over the past year.

Significant progress was made by establishing our official name, Nathaniel Thayer Memorial Park, coupled with a partnership with our Lancaster Department of Public Works for maintenance and support on the campus. This allowed for five specific areas of focus to be accomplished:

- establishing a campus use calendar whereby the campus would become available for more recreation programs and activities,
- clearing and opening the campus by removing overgrowth and fencing on the campus so people would have a broader view in,

- establishing and clearing a trail network for four season use,
- establishing a permanent home for Lancaster's ice rink, which will have multi-season use by becoming a Bocce and Horseshoe court area.
- building a new concession stand on the campus which can support additional organized events in an effort to generate additional sustainability funding.

Annual Spring clean-up for the campus was completed in April, along with multiple campus work "volunteer" days which truly generated a wider outreach of interest to support future events, involvement and awareness for this project. Increased participation and familiarity with the property/project will continue to promote town wide citizen ownership. The continued enhancements to the Thayer Field Foundation website, [www.thayerfield.org](http://www.thayerfield.org) has netted interest from local realtors and organizations looking to bring recreation programs and activities to the campus. The committee completed its first marketing brochure and sponsorship form and with past engagement with our local officials has netted a soon-to-arrive \$40K grant which will assist the town in financing the next stage of this project, the design/development plans. The Foundation Board of Directors has partnered with Viridian Energy for a renewable energy fundraising opportunity for our supporters as well as working to re-establish a Town of Lancaster telephone directory for 2015.

Our overall intent and focus shall be to foster a close working relationship with many of the other town departments, committees and organizations to keep the positive Events and Recreation offerings continuous on the campus property. The continued support of our town Finance Committee, Community Planner and Board of Selectman in bringing forth the appropriate funding and development definitions to see this project through for the people of Lancaster, will be our 2014 goal.



Parent Iditaron at Winter Festival, Item Photo

As we move into this next project phase of design, development and build, the Thayer Field Campus Committee and the Thayer Field Foundation Board of Directors wish to thank all of our supporters, interested citizens and those within our community that continue to encourage our mission. We look forward to sharing even more recreation elements onto the campus for all to enjoy.

Respectfully submitted  
Susan Smiley



Dewey at Winter Festival, Item Photo

# Lancaster Trail and Bike Way Coalition

## Who Are We?

The Lancaster Trail & Bike Way Coalition (LTBC) was formed in 2013 with the mission of enriching the lives of residents by advancing the development, and ensuring the maintenance, of a diverse system of trails and bike ways, all in a manner that protects the ecologically-sensitive environment.

## Our Goals and Core Values

The LTBC seeks trails and bike ways that promote:

- *Accessibility* – an infrastructure of trails and bike ways that are a part of everyday life and accessible to all people of varying abilities, ages and backgrounds
- *Healthy Lifestyles* – improved fitness, health and well-being for all people through trails and bike ways that offer opportunities for physical activity, recreation, rejuvenation and preventative health care
- *Economic Vitality* – a trail system that contributes to the financial strength and attractiveness of the community by enhancing business opportunities, tourism and property values
- *Sustainable Development* – a trail system that offers alternative transportation opportunities, contributes to the health and vitality of the community, and connects people to nature
- *Best Practices* – innovative, sustainable, and technically sound guidelines that are understood and applied by decision makers in the planning, design, development and construction of high-quality trail systems
- *Experiences in the Outdoors* – responsible and enjoyable opportunities that are afforded to all trail users and enthusiasts
- *Appreciation for the Outdoors* – inspiring trail experiences that cultivate an appreciation for our natural and cultural heritage
- *Learning in the Outdoors* – formal and informal educational and interpretive opportunities that promote understanding of our sense of place
- *Connectivity* – trail systems that link natural and cultural resources within the Town and with surrounding communities

This newly-formed group of trails and bike path enthusiasts will develop a town-wide vision and implementation plan for recreational trails and bike paths throughout Lancaster, and to connect these trails and paths in with other community's trail and path systems.

## Our Charter

The following is an initial charter for the Coalition:

- Assemble team to study and plan for trail and bike path systems throughout Lancaster and in the Region.

- Work with the Montachusett Regional Trails Coalition to connect Lancaster's trails and bike paths with other community's trails/paths.
- Work to connect Lancaster's trails and bike paths with open space parcels, conservation areas, recreational areas and wildlife corridors.
- Develop a trails/bike path inventory and update the Lancaster Trails map accordingly.
- Plan for new trails and bike paths and determine methods and funding sources for their creation and maintenance.
- Promote the Lancaster trails and bike path systems throughout the community and region.



The membership of the Coalition includes representatives from:

- |                                       |   |
|---------------------------------------|---|
| • Community Development and Planning  | • Friends of the Cook Conservation Area |
| • Conservation Commission             | • Friends of the Nashua River           |
| • Open Space and Recreation Committee | • Town Forest Committee                 |
| • Lancaster Land Trust                | • Board of Health                       |
| • Recreation Committee                | • Commission on Disability              |
| • Thayer Memorial Park Committee      | • Public Works                          |

It became evident that Lancaster's trails are mostly informal trails or paths that have never been officially documented or mapped. It also became clear that there are many different groups within Lancaster that are currently working on trail creation and maintenance. It would make sense for these individual groups to team together to try and link these trails and provide connectivity to all of the natural resources in this community, including conservation areas, recreation areas, water bodies, and even cultural and historical sites. This trail plan or vision can also encompass trails for different modalities, including walking/hiking, biking, horseback, dirt bikes/ATVs, snowmobiles, showshoeing, skiing, etc. We are looking to connect these trails so that we have a seamless network of trails and bike paths throughout Lancaster and into surrounding towns.

### Our Work Plan

A three-year work plan is in place to act as the "blueprint" for the Coalition's work. Pieces of the plan include:

- Assemble team to study and plan for trail and bike path systems throughout Lancaster and in the Region.
- Work with the Montachusett Region Trails Coalition to connect Lancaster's trails and bike paths with other community's trails/paths.
- Work with the Open Space and Recreation Committee to connect Lancaster's trails and bike paths with open space parcels, conservation areas, recreational areas and wildlife corridors.
- Develop a trails/bike path inventory and update the Lancaster Trails map accordingly.

- Plan for new trails and bike paths and determine methods and funding sources for their creation and maintenance.
- Promote the Lancaster trails and bike paths throughout the community and region.

## **2013**

### **General**

- Adopt the mission statement and goals/core values
- Identify sub-committees

### **Current Inventory**

- Identify existing trails and ownership – formal and informal
- Identify existing bike ways and ownership – formal and informal
- Identify user group and modality type for each trail/bike way
- Initiate connection of existing trail and bike way systems
- Develop maintenance plans for existing trails and bike ways
- Establish funding sources for on-going maintenance and promotion

### **Marketing/Promotion**

- Develop promotional materials
- Develop and attend trail-related events
- Develop web site

## **2014**

### **New Trail/Bike Way Development**

- Solicit public input for new trails and trail connection routes
- Identify all open space parcels, conservation areas, recreational areas, water bodies, wildlife corridors, cultural sites, historical sites, other points of interest
- Establish connection routes between existing trails and these points of interest
- Establish connection routes between Lancaster trails/bike ways and surrounding town's networks
- Establish funding sources for new trail/bike way development

### **Marketing/Promotion**

- Continue to develop and attend trail-related events
- Develop trails tool box of useful information (maps, trail information, trail rules)

## **2015**

- Begin construction of the new trails and bike ways

### ***In its first year, the LTBC has accomplished the following:***

- Inventory of all existing trails and bike ways
- Trail walks at each of the existing trails



- Town-wide map of all existing formal trails
- Individual trail maps for each existing formal trail
- Maintenance plan for all existing trails
- Signage plan for all existing trails
- Web page and brochure

### Come Join Us!

We meet the second Wednesday of each month, at 6:30 PM, at the Lancaster Town Hall. If interested in joining, contact Noreen Piazza at [npiazza@lancasterma.net](mailto:npiazza@lancasterma.net) or call 978-365-3326 x1311.

### *Happy Trails!*

## **Town Forest Committee**



Spring clean-up at Town Forest.

2013 was a busy year for the Lancaster Town Forest Committee. At the spring clean-up day, with the help of Lancaster Pack 9, we opened up a picnic area next to the parking lot and installed two new picnic tables. In addition, a new trail was cut, connecting an existing trail with Old County Road near Devonshire. In collaboration with the Lancaster Trails and Bikeway Coalition we mapped all of the trails in the forest; the new trail maps are available on the town's website.

With the assistance of the Select Board we added sixty-five more town-owned acres under the management of the Town Forest Committee, increasing the size of the forest to 413 acres. In June we conducted a public forum to gather input for the new ten year management plan for the forest, and we hired a forester to begin working on the plan. Early Autumn, in partnership with Charlie Tinschert from the Nashoba Regional High School Science Department, we installed six permanent inventory plots west of Brockelman Road and hosted a field trip with the Environmental Science students to identify the trees and measure them. This will help us to track growth and changing species composition in the forest over time. Late autumn, the committee hosted a trail walk in partnership with the Nashua River Watershed Association.

At present we are working with a forester and surveyor both to complete the management plan and accurately mark the boundaries of the forest. As always, the public is welcome to explore the town forest and enjoy the opportunity to hike, bird watch, hunt, or just have a picnic and enjoy nature.



New picnic area at Town Forest, Scott Hunter photo



MEMORIAL DAY  
Monday, May 27<sup>th</sup>, 2013 9:00 a.m.  
The Town Green Lancaster Mass

Parade Marshal  
Commander Everett Minigan, American Legion Post 96  
Master of Ceremonies

William W. Bartlett  
Henry Richter  
Henry Richter

Invocation  
Pledge of Allegiance to the Flag  
"America the Beautiful"  
General Logan's Orders  
"Fighting Falcon March"  
Lincoln's Gettysburg Address  
Memorial Address  
Call for Wreath Bearers  
Call for Heritage Group  
Decoration of War Memorials  
"Nearer My God to Me"  
Three Rifle Volley  
"Taps"  
Benediction

Rev. Bob Johansen  
Audience  
Audience and Lancaster Middle School Band  
Kevin Cote  
Lancaster Middle School Band  
Cooper Sarafin  
David C. Meyers  
Henry Richter  
Henry Richter  
Veterans  
Nashoba High School Band  
Post 96 Firing Squad  
Lancaster Middle School Band  
Rev. Bob Johansen

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. Upon returning to the Town Green, "The Star Spangled Banner" will be played by the Nashoba High School Band.

We are here to honor and pay tribute to the men and women 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 whom 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  
Jen Lapen  
Ann Fuller  
Alexandra Turner  
Leslie Montague

Henry Paszko  
Mary Paquette  
Paula Hamwey



George Robinson & Al Russo at Memorial Day, Item Photo



Nashoba Regional High School Band Marching in Memorial Day Parade, Item Photo

## IX. EDUCATION



Our annual report is a great way to share what we are doing and NASHOBA's accomplishments. At 3484 students, we continue to grow with a one percent change from last year at this time. Most of our growth has been in our high school, while our kindergarten classes have been smaller in both Bolton and Lancaster.

### **School Committee**

The school committee spent last year working through some very challenging issues. They debated allowing school choice at our Kindergarten through Grade 8 schools and ultimately voted to discontinue it. The committee deliberated and approved a new educator evaluation based on the new law in Massachusetts. They wrote a social communication policy that provides students and faculty guidelines and expectations when using collaborative software such as Google, Twitter, and Facebook and bringing in their own hardware to school. Security was also high on their list of topics, and the committee authorized a part time NRHS School Resource Officer in partnership with the Bolton Police Department. The committee heard from their audit advisory, and was pleased with the "no findings" result of the annual audit conducted by the auditing firm of Powers and Sullivan.

The committee also worked hard on the district improvement plan with four goals (see website). Under each goal they approved milestones and objectives to show evidence of working toward the goal. These became initiatives supported by the adopted budget put before the voters at annual town meeting. The FY14 budget was a 3.14% increase over the FY 13 approved budget.

### **Schools and Departments**

The District is fully invested in updating our science, technology, engineering and mathematics (STEM) curriculum. We spent last spring updating our science management policy and updated many aspects of how we store and transport chemicals in the high school. A curriculum committee is beginning to explore the NEX GEN STEM curriculum being drafted by the Department of Elementary and Secondary Education (DESE). This work has many parts to it including a team of STEM teachers working on a statewide project for integrating engineering, technology and science together. We also are in partnership with Minuteman High School piloting a new software that helps students to understand the prototype design process using 3-D software and to go from design to build (Project Lead the Way). At the high school, we purchased our first 3-D printer and are using it to foster the engineering process.

Technology continues to be an ever changing component to our educational landscape. Spending the last few years developing our infrastructure with high speed fiber internet capabilities, the district launched its "Bring Your Own Device" (BYOD) initiative for the high

school and mini-pilots in our elementary and middle schools. We have had some growing pains with the initiative in our high school with a weak signal in a few areas, but we are busily addressing each location. Students may bring in e-readers at the elementary and middle schools. We also began to build 1:1 availability by purchasing Chromebook carts for each of the schools.

Our facilities department, under the leadership of Bill Cleary, has continued to infuse new technologies that are more efficient, economical, and green. With the use of high speed riding scrubbers the district's custodians can clean more tiles in less time, using less detergent. Similarly, the new stadium field has enabled us to cut down on use of fertilizers because the grass fields are being used less and are on a relief schedule that allows them to rest between sprayings to allow full impact. The grounds at the high school are coming together nicely with the leveling of the fields by the student parking lot, added parking spaces, and the construction of the new concessions building. While behind schedule and slightly over budget, we are committed to completing the building by late spring 2014. Cost savings on other projects, fund raising and use of internal staff have helped us keep costs down.

In partnership with our communities the District is studying its space and program needs at the high school and will have an interim report by the end of June 2014. Last year's failed science lab project unearthed many areas of the high school that require updating. The school committee recognized the need to put together a community task force that will study the needs and communicate them in a more timely fashion to our community members.

On a cycle identified by DESE, our district undergoes review of our programs. This past year we have started and/or brought to completion the following reviews: Special Education Circuit Breaker Review, Coordinated Program Review (Special Education, Civil Rights, and English Language Learners), and the Title I and Title II Program Review (Underway). We also participated in a review sponsored by the Assabet Valley Collaborative on our school psychologists.

### **Extended Learning Program**

The Department of Teaching and Learning now has a Coordinator for Extended Learning. Our new Coordinator is Laura Dwyer, and she is working with her staff to strengthen the infrastructure of the program so that it can effectively support our new direction. All sites now have four two-way radios, and all site coordinators will soon have their own security system installed on their laptops. Staff has also been reorganized to adequately distribute their talents and appropriately accommodate our growing numbers.

All staff now has two professional development days to update and learn new skills. One of these initiatives is learning basic Sign Language as part of the program's expanded communication strategies.

The Extended Learning program has been adding enrichment activities and allows access to computers for the new technology based programs. Ten Kindles will complement our Reading Clubs and the Future City software has been installed on six computers. We have twelve enthusiastic high school volunteers who help at all three locations several days a month.



### **Retirements in 2013**

Susan Dalton	-	Grade Two Teacher	-	Mary Rowlandson Elementary School
Joanne Johnston	-	Grade Four Teacher	-	Mary Rowlandson Elementary School
Diane Brown	-	Seventh Grade Science	-	Luther Burbank Middle School
Pat Fontes	-	Library and Media	-	NASHOBA Regional High School
Carol Chan	-	Mathematics	-	NASHOBA Regional High School
Kathy McHale	-	Foreign Language	-	NASHOBA Regional High School

### **Athletics Annual Report 2013**

Nashoba athletics enjoyed an exciting 2013. Participation increased with over 550 student-athletes participating in high school athletics (27 sports at the varsity level and a total of 47 teams on an annual basis).



NRHS Girls' Basketball Champs, Tania Rich photo

The girls' basketball team started the year by winning the Division 2 Central Mass. Championship for the first time in school history before losing a tough battle with Medfield in the state final. Boys' basketball team earned a playoff berth for the first time in four years, and the hockey team was co-league champions and posted its best record since 2001. The wrestling team went 22-1 (which is the best record to-date), were ranked 10<sup>th</sup> in the state and were Division 2 Central Mass. finalists. Girls' indoor track was league champions, placed third in the district meet and fourth in the state

meet. Boys' indoor track team was league champions, placed fifth in the district and tenth in the state.

The success continued into the spring as all varsity teams qualified for the postseason. Baseball was undefeated league champions, won the Division 1 Central Mass. Championship for the first time in school history, and made a state final appearance. Softball posted a 16-6 record and was a district semi-finalist. Boys' track and field was league champions and Class B champions; while the girls' team also won the league championship, which was held at Nashoba. Our Unified Track and Field team won the league championship for the second consecutive year.

The fall of 2013 was another successful season for the Chieftains as all varsity teams qualified for playoffs. Boys' cross-country was league champions, placed third in the district meet and 10<sup>th</sup> in the state. Girls' cross-country was league champions for the fourth year in a row and placed fourth at districts. The cheerleading squad placed second in the league competition, third in the region and 11<sup>th</sup> in the state. Field hockey won the league championship for the second year in a row. Golf won the league championship and placed fourth in the district tournament. Volleyball had a remarkable season, earning the best overall record since the program began and qualifying

for playoffs for the first time. Girls' soccer was league champions and both boys' and girls' soccer teams earned the league sportsmanship award. The girls also were selected as the MIAA Division 1 Sportsmanship Award winner. The football team posted a 7-4 record while playing in a new league and with a new statewide playoff system. We also added a unified street hockey team, which played on the old tennis courts.

Overall, Nashoba's sports teams saw a historic year in 2013! Ninety-six percent of our varsity teams qualified for post-season playoffs, we won thirteen league titles, five league sportsmanship awards, two district championships, two state finalists. A total of 110 student-athletes were named to the Mid-Watch League All-Star teams.

### **Nashoba Regional High School**

The high school had 10 National Merit Commended students this year, and three students recognized as National Merit Semi-finalists. From May 2013, we had 37 AP Scholars, 11 AP Scholars with Honor, 28 AP Scholars with Distinction, and 5 National AP Scholars.

Our Lip Dub in November was a huge success, showing the wonderful school spirit at the high school. The entire high school staff, along with community representatives, has been hard at work developing a NEASC self-study report that will identify areas of strength and areas for improvement, and will serve as the first big step in our NEASC reaccreditation process.

### **Computer Science at Nashoba**

We have increased computer science as both a STEM discipline and a means of preparing our students to be college and career ready. We want our students not to just *use* computers but learn coding and computer science to help kids learn in meaningful context. This teaches them that learning is a process and not a product, how to break down complex ideas into simpler parts and how to collaborate with others. The district recently participated in the Hour of Code, a campaign to generate interest in programming. While one goal is to engage students with the complex reasoning skills needed to succeed in computer programming, another is to develop student interest in a field that will comprise more than half of projected STEM jobs over the next several years. Students in grades K-12 joined students across the nation as they engaged in language programming activities. One grade four art teacher had students working with pixel code to create an image, and two physical education teachers had students do simple programming commands that lead students through an obstacle course. In the coming school year, the high school has strengthened its offerings for computer science courses to AP Computer Science, a college-level introductory course in computer science, Projects in Computer Science, offering students the opportunity to produce and develop a software project, Computer Science I, an introductory course in Java and last Introduction to Game Design, which introduces students to computer game programming and design using Windows based programming languages and scripting.

Finally, our district continues to see success with its robotics efforts. Most recently, the Luther Burbank Robo-Lancers Robotics Team, participated in a qualifiers match in Leominster. Twenty-two teams competed; only eight teams were given golden tickets to participate in states. The Robo-Lancers won a trophy for best project presentation and a golden ticket. We also plan

to introduce a Robotics course at Hale Middle School as part of the Project Lead the Way curriculum.

### **Mary Rowlandson Elementary School**



Mrs. Murray's 3rd Grade Class, Laura Friend photo

A community approach between parents and staff members continues to help bring success to the students of the Mary Rowlandson Elementary School.

Academically, the continued efforts by staff, parents, and students were rewarded with achieving a Level 1 status on the MCAS state assessment system. This is the fourth year in a row that students have achieved at a high level and met the state benchmark for student achievement in both English language arts and mathematics.

Rigorous, collaborative, and sustained professional development has been a key factor in Mary Rowlandson's continued academic growth. During the 2013 school year, staff continued their work with the Teaching and Learning Alliance, TLA, to further refine and expand their literacy instruction through the Reader's Workshop model. Teachers have visited each other's classroom to observe focus lessons, small group strategy instruction, and student reading conferences. Because of the success of the implementation of the Reader's Workshop model at Mary Rowlandson, teachers from other towns have visited the school to observe classrooms and learn from staff. Looking ahead to 2014, the focus of professional development at Mary Rowlandson will shift to writing instruction with the goal of implementation of Writer's Workshop at each grade level, K-5.



MRE Parent Volunteer Patty Harris with 2nd grade Lego Go students, Laura Friend photo.

The Mary Rowlandson School Enrichment Program has continued to expand in scope and magnitude. Highly successful programs such as Lego Go!, Hands-On Science, Drama Club, and the Young Writer's Group continue to draw heavy interest from students. New programs, such as the Snow Shoe Club, Mural Club, and Grade 5 Book Club have also seen high participation rates. All programs are facilitated by parent and staff volunteers and are offered at no cost to students. As a result, 220 students have participated in over 25 activities offered both during and after school.



Social Studies Students Discussing Ideas, Laura Friend photo

The PTO also provided a great deal of support throughout the past year. In addition to providing financial assistance for students to attend field trips, the PTO sponsored many educational and inspiring cultural enrichment programs. Some of these programs included the Bamidele Dancers and Drummers, Tanglewood Marionettes, and Music



Technology with Brent Daniels. The PTO also partnered with the Thayer Memorial Library to bring author and illustrator, Jarrett Krosoczka, to speak with the entire school. Krosoczka's visit to the school coincided with his presentation of the Chandler Reward of Merit for excellence in children's and young adult literature by the Thayer Memorial Library.

### **Nashoba Regional High School Class of 2013**

<b>First Name</b>	<b>Last Name</b>	<b>Town</b>	<b>Class Office</b>
Kana	Ervin	Stow	President
Nathaniel	Jacob	Maynard	Vice President
Samuel	Kirschbaum	Stow	Treasurer
Daniel	Gordon	Bolton	Secretary
Alex	Ablavsky	Bolton	Valedictorian
Steven	Tang	Stow	Salutatorian

### **Lancaster Residents**

Kara	Borgilt	Katelyn	Lombardozi
Austin	Cabral	Paul	Louissaint
Alexandra	Campbell	Mackenzie	Maloney
Winthrop	Comley V	Stephen	McAndrews
Tyler	Conrado	Christopher	McCarter
Andrew	Cross	Chad	Morgan
Inana	Dairi	Michael	Muldoon
Victoria	Danby	Benjamin	Nicholson
Britney	Denney	Matthew	Norman
Braden	Doucette	Eunice	Nyasani
Kevin	Dunnells	Lois	Nyasani
Michelle	Duplease	Erin	O'Donnell
Marc	Dykes Jr.	Lindsey	Owen
Evan	Fahim	Alexander	Parker
Robert	Farinelli	Shannon	Perkins
Jamie	Farren	Mark	Pollock
John	Garvey	Ryan	Rhoades
Sadie	Gauthier	Jennifer	Rieth
Molly	Graves	Joseph	Rios
Amanda	Gustafson	Jack	Sarnoski
Bridget	Hannigan	Tianna	Sawers
Matthew	Harris	Andrew	Scialla
Zachary	Hume	Myung-Chun	Shin
Rebecca	Jacobs	Steeve	Sylvain
Kevin	Johnson	Conor	Ursuliak

Matthew	Kelling	Joel	Velez
Patrick	Kennedy	Prashanth	Vennapusa
Daniel	Kennedy	Priyatham	Vennapusa
John	Kilgo	Miguel	Wyman
Nathan	Kittredge	Kelly	Young
Corey	Laite	Zachary	Zerega
Christopher	Legere		

### **Bolton Residents**

Alex	Ablavsky	Courtney	Leaming
Montana	Airey	Zackary	Manyak
Scott	Alfano	Lauren	Mariolis
Jesse	Batson	Kara	McCormack
Ethan	Benjamin	Eileen	McGarry
Ian	Bleecker	Madison	McMullen
Brooke	Bulawka	Fadwa	Mekkaoui
Alec	Caputo	Charles	Miyata
Danielle	Casey	Francis	Miyata
Jeffrey	Cataldo	Daniel	Mullane
Michael	Charbonneau	Elizabeth	Mullane
Stephen	Charbonneau	Michael	Padovano
Christopher	Cole	Rachael	Patten
Katherine	Cole	Julia	Payson
Michael	Cormier	Charles	Phaneuf
Laura	Courtney	Trevor	Pilkington
Evelyn	Cubero	Connor	Pokorney
Garrett	Curran	William	Prigmore
Alexander	Cushing	Nicolas	Raduazo
Anna	DiMario	Mollie	Reich
Jackson	Dischler	Alexander	Rhodes
Helen	Duros	Juliette	Richard
Emma	Dwinells	Emma	Romasco
Richard	Enterkin	Daniel	Sartorius
Andrew	Flaherty	Anna	Schab
Drew	Foster	Brady	Schartner
Owen	Foster	Jordyn	Shamon
Zachary	Gili	John	Sheppple
Elena	Goldman	Kimberly	Slade
Daniel	Gordon	William	Staszewski
Darby	Gould	Emily	Stegner
Mia	Guerriero	Katherine	Tattersall
Bjarne	Hansen	Victoria	Tavares

James	Harvey	Arick	Wade
Sean	Hoffman	Benjamin	Webb
Lindsey	Howell	Brandon	Werner
Samantha	Koury	Margaret	Wheeler
Jared	Kovach	John	Wikoff
Brittania	Kovacs	Caitlin	Wood
John	Lane	Zollie	Yavarow

### Stow Residents

Farris	Allaf-Lynch	Mark	Laskey
Jared	Allard	Michael	Lengieza
Elizabeth	Anderson	Morgan	Livoli
Rachel	Aucoin	Olivia	Magnussen
Isaiah	Basile	Benjamin	Mandelbaum
Louise	Bennett	Alisha	Martin
Brenton	Burgess	Jessica	Miller
Daniel	Cacciatore	Courtney	Mills
Daniel	Cai	Melanie	Nelson
Kelly	Clark	Ekenedilichukwu	Ojukwu
Matthew	Clopeck	Casey	Ondrus
Julie	Czapkowski	Christina	Orlando
Jacob	Denaro	Bret	Perisho
Stephanie	Dodge	Kira	Rasmussen
Avary	Don	Julia	Reverdy
Delaney	Douglas	Gilberto	Rivera
Kyle	Elkins	Matthew	Rixon
Kana	Ervin	Cameron	Rothfuss
Lucas	Estabrook	Kara	Shamsi
Ryan	Farley	Kyle	Shanley
Brendan	Gray	Joel	Sharin
Wyatt	Greene	Louisa	Smith
Zachary	Gross	Mackenzie	Snoddy
Thomas	Guerin	Danielle	Sozio
Tyler	Guilbault	Julia	Sprung
Ryan	Gumbart	Jack	Stafford
Joseph	Hamlin	Ryan	Stephens
Forrest	Hangen	Samia	Stetson
Sean	Hodge	Emily	Suglia
Matthew	Hoff	Steven	Tang
Ariella	Honig	Meghan	Tocci
Madeline	Jenkins	Zachary	Walbridge
Connie	Jiang	Anna	Walsh

Kelsey	Keenan	Zachary	Wilson
Samuel	Kirschbaum	Charlotte	Young
Allison	Koch	Kelsie	Zeliff
Tess	Kremer	Rachel	Zelle
Christopher	Lamplough		

### **Graduates from Other Towns**

Adam	Willis	Berlin
Bradley	Couture	Clinton
Aaron	Gonzalez	Clinton
Josiah	Burg	Fitchburg
Jordan	Edmonds	Harvard
Preeti	Saha	Hudson
Samantha	Bliudnikas	Leominster
Kristen	Chila	Leominster
John	Churcher Jr	Leominster
Kayla	Cross	Leominster
Markiesh Lloyd	Harmon	Leominster
Korinna	Hudson	Leominster
Peter	Mason	Leominster
Ian	Coull	Lunenburg
Brett	Hopkins	Lunenburg
Catalina	Damarati	Marlborough
Sorin	Vatasoiu	Marlborough
Nathaniel	Jacob	Maynard
Jean-Luc	Marjollet	Maynard
Sarah	McDowell	Maynard
Evanthia	Tully	No. Chelmsford
Stephanie	Barney	Sterling



## **2013 ANNUAL REPORT TO THE TOWN OF LANCASTER**

### **MINUTEMAN REGIONAL HIGH SCHOOL**

758 Marrett Road, Lexington, Massachusetts 02421

## **Minuteman Regional Vocational Technical School District**

### **About Minuteman**

Minuteman is a four-year public high school in Lexington, Massachusetts founded in the Career and Technical Education tradition. Minuteman serves the member towns of: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston and teaches more than 700 diverse young men and women from local communities across eastern Massachusetts. Minuteman is a Revolution in Learning, preparing every student for success in college, industry and life.

### **Lancaster Enrollment**

As of October 1, 2013, twenty-six high school students and one post-graduate student from Lancaster were enrolled at Minuteman providing a full time equivalent (FTE) of twenty-seven residents of Lancaster.

While attending Minuteman, these students receive a number of benefits:

- **Experience the Modern American High School.** Minuteman offers a distinctly modern learning experience where students venture beyond a traditional high school curriculum to explore their interests and discover their passion, whether that's Bio-technology, Robotics, Environmental Technology, or something else entirely from among our twenty majors.
- **Believe in Yourself.** Students graduate from Minuteman with an enduring self-confidence that they can achieve anything they set out to do, no matter how high the hurdle, how long the road, how loud the skeptics.
- **Prepare for College and Life.** Minuteman equips students with the academic foundation and study skills to succeed in college *and* the industry certifications and acumen to succeed in business, affording every student a unique flexibility upon graduation to pursue their dreams.
- **Learn from Experts.** Minuteman's teachers are demonstrated experts in their respective fields, injecting a depth of knowledge and experience into their classes that is rarely found in public or private schools.
- **Be More Than Just Another Student.** There is no such thing as "just another student" at Minuteman – instead, teachers and staff personally invest themselves in truly knowing each student and working closely with them to realize their full, individual potential.

- **Make a Fresh Start.** From their very first day of school, Minuteman students are given the opportunity to make a fresh start among new friends and new teachers who will see them as they are and not as who they once were.

### **Nashoba Regional High School and Minuteman Half Day Program**

Minuteman offers a unique program allowing juniors and seniors, who have passed the MCAS, enrollment on a half day-every day basis in a career major. This allows a student to graduate from Nashoba Regional High School *and* receive a competency certificate from Minuteman. Currently, no Lancaster students participate.

Minuteman offers technical training programs to adults who are looking for rewarding jobs in high demand careers. Adults may apply to the Minuteman Technical Institute programs to hone skills in a technical area, retrain for new employment, or learn new technical skills for the first time.

### **2013 Lancaster Graduates and Awards**

- Brian Farmer graduated from the Automotive Technology Program.
- Rashmi Guilmette graduated from the Carpentry program receiving the Cambridge Savings Bank Award and the Murphy Insurance Agency Award.
- Wyatt Manring graduated from the Robotics program receiving the Academic Achievement Award for his Portfolio, the Career Program Award for Engineering, and the DeLuca Family Scholarship.
- Devon O'Brien graduated from the Health Assisting program, received the Career Program Award for Health, the Friends of Minuteman Award, and was a member of the Minuteman chapter of the National honor Society.

### **Lancaster Skills USA Results**

- Wyatt Manring earned a Gold medal in District competition in Mobile Robotics.

### **Class of 2013 Graduate Achievement Highlights**

- 64% college bound or advanced Technical Training, 23% career bound and 8% military (4% unknown).
- 100% of achieved both the Early Education and Care Infant/Toddler and Preschool Teacher Certification.
- 100% Cosmetology test takers passed the State Board examination.
- 100% of Health Occupation graduates achieved college acceptance.
- 100% of Environmental Technology graduates were certified in a 10-Hour General Safety and Confined-Space Entry training. 91% were certified in OSHA 40-Hour HAZWOPER training; 82% received their First Aid/CPR Certification, and 55% passed the Massachusetts Grade II Municipal Wastewater Treatment Plant Operator License exam, and the Massachusetts Drinking-Water Treatment Plant Grade 1 Operator License Exam
- Valedictorian Christine Hamilton, an Environmental Science graduate from Stow is attending Smith College in Northampton. Co-Salutatorians Devon O'Brien, a Health Assisting graduate from Lancaster, is attending Fitchburg State University and Lindsey McBride, an Early Education graduate from Bedford, is attending Penn State University.

**Regional Agreement**

- A draft Regional Agreement has been created and will be presented for approval at member community town meetings. This draft was developed over a period of months as a result of receiving a DESE Grant for the study of Minuteman's long-term sustainability as a Regional Vocational High School.

**Capital Projects**

- MSBA Update: Minuteman is currently in the midst of Module 3 of the MSBA process, the Feasibility Study, as authorized in June 2010 on the Building Improvement Program. In conducting this study, the professional team including SKANSKA, as the Owner's Project Manager, and Kaestle Boos Associates, as the Designer, have been working closely with the School Building Committee and the MSBA. This Design Team has submitted a Preliminary Design Program to the MSBA containing six proposals for renovating the current facility or constructing a new one. As part of the MSBA process the Education Plan Task Force formed by the School Committee formulated program offerings based on enrollments of either 435 or 800 students. The projected date for MSBA Board approval of the Schematic Design/Final Program is September, 2014, to align with the District's need to receive feedback from the 16 member communities on the draft amendment to the Regional Agreement.

**Curriculum and Instruction**

- Since 2008, all 9th grade students are required to have English and Math every day rather than a "week-on-week-off" schedule, thus providing more consistent and concentrated instruction as well as project-based learning. The first-time pass rates on MCAS remain high across all disciplines including a 100% passing rate in ELA in 2013.
- As part of our Revolution in Learning, we want every Minuteman student to fully explore their interests and discover their passion. Minuteman offers more than twenty different majors categorized into three clusters: Bio-Science/Engineering, Human & Commercial Services, and Trades & Transportation. The Educational Program planning process has identified potential new programs that offer students increased choices in career majors, including Criminal Justice, Entertainment Engineering, and Dental Assisting.
- Each student graduates with the OSHA 10 Safety Certification. In addition, during the CTE week, juniors and seniors participate in an Entrepreneur Class. Prior to commencement, seniors are required to produce a comprehensive Business Plan related to their career major.
- In 2012-2013, Minuteman instituted its first Advanced Placement course offering: English Literature and Composition. This year, Minuteman added Calculus A-B.
- In 2012-2013, written mid-term exams and project-based finals were given across every Career and Technical Education program.

**Professional Development**

- Minuteman teachers continue to control much of the context for their professional development. Teachers pursue academic and Career and Technical Education (CTE) goals that emphasize formative assessment practices and common summative assessments. Teachers use common planning time to meet and review student work and adjust the curriculum and instruction as needed. Teacher-to-teacher professional conversations are



conducted at least twice per year according to protocols derived from the National School Reform Faculty model. More and more, Executive Function strategies and techniques are being adopted toward the development of a specific Minuteman approach to: student organization, note-taking, unit presentation, and study skills. Academic-Career and Technical curriculum integration results in lessons and student work that feature the application of academic skills in the CTE context and vice versa. That integration lends itself to students' developing and practicing 21st century skills (reading, writing, speaking, listening, collaborating, researching, and presenting). The integration of technology to enhance student learning is an on-going commitment. Finally, this year professional development will again be focused on the new DESE model teacher evaluation system, which requires the development of individual and team goals following the SMART model (Specific and Strategic; Measurable; Action-oriented; Rigorous, Realistic, and Results oriented; and Timed). To enhance to the implementation of the new evaluation system and to ensure consistency, a total of fifteen Minuteman staff (teacher leaders and administrators) completed the Organizing and Analyzing Teaching course. This past summer, five teachers began the Skillful Teacher course in collaboration with the staff at Greater Lawrence Regional Technical School. Both offerings are presented by Research for Better Teaching.

### **Student Access, Participation and Support**

- An Executive Function initiative was launched in 2010. Led by our reading specialist, we have expanded our efforts to include study skills, pre-reading strategies, and unit re-organization to help students with resources to develop habits and techniques to enhance their planning and organization skills.
- Minuteman continues to support a full-time Reading Specialist. In addition to working with the students on his own caseload, he consults with academic and CTE teachers toward the development and application of a school-wide reading program.
- The Special Education Department continuously develops individualized programs and provides services so that all our students succeed. We focus on teaching students about the nature of their disability and their Individualized Education Program. The Special Education department successfully implemented the Student Learning Center (SLC), which allows students to understand their disability, develop skills and techniques to minimize the impact of that disability, and promote independence and personal responsibility. The SLC also supports the transition to post-secondary education, by following a model of service delivery that is popular among most colleges and universities in the United States.
- The Music and Art department continue to grow. Most recently, two students were accepted to the Massachusetts Music Educator's Association Northeast District Chorus; one of whom also received an All State Chorus recommendation. We have also initiated a select chorus. The Visual Arts Department offers 8 different elective courses including traditional studio courses and Digital Photography to over 200 students. Student work has been displayed in various communities including Lexington, Carlisle, Arlington and Watertown. Recent graduates have been accepted at MassArt, Savannah College of Art and Design, Lesley University, New Hampshire Institute of Art and Art Institutes of Boston. The program continues to grow as student interest and enthusiasm is high.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshman) throughout the school year. Over the past 12 years the number of participants has doubled in many of the sports offered. The athletic department is also looking to expand to include a

track team. Students are offered more than 20 clubs and activities. Success of the Athletic teams has been outstanding within the past few years as students are winning awards and competitions. Minuteman has been participating in the Vocational and MIAA State tournaments. This past Fall season Cross Country runners qualified for the Vocational tournament, the golf team competed in the individual Vocational tournament, the Girls Soccer team qualified and competed in the Vocational tournament (losing in the Quarterfinals) and also competed in the MIAA State tournament, and the Minuteman Football team competed and was runner-up in the Vocational Superbowl.

- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, the Grant-a-Wish program supports numerous initiatives and incentives for student achievement.

### **Recognition of Alumni and Other Significant Members of the Minuteman Community**

- The first class of the Minuteman Hall of Fame was inducted last fall, and the second class was announced for inclusion October 2013.



Janeway Education at Perkins School (Andrew Cunningham)

### **Perkins School -- Perkins 2013 – Celebrating Successes**

Success is nothing new at Perkins. However this year we seemed to have experienced more of it than usual. That success was measured through metrics like the MCAS (on which 97% of grades 11 and 12 students successfully completed the English Language Arts requirement on their first attempt), and by outside sources, including Perkins's re-accreditation by The Joint Commission, as well as accreditation by the New England Association of Schools and Colleges (NEASC).

Excitedly, every one of our students – elementary, middle and high school – kicked off the 2013/2014 school year with an iPad. The Doctor Franklin Perkins School became the first special education school in Massachusetts to equip all students with tablet technology for

personal use when the fall semester of school began in September. While many public schools have been piloting iPads – and in those cases, usually in select grades and classrooms, not school wide – Perkins took the bold step of supplying every student with a device, recognizing the power of tablet technology as a teaching instrument.

During 2013, Perkins expanded the range of ages served at our therapeutic horsemanship center, Rein in a Dream, to include adults, as well as children as young as two years old. The program continues to grow, with 60 community-based (public) participants served in the last year. We also partnered with nearby school districts to provide job readiness training to students who are on a vocational track.

Perkins Child Development Center (CDC) operated at full capacity in the fiscal year 2013 and fifteen children graduated from the Pre-K program. Over one-third of the children enrolled at the Center are from the town of Lancaster. The CDC sought and earned accreditation from the National Association for the Education of the Young Child (NAEYC), which assures national standards of quality for early childhood learning. The CDC joins the other Perkins accredited programs, all of which have been commended for their quality, staff, physical plant, and curricula.

Perkins remains committed to the men and women in our adult programming, which serves adults and seniors with developmental disabilities. In 2013, the vocational component offered independent work options on-campus, as well as supported group employment in the community at various locations. Individuals experience meaningful work and also form friendships through shared experiences with their peers.

Established in 1896, the Doctor Franklin Perkins School is a comprehensive human service agency that serves a variety of specialized populations in several programs and settings. Perkins operates programs on and near our 100+ acre campus in Lancaster and at a large single location in Clinton. We provide residential and day treatment services to children and adolescents with a range of significant mental health issues. In addition, we provide residential and day services to developmentally disabled adults ages 22 to 70 years old. Our community programs include a mental health center, which provides individual, family, and group treatment to children and families both at our clinic and in the public school system. We also operate a state-of-the-art Child Development Center for typically developing infants, toddlers, and preschoolers. Each of our residential, educational, and day programs integrate a range of services including an accredited K-12 school, clinical treatment, psychiatry, health care, and recreation. Perkins is highly regarded in the surrounding communities for the quality of its services and programs, especially those providing treatment to children and adolescents with mental health issues.



Annual Strawberry Festival at First Church, Item Photo



Firefighter Memorial Dedication, Regina Brown photo



Samantha Felt and Sydney Harper sorting food for annual food drive, Peg Corbett photo



## X. COMMUNITY ORGANIZATIONS AND ACTIVITIES

### Lancaster Land Trust

The Lancaster Land Trust was founded in 1997 to preserve the rural nature of Lancaster and its high quality of life. The Trust is a 501(c)(3) non-profit that acquires or otherwise preserves open space for all to enjoy, and works with landowners and partnering organizations to preserve even more of the rich land of Lancaster. The Trust contributes to an improved quality of life in town by providing educational, recreational, and community programs.

During 2013 the trust organized and co-sponsored the town's annual clean-up days and Candidates Night. To support its goals of community education and outreach, the trust presented informational resources on the value of open space at community events such as the Riverfest sponsored by the Friends of the Nashua River, and the Old Fashioned Community Home Days. The trust also continued its ongoing partnership with the town on seeking grants and other resources to expand open space where appropriate to further the town's Master Plan.

### 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.



Easter Egg Hunt on Town Green, Item Photo

Group sizes are kept small to ensure the best experiences for program members. Children are grouped by grade level for regular group meetings which are scheduled on a bi-weekly 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. Some of our activities include:

- Making all the arrangements concerning the annual tree lighting



Olivia Harper sorting food for 4-H food drive, Peg Corbett photo

- Making all the arrangements concerning the annual Easter Egg Hunt
- Planting a garden at the Mary Rowlandson School
- Competing in many local fairs throughout Massachusetts



Lancaster MA 4-H visits Lancaster PA,  
Peg Corbett photo

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.

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](mailto:Lancaster4h@comcast.net)

## Lancaster Boy Scouts

Boy Scout Troop 1 Lancaster is for boys 11 to 18 years old who are interested in the outdoors, challenging themselves, and developing their leadership skills. The Troop meets weekly on Wednesday nights during the school year and has special activities once or twice a month. During the summer we have a week-long overnight summer camp. This year the troop has gone on overnight multiple campouts which focused on bicycling, canoeing, hiking, snowshoeing, and competing in outdoor skills to describe a few.

All scouts learn skills in core areas such as first aid, camping, hiking, and orienteering. Individually, scouts find their own areas of interest to explore. This year scouts earned badges in a wide variety of skills including canoeing, archery, citizenship, photography, cooking, engineering, lifesaving, personal management, environmental science and much more.

A fundamental focus of Lancaster's scouting program is to develop the boys' leadership skills. The meetings and activities are planned and run by the scouts themselves as much as possible. There are numerous roles in the troop with increasing levels of responsibility and leadership required.

Another fundamental of the Boy Scouts in Lancaster is community service. Last year our scouts worked on projects to assist local churches, charity, and business. In addition, the boys do individual service hours to earn advanced ranks

Anyone interested in joining Lancaster Troop 1 should join us on Wednesday evening at 7:00 in the Lancaster Community Center.



Boy Scouts at Winter Campfire, Greg Leonard photo

## Friends of the Lancaster Seniors, Inc.



David R. James, President  
504 Blue Heron Dr.  
Lancaster, MA 01523  
978-263-7962

[FriendsoftheLancasterSeniors@gmail.com](mailto:FriendsoftheLancasterSeniors@gmail.com)  
<http://FriendsoftheLancasterSeniors.org>

The Friends of the Lancaster Seniors, Inc. just celebrated its first year of existence, and thanks to the generosity of Lancaster residents, we have already been making a difference. Money from memberships from over 150 people, a concert last spring, and now the Tuesday pancake breakfast at the Senior Center, have allowed us to donate \$1,000 to the Lancaster Angel Tree, as well as supporting many events and activities of the COA.



The Aine' Minogue concert last spring was a great way to introduce the Friends to Lancaster. Over 100 people enjoyed the beautiful sounds of Aine's harp and voice, while getting our finances off to a good start.

We are looking forward to an even better 2014 and beyond. Memberships have started coming in thanks to the letter enclosed with the annual Town Census. More importantly, we have officially filed with the IRS for 501c(3) status as a charity. Our fund-raising was critical for this, as there is a minimum \$400 fee just to apply. We hope to hear their decision by spring.

The Friends looks forward to becoming even bigger and better over the coming years. We have officially taken over the Pancake Breakfast held every Tuesday at the Senior Center as our primary fund-raising tool. That event is coming up on its second anniversary this March (doesn't seem possible). All-you-can-eat pancakes, sausage, juice, and coffee for a \$2 suggested donation. You can't beat that! The Senior Center needs a better stove and oven, and we are well on our way to fulfilling that need.

To become a member of the Friends, contact <http://friendsofthelancasterseniors.org/>

Thank you for your generosity and support during our first year!  
David R. James





# Lancaster Friends of the Nashua River

2013 Year in Review • 2014 - A Look Ahead

## A sunny day for the '13 Festival

Heavy May and June rains finally let up a couple days before the River Festival and we were blessed with a beautiful sunny day and a nice turnout of over 600 people. The rains left the Nashua River over flood stage and not safe to run our annual kayak & canoe trips, but the pond was full of families and kids who kept the boats busy all day long. We had over 25 vendors with interactive booths, including the Lancaster 4-H club and their animals, face painting, pond exploration, archery, bouncy toys, a Lancaster Fire department truck and hose set up for the kids to shoot at and many other fun and educational activities. A special feature this year was a visit from Henry David Thoreau courtesy of Freedom's Way.



Dr. Jason Engelhardt and son enjoy a kayak ride together.

**Save the date: 2014 Lancaster Nashua River Festival Saturday June 21, 10am - 4pm**







## Outdoor River Classroom installed at Rowlandson/Burbank School



The building crew installs benches at outdoor classroom which includes seating for up to 30 students.

In the fall of 2012 a bridge was installed that spanned a previously difficult to navigate culvert just behind the baseball/soccer fields at the Mary Rowlandson/Luther Burbank School campus. The trail leads out to a section of the Nashua River that offers stunning views along its path. In May of 2013 the same group of volunteers, with donated materials, assembled several benches in an open section along the trail that now serves as an outdoor classroom. Students have already created outdoor displays that serve as a guide to much of the native flora and fauna in the area. This project has been the brainchild of Mary Rowlandson Elementary teachers Diane Tenen and Bonnie Cook. With all donated supplies, free labor and friendly, cooperative neighbors this project is another success story of Lancaster Friends working with others to make a difference.

## Friends host Fall boat trip on the Nashua

LFONR in partnership with Still River Outfitters of Bolton hosted a guided tour of the Nashua that ran from the boat launch on 117 near Bolton Flats to Still River, Harvard. The trip attracted some 26 people from Lancaster and many surrounding towns on a sunny Saturday, October 19th. The trip took just over three hours and was a delightful fall tour of the river. Some of the participants were experienced kayakers, but several others were boating on the Nashua for the very first time. Many thanks to David Cudmore and his team for a well-run trip, and to Lancaster friends Tom Christopher for adding his knowledge and experience to the event – everyone had fun, including a couple who got wet!







Fall clean-up volunteers pose in front of the Cooks Conservation/Greenway sign.

## Cook Conservation Area Comes Alive

Members of Lancaster Friends of the Nashua River, along with volunteers from the Lancaster Land Trust and other interested citizens together lobbied for the reopening of the Cook Conservation Area in 2012. Access to the parcel had been closed off for several years. A site clean-up helped create 10 parking spaces at the entrance and restore some damaged trails. Since that time Cooks has become an increasingly popular site for hiking, dog walking, and visits to the banks of the Nashua River. In 2013 we continued our work with the Land Trust and conducted a spring and Fall Clean-up as well a further clearing of the parking area so that plows could keep it open for winter usage.

## WPI Students Complete Cooks Study

Three undergrad engineering students from WPI performed a study of the Cook site for a 2012-'13 school project. Their work, overseen by WPI professor and Lancaster Friends member David Spanagel, included a boundary survey, detailed mapping of the various trails and an extensive report on the history of land use on

the parcel. A complete report on the WPI student's project has been distributed to several town agencies and is available at the Lancaster Thayer Memorial Library and through an online link on the town's website. Their work will prove invaluable as we seek to provide maps and informational displays on the Cook site to help

visitors enjoy and learn more about this beautiful town resource in 2014.



## New Nashua River Signage Installed



Representative Naughton & son pose with Lancaster Friends of the Nashua members Peter Weis, Bill Flynn, and Peter Stanton along with NRWA founder Marion Stoddart in front of the new signage on Route 117.

Thanks to the support of State Representative Harold Naughton, Nashua River signs were installed along both sides of Route 117 and Main Street Lancaster (Route 70) marking where the river crosses these major thoroughfares.

The Friends have been advocating for this kind of signage that helps raise awareness of the river, and we're looking to have additional markings posted for tributary streams that feed the Nashua River in the coming year.

## 2014 Goals

*Each year the Lancaster Friends of the Nashua River work to build on the success of the previous year.*

*In 2014 the LFNR has the following agenda:*

1. Conduct the 4th Annual Nashua River Festival with expanded activities and additional participating organizations focused on bringing people to the river and highlighting activities that will help those of all ages make the connection with the river and its eco-system.
2. Continue development of the Cook Conservation Area by naming key trails, creating trail markers, posting more visible signs along Route 70, and launching phase II of the WPI student study which would focus on significant historical and environmental areas.
3. Conduct additional river kayak/canoe trips and walking trail events to bring more people onto the Nashua River.
4. Advocate for protection of the watershed and encourage efforts to acquire land and develop trails along the Nashua River as it flows through Lancaster.

### Lancaster Friends of the Nashua River Committee

Tom Christopher

Win Clark

Bonnie Cook

Natasha & Mark Finnerty

Bill Flynn

John Helfrick

Vic Koivumaki

Susan Munyon Victoria

Marquis Petracca

David Spanagel

Peter Stanton

Peter Weis



**WOULD YOU LIKE TO GET INVOLVED?** We're looking for more citizens of Lancaster to get engaged in our efforts. If you'd like to work on helping us advance any one of these goals in the coming year, please contact Bill Flynn at [41bflynn@comcast.net](mailto:41bflynn@comcast.net). Visit our website [www.LancasterFriendsOfTheNashua.org](http://www.LancasterFriendsOfTheNashua.org)





## First Church of Christ, Unitarian, on the Town Green

While many people in Lancaster know First Church as “the Bulfinch Church,” an architectural gem on the Town Green, First Church is also an active worshipping community committed to the liberal religious principles of the Unitarian Universalist Association. Historically our roots at First Church are in Christian Unitarianism, but like all Unitarian Universalist churches we are non-creedal, respecting and supporting each individual’s journey to seek spiritual meaning and truth.

From Lancaster’s beginnings in 1653, First Church’s meeting houses or churches have served both the needs of the worshipping community and the needs of the town. Our 1816 Bulfinch-designed meeting house was built for worship and for town government. Today we remain committed to being a spiritual resource for the town as well as serving the broader community in numbers of ways. We offer liberal religious education for children and programs for adult spiritual enrichment, including a weekly mindfulness meditation group, a book group, and exploration of spiritual topics and practices. The community is always invited to take part in these programs, which are listed on the church’s website.

First Church actively serves the needs of the community and the world through support for local organizations like WHEAT, the Lancaster Angel Tree, Habitat for Humanity, and international organizations like the *Heifer Project*, the *Solar Cooker Project*, and *Be Like Brit*. Many in town know us through our traditional Christmas Eve candlelight service, our Strawberry Festival in June, or the Horse Shed Fair each October. We also serve the community through hosting and co-sponsoring the folk music programs of Wachusett Music, and by hosting scouting events, the Lancaster Garden Club, the Nashua River Watershed Association, the Lancaster Land Trust, and many other community and non-profit organizations serving Lancaster and the surrounding area.



In addition, the building is available for rental for private functions.

First Church invites you to visit us for Sunday morning worship at 10:30am, to attend one of our many community events, and to find out more about us at [www.firstchurchlancasterma.org](http://www.firstchurchlancasterma.org). As we affirm each week in our worship, “*whoever you are, wherever you are on life’s journey, you are welcome here!*”



## Evangelical Congregational Church

2013 was a busy and fulfilling year for the membership of the Evangelical Congregational Church (also known as ECC Lancaster). We continue to stand firm in our faith in the Triune God: Father, Son, and Holy Spirit. As a Trinitarian Church, we believe in the total Sovereignty of God and in the Bible as God's only authoritative revealed word. These beliefs reflect in all that we do both in our worship services and in all that is taught to our youth in Sunday School and Youth Group.

As an evangelical church, we place great emphasis in serving the Lord through serving our community. During this past year we supported the First Concern Pregnancy Resource Center in Clinton on a monthly basis, as well as by our participation in their "Baby Bottle Campaign", which raised additional funds to support First Concern's many projects designed to assist young women – and young couples – in keeping and raising their babies. As has been our tradition for numerous years, we supported the local Police and Fire Departments in their efforts to feed families in need at the holidays. Through the grace of God, we were able to collect food and money to assist several families at Thanksgiving and again at Christmas. Food was packed and gift cards for a local market were purchased and included with the food boxes. Delivery was handled through the Police Department and we were grateful to be a part of this important local outreach.

Early in 2013 we learned that our organist of many years had accepted a professional assignment for two years in Abu Dhabi! Finding an organist to fill her position for two years was, to say the least, a challenge. Through gracious assistance given by other area churches, we were directed to a young man named Marcel Sanders. After meeting Marcel and being extremely impressed with his skill, his personality, and his flexibility and unique energetic style as a musician, we hired our first ever 16 year old organist! This has proved to be an enormous blessing in numerous ways. We are delighted that, as a college freshman, he finds his position here to be the part time job he needs for school and that, as a church, our musical requirements are being wonderfully fulfilled. In June we held a "Farewell for Now" reception for our organist and sent her off with love and prayers to an exciting new venture.



During the spring of the year, we participated in the national campaign, "Forty Days for Life", which involved joining others in Worcester for a day of prayer for unborn babies. We later held a third community movie night and showed the Christian movie, *Flywheel* as well as holding a Lenten teaching series to which the public was invited.

In September, the ECC sponsored a free community breakfast followed by a seminar on understanding heaven in the face of deep grief. The seminar was given by Pastor Steve Magee

and his wife, Candy, who had lost a son in a tragic way and shared candidly how the Lord brought them through the terrible experience. It was well attended by guests from Lancaster, Clinton, Bolton and other surrounding towns.



A highlight of the year took place in the ECC sanctuary on December 8<sup>th</sup> at our morning worship service. The Youth Ensemble of New England, of which our own Marcel Sanders is a part, provided all of the music for our service. The orchestra is made up of a group of young people who are from the local area and perform under the direction of Dr. Connie Rittenhouse. The ensemble has traveled and performed all over the world and it was an incredible privilege to have thirty-seven of its members offer a concert of Christmas music in our church, as well as accompany our singing on that day. The event, and the reception that followed, was made available to the public and was enjoyed by many guests. We concluded our year with a Christmas Eve candlelight service.

The mission of the ECC Lancaster has always been, and will continue to be, a purposeful effort to bring the love of Christ to our community and beyond. We have Sunday School classes for K-8, as well as for adults, Youth Group meetings, Bible studies and various social events for fellowship throughout the entire year. Pastor Tim Andrews regularly offers a course called “Christianity Explored” for those who wish to learn about the Lord in a comfortable and informal environment. We welcome visitors to any and all of our services and studies and look forward to meeting new friends in the coming year.



Respectfully submitted,

Cheryl Sendrowski, Church Secretary

For: Pastor Tim Andrews

Elder Dave Hollingsworth

Elder Bryan Locke

Elder Frank Mitchell



## **XI. TOWN RECORDS**

January 3, 2013	Joyce Corbosiero was sworn in as a reappointed member of the Cultural Council, effective November 5, 2012 to November 5, 2015. This is her second and final three-year term.
January 10, 2013	The Board of Appeals voted to re-appoint Scott Miller as Chair, Robert Marshall as Vice Chair and Francis “Frank” Sullivan as Clerk for the 2013 calendar year.
January 24, 2013	Deborah A. Adams was sworn in as a reappointed member of the Cultural Council, effective November 5, 2012 to November 5, 2015. This is her second and final three-year term.
February 11, 2013	Roland A. Nelson resigned as Veterans Service Officer, effective April 29, 2013.
February 26, 2013	Thomas J. Christopher was sworn in as a member of the Conservation Commission, effective February 11, 2013 to February 11, 2016.
February 26, 2013	John P. Sonia resigned as a member of the Board of Selectmen, effective May 13, 2013, the date of the Annual Town Election.
March 13, 2013	Stephen A. Mudgett resigned as a member of the Recreation Committee, effective immediately.
March 19, 2013	Nathan Stevens was sworn in as a member of the Conservation Commission, to fill the unexpired term of Alexandra Turner, effective to June 30, 2013.
March 25, 2013	Mary Perreira was sworn in as a reappointed member of the Board of Registrars of Voters, effective May 17, 2013 to May 17, 2016.
April 1, 2013	Phyllis Tower was reappointed as Inspector of Animals by the Massachusetts Department of Agricultural Resources, effective May 1, 2013 to April 30, 2014.
April 10, 2013	Christopher J. Czermak was sworn in as Superintendent of the Department of Public Works, effective April 1, 2013 to April 30, 2014.
May 8, 2013	Richard A. Sheppard, 5 Tanglewood Rd, Sterling MA, was sworn in as Lancaster’s Veterans Service Officer, effective May 3, 2013 to March 31, 2014.

May 9, 2013	Paula Hamwey was sworn in as a member of the Memorial Day Committee, effective July 1, 2012 to June 30 2013.
May 10, 2013	Elizabeth Cahill was sworn in as a member of the newly formed Thayer Field Campus Committee, effective May 6, 2013 to May 6, 2015.
May 14, 2013	David I. Spanagel was sworn in as Town Moderator, re-elected to serve until May 12, 2014.
May 15, 2013	Cliff McMullan was sworn in as a member of the newly formed Thayer Field Campus Committee, effective May 6, 2013 to May 6, 2014.
May 15, 2013	Stanley B. Starr, Jr. was sworn in as a newly elected member of the Board of Selectmen, to serve until May 12, 2014, filling the remaining year of John P. Sonia's term.
May 16, 2013	Susan E. Smiley was sworn in as a newly elected member of the Board of Selectmen, to serve until May 9, 2016.
May 16, 2013	Susan E. Smiley was sworn in as a member of the newly formed Thayer Field Campus Committee, effective May 6, 2013 to May 6, 2014.
May 16, 2013	Philip F. Lawler was sworn in as a re-elected member of the Planning Board, to serve until May 10, 2018.
May 16, 2013	Theodore R. Manning was sworn in as a newly-elected member of the Board of Public Works, effective May 13, 2013 to May 9, 2016.
May 17, 2013	The Board of Selectmen reorganized, with Jean M. Syria as Chair, Susan E. Smiley as Co-Chair and Clerk, and Stanley B. Starr, Jr., as third member.
May 20, 2013	Stephen Piazza was sworn in as a member of the Board of Health and of the Board of Library Trustees, both terms to expire May 9, 2016.
May 20, 2013	At their regular meeting, the Board of Public Works reorganized, with James Laite as Chairman, John King, Clerk, and Theodore Manning as third member.
May 21, 2013	Cathleen G. Thier was sworn in as a newly elected member of the Nashoba Regional School Committee, effective May 13, 2013 to May 9, 2016.

May 22, 2013	Jeanne Blauner was sworn in as a member of the newly-formed Thayer Field Campus Committee, effective May 6, 2013 to May 6, 2016.
May 22, 2013	Win Clark was sworn in as a member of the newly-formed Thayer Field Campus Committee, effective May 6, 2013 to May 6, 2016.
June 10, 2013	Thomas Soldi, 236 Chase Street, Clinton, was sworn in as Alternate Plumbing/Gas Inspector, effective July 1, 2013 to June 30, 2014.
June 12, 2013	Frank S. Streeter was sworn in as a re-elected member of the Library Board of Trustees, effective May 13, 2013 to May 9, 2016.
June 13, 2013	Shawn M. Monteverde was sworn in as a member of the newly-formed Thayer Field Campus Committee, effective May 6, 2013 to May 6, 2015.
June 13, 2013	Alfred M. Roberts was sworn in as reappointed Wire Inspector, effective July 1, 2013 to June 30, 2014.
June 17, 2013	Ruth Anderson was reappointed to the Conservation Commission, effective June 17, 2013 to June 30, 2016, and her membership status was changed from Associate to Regular.
June 17, 2013	Tony Zahariadis, 242 Church St, Clinton, was reappointed as Alternate Building Inspector, effective July 1, 2013 to June 30, 2014.
June 17, 2013	Kenneth F. Rapoza was reappointed as a member of the Town Forest Committee, effective July 1, 2013 to June 30, 2016.
June 17, 2013	D. Susan Thompson was sworn in as reappointed Registrar of Voters, effective February 21, 2013 to February 21, 2016.
June 17, 2013	D. Susan Thompson was sworn in as reappointed Veterans' Burial Agent, effective July 1, 2012 to June 30, 2013.
June 19, 2013	Lyle W. Pierce was sworn in as a reappointed Constable, term effective June 17, 2013 to June 17, 2016.
June 20, 2013	Joy F. Peach was sworn in as a reappointed Member of the Historical Commission, effective July 1, 2013 to June 30, 2016.
June 20, 2013	Amanda L. Carlson was sworn in as a Regular Member of the Recreation Committee, effective June 17, 2013 to June 30, 2016.

June 20, 2013	Timothy H. Castner was sworn in as a reappointed Member of the Town Forest Committee, effective July 1, 2013 to June 30, 2016.
June 24, 2013	Kevin D. Lamb was sworn in as Keeper of the Lockup, term effective July 1, 2013 to June 30, 2014; as Fire Chief, term effective June 17, 2013 to December 31, 2013; and as Constable, term effective May 20, 2013 to May 20, 2016.
June 24, 2013	Susan V. Miner was sworn in as a reappointed member of the Agricultural Commission, effective July 1, 2013 to June 30, 2016.
June 24, 2013	Joan H. Richards was sworn in as a reappointed Associate Member of the Historical Commission, effective July 1, 2013 to June 30, 2014.
June 25, 2013	Lorry Doucet was sworn in as a reappointed member of the Commission on Disability, effective July 1, 2013 to June 30, 2016.
June 25, 2013	David K. Stadtherr was sworn in as a reappointed member of the Board of Appeals, effective July 1, 2013 to June 30, 2018.
June 26, 2013	Sally M. Rouleau was sworn in as a reappointed member of the Historical Commission, effective July 1, 2013 to June 30, 2016.
July 1, 2013	John P. Parsons resigned as a member of the Zoning Board of Appeals, effective immediately.
July 1, 2013	Frederick Delorey, 2109 Briarwood Village, Clinton, was sworn in as Lancaster's reappointed Plumbing/Gas Inspector, effective July 1, 2013 to June 30, 2014.
July 1, 2013	Daryl E. Blaney was sworn in as a reappointed member of the Commission on Disability, effective July 1, 2013 to June 30, 2016.
July 1, 2013	Ronald W. Valinski, Jr., 88 Malvern Road, Worcester, was sworn in as Lancaster's reappointed Sealer of Weights & Measures and Measurer of Wood & Bark, effective to June 30, 2014.
July 11, 2013	At its regular monthly meeting, the Board of Health reorganized, with Robert Baylis continuing as Chair and David Dunn as Clerk.
July 2, 2013	Nathan Stevens was sworn in as a reappointed member of the Conservations Commission, effective July 1, 2013 to June 30, 2016.

July 12, 2013	Phyllis Tower, 1113 Hill Rd, Boxborough, was sworn in as reappointed Animal Control Officer and Animal Inspector, effective July 1, 2013 to June 30, 2014.
July 16, 2013	Catherine Chaisson was sworn in as a reappointed Associate Member of the Historical Commission, effective July 1, 2013 to June 30, 2014.
July 16, 2013	Kenneth F. Rapoza was sworn in as a reappointed member of the Conservation Commission, effective July 15, 2013 to June 30, 2016.
July 17, 2013	At its July16 meeting, the Conservation Commission reorganized, with Ken Rapoza Chair and Thomas Christopher Vice Chair.
July 23, 2013	Mark A. Schryver was sworn in as a reappointed member of the Historical Commission, effective July 1, 2013 to June 30, 2016.
August 7, 2013	Eric Jakubowicz was sworn in as a reappointed member of the Agricultural Commission, effective June 16, 2013 to June 16, 2016.
August 19, 2013	Amanda L. Carlson resigned as a member of the Recreation Committee, effective immediately.
August 19, 2013	Cara Sanford resigned as a member of the Open Space and Recreation Committee, effective September 4, 2013.
August 22, 2013	Notification was received from the Attorney General's Office that the zoning bylaw changes accepted by voters at the Annual Town Meeting on May 6, 2013 had been approved.
September 9, 2013	Noreen Piazza was appointed to the Montachusett Joint Transportation Committee (MJTC) for another one year term, effective July 1, 2013 to June 30, 2014.
September 9, 2013	Shawn M. Monteverde resigned as a member of the Thayer Field Campus Committee, effectively immediately.
September 11, 2013	Alida D'Angona was appointed as a member of the Thayer Field Campus Committee, to fill the unexpired term of Shawn Monteverde, to serve until May 6, 2015.
September 11, 2013	Randy Barry was appointed as an Associate Member of the Thayer Field Campus Committee, effective September 9, 2013 to September 9, 2014.

September 17, 2013	Garrett J. Sheahan was sworn in as an Associate Member of the Historical Commission, effective September 9, 2013 to September 9, 2014.
September 17, 2013	Marilyn Chambers was sworn in as a reappointed Member of the Commission on Disability, effective September 6, 2013 to September 6, 2016.
October 8, 2013	James Lavallee was sworn in as a new regular member of the Conservation Commission, effective September 23, 2013 to September 23, 2016.
October 21, 2013	Kurt Schuffels resigned from the Agricultural Commission, effective immediately.
November 6, 2013	Ruth Anderson was reappointed as a regular member of the Conservation Commission, term effective June 17, 2013 to June 30, 2016.
November 14, 2013	Dondrae K. May was sworn in as a new regular member of the Recreation Committee, effective October 21, 2013 to October 21, 2016.
December 16, 2013	Jo Agnes Santangelo was sworn in as a member of the Council on Aging, to fill the unexpired term of David R. James, effective to June 30, 2015.
December 18, 2013	Maria C. Moriera was sworn in as a Full Member of the Agricultural Commission, to fill the vacancy caused by the resignation of Kurt Schuffels, effective December 2, 2013 to June 16, 2015.
December 23, 2013	Alida Barry resigned from the Thayer Field Campus Committee, effective immediately.
December 23, 2013	Randy Barry resigned from the Thayer Field Campus Committee, effective immediately.
December 23, 2013	Joyce E. Moody was reappointed as a member of the Animal Control Commission, effective November 15, 2013 to November 15, 2016.
December 23, 2013	Emily L. Kaplan was appointed as a member of the Lancaster Cultural Council, effective December 23, 2013 to December 23, 2016.



December 27, 2013	Matthew W. Carpenter was sworn in to fill a vacancy on the Finance Committee, to serve until the next Annual Town Election, May 12, 2014.
December 27, 2013	Stephanie S. Frommer was sworn in as a reappointed member of the Animal Control Commission, effective November 15, 2013 to November 15, 2016.
December 31, 2013	Michael J. Hanson, 49 West Groton Rd, Lunenburg, was sworn in as Lancaster's Fire Chief, effective January 1, 2014 to December 31, 2016.
December 31, 2013	Janice H. Johnson was sworn in as a reappointed member of the Animal Control Commission, effective November 15, 2013 to November 15, 2016.



## XII.ELECTIONS AND TOWN MEETINGS

**WARRANT FOR  
ANNUAL TOWN MEETING  
May 6, 2013  
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 sixth day of May 2013, at 7:00 o'clock in the evening**, then and there to act on the following Articles:

**ARTICLE 1  
Finance Committee  
Board of Selectmen**

To see if the Town will vote to appropriate One Hundred and Fifty Thousand Dollars (\$150,000) to the Capital Stabilization Fund or act in a manner relating thereto

*The Finance Committee recommends passage of this article.*

**ARTICLE 2  
Finance Committee  
Board of Selectmen**

To see if the Town will raise and appropriate or transfer from available funds the following sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described; or act in any manner relating thereto.

**a. Police Vehicle Purchase**

Amount:	\$38,000
Funds to be expended by:	Police Department
Purpose:	To purchase one (1) police vehicle
Funding Source:	Sale of Town Owned Land

**b. Elevator Construction**

Amount:	\$100,000
Funds to be expended by:	Board of Selectmen
Purpose:	To design, construct and elevator for the Community Center and Memorial School Building(s)
Funding Source:	Capital Stabilization Account

*The Finance Committee recommends passage of this article.*

**ARTICLE 3**  
**Finance Committee**  
**Board of Selectmen**

To see if the Town will vote to raise and appropriate \$17,207,566 (Seventeen Million, Two Hundred and Seven Thousand, Five Hundred and Sixty Six Dollars) 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, 2013, or act in any manner relating thereto.

**The Budget for Fiscal Year 2014 will be available at Town Meeting**

***The Finance Committee will make a recommendation from the floor.***

**ARTICLE 4**  
**Water Enterprise Fund**  
**Board of Public Works**

To see if the Town will vote to appropriate \$896,000 (Eight Hundred Ninety Six Thousand Dollars) from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2013 (*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.***

<b>I. Water Enterprise Revenues</b>	
User Charges	884,000
Connection Fees	12,000
Water Enterprise Available Funds	0
Investment Income	0
<b>Total Revenues</b>	<b>896,000</b>
<b>II. Costs Appropriated in the Enterprise Fund</b>	
Salaries and Wages	204,468
Expenses	156,700
Reserve Fund	30,000
Debt Principal and Interest	168,130
Cross Connection	12,000
Budgeted Surplus	160,404
Capital Outlay (Truck, Furnace, Heaters, Meters)	49,000
<b>Indirect Costs to General Fund</b>	115,298
<b>Total Costs Appropriated in E. F.</b>	<b>896,000</b>

**ARTICLE 5**  
**Finance Committee**  
**Board of Selectmen**

To see if the Town will vote to request the Board of Assessors to commit \$20,000 (Twenty Thousand Dollars) from the FY2014 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 6**  
**Board of Selectmen**

To see if the Town will vote amend the Wage and Compensation Schedule by increasing all amounts by three percent (3%) effective July 1, 2013, as shown on the below chart, or act in a manner relating thereto.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1 hourly	9.97	10.38	10.82	11.27	11.73	12.24	12.73	13.25
annual	20,818.20	21,678.45	22,581.72	23,528.00	24,495.79	25,549.60	26,581.91	27,671.77
2 hourly	11.60	12.07	12.59	13.13	13.67	14.23	14.83	15.44
annual	24,216.21	25,205.50	26,280.82	27,420.66	28,538.99	29,721.84	30,969.22	32,238.95
3 hourly	12.72	13.26	13.80	14.24	15.00	15.61	16.27	16.94
annual	26,560.40	27,678.74	28,818.58	29,731.45	31,313.32	32,603.70	33,980.11	35,373.30
4 hourly	13.77	14.35	14.95	15.58	16.23	16.91	17.61	18.33
annual	28,754.06	29,958.42	31,205.79	32,539.18	33,894.09	35,313.51	36,775.94	38,283.76
5 hourly	14.79	15.40	16.04	16.72	17.42	18.15	18.89	19.67
annual	30,883.19	32,152.07	33,485.46	34,904.89	36,367.32	37,894.28	39,442.74	41,059.89
6 hourly	15.27	15.93	16.60	17.29	18.00	18.77	19.54	20.34
annual	31,893.99	33,270.40	34,668.32	36,109.25	37,593.19	39,184.66	40,797.64	42,470.34
7 hourly	16.53	17.21	17.94	18.68	19.46	20.27	21.10	21.96
annual	34,517.77	35,937.19	37,464.15	39,012.61	40,625.59	42,324.60	44,066.61	45,873.34
8 hourly	17.22	17.95	18.69	19.48	20.29	21.14	22.01	22.92
annual	35,958.70	37,485.66	39,034.12	40,668.60	42,367.61	44,131.13	45,959.18	47,843.50
9 hourly	17.98	18.74	19.52	20.35	21.20	22.06	22.98	23.93
annual	37,550.17	39,120.14	40,754.63	42,496.65	44,260.17	46,066.71	47,980.78	49,947.99
10 hourly	19.63	20.46	21.32	22.22	23.16	24.12	25.12	26.15
annual	40,991.20	42,711.71	44,518.25	46,389.30	48,367.89	50,367.99	52,454.11	54,604.73
11 hourly	22.32	23.26	24.23	25.24	26.27	27.39	28.52	29.69
annual	46,604.37	48,561.45	50,583.05	52,690.68	54,841.32	57,185.52	59,551.22	61,992.82
12 hourly	22.86	23.82	24.83	25.86	26.92	28.04	29.23	30.43
annual	47,722.70	49,744.30	51,851.93	54,002.57	56,217.73	58,540.42	61,035.16	63,537.60
13 hourly	24.76	26.03	27.12	28.25	29.44	30.67	31.94	33.25
annual	51,701.39	54,346.67	56,626.35	58,992.06	61,465.29	64,046.06	66,691.35	69,425.69
14 hourly	27.92	29.10	30.30	31.58	32.89	34.28	35.71	37.17
annual	58,303.85	60,755.58	63,271.83	65,938.62	68,669.94	71,573.30	74,562.69	77,619.76
15 hourly	29.45	30.60	31.95	33.31	34.68	36.14	37.66	39.20
annual	61,486.80	64,271.16	66,712.85	69,551.70	72,412.05	75,465.96	78,627.40	81,851.12

16 hourly	30.62	31.89	33.23	34.62	36.07	37.56	39.14	40.75
annual	63,938.53	66,583.81	69,379.65	72,283.01	75,315.41	78,433.84	81,724.32	85,075.02

**ARTICLE 7**  
**Finance Committee**  
**Board of Selectmen**

To see if the Town will vote to authorize the following FY-2014 Revolving Funds, in accordance with G.L. c. 44, §53E½, or act in any manner relating thereto:

Revolving Fund	Authorized To Expend	Revenue Source	Use of Fund	Spending Limit	FY2013 Balance Disposition
Stormwater Management	Planning Board	fees	Engineering fees	\$3,000	Available for Expenditure
Library Charges	Library Trustees	Late book, materials, photocopy, lost item fees/charges	Books, materials, photocopy equipment and supplies	\$8,000	Available for Expenditure
Recreation Committee	Recreation Committee	Fees/charges	Program expenses and supplies	\$35,000	Available for Expenditure
Duval Road Sewer	Board of Selectmen	Fees charges	Use and maintenance charges	\$5,000	Available for Expenditure
Community Center	Board of Directors	Fees/charges	Program expenses	\$2,000	Available for Expenditure
M.A.R.T.	Council on Aging	Reimbursement – M.A.R.T Bus fees	Wages/Expenses Senior Van	\$55,000	Available for Expenditure
Planning Board	Planning Board	Fees	Planning related Services/ expenses	\$20,000	Available for Expenditure
Publications Reprinting	Town Clerk	Publication Fees	Publications reprinting expenses	\$2,500	Available for Expenditure
Recycling	Recycling Committee	Donations-Fees-Sale of Products	Operating Expenses	\$15,000	Available for Expenditure
Community Development/Legal Ads	Community Development & Planning	Reimbursement for Advertising	Legal Ad publication & re-printing	\$2,500	Available for Expenditure
Agricultural Commission	Agricultural Commission	Fee/charges	Farmer's Market/Other fees	\$2,000	Available for Expenditure
Conservation Consultants	Conservation Commission	Fee from applicants	Conservation consultant services	\$15,000	Available for Expenditure
Police Department	Board of Selectmen	Cruiser Fee	Operating Expenses	\$1,000	Available for Expenditure

*The Finance Committee recommends passage of this article*

**Article 8**  
**Board of Selectmen**

To see if the Town will vote, pursuant to General Laws Chapter 82, Section 21, to accept the alteration of the layout of South Bolton Road, a public way in the Town, as ordered by the Board of Selectmen and more or less shown on a plan entitled "Route 110/Old Common Road/Center Bridge Road Preliminary Right of Way Plan in the Town of Lancaster, Worcester County, Massachusetts Department of Transportation, Highway Division Intersection Improvements Project," prepared by BETA Group, Inc., dated January 14, 2011, revised through September 10, 2012, and further to discontinue as a public way the portion of South Bolton Road between its intersection with Center Bridge Road/High Street Extension



and the proposed relocation of South Bolton Road as approximately shown on the aforesaid plan, and to authorize the Board of Selectmen to acquire, by gift, purchase, or eminent domain, such property interests in said altered portion of the layout as may be required to complete said layout alteration, and to release and convey any and all right, title and interest held by the Town in said discontinued portion, on such terms and conditions, and for such consideration, which may be nominal consideration, as the Board of Selectmen deems appropriate, or take any other action relative thereto.

**Article 9**  
**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.

**ARTICLE 10**  
**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 \$469,704 (Four Hundred Sixty Nine Thousand, Seven Hundred and Four Dollars) 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.

**ARTICLE 11**  
**Board of Selectmen**

Authorize the Board of Selectmen to enter into an agreement, pursuant to Chapter 40, Section 4 of the Massachusetts General Laws, for the servicing of the municipal street light system with another municipality, and/or its Municipal Light Department, on such terms and conditions as the Board of Selectmen deems reasonable, appropriate and in the best interest of the Town, or act in any manner relating thereto.

**ARTICLE 12**  
**Board of Selectmen**

To see if the Town will vote to amend various sections of the Lancaster Zoning Bylaw, Chapter 220 of the Town Code, in the manner set forth below, with deletions appearing in ~~striketrough~~ font, and insertions appearing in **bold font** so as to delete the Limited Office (LO) district and add an Enterprise (EZ and EZ-A) district, and to make various revisions to the Zoning Bylaws to effectuate this change:

1. Amend §220-4, Establishment of Districts, by deleting the Limited Office (LO) district and adding the Enterprise (EZ and EZ-A) district after the Highway Business district, as follows:

For the purposes of this bylaw, the Town of Lancaster is hereby divided into zoning districts as follows:

	<u>Name of District</u>
R	Residential
NB	Neighborhood Business
HB	Highway Business
<del>LO</del>	<del>Limited Office</del> [Added 5-3-1988]
<b>EZ</b> <b>EZ-A</b>	<b>Enterprise</b> <b>Enterprise Retail Subdistrict A</b> (The requirements of the EZ district apply to the EZ-A subdistrict unless otherwise noted.)
LI	Light Industry
LI2	Light Industry 2 [Added 5-5-2003]
GI	General Industry
F	Floodplain (overlays all other districts: see Article <u>VII</u> )
WR	Water Resource (overlays other districts: see § <u>220-39</u> )
PWSOD	Personal Wireless Service Overlay District (see Article <u>XI</u> ) [Added 5-5-2008 ATM by Art. 14]
IPOD	Integrated Planning Overlay District [Added 5-4-2009 ATM by Art. 12]

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2. Amend §220-5, Zoning Map, Subsection A, Basic District Map, by deleting the LO district and adding the Enterprise district after the HB district, as follows:

A. Basic District Map. The boundaries of the R, NB, HB, ~~LO~~, **EZ (including EZ-A)**, LI, LI2 and GI Zoning Districts are defined and bounded on a map originally dated December 15, 1990, entitled "Zoning Map, Lancaster, Massachusetts," as amended from time to time, which, together with all boundaries, notations and other data shown thereon, is made part of this bylaw. That map, as amended, is on file in the office of the Town Clerk.

3. Amend §220-8, Use Regulation Schedule, by deleting the LO district column and adding in a new column for the EZ district, and deleting Heliports as a principal use and allowing it as an accessory use, as follows:

220 Attachment 1

**Town of Lancaster**

**Use Regulation Schedule  
§ 220-8**

**KEY:**

P = A use permitted as a matter of right in the district, subject to all applicable dimensional and special regulations.

SP = A use permitted only upon granting of a special permit by the Board of Appeals, subject to any additional limitations which may be required by the Board.

PB = A use permitted only upon granting of a special permit by the Planning Board, subject to any additional limitations which may be required by the Board.

N = A use prohibited in the district.

Item	Use	Zoning Districts								Notes
		R	NB	HB	<del>LO</del>	LI	LI2	GI	EZ	
§ 220-8.1. RESIDENTIAL USES.										
Principal uses										
A.	Single-family detached dwelling	P	P	N	<del>N</del>	N	N	N	N	One per lot.
B.	Two-family dwelling	P	N	N	<del>N</del>	N	N	N	N	Only by conversion of single-family dwelling existing 2-13-1950, without exterior building change except for required exits and ventilation, and the total habitable floor area of at least 1,536 square feet.
C.	Living facility for seniors	SP	N	N	<del>N</del>	N	N	N	PB	See § 220-9A.
D.	Multifamily dwelling other than a living facility for seniors	SP	N	N	<del>N</del>	N	N	N	N	Either as provided at § 220-9C or as provided at § 220-15D.
E.	Mobile home as principal use	N	N	N	<del>N</del>	N	N	N	N	
Accessory uses										
AA.	Rental of one or two rooms within a single-family detached dwelling, without housekeeping facilities	P	P	P	<del>P</del>	P	P	P	P	
AB.	Accessory apartment in a single-family dwelling with no change in the principal use of the premises	SP	SP	SP	<del>SP</del>	SP	SP	SP	SP	See § 220-9G.

Item	Use	Zoning Districts								Notes
		R	NB	HB	LO	LI	LI2	GI	EZ	
BB.	Central dining, recreation and administrative facilities exclusively for the tenants of group facilities	P	P	P	P	P	P	P	P	
CC.	Home occupation or professional office, as provided at § 220-9D	P	P	P	P	P	P	P	P	Occupying no more than 300 square feet floor area.
		SP	P	P	P	P	P	P	P	Occupying over 300 square feet floor area.
DD.	Accessory buildings for noncommercial use by residents of the premises only, such as garages, boathouses, storage sheds, greenhouses	P	P	P	P	P	P	P	P	
EE.	Outdoor storage in side and rear yards only of no more than one of each: (1) unregistered motor vehicle; (2) unoccupied mobile home; (3) commercial vehicle with (except farm equipment on farms) not more than four wheels.	P	P	P	P	P	P	P	P	All parts are to be attached and in place, and at any subsequent change of ownership of the premises all partially disassembled or inoperative equipment shall no longer be stored outdoors.
FF.	A mobile home for temporary dwelling purposes	P	P	P	P	P	P	P	P	Requires license application within three days of placing unit within Town; license to be for no more than 30 days.

Item	Use	Zoning Districts								Notes
		R	NB	HB	LO	LI	LI2	GI	EZ	
§ 220-8.2. RURAL USES.										
Principal uses										
A.	Agriculture, horticulture, floriculture and viticulture exempted from prohibition by MGL c. 40A, § 3	P	P	P	P	P	P	P	P	

B.	Keeping of poultry or livestock on parcels of less than five acres or where otherwise not exempted by MGL c. 40A, § 3	SP	N	N	<del>N</del>	N	N	N	<b>N</b>	No building housing poultry shall be within 150 feet of a property line; no outdoor storage of odor-producing substances or fenced poultry shall be less than 100 feet from an off-premises dwelling, and no livestock shall be permitted within 50 feet of an off-premises dwelling.
C.	Retail sales of produce from agricultural and related uses, greenhouses, cider mills, sawmills, if not exempted by MGL c. 40A, § 3	SP	SP	SP	<del>N</del>	SP	SP	P	<b>P</b>	The major portion of goods sold must have been raised and prepared on the premises.
D.	Boarding, training, or veterinary care of more than two animals within a structure if not exempted by MGL c. 40A, § 3	SP	N	P	<del>N</del>	P	P	N	<b>PB</b>	
<b>Accessory uses</b>										
AA.	Roadside stands, as specified in MGL c. 40A, § 3	P	P	P	<del>P</del>	P	P	P	<b>P</b>	
BB.	Customary farm accessory buildings	P	P	P	<del>P</del>	P	P	P	<b>P</b>	

Item	Use	Zoning Districts								Notes
		R	NB	HB	<del>LO</del>	LI	LI2	GI	<del>EZ</del>	
§ 220-8.3. RECREATIONAL AND AMUSEMENT USES.										
Principal uses										
A.	Seasonal cottages in institutional, group or commercial management, and camping grounds for tents or camp trailers	SP	N	N	<del>N</del>	N	N	N	<del>N</del>	Fire Department to be consulted re: adequacy of operating season access.
B.	Day camps, private playgrounds not part of a school	SP	N	N	<del>N</del>	N	N	N	<del>N</del>	No active play space within 100 feet of any residential lot line.
C.	Facilities for active outdoor recreation utilizing motorized equipment	SP	N	SP	<del>N</del>	SP	SP	N	<del>PB</del>	
D.	Other active outdoor recreation facilities in a predominantly natural setting	SP	N	P	<del>P</del>	P	P	N	<del>P</del>	

E.	Commercial indoor amusement or recreation place or place of assembly	N	N	P	<del>N</del>	N	N	N	<b>P</b>	See disturbance standard of § 220-36A.
F.	Airport, air landing strip, <del>heliports</del>	N	N	N	<del>SP</del>	SP	SP	SP	<b>N</b>	
G.	Drive-in movie theater	N	N	N	<del>N</del>	N	N	N	<b>N</b>	
H.	Health and fitness center	N	N	N	<del>PB</del>	PB	PB	N	<b>P</b>	
I.	Adult entertainment uses	N	N	N	<del>N</del>	N	-- <sup>1</sup>	N	<b>N</b>	
<b>Accessory uses</b>										
AA.	Accessory structures customarily incidental and subordinate to permitted principal uses	SP	P	P	<del>P</del>	P	P	P	<b>P</b>	Such accessory uses as food service, lounges, repair or sale of sporting equipment, etc., to be intended primarily for the convenience of members or customers of the principal facility.
BB.	Structures accessory to the practice of a sport, such as ski tows or jumps, boat landings or bath houses	SP	N	N	<del>N</del>	N	N	N	<b>N</b>	

Item	Use	Zoning Districts								Notes
		R	NB	HB	<del>LO</del>	LI	LI2	GI	<b>EZ</b>	
CC.	Summer schools as part of a seasonal camp, sport instruction	SP	N	N	<del>N</del>	N	N	N	<b>P</b>	
DD.	Dwellings for the owners and staff of uses permitted in § 220-8.3	P	P	P	<del>P</del>	P	P	P	<b>P</b>	
EE.	Day camp accessory to a permitted use	SP	N	N	<del>P</del>	N	N	N	<b>P</b>	
<b>§ 220-8.4. PUBLIC, HEALTH, EDUCATIONAL AND INSTITUTIONAL USES.</b>										
<b>Principal uses</b>										
A.	Underground or overhead communications, gas, electrical, sewerage, drainage, water, traffic, fire, and police system services, appurtenant equipment, and installations	SP	SP	SP	<del>SP</del>	SP	SP	SP	<b>SP</b>	If personal wireless service facilities regulated under Article XI of Ch. 220.
		P	P	P	<del>P</del>	P	P	P	<b>P</b>	If not regulated under Article XI, and provided by a public service corporation or governmental agencies.
		SP	SP	SP	<del>SP</del>	SP	SP	SP	<b>PB</b>	If not regulated under Article XI, and provided by other than a public service corporation or governmental agency.
B.	Religious and educational uses	P	P	P	<del>P</del>	P	P	P	<b>P</b>	If exempt from prohibition under MGL c. 40A, § 3.

<sup>1</sup> Editor's Note: As regulated under Article XII of Chapter 220, Zoning.

		SP	P	P	<del>N</del>	N	N	N	<b>P</b>	If a use, such as a commercial school, not exempt from prohibition under MGL c. 40A, § 3.
C.	Nonprofit community centers, places of public assembly, lodges, service or fraternal or civic corporations	P	P	P	<del>P</del>	P	P	P	<b>P</b>	If no more than 500 square feet used for assembly; to include no use customarily conducted as a business.
		SP	P	P	<del>N</del>	N	N	N	<b>PB</b>	If containing more than 500 square feet used for assembly; or a use customarily conducted as a business.
D.	Long-term care facility.	SP	N	N	<del>N</del>	N	N	N	<b>PB</b>	See § 220-9B.

Item	Use	Zoning Districts								Notes
		R	NB	HB	<del>LO</del>	LI	LI2	GI	EZ	
Accessory uses										
AA.	Customary accessory uses if adjacent to the principal use or if permitted as a principal use	P	P	P	<del>P</del>	P	P	P	P	No play area to be within 100 feet of a residential district.
BB.	Other customary accessory uses	SP	SP	SP	<del>SP</del>	SP	SP	SP	PB	
CC.	Heliports	N	N	N		PB	PB	PB	PB	
§ 220-8.5. RETAIL, SERVICE AND OFFICE USES.										
Principal uses										
A.	Retail stores; craft, consumer, professional or commercial establishments dealing directly with the general public, unless more specifically listed below	N	P	P	<del>N</del>	P	P	N	P	1. If all displays, storage and sales conducted within a building; and no motorized vehicles handled. And 2. Within the EZ district, permitted only within sub-district EZ-A, and the gross floor area is less than 5,000 sq. ft.
		N	SP	P	<del>N</del>	SP	SP	N	PB	1. If having displays, storage or sales conducted outside a building; or if motorized vehicles are handled Or 2. Within the EZ district, permitted only within sub-district EZ-A, and the gross floor area is between 5,000 and 100,000 sq. ft.
B.	Shopping center	N	N	P	<del>N</del>	N	N	N	PB	Within EZ district, permitted only within sub-district EZ-A See definition, § 220-3.
C.	Gasoline service stations, including minor repairs only	N	SP	P	<del>N</del>	P	P	N	PB	



Item	Use	Zoning Districts								Notes
		R	NB	HB	LO	LI	LI2	GI	EZ	
D.	Sales, rental, and repairs of motor vehicles, mobile homes, farm implements or boats	N	N	P	<del>N</del>	P	P	N	<b>P</b>	
E.	Car washing establishments	N	N	SP	<del>N</del>	SP	SP	N	<b>PB</b>	
F.	Dry-cleaning and laundry establishments	N	P	P	<del>N</del>	P	P	P	<b>PB</b>	
G.	Funeral parlor, undertaking establishments	N	SP	SP	<del>N</del>	N	N	N	<b>PB</b>	
H.	Hotels, motels, inns	N	SP	SP	<del>SP</del>	N	N	N	<b>PB</b>	
I.	Restaurants	N	P	P	<del>SP</del>	P	P	P	<b>P</b>	If no drive-in or drive-through facility, no entertainment.
		N	SP	SP	<del>N</del>	N	N	SP	<b>PB</b>	If having drive-in or drive-through facilities or entertainment.
J.	Medical clinics, administrative offices of nonprofit organizations	N	PB	PB	<del>PB</del>	PB	PB	N	<b>PB</b>	
K.	Other offices, banks	N	P	P	<del>P</del>	P	P	P	<b>P</b>	
<b>Accessory uses</b>										
AA.	Outdoor storage or display of goods	N	N	P	<del>P</del>	P	P	N	<b>P</b>	See § 220-9F.
BB.	Manufacture, assembly, packaging or treatment of goods sold or handled on the premises in connection with the principal use	N	P	P	<del>N</del>	P	P	N	<b>P</b>	(1) Such operations not to occupy more than half of the floor area occupied by the principal use alone;
										(2) Not more than three persons to be so employed on the premises in a NB District or more than five in a HB District.
CC.	Retail sales or restaurant	N	P	P	<del>SP</del>	SP	SP	SP	<b>P</b>	Not to occupy more than 10% of the floor area of a structure chiefly devoted to other permitted uses.
<b>DD.</b>	<b>Heliports</b>	<b>N</b>	<b>N</b>	<b>N</b>		<b>PB</b>	<b>PB</b>	<b>PB</b>	<b>PB</b>	

Item	Use	Zoning Districts								Notes
		R	NB	HB	<del>LO</del>	LI	LI2	GI	EZ	
§ 220-8.6. INDUSTRIAL USES.										
Principal uses										
A.	Printing, publishing, and assembly, finishing, or packaging of products	N	N	N	<del>P</del>	P	P	P	P	See § 220-9E.

Item	Use	Zoning Districts								Notes
		R	NB	HB	LO	LI	LI2	GI	EZ	
B.	Other general industrial uses, including manufacturing and processing	N	N	N	<del>N</del>	SP	SP	P	<b>PB</b>	See § 220-9E. All buildings or structures to be at least 100 feet from any R District, or from any dwelling existing prior to adoption of this provision.
C.	Structures for storage and distribution of goods, supplies, equipment and machinery	N	N	N	<del>P</del>	P	P	P	<b>P</b>	
D.	Garages for all types of repair of motorized equipment	N	N	N	<del>N</del>	N	N	P	<b>N</b>	No vehicle in an inoperative condition shall remain outdoors on the site in excess of 60 days; no more than five inoperative vehicles to be stored outdoors at any one time.
E.	Open storage facilities for lumber, stone, brick, gravel, cement or other bulk materials and contractor's yards	N	N	N	<del>N</del>	P	P	P	<b>PB</b>	All outdoor storage to be separated from any district line and from any lot line of a dwelling existing prior to adoption of this bylaw either by a screen or by a strip of at least 100 feet of dense natural vegetation.
F.	Earth products removal	As regulated by Article IX of Ch. 220.								See Article IX.
G.	Junkyards, 3rd class car license premises, private dumps, whether as principal or accessory use	N	N	N	<del>N</del>	N	N	N	<b>N</b>	
H.	Research and development, engineering, assembly and construction of models, prototypes, samples and experimental products in connection with research, engineering, or development activities	N	N	N	<del>SP</del>	P	P	P	<b>PB</b>	
<b>Accessory uses</b>										
AA.	One-family dwelling for personnel required for the safe operation or maintenance of a permitted use	N	N	N	<del>N</del>	N	N	P	<b>PB</b>	
BB.	Outdoor storage accessory to a principal use	N	N	N	<del>N</del>	N	N	P	<b>PB</b>	
CC.	Retail outlets for products of the principal industrial use	N	N	N	<del>N</del>	P	P	P	<b>PB</b>	(1) Off-street parking is provided in accordance with the standards for retail given in § 220-23;

Item	Use	Zoning Districts								Notes
		R	NB	HB	LO	LI	LI2	GI	EZ	
										(2) The floor space devoted to retail equals no more than 1/4 the floor space devoted to the principal use.
DD.	Activities accessory to activities permitted in other districts as a matter of right, whether or not on the same parcel as the principal permitted use, which are necessary in connection with scientific research or scientific development or related production	SP	SP	SP	SP	SP	SP	SP	PB	The accessory use must not substantially derogate from the public good, per MGL c. 40A, § 9.
EE.	Heliports	N	N	N		PB	PB	PB	PB	

4. Amend §220-8.7 Integrated Planning Overlay District (IPOD), Subsection B, Basic Use Requirements, Paragraphs (5)(b) and (5)(d) by deleting the Light Industry district and adding the Enterprise district, as follows:

(b) Retail, service, and office uses permitted or allowed by special permit in the ~~Light Industry (LI)~~ **Enterprise** District are allowed within an Integrated Plan regardless of whether the Integrated Plan includes any portion of the ~~LI Enterprise~~ or other district allowing that use ...

(d) Medium or heavy industrial uses not allowed in a ~~Light Industry~~ **Enterprise** District per §220-9E(4) are expressly prohibited in the IPOD Districts.

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5. Amend §220-9, Supplementary Use Regulations, Subsection E, Industrial Use Requirements, paragraph (4) by adding the Enterprise district, as follows:

(4) There shall be no medium or heavy industrial uses in a Light Industry **or Enterprise** district (especially, but not limited to, any of the following: asphalt plants; blast furnaces; coke manufacture; creosote manufacture; chemical manufacture; gas manufacture; production or refining of petroleum products; manufacture of explosives, fireworks or highly flammable substances; and/or storage, collection, treatment, burial, incineration, or disposal of radioactive or other wastes).

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6. Amend §220-10, Lot Dimensions, Subsection A, Lot Area, as follows

Add the EZ district to paragraph (1) as follows:

(1) HB, LI, LI2, **EZ**, and GI Districts: minimum lot area = 64,000 square feet.

Delete paragraph 2, which currently reads:

~~(2) LO Districts: minimum lot area = three acres.~~

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7. Amend §220-11, Yard Dimensions, Subsection A, Front Yard Setback, as follows:

In paragraph 1, delete the reference to the LO district and add a front yard setback requirement of 40' for EZ, except the front yard setback shall be 100' in EZ when an EZ lot faces a lot across the street in a Residential district, as follows:

- (1) Not less than ~~100 feet in the LO District~~, **40 feet in EZ (except that the front yard setback shall be 100 feet for a lot facing a lot across a street that lies in a Residential district)**, 40 feet in the LI and LI2 Districts, or 30 feet in other districts, measured from the street sideline, or the following measured from the street center line, if more restrictive:
- (a) Arterial Street: 74 feet.
  - (b) Collector Street: 60 feet.
  - (c) Minor Street: 55 feet.
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8. Amend §220-11, Yard Dimensions, Subsection B, Side and Rear Yard Setback, as follows:

By adding a new paragraph (1) (and renumbering the existing paragraphs) to specify a setback of 30 feet for the EZ district, or 100 feet when abutting a residential district or dwelling, and renumbering the remaining sections, as follows:

**(1) In EZ, not less than 30 feet, except the setback shall be increased to 100 feet when abutting any residential district or existing dwelling.**

Delete the LO district in existing paragraph (2), as follows:

(2) ~~LO~~, LI and LI2 Districts: not less than 30 feet, except increased to 50 feet when abutting any Residential district or existing dwelling.

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9. Amend §220-11, Yard Dimensions, Subsection C, Permitted Uses in Required Yards, paragraph (3) by deleting the LO district and adding the EZ district, which will require separation of 100 feet between accessory storage or parking lots and lots in a Residence district or in residential use, as follows:

- (3) Side and rear yards in HB, ~~LO~~, **EZ**, LI, LI2 and GI Districts may be occupied by parking or by permitted accessory outdoor storage provided that no parking or storage is closer than 50 feet **(except 100 feet in the EZ district)** to any Residence district or to any dwelling existing prior to the adoption of this bylaw, and in ~~LO~~, **EZ**, LI or GI Districts, such parking or storage must be thoroughly screened by dense natural vegetation of a suitable height to conceal these areas.
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10. Amend §220-11, Yard Dimensions, by adding a new Subsection E, EZ District Waivers, to allow the Planning Board to grant a waiver from the yard requirements by special permit if the requirements would unreasonably restrict development of a property, as follows:

E. EZ District Waivers: The Planning Board may grant a special permit to waive compliance with the Yard Dimensions of §220-11 for the EZ District if it finds that due to the size, shape, or natural conditions of the property the yard requirements would not allow reasonable development of the site. In granting a special permit, the Board may impose conditions to protect the public interest and minimize impacts on residential properties or the environment. The Board shall not grant a waiver to allow a yard dimension that is less than fifty feet (50').

11. Amend §220-12, Building Dimensions, Subsection A, Building or Structure Height, to specify a building height of 40 feet in the EZ district, as follows:

A. Building or structure height. No building or portion thereof or other structure of any kind shall exceed 40 feet building or structure height in the LI, LI2, GI, **and EZ** ~~LO~~ Districts or 32 feet in any other district...

12. Amend §220-28 Permitted Forms of Illumination, Subsection B, In Other Districts, by deleting the LO district and adding the EZ district, as follows:

B. In other districts. Illumination of signs and outdoor areas in NB, HB, ~~LO~~, **EZ**, LI, LI2 and GI Districts shall be indirect.

13. Amend §220-34, Site Plan Review, Subsection C, Drawing Requirements, by deleting the LO district and adding the EZ district, as follows:

C. Drawing requirements. A site plan shall be submitted ... For premises in the Light Industry, Light Industry 2 or ~~Limited Office~~ **Enterprise** District, submittals to the Planning Board shall also include ground floor plans and architectural elevations.

14. Amend §220-35, Design Guidelines, Subsection B, Building Design, by deleting the LO district and adding the EZ district, as follows:

B. Building design. Within Light Industry, Light Industry 2 or ~~Limited Office~~ **Enterprise** Districts, approval of proposals subject to review ...

15. Amend §220-37.1, Landscaping Requirements, by adding a new Subsection J., Enterprise District Vegetated Buffer, as follows:

J. Enterprise district vegetated buffer: In lieu of §220-37.1.F, whenever a development in an Enterprise District abuts a residential property or residential district, the development shall provide a vegetated buffer for a parallel depth of one hundred feet (100') from the abutting side/rear property lines. The buffer zone shall consist of existing natural vegetation supplemented with a variety of trees and shrubs in order

to provide visual relief from the proposed development. The approving board may require a vegetated border along the residential property or district that consists of staggered rows of shrubs and trees, the majority of which shall be evergreen. The border vegetation shall reach a height of ten feet (10') within four years of planting and shall provide visual screening of the development.<sup>1</sup> The approving board may waive the requirements of this section if it determines that the abutting property is unbuildable or visually separated by natural or topographic features.

Add footnote 1 as follows:

<sup>1</sup> The Town Planner may provide a list of recommended plantings to achieve this purpose.

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16. Amend §220-52, Nonconforming Uses, paragraph D, Dwellings in Nonresidential Districts, by deleting the LO district and adding the EZ district, as follows:

D. Dwellings in nonresidential districts. Any lot in an HB, LI, LI2, ~~LO~~ **EZ**, or GI District which was in existence and in separate ownership from all adjoining land on May 3, 1988, and which has a minimum of 5,000 square feet of area and 50 feet of frontage on a way which meets the adequacy requirements referenced in §220-10B of this bylaw, may be used for one single-family detached dwelling.

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17. Amend §220-63, Concept Plan, Subsection A, by deleting the LO district and adding the EZ district, as follows:

A. Petitioners for Zoning Map change to NB, HB, ~~LO~~ **EZ**, LI, LI2 or GI Districts shall, prior to their public hearing, submit a concept plan to the Planning Board with the exception of petitions submitted by the Planning Board. A concept plan shall consist of the following:

Or take any action relative thereto.

<p style="text-align: center;"><b>ARTICLE 13</b> <b>Board of Selectmen</b></p>
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To see if the Town will vote to amend the Lancaster Zoning Map by deleting the Limited Office (LO) district, adding an Enterprise (EZ) district (which includes an EZ-A subdistrict), and re-zoning land currently zoned LO, HB and LI to EZ, as shown on the map entitled "Proposed Enterprise District" prepared by the Montachusett Regional Planning Commission dated January 2013, as on file in the Office of the Town Clerk, or take any action relative thereto.

<p style="text-align: center;"><b>ARTICLE 14</b> <b>Board of Selectmen</b></p>
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To see if the Town will vote to approve an Agreement for Payment in Lieu of Taxes (PILOT) pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 38H(b), and Chapter 164, Section 1, in a certain amount for a period of 20 years with Brockelman Road Solar 1, for real and personal property relating to the installation of a solar energy generation facility on the land on Brockelman Road shown as Parcel 6 on Assessor's Map 23 and being more fully described as Manny's Dairy Farm, which Agreement is on file and available for review at the Town Clerk's office, or act in a manner relating thereto.

**ARTICLE 15**  
**Board of Selectmen**

To see if the Town will vote to approve an Agreement for Payment in Lieu of Taxes (PILOT) pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 38H(b), and Chapter 164, Section 1, in a certain amount for a period of 20 years with UGT Solar, for real and personal property relating to the installation of a solar energy generation facility on the land on Shirley Road shown as Parcel on Assessor's Map and being more fully described as Shirley Airport, or act in a manner relating thereto.

**ARTICLE 16**  
**Board of Selectmen**

To see if the Town of Lancaster will vote to amend the Lancaster Zoning Bylaw, Chapter 220, Article V, by adding a new Section 220-16, **TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS**, that would provide as follows, and further to amend the Table of Contents to add Section 220-16, "Temporary Moratorium on Medical Marijuana Treatment Centers":

**A. PURPOSE**

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to issue regulations regarding implementation within 120 days of the law's effective date. Currently under the Lancaster Zoning Bylaw, a Medical Marijuana Treatment Center is not a permitted use in the Town of Lancaster and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

**B. DEFINITION**

"Medical Marijuana Treatment Center" shall mean a "not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers."

**C. TEMPORARY MORATORIUM**

For the reasons set forth above and notwithstanding any other provision of the Lancaster Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a



Medical Marijuana Treatment Center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations regarding Medical Marijuana Treatment Centers and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers and related uses.

Or take any action relative thereto.

**ARTICLE 17**  
**Finance Committee**  
**Board of Selectmen**

To see if the Town will vote to transfer from Water Free Cash the following sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described; or act in any manner relating thereto.

a. North Main Street Water Line	
Amount:	\$200,000
Funds to be expended by:	Board of Board of Public Works
Purpose:	Clean and Reline North Main Street Water Line
Funding Source:	Water Retained Earnings

b. Paint Water Storage Tank	
Amount:	\$150,000
Funds to be expended by:	Board of Public Works
Purpose:	Paint 1.5 million gallon storage tank
Funding Source:	Water Retained Earnings

***The Finance Committee Recommends passage of this article***

**ARTICLE 18**  
**Citizen's Petition**

To see if the Town will vote to amend the Zoning Bylaw to add a new subsection GG to Section 220-8.1 (Use Regulation Schedule – Residential Uses – Accessory Uses), as follows:

GG.	The raising and keeping of up to ten (10) chickens (common, domestic female chicks and hens, but no roosters) for non-commercial use by the residents of any lot with a minimum area of a half (1/2) acre or more	Y	Y	Y	Y	Y	Y	Y	The chickens must be kept in a coop or pen enclosure that is no less than 20 feet from any lot line.
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Or act in any 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 B. Leone, *Chairman***

\_\_\_\_\_  
**John P. Sonia, *Clerk***

\_\_\_\_\_  
**Jean M. Syria, *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.*

*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.**

**ANNUAL TOWN MEETING**  
**LANCASTER MASSACHUSETTS**  
**Mary Rowlandson Elementary School**  
**May 6, 2013**

**Abbreviated Notes**

The Annual Town Meeting was called to order at 7:02 p.m. by Moderator David I. Spanagel. A total of 170 registered voters and 15 non-voting guests were signed in by Registrars John Ranieri and Kevin Baer, and Carolyn Stump. Moderator Spanagel lead the audience in reciting the Pledge of Allegiance and then introduced the Town Officials sitting on the stage: Board of Selectmen (BOS) members Jennifer Leone, John P. Sonia and Jean M. Syria, Finance Committee (FinCom) Members Jay Riley, Peter CampoBasso, Michelle Vasquez, Janet Baylis, and Walter Sendrowski, and Town Administrator Orlando Pacheco, Finance Director Cheryl Gariepy and Town Clerk Sue Thompson. Moderator Spanagel then asked for a moment of silence for residents who had died during the past six months, including:

- Phyllis Farnsworth, an election worker and long-time member and chair of the Lancaster Historical Commission, Chair of the Bicentennial Committee, and member of the Historic District Study Committee.
- Elaine Lange, who worked in the Lancaster Public Schools until her retirement in 1957.
- Lucille M. Johnston, and election worker and longtime cafeteria worker at Nashoba Regional High School.
- Leo Favreau, field driver

Moderator Spanagel thanked resident Daniel Mazzola who stepped up to become Lancaster's representative on the Minuteman School Committee after Peter Farmer resigned because of conflicts with his other town commitments. Mr. Spanagel noted that this would be the last meeting for four people on the stage, and the audience thanked them for their service: Board of Selectmen chair Jennifer Leone chose not to run for re-election after serving six years on the board, and BOS member John P. "Jack" Sonia resigned with one year left of his term. FinCom members Janet Baylis and Walter Sendrowski chose not to seek re-election after six years on the committee. Moderator Spanagel spent a few minutes explaining Town Meeting procedures, and the meeting got underway.

**Article 1** – On a motion by Jean Syria and a second by Jennifer Leone, the town voted unanimously to appropriate \$150,000.00 to the Capital Stabilization Fund.

**Article 2** – On a motion by John Sonia and a second by Jennifer Leone, the town voted unanimously to approve the FY14 Capital expenditures as printed in the warrant.

**Article 3** – On a motion by Jennifer Leone and a second by John Sonia, the town voted unanimously to adopt the FY 2014 Operating budget as filed with the Town Clerk by raising \$15,504,340 by taxation and \$1,021,458 with Local Aid/State Receipts. This budget will be adjusted and voted on again at the Fall Special Town meeting.

**Article 4** – On a motion by Jean Syria and a second by Jennifer Leone, the town voted unanimously to approve the FY14 Water Department budget as printed in the Warrant. Town Administrator Orlando Pacheco explained that this budget has been level-funded for the past four years.

**Article 5** – On a motion by John Sonia and a second by Jennifer Leone, the town voted unanimously to appropriate \$20,000 from the FY14 Overlay Account for Abatements to fund the Senior Tax Work-off Abatement Program.

**Article 6** – On a motion by Jennifer Leone and a second by Jean Syria, the town voted unanimously to approve the Wage and Compensation Schedule by increasing all amounts by 3%, effective July 1, 2013, as printed in the Warrant. BOS member Jean Syria pointed out that this schedule only affects non-union personnel.

**Article 7** – On a motion by Jean Syria and a second by Jennifer Leone, the town voted unanimously to approve the Fiscal Year 2014 revolving funds as printed in the warrant.

**Article 8** – On a motion by Jennifer Leone and a second by John Sonia, the town voted unanimously to authorize the Board of Selectmen to acquire, by gift, purchase, or eminent domain, the fee or lesser interest in those lands shown, more or less, on the plan entitled “Route 110/Old Common Road/Center Bridge Road Preliminary Right of Way Plan in the Town of Lancaster, Worcester County, Massachusetts Department of Transportation, Highway Division Intersection Improvements Project,” prepared by BETA Group, Inc., dated January 14, 2011, revised through September 10, 2012, as being necessary to complete the relocation of South Bolton Road and the improvement project depicted thereon, on such terms and conditions as the Board of Selectmen deems appropriate. In answer to a question, Mr. Pacheco reported that the Town is paying for all plans, easements, etc. (approximately \$200,000) out of Chapter 90 funds; the state is paying for the rest, over a million dollars.

**Article 9** -- On a motion by John Sonia and a second by Jennifer Leone, the town voted unanimously to authorize the Town to accept any public funds and authorize the Treasurer/Collector to borrow in anticipation of those funds if needed.

**Article 10** -- On a motion by Jean Syria and a second by John Sonia, the town voted unanimously to authorize the Treasurer/Collector to borrow in anticipation of reimbursements for FY14 Chapter 90 funds.

**Article 11** – On a motion by John Sonia and a second by Jennifer Leone, the Town voted, with two opposing votes, to authorize the Board of Selectmen to enter into an agreement with another municipality for the purposes of servicing Lancaster’s municipal streetlight system. Mr. Pacheco explained that the Town was buying back the streetlights that had been turned off in the 90’s but did not have the resources to maintain them. He planned to negotiate with the Sterling Municipal Light Department to provide maintenance.

**Article 12** – On a motion by Jennifer Leone and a second by Jean Syria, the town voted to amend the Zoning Bylaw to delete the Limited Office (LO) district and add an Enterprise (EZ and EZ-A) district as printed in the Warrant. Planning Board (PB) Chair Jeanne Rich read the

PB report recommending passage of this article. A two-thirds vote was required, and Moderator Spanagel declared passage with only 3 nays. A motion to reconsider failed.

**Article 13** – On a motion by Jean Syria and a second by Jennifer Leone, the Town voted, by a Moderator-declared 2/3 majority vote with only one nay, to amend the Lancaster Zoning Map by deleting the Limited Office (LO) district, adding an Enterprise (EZ) district and re-zoning land currently zoned LO, HB and LI to EZ. A motion to reconsider failed.

**Article 14** – On a motion by John Sonia and a second by Jennifer Leone, the Town voted unanimously to approve a Payment in Lieu of Taxes (PILOT) agreement for the solar energy generation facility at Manny’s Dairy Farm for a period of 20 years. Town Administrator Pacheco explained that the solar facility will pay approximately \$32,000 per year in lieu of taxes and will take the property out of Section 61 and back onto the tax rolls. The PILOT agreement is on file in the Town Clerk’s Office.

**Article 15** – On a motion by Jennifer Leone and a second by John Sonia, the Town voted unanimously to approve a Payment in Lieu of Taxes (PILOT) agreement for the solar energy generation facility operated by UGT Solar on land on Shirley Road at the Shirley Airport for a period of 20 years.

**Article 16** – On a motion by Jean Syria and a second by John Sonia, the Town voted to amend the Lancaster Zoning Bylaw to add a new Section 220-16, Temporary Moratorium on Medical Marijuana Treatment Centers until June 30, 2014, as printed in the Warrant. PB Chair Jeanne Rich read the Planning Board report recommending passage of this article. A 2/3 vote was required for passage, and Moderator Spanagel called for a hand count. The article passed by a vote of 115 yays and 36 nays; a motion to reconsider failed.

**Article 17** – On a motion by John Sonia and a second by Jennifer Leone, the Town voted unanimously to approve the FY14 Water Capital expenditures as follows:

c. North Main Street Water Line	
Amount:	\$200,000
Funds to be expended by:	Board of Board of Public Works
Purpose:	Clean and Reline North Main Street Water Line
Funding Source:	Water Retained Earnings

d. Paint Water Storage Tank	
Amount:	\$150,000
Funds to be expended by:	Board of Public Works
Purpose:	Paint 1.5 million gallon storage tank
Funding Source:	Water Retained Earnings

**Article 18** – On a motion by Christopher Williams and a second by Jeanne Rich the Town addressed a citizens’ petition article to reduce the acreage requirements to 1/2 acre for residents to keep chickens on their property. PB Chair Jeanne Rich read the Planning Board’s report, which recommended defeat of the article as originally presented. Mr. Williams then moved an

amended article as shown below, which was seconded by Robert Baylis. The Agricultural Commission supported the article as amended, and the Planning Board did not object to it. After much discussion, the article as amended passed by a Moderator-declared 2/3 vote. A motion to reconsider failed.

GG.	The raising and keeping of up to six (6) chickens (common, domestic female chicks and hens, but no roosters) for non-commercial use by the residents of any lot with a minimum area of 0.90 acres or more	Y (SP)*	N	N	N	N	N	N	The chickens must be kept in a coop or pen enclosure that is no less than 20 feet from any lot line, 50 feet from any existing dwelling, and 1600 feet from any existing commercial poultry farm producer.
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\* May be permitted by special permit for lots with area less than 0.90 acres, provided all other conditions of this section are met.

There being no further business, Moderator Spanagel adjourned the Annual Town Meeting at 8:55 p.m.

### ANNUAL TOWN ELECTION MAY 13, 2013

The polls were declared open at 7:00 a.m. by Warden Rita Ford. Serving at the polls were inspectors Joan Mitchell, Marilyn Chambers, Leslie Montague, Lorry Doucet, Frank Mitchell, Henry Richter, Frank MacGrory, Hank Paszko, Carolyn Stump, Ellie Dubie, George Davis, Ann Mazzola, Joy Peach and Betty Millet. Barbara Bartlett and Ann Mazzola served as Precinct Clerks; Ballots were counted by Warden Jeanne Rich and tally workers Susan Polansky and Ann Mazzola.

#### Certified Results

<b>MODERATOR</b>	<b>Pct 1 - Total</b>	<b>Pct 2 - Total</b>	<b>GRAND TOTAL</b>
DAVID I. SPANAGEL	265	213	478
All Others	1	2	3
Blanks	77	61	138
<b>TOTAL</b>	<b>343</b>	<b>276</b>	<b>619</b>

<b>SELECTMAN (THREE YEARS)</b>	<b>Pct 1 - Total</b>	<b>Pct 2 - Total</b>	<b>GRAND TOTAL</b>
SUSAN E. SMILEY	278	216	494
All Others	6	1	7
Blanks	59	59	118
TOTAL	343	276	619

<b>SELECTMAN (ONE YEAR)</b>	<b>Pct 1 - Total</b>	<b>Pct 2 - Total</b>	<b>GRAND TOTAL</b>
WILLIAM W. BARTLETT	125	100	225
STANLEY B. STARR, JR.	200	167	367
All Others	3	0	3
Blanks	15	9	24
TOTAL	343	276	619

<b>BOARD OF PUBLIC WORKS</b>	<b>Pct 1 - Total</b>	<b>Pct 2 - Total</b>	<b>GRAND TOTAL</b>
THEODORE R. MANNING	158	137	295
DONALD R. CZEPIEL	112	87	199
All Others	2	1	3
Blanks	71	51	122
TOTAL	343	276	619

<b>BOARD OF HEALTH</b>	<b>Pct 1 - Total</b>	<b>Pct 2 - Total</b>	<b>GRAND TOTAL</b>
STEPHEN PIAZZA	249	212	461
All Others	2	1	3
Blanks	92	63	155
TOTAL	343	276	619
<b>LIBRARY TRUSTEE -- VOTE FOR TWO</b>	<b>Pct 1 - Total</b>	<b>Pct 2 - Total</b>	<b>TOTAL</b>
STEPHEN PIAZZA	191	172	363
FRANK S. STREETER	233	171	404
All Others	6	2	8
Blanks	256	207	463
TOTAL	686	552	1,238

<b>PLANNING BOARD</b>	<b>Pct 1 - Total</b>	<b>Pct 2 - Total</b>	<b>GRAND TOTAL</b>
PHILIP F. LAWLER	244	207	451
All Others	2	0	2
Blanks	97	69	166
TOTAL	343	276	619



<b>FINANCE COMMITTEE -- VOTE FOR TWO</b>	<b>Pct 1 - Total</b>	<b>Pct 2 - Total</b>	<b>GRAND TOTAL</b>
Write-In -- William Bartlett	8	14	22
All Others	20	38	58
Blanks	658	500	1,158
<b>TOTAL</b>	<b>686</b>	<b>552</b>	<b>1,238</b>

<b>NRSD COMMITTEE</b>	<b>Pct 1 - Total</b>	<b>Pct 2 - Total</b>	<b>GRAND TOTAL</b>
Write-In -- CATHLEEN G. THIER	44	24	68
All Others	3	2	5
Blanks	296	250	546
<b>TOTAL</b>	<b>343</b>	<b>276</b>	<b>619</b>

<b>BALLOT QUESTION 1</b>	<b>Pct 1 - Total</b>	<b>Pct 2 - Total</b>	<b>GRAND TOTAL</b>
YES	188	163	351
NO	126	95	221
Blanks	29	18	47
<b>TOTAL</b>	<b>343</b>	<b>276</b>	<b>619</b>

**WARRANT FOR  
SPECIAL TOWN MEETING  
October 28, 2013  
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 twenty-eighth day of October 2013, at 7:00 o'clock in the evening**, then and there to act on the following Articles:

**ARTICLE 1**  
**Finance Committee**  
**Board of Selectmen**

To see if the Town will raise and appropriate or transfer from available funds the following sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described; or act in any manner relating thereto.

b. Fire Equipment Purchase	
Amount:	\$170,850
Funds to be expended by:	Fire Department
Purpose:	To purchase new SCBA Equipment for the Fire Department
Funding Source:	Raise and Appropriate

***The Finance Committee recommends passage of this article.***

**ARTICLE 2**  
**Finance Committee**  
**Board of Selectmen**

To see if the Town will vote to appropriate \$17,196,491 (Seventeen Million, One Hundred and Ninety Six Thousand Four Hundred and Ninety One Dollars) 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, 2013, or act in any manner relating thereto.

**The Budget for Fiscal Year 2014 will be available at Town Meeting**

***The Finance Committee recommends passage of this article***

**ARTICLE 3**  
**Board of Selectmen**

To see if the Town will vote, pursuant to General Laws Chapter 82, Section 21, to accept the alteration of the layout of South Bolton Road, a public way in the Town, as ordered by the Board of Selectmen and shown on a plan entitled "Layout Alteration Plan Showing Discontinuance and Alteration of South Bolton Road Prepared for Town of Lancaster" by Beta Group Inc. dated August 2013, and, in accordance with said alteration, to discontinue as a public way a portion of South Bolton Road as shown on the plan, and further to transfer from the Board of Selectmen for roadway purposes to the Board of Selectmen for general municipal purposes, which shall include the purpose of conveyance, the land within the discontinued portion of South Bolton Road owned by the Town, if any, and to authorize the Board of Selectmen to release and convey any or all right, title and interest held by the Town in such land on such terms and conditions and for such consideration as the Board of Selectmen deems appropriate, or act in any manner relating thereto.

**ARTICLE 4**  
**Board of Selectmen**

To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 41 Section 19K, which entitles the Town Clerk to receive an additional \$1,000.00 (One Thousand Dollars)

compensation annually for achieving the designation of Certified Massachusetts Municipal Clerk, or act in a manner relating thereto.

**ARTICLE 5**  
**Board of Selectmen**

To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 41 Section 108P, which entitles the Treasurer/Collector to receive an additional \$1,000.00 (One Thousand Dollars) compensation annually for achieving the designation of Certified Massachusetts Municipal Treasurer or Certified Massachusetts Municipal Collector, or act in a manner relating thereto.

**ARTICLE 6**  
**Board of Selectmen**

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$3,200,000 (Three Million, Two Hundred Thousand Dollars) for renovations and repairs, including design thereof, to the Prescott Building, also referred to as the old Center School; to authorize the Board of Selectmen to take any action and execute any agreements necessary to effectuate such renovations and repairs, and that to meet this appropriation, the Treasurer-Collector with the approval of the Board of Selectmen is hereby authorized to borrow said sum pursuant to the provisions of G.L. c. 44, Section 7, or any other enabling authority, and to issue bonds or notes of the Town therefor, said funds to be expended under the direction of the Board of Selectmen; or act in any manner relating thereto.

*The Finance Committee recommends passage of this article*

**ARTICLE 7**  
**Planning Board**

To see if the Town will vote to amend the Lancaster Zoning Bylaw to delete the strikethrough language and add the underlined language as follows, and to amend the Integrated Planning Overlay Districts map (220 Attachment 4) accordingly, and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of the Town of Lancaster, or act in any manner relating thereto.

1. Amend § 220-5 (A) Zoning Map as follows:

- A. Basic District Map. The boundaries of the R, NB, HB, LO, LI, LI2 and GI Zoning Districts are defined and bounded on a map originally dated December 15, 1990, entitled "Zoning Map, Lancaster, Massachusetts" as amended from time to time by Town Meeting vote, which, together with all boundaries, notations and other data shown thereon, is made part of this bylaw. That map, as amended, is on file in the office of the Town Clerk.

2. Delete § 220-8.1 (F) Major residential development.

<del>F.</del>	<del>Major residential development</del>	<del>PB</del>	<del>PB</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>See § 220-20.</del>
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Replace with the following:

F.	Flexible development	PB	N	N	N	N	N	N	See § 220-15.
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3. Amend § 220-39 (D) Establishment and delineation of Water Resource District, as follows:

“D. Establishment and delineation of Water Resource District. For the purpose of this district, there is hereby established within the Town of Lancaster certain groundwater protection areas, consisting of aquifers or recharge areas which are delineated on the map titled ~~“Town of Lancaster Official Zoning Overlay Map” (220 Attachment 3), dated 05-01-2009~~ “Lancaster, MA: Official Zoning Overlay Map,” (Section 220 Attachment 3), dated April 2011, as may be amended from time to time by Town Meeting vote under the recommendation of a registered professional engineer (civil or sanitary), hydrologist, geologist, or soil scientist. This map is hereby made a part of the Town of Lancaster Zoning Bylaw and is on file in the office of the Town Clerk.”

4. Amend 220 Attachment 4 “Integrated Planning Overlay District Map” with new text in the IPOD 2 section, as follows:

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, <del>which is in the northern boundary of the Highway Business (HB) district,</del> thence turning and running,
Generally	westerly <del>along the northern boundary of the Highway Business (HB) District</del> to a point where the Residential and the <del>Limited Office</del> <u>Enterprise</u> 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.

And replace the 220 Attachment 4 map entitled “Lancaster, MA: Integrated Planning Overlay Districts” dated April 2009, with a new 220 Attachment 4 map entitled “Lancaster, MA: Integrated Planning Overlay Districts” dated May 2013, to reflect previous amendments to the Zoning Bylaw replacing the Light Industry, Limited Office and Highway Business zoning districts with the Enterprise Zoning District (EZ) and EZ-A Retail Sub-District.

***The Planning Board will issue a report from the floor***

## ARTICLE 8 Planning Board

To see if the Town will vote to amend the Lancaster Zoning Bylaw by deleting the strikethrough language and adding the underlined language as follows, and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of the Town of Lancaster, or act in any manner relating thereto.

1. Amend § 220-34 (A) to expand the application of site plan review, as follows:

- A. Applicability. Applications for building permits or certificates of use and occupancy involving creation of, addition to, or substantial alteration of a parking area, ~~shall be subject to site plan review~~ if either it serves a nonresidential principal use or if it serves only a residential use and has 10 or more parking spaces, or if there is a change in use on a site, shall be subject to site plan review.

*The Planning Board will issue a report from the floor*

## ARTICLE 9 Board of Selectmen

To see if the Town will vote to adopt the Sex Offender Residency Bylaw as included herein, or act in any manner relating thereto.

### ***SEX OFFENDER RESIDENCY BYLAW***

#### **Section 1. Determinations and Intent.**

A. It is the intent of this by-law to protect the Town's interest to promote and protect the public health, safety and welfare of the inhabitants of the Town of Lancaster by creating areas around locales where children and the elderly regularly congregate and wherein certain sex offenders are prohibited from establishing temporary or permanent residence.

B. It is determined that this by-law is the most narrowly crafted means of restricting to the fullest extent possible the opportunity for registered sex offenders to approach or interact with children and the elderly where they routinely and naturally congregate and that the protections of the health and safety of our children is a compelling public and governmental interest.

C. This by-law is intended to create a civil nonpunitive regulatory scheme in order to protect children and the elderly to the greatest extent possible under the circumstances of public welfare protections and not as a punitive measure of any kind.

D. Registered sex offenders pose a clear threat to children and the elderly as vulnerable groups residing in or visiting the Town. Because registered sex offenders are more likely than any other type of offender to re-offend for another sexual offense, the Town desires to impose safety precautions in furthering the public purpose of protecting these groups. The purpose of this by-law is to mitigate the potential risk of harm to children and the elderly of the Lancaster community by deterring the ability for registered sex offenders to be in contact with unsuspecting individuals in locations that are primarily utilized by such groups. The Town desires to add location restrictions on such offenders where state law is silent.

## **Section 2. Definitions**

1. “Park” means public land designated for active or passive recreational or athletic use by the Town of Lancaster, the Commonwealth of Massachusetts or other governmental subdivision, and located within the Town of Lancaster.
2. “School” means any public or private educational facility that provides services to children in grades kindergarten - 12.
3. “Day care center” means an establishment, whether public or private, which provides care for children and is registered with and licensed pursuant to the laws of the Commonwealth of Massachusetts by the Office of Child Care Services.
4. “Elderly housing facility” means a building or buildings on the same lot containing four or more dwelling units restricted to occupancy by households having one or more members fifty-five years of age or older.
5. “Place of worship” means a structure used for religious worship or religious education purposes on land owned by, or held in trust for the use of, any religious organization.
6. “Sex offender” means a person who resides, works or attends an institution of higher learning in the commonwealth and who has been convicted of a sex offense or who has been adjudicated as a youthful offender or as a delinquent juvenile by reason of a sex offense or a person released from incarceration or parole or probation supervision or custody with the Department of Youth Services for such a conviction or adjudication or a person who has been adjudicated a sexually dangerous person under G.L. c. 123A, §14, as in force at the time of adjudication, or a person released from civil commitment pursuant to section 9 of said chapter 123A, whichever last occurs, on or after August 1, 1981.
7. “Sex offender registry” means the collected information and data that is received by the criminal history systems board pursuant to Sections 178C to 178P, inclusive, as such information and data is modified or amended by the sex offender registry board or a court of competent jurisdiction pursuant to said Sections 178C to 178P, inclusive.
8. “Permanent residence” means a place where a person lives, abides, lodges, or resides for five (5) or more consecutive days or fourteen (14) or more days in the aggregate during any calendar year.
9. “Temporary residence” means a place where a person lives, abides, lodges, or resides for a period of less than five (5) consecutive days or fourteen (14) days in the aggregate during any calendar year, which is not the person’s permanent address or place where the person routinely lives, abides, lodges, or resides and which is not the person’s permanent residence.
10. “Establishing a residence” means to set up or bring into being a dwelling place or an abode where a person sleeps, which may include more than one location, and may be mobile or transitory, or by means of purchasing real property or entering into a lease or rental agreement for real property (including a renewal or extension of a prior agreement whether through written execution or automatic renewal).

## **Section 3. Sexual Offender Residence Prohibition; Penalties; Exceptions**

a. It is unlawful for any sex offender who is finally classified as a level 2 or 3 offender pursuant to the guidelines of the Sex Offender Registry Board, to establish a permanent residence within two thousand (2,000) feet of any school, day care center, park, elderly housing facility or place of worship, if, after notice and a hearing before the Police Chief and/or his designee, the Police Chief and/or his designee determines that the sex offender poses a risk to the public and, therefore, residency should be limited in accordance with this section.

b. For purposes of determining the minimum distance separation, the requirement shall be measured by following a straight line from the outer property line of the permanent residence to the nearest outer property line of a school, day care center or park, elderly housing facility or place of worship.

c. Notice to move. Any registered level 2 or level 3 sex offender who establishes a permanent residence within two thousand (2,000) feet of any school, day care center, park, elderly housing facility or place of worship shall be in violation of this section and shall, within thirty (30) days of receipt of written notice of the sex offender's noncompliance with this chapter, move from said location to a new location, but said location may not be within two thousand (2,000) feet of any school, day care center, park, elderly housing facility or place of worship. It shall constitute a separate violation for each day beyond the thirty (30) days the sex offender continues to reside within two thousand (2,000) feet of any school, day care center, park, elderly housing facility or place of worship. Furthermore it shall be a separate violation each day that a sex offender shall move from one location in the Town of Lancaster to another that is within two thousand (2,000) feet of any school, day care center, park, elderly housing facility or place of worship.

d. Penalties. Violation of this bylaw, or of any regulations adopted hereunder, may be enforced through any lawful means in law or in equity by the Board of Selectmen, the Town Administrator, or their duly authorized agents, or any police officer of the Town of Lancaster including, but not limited to, enforcement by non-criminal disposition pursuant to G.L. c. 40, §21D. Each day a violation exists shall constitute a separate violation. The penalties shall be as follows:

i. First Offense: Notification to offender that he/she has thirty (30) days to move, if, after notice and a hearing before the Police Chief and/or his designee, the Police Chief and/or his designee determines that the sex offender poses a risk to the public and, therefore, residency should be limited in accordance with this by-law.

ii. Subsequent Offense: This shall be apply to any offender served or supplied with a notification of a first offense and a hearing that has failed to comply with all requirements of the notification within the thirty (30) day period. Non-criminal fine pursuant to Article XXV of the General By-laws and notification to the offender's landlord, parole officer and/or probation officer and the Commonwealth's Sex Offender Registry Board that the person has violated a municipal ordinance. Such a subsequent offence constitutes a breach of the peace for which the offender is also subject to immediate arrest.

e. Exceptions. A person residing within 2,000 feet of any school, day care center, park, playground, elderly housing facility or place of worship does not commit a violation of this section if any of the following apply:

i. The person established the permanent residence and reported and registered the residence prior to the effective date of this by-law.

ii. The person was a minor when he/she committed the offense and was not convicted as an adult.

iii. The person is a minor.



iv. The school, day care center, park, elderly housing facility or place of worship within 2,000 feet of the personal permanent residence was established after the person established the permanent residence and reported and registered the residence pursuant to the Sex Offender Registry Law.

v. The person is required to serve a sentence at a jail, prison, juvenile facility, or other correctional institution or facility.

vi. The person is admitted to and/or subject to an order of commitment at a public or private facility for the care and treatment of mentally ill persons pursuant to G.L. c. 123.

vii. The person is a mentally ill person subject to guardianship pursuant to G.L. c. 201, §6 or a mentally retarded person subject to guardianship pursuant to G.L. c. 201, §6A, residing with his or her guardian or residing within a group residence that is professionally staffed and supervised 24 hours a day.

## **ARTICLE 10**

### **Board of Selectmen**

To see if the Town will vote to delete the existing bylaw entitled “Animals” designated as Chapter 10 of the Town’s bylaws in its entirety and insert in place thereof as Chapter 10 the bylaw entitled “Animal Control” as included herein, or act in any manner relating thereto

#### **§ 10-1 Definitions.**

As used in this bylaw the following terms mean:

##### **ABUSED ANIMAL**

Any animal which:

A. Is mistreated, beaten, tormented or teased, or

B. Is deprived of water or food or shelter, or

C. Is kept under unsanitary conditions, or

D. Is abandoned, or

E. Is trained for fighting other animals.

##### **ANIMAL**

For the purpose of this bylaw, animal shall mean any type of animal.

##### **ANIMAL CONTROL OFFICER**

An officer appointed by the Board of Selectmen and authorized to enforce sections 136A to 174E, inclusive, of Chapter 140 of the General Laws and this bylaw.

##### **ANIMAL SHELTER**

Facility designated or recognized by the Town of Lancaster for the purpose of impounding and caring for animals.

##### **AT LARGE**

Any animal shall be deemed to be at large when off the property of the owner and not under restraint.

##### **DANGEROUS DOG**

A dangerous dog shall be as defined by MGL c. 140, §136A.

#### HEARING AUTHORITY

For purposes of this bylaw and Massachusetts General Laws, Chapter 140, section 157, the Animal Control Commission shall be the hearing authority.

#### HUMANE MANNER

Care of an animal to include, but not be limited to, adequate heat, ventilation and sanitary shelter, wholesome food and water, consistent with the normal requirements and feeding habits of the animal's size, species, and breed.

#### KENNEL

A kennel shall be as defined by MGL c. 140, §136A.

#### KENNEL LICENSE

An annual license permitting a kennel to operate within the Town which shall be issued to a kennel which has demonstrated compliance with the requirements of Chapter 140 of the General Laws and this bylaw.

#### LICENSING AUTHORITY

The Town Clerk of the Town of Lancaster or any designated representative thereof charged with administering the issuance and/or revocation of licenses under the provisions of this bylaw.

#### NEUTERED

Rendered permanently incapable of reproduction.

#### NUISANCE DOG

A nuisance dog shall be as defined by MGL c. 140, §136A.

#### OWNER

A person (or in the event of a minor, the legal guardian) having the right of property or custody of an animal or who keeps or harbors an animal or knowingly permits an animal to remain on or about any premises occupied by that person.

#### PERSON

Any individual, corporation, partnership, organization, or institution commonly recognized by law as a unit.

#### PUBLIC AREAS

Public areas shall include, but not be limited to Town beach, Town green, commons, parks, playing fields, school property, greenways, Town buildings and grounds, cemeteries, public ways and walks.

#### RESTRAINT

An animal shall be considered under restraint if it is within the real property limits of its owner or keeper or on the premises of another person with the knowledge and express permission of such person, or secured by a leash, lead, or under the direct control of the owner.

#### § 10-2 Licensing and rabies vaccination.

A. Except as provided in § 10-3, no person shall own, keep, or harbor any dog six months of age or over within the Town of Lancaster unless such dog is vaccinated, or exempt from said vaccination requirement pursuant to MGL c.140, §145B, and licensed. Dogs between six and 12 months of age at the time of the

initial vaccination must be revaccinated 12 months after the initial vaccination and every three years thereafter. The provisions of this section do not apply to animals owned by a licensed research facility or held in a veterinary medical facility or government operated or licensed animal shelter.

B. All dogs, cats and ferrets shall be vaccinated against rabies by a licensed veterinarian, unless exempt from said vaccination requirement pursuant to MGL c.140, §145B in accordance with the latest “Compendium of Animal Rabies Vaccines and Recommendations for Immunization” published by the National Association of State Public Health Veterinarians, as well as Massachusetts state law.

C. A certificate of vaccination shall be issued to the owner of each animal vaccinated on a form recommended by the Compendium. Each owner shall also obtain a durable vaccination tag indicating the year in which it was issued.

D. Application for a license must be made within 30 days after obtaining a dog over six months of age, except that this requirement will not apply to a nonresident keeping a dog within the Town of Lancaster for no longer than 60 days. The licensing period is the calendar year. Application for a dog license shall be made to the Town Clerk and shall include the name and address of the owner and the name, breed, color, age, and sex of the dog. Applicants also shall pay the licensing fee prescribed below in Section 10-13 and provide proof of current rabies vaccination.

E. The licensing period shall be for one calendar year. License renewal may be applied for within 60 days prior to the expiration date and must be completed by March 31 or within 30 days of establishing residence.

F. A license shall be issued after payment of a fee. Persons who fail to obtain a license as required within the time period specified in this section will be subjected to a fine as set forth in subsection G below.

G. Whoever violates Sections 137, 137A, 137B, or 138 of Chapter 140 of the General Laws and/or the provisions of this section shall be assessed an initial penalty of \$50 pursuant to MGL c. 140, § 141 and shall be assessed an additional penalty of \$10.00 per month thereafter if such violation continues.

H. License fees shall be waived for service animals as defined by the Americans with Disabilities Act or regulations promulgated thereunder, for government-owned dogs used for law enforcement, or for a dog owned by a person aged 70 years or over. All other licensing provisions shall apply.

I. Upon acceptance of the license application and fee, the Town Clerk shall issue a durable license tag including an identifying number, year of issuance, town, and state. Both rabies and license tags must be attached to the collar of the dog. Tags must be worn at all times and are not transferable. The Town Clerk shall maintain a record of all licenses issued, and such records shall be available to the Animal Control Officer.

### § 10-3 Kennel regulations.

[Amended 10-24-2005 STM by Art. 6]

A. No person shall operate a kennel within the Town without first obtaining a kennel license from the Animal Control Commission in accordance with the provisions of this bylaw and all applicable state and local laws. The following requirements shall at all times apply to a kennel:

B. The location and operation of the kennel shall be appropriate for housing the number of animals allowable under this bylaw and will not be detrimental to the health and safety of the animals or persons;

C. The kennel shall be operated in a safe, sanitary and humane manner;

D. The kennel shall not keep more than 25 animals on the premises at any time (animals which are on the premises for grooming but not for overnight boarding, for medical or surgical treatment or observation, or for boarding for recovery from medical or surgical treatment or observation shall not be counted in this number);

E. The kennel shall not contract with security dog firms or other businesses to board on the premises protection or security dogs or protection or security dogs in training, other than a security dog kept on the premises for the kennel’s own security purposes;

F. Under the provisions of this bylaw, no permit fee shall be required of any animal shelter holding federal nonprofit status. All other provisions shall apply. Any change in the category under which a permit is issued shall be reported to the Town Clerk within 60 days, whereupon reclassification and appropriate adjustment of the permit fee shall be made.

G. The kennel shall at all times keep and maintain on its premises accurate records of the identities of all animals kept on the premises and the number of animals on the premises on each day.

#### § 10-4 Issuance and revocation of kennel licenses.

[Amended 10-24-2005 STM by Art. 6]

A. Application. The Town Clerk shall provide a kennel license application, in a form prescribed by the Town Clerk, which shall be completed by any person seeking a kennel license or renewal thereof. The application shall include a statement that the applicant acknowledges receipt of a copy of this bylaw and agrees to comply with all applicable provisions.

B. License renewal application. Any application for a renewal of a kennel license must be submitted to the Town Clerk not later than November 1 of each year.

C. Inspection and report. Upon receipt of a completed application, the Town Clerk shall so notify the Animal Control Officer who shall forthwith conduct an inspection of the applicant's kennel. Upon receipt of the kennel inspector's report, the Town Clerk shall submit the completed application and such report to the Animal Control Commission for its consideration and review.

D. Review by Animal Control Commission. Upon its review of the kennel application and inspection report, the Animal Control Commission shall determine whether the kennel is in compliance with the requirements of this bylaw, and if so, shall authorize the Town Clerk to issue a kennel license to the applicant; or, if the kennel is found to not be in compliance with the requirements of this bylaw, the Commission shall deny the application and state the reasons therefor.

E. Inspections. Kennels shall be subject to periodic inspections by the Animal Control Officer and/or at the request of the Animal Control Commission. If, in the judgment of the Commission, the kennel is not in compliance with all applicable requirements of this bylaw, the Commission may by order revoke or suspend the kennel license.

F. Reinspection. In the event a kennel license application or renewal application is denied, the applicant may request a reinspection to demonstrate to the Animal Control Officer that it has brought the kennel into compliance with the requirements of this bylaw. The Animal Control Officer shall then, as soon as is practicable, reinspect the kennel and report his/her findings to the Animal Control Commission which shall, within a reasonable time, review the application. The applicant will be assessed a reinspection fee.

G. Kennel license review hearings. In accordance with MGL c.140, §137C, any group of 25 citizens of the Town may file a complaint with the Animal Control Commission setting forth that they are aggrieved, or annoyed to an unreasonable extent, by one or more animals at a kennel maintained in the Town, because one or more animals is a nuisance or dangerous animal as defined in MGL c.140, §136A, or because of other conditions connected with such kennel constituting a public nuisance. Within seven days after the filing of a resident's complaint, the Animal Control Commission shall give notice to all parties in interest of a public hearing to be held within 14 days after the date of such notice. Within seven business days after the public hearing, the Animal Control Commission shall make an order either dismissing the petition, revoking or suspending the kennel license, or otherwise regulating the kennel.

H. Inspection and review after suspension. In the event a kennel license is suspended, upon the expiration of such suspension period and after the license holder has reasonably demonstrated to the Animal Control Officer that it has brought the kennel into compliance with the requirements of this bylaw or otherwise acted in accordance with an order of the Animal Control Commission, the Animal Control Officer shall then, as soon as is practicable, reinspect the kennel and report his/her findings to the Animal Control Commission which shall, within a reasonable time, review the application. The applicant will be assessed a reinspection fee.

I. Appeal to district court. Pursuant to the provisions of MGL c. 140, § 137C, the kennel license holder may, within 10 days after the entry of such order, bring a petition in the local district court praying that such any order issued above be reviewed by the court.

J. Fees. Fees for kennel license applications and annual renewal applications are as set forth in Section 10-13 below.

K. Severability. The invalidity of any part or parts of this bylaw shall not affect the validity of the remaining parts.

#### § 10-5 Owner's responsibilities.

A. It shall be the duty of every owner of an animal, or anyone having an animal in their possession or custody, to exercise reasonable care and to take all necessary steps and precautions to prevent any animal from being a nuisance and to protect people, property, and animals from injuries or damage which might result from their animal's behavior, regardless of whether such behavior is motivated by mischievousness, playfulness, or ferocity. In the event that the owner or keeper of any animal is a minor, the parent or guardian of such minor shall be responsible to ensure that all provisions of this bylaw are complied with.

B. While on owner's property. It shall be the duty of every owner of any animal, or anyone having any animal in his possession or custody, to ensure that the animal is kept under restraint and that reasonable care and precautions are taken to prevent the animal from leaving, while unattended, the real property limits of its owner, possessor, or custodian, or the real property limits of another person with the knowledge and express permission of the owner of such property. Suggested methods to restrain an animal include the following: it is securely and humanely enclosed within a house, building, fence, pen, or other enclosure out of which it cannot climb, dig, jump, or otherwise escape on its own volition, and such enclosure be securely locked at any time the animal is left unattended; it is securely and humanely restrained by chain, cable and trolley or other tether of sufficient strength to prevent escape in accordance with MGL c.140, §174E; or it is on a leash and under control of a competent person, or is off leash and is obedient to that person's commands and that person is present with the animal any time it is not on a leash.

C. While off owner's property or at large. It shall be the duty of every owner of any animal or anyone having an animal in their possession to keep the animal under restraint and control at all times while the animal is off the real property limits of the owners, possessors or custodian. For the purpose of this section, an animal is deemed under control when it is securely confined within a vehicle, parked or in motion; it is properly confined within a secure enclosure with permission of the owner of the property where the enclosure is located; it is securely restrained by a leash or other device held by a competent person. The animal owner, possessor, or custodian is required to immediately remove any solid waste left by their animal(s) on public or private property beyond their real property limits.

[Added 10-24-2005 STM by Art. 6]

D. Abandonment or abuse of animals. It shall be a violation of this bylaw for anyone to knowingly abandon or abuse any domesticated animal. Each person who does abandon or abuse knowingly, or willingly permits this abandonment or abuse or aids in the abandonment or abuse of any domesticated animal shall be reported to the proper authority.

D. Penalties for violation and repeat offenders. Any person violating the terms of this section or rules and regulations promulgated pursuant thereto shall be subject to fines as described in § 10-11.

[Amended 5-5-2008 ATM by Art. 13]

#### § 10-6 Impoundment.

A. Any animal found in violation of § 10-5 shall be impounded by the Animal Control Officer in an animal shelter and confined in a humane manner. Immediately upon impounding an animal, the Animal Control Officer shall make every reasonable effort to notify the owner and inform such owner of the conditions whereby custody of the animal may be regained. Animals not claimed by their owners within a period of 7 days shall be disposed of in accordance with Chapter 140 of the General Laws.

B. When an animal is found in violation of § 10-5 and the Animal Control Officer verifies its ownership, the appropriate Officer may exercise the option of serving the owner with a notice of violation in lieu of impounding the animal.

C. In the event that the Animal Control Officer finds dogs or cats to be suffering, he/she shall have the right forthwith to remove or cause to have removed any such animals to a safe place for care at the owner's expense or to euthanize them when deemed necessary by a licensed veterinarian, to prevent further suffering. Return to the owner may be withheld until the owner shall have made full payment for all expenses so incurred.

D. Disposal of an animal by any method specified herein does not relieve the owner of liability for violations and any accrued charges.

#### § 10-7 Redemption.

A. Any animal impounded may be redeemed by the owner thereof within ~~10~~ 7 days upon payment of an impoundment fee. Payment of impoundment fees is not considered to be in lieu of any fine, penalty or license fees.

B. Any animal confined for rabies quarantine involving a bite to a human may be redeemed by the owner upon release by the Animal Control Officer. Any animal confined for rabies quarantine (for reason other than a human bite), evidence, or other purpose may be redeemed by the owner upon release by the Animal Control Officer.

[Amended 5-5-2008 ATM by Art. 13]

C. No animal required to be licensed or vaccinated under this bylaw may be redeemed until provisions for such licensing have been fulfilled.

#### § 10-8 Animal Control Commission.

*Editor's Note: For provisions regarding other boards, committees and commissions, see Ch. 17.*

A. An Animal Control Commission ("Commission") is hereby established.

B. This Commission shall be charged with evaluating animal control problems by collecting necessary data, hearing expert opinion, holding public hearings, and other activities in order to make recommendations to resolve such problems. The Commission will provide support in the recruitment, hiring, and training of the Animal Control Officer. The Commission may also promulgate appropriate rules and regulations for the care and control of animals and facilities covered by the bylaw, and prepare budgets for animal control activities. The Commission shall also review, approve or deny kennel license applications.

C. If matters brought before the Commission are not satisfactorily resolved, the Commission may recommend the issue be brought to the Select Board for further review and action.

D. The Commission shall consist of not less than five nor more than seven members who shall be appointed by the Select Board. Membership should include a cross section of the community and include individuals with professional knowledge pertinent to the member's responsibilities, (i.e., an attorney, veterinarian, police officer, humane society representative, etc.).

E. When the Commission is first established, the terms of the members shall be for such length, not exceeding three years, and so arranged that the terms of approximately 1/3 of the members will expire

each year, and their successors shall be appointed for terms of three years each.

F. Any member of the Commission may be removed for cause after a public hearing.

G. A vacancy occurring otherwise than by expiration of term shall be filled for the unexpired term in the same manner as an original appointment.

#### § 10-9 Severability.

If any section, sentence, clause or phrase of this bylaw is, for any reason, held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of these sections.

#### § 10-10 Findings; purpose.

The Town of Lancaster hereby finds, determines and declares that this bylaw is necessary for the immediate preservation of the public health, safety and welfare of the Town of Lancaster and the inhabitants thereof.

#### § 10-11 Violations and penalties.

A. Whoever violates any provision of this bylaw may be penalized by a noncriminal disposition process as provided in MGL c. 40, § 21D and/or MGL c. 140, § 173A, and as enforced by the Animal Control Officers and assigned agents. If noncriminal disposition is elected, then any person who violates any provision of this bylaw shall be subject to fines under Article I, Noncriminal Disposition, of Chapter 1, General Provisions, of the Code of the Town of Lancaster, in the amounts set forth in Chapter 1, Article II, Fines. Each day or portion thereof shall constitute a separate offense. If more than one violation of this bylaw exists, each such violation shall constitute a separate offense.

B. Whoever violates any provision of this bylaw may be penalized by indictment or on complaint brought in the District Court. Except as may be otherwise provided by law and as the District Court may see fit to impose, the maximum penalty for each violation or offense shall be as set forth in Chapter 1, General Provisions, Article II, Fines. Each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.

C. In the alternative or in addition to the above, the Town may employ any other means available at law or in equity to enforce this bylaw.

#### § 10-12 Nuisance and/or Dangerous Dogs.

A. Any person may file a written complaint with the Animal Control Commission that any dog owned or kept in the Town of Lancaster is a nuisance or dangerous dog as those terms are defined by MGL c. 140, § 136A. The Animal Control Commission shall investigate or cause to be investigated such complaint, including an examination under oath of the complainant at a public hearing in the municipality to determine whether the dog is a nuisance dog or a dangerous dog, and shall make such order concerning the restraint or disposal of such dog as provided in MGL c.140, § 157. Violations of such orders shall be subject to the enforcement provisions of G.L. Chapter 140, §§ 157 and 157A, which, upon conviction, may include: for a first offense, a fine of not more than \$500 or imprisonment for not more than 60 days in a jail or house of correction, or both, and for a second or subsequent offense by a fine of not more than \$1,000 or imprisonment for not more than 90 days in a jail or house of correction.

#### § 10-13 Fees.



A. The licensing fees for dogs and kennels shall be as follows:

Dogs: Intact \$20.00; Spayed/Neutered \$10.00

Kennels: per dog as set forth above.

**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***

\_\_\_\_\_  
**Jean M Syria, *Chairwoman***

\_\_\_\_\_  
**Susan E. Smiley, *Vice-Chairwoman/Clerk***

\_\_\_\_\_  
**Stanley B. Starr, *Member***

\_\_\_\_\_  
**Date of Execution**

***CONSTABLE'S CERTIFICATION***

*I hereby certify under the pains and penalties of perjury that I posted an attested copy of this Warrant at the South Lancaster Post Office, the Center Post Office, the 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**

**LANCASTER MASSACHUSETTS**  
**October 28, 2013**  
**Results**

The rescheduled (from October 7) Special Town Meeting, held in the Mary Rowlandson Elementary School Auditorium, was called to order at 7:05 p.m. by Moderator David I. Spanagel. A total of 130 registered voters and seven non-voting guests were signed in by Registrars Mary Perreira, Kevin Baer and John Ranieri. Town Officials sitting on the stage were: Board of Selectmen (BOS) members Jean M. Syria, Stanley B. Starr, Jr., Susan E. Smiley; Finance Committee (FinCom) Members James E. “Jay” Riley, Jr., Peter A. CampoBasso and Michelle I. Vasquez; Town Administrator Orlando Pacheco; Finance Director Cheryl Gariepy and Town Clerk Sue Thompson. After leading the audience in the Pledge of Allegiance, Moderator Spanagel asked for a moment of silence for several local residents who had passed away since the Annual Town Meeting in May:

JOHN M. BAILEY  
OCTOBER 19, 1926 – MAY 25, 2013  
AGNES SHEPARD  
JULY 31, 1937 – JUNE 10, 2013  
JUNE E. HENDERSON  
JUNE 20, 1936 – JULY 3, 2013  
OSCAR R. SCHMIDT  
JUNE 1, 1914 – JULY 18, 2013  
JOHN W. MORRIS  
MARCH 17, 1920 – AUGUST 13, 2013  
ANNA DIPIETRO  
JANUARY 2, 1924 – AUGUST 20, 2013  
DOROTHY G. SUCKERT  
JULY 18, 1927 – AUGUST 22, 2013  
ROGER P. HART  
AUGUST 5, 1928 – SEPTEMBER 28, 2013

Moderator Spanagel spent a few minutes explaining Town Meeting procedures, and the meeting got underway.

**Article 1** – On a motion by Jean Syria and a second by Stan Starr, the Town voted unanimously to approve the Capital Expenditure of \$170,850 for the Fire Department to purchase new SCBA (Self-Contained Breathing Apparatus).

**Article 2** – On a motion by Stan Starr and a second by Susan Smiley, the Town voted unanimously to accept the \$17,196,491 Operating Budget for FY14, as distributed at Town Meeting. This budget represented a reduction of \$11,075 from the budget approved at the Annual Town Meeting in May.

**Article 3** – On a motion by Susan Smiley and a second by Jean Syria, the Town voted unanimously to accept the alteration of South Bolton Road as shown on the Plan titled “Layout Alteration Plan Showing Discontinuance and Alteration of South Bolton Road Prepared for Town of Lancaster” by Beta Group Inc. dated August 2013, to discontinue as a public way a portion of South Bolton Road as shown on the plan, and further to transfer from the Board of Selectmen for roadway purposes to the Board of Selectmen for general municipal purposes, which

shall include the purpose of conveyance, the land within the discontinued portion of South Bolton Road owned by the Town, if any, and to authorize the Board of Selectmen to release and convey any or all right, title and interest held by the Town in such land on such terms and conditions and for such consideration as the Board of Selectmen deems appropriate. Jeanne Rich, Chair of the Planning Board (PB) read the Planning Board's report on the project, noting that the PB approved the project but felt that the turning radius from Center Bridge Road onto the new portion of South Bolton Road would not be adequate for large tractor-trailer trucks to make the turn. Mr. Pacheco said changes could be made to the layout without having to come back to Town Meeting.

**Article 4** – On a motion by Jean Syria and a second by Stan Starr, the Town voted unanimously to accept the provisions of Mass General Law C41 §19K, entitling the Town Clerk to receive an additional \$1,000 annually for achieving the designation of Certified Massachusetts Municipal Clerk. FinCom Chair Jay Riley reported that the Finance Committee recommended passage of this Article.

**Article 5** – On a motion by Stan Starr and a second by Jean Syria, the Town voted unanimously to accept the provisions of Mass General Law C41 §108P, entitling the Treasure/Collector to receive an additional \$1,000 annually for achieving the designation of Certified Massachusetts Municipal Treasurer or Certified Massachusetts Municipal Collector. FinCom Chair Jay Riley reported that the Finance Committee recommended passage of this Article.

**Article 6** – On a motion by Susan Smiley and a second by Jean Syria, the Town voted to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow the sum of \$3,200,000 for renovations and repairs to the Prescott Building. A 2/3rds majority vote was required for passage; a hand count was called and the article passed by a vote of 97 yays and 21 nays.

**Article 7** – On a motion by Jean Syria and a second by Stan Starr, the Town voted unanimously to make non-substantive clerical changes to the Zoning Bylaws as printed in the warrant. PB Chair Jeanne Rich read the Planning Board's report recommending passage of this article.

**Article 8** – On a motion by Stan Starr and a second by Jean Syria, the Town voted, with one negative vote, to make non-substantive clerical changes to §220-34(A) of the Zoning Bylaws as printed in the warrant. PB Chair Jeanne Rich read the Planning Board's report recommending passage of this article.

**Article 9** – On a motion by Susan Smiley and a second by Stan Starr, the Town voted by majority vote, with 4 negative votes counted, to adopt the Sex Offender Residency Bylaw as printed in the warrant, with the exception that in Sections 3(a), 3(c) and 3(e) where the article provides "2,000 feet" or "two thousand feet," in each instance such language shall be replaced with "1,000 feet" or "one thousand feet" respectively.

**Article 10** – On a motion by Jean Syria and a second by Stan Starr, the Town voted unanimously to delete the existing bylaw entitled "Animals" designated as Chapter 10 of the Town's bylaws and insert in place thereof the Animal Control Bylaw as printed in the warrant, in order to bring the bylaw into compliance with new State regulations.

There being no further business, Moderator Spanagel thanked the audience for their participation and accepted a motion and a second to adjourn the meeting at 8:15 p.m.

## SPECIAL STATE PRIMARY APRIL 30, 2013

The polls were declared open at 7:00 a.m. by Warden Rita Ford. Serving at the polls were inspectors Joan Mitchell, Frank Mitchell, Leslie Montague, Lorry Doucet, Marilyn Chambers Carolyn Stump, Frank MacGrory, Betty Millet, Claire Griffiths, George Davis, Joy Peach, Rose MacDonald and Ellie Dubie. Barbara Bartlett served as Precinct Clerk; Ballots were counted by tally worker Susan Polansky with help from inspectors Carolyn Stump and precinct clerk Barbara Bartlett.

### Certified Results DEMOCRATIC PARTY

<b>SENATOR IN CONGRESS</b>	<b>Pct 1</b>	<b>Pct 2</b>	<b>Total</b>
Stephen F. Lynch	74	97	171
Edward J. Markey	117	146	263
All Others	0	0	0
Blanks	0	0	0
<b>TOTAL VOTES CAST</b>	<b>191</b>	<b>243</b>	<b>434</b>

### REPUBLICAN PARTY

<b>SENATOR IN CONGRESS</b>	<b>Pct 1</b>	<b>Pct 2</b>	<b>Total</b>
Gabriel E. Gomez	81	104	185
Michael J. Sullivan	59	46	105
Daniel B. Winslow	15	13	28
All Others	0	1	1
Blanks	1	0	1
<b>TOTAL VOTES CAST</b>	<b>156</b>	<b>164</b>	<b>320</b>

<b>TOTAL PRIMARY VOTES CAST</b>	<b>347</b>	<b>407</b>	<b>754</b>
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**SPECIAL STATE ELECTION  
JUNE 25, 2013**

The polls were declared open at 7:00 a.m. by Warden Rita Ford. Serving at the polls were inspectors Joan Mitchell, Marilyn Chambers, Leslie Montague, Lorry Doucet, Rose MacDonald, Carolyn Stump, Frank MacGrory, Frank Mitchell, Ellie Dubie, George Davis, Ann Mazzola, Joy Peach and Betty Millet. Barbara Bartlett and Ann Mazzola served as Precinct Clerks; Ballots were counted by Warden Jeanne Rich and tally workers Susan Polansky and Ann Mazzola.

**Certified Results**

<b>SENATOR IN CONGRESS</b>	<b>Pct 1 - Total</b>	<b>Pct 2 - Total</b>	<b>GRAND TOTAL</b>
GABRIEL E. GOMEZ	450	466	916
EDWARD J. MARKEY	277	302	579
RICHARD A. HEOS	2	3	5
WRITE-IN	0	2	2
All Others	0	0	0
Blanks	0	1	1
TOTAL	729	774	1,503

# XIII. FINANCIAL REPORTS

## BOARD OF ASSESSORS

<u>YEAR</u>	<u>VALUATION</u>	<u>TO BE RAISED</u>	<u>TAX RATE</u>
2011	805,411,049.00	13,796,691.27	17.13
2012	788,609,858.00	14,147,660.85	17.94
2013	754,259,180.00	14,391,265.16	19.08
2014	787,856,213.00	14,898,360.98	18.91
MONEY APPROPRIATED AT TOWN MEETING			\$18,779,292.00
TAX TITLE			20,000.00
DEBT & INTEREST CHARGES			-0-
CHERRY SHEET OFFSET			11,657.00
OVERLAY DEFICITS			9,963.00
SNOW & ICE DEFICIT			62,254.00
STATE & COUNTY ASSESSMENT			122,608.00
CURRENT OVERLAY			194,279.98
GROSS AMOUNT TO BE RAISED			\$19,200,053.98
MONEY RECEIVED FROM THE STATE/FEDERAL SOURCES			\$ 1,040,811.00
LOCAL ESTIMATED RECEIPTS			\$1,692,572.00
ENTERPRISE FUND			\$1,246,000.00
FREE CASH			\$ -0-
REVENUE FROM OTHER SOURCES			\$ 322,310.00
TOTAL REDUCTIONS			\$4,301,693.00
		VALUE	TAX
ASSESSED VALUATION (REAL ESTATE)		768,555,345	\$14,533,381.57
ASSESSED VALUATION (PERSONAL PROPERTY)		19,300,868	\$ 364,979.41
SUPPLEMENTAL TAX COMMITTED FISCAL YEAR 2013			\$ 40,463.13
<u>AMOUNT COMMITTED TO TAX COLLECTOR</u>			
REAL PROPERTY			\$14,534,683.82
PERSONAL PROPERTY			364,979.41
SEWER BETTERMENT LIEN			160,793.48
SEWER BETTERMENT INTEREST			118,656.26
SEWER USAGE <u>LIENS</u>			-0-
TOTAL SEWER			\$ 279,449.73
WATER LIENS			\$ 63,523.42

**SEPTIC LOAN PROGRAM**

PRINCIPAL	1,623.88
INTEREST	864.44
<b>TOTAL SEPTIC LOAN PROGRAM</b>	<b>2,488.32</b>

EXEMPTION GRANTED UNDER CHAPTER 59, SECTION 5, CLAUSE 22,22A,22B,22E,  
VETERANS - CLAUSE 37, CLAUSE 17D, SURVIVING SPOUSE.

TOTAL AMOUNT FOR FISCAL 2014 \$20,687.50

ELDERLY PERSONS OVER 65 YEARS QUALIFIED UNDER CHAPTER 59, SECTION 5, CLAUSE 41C.  
TOTAL AMOUNT FOR FISCAL 2014 \$34,000.00

ELDERLY WORK PROGRAM FISCAL 2014 \$15,136.00

**EXCISE TAX COMMITMENT MADE IN 2013 TO THE TAX COLLECTOR**

2012.....\$ 83,348.50  
2013.....\$762,868.39

**EXCISE TAX ABEMENT MADE IN 2013**

2007.....\$ 144.79  
2008.....\$ 482.71  
2011.....\$ 1,787.30  
2012.....\$ 3,920.71  
2013.....\$ 26,473.73

**HISTORIC TAX RATES**

<b>YEAR</b>	<b>RATE</b>	<b>YEAR</b>	<b>RATE</b>
1992	\$ 8.88	2004	\$16.86
1993	\$12.19	2005	\$14.16
1994	\$12.74	2006	\$13.54
1995	\$13.14	2007	\$13.77
1996	\$13.10	2008	\$13.64
1997	\$13.43	2009	\$14.84
1998	\$13.96	2010	\$16.07
1999	\$14.38	2011	\$17.13
2000	\$15.11	2012	\$17.94
2001	\$15.99	2013	\$19.08
2002	\$15.07	2014	\$18.91
2003	\$15.04		



# FINANCE DIRECTOR REPORTS

Town of Lancaster, Massachusetts  
Combined Balance Sheet-All Fund Types  
June 30, 2013

	<u>Governmental</u> <u>Fund Types</u>			<u>Proprietary</u> <u>Fund Type</u>	<u>Fiduciary</u> <u>Fund Type</u>	<u>Account</u> <u>Group</u>	
			Chapter 90 &				Total
	<u>General</u>	<u>Special</u> <u>Revenue</u>	<u>Capital</u> <u>Projects</u>	<u>Enterprise</u>	<u>Trust and</u> <u>Agency</u>	<u>General</u> <u>Long</u> <u>Term</u> <u>Debt</u>	(Memorandum Only)
<b><u>Assets</u></b>	-						
Cash and Cash Investments	2,195,930	(48,673)	440,993	1,660,323	2,486,451		6,735,025
Due from Other Funds							0
Receivables:							0
Property Taxes	211,386						211,386
Allowance for Abatements and Exemptions	(261,657)						(261,657)
Tax Liens	324,452			8,958			333,411
Excises	163,069						163,069
Departmental	142,346						142,346
Miscellaneous Charges				13,732			13,732
Water Rates & Charges				116,309			116,309
Fixed Assets				2,814,539			2,814,539
Tax Foreclosure Receivable	273,977						273,977
							0
Amount to be Provided for Payment of Bonds						8,054,434	8,054,434
<b>Total Assets</b>	<b>3,049,504</b>	<b>(48,673)</b>	<b>440,993</b>	<b>4,613,861</b>	<b>2,486,451</b>	<b>8,054,434</b>	<b>18,596,571</b>

## Liabilities and Fund Equity

### **Liabilities:**

Warrants Payable		0
Due to Other Funds		0
Withholdings Payable		0
Due to Other Governments		0
Due to Individuals	9,728	9,728

Performance Bonds Payable							0
Landfill Closure Costs Payable							0
Bond Anticipation Notes Payable							0
Contributed Capital - Fixed Assets			2,814,709				2,814,709
Bonds Payable					8,054,434		8,054,434
Deferred Revenue:							0
Property Taxes	(50,271)						(50,271)
Tax Liens	324,469		11,691				336,160
Water Rates			111,156				111,156
Foreclosure	273,977						273,977
Excises	163,494						163,494
Departmental	142,346						142,346
<b>Total Liabilities</b>	863,743	0	0	2,937,556	0	8,054,434	11,855,733
<b>Fund Equity:</b>							
Fund Balances:							
Reserved for Snow Subsequent Yr Exp	(62,254)						(62,254)
Reserved for Subsequent Year Exp			440,993	771,005	1,039,304		2,251,302
Unreserved:							0
Designated to be Bonded	0						0
Designated (SBA)	674,477						674,477
Undesignated	1,573,536	(48,673)		905,300	1,447,147		3,877,310
<b>Total Fund Equity</b>	2,185,760	(48,673)	440,993	1,676,305	2,486,451	0	6,740,835
<b>Total Liabilities and Fund Equity</b>	3,049,503	(48,673)	440,993	4,613,861	2,486,451	8,054,434	18,596,569

## FY 2013 BUDGET VS ACTUAL

	ATM <i>Fiscal 2013</i>	STM <i>Fiscal 2013</i>	AFTER TRANSFERS <i>Fiscal 2013</i>	ACTUAL FY13 REVENUE/ EXPENSE
<b><u>Operating Revenues :</u></b>				
Tax Levy	14,642,575	14,327,821	14,327,821	14,327,821
State Aid - Net of Assessments	875,774	876,691	876,691	876,691
Local Estimated Receipts	1,390,157	1,501,908	1,501,908	1,501,908
<b>Total Revenues</b>	<b>16,908,506</b>	<b>16,706,420</b>	<b>16,706,420</b>	<b>16,706,420</b>
<b><u>Operating Expenditures Actuals:</u></b>	<b>Budgeted</b>	<b>Budgeted</b>	<b>With Transfers</b>	<b>Expended</b>
<b><u>General Government:</u></b>				
Salaries & Wages	762,325	792,326	701,973	698,088
Expenses	679,875	656,135	705,915	649,793
<b>General Government Total</b>	<b>1,442,200</b>	<b>1,448,461</b>	<b>1,407,888</b>	<b>1,347,881</b>
<b><u>Public Safety:</u></b>				
Salaries & Wages	1,362,828	1,362,829	1,450,123	1,450,123
Expenses	209,778	209,778	221,778	219,699
<b>Public Safety Total</b>	<b>1,572,606</b>	<b>1,572,607</b>	<b>1,671,901</b>	<b>1,669,822</b>
<b><u>Education:</u></b>				
Minuteman Assessment	533,870	560,765	586,890	586,890
Nashoba Regional Assessment	9,395,356	10,017,312	10,017,312	10,017,312
<b>Education Total</b>	<b>9,929,226</b>	<b>10,578,077</b>	<b>10,604,202</b>	<b>10,604,202</b>
<b><u>Public Works:</u></b>				
Salaries & Wages	350,404	350,404	355,329	361,491
Expenses	350,400	350,400	366,627	413,404
<b>Public Works Total</b>	<b>700,804</b>	<b>700,804</b>	<b>696,907</b>	<b>774,895</b>
<b><u>Health &amp; Human Services:</u></b>				
Salaries & Wages	19,831	29,073	50,938	50,851

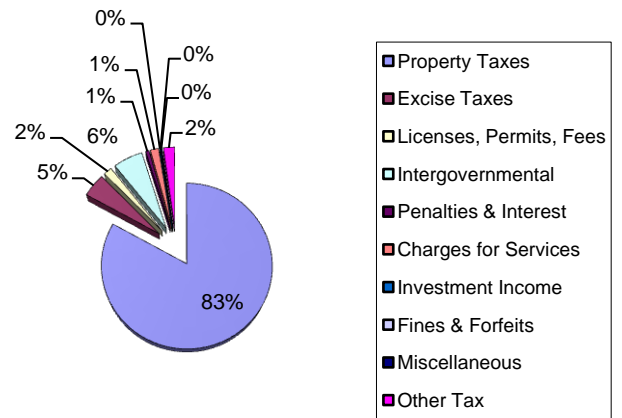
Expenses	63,206	60,068	60,068	84,365
<b>Health &amp; Human Services Total</b>	<b>83,037</b>	<b>89,141</b>	<b>111,006</b>	<b>135,216</b>
<b><i>Culture &amp; Recreation:</i></b>				
Salaries & Wages	225,622	225,622	234,420	232,282
Expenses	75,760	75,700	75,760	76,955
<b>Culture &amp; Recreation Total</b>	<b>301,382</b>	<b>301,322</b>	<b>310,180</b>	<b>309,237</b>
Sub Total - Departmental Totals	14,029,255	14,690,412	14,802,084	14,841,253
<b>Total Salaries &amp; Wages</b>	<b>2,721,010</b>	<b>2,760,254</b>	<b>2,792,783</b>	<b>2,792,835</b>
<b>Total Expenses</b>	<b>11,308,245</b>	<b>11,930,158</b>	<b>12,034,350</b>	<b>12,048,418</b>
<b>Sub Total Salaries &amp; Wages / Expense</b>	<b>14,029,255</b>	<b>14,690,412</b>	<b>14,827,133</b>	<b>14,841,253</b>
<b>INSURANCES</b>	<b>1,116,215</b>	<b>1,116,215</b>	<b>1,116,215</b>	<b>986,928</b>
<b>DEBT SERVICE</b>	<b>1,446,264</b>	<b>629,039</b>	<b>629,039</b>	<b>626,038</b>
<b>Intergovernmental - Cherry Sheet Asses</b>				
<b>Transfer to Other Funds</b>				
<b>TOTAL OPERATING BUDGETS</b>	<b>16,591,734</b>	<b>16,435,666</b>	<b>16,572,387</b>	<b>16,454,219</b>
<b>Added to Budget When Completing Tax Recap</b>				
Tax Title	20,000	20,000	20,000	20,000
Snow & Ice Deficit	0	0	0	0
Library Cherry Sheet Offset	10,555	10,555	10,555	10,555
Allowance for Abatements	114,268	114,268	114,268	114,268
Cherry Sheet Assessments	18,870	18,870	18,870	18,870
<b>BUDGET TOTAL</b>	<b>16,755,427</b>	<b>16,599,359</b>	<b>16,736,080</b>	<b>16,309,396</b>

## Revenues

### FY13

Property Taxes	14,206,929	83%
Excise Taxes	792,429	5%
Licenses, Permits, Fees	281,417	2%
Intergovernmental	994,554	6%
Penalties & Interest	111,663	1%
Charges for Services	274,190	1%
Investment Income	24,327	0%
Fines & Forfeits	10,397	0%
Miscellaneous	33,148	0%
Other Tax	371,558	2%
	17,100,612	

### FY13 Revenues

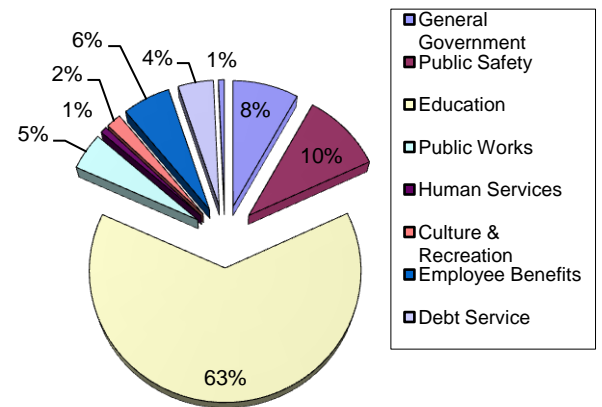


## Expenditures

### FY13

General Government	1,348,360	8%
Public Safety	1,669,824	10%
Education	10,604,202	63%
Public Works	774,894	5%
Human Services	135,198	1%
Culture & Recreation	309,187	2%
Employee Benefits	982,927	6%
Debt Service	724,260	4%
Intergovernmental	118,906	1%
	16,667,758	

### FY13 Expenditures



**Town of Lancaster**  
**Annual Water Budget**  
**Fiscal Years 2008 - 2013**

<b>Operating Revenues</b>	<b>Actual Fiscal 2009</b>	<b>Actual Fiscal 2010</b>	<b>Actual Fiscal 2011</b>	<b>Actual Fiscal 2012</b>	<b>Budget Fiscal 2013</b>	<b>Actual Fiscal 2013</b>
Charges for Services	705,582	757,836	1,144,635	1,040,866	884,000.00	1,095,651
State Revenue	2,333	0	0	0	0	0
Miscellaneous Revenues	10,086	9,780	11,820	25,186	12,000	26,316
Penalties/Interest/Liens				88,777		12,436
Earnings on Investments	2,621	0	0	0	0	0
<b>Total Revenues</b>	<b>720,622</b>	<b>767,616</b>	<b>1,156,455</b>	<b>1,154,829</b>	<b>896,000</b>	<b>1,134,403</b>
Operating Expenditures	Actual	Actual	Actual	Actual	Budget	Actual
Water Enterprise						
Salaries & Wages	199,566	195,776	200,510	203,195	218,568	241,929
Expenses	165,345	196,757	197,457	146,974	154,600	130,760
Capital Outlay	85,375	33,550	33,696	49,926	49,000	45,286
Debt Service	195,585	189,285	183,705	183,705	168,130	168,130
Indirect Costs	89,880	99,880	99,880	115,299	115,297	115,299
Water Enterprise Total	735,751	715,248	673,350	699,090	<b>705,595</b>	<b>701,404</b>
Water Reserve Fund Chap 40 Sec 6	0	0	30,000	0	30,000	0
Budgeted Surplus			11,898	0	160,405	0
<b>TOTAL OPERATING BUDGETS</b>	<b>735,751</b>	<b>715,248</b>	<b>715,248</b>	<b>699,090</b>	<b>896,000</b>	<b>701,404</b>
Transfer From Free Cash						
BAN/BOND						
Transfer From Water Capital	30,000					
Transfer TO Other Funds				110,000		

# TOWN OF LANCASTER FY14 OPERATING BUDGET

	ATM/STM <i>Fiscal2013</i>	ATM <i>Fiscal2014</i>	STM/Final <i>Fiscal2014</i>
Tax Levy	14,786,508	15,504,340	15,138,540
State Aid - Net of Assessments	876,691	1,021,458	1,040,811
Local Estimated Receipts	1,581,317	1,257,572	1,373,157
	<b>17,244,516</b>	<b>17,783,370</b>	<b>17,552,508</b>
	<b>Budgeted</b>	<b>Budgeted</b>	<b>Budgeted</b>
<b>General Government:</b>			
Salaries & Wages	749,070	761,793	771,062
Expenses	652,955	691,065	783,351
<b>General Government Total</b>	<b>1,402,025</b>	<b>1,452,858</b>	<b>1,554,412</b>
<b>GEN GOVT % OF OVERALL BUDGET</b>		<b>8.44%</b>	<b>9.04%</b>
<b>Public Safety:</b>			
Salaries & Wages	1,375,603	1,218,335	1,242,335
Expenses	209,778	408,601	408,611
<b>Public Safety Total</b>	<b>1,585,381</b>	<b>1,626,936</b>	<b>1,650,946</b>
<b>PUBLIC SAFETY % OF OVERALL BUD</b>		<b>9.46%</b>	<b>9.60%</b>
<b>Education:</b>			
Minuteman Assessment	560,765	648,293	648,293
Nashoba Regional Assessment	10,017,312	10,352,237	10,236,444
<b>Education Total</b>	<b>10,578,077</b>	<b>11,000,530</b>	<b>10,884,737</b>
<b>EDUCATION % OF OVERALL BUDGET</b>		<b>63.93%</b>	<b>63.30%</b>
<b>Public Works:</b>			
Salaries & Wages	350,268	378,825	378,825
Expenses	350,400	246,450	249,450
<b>Public Works Total</b>	<b>700,668</b>	<b>625,275</b>	<b>628,275</b>
<b>PUBLIC WORKS % OF OVERALL BUD</b>		<b>3.63%</b>	<b>3.65%</b>
<b>Health &amp; Human Services:</b>			
Salaries & Wages	49,629	51,501	52,190
Expenses	60,068	69,118	69,118
<b>Health &amp; Human Services Total</b>	<b>109,697</b>	<b>120,619</b>	<b>121,308</b>

<b>HEALTH/HUMAN % OVERALL BUD</b>		<b>0.70%</b>	<b>0.71%</b>
<b>Culture &amp; Recreation:</b>			
Salaries & Wages	234,419	241,715	239,080
Expenses	75,560	85,893	85,893
<b>Culture &amp; Recreation Total</b>	<b>309,979</b>	<b>327,608</b>	<b>324,973</b>
<b>CULTURE/REC % OF OVERALL BUD</b>		<b>1.90%</b>	<b>1.89%</b>
Sub Total - Departmental Totals	14,685,826	15,153,826	15,164,651
<b>Total Salaries &amp; Wages</b>	<b>2,758,988</b>	<b>2,652,169</b>	<b>2,683,492</b>
<b>Total Expenses</b>	<b>11,926,838</b>	<b>12,501,657</b>	<b>12,481,159</b>
<b>Sub Total Salaries &amp; Wages / Expense</b>	<b>14,685,826</b>	<b>15,153,826</b>	<b>15,164,651</b>
<b>INSURANCES</b>	<b>1,116,215</b>	<b>1,195,582</b>	<b>1,195,582</b>
<b>INSURANCE % OF OVERALL BUDGET</b>		<b>6.95%</b>	<b>6.95%</b>
<b>DEBT SERVICE</b>	<b>629,039</b>	<b>736,650</b>	<b>713,650</b>
<b>DEBT SERVICE % OF OVERALL BUD</b>		<b>4.28%</b>	<b>4.15%</b>
<b>LOCAL AID ASSESSMENTS</b>	<b>0</b>	<b>121,508</b>	<b>122,608</b>
<b>LOCAL AID % OF OVERALL BUDGET</b>		<b>0.71%</b>	<b>0.71%</b>
<b>TOTAL OPERATING BUDGETS</b>	<b>16,431,080</b>	<b>17,207,566</b>	<b>17,196,491</b>
<b>Added to Budget When Completing Tax Recap</b>			
Tax Title	20,000.00	20,000.00	20,000.00
Snow & Ice Deficit	0.00	0.00	57,000.00
Library Cherry Sheet Offset	10,555.00	10,555.00	10,555.00
Allowance for Abatemments	255,719.00	591,537.00	244,000.00
Previous Years Personal Property	18,870.00	9,963.00	9,963.00
<b>BUDGET TOTAL</b>	<b>16,736,224</b>	<b>17,839,621</b>	<b>17,538,009</b>
<b>Surplus/(Deficit)</b>	<b>508,292</b>	<b>(56,252)</b>	<b>14,498</b>
<b>OTHER FUNDING SOURCES/(USES)</b>			
Transfer From Free Cash	(455,000)		
Transfer From Stabilization			
Transfer From Overlay			100,000
Transfer From Water		122,049	122,049
Transfer From FB Rsrvd for Debt		84,310	84,310
Transfer From Central Fire Capital			
Mosquito Assessment Not Budgeted			
Transfer From Closed Capital			
Transfer TO Other Funds - Capital	(107,000)		
Transfer TO Capital Stabilization	452130	(150,000)	(150,000)
Transfer TO Capital - Fire Air Packs			(170,850)
<b>Surplus/(Deficit)</b>	<b>398,422</b>	<b>107</b>	<b>7</b>



**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 list on back): \_\_\_\_\_

Present Business Affiliation and Work: \_\_\_\_\_

\_\_\_\_\_

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	Cultural Council
Animal Control Commission	Energy Commission
Board of Appeals	Historical Commission
Board of Assessors	Memorial Day Committee
Board of Registrars of Voters	Open Space and Recreation Committee
Cable TV Advisory Committee	Personnel Board
Commission on Disability	Recreation Committee
Conservation Commission	Town Forest Committee
Council on Aging/Community Center	

**Ad-Hoc Committee**

Thayer Field Recreational Campus