

TOWN OF LANCASTER  
ANNUAL TOWN REPORT



ANNUAL REPORT OF OFFICERS AND  
COMMITTEES 2015

# IN MEMORIAM

MARILYN A. BERG

MARCH 2, 1953 – MARCH 6, 2016

INSTRUCTIONAL ASSISTANT IN LANCASTER  
FOR OVER 25 YEARS

NASHOBA REGIONAL SCHOOL DISTRICT

LOUISE ARMSTRONG SCHMITT

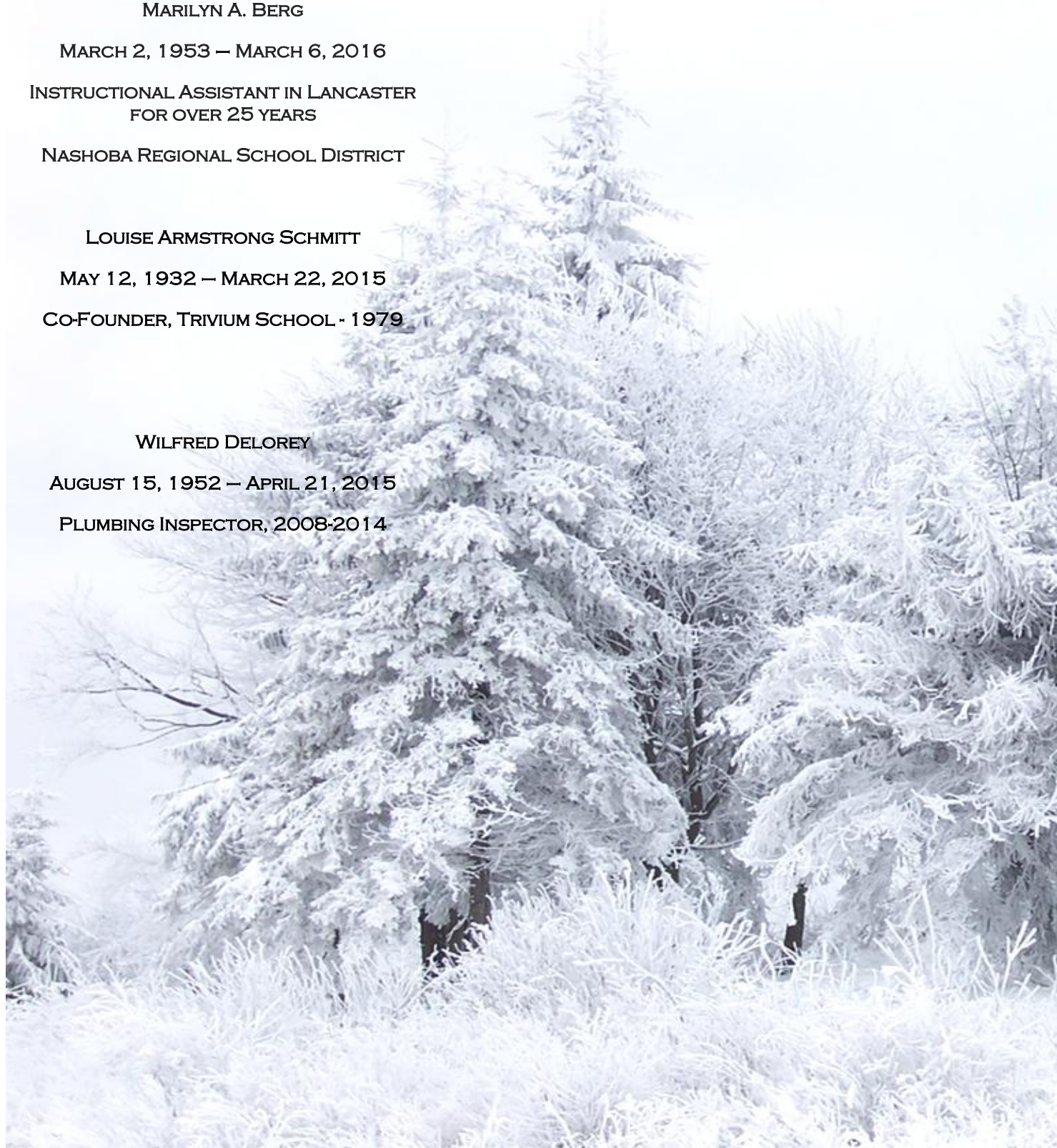
MAY 12, 1932 – MARCH 22, 2015

CO-FOUNDER, TRIVIUM SCHOOL - 1979

WILFRED DELOREY

AUGUST 15, 1952 – APRIL 21, 2015

PLUMBING INSPECTOR, 2008-2014







WILLIAM D. MORAN, SR.

JULY 14, 2015

LANCASTER POLICE OFFICER FOR TWENTY FIVE YEARS

RETIRING AS ACTING POLICE CHIEF

TOWN OF LANCASTER DISTINGUISHED SERVICE AWARD

LANCASTER RECREATION COMMISSION 1995-1999

HIGHWAY SAFETY COMMISSION

ANN M. PARISH

AUGUST 24, 2015

30 YEARS OF SERVICE AS PROFESSOR OF

ENGLISH LITERATURE

ATLANTIC UNION COLLEGE

EUGENE C. CHRISTOPH

JANUARY 6, 2016

BOARD OF ASSESSORS - 1977-1980

PLANNING BOARD 1980 - 1995 AND 2003-2008

MODERATOR - 1986- 1988; 1991- 1994; 2005- 2007

BOARD OF APPEALS - 2000-2014

2002 -2015 - MONTACHUSETT REGIONAL PLANNING  
COMMISSION, ALTERNATE MEMBER

VETERANS MEMORIAL COMMITTEE - 2004-2007

BOARD OF SELECTMEN - NOVEMBER, 2014-JANUARY, 2016

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## EVERYDAY HEROES

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"The life of a man consists not in seeing visions and in dreaming dreams,  
but in active charity and in willing service. "

Henry Wadsworth Longfellow

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The neighbor that makes sure all is well in the home of a senior living next door after a bad storm.

A police officer double-checking that a car seat is properly anchored for first time parents, and then rushing out to assist a motorist in need.

Volunteers serving holidays meals at the Community Center.

Librarians who read the story. And then read it "again".

Swim instructors helping young children feel secure in the water and camp leaders that ensure a wonderful summer for the youth in their charge.

Teachers preparing their lesson plans before the bus arrives.

Responders to the 2:00 AM fire call on a cold winter's night.

Town employees who go the extra mile to meet the needs of the citizens of Lancaster.

All members of Town Boards and Committees, Citizen Groups, charitable organizations, and those who steward Lancaster's natural resources and preserve her history - for their countless hours of service.

Those who have served or continue to serve in the Armed Forces for the benefit of the Nation.

We thank all of you for your hard work and dedication.

***You're our heroes, every day!***

## TOWN OF LANCASTER

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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 tax rate for 2014 was \$18.91. Population totals for 2014 averaged 7,000 residents. Many of Lancaster's residents are members of the Seventh-day Adventist Church. The Adventists established Atlantic Union College, a small four-year liberal arts school, in South Lancaster 125 years ago.

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

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.



# GENERAL INFORMATION

## ELECTED TOWN OFFICIALS AND COMMITTEES

### **Moderator**

William E. O'Neil, Jr. May, 2016

### **Board of Selectmen**

Stanley B. Starr, Jr., Chair May, 2017  
Walter F. Sendrowski, Clerk May, 2018  
Eugene C. Christoph May, 2016

### **Board of Public Works**

John J. King, Jr., Chair May, 2018

Theodore R. Manning, Clerk May, 2016  
Douglas A. DeCesare May, 2017

### **Board of Health**

Richard Belanger May, 2018  
David Dunn, Clerk May, 2017  
Stephen Piazza, Chair May, 2016

### **Finance Committee**

James E. Riley, Chair May, 2018  
D. Susan Thompson, Vice-Chair May, 2017  
Michelle Vasquez, Clerk May, 2018  
Matthew W. Carpenter May, 2016  
David DiTullio May, 2016

### **Nashoba Regional School District Committee**

Julie E. Fay May, 2017  
Kathryn J. Codianne May, 2018  
Cathleen G. Thier May, 2016

### **Board of Library Trustees**

Frank T. MacGrory, Vice Chair May, 2017  
Emily J. Rose, Chair May, 2017  
Stephanne J. Fiori May, 2018  
John C. Schumacher-Hardy May, 2018  
Frank S. Streeter May, 2016  
Stephen Piazza May, 2016

### **Planning Board**

Jeanne G. Rich, Chair May, 2016  
Francis Sullivan, Vice-Chair May, 2019  
Victor Koivumaki May, 2018  
Thomas J. Christopher May, 2017  
Philip F. Lawler, Clerk May, 2018

### **Housing Authority**

Henry A. Richter, Chair May, 2016  
Duanne M. Miller, Vice-Chair May, 2017  
Mary Judith MacLean May, 2020  
Frank T. MacGrory May, 2019  
Carol J. Sonia (State Appt.) August, 2019



In Memory of Eugene Christoph, Selectman - Photo Credit, Peter Christoph

## APPOINTED BY THE BOARD OF SELECTMEN

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***Animal Control Officer***

Phyllis A Tower 6/30/2016

***M.J.T.C. Representative***

Noreen Piazza 6/30/2016

***Animal Inspector  
(Barn Book)***

Phyllis A Tower 4/30/2016

***M.R.P.C. Alternate Rep.***

Eugene C. Christoph 6/30/2016

***Building Inspector -  
Alternate***

Tony Zahariadis 6/30/2016

***Sealer of Weights & Measures***

Ronald W. Valinsky, Jr 6/30/2016

***Emergency  
Management Director***

Michael Hanson None

***Town Counsel***

Kopelman & Paige, P.C. 6/30/2016

***Environmental  
Coordinator***

*Vacant*

***Veterans' Agent and Alternate***

*Vacant*

***Fence Viewer***

Peter Munroe 6/30/2016

***Veterans Burial Agent***

Mary de Alderete 6/30/2016

***Keeper of the Lockup***

Edwin Burgwinkel 6/30/2016

***Veterans Grave Agent***

*Vacant*

***Keeper of the Town  
Pound***

*Vacant*

***MART Advisory Board***

Ryan McNutt 6/30/2016

***Measurer of Wood &  
Back***

Ronald W. Valinski, Jr. 6/30/2016



## MULTI-YEAR APPOINTMENTS BY THE BOARD OF SELECTMEN

---

***Building Official/Zoning  
Enforcement Officer***

Peter M. Munro 6/30/2018

***Collector-Treasurer***

Mary Frost 07/02/2017

***Municipal Hearings Officer***

Ryan McNutt None

***Conservation Agent***

David Koonce

***Planning Director***

Noreen Piazza 06/30/2017

***Constables***

Kevin D. Lamb 05/20/2016  
Lyle W. Pierce 06/17/2016

***Police Chief***

Edwin H. Burgwinkel, Jr. 06/30/2018

***Director of Finance &  
Budget***

Cheryl Gariepy 10/09/2017

***Town Administrator***

Ryan McNutt 06/30/2017

***Fire Chief***

Michael Hanson 12/31/2016

***Town Clerk***

Mary de Alderete 06/30/2017

***Insurance Advisory  
Comm. Retiree  
Representative***

Vacant



Photo, Alexandra Turner

## BOARDS AND COMMISSIONS APPOINTED BY THE BOARD OF SELECTMEN

### **AGRICULTURAL COMMISSION**

Peter Jakubowicz, Vice-Chair	06/16/2017
David C. Kilbourn, Chair	06/16/2017
Susan V. Miner, Clerk	06/16/2016
Eric Jakubowicz	06/16/2016
Mary Moreira	06/16/2018

### **ANIMAL CONTROL COMMISSION**

Kelly E. Quill	03/10/2017
Erin M. DeCoste	11/15/2017
Stephanie S. Frommer, Chair	11/15/2016
Joyce E. Moody	11/15/2016
Janice H. Johnson	11/15/2016
Philip Eugene	07/06/2018

### **BOARD OF APPEALS**

Robert L. Baylis, (Alt)	01/15/2020
Scott Miller, Chair	06/30/2016
Sarah E. Gulliver	06/30/2018
David K. Stadtherr	06/30/2018
Jeanne G. Rich	06/30/2019
Francis G. Sullivan Jr., Clerk	06/30/2017
Mark D. Eaton (Alt)	06/30/2016
Matthew Mayo (Alt)	01/05/2020

### **BOARD OF ASSESSORS**

Joan E. Navarro, Chair	05/07/2017
Debra Sanders	09/02/2017
Michael Burke, Sr., Co-Chair	10/10/2018

**Vacant**

### **BOARD OF REGISTRARS**

Elizabeth Cahill	06/03/2017
John A. Ranieri	04/01/2018
Mary Perreira	05/17/2016
Mary de Alderete	12/01/2017

### **CABLE TV ADVISORY COMMITTEE**

Christopher T. Detsikas	None
Robert Kadlec	None

### **COMMISSION ON DISABILITY**

Michael McCue, Chair	06/30/2017
Carolyn Stump	06/30/2017
Leslie Allison	06/30/2018
Rose-Marie Bissonnette	09/06/2018
Lorry Doucet	06/30/2016
Daryl Blaney	06/30/2016
Marilyn Chambers	09/06/2016
<b>Vacant</b> – Associate (3)	

### **CONSERVATION COMMISSION**

Kenneth F. Rapoza, Chair	06/30/2016
Thomas J. Christopher	02/11/2016
Ruth Anderson	06/30/2016
Peter Farmer	06/30/2018
James Lavalley	09/23/2016
Nathan Stevens, Vice Chair	06/30/2016
<b>Vacant</b>	

### **COUNCIL ON AGING**

Nicole Jimino Kanis, Chair	06/30/2017
Eileen M. McRell, Secretary	06/30/2017
Michelle Jones	12/30/2017
Nicole Kanis	06/30/2017
Frank MacGrory	06/30/2018
Mary J. MacLean	06/30/2018
JoAgnes Santangelo	06/29/2018



## BOARDS AND COMMISSIONS, CONTINUED

### **CULTURAL COMMISSION**

Michele Macdonald	06/01/2018
Kerry Flathers	02/17/2018
Marie G. Sullivan	06/15/2018
Elaine Doherty	07/06/2018
Jane-Anne Crossman	02/10/2020
Nancy Nelson	08/10/2018
Jennifer Shea-Kettles	08/10/2018

### **ENERGY COMMISSION**

Donald E. Atkinson	<i>Standing</i>
John Bowman, Jr.	<i>Standing</i>
Andrew Detsikas	<i>Standing</i>
Theodore R. Manning	<i>Standing</i>
Jay M. Moody	<i>Standing</i>

### **HISTORICAL COMMISSION**

Michael S. Sczerzen, Chair	06/30/2017
Heather L. Lennon	06/30/2017
Joy F. Peach	06/30/2016
Sally M. Rouleau	06/30/2016
Mark A. Schryver	06/30/2016
Garrett J. Sheahan	06/30/2016
Karen S. Silverthorn	06/30/2018
Imogene Watson	06/30/2018
Joan Richards (Assoc.)	06/30/2016

### **Vacancies (3)**

### **MEMORIAL DAY COMMITTEE**

Ann P. Fuller	06/30/2016
Jennifer Lapen	06/30/2016
Paula J. Hamwey	06/30/2016
Leslie Montague	06/30/2016
Mary K. Paquette	06/30/2016

### **MEMORIAL DAY COMMITTEE, CONT.**

Henry A. Paszko	06/30/2016
Karen S. Shaw	06/30/2016
Carol J. Sonia	06/30/2016
Alexandra Turner	06/30/2016

### **OPEN SPACE AND RECREATION COMMITTEE**

Theodore R. Manning	None
Eugene Christoph	None
Shirley Griffin	None

### **PROPERTY DISPOSAL COMMITTEE**

Stanley B. Starr, Jr.	None
Michael S. Sczerzen	None
James E. Riley	None

### **RECREATION COMMITTEE**

Johnna Doyle, Chair	06/30/2017
Dondrae K. May, Secretary	06/30/2018
Joseph G. Kennedy, Treasurer	06/30/2018
Jeanne Blauner	06/30/2018
Win Clark	06/30/2017
Theodore R. Manning	06/30/2016
Paul Morrison	

### **THAYER FIELD CAMPUS COMMITTEE**

Malissa Miot	05/18/2018
Elizabeth Cahill, Secretary	05/06/2018
Win Clark, Vice Chair	05/06/2016
Cliff McMullen	05/06/2017
Jeanne Blauner	05/06/2016
Matthew T. Hourihan (Assoc.)	09/09/2017
Theodore R. Manning (Assoc.)	05/06/2016

## BOARDS AND COMMISSIONS, CONTINUED

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### **TOWN FOREST COMMITTEE**

Jason Allison	06/30/2018
Timothy H. Castner, Chair	06/30/2016
Christopher G. Fish	06/30/2016

## OTHER TOWN & SCHOOL DEPARTMENT OFFICIALS

<b><i>Ambulance Captain</i></b>		Chosen by Ambulance Squad
<b><i>Burial Agent</i></b>	Mary de Alderete	Employed by BOH
<b><i>Council on Aging Director</i></b>	Alexandra W. Turner	Employed by ACC
<b><i>Gas/Plumbing Inspector</i></b>	Thomas Soldi	Appointed by Bldg Commissioner
<b><i>Gas/Plumbing Inspector</i></b>	Kenneth Poulin, Jr. (alt.)	Appointed by Bldg Commissioner
<b><i>Library Director</i></b>	Joseph Mulé	Employed by Library Trustees
<b><i>Minuteman School Committee</i></b>	Jennifer B. Leone	Appointed by Moderator
<b><i>MRPC Delegate</i></b>	Eugene Christoph	Designated by Planning Board
<b><i>Supt of Public Works</i></b>	Kevin A. Bartlett	Appointed by DPW Board
<b><i>Supt of Schools (Minuteman)</i></b>	Dr. Edward A. Bouquillon	Contract with School Committee
<b><i>Supt of Schools (Nashoba)</i></b>	Michael L. Wood	Contract with School Committee
<b><i>Wire Inspector</i></b>	Alfred Roberts	Appointed by Bldg Commissioner
<b><i>Wire Inspector</i></b>	David M. Hinckley (Alternate)	Appointed by Bldg Commissioner



# GENERAL GOVERNMENT

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## BOARD OF SELECTMEN

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The Board of Selectmen is pleased to present its Annual Report for the calendar year 2015.

One new board member Walter F. Sendrowski was elected to the Board of Selectmen at a Town Election on May 11<sup>th</sup>, 2015.

The Board re-organized at the organizational meeting held on May 18, 2015 following the Town Election. Stanley B. Starr, Jr. was elected to serve as the Chairman of the Board of Selectmen. Walter F. Sendrowski was elected Clerk, and Eugene C. Christoph served as a member until his passing on January 6, 2016.

### **Acknowledgements**

Throughout 2015, 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 and 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 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  
Historical Commission  
Recreation Committee  
Town Forest Committee  
Open Space and Recreation

### **Staffing**

Well wishes to Kathleen Lamb who served as the Executive Secretary to the Board of Selectmen she retired in October after over thirty years of service to the town. The Board of Selectmen wishes Kathy well and thanks her for service to the Town. Kathy also served as an Emergency Medical Technician (EMT) Lieutenant on the town ambulance.

The Board of Selectmen in September hired Kathleen A. Rocco to serve as the new Executive Assistant.

In May of 2015 the Board of Selectmen, Appointed Edwin Burgwinkel as permanent Police Chief.

### **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 of a number of issues. Of special note was the direct funding (\$100,000) that was secured specifically for the Prescott Building Renovation

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.

### **Fiscal Year 2016 Budget**

The Board of Selectmen and Finance Committee were committed to bringing a level service budget before Town Meeting that would maintain services for the community. The budget adopted at the Town Meeting was \$18,585,172 for Fiscal Year 2016. This is an overall increase 3.85% from Fiscal Year 2015.

### **Minuteman Regional High School**

The Board of Selectmen would like to thank the entire Minuteman School Committee for their contributions over the past year. The Town of Lancaster had 34 High School students enrolled in 2015. The total assessment for FY16 was \$838,120 an increase of 20% from Fiscal Year 2015.

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 2016.

The School Committee and Administration put forth a budget that resulted in an assessment to the Town of Lancaster of \$10,812,278. This was an increase of 3.1% from the previous fiscal year. 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 4, 2015 Annual Town Meeting – Attendance approximately 118 residents**

The Town Moderator, Mr. David Spanagel, called the Special Town Meeting to order on Monday, May 4th to act on seventeen warrant articles. All warrant articles passed including a vote to raise and appropriate \$18,585,172 (Eighteen Million, Five Hundred and Eighty Five Thousand, One Hundred and Seventy Two 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, 2016, or act in any manner relating thereto. **The town meeting voters approved the Fiscal Year 2016 Budget expenditures as printed in the warrant. Article approved by 2/3rds vote as required.**

Additional Warrant Articles dealt with funding water infrastructure improvements as well as additional funds (\$415,000) set aside for Other Post-Employment Benefits (OPEB) liability.

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

### **Planning for the Future**

There are several priorities for the Town as we look at 2016. Undertaking the renovation of the Prescott Building will really begin this coming year as well as a review of all municipal buildings and how they can be best preserved while also maximizing efficiency to reduce their operational costs.

The Town will continue to explore opportunities to add additional solar to the existing Landfill Array. That project has been an enormous benefit to the Town both reducing electrical costs to the municipal buildings and achieving electricity rate savings for the entire Town.

Another area that the Board of Selectmen and Town officials have identified as a priority for 2016 is the maintenance and improvement of the Town's water infrastructure. This infrastructure, the pipes, wells, tanks, pump houses, and machinery is on average over 50 years old, the pipes are much older, and the potential for emergencies is such that attention is due to be paid to this critical service.

Beyond the investment to the existing water infrastructure, the Town Planning Department is working a range of potential options to address the lack of water infrastructure in the areas zoned for commercial and industrial development in north Lancaster. The installation of water access will be a key incentive to attract companies to Lancaster which will mean jobs and additional tax base.

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.

Sincerely,

Stanley B. Starr Jr., Chairman  
Walter F. Sendrowski, Clerk

## LICENSES ISSUED BY THE BOARD OF SELECTMEN

### CALENDAR YEAR 2015

License Type	Issued To	Business Address
Automobile Dealer – Class 1, Class 2	Ron Bouchard Dodge, LLC, d/b/a Ron Bouchard's KIA	488 Old Union Turnpike, Lancaster, MA
Automatic Amusement Devices Weekdays 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 Weekdays And Public Entertainment on Sundays	N.E. Fun Centers, Inc. d/b/a Roll-on-America	90 Duval Road, Lancaster, MA
Automobile Dealer – Class 1	AMR Holdings – LN, LLC, d/b/a Prime Scion Route 2	700 Old Union Turnpike, Lancaster, MA
Automobile Dealer – Class 1	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 1, Common Victualler	AMR Holdings – LN, LLC, d/b/a Prime Toyota Route 2	700 Old Union Turnpike, Lancaster, MA
Automobile Dealer – Class 2	F.J.S. Auto, Inc.	248 Main Street So. 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	P.O. Box 1000, So. Lancaster, MA
Food & Beverage Dispensing to Members	Sterling National, LLC	33 Albright Road, Sterling, MA



License Type	Issued To	Business Address
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 Victualler	Lancaster Golf Training Center, LP	438 Old Union Turnpike, 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 concession @ Mass. Youth Soccer Assoc., 512 Old Union Tnpk., Lancaster, MA	Dolce Brands, LLC	188 Ayer Rd., 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
License to sell wine in sealed containers at the Bolton Fair 8/14/15-8/16/15	Still River Winery Inc.	104 Bolton Road, Hudson, MA
Sunday Entertainment – Antique Truck Show 7/12/15 @ 318 Seven Bridge Road	Antique Truck Club of America – N.E. Chapter	32 Wilkins St., Hudson, MA
Public Amusement & Exhibition (Weekdays) 8/12/15 – 8/15/15 and Sunday 8/16/15 to conduct agricultural fair @ 318 Seven Bridge Road	Rose Darden, President, The Bolton Fair	P.O. Box 154, Bolton, MA
Sunday Entertainment - To conduct a River Festival on 6/20/15 @ Culley's Field, Seven Bridge Road	Thomas Christopher, Member, Festival Committee	252 Fort Pond Inn Road, Lancaster, MA
Public Amusement & Exhibition (Weekdays) 8/12/15 – 8/15/15 and Sunday 8/16/15 @ 318 Seven Bridge Road	Dean & Flynn d/b/a Fiesta Shows	15 Pine Street, Seabrook, NH
Sunday Entertainment – antique & hot rod car show on 9/13/15 @ 318 Seven Bridge Road	Ty-Rods Club, Inc.	P.O. Box 409, North Reading, MA
Automobile Dealer – Class 2 (Not to exceed 25 vehicles)	J. C. Madigan, Inc.	450 Old Union Turnpike., Lancaster, MA
Farmer Series Pouring Permit (Wine Only)	Keith Kopley dba Hillside Cellars	339 Seven Bridge Rd., Lancaster, MA

## TOWN COUNSEL

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Kopelman and Paige P.C. serves the Town of Lancaster as Town Counsel. In this capacity, the firm provides legal guidance, advice, and recommendations regarding legal issues and matters as requested by the Board of Selectmen, Town Administrator, and various Town Boards and Departments. As Town Counsel, we represent the Town before regulatory boards, agencies, and commissions, and represent and defend the Town in claims, suits, and actions brought in state and federal courts. We provide assistance to the Town in numerous transactions, including the leasing and sale of real estate. We also assist the Town in the enforcement of laws, bylaws, and rules and regulations for the public benefit.

Town Counsel is tasked with the drafting, review and interpretation of proposed and existing bylaws, contracts, licenses, and other documents. We assist with the drafting and approval of warrant articles and preparation for Town Meeting. We assist the Town with election issues, and other issues impacting the Town's legal governance.

Kopelman and Paige strives to address the Town's legal needs in an effective and efficient manner, and provides trainings and no-cost memoranda on a variety of legal topics to assist the Town in making decisions. This year, legal memoranda provided to the Town addressed various aspects of the newly enacted state ethics commission regulations, the Affordable Care Act, important HIPAA changes, and information relative to important legal and caselaw developments. These memoranda are intended to provide additional guidance to the Town and its boards and committees on developing areas of law.

It remains a 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 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

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The Clerk's Office is currently staffed by two full-time employees, Mary de Alderete, Town Clerk and Dianne Reardon, Assistant Town Clerk. George Davis continues to assist the Office while working under the auspices of the Senior Tax Work-Off Program.

### Responsibilities of the Office include:

- Oversight of municipal and State elections, including preparing voting lists, machine testing, and training of election officers and personnel.
- Issuance of vital records including birth, marriage, and death certificates. Assisting the public for genealogical research.
- Record and file applications and decisions by the Planning Board and the Board of Appeals and issue certificates and information regarding appeals.
- Administration of the Annual Town Census including updating, printing, mailing, and follow-up. Preparation of the Annual Street List and compilation and editing of the Annual Town Report.
- Post meetings and minutes for compliance with Open Meeting Law for all boards/committees. Oversee website for these postings, as well as community events and notifications.
- Process business certificates, dog licenses, and requests for information from the public, other municipalities, state officials, etc. Serve as a liaison to the Animal Control Commission.

The Clerk's Office would like to offer special thanks to Amanda (Mandy) Cannon, who became our Head Warden during 2015. We are very grateful to all our Election Workers who work so diligently to assist us! Thanks also go out to Assistant Warden Jeanne Rich and her tally workers and counters who stay after every election to calculate results.

The Board of Registrars currently consists of Town Clerk, Mary de Alderete (U), John Ranieri (R), Mary Perreira (D) and Elizabeth Cahill (R). The Board is tasked with conducting voter registration sessions as required by the Secretary of State's office twenty (20) days prior to every election. Dianne Reardon, the Assistant Town Clerk, currently sends birthday cards and voter registration forms to every person in town when they reach 18 years old and become eligible to vote.

Notes on town meeting proceedings and election results can be found on the Town Clerk's website at: [http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_TownClerk/index](http://www.ci.lancaster.ma.us/Pages/LancasterMA_TownClerk/index). Elections and Town Meetings results for 2015 may be found at the end of this Report.

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

In 2015, the Clerk's Office produced revenues totaling \$22,171 to the Town, directly from the sale of dog licenses, certified copies of vital records, business licenses, and miscellaneous fines. Dog licenses and vital records may now be purchased on-line for a slight transaction charge.

([http://www.ci.lancaster.ma.us/Pages/LancasterMA\\_WebDocs/billpay](http://www.ci.lancaster.ma.us/Pages/LancasterMA_WebDocs/billpay))

In addition to these duties, there has been an increase in the number of signups to our popular Newsletter. We always welcome input from residents in order to keep it fresh and interesting.

During 2015, both the Town Clerk and Assistant Town Clerk became Notary Publics and also fulfilled the requirements to become Justices of the Peace. We continually strive to find new ways to offer services to the Town of Lancaster and look forward to doing so in the future.

Respectfully submitted,

Mary de Alderete  
Town Clerk



<b>Vital Records</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
<b>Births</b>	52	54	55	57	53	53	64
<b>Marriages</b>	17	22	20	20	17	14	23
<b>Deaths</b>	75	69	84	66	85	66	62
<b>Registered Voters</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
<b>Democrat</b>	910	868	900	905	924	907	921
<b>Republican</b>	743	721	734	720	724	709	721
<b>Libertarian</b>	10	9	14	11	n/a	15	15
<b>Green-Rainbow</b>	10	10	11	10	7	n/a	n/a
<b>All Other Political Designations</b>	10	11	4	3	14	8	9
<b>Unenrolled (no party designation)</b>	3110	2985	3,064	3,003	2,969	2,909	2,916
<b>Total Registered Voters</b>	4793	4604	4,727	4,652	4,638	4,548	4,582

<b>Dog Licenses Issued</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
<b>Individual Tags</b>	124	1,181	1,148	1,115	1,109	1,072	1,049
<b>Kennels</b>	1	1	1	1	1	1	1

	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
<b>Business Certificates Issued</b>	31	57	39	30	44	56	38
<b>Documents Notarized</b>	79	77	63	70	57	78	67

<b>Population by Year</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
	7,057	7,076	7,096	7,013	7,143	7,228	7,281

## TREASURER/COLLECTOR OFFICE

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At the May 4, 2015 annual town meeting the Town voted to transfer from free cash \$415,000 to the OPEB (Other Post-Employment Benefits) trust fund that was opened in October 2014. These funds have been invested in the PRIT (Pension Reserves Investment Trust) Fund. Total invested in the OPEB trust fund is \$830,000.00. The Town is well ahead of other municipalities in funding this liability.

In November we welcomed Donna Traylor to our office as Finance Assistant/Payroll Clerk. Donna comes to us from the Lancaster Assessor's office. She has been a backup for payroll in the past and has great knowledge of real estate and excise taxes. In her short time here she has proven to be a tremendous asset and we look forward to working with her for many years.

In 2015 we saw a 15% increase in our online credit card payments. Residents can pay on line in their own home or at the terminal in our office. We accept MasterCard, Visa, Discover and American Express. Convenience fees are passed onto the bill payer. Log onto [www.mcc.net](http://www.mcc.net) for more information.

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 safe keeping of bank, investment and Trust Funds accounts.
- Issuance of Municipal Lien Certificates.
- Verification 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

# HEALTH AND HUMAN SERVICES

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## LANCASTER BOARD OF HEALTH

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### BOARD ACTIVITIES

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#### **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.

#### **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
- Collection container 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.

The primary function of the office is to assist callers and visitors by providing accurate information and/or referrals for questions, concerns and applications. 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 [hhampson@lancasterma.net](mailto:hhampson@lancasterma.net).

### Complaints

Identified complaints are investigated by our Nashoba Associated Board of Health 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 21 septic system plans were reviewed in 2015, and that 23 Title 5 septic permits were issued by the LBOH.

### Wells

The NABH reported that 5 well plans were reviewed in 2015, and that 5 well permits were issued by the LBOH.

### Miscellaneous Permits

A variety of other permits were issued in 2015, including permits for porta-potties and retail sales of tobacco.

The Lancaster Board of Health Regulations were updated this year to add one additional tobacco permit, for a total of four (4) permits.

Tobacco permits were issued to the following establishments in 2015:

- Cumberland Farms, High Street Extension
- Cumberland Farms, Main Street
- Main Street Auto, Main Street
- South Coast Development, Lunenburg Road

### Trash

The Town of Lancaster does provide trash removal services. A private trash hauler must be contracted. The following companies were licensed to operate in Lancaster in 2015:

- E.L. Harvey & Sons, Westborough
- Fiore Trucking & Disposal, Fitchburg



- Mitrano Removal, Shirley
- Republic Services, Tyngsboro
- Sons of Kristoff, Sterling
- Tully Disposal and Recycling, Sterling
- Waste Management, West Boylston

The Trash Hauler 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)).

### Recycling

All licensed trash haulers in the Town of Lancaster are required to provide recycling services. In addition, the Lancaster Recycling Center can be used to recycle a wide variety of items. 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.

### 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 will be managed by the North Central Regional Solid Waste Cooperative (NCRSWC), a non-profit that provides these types of services. The site will be 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 will be 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 the large waste requirement, and residents from the member Towns. The site can be visited by appointment so traffic can be controlled. Residents and VSQGs will still have a fee to dispose of the waste, which will vary depending on the volume of trash.

### Unattended Collection Containers

The Lancaster Board of Health passed new regulations this year for unattended collection containers. The Unattended Collection Container 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)).

### **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 2015 Emergency Dispensing Site 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.

### **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**

21 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 46 Burial Permits, of which 16 were interred in Lancaster, 25 were cremated, and 30 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,

**Stephen Piazza, Chairman**

**David Dunn, Member**

**Richard Belanger, Member**



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## NASHOBA ASSOCIATED BOARDS OF HEALTH

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### **LANCASTER ANNUAL REPORT 2015**

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

- Maintaining Nashoba's internet web site to provide information for the public. (**See *nashoba.org***)
- Nashoba assisted the Board with provided 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 2015 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 **53** 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!

### **TOWN OF LANCASTER**

#### **Environmental Health Department**

##### **Environmental Information Responses**

**Lancaster Office (days) .....66**

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.....42**

Nashoba annually mails out and receives application 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 is also investigated, and where appropriate medical consultation and laboratory testing may be required.

**Housing & Nuisance Investigations.....43**

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.....13**

Camps are inspected at least annually at opening for compliance with State Sanitary Code, Chapter IV, 105CMR430.00. 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.....13**

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..... 34**

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.....45**

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.....21**

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 .....23**

Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

**Septic System Inspections .....48**

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.....422**

During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.

**Well Permits.....5**

**Water Quality/Well Consultations .....65**

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 ..... 21**



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.....321**

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 .....51**

Nashoba's Certified Home Care Aides provide assistance with daily activities of daily living including bathing dressing, exercises and meal preparation.

#### **Rehabilitative Therapy Visit.....265**

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.....15**

Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.

#### **Hospice Volunteer and Spiritual Care Visit.....3**

Nashoba's Volunteers and Clergy provide patients with emotional and spiritual support, companionship and guidance.

### **Community Health Nursing**

Nashoba's Community Health Nursing program provides an essential public health service to its member communities guided by the American Nurses Association (ANA) 16 Standards of Public Nursing Practice.

Our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal etc.) in a variety of ways.

- We conduct regular well-being clinics for health assessment, screenings and education to all, especially the underserved and at-risk populations.
- We report and investigate communicable diseases to formulate and implement control guidelines and strategies that protect the health of individual and the community at large (mandated by the Massachusetts Department of Public Health).
- We make well-being visits to assess needs, coordinate appropriate care and services and provide case management as needed (health promotion).
- We provide public health education.
- We address psych-social issues that may impact general health and safety (i.e. hoarding).
- We are available to collaborate with all municipal staff to address public health nursing

questions, work closely with Councils on Aging to assist elders in the communities and are available for consultation with school nurses caring for children and families. The nursing staff also works with the Sanitarian for your community, as needed, to address issues of unhealthy living conditions.

Listed below is summary of the activities of the Community Health Nursing program.

Nashoba conducted 22 clinics and those clinics offered your citizens: blood pressure screening, annual sugar and eye screenings, flu shots and an opportunity to consult with the nurse to address questions.

Our staff conducted 45 number of health promotion/well-being check in your communities.

We administered 140 flu shots through our annual clinics.

Nashoba reviewed, investigated and reported on the following cases of communicable diseases from your community. Though the daily reporting and investigating work is not always visible it is vital to protect the public from the spread of disease.

Investigated .....	27
Confirmed .....	9

#### Communicable Disease Number of Cases

• Anaplasmosis .....	1
• Campylobacter.....	1
• Group B Streptococcus .....	1
• Hepatitis C.....	1
• Influenza.....	3
• Lyme Disease .....	1
• Salmonella.....	1

### **Dental Health Department**

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

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

Students Eligible.....	212
Students Participating.....	103
Referred to Dentist.....	13

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

Number of Programs.....	10
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## COUNCIL ON AGING

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It has been another exciting year for the Lancaster Council on Aging (COA) and for Lancaster Seniors. The COA continued to expand their offerings, and increase their attendance in accordance with our mission.

### **Lancaster COA Mission Statement**

The Lancaster Council on Aging will work to enhance the quality of life of Lancaster's seniors, and their caregivers. The Council on Aging will strive to assist them, to the greatest extent possible in maintaining dignity, and independence in their role as full participants in the community through programming, advocacy, and education

### **Overview**

In most Massachusetts towns and cities the Councils on Agings (COAs) are the community hub for social and support services to elders, families and caregivers in most Massachusetts towns. Lancaster is home to roughly 1583 seniors (those over 60) served by the COA. In addition we extend services to our neighbors and friends throughout the area. Our mission is to work to enhance the quality of life of Lancaster's seniors and their caregivers. "The COA will strive to assist them, to the greatest extent possible, in maintaining dignity and independence in their role as full participants in the community through advocacy, programming, resources and education". This intergenerational 'family' model works well, and in the end we serve many more than the 1583 senior residents.

The COA works in conjunction with 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) to deliver services. We offered a variety of counseling through our partnerships, including Fuel Assistance, Food Stamps (SNAP), legal advice, 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, and other essential services. We worked with other departments to provide access to services, and complementary programming, such as health clinics and home repair programs.

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

The Council on Aging is managed by a seven person board to establish policies which is then administered through a team of staff and volunteers. The seven person COA board is appointed by the Selectman. Appointed COA members for 2015 were Chair, Nicole Kanis, Mary J. MacLean, Michelle Jones, Eileen McRell (resigned in the summer), Frank MacGrory, and Jo-Agnes Santangelo. Kathy Codianne submitted her letter of interest to be a board member in the summer of 2015. . The dedicated and active board members volunteer their time to develop policies, supports events, and advocate for the mission of the COA.

The board meets the third Wednesday of each month at 9:00 in the Senior Center, though meeting dates may change depending on vacations and other issues. Meetings are posted on the town website, or call the office to confirm the date.

### ***Personnel***

Alexandra or 'Alix' Turner serves as Director. Maribeth Eugene continued her work as Assistant and Dispatcher until her resignation effective October 30, 2015. After an extensive search Melissa Pelletier was hired to replace Maribeth. In addition to office staff the COA partners with MART to provide transportation services for elders and

the disabled. Eugene “Geno” Brazeau, and David Nelson continued his good work driving. We were joined by David “Rocky” Rockwell .

We worked with Catholic Charities, a senior job training program, to train seniors for new jobs. In turn they provided us their service and made it possible for us to keep the Centers functioning. We could not have offered the array of services without the help of Jack Burke, who performed just about every duty!

We contracted Montachusett Opportunity Council, (MOC) to run our lunch program. David James continues as our site manager or lunch coordinator. He serves lunch Monday-Thursday in the Center between 11:30 and 12:30 pm and on special occasions. In addition to working for MOC David donated many volunteer hours, and serves as president of Friends of the Council on Aging. Lunches could not be served without our dedicated volunteer lunch assistant, John Garofoli, who does an amazing job. Meals on Wheels are also provided by MOC and delivered with the assistance of dedicated volunteers, and staff in particular Jay Moody, Richard “Dick D’Agostino”. Maribeth Eugene also delivered meals.

### ***Board Goals***

The Board’s directive for 2015 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. During the year the board worked to develop modern by-laws which were passed by the Council and sent to the Board of Selectman for their review and approval. This included the updated mission statement above.

To reach this goal staff and the board worked to develop more programs to serve the wider variety of seniors in Lancaster. We also worked to improve outreach through increased marketing and public relations. Many of the offerings extended to neighboring towns, and residents of all ages.

To support the strategy the COA continued to publish a newsletter “The Community Crier” to better identify the wide audience served. It was renamed from “Senior Moments” which was too ‘niched’. About 400 printed copies were distributed each month, at the Senior Center, Town Hall, Library and Post Office; and other locations. The newsletter is also posted on the town website. Approximately 700 people received email blasts of the full color newsletter, several people pay for subscriptions to cover mailing. The newsletter contained notice of events, menus, articles, and items of general interest to a variety of ages. In addition to the newsletter the COA publicized news about programs and events in the local newspapers and on local cable, SLCTV.

We also worked with health care workers, public safety, our veteran’s agent and other resources to identify those in need of services. We then would visit them at home, or invite them to join us by meals of a note or personal call.

COA outreach is most critical for home bound, handicapped or financially or mentally depressed residents. However, unlike most other cities and towns Lancaster COA has not been able to obtain funding for the position of an outreach worker, so outreach remains a high priority for the Council for 2015.

### ***Recurring Supports and Event addition to special events the COA provided regular services and events weekly.***

- We served lunch daily, Monday-Thursday in the Center. We also home deliver breakfasts and lunch to those who cannot get out of their home.
- Another popular meal was Tuesday morning Pancake Breakfasts, serving a low of 50 and a high of 100 each Tuesday.

- We hosted special event meals which may be prepared in the COA kitchen, or alternately pot luck. In addition we had special meals, Thanksgiving in conjunction with the First Church, the Fireman's summer BBQs, fall BBQ, Souper Bowl Party and more.
- We maintained an active loaner program for durable medical equipment. As '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 from canes and walkers, to shower seats, wheel chairs, geri-chairs and occasionally hospital beds. This was used by many residents who needed short term loan of equipment while recovering from injuries, surgeries, or hosting ill family.
- We held monthly health clinics, the first Tuesday and third Wednesday of each month. Tamara Bedard visited to answer questions and do basic assessments. We also offered specialized clinics, such as flu shot clinics, and vision clinics and more.
- We held a series of cooking classes, 'Cooking with Laura' was created by the COA and became a popular cooperative show taped by SLCTV for all to enjoy. Those in the studio audience were able to enjoy tastings as well.
- We expanded our Intergenerational Community Garden, thanks to our friends at Growing places. And help from local businesses Clear Summit and Boucher Construction, and wonderful beds built by students at Minutemen School. Our gardens are quite prolific, and living proof the adage 'many hands light work' is true.
- Bingo was held every Tuesday afternoon at 1 pm.
- Bridge remained popular Friday in the Center at 1:00 pm each Friday.
- Fitness classes were held, including Line Dancing, Strength and Weight Training, Zumba Gold, Gentle Yoga, and Tai Chi.
- We introduced the new and very popular Pickleball in the gym, held four days a week

### ***Programs 2015***

Following are just a sampling of unique events held in 2015.

We held several Special events in 2015, our first Community Wide Health Fair, sponsored by Fallon Health Care and River Terrace. This all ages fair was developed to make people aware of resources in our community and directed to Seniors, their caregivers, and those of all ages. Booths and events were throughout the building and it was well attended. The Friends hosted a Soup Bar to feed attendees.

In July we hosted a Public Safety Forum with speakers from the District Attorney's office, Liz Haddad, Shawn McKenna, from the Sheriff's office, and our new police chief Edwin Burgwinkel, and our fire chief Michael Hanson. A wide range of topics were covered with the emphasis on scams and frauds. Future workshops were requested by many attendees. A repeat of this popular event is planned for the fall of 2016.

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## **TAX REBATE PROGRAM**

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A collaborative program run by the COA and the Board of Assessors.

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. Minimum wage for 2014 was \$8.00 an hour, translating to 125 hours a year per household. With \$20,000 allocated and at the rate of \$1,000 per participant, there was placement for twenty residents for calendar year 2014 (FY 2015). Senior workers provided the town with valuable services in many departments, from the raking and cutting for the DPW, to

serving in the office of Public Safety and many of the town hall offices, and helping with events and cleaning at the Community Center and COA.

In 2014 administration of the program, such as payroll and time sheets remained in the Assessor's office, the applications and placements were managed COA.

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## LANCASTER HOUSING AUTHORITY

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The Lancaster Housing Authority 449 Main Street has seventy (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 2015 the Authority had eleven (11) vacancies.

***Eligibility Requirements:***

Applicants must be 60 years or older, or handicapped.

Effective August 9<sup>th</sup>, 2014 the income eligibility is \$44,750.00 for one person and \$51,150.00 for two people.

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 \$818.00.

Our complex has fourteen non-elderly and eleven minority status residents.  
Our oldest resident is 91.

We now have a Tenants Organization for the residents of Bigelow Gardens.

***Recreational Activities:***

Cards and Bingo are played in the Community Room every Wednesday and Friday from 1:00 to 3:00 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 8:00am to 12:00pm

Telephone: 978-365-3923

Fax: 978-365-9138

Email: lancaster.housing@verizon.net



## COMMISSION ON DISABILITY

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**Accessibility Awareness Month. Photo credit by  
Commission on Disability**

2015 marked the 25<sup>th</sup> Anniversary of the Americans with Disabilities Act (ADA). While our nation has admirably made significant progress on improving accessibility, we have a long way to go to fully transform our society to embrace inclusion for all disabled people.

In the spirit of the anniversary, and dedication to Lancaster, the commission undertook projects, provided advice to town organizations, and carried out myriad tasks, all designed to support the ultimate 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/ or have other disabilities.

Highlights of the year included The October Lancaster Accessibility Awareness Month program. The Accessibility Awareness program was developed by the COD in 2014 to create more exposure to all town citizens on the subject, with the ultimate goal in mind of helping disabled residents in Lancaster live more full and productive lives with dignity.

Activities for Accessibility Awareness Month, which the town has officially declared, included a COD exhibit booth with information at the Horse Shed Fair on October 3<sup>rd</sup>. On hand in the booth was APAW (American Poodles At Work) , who provided enjoyable, unique demonstrations on how certain poodles function wonderfully as service dogs for disabled people. Also during the month, an educational event, sharing knowledge to enable disabled people to function and live more comfortably in their homes, was presented by the Nurse Carpenter of Solace RNovation at the Lancaster Public Library on October 20<sup>th</sup>. Also, on Oct 27<sup>th</sup> at the Library, a fascinating presentation by Jamie Laird and Perkins School for the Blind was given on living deaf, blind and unable to speak. The COD also exhibited at the Wellness Fair held at The Lancaster Community Center on Oct 14<sup>th</sup>. The events were covered by local and regional media, which in turn generated exposure and awareness on accessibility, and educate our community on the needs of people with disabilities. The COD also participated in a “Complete Streets” survey done in October with the Montachusett Regional Planning Commission to determine what improvements Lancaster needs for sidewalks, crosswalks, bike lanes, roadways, parking and public gathering places. The COD put in a strong effort to make Lancaster’s second annual

Accessibility Awareness Month a success.

In 2015 the COD has 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 continues 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 2015 the COD has monitored, worked with and advised town organizations on projects such as accessibility for the Prescott Building Renovation. Other interface involved Thayer Field Recreation Campus, Bartlett Pond, and efforts to make the Town Beach accessible, just to name a few. The COD also participated in the Lancaster Trail and Bikeway Coalition efforts, to observe and advise as needed, on trail accessibility per ADA and USDA park guidelines and/ or requirements, where and when applicable.

The Lancaster COD, as evidenced by the aforementioned initiatives and work, 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

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## OFFICE OF VETERAN'S SERVICES

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Honorable Board of Selectmen:

I herewith submit my Annual Report as the Veterans' Service Officer for the fiscal year ending June 30, 2016.

This Department is governed by the Code of Massachusetts Regulations, section 108. The VSO is responsible for providing services and benefits to eligible veterans and their dependents. The VSO also represents and assists eligible veterans with the Federal Veterans' Administration and the Massachusetts Department of Veterans' Services.

The office is available to all veterans and their dependents on a full time basis at the Clinton Town Hall.

Respectfully submitted,

Brendan Bailey  
Veterans' Service Officer

Clinton Town Hall, 242 Church Street  
Clinton, MA 01510

Phone: (978) 365-4112  
Fax: (978) 365-4130

# OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

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## BOARD OF APPEALS

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Calendar year 2015 proved to be a moderate year for the Lancaster Board of Appeals. A wide range of activities occurred, ranging from variances and special permit applications to Chapter 40B comprehensive permit applications. The Board of Appeals reviewed several significant applications in 2015, the highlights of which are listed as follows:

### **Comprehensive Permits**

- Blue Heron Pond LLC, Blue Heron Pond Development  
Acceptance of CPA Audit  
*Approved: 12/17/15*
- CHAPA, Blue Heron Pond Development  
First right of refusal on 750 Blue Heron Drive  
*Voted Not to Purchase: 12/17/15*
- Grand Oaks LLC, Grand Oaks Development  
Amendment to Comprehensive Permit for demolition of existing house, re-build as a condominium unit  
*Approved: 12/17/15*

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

- Clean Energy Collective / George Hill Orchards, Inc., 582 George Hill Road  
Special Permit pursuant to Section 220-8.4 (A) (Underground or overhead electrical services)  
*Denied: 2/26/15*
- Louis Algieri, 22 Chace Hill Road  
Variance pursuant to Section 220-11 (B) (Side and rear yard setback)  
*Approved: 2/26/15*
- John Ford, 24 Lunenburg Road  
Variance pursuant to Section 220-11 (B) (Side and rear yard setback)  
*Approved: 3/26/15*
- Hollis Petri, 122 Neck Road  
Special Permit pursuant to Section 220-9 (G) (Accessory apartment)  
*Approved: 5/28/15*

- Stephanie Frommer, 148 Sterling Road  
Special Permit pursuant to Section 220-9 (G) (Accessory apartment)  
*Approved: 12/17/15*
- Daniel Warila, 1340 Lunenburg Road  
Special Permit pursuant to Section 220-31 (Sign exceptions)  
*Approved: 12/17/15*

### **Appeals**

None submitted.

### **Other Business**

In January 2015, the Board re-organized and re-elected Scott Miller as Chair, elected Jeanne Rich as Vice-Chair and re-elected Francis Sullivan as Clerk.

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 [hhampson@lancasterma.net](mailto:hhampson@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***

**Jeanne Rich, *Vice-Chair***

**Francis Sullivan, *Clerk***

**David Stadtherr**

**Sarah Gulliver**

**Mark Eaton, *Alternate Member***

**Matthew Mayo, *Alternate Member***

**Robert Baylis, *Alternate Member***

## PLANNING BOARD

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Calendar year 2015 proved to be an extremely productive year for the Lancaster Planning Board. During the course of the Board's 22 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 2015, the highlights of which are listed below:

### **Subdivision Plans**

- Holly Berry Lane Preliminary Subdivision Plan, off of Hilltop Road  
*Withdrawn without prejudice: 3/23/15*
- Eagle Ridge Subdivision, off of Sterling Road  
*Project Reviews were held: 5/18/15, 6/22/15, 7/27/15, 8/24/15, 10/19/15, 11/23/15, 12/14/15, 12/28/15*
- McGovern Place Subdivision, off of Lunenburg Road  
*Project Reviews were held: 6/22/15*
- Poras Realty Trust Definitive Subdivision Plan, off of Hilltop Road  
*Status: Continued into 2016*

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

- Eagle Ridge Subdivision, off of Sterling Road
- Devonshire Estates Subdivision, Devonshire Way
- The Cove at Fort Pond Subdivision, Cove Lane

### **Site Plans**

- Rand-Whitney Packaging Corporation, 580 Fort Pond Road  
Amended site plan for addition of loading docks  
*Approved: 1/12/15*
- Cumberland Farms, 94 Main Street  
Site plan for relocation of gas station/retail store  
*Approved: 1/12/15*
- Clean Energy Collective, George Hill Orchard Solar Facility, 582 George Hill Road  
Site plan for ground-mounted solar array and associated equipment  
*Withdrawn without prejudice: 3/9/15*
- Cumberland Farms, 94 Main Street  
Amended site plan for site grading  
*Approved: 4/13/15*
- Built-Rite Tool & Die, 807 Sterling Road  
Amended site plan for building addition  
*Approved: 4/27/15*
- Michael's Bridge Diner, 56 Main Street

Site plan for building and parking area expansion

*Approved: 11/9/15*

- James Monroe Wire & Cable, 767 Sterling Road  
Amended site plan for building addition  
*Approved: 10/19/15*
- South Coast Development LLC, 1424 Lunenburg Road  
Site plan for gas station, convenience store, coffee shop  
*Approved: 12/14/15*
- Town of Lancaster, Prescott Building, 701 Main Street  
Site plan for building renovation  
*Approved: 12/28/15*

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

- FC Stars soccer facility, McGovern Boulevard
- MYSA soccer facility, Old Union Turnpike
- JB Hunt trucking depot, Lunenburg Road

#### **Special Permits**

- Curt Plante, Hilltop Road – 2 lots  
Special Permit for Lot Shape  
*Approved: 4/27/15*
- Thomas Seidenberg and Michelle Sardella, 748 George Hill Road  
Special Permit for Lot Shape  
*Approved: 4/27/15*
- South Coast Development LLC, 1424 Lunenburg Road  
Special Permit for Use as gas station, retail store, drive-through restaurant  
*Approved: 12/14/15*
- South Coast Development LLC, 1424 Lunenburg Road  
Special Permit for Site Lighting  
*Approved: 12/14/15*
- Poras Realty Trust Subdivision, off of Hilltop Road  
Special Permit for Flexible Development  
*Status: 12/14/15*

#### **Stormwater Management Permits**

- Lancaster Tech Park, Old Union Turnpike  
Stormwater Management Certificate of Completion  
*Approved: 1/12/15*
- Borego Solar, Brockelman Road Solar Facility, Brockelman Road  
Stormwater Management Certificate of Completion  
*Approved: 1/12/15*



- Cumberland Farms, 94 Main Street  
Stormwater Management Permit  
*Approved: 1/12/15*
- Clean Energy Collective, George Hill Orchard Solar Facility, 582 George Hill Road  
Stormwater Management Permit  
*Withdrawn without prejudice: 3/9/15*
- Clear Summit Transportation & Materials, 1558 Lunenburg Road  
Stormwater Management Certificate of Completion  
*Approved: 7/27/15*
- EDF Renewable Energy, 1997 Shirley Road  
Stormwater Management Certificate of Completion  
*Approved: 11/9/15*
- South Coast Development LLC, 1424 Lunenburg Road  
Stormwater Management Permit  
*Approved: 12/14/15*
- Cumberland Farms, 94 Main Street  
Stormwater Management Certificate of Completion  
*Approved: 12/14/15*

**Approval Not Required (ANR) Plans**

- Shawn Corbett  
39 Brockelman Road and 2528 Main Street, 2 building lots  
*Approved: 2/23/15*
- Curt Plante  
Hilltop Road, 2 building lots  
*Approved: 4/27/15*
- Don Siver  
582 George Hill Road, 9 building lots  
*Approved: 4/27/15*
- Lancaster Tech Park  
Old Union Turnpike, 2 building lots  
*Approved: 5/18/15*
- 546 Sterling Road Realty Trust  
546 Sterling Road, 3 building lots  
*Approved: 5/18/15*
- Leverton Family Trust  
North Main Street and Ponakin Road, 3 building lots  
*Approved: 8/10/15*
- North Lancaster LLC

McGovern Boulevard, 11 building lots, 1 non-buildable lot  
*Approved: 8/24/15*

- Poras Realty Trust  
George Hill Road and Hilltop Road, 3 building lots  
*Approved: 11/9/15*

#### **As-Built Plans**

- Eagle Ridge Subdivision, off of Sterling Road  
*Approved: 12/14/15*

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

- 546 Sterling Road (7.06 acres), owned by 546 Sterling Road Realty Trust  
*Recommended that the Town does not purchase: 6/8/15*
- 582 George Hill Road – Lot 7 (2.0 acres), owned by Don Siver  
*Recommended that the Town does not purchase: 8/10/15*
- Runaway Brook Road – Lot 10 (2.097 acres), owned by Meadowbrook Orchard, Inc.  
*Recommended that the Town does not purchase: 11/9/15*

#### **Road Acceptance / Discontinuance**

- None submitted in 2015.

#### **Transportation Projects**

- Preliminary intersection design – Lunenburg Road and Rt. 117, Rt. 117 and Main Street

#### **Zoning Bylaw Amendments**

- Citizen's Petition for Large-scale Solar Arrays  
*Withdrawn at Town Meeting: 5/4/15*
- Moratorium on Large-scale Solar Arrays in the Residential Zoning District  
*Approved at Town Meeting: 5/4/15*

#### **Grants**

- Community Development Block Grant – \$350,000 for housing rehabilitation and fuel assistance
- Massworks Infrastructure Grant -- \$980,000 for sewer extension on Sterling Road
- District Local Technical Assistance Grants (DLTA) – for Center Village District Zoning and Trail Vision Plan

### **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 2015, the Planning Director partnered with the Montachusett Regional Planning Commission to continue work on the third phase of the Zoning District Study. This phase will propose to introduce two new Village Districts (Center Village and South Village), and to create the appropriate uses in each district. Two public information sessions were held in 2015 to educate residents, business owners and land owners on the proposal, have a dialogue on the options and solicit input that will be incorporated into the final plan. It was finally determined that this proposal would not move forward as there was a strong sentiment among residents that they would like to see the Center Village area remain as it is today. The Board thanks all who participated in these sessions and discussion.

### **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 participation on the *Tech Team*. The *Tech Team* is comprised of representatives from several town boards, commissions and departments and meets as necessary 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
- Regional trail planning
- Zoning District Study – Phase 3 (DLTA grant)
- Lancaster Economic Development Plan (DLTA grant)
- Lancaster Complete Streets Study
- Lancaster Trail Vision Plan (DLTA grant)
- 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.

### **Other Business**

In June 2015, the Board re-organized and re-elected Jeanne Rich as Chair, elected Philip Lawler as Vice-Chair and Francis Sullivan as Clerk.

### **Planning in 2016**

The Board anticipates that 2016 will be equally as productive as the work of the Master Plan implementation continues. The continued development of the Route 2 and Route 70 business corridors will be foremost with great emphasis on capturing a new water supply to support this area. The Board is also looking to introduce a new solar bylaw for the community.

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 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 [hhampson@lancasterma.net](mailto:hhampson@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**  
**Philip Lawler, Vice-Chair**  
**Francis Sullivan, Clerk**  
**Victor Koivumaki**  
**Tom Christopher**

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## CONSERVATION COMMISSION

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The Lancaster Conservation Commission is a seven-member appointed volunteer board, with associate members. The primary function of the Conservation Commission is to ensure local-level compliance with the Massachusetts Wetlands Protection Act, the Lancaster Wetlands Protection Bylaw, and 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 and Bylaw, such as reviewing Resource Area Delineation (RAD) applications, requests for Certificates of Compliance (COC) for completed projects, and issuing Enforcement Orders for activities in violation of the Wetlands Protection Act and/or Bylaw.

2015 was a busy year for wetland filings, with the Commission approving a total of 15 NOI's and 11 RDA's, compared to 8 NOI's and 10 RDA's in 2014. During the course of 2015, the Commission reviewed the following projects:

Filing	Applicant	Location	Action	Date
NOI	Cumberland Farms	94 Main Street	Approved	01/13/15
RDA	Timothy Coughlan	2069 North Main Street	Approved	01/13/15
RDA	CSX Transportation, Inc.	Length of railroad ROW	Approved	04/14/15
RDA	John Bowen	10 Fire Road 55	Approved	05/12/15
COC	Double P Realty, Inc.	94 Main Street	Approved	05/12/15
NOI	Benjamin Lahti	Fire Road 12 (Lot 27-A)	Approved	05/26/15
COC	Blue Heron Pond, LLC	High St. Ext.(Lot 38-86F)	Approved	05/26/15
RDA	Authority Drive RT	640 Sterling Street	Approved	06/09/15
COC	Terri Tranter	25 Fire Road 12	Approved	06/09/15
NOI	Thomas Kelley	13 Mountain Laurel Lane	Approved	06/23/15
RDA	Thomas Benoit	17 Connor Lane	Approved	06/23/15
RDA	Edward Pearlman	220 Fort Pond Road	Approved	06/23/15
COC	John & Christina Quill	45 Fire Road 8	Approved	06/23/15
RDA	Leonard Fontaine	141 Nicholas Drive	Approved	07/14/15
COC	Lancaster Development Trust	88 Devonshire Way	Approved	07/14/15
COC	Keith Rockel	Ballard Hill, Main Street	Approved	07/14/15
RDA	Liberty Hill Farms	87 Bull Hill Road	Approved	07/28/15
NOI	Leverton Family Trust	Ponakin Road (Lot 24-44)	Approved	07/28/15
COC	Philbin & O'Neil, LLC	396 Hilltop Road	Approved	07/28/15
NOI (Amended)	Patrick Byrne	Seven Bridge Road (Lot 30-66E)	Approved	08/11/15
NOI	Robert Cichy	15 Old Lunenburg Road	Approved	08/25/15
RDA	Lancaster DPW	435 Center Bridge Road	Approved	08/25/15

Filing	Applicant	Location	Action	Date
RDA	Lancaster DPW	Packard Street (Lot 34-107)	Approved	08/25/15
COC	Gehrlicher Solar America	1999 Shirley Road	Approved	08/25/15
COC	Amber Mills	141 Old Union Turnpike	Approved	09/22/15
NOI	Gary Shepard	2061 Main Street	Approved	10/13/15
NOI	Poras & Weienerwald RT	122 & 142 Hilltop Road	Approved	10/27/15
NOI	Curtis Plante	392 & 394 Hilltop Road	Approved	10/27/15
COC	Carragher	118 Carter Street	Approved	10/27/15
NOI	Keith Kopley	339 Seven Bridge Road	Approved	11/10/15
NOI (Amended)	North Lancaster LLC	McGovern Boulevard	Approved	11/10/15
NOI	Michael Gleason	56 Main Street	Approved	11/10/15
RDA	Michael Rivard	456 Langen Road	Approved	11/10/15
NOI	Curtis Plante	392 Hilltop Road	Approved	11/24/15
NOI	Curtis Plante	394 Hilltop Road	Approved	11/24/15
NOI	John Laflamme	204 Fire Road 3	Approved	11/24/15

### **Land Protection**

Expansion of the Lancaster Town Forest has been identified as a top priority by the Conservation Commission and Open Space Committee (OSC). In 2015, the Commission and Lancaster Land Trust completed **Lancaster Town Forest Expansion Phase I**, a collaborative conservation project permanently protecting nearly 18 acres of land (comprised of five Assessor's parcels) adjacent to the Lancaster Town Forest. The Trust purchased the properties with the help of a Conservation Partnership Grant from the Commonwealth of Massachusetts, which funded 50% of acquisition costs. The Town contributed the remaining 50% through the Commission's purchase of a Conservation Restriction from the Trust, which was previously approved by voters at the 2014 Annual Town Meeting. The newly protected land will be managed for wildlife habitat, passive recreation, and sustainable forestry. The Commission and OSC look forward to working with the Lancaster Land Trust on future land conservation projects enlarging the Town Forest and other high priority focus areas as well, such as the Cook Conservation Area.

At the 2015 Annual Town Meeting in May, voters approved the transfer of 7 acres of land (Parcel 2-3, back of Donelle Way) to the Commission's care and control. This parcel protects important wildlife habitat and the Bow Brook watershed.



In August, the Commission gratefully accepted a generous donation of 1 acre of land on Ponakin Road from the Estate of Eleanor Jarvis. This parcel protects 550 feet of environmentally important riparian frontage along the North Nashua River, and abuts 4.2 acres of existing Conservation Commission land.

### **Other Business**

Commission member Ted Manning and Associate member Tom Early departed the Commission at the expiration of their terms on June 30<sup>th</sup>. On behalf of Lancaster residents, the Commission thanks them for their years of dedicated service to the Town.

In February, the Worcester Polytechnic Institute (WPI) Interactive Qualifying Project Group (IQPG), comprised of WPI students Adam Carrier, Johnpatrick Connors, Hannah Lee, and Jeremy Soderholm, working under the direction of their faculty advisor David Spanagel, submitted a “mock” Notice of Intent (NOI) to the Commission for proposed access improvements within the Cook Conservation Area (CCA). Preliminary to filing the NOI, the IQPG worked with the Lancaster Friends of the Nashua to obtain information on the need for improvements through the administration of a survey to visitors to CCA. The results of the survey identified two bridges in very bad condition spanning narrow streams; one where the trail crosses over McGovern Brook, the other over an unnamed intermittent stream. In the IQPG’s NOI “hearing” before the Commission, the students presented their design plans for the proposed new bridges, prepared in a professional civil engineering format. The size and depth of the proposed concrete bridge footings were based on a thorough analysis of soil samples taken from the two sites, while the wood plank spans were of sufficient width, with hand rails on each side, to comply with ADA (American Disability Act) requirements. During the hearing, Commission members asked pointed questions and made a few comments and suggestions for improving both the substance and style of the IQPG’s presentation. At the hearing’s conclusion, Commissioners were unanimous in praising the IPQG students and their faculty advisor for the excellent preparation of the engineering plans and presentation of the project. The work done by the IQPG will be of invaluable assistance when trail improvements are actually pursued at CCA.

In 2015, the developer of the Eagle Ridge Estates subdivision cleared two new connector trails on the Commission’s Sugarbush parcel located within the subdivision. The newly cleared trails provide walking access to Shannon Way and George Hill Road from the parking area on Sterling Road. Additional trail clearing and improvements are planned for 2016.

### **What’s New for 2016**

Some of the Commission’s upcoming activities in 2016 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.

Also in 2016, the Commission will be reviewing the Lancaster Wetlands Protection Bylaw and its associated regulations toward making changes to strengthen regulatory protections for wetlands, their adjacent buffer zones, and riparian areas.

The Lancaster Conservation Commission meets on the second and fourth 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 Koonce x1054 or Heather Hampson x1310), [dkoonce@lancasterma.net](mailto:dkoonce@lancasterma.net) or [hhampson@lancasterma.net](mailto:hhampson@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***

**Nathan Stevens, *Vice-Chair***

**Peter Farmer**

**Ruth Anderson**

**Tom Christopher**

**James Lavallee**

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## AGRICULTURAL COMMISSION

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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:

- 1 Shall serve as facilitators for encouraging the pursuit of agriculture in Lancaster
  - 2 Shall promote agricultural-based economic opportunities in the Town
  - 3 Shall act as advocates and educators on farming issues
  - 4 Shall work for preservation of prime agricultural lands
  - 5 Shall pursue all initiatives appropriate to creating a sustainable agricultural community
- The Agricultural Commission promoted/supported a successful Farmer's Market in 2015. The Agricultural Commission would like to thank Steve Piazza for his dedication and service to the Lancaster Farmer's Market for the 2015 season.
  - The Agricultural Commission coordinated and sponsored with the USDA an Avian Influenza meeting in Lancaster open to the public.
  - The Agricultural Commission assisted in developing a Farm to School Proposal, which has been obtained – as a three year grant in collaboration with World Farmers.
  - The Agricultural Commission's goal for 2016 is to continue to work on promoting Lancaster Agriculture and the Lancaster Farmer's Market.

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

David Kilbourn, *Chair*

Peter Jakubowicz, *Vice-Chair*

Susan Miner, *Clerk/Treasurer*

Eric Jakubowicz

Maria Moreira

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**

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## ENERGY COMMISSION

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The Lancaster Energy Commission is a five-member board, with a charter to advise and make recommendations on energy use, energy monitoring and energy efficiency measures in the 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's municipal facilities and vehicles must reduce energy consumption by 20% by 2015. To achieve this goal, the Commission has undertaken the following actions:

- Energy Efficiency and Conservation Block Grant – 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.
- Green Communities Grant – received funding and completed the following energy efficiency measures:
  - Energy audits were completed for the Town Hall, Police Station, Fire Station and the three DPW buildings. Building envelope improvements were recommended for all these facilities.
  - 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 and electric vehicle docking station to replace the Inspectional Services/Assessor's vehicle.
  - Installed new LED lighting at the Library.
  - Installed new LED street lights.

Other "green" initiatives included:

- Constructed a Town-owned Solar Array facility at the former landfill site on Lunenburg Road. 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>

The Town's municipal buildings have received significant electricity credits due to the net metering of the solar array which are then applied to the building's electric bills.

- 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. The program continues to be extremely popular with an electric rate that is a third lower than the rate charged by National Grid.
- Solar Hot Water -- teamed up with Beam Engineering in 2013 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.
- Lancaster Energy Report – 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.

It continues to be our goal to have measurable results in the reduction of electricity and fuels. 2015 was a tough year as we saw a 6% increase in our overall consumption when compared with our baseline year of 2008. This was attributed to the very cold and long duration of winter in 2015, and an increased use of oil and propane. Overall, electricity consumption and costs were much lower this past 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. This year we compiled an extensive list of improvements/upgrades for each of the Town’s municipal buildings. We will actively seek funds to make these improvements over the next two years.

The Commission also spent a great deal of time on the analysis and selection of the HVAC system for the Prescott Building renovation project. The Commission worked with the architects, engineers, project manager and Town Administrator to plan an HVAC system that is cost-effective, energy-efficient and sustainable for a 30-40 year life span.

The Commission will continue to provide education and outreach to the Town’s citizens. We have a page on the Town’s web site, and an educational video on the Town’s solar array facility are routinely broadcast on the local cable channel.

The Energy Commission meets on the first Wednesday of every other 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**

**Jay Moody**

**Andrew Detsikas**

**Ted Manning**

**John Bowen**

## ENERGY ENTERPRISE FUND (AKA: SOLAR FARM)

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### **Introduction**

The Lancaster Renewable Energy Enterprise Fund was created by a vote of Town Meeting on May 2, 2011 (Article 10). The Enterprise Fund is the financial instrument for managing the revenues and expenses of the solar array at the landfill parcel on Lunenburg Road. The Enterprise Fund is governed by Massachusetts General Law Chapter 53 F ½.

The Solar Array was connected to the Grid on September 26, 2013 and as of December 31, 2015 it has produced 700 Megawatts (MW) of electricity. For the fiscal year beginning July 1, 2014-June 30 2015 the array generated 557 Megawatts (MW).

### **Financing**

The project has two main funding sources. The first was \$500,000 in congressionally directed funds appropriated from the Energy and Water Appropriations Act of 2011. The second was a \$2,500,000 bond authorization approved by Town Meeting on May 2, 2011 (Article 11), although the Town would only borrow \$1,500,000 to complete the project. The Town was able to secure through a competitive application process a Qualified Energy Conservation Bond (QECB) allocation for the \$1,500,000. A Qualified Energy Conservation Bond is a bond that entitles state, tribal, and local government issuers to borrow money at attractive rates to fund energy conservation projects ([www.energy.gov](http://www.energy.gov)). Specifically to Lancaster, the QECB allocation authorizes the US Treasury to issue a subsidy to the Town for a portion of the interest paid on the debt. This reduces the overall net interest payment and overall debt service payment annually. The most recent subsidy issued by the US Treasury was \$17,577.36. This amount will vary from year to year based on the amount of interest paid, and the Congressional Appropriation for QECB subsidy. The Bonds have an A1 rating by Moody's Investment Service, which are high quality bond obligation with very low credit risk. The bonds were purchased by Roosevelt & Cross Inc., a broker-dealer of municipal securities.

The Solar Array generates revenues through the sale of Solar Renewable Energy Certificates (SREC's). The Town is currently selling its SREC's for \$300/each. An SREC is generated for every 1,000 Kilowatts (KW) the system produces. The System has generated 585 SREC's in the calendar year of January 1, 2015-December 31, 2015, which were purchased by Hampshire Power of Northampton, MA.

The System is composed of 1,222 panels and sits on just over 2 acres of town owned land on the landfill site assigned parcel. The Town uses a Solectria Smart Grid 500KW Inverter, which is the device changing the direct current off the solar panels into alternating current utilized by our electric grid. The Inverter utilized by the Town has a weather station and web portal built into the system so you can monitor the solar array in real time at the link below:

<http://www.solrenview.com/SolrenView/mainFr.php?siteId=1549>

# PUBLIC SAFETY

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## LANCASTER POLICE DEPARTMENT

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It is difficult to believe that full year has passed since the last time I got to write to the citizens of Lancaster. This year has been a whirlwind of events, and I would like to sincerely thank our Honorable Board of Selectmen, Ryan McNutt, our Town Administrator, the Lancaster Finance Committee, Planning Board, the Town Clerk's Office, and all of the other boards and elected officials that I have had the pleasure of working with this past year. The members of these boards and committee's work tirelessly every year and give one hundred percent to our community. It has been an honor to serve beside them.

Your police department has undergone several changes over the last twelve months. In July, I was appointed as your permanent Police Chief, which is both an honor and a privilege that I take extremely seriously. I will work every day to assist your officers in providing you with the level of policing you expect and deserve and that we can be proud of. It is our goal to join in with this community and



provide service to our resident's that meets their needs and expectations. Our mission statement revolves around community policing and listening to our citizens. I would like to thank all of our residents who took the time to come into my office over the past year. I want you all to know, that I have heard your concerns and I am working to find ways to make this department more accessible. I am working closely with both the Board of Selectmen and the Finance Committee to restructure the police department in such a way as to provide an officer in the station during normal business hours. This will provide our citizens with the opportunity to receive immediate service instead of waiting for an officer to come in from outside duty. This will enable us to keep the police officers on the road enforcing the traffic laws while at the same time, remaining immediately available for calls to our resident's homes.

Training continues to be a paramount concern for this agency. Every day new case law is developed by our courts, which may directly impact the policies of this police department. The Laws of our Commonwealth evolve on a regular basis. These updates and new rulings are handed down by the legislature and the courts. It is imperative that your officers stay current and informed. This not only protects the rights of our citizens but it also protects your town from civil litigation. Each year, every officer in Lancaster is required to go to forty hours of in-service training offered by the Municipal Police Training Council. They are instructed on updates to Criminal Law, Constitutional Law and Motor Vehicle Laws. They also receive certifications in both CPR and First Responder (First Aid). This training includes the use of both the Defibrillator and the administration of Narcan, which is a drug that combats the effects of opioid overdoses. Currently, the use of these Opiates is at an all-time high and it can be found in almost every community. It is a problem that your police department is working hard to combat and we continue to remain vigilant.

In addition to the above, every officer is certified bi-annually in firearms training. Every weapon utilized by this department is used in the training and certification of every police officer who works in Lancaster. All of this training is done here, by certified and qualified firearms instructors for the Municipal Training Council. Every police officer has been qualified and is current on all certifications, for every weapon they have or may touch. With recent developments in the media, and the attention that has been given to police conduct, it is extremely important that our officers are properly instructed and certified through the appropriate state agencies.



Top left: Officer Shaw, MPTC instructor. Top right: Officer Milletti, MPTC instructor

Middle left: Officers during close quarter drills. Middle right: Shotgun Training

Bottom Left: AR15 Training Bottom Right: Officers run through movement drills

This year your police department has seen a significant spike in our calls for service. Last year in 2014, the Communication Center received 7,485 calls for police service. In 2015, that number went up by 3,159 calls, bringing us to total 10,644 police related calls for service coming into the regional communication center. This number does not reflect any of the calls where citizens came into the station to report incidents. This significant jump has put a strain on existing resources. Although we are currently hiring more part time officers, it will not increase the amount of police officers assigned to any given tour of duty. We will have to address these shortages in the very near future and we are still restructuring the police department to meet the needs of our community.

Traffic still continues to be a major concern for your police department. In 2014 officers issued over \$15,000 in civil motor vehicle infractions alone. This does not include any criminal offenses or charges which require a court appearance. This year, in 2015 civil offenses doubled, coming in at \$31,360.00. This large increase is somewhat due to our ability to move resources and assign officers to longer traffic enforcement initiatives and our ability to identify higher problem areas. I credit this increase to all of my officers who work hard every day in their commitment to public safety.

Our accident rate increased slightly, from 169 in 2014 to 176 in 2015. I attribute this to the first two months of 2015, where we saw a record snowfall. Any increase in inclement weather will impact traffic accident figures.

Although our arrest records indicate a decrease in 2015, our criminal charges increased. We went from 52 arrests in 2014 down to 42 in 2015. As indicated above, criminal charges increased from 155 in 2014 to 238 in 2015. This increase in crime stems from many facets in our society and Lancaster is not alone in feeling the impact. On more than one occasion, Lancaster was on the news for crime related stories and I am proud to say that our solvability rate is triple the national average. In every case where news trucks were parked in our community, those crimes led to the guilty people being criminally charged and brought to justice. Our officers have done an incredible job in the area of detective work and the investigation of crimes in our town.





Back Row: Ptl. Jose Milletti, Ptl. Ronald Knoll, Ptl. James McNamara, Ptl. Gary Henderson, Ptl. Douglas DeCesare  
Detective Patrick Mortimer, Ptl. Andrew Shaw, Ptl. Patrick Hazelrigg, Ptl. John McNally.  
Front Row: Ptl. John O'Malley, Ptl. Steven Fields, Sergeant Everett Moody, Chief Edwin Burgwinkel, Sergeant Christine Duggan, Francine Moody  
(Administrative Assistant), Ptl. Everett Moody, Ptl. Frederick Hatstat.

I would be remiss in offering this report to our community if I did not specifically recognize our Select Board Chairman, Stanley Starr. Mr. Starr is not only a dedicated public servant, but I will bet you didn't know he could have been major league baseball pitcher. This is a fact I painfully discovered the day I volunteered in the Lancaster Fire Department dunk tank at the annual Bolton Fair. Our Chairman waited until my scheduled time and then donated extra money to the Fire Department so he could be the first to dunk me in the water; a process he repeated numerous times.



Select Board Chairman Stanley Starr dunks newly appointed Police Chief as Captain Courtney Manning looks on.

Witnessing all the fun the Chairman was having, local business owner Rick Piermarini then rounded up every child on the fairgrounds and donated for all of them to share in the fun. I lost count of how many times I went under the water on that day, but a good time was had by all!

In closing, I would like to thank all of the men and women who work for the Lancaster Police Department. Your dedication and service to this community is what makes me the proudest. I appreciate everything you do, your relentless pursuit of perfection, and your willingness to accept change and embrace the community policing philosophy. A special thank you goes out to my Administrative Assistant, Francine Moody who keeps everything organized and running so efficiently. At this time I would also like to remember Select Board Member Eugene “Pete” Christoph, who passed away on January 6, 2016. I will miss your warm disposition and great sense of humor. Mr. Christoph loved this town, and served with honor and distinction.

Sincerely and respectfully,

Edwin H. Burgwinkel

Chief of Police

## LANCASTER FIRE DEPARTMENT

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All photos, Fire Department

As I start to write this year's town report for the Fire-Ems department, I look back at 2015, and I can say without hesitation that it was an extremely demanding and challenging year for the department. First, I must thank all the residents for their continued support of the department, without it we would not be able to perform our jobs as efficiently and safely as we do.

Throughout the course of 2015 all the new equipment that was approved at town meetings over the last two years has thankfully arrived. The new SCBA air packs arrived in late winter, as well as the new fire engine in the fall, and a new set of Hurst Jaws of life. The new command car and service pickup truck were also delivered. Through grants awarded from MEMA's EMPG we were able to purchase a new thermal imaging camera. Furthermore, we were awarded our first grant for forestry gear from the DCR, this grant allowed us to purchase light weight gear for brush fires, something the department has never had. Ultimately, the purchase will aid in preserving our structural gear and reducing heat related injuries to our firefighters. Through the federal excess program we were able to secure a 1996, 2.5 ton military truck; our department converted it into a forestry truck. Currently the truck is valued at \$110,000.00, and there was no cost sustained by us.

The fire department members were involved in many community events that included the Winter Festival & Bonfire, a fire prevention booth at the Bolton Fair, in addition to being major participants in the celebratory Bolton Fair bonfire extravaganza. The firefighters held their annual pasta dinner fundraiser, which was a big hit with the community. They took part in the Halloween on the green, as well as teaming up with the Clinton Elks to hand out smoke & carbon monoxide detectors that were generously donated by Clinton Elks.



The past year has been very busy with emergency responses; totaling 975 calls, the ambulance was called out 661 times, with 314 fire related calls. We had a total of 18 fires reported to the State Fire Marshal's office, with 6 of those being residential fires and 1 being a commercial building, 4 car fires, 5 outbuildings, and 2 rubbish fires. The cumulative estimated dollar loss for these fires was \$546,900.00. The department responded for mutual aid to assist neighboring communities 39 times.

Besides being busy with emergency calls we experienced a record breaking winter that kept the department frequently engaged in shoveling out hydrants, and assisting with shoveling off the roofs of town buildings, all of which seemed to be a weekly task. During the overwhelming snow storms that dropped an average of seven feet of snow in a couple weeks, we were very lucky to receive assistance from the Massachusetts National Guard 101st Engineer Battalion. They sent men and women with equipment to help shovel out the hydrants in town. Also, a huge thank you goes out to all the residents that adopted a hydrant and kept it clear during all those storms. Our combined efforts helped to keep our community safe.

Training as always remains a top priority for the department, and again this year I am happy to report that we had no injuries sustained in the line of duty. I directly attribute our impressive safety record to our training programs. The programs allow us to stay up to date on the newest regulations and standards in both fire and EMS.

Once again the members put in numerous hours around the station helping to maintain the buildings and equipment, foremost because they take pride in their job and work environment.

Before I end this year's report I must recognize Lt. Robert Wilmont who retired in September of 2015. Lt. Wilmont has devoted an impressive fifty-seven years of service to public safety, with fifty of those years being in Lancaster and the other seven in Maine. Bob also served in the U.S. Army. He has dedicated his life to helping others, thank you Bob for all you have done for the Town of Lancaster.

In closing, I would like to thank the Board of Selectmen, the building inspector, the finance committee, the police department, Chief Burgwinkle, the DPW, and all the town hall employees and departments for their continued assistance. Most importantly, thank you to all the members of the department and the women's auxiliary for your dedication, support, hard work and commitment, without it we could not do what we do. Thank you for making it another successful year.

Respectfully Submitted,

*Michael J Hanson*

*Fire Chief/ EMD*





Photos, Michael Hanson, Fire Chief

## ANIMAL CONTROL COMMISSION

The Lancaster Animal Control Officer responded to the following calls in 2015.

<b>Animal</b>	<b>Complaint</b>	<b>Number</b>
<i>Dog</i>	Barking	5
	Found	22
	Hit by vehicle	3
	Loose	36
	Investigation	9
	Reported Missing	23
	Advice wanted	2
	Vicious	1
	Left in Car	1
	Strays surrendered to shelter	3
<i>Cat</i>	Advice	3
	Hit by car	6
	Investigation	2
	Sick	1
	Found	2
	Reported Missing	6
<i>Livestock</i>	Total various livestock calls	7
<i>Wildlife</i>	Raccoon	7
	Squirrel	3
	Rabbit	1
	Bobcat	2
	Coyote	3
	Hawk	2
	Fox	3
	Woodchuck	1
	Opossum	3
	Bat	1
<i>Other</i>	Missing Pet Rabbit	1
	Complaints of violation of bylaw 5B, failure to clean up solid waste/leash law	2

<b>10 Day Quarantines:</b>	
Dog bite to human	6
<b>45 Day Quarantines:</b>	
Cat with wounds of unknown origin (current rabies vaccination)	2
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)	1

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ANIMAL INSPECTOR – BARN BOOK

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ANIMAL	2015	2014	2013	2012	2011	2010
<i>Residences</i>	73	65	66	56	49	45
Cattle	85	90	85	105	180	242
Equine	116	91	105	112	108	120
Goats	87	49	71	69	29	15
Llamas/Alpacas	4	4	2	2	2	0
Poultry	728	855	948	867	801	770
Rabbits	13	16	12	21	13	20
Sheep	112	38	66	49	16	0
Swine	34	31	17	37	8	14
Other	6	4	1	5	19	35

Respectfully submitted,

Animal Control Commission Members

Stephanie S. Frommer, Chair

Erin M. DeCoste, Clerk

Janice H. Johnson

Joyce E. Moody

Kelly E. Quill

Maribeth N. Eugene

Philip J. Eugene

Animal Control Officer, Phyllis Tower

# OFFICE OF INSPECTIONAL SERVICES

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## BUILDING DEPARTMENT

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The following is a report of the activities of the Building Department for the calendar year 2015.

<b>Purpose of Building Permit</b>	<b>Number of Permits</b>	<b>Construction Value</b>
One family dwelling	5	2,617,000.00
Two family dwelling	2	
Multi-Family	4	
Commercial Building	1	1,209,838.00
Solar Arrays	54	2,157,229.50
Alterations	193	4,035,667.40
Miscellaneous	16	160,939.00
Demolition	11	
<b>TOTAL</b>	<b>286</b>	<b>10,180,673.00</b>

### **Fees collected in 2015**

Building Permit	286	122,955.00
Plumbing/ Gas permits	165	18,090.00
Wiring permits	208	15,255.00
Weights and measures	6	865.00
<b>TOTAL</b>	<b>665</b>	<b>10,214,883.00</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 facilities, stability, sanitation, light and ventilation, energy conservation and safety to life and property from fire and other hazards attributed to the built 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 286 Building Permits issued in 2015. This indicates a small increase from last year, but there has been an increase in construction value. There has been an 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 in 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 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

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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 a combined number of plumbing and gas permits acquired 165 for a total fee of \$18,090.00

Plumbing and Gas Inspector  
Tom Soldi

## ELECTRICAL INSPECTOR

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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 for any questions.

There were a total of 208 wiring permit. The amount was \$15,255.00

Electrical Inspector  
Alfred (Bud) Roberts

## SEALER OF WEIGHTS AND MEASURES

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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 \$865.00 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

# PUBLIC WORKS

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## BOARD OF PUBLIC WORKS

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First I would like to recognize the Lancaster Board of Public Works for the year as follows, Chairman, John King Jr; Clerk, Theodore Manning; and Member Douglas DeCesare.

As another year passes faster than last, a lot has changed within the Department of Public Works. The construction of a new Salt Storage Building, replacing the existing 30 plus year old shed that was starting to fall apart and beyond repair, this project was funded by the Massachusetts Chapter 90 Funds, along with the purchase of a new Volvo L-70 Front end Loader, and a 2016 International Dump Truck/Sander with a new plow along with Mill Street Extension receiving a new top coat of asphalt this summer. The “Old Water Barn” located on Packard Street was demolished and removed, the land was cleaned up and filled in, the existing building was posing as a “public hazard” and needed to be removed for everyone’s safety.

As 2016 starts, we will be looking forward to start some much needed Water Infrastructure Upgrades this coming spring. The “cleaning” and “re-lining” of existing water mains, the replacement of under sized water mains in undetermined areas. Exterior painting and cleaning, along with the installation of a mixing valve system in the 2million gallon water storage tank located on George Hill.

This year the D.P.W. and the Recreation Committee started to work more closely together and were able to fund a Part-Time employee during the spring and summer months for 16 hours a week for the purpose of maintaining the ball fields throughout the Town. This was an enormous help on both our parts, the pruning of all the over grown tree branches along the driveway and bleacher areas, along with the cleaning along the chain link fences, making it more open and easier to see the fields. Big thanks to Nils Lange for his hard work and his ability to help us out.

I would like to thank and recognize all of our nine Full-Time Employees, which have shown and delivered a great amount of dedication to the Town of Lancaster.

Administrative Assistant Marianne Notaro

Water Division:

Water Foreman Robert Pelletier; Steven Jones; Shawn MacLeod

Highway Division:

Highway Foreman Scott MacDonald; Richard Marlow; Stephen Lucht

Cemetery and Tree Division:

Cemetery Foreman Larrie Knoll; Paul Normandin



The D.P.W. had another busy winter last year with 2 Blizzards and record amounts of snow fall, with a limited full time staff, I would like to recognize and thank all of our “temporary Drivers” that are always willing to come in any time to help keep the roads clear of snow and ice, they are all greatly appreciated.

Robert Wilmont, Gary Baird, Eric Jacobowitz, Bill Culter, Lars Johnson, Steve Lucht Sr, Joey Arsenault, and Jeremy O’Connell.

I would like to thank the Town’s Residents along with the Finance Committee for supporting and approving the purchase of a new Cemetery 1 ton dump truck with plow, this replaced a 2004 Chevrolet 1 ton that had major frame issues.

I would like to remind all of the Residents of Lancaster of the Towns By-Laws

Chapter 163: Snow and Ice Removal;

163-1; Obstruction of Public Ways and Fire Hydrants Prohibited

No person other than an employee in the service of the Town of Lancaster or an employee in the service of an independent contractor acting for the Town of Lancaster shall pile, push, plow, or blow snow or ice onto or across a public way which is plowed and/or sanded by the Town or deposit snow in such a way as to obstruct the operation of any Fire Hydrant.

If any resident does this they will be ticketed and fined.

I closing I would like to thank all of the supporting agencies of the Town, for all of their help and support, The Lancaster Police Department, Chief Edwin Burgwinkel, Lancaster Fire Department, Chief Michael Hanson, thanks for the great working relationship that we have between our Departments. To the Finance Director, Finance Committee, the Board of Selectman, and all of the Town Hall employees, thank you all very much for your help as well. Most of all, I would like to thank the Board of Public Works, for giving me the opportunity to serve under them.

Respectfully Submitted,

Kevin A. Bartlett

Superintendent, Lancaster D.P.W.

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## HIGHWAY DEPARTMENT

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Fiscal year 2015 proved to be a very challenging winter, with record snow falls. Our budget, man power and equipment were pushed to the extremes with many long hours and sleepless nights.

The Highway Department completed many projects this past fiscal 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 and replacement of catch basins and drainage pipes, road side ditch clearing, culvert pipe clearing and repairs.

The Highway Department received 2 new vehicles this year, a new front end loader to replace our 1994 loader, and a new 10 wheel dump/sander/plow to replace our 1995 truck that was severely rotted. Along with the new vehicles we also replaced the old salt shed with a new tent style shed.

Scott MacDonald  
Highway Department Foreman

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## CEMETERY AND TREE DIVISION

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As another year goes by, we have lost the Prison Crew from MCI Shirley due to understaffing at the prison. This was a major setback as a lot of scheduled projects had to be placed on the back burner, as we had a strenuous mowing season during the summer and fall seasons, as the weather was perfect for growing.

At this time I would like to thank Nils Lang, Everett Watson, and Mike Burke for their tremendous dedication, and many hours of help, maintaining the Cemeteries, Town Green, and all the ball fields throughout the Town.

We have continued working with National Grid on the clearing of hazardous trees around the power lines throughout the Town, this is a very substantial help in the maintenance and tree removal from the road sides that have been neglected over the past years.

On a good note, the 2004 Chevrolet 1-ton dump was replaced with a 2015 Chevrolet 1-ton dump that aids in our everyday work, including snow removal during the winter season.

Hopefully we will have another healthy and productive year ahead of us.

Respectfully Yours,  
Larrie Knoll, Cemetery Foreman

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## WATER DIVISION

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For the year 2015 the Department pumped 206,997,000 million gallons of water. The Dept. took 144 bacteria samples at various Massachusetts Department of Environmental Protection (M.D.E.P) approved sights. There were also 13 samples taken for various water quality reports mandated by M.D.E.P. In September we drained the #2 storage tank to have it painted inside and out. There will also be a mixing system installed at the same time. Due to the late start of this project work came to a stop in late December because of the outside temperature. The job hopefully will be completed in early spring. This year we have quite a lot of work planed for replacing various water mains in the system. We also plan on relining the 10" water main on No. Main Street from Langen Road east to approximately Crawford Auto Parts area. I will report on these jobs in next year's report. I do ask for the residents to help us with Hydrant snow removal after snow storms, this not only helps us but

ensures quick access for our outstanding Fire Department should the need arise to use a Hydrant in an Emergency situation ! As always I continue to ask for your help with CONSEVING on outside water use in the coming year.

Respectfully submitted

Robert Pelletier

Water Foreman

## DEVENS REGIONAL HOUSEHOLD HAZARDOUS PRODUCTS COLLECTION CENTER

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# DEVENS HHW

Devens Regional Household Hazardous Products Collection Center

9 Cook Street (Rear) Devens, MA 01434 (978) 501-3943 [www.DevensHHW.com](http://www.DevensHHW.com)

### FY15 Annual Report

#### **Metrics (FY15 versus prior years)**

Member users served were 833 versus 813 FY14, 681 FY13, and 489 FY12, a 2%, 19% and 39% increase, year over year. Members constructively disposed of 48,466 pounds versus 46,376 FY14, 42,555 FY13 and 40,298 FY12 of Household Hazardous Products, a 4.5%, 8.9%, and 5.6% increase. Operating revenues were \$76,445 versus \$78,036. 2% decrease. Operating and Depreciation expenses were \$68,526 versus \$64,110 a 6.9% increase. Operating surplus was \$7,919 versus \$13,925 FY14, a 57% decrease. Cost reduction strategies resulted in \$5,274 savings resulting in decreased 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 DevesHHW. There were twenty 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 is so well received that other communities and residents 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.

Ashby-Ayer-Bolton-Devens-Groton-Harvard-Lancaster-Littleton-Lunenburg-Shirley-Townsend

# CULTURE AND RECREATION

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## TRUSTEES OF THE THAYER MEMORIAL LIBRARY

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**Chair:** Emily J. Rose  
**Vice-Chair:** Frank T. MacGrory  
**Secretary:** Frank Streeter  
**Member:** John Schumacher-Hardy  
**Member:** Stephanné Fiori  
**Member:** Stephen Piazza

**DIRECTOR:** Joseph J. Mulé  
**ASSISTANT DIRECTOR / ADULT SERVICES LIBRARIAN:** Karen Silverthorn  
**CHILDREN'S LIBRARIAN:** Susan Mello-Conroy  
**SENIOR LIBRARY TECHNICIAN:** Linda Ledoux  
**SPECIAL COLLECTIONS ASSISTANT:** Marcia L. Jakubowicz  
**LIBRARY TECHNICIAN:** Janet Baylis  
**LIBRARY PAGE:** Janet Baylis  
**LIBRARY PAGE:** Lisa D'Ambrosio  
**LIBRARY PAGE:** Dorothy McCandless  
**LIBRARY PAGE:** Gail Prewandowski  
**LIBRARY PAGE:** Jo Agnes Santangelo  
**CUSTODIAN:** Nancy Record



Rosemary Davis Program: Wingmasters with Julie Collier "Raptors" Peregrine Falcon. Photo credit, Lisa D'Ambrosio

### Hours:

Monday:	10:00 AM – 8:00 PM
Tuesday:	12:00 PM – 8:00 PM
Wednesday:	10:00 AM – 8:00 PM
Thursday:	10:00 AM – 8:00 PM
Friday:	10:00 AM – 5:00 PM
Saturday:	10:00 AM – 2:00 PM

## **Budget**

In its 153<sup>rd</sup> year of free public library service to the citizens of Lancaster, the Thayer Memorial Library operated over two consecutive fiscal year budgets. From January to June, the Library operated on the final six months of FY15's municipal appropriation. Likewise, from July to December, the Library operated on the first six months of FY16's municipal appropriation. Table 1 illustrates the Library's *appropriated* municipal income for each fiscal year, affecting calendar year 2015.

<b>TABLE 1</b>			
<b>FY15 and FY16 Appropriated Municipal Income (AMI)</b>			
<b><i>Fiscal Year</i></b>	<b><i>Calendar Year Months</i></b>	<b><i>AMI</i></b>	<b><i>Δ%</i></b>
FY15	July through Dec	\$314,835	
FY16	Jan through June	\$324,889	3.19%

Factors affecting the Library's appropriated municipal income in FY16 were largely a result of adjustments to wages and salaries after collective bargaining. In addition, this was the first year when building maintenance services expenditures were centralized and managed by the Town Administrator instead of the Library.

The Library met all budget-related requirements as outlined in *605 CMR 4.00: M.G.L. c. 78, ss.19A and 19B* in FY15 and expects to do so in FY16 as well. As a result of meeting all of the Commonwealth's regulatory requirements for public library service, the Thayer Memorial Library received a FY15 State Award totaling \$14,547, an increase of more than 19% from the previous year.

Highlights of meeting the requirements of the Massachusetts Board of Library Commissioners (MBLC) over the course of fiscal year 2015 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 FY15, the Library managed a media budget of \$59,227. Nearly 71% of FY15's MER was funded using the municipal appropriation. The remaining MER was funded using revenue acquired as gifts, trust fund income, and fees collected from fines.

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 2015 without having augmented the Town's municipal appropriation with non-appropriated or fee-based sources of income. These sources included revenue received as State Aid, trust fund income, grants, gifts, fines, and fees generated from the Library's printing, copying and faxing services. Over calendar year 2015, the Library expended more than \$40,495 in non-appropriated or fee-generated revenue.

Non-appropriated and fee-based income funded public programs and events (\$11,197), purchased books & other media for the general collections (\$11,074), purchased office equipment, supplies & services (\$5,422), purchased museum & attraction passes (\$5,390), funded training & professional development services (\$2,796), purchased online magazine subscriptions and streaming video services (\$2,000), funded lighting upgrades (\$1,906), and purchased computer & network equipment and services (\$711).

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

Thayer Memorial Library remained a center for local information and activities in 2015. 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 large 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 public. The Museum was opened on special occasions and available to the public by appointment.

At the end of December, the Library recorded 4,284 registered borrowers, or nearly 2/3 of all Lancaster residents. The public continued to visit the Library with great frequency in 2015. In total, nearly 51,000 patron visits were recorded.

The Library's collection size continued to evolve and grow based on public demand. In 2015, the Library's collection grew from 94,500 titles to more than 118,250 items, an increase of more than 25%. This growth was the direct result of adding more than 23,750 new downloadable media titles to the overall collection. In addition, more than 2,300 donated books, DVDs, and compact discs were added to the general collection, saving nearly \$20,000.

The Library subscribed to 173 magazines and newspapers and received an additional 16 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 18 museum and attraction passes.

Circulation activity remained very strong and relatively unchanged in 2015. The Library circulated nearly 150,000 titles in all formats (print, non-print, and downloadable). 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.

Demand for downloadable content jumped more than 41% in 2015. However, overall use and popularity of these materials has yet to catch on when compared with total circulation activity. Less than 5% of all circulation transactions in 2015 were a result of patrons downloading titles. While demand for downloadable content is expected to continue growing, the Library shows no signs or evidence that demand for print materials is declining among users. Regardless of how the public acquired their library books, patron *readership* remained steady, and still accounted for roughly half of all total circulation activity.

The Library provided a wide variety of programs for various age groups throughout the calendar year, with continued financial support from the Greater Worcester Community Foundation Rosemary Davis Fund, George K. Progin Foundation, and The Friends of the Thayer Memorial Library. In total, the Library provided the community with 466 programs (112 youth/354 adult) which were attended by more than 4,650 patrons. Programs included a weekly story hour, weekly screenings of currently released films, a young adult monthly book discussion, and two adult monthly book discussions.

Ongoing lifelong learning interest groups in writing and public speaking continued to meet weekly in 2015. Other interest groups that met weekly included a knitting group, Scrabble club, and a youth drop-in LEGO Club. In addition, civic and nonprofit groups and individuals actively used one of several meeting rooms to assemble in and conduct business, with approximately 300 gatherings held in 2015.

In May, Trustee Steve Piazza and his team of volunteers completed a comprehensive inventory of the Library's Museum. Along with a full cataloging of all 800 objects, a searchable online database was constructed and made available to the public through the Library's website.

Over the course of calendar 2015, the Library provided public computers for Internet access and word processing and offered wireless Internet access throughout the building for patrons who brought their own wireless devices. In May, all public computers were switched from Windows to the Linux operating systems.

In the era of the Internet patron demand for reference services remained in high 2015. More than 9,100 requests for information were handled by Library staff using all modes of communication.

### **Administration & Operations**

In 2015, Thayer Memorial Library's Board of Trustees recognized the need to develop a new long range plan assuring the Library continues to provide excellent value while identifying opportunities for change as Lancaster's needs evolve. In anticipation, Library Director Joseph Mulé attended the Public Library Association (PLA) national conference in Indianapolis, with a charge to focus on library development and planning. The Board then commissioned an ad-hoc Strategic Planning Task Force to develop and recommend a plan for Library service sustainability and improvement for the next six years. The Task Force members included Director Joseph Mulé, Trustee Chair Emily Rose, Trustee Steve Piazza, former Trustee Maribeth Eugene, and ad-hoc members Assistant Director Karen Silverthorn and Children's Librarian Susan Mello-Conroy.

### **Building Plant**

Lancaster endured one of the worst winters in recent memory in 2015 and the Library building was plagued with roof leaks and water infiltration in several public and basement locations. Lancaster's Fire Department and Department of Public Works responded on two occasions to remove snow from the roof before ice dams could form, without which the Library's leaks would have been far worse. By November, Olde Mohawk Historic Preservation completed work to rehabilitate the Library's slate roof system, which in some areas is more than 100 years old.



The Library finished its second major lighting upgrade in 2015. With money awarded to the Library by National Grid in 2014, the Library replaced dozens of lamps with preferable LED alternatives and installed occupancy sensors throughout the building to activate lights only when people are present.

In September, the Museum HVAC system controlling temperature, relative humidity and air quality failed. By the end of December the unit had not been replaced. In October, the Library's boiler, which was more than 25 years old, failed and was replaced by the end of the month. Finally, in December the iron, light-post fixtures framing the Library's front steps were repaired and upgraded with LED lamps.

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

Over the course of the year, the Library received more than \$16,485 in gifts from the following people and organizations: Rosemary Davis Fund at the Greater Worcester Community Foundation, Inc. (\$7,800), Friends of the Thayer Memorial Library (\$6,244), Alan C. Nichols (\$1,000), Lancaster Cultural Council (\$500), Valorie Parent (\$500), Lancaster Garden Club (\$300), MOMS Club of Lancaster/Sterling (\$50), Henry Bowden (\$50), Susan Mello-Conroy (\$22), Stephen A. Roach (\$20), and Aurel Mooney (\$19).

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 2,500 unpaid volunteer hours of service. Averaging more than 45 hours per week, volunteers saved Lancaster taxpayers more than \$26,250 in wages.

The Thayer Memorial Library volunteers include: Kami Alexander, Sharon Jordan Bahoosh, Amie Carabello, Rachel Carter, Lisa D'Ambrosio, A. J. de Chambeau, Keenan Doyle, Marie Espinola, Grace Fiori, Tyler Hunt, Susan Hurley, Elaine Jewett, Susan Kadlec, Caroline Ketchum, Kat Ketchum, Ceil Kirby, Nathan Madden, Monica McCarter, Roy McCoy, Barbara Meyers, Sandy Nowicki, Marilyn Pagé, Gail Prewandowski, Judith Riotta, Irene Roper, Jo Agnes Santangelo, Mary R. Sawyer, Kellie Shelton, Karen Silverthorn, South Lancaster Academy Volunteers, Susan Sussman, Linda Tatten, Kaitlyn Tobin, and Melissa Walker.

In addition, gifts in-kind were received from many benefactors. The Library wishes to recognize the following people, businesses and organizations for their services: Donna, Jeffrey & Brianna Ankstus, Bob Baylis and Main Street Automotive in Clinton, Dick Belanger, Richard E. Black, Lindsay Brunea, Allison Chisolm, Peter Christoph, Linda Demkoski, Jeanne F. Duffy and Women & Brigham Hospital, First Group School Bus in Marlborough, Francis X. Edwards and the Aldrich Astronomical Society's Library Telescope Program, Funrise/Hasbro of R.I., Peter A. Garofoli, Samantha Grantham, Myles Heffernan, Jr., Juniper Farms of Hudson, Bob Kadlec, Caroline Ketchum, Lancaster 4-H, Lancaster Girl Scouts, Lyric Farm, Nancy Malek and "Otis the Pig", Cynthia Maxfield and the Nashoba Community Partnership for Children, Susan Munyon, Marilyn & Jean Paul Pagé, Perkins School, Rick Piermarni from Ricky's Towing, Jon Roper, Scott's Doggs of Lunenburg, Seven Bridge Writes' Collaborative, Rebecca Shoer, Bob Silverthorn, Toastmasters International, Utz Quality Snacks of Ayer, Corinne Walker, and Judy Zmijak.

The Library continued 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



Author Amy Belding Brown discussing her book "The Flight of the Sparrow". Photo credit, L. D'Ambrosio



Rosemary Davis Program: Kestrels & Cranberries, "Kestrel" Photo credit, Lisa D'Ambrosio



Hat and Mittens made at TML's 1<sup>st</sup> Hat Project with Caroline Ketchum & Friends on January 31, 2015. Photo taken by Bob Silverthorn

## STERLING-LANCASTER COMMUNITY TELEVISION, INC. (SLCT)

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The 2015 calendar year was productive and forward looking for the SLCT as we continued to mature our existing program offerings, upgrade our field camera equipment and maintain our commitment to quality coverage of governmental meetings. SLCT finished its sixth year of operation and finalized our renewal Agreement with both communities.

This past year SLCT upgraded our outdated broadcast transmission equipment in both towns. This represented a significant investment in both dollars and effort. The new equipment will both increase the efficiency of operation as well as prepare us for future High Definition developments. Additional cameras have also been installed in the BOS meeting room improving the quality of selectmen broadcasts.

In January, SLCT conducted a survey of town residents. The results of that survey along with recommendations from an outside consultant have allowed us to focus efforts in some areas. We have begun to post program schedules in public venues such as local libraries and Town Halls to better inform the public of available programming choices. We have also begun a search for a location that will allow us to provide space for resident and SLCT productions. We will also be addressing staffing to improve our public relations and community outreach efforts.

In addition to the long-standing, locally produced, pet adoption show “Pawdoption” and “Community Updates” there have been a number of new successful programming ventures involving local area residents. Those programs include:

### “Recipes for Better Living”

A cooking show for people who are trying to lose weight, trying to eat healthier, or looking for new recipes to keep things fresh in the kitchen.

### “Cathy Neptunes Kitchen”

A cooking show for people who want to try new and exciting recipes that seem extravagant but are very simple to make

### “Holistic Health”

An informative lecture and interview show about ways we can change our life style and avoid pitfalls when it comes to maintaining our health

### “Harmonies, a Conversation With”

A music show where local bands are showcased by a live performance of their music and a conversation with the band about how their music came to be

In addition to viewing the above on Comcast channel 8; those programs may also be viewed on our YouTube site or Facebook pages.

Viewership of governmental programs continues to increase on Town Hall Streams ([www.townhallstreams.com](http://www.townhallstreams.com)) where current and past government meetings can be viewed. SLCT also maintains a web ([www.slct.us](http://www.slct.us)) and Facebook presence that has active community participation. This year the ever-present SLCT Bulletin Board was utilized by 170 organizations including notices posted by our governmental entities.

The financial status of SLCT is reviewed annually by our auditor and his management remarks remain positive with no outstanding accounting issues. SLCT continues to maintain a responsible reserve account in anticipation of future technology changes and is considering an investment policy for a portion of the account to better preserve those funds against constant inflation pressures. The current operating budget is approximately \$250,000 with personnel and equipment expenses accounting for two-thirds of the quarterly income from Comcast. The SLCT Executive Director and Access Coordinator are full-time employees and the number of part-timers ranges between six and eleven throughout the year. Additionally, we rely upon the assistance of numerous volunteers for help with special projects such as the Annual Meetings of both towns and other unique community events.

In 2016, we look forward to a year of increased opportunities to serve our subscribers and our communities. As always, the management and Directors of SLCT sincerely appreciate the continued support and encouragement of Selectmen in Sterling and Lancaster.

Robert Kadlec, SLCT President

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## LANCASTER HISTORICAL COMMISSION

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

In May, LHC member Sally Rouleau moved out of state and was thanked for her years of service at the Annual Town Meeting. On June 1, 2015 the Board of Selectmen appointed Garrett Sheahan to full membership.

The Commission members thank the following persons who have adopted a historic marker in town and taken responsibility for the area surrounding the markers:

- Jean and James Watson - Lover's Lane/ Old Elm Tree Marker on Centerbridge Road
- Liz and Tom Colley - South Lancaster Ward Park Water Trough
- Cemetery Dept. – North Village Water Trough
- Michael Sczerzen and Joan Richards - Lane's Crossing Water Trough at the intersection of Harvard Rd., Neck Rd. and Route 117 (Seven Bridge Rd.)
- Alexandra Turner – Henry Chase Water Trough at the intersection of Centerbridge Road, Neck Road, and Main Street

Anyone interested in adopting a marker, please contact the Historical Commission by e-mailing to [LancasterHistoricalCommission@yahoo.com](mailto:LancasterHistoricalCommission@yahoo.com) or contact us at 978 365-3326 extension 1057. Thank you to Sue Billings and Corinne Walker of the Lancaster Garden Club for coordinating other areas in town. The Historical Commission encourages all town agencies to maintain plantings with appropriate landscape materials that enhance the historical buildings around the Town Green. On February 4, 2015 the LHC office was relocated to 131 Main Street (in the Hometown Bank Plaza, rear lower level). Half of the collection is stored in another building at 65 Plain Street in Clinton. The office hours are most Tuesdays from 10:00 a.m. to 2:00 p.m. Special appointments can be scheduled

for interested individuals wishing to do on-site research. Many items pertaining to Lancaster are for sale.

Vice-Chairperson Heather Lennon, who also serves as the volunteer office coordinator, continues to be actively involved in the organizing, preparing and archiving of historical materials pertaining to our collections. She met with a representative of SHRAB (State Historical Records Advisory Board) in the summer. An informative report followed indicating that the town's historical archives are well organized and work continues. In addition to volunteer staff there are two senior abatement workers in the office. In total, no less than 2,515 volunteer hours have been recorded in the office in 2015, plus time spent by members who personally greeted and toured visitors from various parts of the United States to areas of historical interest. We had no less than 37 inquiries that were answered relating to Lancaster History during the times the office was open.

The Commission co-sponsors some of the yearly four programs of the Lancaster Historical Society. For example, in the coming year, a program is planned with the First Church of Christ Lancaster as they celebrate the 200<sup>th</sup> Anniversary of their church building.

In 2015, the Historical Commission supported efforts regarding:

- **Prescott Building** -- The Historical Commission has worked diligently to drive forward this project since 2010. This year with the change in town officials and administrative staff, delays have slowed down the project. After meeting with Ryan McNutt, Town Administrator, and members of the Board of Selectmen, Spencer –Vogt were selected as the architects to complete the design phase. The cost estimates are being pursued. After these are completed, the LHC wants to meet with the building team to discuss what impact increases will have on the completion of the project.
- **Bartlett Pond Conservation Area and Frommer Park** --Some of the text on the signs relating to the history of the area was provided by the Historical Commission. The signs were installed in 2015 and citizens are enjoying the area.
- **Old Common Road** -- We continue to seek answers to numerous concerns related to the c.1799 houses that are falling into disrepair under the stewardship of the DCAMM (Department of Capital Asset Management & Maintenance) at the State and the Robert Kennedy Action Corp.
- **Freedom's Way** --We were actively involved in the Freedom's Way project, "Hidden Treasures 2015". We highlighted Rowlandson Rock. Heather Lennon prepared and delivered a Power Point presentation and lecture followed by a visit to the "Rock". Michael Sczerzen, Heather Lennon and Tim Castner lead this tour. Tim Castner of the Trails Committee partnered with the Historical Commission in this two-day event and also lead a longer tour.

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

- **Old Lancaster Bank** --The Center Hose House, was purchased by Woods Ambulance Company.
- **Ponakin and Atherton Bridges** -- The Commission is seeking to have these rare "pony-truss bridges incorporated as pedestrian bridges into a future proposed trails system available to the townspeople.
- **Rowlandson Rock** -- We are still waiting finalization of the plan to formally recognize the land donation and signage presently erected on the site from the Kilbourn family. The painting of one of the town's water towers has delayed the dedication. Still pending is a permanent easement from an abutter to enable access to the rock.
- **227 Harvard Road -- The Charles Wyman House c. 1840 -- recently** owned by Richard Hart -- had fallen into disrepair. An agreement was made by Mr. Hart and the Lancaster Fire

Department to raze the house by burning it as a training exercise. This exercise was conducted on May 2 and 3, 2015.

- **A proposal from the Montachusett Development and Planning** to change the zoning of the Central Village District was soundly opposed during a public hearing. The Planning Board voted to not move forward with this proposal. The LHC sent letters opposing the proposal from the start.

#### **Accessions: 2015**

The Commission received donations from:

Orlando Pacheco – Commemorative Plate

Jean Russo – Postcards and Current Topics Booklets relating to Lancaster and Clinton

Mary & Leo Paquette – Mounted metal flag holder from the Civil War era

Ann & John Fuller -- Three 1953 Souvenir pewter porringers and a 1922 Lancaster High School yearbook

Philip Gates & Norman Prentiss -- Metal Lancaster firefighter's badge

Anne McLaughlin – Three Lancaster postcards, one Lancaster made wooden box with leather strand "hinges"

Molly McLaughlin – Civil War era lady's outfit (reproduction) made by her mother, Nancy Young.

Jean Lidstone – Copy of Joy Peach's Booklet on African Americans, copy of Bill Farnsworth's Historical Markers List, and one set of cardboard mounted black and white photographs of Lancaster

A detailed listing of the donations and acquisitions can be obtained at the Historical Commission Office.

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## LANCASTER COMMUNITY CENTER

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The Lancaster Community Center celebrated their fourth anniversary June, 2015. The Center is located in the former Tercentary building, just behind the town green and library. It has become a destination for many residents, and serves a variety of groups. September, 21 2015 the Center was formally awarded the Grand prize from the National Institute of Senior Centers for our Intergenerational Raised Bed Gardening Series. This award is emblematic of the all ages programming the Center has become a model for.

Since it opened the Center has become a popular location for a variety of services and events. It continues to be the hub for human services in Lancaster, housing the Veteran's agent's office, Recreation, the Commission on Disability, as well as the Council on Aging and the Senior Center. 2015, was our first full year with unlimited ADA occupancy, as the elevator installed in 2014 was approved by the MAAB (Massachusetts Architectural Board). This literally opened new doors for the Center and our rapid growth continued. In 2015 we continued to improve the building and grounds by the installation of lovely, and expensive awnings to shade the backyard patio. This also improves the cooling in the lower levels of the building. The awnings we paid for in part by Friends of the Seniors fundraising efforts and also by proceeds of events held throughout the year. The Senior Center also was refitted with new stainless appliances courtesy of the Friends of Lancaster Seniors.



The Lancaster Community Center continues to promote events through email blasts, and in 2015 established a Facebook page to raise awareness.

<https://www.facebook.com/Lancaster-Community-Center-97004712968>

Under the direction of the Board of Selectman the director, Alexandra Turner and Center assistant Maribeth Eugene spent the year developing and managing internal programming and building awareness of events, managing rentals, managing custodial needs, and refining policies. The Center's growth continues to grow at a fast rate quickly becoming a popular meeting and event space. Maribeth Eugene resigned effective October 30, 2015 and after an extensive search process Melissa Pelletier was hired to replace effective the last week of December.

The Center continues to be a model of cooperative efforts; working with other non-profit and for profit businesses. Businesses such as Hometown Bank, River Terrace Health Care, Bobs Turkey Farm, Clear Summit, Lancaster Gardens, Central Mass Sand and Gravel, Corrective Chiropractic continued their support of our programming and helped address needs. We also worked cooperatively with the Wekepeke 4-H, Flats Mentor Farming programs, the Lancaster Garden Club, Nashoba Boards of Health, Perkins School, The Lancaster Land Trust and Friends of the Oxbow.

The Board of Selectman approved refined policies for use and rental in 2015. The policies are modeled on other Centers around the state and have since been refined to meet local demands. Space was allocated according to policy with Town boards and commissions are given top priority for space use. Non-profits and community based organizations come next then the general requests. A Center calendar is on the town website under Community Center for the public to review bookings.

A sampling of events hosted in the gym include youth Basketball, both Lancaster Rec and private leagues, Soccer practice, Adult Tai Chi, Zumba, Insanity (cross training) Yoga, Line Dancing, Weight Training, and Volleyball. We began a Pickleball program in 2015 which has grown tremendously and is now held in the gym three times a week. We also held less active all ages programs, such as art classes, workshops, cooking shows, and more. The gym was home base for Camp C.R.A.F.T's Summer Day Camp which continues to grow also, more children's birthday parties, a wedding, and several large meetings and dinners.

The Center is popular meeting and event space. . Many commissions and boards have made the Meeting room their home base for meetings, including the Board of Health, ZBA, Conservation, and Selectman. 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 who 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 service housed in the meeting room is a volunteer run computer lab, with donated hardware and software and a printer donated by the Friends of Lancaster Seniors. The lab does not cost the town anything, and has been a valuable resource for residents.



The Senior Center is next door to the Meeting room is always busy, for both Senior events and for other events. Town groups, including the American Legion call the Senior Center home. The Council on Aging runs the Senior Center though they use space with the in the rest of the Center too. The Senior Center maintains an Open door policy, inviting all ages for most events and programs.. Please refer at 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.

The high raised beds continued to be the focus of the backyard; they were built for the seniors and community to share. The beds were built by students from, Minuteman Vocational school in Lexington, and Growing Spaces Garden Project These beds were designed high for seniors to be able to garden comfortably, and younger gardeners to help garden and enjoy the fruits of their labor. Rain barrels provide all the water, and the organic compost yielded a bounty of herbs and vegetables. In 2015 the Garden program was awarded the grand prize by the National Association of Senior Centers for the best Health program; as incorporated exercise, healthy nutrition in a social environment.



Photos, Alexandra Turner

The Community Center sponsored free events for the Community as a whole outside the walls of the building, including concerts, Old Fashioned Home Days, and cookouts. We also offered school vacation events, typically on Tuesdays offering all ages family breakfasts, games in the gym and drop in crafts. For 2015 the Center will offer more free events, and serve as a hub for community events. Please look to the Center calendar found on the town website, on the Community Center page.

## RECREATION COMMITTEE

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The Recreation Committee continues to develop and expand upon recreation offerings here in Lancaster. In addition to our regular programs, 2015 saw new programs such as the Trails Walks and upgrades at the beach and recreation fields in town. We also moved into our official office in the LCC where the public is welcome to join us for our monthly meetings. The Recreation Committee has been more visible to the public, having booths at community events such as the Riverfest and Lancaster Community Days and developing a Facebook page to advertise programs and events.

Our online payment system through the town website has been fully vetted and expanded to provide easy registration for programs like basketball, swim lessons and beach stickers. It will continue to expand as we add in new programs in the future. The town beach underwent a major renovation thanks to three local Scouts earning their Eagle Badges. Reuben Connor designed and built new signage at the entrance, Jack Leonard gave the beach house a facelift, prepping it for painting and building platforms and gravel steps and Keenan Doyle designed and built a regulation size sand volleyball court to add to our recreation offerings. Many local businesses, several town departments, the Worcester County Sheriff's office and many individuals were instrumental in assisting the young men and the Recreation Committee with the work at the town beach. Our swim lesson program doubled from last year with over 50 children receiving swimming certificates. New this year, the Recreation Committee offered a free beach day in June for residents with music, arts & crafts, food, games and of course swimming. Attendance was terrific and helped to kick off our most successful beach season in years.



Face painting at Riverfest, Photo credit, Johnna Doyle

2015 saw the creation of the "This Land is Your Land" Trail walks. Organized in conjunction with the Trails Committee and the Town Forest Committee, these guided hikes were offered at Cook Conservation, Rowlandson Rock and through the Thayer and Town Forests. The series was such a success it is being expanded for 2016 and looking to include additional town partners.

The recreation fields at Thayer Memorial Park and Mill Street received some much need attention as the Recreation Committee worked closely with the Department of Public Works to establish a part-time dedicated Fields Maintenance position. The fields received a much needed overhaul including

tree trimming, bush/shrub clearance around fences and weed work as well as weekly cutting and maintenance. We were also able to coordinate a winterization of the field including aerating, over seeding and fertilizing between DPW and Lancaster Little League to ensure we will be able to start off the spring season in great shape.

Sports programs continue to be offered through the Recreation Committee including youth and Men's basketball. Youth games are played within the town and against teams from Bolton, Harvard, Maynard and Stow at Mary Rowlandson and Luther Burbank schools. The Men's program plays weekly September to April at Luther Burbank gym. Recreation relies heavily on volunteers such as Bill and Ann Duggan, John Crocker and Zachary Gilmore who coordinate these programs and ensure their success. Thayer field and Mill Street fields continued to host successful youth baseball and softball games and practices as well as the adult co-ed softball program. The Challenger League for kids with special needs also continues to thrive at Thayer Field. All teams benefited from the additional work by the DPW as well as major work performed by the Lancaster Little League including resurfacing the Minors field, grading of softball infield and rototilling the Majors field.

The Recreation Committee worked closely with Camp Craft and the LCC to offer a Summer Day Camp for kids aged 5-13 for a third year. This program continues to grow offering activities such as arts & crafts, swimming lessons, tennis, and other general recreation activities. And finally the Lancaster Recreation Ski Club at Mt. Wachusett offers reduced ticket season passes for townspeople. Once again the Committee was able to donate 2 season passes to children in the after school Lancaster Ski Program run by Patti Lane.



Boy Scouts Keenan Doyle, Jack Leonard, and Reuben Connor with the new sign they built at the entrance to the Town Beach. Photo credit, Johnna Doyle



Lifeguards Tino Dandini & Alex Bourgeois play the Limbo with kids at Family Beach Day at Town Beach, Photo credit, Johnna Doyle



New beach volleyball court at Town Beach. Photo credit, Johnna Doyle





Ice Skating Rink at Thayer Memorial Park, Photo credit, Win Clark

The Thayer Field Campus Committee and Thayer Field Foundation have made great progress toward finalizing a Master Plan for the revitalization of Nathaniel Thayer Memorial Park located behind the Town Center. In 2016, we look forward to completion of this plan and a shift in focus toward fundraising through Grants and Sponsorships. Our volunteers have again supported the construction and maintenance of the ice skating rink behind the Memorial School and it grows in popularity. We continue to promote the great potential of this project through well-received events such as the annual WinterFest and a Wine Tasting fundraiser last fall.

Respectfully submitted,

Johnna Doyle, Chair  
Jeanne Blauner  
Win Clark  
Joe Kennedy  
Ted Manning  
Dondrae May  
Paul Morrison

## OPEN SPACE AND RECREATION COMMITTEE

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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.*

### **Open Space and Recreation Plan**

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. 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 OSRC will re-affirm the goals of the OSRP, and plan the implementation in order to meet these goals, as follows:

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

Much progress has been made on implementation of the OSRP in 2015, with large strides being made in the areas of forest land protection, recreational resource development, overall land conservation and land acquisition.

### **Parcel Protection**

The Open Space and Recreation Committee also continued to advocate and advise on parcels of interest for land protection.

In 2015, the OSRC continued work with the Conservation Commission and Town Forest Committee to assess the conservation value of all privately and publicly owned properties in the Town of Lancaster that are not currently protected from development under the provisions of Article 97 of the Massachusetts State Constitution. Public land is protected under Article 97 if it is under the care and control of the Conservation Commission or a land conservation agency of the Commonwealth of Massachusetts, such as the Department of Conservation and Recreation (DCR) or Department of Fish & Game (DFG). Privately owned land receives Article 97 protection when it is placed under a Conservation Restriction held by the Conservation Commission, a State agency such as DCR or DFG, or a non-profit land trust.

The collaboration by the OSRC, Conservation Commission and Town Forest Committee to assess the conservation value for all currently unprotected privately and publicly owned properties resulted in the creation of a comprehensive Parcel Protection List to use as a guide in prioritizing land protection efforts. In particular, very high importance has been given to the expansion of the existing conservation areas in the Town, most notably the Cook Conservation Area and the Lancaster Town Forest.

In 2015, the Conservation Commission and Lancaster Land Trust completed *Lancaster Town Forest Expansion Phase I*, a collaborative conservation project permanently protecting nearly 18 acres of land (comprised of five Assessor's parcels) adjacent to the Lancaster Town Forest. The Trust purchased the properties with the help of a Conservation Partnership Grant from the Commonwealth of Massachusetts, which funded 50% of acquisition costs. The Town contributed the remaining 50% through the Commission's purchase of a Conservation Restriction from the Trust, which was previously approved by voters at the 2014 Annual Town Meeting. The newly protected land will be managed for wildlife habitat, passive recreation, and sustainable forestry. The Commission and OSRC look forward to working with the Lancaster Land Trust on future land conservation projects enlarging the Town Forest and other high priority focus areas as well, such as the Cook Conservation Area.

At the 2015 Annual Town Meeting in May, voters approved the transfer of 7 acres of land (Parcel 2-3, back of Donelle Way) to the Conservation Commission's care and control. This parcel protects important wildlife habitat and the Bow Brook watershed.

In August, the Commission gratefully accepted a generous donation of 1 acre of land on Ponakin Road from the Estate of Eleanor Jarvis. This parcel protects 550 feet of environmentally important riparian frontage along the North Nashua River, and abuts 4.2 acres of existing Conservation Commission land.

In November, the Land Trust gratefully accepted a generous donation of Parcel 18-58 (2.6 acres) and Parcel 18-59 (1.92 acres) from the Bashaw family. These parcels also protect important riparian frontage along the North Nashua River.

Also in November, the Board of Selectmen voted to transfer Parcels 32-17, 32-18 and 32-19 from their care to the Lancaster Town Forest Committee. Approximately 10 acres will be set aside as a memorial to late Eugene Christoph, one of the original members of the OSRC and passionate conservationist. As a member of the Select Board, he had requested that the oak trees in this area be protected, and thus they will now become a memorial to his legacy to the Town. A bench and plaque will be placed in this oak tree grove.

### **What's New for 2016**

Some of the OSRC upcoming activities in 2016 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 Open Space and Recreation Committee meets on the fourth Wednesday every other month at 6:30 PM at the Lancaster Town Hall. Everyone is welcome to join the Committee 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 x1311 or at [npiazza@lancasterma.net](mailto:npiazza@lancasterma.net). For more information on open space 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,  
**Noreen Piazza, Staff Liaison**

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## LANCASTER TRAIL AND BIKE WAY COALITION

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### 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 dedicated group of trail and bike path enthusiasts have developed 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 the adopted 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.



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, snowshoeing, 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.

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

- Solicited public input for new trails and trail connection routes.
- Continued to identify all open space parcels, conservation areas, recreational areas, water bodies, wildlife corridors, cultural sites, historical sites, and other points of interest.
- Continued to establish connection routes between existing trails and these points of interest.
- Continued to establish connection routes between Lancaster trails/bike ways and surrounding town's networks.
- Continued to develop and attend trail-related events.
- Continued to develop trail useful information, such as local and regional trail maps, an LTBC brochure, and updates to our web pages and Facebook page.
- Completed a Trail Vision Plan to be a single source of information for trail and bike way visioning, planning and implementation.
- Completed a Complete Streets Study to determine the best streets for bike and pedestrian movement, and to recommend street improvements for these routes.

#### Come Join Us!

We meet the second Wednesday every other 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. Also check our out web pages at [www.ci.lancaster.ma.us](http://www.ci.lancaster.ma.us) and [www.lancastertrails.org](http://www.lancastertrails.org) and like us on Facebook.

#### ***Happy Trails!***

## TOWN FOREST COMMITTEE

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The Lancaster Town Forest Committee had another busy year, making improvements in the Arthur W. Blood Town Forest and implementing the ten-year forest management plan. We collaborated with Lancaster Pack 9 for a forest clean-up day in the spring and developed two new trails, connecting the town forest with the Thayer Forest. The Lancaster Trails, Bikeway Coalition, and the Lancaster Recreation Committee co-sponsored a walk from the Thayer Forest to the Town Forest, making use of the new trails. The Lancaster Land Trust and the Conservation Committee completed work on a Partnership Grant which added an additional 17 acres to the management of the Town Forest Committee. In November the Select Board also gave the committee management of 25 acres south of Hill Top Road. Their decision increased the total acreage of the forest to 466 acres. We are hoping to set aside a portion of the land south of Hill Top as a Eugene Christoph Memorial Grove.



Anthony Petracca, James Erickson, and Brody Quill after learning about forestry



Scout leader, Jack Leonard, teaches first aid to Webelos.

The Webelos had their transition to Boy Scouts camp-out in mid-October and enjoyed hiking, learning skills, singing songs, and telling ghost stories around the campfire. In November the Webelos returned to the forest to learn about the upcoming harvest and basic forestry skills. The scouts measured and identified trees, found permanent inventory plots, and enjoyed snacks.

Our forester finished marking trees for a planned harvest that will take place in the near future. The harvest went out to bid, and Mitch Anderson Logging was awarded the job. The harvest will include areas both east and west of Brockelman Road. The goal of the harvest is to remove old, diseased, or overcrowded trees in order to promote the health of the forest and assist the next generation of trees in getting established. Finally, the Facebook page for the forest, <https://www.facebook.com/lancasterbloodforest>, continues to be liked by area residents. It provides updates on the harvest and other activities. 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.

## MEMORIAL DAY

# Memorial Day Program

**MAY 25TH, 2015**  
**9:00 AM—ON THE TOWN GREEN**

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  
Medley: 'God Bless America' and 'America the Beautiful'  
General Logan's Orders  
"Manhattan Beach March"  
Lincoln's Gettysburg Address  
Memorial Address  
Call for Wreath Bearers  
Call for Heritage Group  
Decoration of War Memorials  
"Nearer My God to Thee"  
Three Rifle Volley  
"Taps"  
Benediction

Ricardo Sanchez  
Audience  
Audience and Lancaster Middle School Band  
Joel Culkins  
Lancaster Middle School Band  
Mckensie Paige Paulter  
Robin Davidson CAPT,(MC),USN, (Ret)  
Henry Richter  
Henry Richter  
Veterans  
Nashoba High School Band  
Post 96 Firing Squad  
Lancaster Middle School Band  
Ricardo Sanchez

Parade proceeds to North Cemetery led by the American Legion. Music provided by Nashoba High School Band, directed by Joseph McCarthy and Lancaster Middle School Band, directed by Matthew Boynton.

"The Star Spangled Banner"

Town Green

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



# EDUCATION

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## NASHOBA REGIONAL SCHOOL DISTRICT

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To: NASHOBA Regional School District Parents, Students, and Community Members

The Nashoba Regional School District's annual report is a way to reflect and communicate on the progress we are making toward goals and to share with the community NASHOBA's accomplishments. Our current enrollment is: the Regional High School 1060 students; Florence Sawyer School 765 students; Mary Rowlandson Elementary School 482 students; Luther Burbank Middle School 247 students; Hale Middle School 287 students and Center School 598 students. The total enrollment for the District is 3484 students.

The Massachusetts Comprehensive Assessment System (MCAS) is designed to meet the requirements of the Education Reform Law of 1993. This law specifies that the testing program must

- test all public school students in Massachusetts, including students with disabilities and English Language Learner students;
- measure performance based on the Massachusetts Curriculum Framework learning standards;
- report on the performance of individual students, schools, and districts.

As required by the Education Reform Law, students must pass the grade 10 tests in English Language Arts (ELA), Mathematics and one of the four high school Science and Technology Engineering tests as one condition of eligibility for a high school diploma (in addition to fulfilling local requirements). In addition, the MCAS program is used to hold schools and districts accountable, on a yearly basis, for the progress they have made toward the objective of the No Child Left Behind.

For the first time ever Nashoba Regional High School and The Center School achieved Level I status.. Hale Middle School, Mary Rowlandson Elementary School, and Luther Burbank Middle School continue to be Level I.

Florence Sawyer School and Hale Middle School scored 100 on their PPI of "All Students" meeting target and Mary Rowlandson had 100 PPI for High Needs meeting target.

### **School Committee**

The Nashoba Regional School Committee is spending this school year revising and approving all of the school district's policies. Their 2015-2016 School Year Overarching Goals are:

**Overarching Goal 1:** The Nashoba Regional School Committee will determine what data is needed for monitoring student achievement. This will be measured by agenda items, meeting minutes and district evaluations.

**Overarching Goal 2:** The Nashoba Regional School Committee will engage the community in a vision for our students' achievement that is grounded in the belief that first-rate public education is our community's most valuable asset. This will be measured by agenda items, meeting minutes and meeting materials posted on the NRSD School Committee web pages.

**Overarching Goal 3:** The Nashoba Regional School Committee will document and enact a budget process for the 2016-17 School Year and will approve a budget. This will be measured by meeting minutes, agenda items and meeting materials posted on the NRSD School Committee web pages.

**Overarching Goal 4:** The Nashoba Regional School Committee will develop and monitor actionable School Committee goals that identify people, process and timing to efficiently support and monitor District Improvement Plan and School Committee progress.

At a glance, our district started the 2015 calendar year with the FY 16 budget process and the school committee approved an increase of 4.21% for annual town meeting to consider. It was unanimously approved by all three towns.

### **Technology**

#### **One-to-One Initiative**

In early September, every grade eight student at Nashoba Regional was provided a lesson on digital citizenship prior to receiving a Chromebook to use in school and at home. This was the start of Nashoba's first one-to-one personal mobile device initiative. The Chromebook was selected for a variety of reasons including sustainability, familiarity, a quick start up, long battery life, and ready access to Google Apps for Education (GAPE) and other digital resources that the district has adopted.

In late fall, round-table discussions with grade eight teachers across the District revealed an increase in student engagement as well as several other positive outcomes. Teachers reported that their students are able to access information and conduct peer review activities, or collaborate on writing assignments or group projects using online tools more quickly and easily. The mobile devices offer opportunities for students to access educational videos that align with the curriculum and support individualized learning. Grade eight teachers also noted a positive change in planning for digital learning experiences knowing that all students had equal access to resources at any time, as well as a decrease in the need for paper.

Some of the key outcomes from a grade eight student survey results show that:

- ninety percent of the students reported that they regularly use the Chromebooks to create or produce a product that demonstrates learning, perform research and work collaboratively.
- sixty percent reported that the use of Chromebooks help them to learn at their own pace.
- fifty-four percent reported that the use of Chromebooks help to understand difficult concepts more easily.

It is evident that the implementation of the one-to-one pilot is leveraging student knowledge and providing opportunities to create, collaborate, communicate and curate information not seen in a typical traditional classroom environment. Classrooms in the 21st century are evolving and student learning requires a completely different approach in order to meet the demands of the workplace. Adopting one-to-one devices affords our students the access and opportunity needed to find success.

### **Math Pilot**

Nashoba's elementary math curriculum is evolving to reflect the standards and expectations outlined in the 2011 Massachusetts Mathematical Framework. Since the framework adoption in 2012, educators have been augmenting the program to instruct mathematics realizing the need for a fully aligned and updated program. During the spring of 2015, a District committee was formed with the specified goal of identifying a new, single curriculum resource that will support the instruction of



mathematics in our elementary schools grades K-5. After evaluating major math programs for content, quality of teacher support, quality and differentiation of assessment and technology integration, Everyday Math 4 and enVision math 2.0 were identified as the pilot programs for the 2015-2016 school year.

Both programs are currently being piloted in all elementary schools in the District with variation regarding which program is being used at each grade level. Teachers have been provided professional development and support through the publishers' consultants as well as additional support through our Department of Teaching & Learning in collaboration with building-based administrators. In the spring of 2016, both programs will be evaluated for their effectiveness in the following areas:

- Mathematical content and practice
- Overall program structure
- Student experience and available supports
- Teacher supports and resources
- Assessment and availability
- Quality of digital resources

A final decision will be made and communicated in late spring of 2016. The selected program will be fully implemented in grades K-5 in all District elementary schools at the start of the 2016-2017 school year.

### **English Language Arts**

Each day students in the Nashoba Regional School District have multiple opportunities to read and write across a variety of genres. Instruction in the classroom reflects the expectations outlined by state standards. Since the adoption of the English Language Arts framework in 2011, there is greater emphasis that all teachers are teachers of reading and writing. With this paradigm shift, teachers in all content areas are now having conversations about literacy. This work is reflected in the professional development days where educators spend time analyzing student work for content as well as collaborate on identifying effective strategies to deepen students' knowledge and ability to communicate thinking through writing and oral communication. Frequent and ongoing assessments are used to inform educators so that instruction is differentiated to meet the needs of the learner. At the elementary level, a new phonics and handwriting program called Foundations has been adopted in grades K and 1. This systematic, multi-sensory approach to phonics and handwriting ensures consistency across the district as young students develop their ability to read and write. This coming school year, grade 2 teachers will also adopt the program.

The PreK-12 English Language Arts program is comprehensive and multifaceted. The curriculum is designed to ensure that our students become effective readers, writers and thinkers. The English Language Arts discipline is now a shared responsibility between educators across the content areas.

## **Extended Learning**

“Tell me and I forget, teach me and I may remember, involve me and I learn.”

~Benjamin Franklin

[www.google.com](http://www.google.com)

The Extended Learning Program continues to grow and expand its enrichment opportunities. Last year community student outreach programs included trips to the Fire Station, Police Station, Council on Aging, local libraries and apple orchards. Several new outsourced enrichment activities were added to the colorful array of existing opportunities (On The Mark Archery, Culture Club Language, Chess Wizards, QuickStart Tennis, On Your Toes Dance, and Destination Imagination). New programs include Circuit Enrichment, Mindfulness and Wellness, two Sports Academy Clubs, Invention Club and Hip Hop Dance. This year our high school staff has participated in a variety of diverse leadership initiatives and facilitated several challenging mentor opportunities for our students. These initiatives include Guita, Soccer, American Sign Language, Theater, Chess, and Newspaper Clubs and beginning this spring Video Club. In addition to these amazing opportunities the Extended Learning Program staff also provides enrichment activities such as Quilting, Nature, Lego , Diorama, Sewing, Computer, and Art Clubs and this is just to name a few.

Last year the Extended Learning Program offered several amazing performances for our students to enjoy. These events were open to all parents and students to enjoy. Last year's events included Tiger Performance, African Drumming and artist extraordinary Kevin Barry. This year we will be offering Tony Vacca and the Ray of Hope presentation. Celtic Music visited in November and we are hoping will return in the spring.

The Before School Program continues to increase in popularity with an increase in enrollment. New this year to the Before School Program is a drop option which allows parents to drop their child or children off on as need basis rather than sign up for a scheduled amount of days. Two new staff members have been added to the Before School Program. Maura Sheridan joined the Center School Before team and Patty Petkauskos completes the Lancaster dynamic duo.



The Extended Learning Program has also begun to offer piloted enrichment programs as District Enrichment opportunities. These opportunities have become extremely popular! A few of these opportunities are Chess Wizards, On The Mark Archery, Culture Club, Circuit Enrichment, QuickStart Tennis, Morning Movement, Music Program and back by popular demand is the Middle School Mock Trial

Program. This year the team will travel to New Hampshire for Nashoba's first Middle School Mock Trial Competition. If you are interested in becoming a member of the new district enrichment team, consider joining the R.E.A.L. (Resources for Enrichment and Advanced Learning) Committee by emailing [ldwyer@nrsd.net](mailto:ldwyer@nrsd.net).

A few new initiatives for next year are already in the works. In response to parent requests to extend the Extended Learning Program to preschool students we are planning to pilot a Preschool Extended Learning Program option at the Bolton location. We also hope to partner with one of the many local horse farms to provide an opportunity for students to participate in an acquisition enrichment program option. Please email [ldwyer@nrsd.net](mailto:ldwyer@nrsd.net) if this is a collaborative opportunity you are interested in developing. Finally, Principal Bates and the Extended Learning Program are investigating

the possibility of creating a dynamic MakerSpace at the Florence Sawyer school. Please visit <http://spaces.makerspace.com/> for additional information about MakerSpaces.

According to [www.virtualschools.com](http://www.virtualschools.com) “Evidence suggests that social and emotional competence contributes significantly to skills in other domains like cognitive and physical development.” The Extended Learning Program will continue to provide opportunities that support the emotional and social skills of our children, so that they are best prepared to manage the academic challenges of their school day.

### **Athletics**

Nashoba athletics enjoyed an exciting 2015. Participation increased with over 550 student-athletes participating in high school athletics (28 sports at the varsity level and a total of 50 teams on an annual basis).

The year started out great with two winter teams winning state titles! The hockey team won the Division 3A Sectional Championship for the first time since 1980 and a State Championship for the first time in school history. The wrestling team continued its success and won the Division 2 Sectional Championship and the programs first State Championship. The girls’ basketball team completed an undefeated regular season at 20-0 for the second season in a row. The boys’ basketball team earned a playoff berth for the third consecutive year, qualified for the Clark Tournament and advanced to the large school finals for the first time since 1977, and advanced to the sectional semi-finals at WPI.

The boys’ basketball team was also awarded the Central Mass Officials Sportsmanship Award. The success continued into the spring as the girls’ tennis team posted an 18-2 record and were the Division 1 Central Mass finalists. Junior Jillian Winer, a Bolton resident, won the Division 1 Central Mass Singles Championship. The softball and baseball team won the league titles and qualified for the post-season. The boys and girls track teams posted 5-1 regular season records and our unified track team went undefeated during the regular season and placed second overall in the district meet. Wyatt Boelens, from Bolton, won the MIAA All-State title in the discus.

The fall of 2015 was another successful season for the Chieftains. Volleyball had a remarkable season, earning the best overall record since the program began and qualified for playoffs for the third consecutive season. The boys’ cross country team was league champions, while the girls’ team placed second. The cheerleading team won the league championship and the Division 2 Regional championship. The field hockey team had another amazing season! They won the league championship, the Division 1 Central Mass District title for the second consecutive year, and were state semi-finalists. However, the fall season was highlighted by the football team’s league championship, Central Mass District title, and the Division 2 State Championship win at Gillette Stadium!

Overall, Nashoba’s sports teams saw another historic year in 2015! Eighty percent of our varsity teams qualified for post-season playoffs, we won nine league titles, four sportsmanship awards, five district championships, one state semi-finalist, and three state championships. A total of 87 student-athletes were named to the Mid-Wach League All-Star teams, but every one of our student-athletes deserves to be congratulated for their hard work, dedication, and success.

### **Nashoba Regional High School**

The 2014-15 school year was a busy one at the high school. We completed our NEASC site visit, which resulted in a comprehensive report that identified the many positive things being done at Nashoba, while also highlighting some areas for long-term improvement. The School Committee approved 12 late starts at the high school for the 2015-16 school year, which give teachers the opportunity to collaborate around curriculum, instruction, and assessment. We introduced a variety of new courses for students, which were highly successful; new courses included Epidemiology, Video Game Design, Digital Photography, new Computer Science courses, an interdisciplinary freshman World Humanities course, and new offerings in Theater Arts. Finally our students continued to show excellent achievement on the MCAS test—with improved scores in every tested subject area—and our high needs students made especially large gains, which has resulted in Nashoba being recognized as a Level 1 school for the first time.

### **Mary Rowlandson Elementary School**

For the sixth year in a row, the Mary Rowlandson School has attained a Level 1 rating in the state's MCAS assessment system. This success is directly attributed to the dedication and hard work of staff, students and parents. The school has placed an emphasis on implementing a Writer's Workshop approach for writing instruction. Students continue to demonstrate an increase in writing success. Students' scores in writing on the MCAS tests were strong and showed growth from past years.

Students' passion for writing was also evident in many other ways. Special writing events were held throughout the Spring. Some of the events were student-generated and organized. A Poetry Workshop was held in March. This event was held after school and included students from Mary Rowlandson Elementary and Luther Burbank Middle School. The workshop encouraged students to create and share a variety of poetry. In late Spring, a fifth grade student, created a writing event that involved students from first to fifth grade. The Mystery Partner Writing event was held in April. Students began writing a story and then passed it off to a mystery partner to who completed the story. The two students then met for lunch to read the completed stories. Both events were highly successful with over forty students participating. Lastly, the Young Writers Group worked to create another edition the Mary Rowlandson Literary Magazine. With hundreds of submissions, it was one of the most successful publications since its inception. The emphasis the staff has placed on writing instruction has not only paid off with successful MCAS scores but it is truly building a love of writing in students.

The MRE Enrichment program continues to engage students in activities that extend and enrich the learning environment. With the help of parent volunteers and staff, Mary Rowlandson students continue benefit from fun, interesting activities that not only extend learning but enrich students' experiences beyond the classroom. There were three separate sessions for Enrichment. Over 30 separate sessions were offered over the course of the year with an average of 86 students participating per session.

Parent involvement is a key to the success of the school. 186 parents volunteered in the school during the past year. Parent involvement includes classroom support, chaperoning field trips and running Enrichment activities. The Mary Rowlandson PTO continued to support and provide many wonderful opportunities for the students. Throughout the year, the PTO sponsors Cultural Enrichment programs that support the curriculum and exposes students to plays or musicals. Learning opportunities that extend beyond the classroom help make Mary Rowlandson Elementary

School not only a place to learn academics but a place to learn about making friends and developing interest in real world activities.

### **Luther Burbank Middle School**

The 2015 academic year brought continued success to the Luther Burbank Middle School. The dedicated efforts of students and staff resulted in school-wide growth and achievement across a variety of areas. Highlights of this success include continued performance improvement on MCAS school-wide, significant enhancements to our learning environment as a result of our district's one-to-one initiative, regional academic and athletic recognition, and the expansion of after school enrichment opportunities.

For the fourth consecutive year, Luther Burbank Middle School earned an accountability rating of Level 1, the highest designation awarded by the Massachusetts Department of Elementary and Secondary Education. This achievement is the result of the continued efforts of staff and students alike. Throughout the year, teachers collaborated to analyze assessment data and to plan lessons to meet the needs of all learners, from those in need of more practice and repetition to those in need of enrichment and acceleration. As a result, students demonstrated improved performance and sound achievement in all three assessed MCAS content areas, including English language arts, mathematics, and science and technology engineering.



As part of our district's one-to-one initiative, each 8th grade student received a Google Chromebook for use at school and at home. This initiative marks the beginning of a new frontier in learning for the district, presenting students cross-contextual opportunities to use technology to create, collaborate, and think critically. As part of this initiative, our teachers have skillfully integrated technology into their lesson planning for improved student learning; including the use of Google Drawing to

demonstrate knowledge of the interrelationship of science concepts; the exploration of content through connected, interactive Web sites, and the use of Google Docs for collaborative writing and timely teacher feedback.

Spelling prowess was personified by eighth grade student, Itihaas Sai Kommanavancha. In April, Iti represented Luther Burbank at the regional spelling bee, which included students from 21 local elementary and middle schools, and placed 3rd overall. Iti demonstrated exemplary spelling during the competition and served as an outstanding representative of our school.



Athletic success was achieved this past spring when Luther Burbank captured the District Track and Field Championship, an honor awarded to the middle school in our District that achieves the highest total point score combining both boys and girls Track and Field events. Of noteworthy recognition were Colin DeLisle, Jonah Davis and Cameron Trundy who contributed throughout the season with impressive results at each meet.

Over the last several years, state leaders have reached out to local schools in an effort to develop civic duty through volunteerism. Project 351 is a special program which invites each city and town to submit the name of one eighth grade student ambassador who can best represent his/her community as a leader of compassion and humility. Isiaiah French capably served as Lancaster's ambassador for 2015. Throughout the year, Isiaiah demonstrated leadership skills through his

exhibition of kindness and generosity and work with the Martin Richard Foundation and Wekepeke Service Project.

Finally, our extracurricular programming continues to grow in order to serve the Luther Burbank Middle School mission “to build wisdom, knowledge, respect, responsibility, and compassion by engaging the head, hands, and heart of each one of our students.” This year’s activities have expanded to include a variety of clubs and activities to meet our students’ diverse needs. Most recent additions include Friday Art Club and Audio-Visual Club.

### **In Memoriam**

Marilyn Berg - Mary Rowlandson Elementary School

The Nashoba Regional School District remembers the life and dedication of Marilyn A. Berg who passed away on March 6, 2015. Marilyn served as an instructional assistant in Lancaster for over 25 years. She will forever be remembered for her passion for teaching, especially the teaching of literacy and her unwavering commitment to our students.

### **Please Join Us in Thanking Our 2015 Retirees For Their Years of Services to the District:**

Carol Archambault, 35 Years of Service  
Curriculum Director - ELA, Nashoba Regional School District  
Kim Gribbons, 34 Years of Service  
Special Education Teacher, Luther Burbank Middle School  
Marilyn Perkins, 34 Years of Service  
Physical Education Teacher, Mary Rowlandson Elementary School  
Gail Callahan, 29 Years of Service  
Instructional Assistant, Nashoba Regional High School  
Donald Moulthrop, 29 Years of Service  
Music Teacher, Hale Middle School  
Peggy Corbett, 27 Years of Service  
Instructional Assistant, Mary Rowlandson Elementary School  
JoAnn Munyon, 27 Years of Service  
Instructional Assistant, Luther Burbank Middle School  
Joanne Gaynor, 22 Years of Service  
Kindergarten Teacher, Florence Sawyer School  
Susan Mianulli, 20 Years of Service  
Music Teacher, Nashoba Regional High School  
Nan O’Malley, 16 Years of Service  
Art Teacher, Luther Burbank Middle School  
Betsy Kyle, 14 Years of Service  
Elementary Teacher, The Center School  
Ronald Burgwinkel, 10 Years of Service  
Custodian, Nashoba Regional High School  
Lida Armstrong, 7 Years of Service  
World Language Teacher, Nashoba Regional High School



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## CONGRATULATIONS TO THE 2015 NASHOBA REGIONAL HIGH SCHOOL GRADUATES

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Sarah Elizabeth Abare\*\* §  
William Richard Adams\*  
Justine Alexis Allard  
Samantha Rose Allen  
Elizabeth Anne Amidon  
Paul Anastas, Jr.  
Andrew Curtis Anderson  
Dennis Daniel Antonetti Garcia  
Kraig Paul Arsenault  
Kurt Ralph Arsenault  
John James Atkinson  
William Gerald Aube  
Brandon Thomas Baldwin  
Olivia Janice Beaudoin\*\* §  
Alina Joan Berkowitz  
Natalie Marie Bettez\*\*\* §  
Janice Kathryn Bolton  
Ryan Alexander Bonner  
Elias Matthew Boots  
Jacqueline Janet Boucher  
Madelyn Lucy Boucher  
Nicole Ardelle Boucher  
Hunter Logan Boudreau  
Brooke Elizabeth Braceland  
Shanna Rose Brandt  
Abigail Grace Brubaker\* §  
Dylan Joseph Butland  
Dante Martin Cabral§  
Paul Joseph Cacciatore  
Gareth John Lane Carey  
Rosamond Mary Carlson  
Ethan Matthew Carpenter  
Jeffrey Robert Casella  
Thomas James Casey\*§  
Gregory Paul Cavaoli  
Emma Mackenzie Caviness\*\* §  
David Jonathan Ceron  
John David Charbonneau  
Brandon Thomas Cheung\* §  
Alexa Rose Choquette  
Sarah Ann Clopeck\*\* §  
Theresa Janene Cloutier\*\* §  
William Prentice Colby†  
Melany Maria Colon  
Shawn Joseph Conlin§  
Abigale Bonnie Connor\*

Magen Sharon Cook\* §  
Caroline Helen Coppes\*  
Brittany Marie Cormier  
Ryan Matthew Courtney  
Jason Windsor Crane\* §  
Erin Elizabeth Cressman\*\* §  
Daniel Bernard Crosby  
Edward Thomas Cuddy  
Rachel Elizabeth Culkins\*\* §  
Paige Alexa Cummings  
Caroline Elizabeth Curran  
David Joseph Czapkowski\* §  
Riley Colleen Davis\*\*\* §  
Shayne Anthony DeFavero  
Lucas Paul DeLisle  
Gabriella Marie DeMeo §  
Eric Daniel Demmer\*  
Alec Ryan Dempsey\* §  
Joseph Alexander DeNorscia  
Cassandra Rae Dolan†  
Daniel Josue' Dominguez  
Austin Riley Drinkwater  
Maddison Alysha Dube  
Sophia Zaferoula Duros  
Cameron James Dyer-Hawes  
Casey Alan Elkins  
Karleigh Kathryn Elkins  
Rory W.K. Emrich  
Duncan Josiah Enzmann  
Wilson Charles Fay  
Hannah Elizabeth Feakes  
Christian Reyels Fletcher  
Megan Danielle Ford  
Ashley Marie Foster  
Henry Dylan Foster  
Samantha Marie Foster  
Hannah Lee French\*  
Sarah Anne Gaffney\*\*\* §  
Andrew Red Gallagher  
David Bryce Gauld  
Katie Jane Gilchrest  
Kevin Joseph Gilchrest  
Luke Parker Gilchrest  
Lindsey Grace Giuliano\*\*\*  
Olivia Ruth Gonet\*\*\* §  
Derek Gregory Gothie

Clara Maria Greszczuk\*\*\* §  
 Sam Marshall Griffin  
 Liam Christian Gross§  
 Joseph William Guerin  
 Amber Nicole Gustafson\* §  
 Elizabeth Rose Hagopian\* §  
 Miles Curtis Hammill  
 Jacob Hale Hangen\* §  
 Drew Patricia Hannigan  
 Abigail Anne Hart  
 Benjamin Timothy Hart\* §  
 Ian Michael Hart  
 Molly Elizabeth Hart  
 Lyndsey Marie Hawkes §  
 Kirsten Joy Heeren  
 Brian Keegan Heffernan\* §  
 Adam Richard Heislein§  
 Timothy Joseph Henderson  
 Julia Taylor Hill  
 Andrew Isaiah Hoff  
 Zachary Norman Honig\*\* §  
 Tyler Dean Howley\*  
 Olivia Grace Hurd\*\*\* §  
 Benjamin Charles R. Hurley  
 Alexander Jihoon Jeon  
 Cameron Patrick Jesson\*  
 Steven Yuchen Jiang\*\* §  
 William Robert Johnson  
 Megan Renee Joyce §  
 Jacob Joseph Kallio\*  
 David Keeler-Schwab  
 Michael Francis Kane  
 James Francis Keats\*  
 Nicholas James Kenney  
 Danielle Jacqueline Kennon\* §  
 Catherine Ellysia Kiernan  
 Nicholas Charles King  
 Talia Miriam Kirschbaum\*\*\* §  
 Hanna Elise Konash  
 Kelsey Grace Kovach  
 Divya Krishna\*\*§  
 Andrea Jane LaBonte\*  
 Adam Christopher Ladd\*\*\* §  
 Laura Ann Laite  
 Kylie Marie Lance  
 Michael David Landry  
 Theresa Ann Lane  
 Erik Isom Langberg\*  
 Benjamin David Laskey  
 Nathan Ronald Lavallie  
 Ashley Christine Lawton  
 Robert Dean Lenox-Pulgarin\* §  
 Natalie Gayle Lindsay\*\*§

Justin Charles Livoli §  
 Marcus Bradley Lovoi  
 Tara Elizabeth Lucia  
 Isaac Matthew Luke  
 Meghan Renee MacAskill §  
 Hannah Read Mackie\* §  
 Mary Eilis Mackie\* §  
 Travis Aaron Macko  
 Alexander Lee Malmberg  
 Thomas John Mansfield  
 Jaquelyn Mary Manyak  
 Erica Lynn Marland  
 Zachary Austin Marshall  
 Peri Rishona Matatia\*\*\* §  
 Sean James McDowell  
 Owen Francis McGuire  
 William Francis McHugh Jr.  
 Ahmad Mekkaoui Jr.  
 Jessica Helen Michon\*\* §  
 Amanda Lynn Miller\* §  
 Brody Edward Miller\*\* §  
 Noah Reitz Milliard  
 Jared Paul Missaggia  
 Brianne Elizabeth Morrisseau  
 Justin Charles Morse ‡  
 Timothy Patrick Mullane  
 Aisyah Salsabila Mulyono\*  
 Zachary William Murphy‡ \*\*\*  
 Aidan John Murray §  
 Alexandra Olivia Murtha  
 Stephen James Nagle  
 Sean Timothy Nash\*  
 Emma Kathleen-Hope Nelson  
 Joshua Michael Nicholson\*\* §  
 LeeAnne Christine Nielsen  
 Michael Louis Nuzzo  
 Allison Kay O'Brien  
 Sam Samaras Pappas  
 Matthew Shane Patten  
 Jack Irving Perkins  
 Christopher William Perry  
 Nicholas Henry Piccioli\* §  
 Megan Rae Piso  
 Tyler Robert Plaskon\* §  
 Sean Christopher Pokorney\*  
 Kelly Lynn Poole\*\* §  
 Charles Allen Ramsland  
 Natalie Elizabeth Reardon  
 Elena Rose Reverdy\*\* §  
 Molly Siobhan Riseman  
 Wesley Rivera  
 Alexandra Noelle Rodgers  
 Erika Josephine Rohrbeg\*\* §

Stephanie Elizabeth Rucinski  
 Kelly Ann Ryan\* §  
 Michael Joseph Sanzio\*  
 Chad Henry Sarnoski  
 Kate Savell  
 Blake Hyma Scanlan  
 Drew Anthony Schartner  
 Luka Andre Schulz\*\*\* §  
 Justin Palmer Seeley\*\* §  
 Elizabeth Eileen Senior  
 Alexis Patricia Shamsi §  
 Elizabeth Marie Sheppple §  
 Benjamin Patrick Sherman  
 Abby Jane Slater\*\*  
 Alana Jean Sliwa  
 Nikkiah Catherine Snoddy  
 Nicholas Alexander Soto ‡  
 Benjamin Joseph Sousa  
 Sarah Renee St. Pierre\*\*\* §  
 Richard James Stamos  
 Michael George Statkus  
 Emily Louise Steele  
 Cody Suliveras-Jardine\* §  
 Jonathan Wesley Super\*\*  
 David Yuhua Tang\* §  
 Austin Richard Tarullo\*\* §  
 Samantha Nicole Terry  
 Dylan Skylar Thombs\* §  
 Kaitlyn Anne Thorogood\*\* §  
 Meghan Mea Thorogood §

George Samuel Tierney  
 Nicole Sabrina Tommasi  
 Sara Olivia Tosti  
 Michael Monroe Travalent §  
 Alycia Rose Ventura  
 Morgan Elizabeth Vincent §  
 Alex Romanovich Vink  
 Justin Peter Waldron  
 Torrey Boston Wang\*  
 Zachary Davis Weber  
 Joshua Thomas Wendler  
 Laura Mayken Wikoff\*\*  
 Jared Lincoln Wilber\* §  
 Rebecca Ann Willis §  
 Colin John Willoughby\*\* §  
 Alexandra Madison Wilson §  
 Cody Ryan Wold  
 Kyle Foster Wood  
 Rebecca Anna Worden  
 Eliza Coombs Young\*\* §  
 Nicholas Hunter Zerega  
 Olivia Haiyao Zhang

‡ Certificate of Completion  
 § NHS Senior Project

\*cum Laude  
 \*\* Magna cum Laude  
 \*\*\* Summa cum Laude

# MINUTEMAN REGIONAL HIGH SCHOOL

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## **Minuteman High School Annual Report to Member Towns Dr. Edward A. Bouquillon, Superintendent-Director**

### **Introduction to the School**

Minuteman High School is an award-winning regional high school located in Lexington, just west of Boston, in a sweeping 16-town district rich in Revolutionary War history.

Minuteman offers career and technical education in more than one dozen majors, ranging from carpentry and cosmetology to biotechnology and engineering technology. It couples that with rigorous academic instruction, including Advanced Placement courses.

Minuteman gives its graduates a competitive edge in the new global economy by providing them with a high-quality career and technical education, integrated with a rigorous grounding in mathematics, English, science, and social studies. Minuteman offers a wide selection of academic courses and programs, including foreign languages (Spanish, French and Latin), art, and Girls in STEM (Science, Technology, Engineering, and Mathematics). The school offers a wide range of sports and does not charge any fees to participate.

In a typical year, more than 60% of Minuteman's graduates pursue college or advanced training.

The Minuteman district includes 16 member communities: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston.

Minuteman High School is an accredited member of the New England Association of Schools & Colleges (NEASC).

### **A Look Back at 2015**

The year 2015 was a busy one at Minuteman.

The school saw major changes in its leadership team, took several steps to advance its long-planned and long-awaited building project, secured state grants to support its programs, established a highly popular Girls in STEM Camp, refocused marketing efforts on recruiting in-district students, received awards for student academic and trade successes, saw improvement in its MCAS scores, assisted non-profit community groups and towns with a host of projects, and secured approval of its budget from each of the 16 towns in the district.

### **Leadership Changes**

Minuteman saw major leadership changes during 2015 with the appointment of a new Principal, Assistant Principal, Director of Outreach and Development, and Director of Special Education.

John “Jack” Dillon III, who served as the school’s Assistant Principal for nine years, was selected as Principal. Mr. Dillon has worked in education for 25 years. Before working at Minuteman, he served as Assistant Principal at Maynard High School and as a health teacher and acting Assistant Principal at Burlington High School. He earned a Master of Education degree from Cambridge College. He holds a B.S. in Education from Bridgewater State University.

He was one of 34 persons who applied for the Principal’s position. He succeeds Ernest F. Houle, who was appointed Superintendent-Director at Assabet Regional Vocational Technical High School in Marlborough.

George M. Clement, a long-time educator and finalist for a national teaching award, was selected to succeed Mr. Dillon as the new Assistant Principal / Director of Admissions.

In his new role, Mr. Clement is responsible for letting seventh- and eighth-grade students and their families know about the high-quality educational opportunities available at Minuteman. He will meet annually with hundreds of potential applicants and be in overall charge of the school’s admissions process. He will also be coordinating a variety of career development activities intended to give middle school students an opportunity to experience career and technical education and get a sampling of STEM (Science, Technology, Engineering and Math) initiatives.

Mr. Clement has been at Minuteman since 2009 as a Reading Specialist. In 2014, he was named a finalist for Scholastic Company’s “All-Star Educator Award” for reading.

He holds a B.A. in History/Education from Merrimack College in North Andover and a Master of Education in Special Needs from Simmons College in Boston.

Steven C. Sharek was appointed in January as the school’s Director of Outreach and Development. Mr. Sharek previously served as Superintendent-Director at Montachusett Regional Vocational Technical High School, as a Communications/Grants Coordinator and Cluster Coordinator at Greater New Bedford Regional Vocational Technical High School, and as the Assistant Dean of Academic Services at Southern New England School of Law (now UMass Dartmouth School of Law).

He previously served as a radio news reporter, assistant to the Mayor of New Bedford, City Councilor and Council President in New Bedford, and Town Moderator in Dartmouth.

Mr. Sharek holds a B.A. in English from UMass Dartmouth, a Master’s in Educational Leadership from Bridgewater State University, and a Juris Doctor from Southern New England School of Law.

He succeeds Brendan Dutch, who served as Director of District Communications, and left for a position at the State House.

In October, Amy Perreault was appointed interim Director of Special Education, succeeding Kevin Lynn. Ms. Perreault has served as the Supervisor of Special Education at Minuteman since February of 2014. Prior to that, she served as Student Programs Support Administrator in the Fitchburg Public Schools. She has 15 years of experience in the field of education, having worked for Chapter 766 schools, residential and group home facilities, and in public schools in both California and Massachusetts. She has served as an adjunct faculty member for the University of Southern

California and for Merrimack College. She is a Licensed Independent Clinical Social Worker. She holds a Bachelor's degree from Merrimack College in North Andover, a Master of Social Work from Simmons College in Boston, and a Doctor of Education in Educational Leadership (Ed.D.) from San Diego State University in California.

A formal search for a permanent Director was scheduled for later in the fall.

### **Building Project Advances**

A long-planned building project took major steps forward during 2015.

On February 6, Minuteman's School Building Committee announced preliminary cost estimates for four alternatives: renovating the school with state financial help, renovating and expanding with state help, building a new school with state help, and building a new school and demolishing the old one with state help. In addition, a subcommittee released a cost analysis for a self-funded model that would be required if the state-funded project is rejected. According to Kaestle Boos Associates, Inc., the project architect, new construction is the least expensive of the options. A minimum of 40% of the estimated \$144.9 million project cost would be borne by the state. The maximum estimated district share would be \$86.9 million.

On March 11, the School Building Committee launched a series of public presentations and information-gathering meetings. The first meeting was held in Acton. During its presentations, Committee members stressed three reasons to take action: current problems with the building's condition must be addressed, the school's educational programming could be enhanced in a better physical plant, and the school's accreditation is in jeopardy solely because of the condition of the building.

On April 30, the School Committee held its final public presentation, this one in Arlington.

On May 11, the School Building Committee voted to recommend construction of a new school.

On May 19, the Minuteman School Committee endorsed construction of a new school as its "preferred option" for addressing current facilities issues; creating an educational environment that best meets the needs of students, teachers, and employers; and ensuring continued accreditation. The committee also authorized Skanska USA, its project manager, to submit supporting documentation to the Massachusetts School Building Authority (MSBA) by June 11.

On August 6, the MSBA unanimously endorsed the building of a new 628-student Minuteman High School on district land adjacent to the existing school. The MSBA Board of Directors voted 4-0 in favor of the district's "preferred solution" – construction of a new \$144.9 million school for 628 students. The board authorized the school to prepare detailed schematic drawings for the new building.

"This is a huge step forward," said Ford Spalding, chairman of the Minuteman School Building Committee. "Now it's time for everyone in our member communities to rally around this project and protect the \$58 million that MSBA is offering to invest."



The new high school, which would be built in the Town of Lincoln on land owned by the District, would be funded by the MSBA and the 16 district towns. The MSBA would pay a minimum of 40% of eligible costs.

The new school would be smaller in size than the current school, with fewer students, but would still offer a host of advanced career and technical education programs designed to meet the region's current and emerging workforce needs.

State Treasurer Deborah Goldberg, who chairs the MSBA board, delivered an impassioned plea supporting vocational technical education and the value of schools such as Minuteman across the Commonwealth. "There's a direct connection between these schools and sustainable economic development in the state," said Treasurer Goldberg. She described Minuteman as a "magnet" for students who will be filling 21<sup>st</sup> century jobs. "We need to move forward," she said, "because of what it means to the state and our future." Once parents begin to see the connection between vocational technical education and high-paying jobs, she said she would not be surprised to see Minuteman back at the MSBA seeking to expand.

In a four-page memo provided to the Board of Directors, MSBA Director of Capital Planning Mary Pichetti outlined a series of reasons why the MSBA staff was recommending approval of the Minuteman project. Among other things, she said vocational technical education plays an important role in the economic future of the state; Minuteman is an important educational resource for students; the school's Educational Program Plan is "comprehensive", demonstrates demand for proposed programs, and aligns with evolving trends in employment; and there is a need for capital investment in the existing facility.

The July 21 memo also noted that new state regulations establish a capital fee to be added to non-resident students' tuitions and an additional fee for non-resident students enrolled in special education. According to the memo, this change "...addresses one of the District's long-standing concerns regarding its member's share of supporting non-resident students."

The MSBA memo strongly endorsed the planned 628-student school. It also indicated that a school with an enrollment of 600 is the **smallest** school the agency would be willing to commit state funds to.

"The District has worked with its School Committee to craft a fiscally responsible plan that downsizes the school to avoid over-reliance on non-member enrollment while still maintaining a high quality vocational and academic curriculum," wrote Ms. Pichetti. She said a school of 435 students "is not operationally sustainable and would not meet the District's educational goals." According to Ms. Pichetti, "[t]he MSBA would not be able to support the construction of a high school with a design enrollment less than 600 students due to the diseconomies of scale affecting the cost and the ability for the District to deliver its desired curriculum."

Ms. Pichetti said a review of enrollment and application data "... demonstrate sufficient demand for program offerings to ensure the facility will be utilized."

State Representative Carmine L. Gentile (D-Sudbury) and Representative Alice Peisch (D-Wellesley) both spoke to the MSBA board, noting that some town officials still had concerns about the size of

the planned school and how it's going to be funded. However, both also acknowledged the need for a new school.

### **Schematic Design Process Completed**

Following the MSBA vote, Superintendent Edward Bouquillon scheduled a series of meetings with stakeholders to get their input on the project.

Working with a team of architects from KBA Associates, Dr. Bouquillon engaged students, faculty and staff members, business leaders, parents, community representatives, the School Building Committee, and the School Committee in shaping the design of the new school.

A completed schematic design was submitted to the MSBA on December 1.

### **Setting the Stage for Project Bonding**

On December 22, the Minuteman School Committee took two votes that many town officials viewed as important to the project's ultimate success.

The committee voted 13-0 to approve consensus amendments to the Minuteman Regional Agreement. Members voted 14-0 to negotiate an intermunicipal agreement with the Town of Lincoln which will serve as host community for the new school.

The Minuteman School Committee postponed a vote to bond for the project until no later than February 23, 2016.

### **Local Funding Approval Still Needed**

Minuteman must still secure local approval for the project.

The Minuteman School Committee has been discussing how best to proceed. State laws allows two options: consideration by Town Meetings in each of the 16 member towns or approval through a one-day district-wide referendum. As the year drew to a close, no decision had been made.

Building Committee chair Ford Spalding has stated frequently that it's important to preserve MSBA's base reimbursement rate of more than 40%. "If we turn down this project," Mr. Spalding says, "the costs to our towns of repairing the building will far exceed what we're going to invest in building a new school."

A Building Committee Subcommittee estimated that repairing the school piecemeal would be almost twice as expensive as building a new school, take 10 years or more to complete, be more disruptive to students, probably hurt enrollment, and likely lead to the loss of Minuteman's accreditation.

### **Poll Shows District Voters Support New School**

Voters in the Minuteman High School district support the school, its programs, and a proposal to replace the school with a new building – and they do so in big numbers, according to professional research poll. The poll of 400 registered voters was conducted by nationally-recognized pollster

David Paleologos of DAPA Research Inc. in late August. It has a margin of error of +/- 4.9 percentage points.

The poll, which was commissioned by Minuteman, was designed to gauge voters' sentiment about the school and the quality of its programs, their awareness and level of support for a proposed building project, and the factors that most influence voters' opinions.

"This poll shows that there's a strong positive feeling in the district about Minuteman High School and its programs," said pollster David Paleologos, head of DAPA Research Inc.

"There's a clear willingness to build a new school," Paleologos said. "And this support crosses all demographics: gender, income, age, area, and even political party. These are overwhelming numbers, and the type of results we don't see very often."

Some 78% of voters polled indicated positive or very positive feelings about the school, with only 2% indicating they had negative feelings. Sixty-four percent (64%) indicated they had positive or very positive feelings about the quality of the vocational-technical programs at Minuteman, with just 2% indicating negative feelings.

The poll showed overwhelming support for construction of a new school. Some 68.5% indicated they would vote to build a new school, 23% were undecided, and 8.5% indicated they would oppose it.

Intensity of support for a new school was higher than intensity of opposition, according to Mr. Paleologos.

Keys factors influencing voters decisions were impact on students (31%), impact on tax bills (22%), and condition of the existing building (16%).

By a margin of 46%-39%, voters indicated that they would prefer to see a decision about the project made by voters during a district-wide ballot, instead of by individual Town Meetings in each of the 16 Minuteman towns. Some 76% of those preferring a district-wide ballot favored building a new school; 63% of those preferring Town Meeting approval favored building a new school.

The live telephone poll was approved by the Minuteman School Committee in July and was conducted by DAPA Research August 25-28. Before the survey got underway, the polling questions were submitted to the Massachusetts Office of Campaign and Political Finance for approval. During the spring of 2015, the Minuteman School Building Committee hosted public presentations in 15 of its 16 member communities and solicited input on five options, including renovation of the existing school, renovation and addition, and construction of a new school. Of those who completed written or online surveys, 89.1% of the respondents preferred construction of a new school.

### **New State Regulations Help District Taxpayers**

The Board of Elementary and Secondary Education this year adopted new state regulations covering vocational technical education. While not all of the regulatory changes are helpful to Minuteman High School, two changes are big "wins" for taxpayers in the Minuteman school district.

One change established a capital fee for out-of-district students. Another established a special education fee for out-of-district students receiving special education services.

These regulatory changes are the direct result of efforts by Minuteman to allay concerns from the district's member communities about the costs of providing educational services to out-of-district students.

With the full support of the Minuteman School Committee, the Superintendent worked with the Department of Elementary and Secondary Education to pursue a change in state regulations to allow Minuteman to assess a capital fee. The state Board adopted the new regulations on February 27. Those regulations call for both a capital fee and a special education fee.

The Minuteman School Committee and School Administration both support charging a capital fee for out-of-district students. We recognize that the new capital fee is a huge "win" for district taxpayers.

### **Why A New School?**

The Minuteman facility is more than 40 years old. Its building systems – structure, electrical, mechanical, roofing, windows and exterior cladding – are at the end of their life and are failing fast. The facility falls far short of meeting today's standards to support the planned educational curriculum, and it falls short of meeting current requirements for energy efficiency, life safety, air quality, seismic loading (earthquake resistance) and ADA compliance for accessibility, to name a few.

Minuteman's facilities can no longer keep pace with the instructional and program needs. For any technical school, it is imperative to maintain a current facility and curriculum. Minuteman facilities must be updated so as to support current needs and be flexible enough to meet future needs. The current conditions of the facility are an obstruction to delivering a high performance technical education and developing an adequate workforce. Minuteman is a community regional education resource effective in developing secondary students, and (re)training the existing workforce for the local and regional economy.

The approximately 330,000 square foot core structure was built in the early 1970's under a design concept known as the Open School. The exterior wall is jumbo masonry brick veneer with airspace and insulated cavity space with backup CMU wall assembly. The interior finish is either painted, furring with painted gypsum board or wall-mounted acoustical panels. There is no air and vapor barrier indicated in the wall construction does not comply with current code-mandated minimum performance standards. The exterior wall envelope is insulated metal panel with continuous single pane glazing on the upper portion of the exterior walls. The metal panel is acting as the air and vapor barrier. This wall construction does not comply with current code-mandated minimum performance standards. While some work has been done over the past few years to repair and upgrade certain parts of the building, the majority of the structure still comprises original materials and systems.

In anticipation of a major upgrade of the facility to meet the newly approved Education Program Plan, spending on maintenance work has intentionally been limited to critical work only. Consequently, preventive maintenance has been deferred and has accumulated to the point where much of it must now be considered critical. Coupled with the requirement to bring the building up to code, the scope of work that will need to be done as quickly as possible is enormous.

The condition of the school building has been the focus of attention for the New England Association of Schools and Colleges (NEASC) since its visit to the school in 2009. It was the reason NEASC scheduled a follow-up “Focused Visit” in 2011 to review the status of the areas of concern. Rather than finding improvement as the evaluators had expected, the conditions had continued to deteriorate. In its Focused Visit report on the visit in May 2014, NEASC’s Commission on Technical and Career Institutions rated the school facilities as “Needs Improvement.” NEASC has placed Minuteman’s accreditation on “Warning” status solely due to the condition of the building.

### **What Education in the New School Will Look Like**

In the new school, there will be two Career Academies and a Shared House providing services and programs for all students. The Career Academies will include 16 state-approved Chapter 74 programs offering 21 career majors. These career vocational technical education (CVTE) majors are designed to match current and emerging labor market needs of the region. The new Educational Program Plan adjusts current program offerings through the phase out of two CVTE programs, the merging of two programs, and the creation of two new CVTE programs: Advanced Manufacturing & Fabrication and Multi-Media Design and Engineering.

#### **Engineering, Construction, and Trades Academy**

Advanced Manufacturing & Fabrication (New)  
Electrical  
Plumbing and Heating  
Carpentry and Construction  
Automotive Technology  
Multi-Media Design and Engineering (New)  
Robotics and Automation  
Programming and Web Development  
Design and Visual Communications

#### **Life Sciences and Services Academy**

Culinary Arts and Hospitality  
Early Education and Teaching  
Cosmetology and Barbering  
Health Services  
Environmental Science and Technology  
Biotechnology  
Horticulture and Landscaping Technology

This reorganization of the CVTE programs into two Career Academies is in response to the current and projected changes in the workforce. The entire Minuteman community, students, staff, faculty, parents and business advisory members have been involved in the development of this model. The new school is clearly the best selection to support the reorganization in a manner that enhances our school wide goal of deeply integrating academic and vocational curriculum. The original building was designed to separate the disciplines. This runs directly counter to the District’s priority that programs work together, not in isolation. The existing facility contains six levels/floors. This further separates students and programs making the integration of curriculum impractical or inefficient in most instances.

The new Educational Program Plan necessitates an integrated delivery of educational programming across all disciplines. Relevant programming that prepares young people for college and career will increase the demand overall for access to Minuteman. Numerous research publications have documented the growing need for high schools to address the career development of all students in order to create a return on the weighty college investment facing families in our District. Minuteman students develop experience through integrated academic and technical training in their chosen field before they enter postsecondary institutions.

The Educational Program Plan reflects CVTE Programs and career majors that are valued by our member communities because they give our students an advantage in knowing their skills and interests related to their college major selection. The Career Academies, once fully implemented in a new facility, will facilitate the integration of academic and CVTE curriculum, a fundamental element in the District's philosophy. The Career Academy model was an outcome an extensive planning and visioning effort that took place over the 2010-2012 school years and reaffirmed through professional development activities in 2014- 2015. It was determined that the Career Academy model had several advantages that supported our core beliefs as a school community. This model not only facilitates the integration of academic and CVTE curriculum, it supports the logical adjacencies that enhance the learning experience for students in different occupational training programs that are related to one another within the same academy. It also provides opportunity to locate programs within academies near programs that have combined project-based learning activities.

The new school will also substantially improve lab space for Robotics, Engineering and Automation; Environmental Science and Technology; Culinary Arts and Hospitality; and Health Assisting, allowing students to access high-level curriculum.

The Shared House will provide core programming that is accessed by all students, regardless of career major. This is best done in a central location. The Shared House will contain a variety of programming common to both Academies. It will continue to offer Advanced Placement (AP) classes, foreign languages, music, art, and a rigorous offering of college prep classes.

Academics comprise English (AP English Literature and Composition), Mathematics (AP Calculus A-B), Humanities (History, Civics, Psychology, Languages, Art, Music), Science (Biology, Chemistry, Physics, Applied Physics, Anatomy and Physiology, Nutrition), and Physical Education. The Shared House contains programs and services that most high schools offer, such as advanced placement classes, health and wellness (nursing) services, physical education, guidance and media (library) services. Guidance and career counselors are assigned by Academy and CVTE Program, not by alphabet or grade level. This affords traditional guidance staff with the opportunity to deliver services to students in a manner that is reflective of student interests within a career major.

### **Minuteman Secures State Grants**

Minuteman High School secured nearly \$150,000 in separate competitive grants to supplement its budget and support its programs.

Minuteman was awarded an \$88,970 state grant to expand its Biotechnology program and give students a competitive edge in one of the state's fastest-growing industries. The grant was one of six awarded by the Massachusetts Life Sciences Center to schools in the MetroWest region.



The grant will allow Minuteman's Biotechnology program to purchase biotech equipment and supplies, including Bioreactors and Bio Commanders software. This will make more equipment available to more students, allow the school to simulate industry environments or "wet labs," and increase the teaching of process control, an essential skill in any biotech career. The Bioreactor and accessories will allow Minuteman students to grow transformed cells to mimic the procedures used in industry.

Minuteman's Biotechnology program allows its students to explore and research the many careers in the biotech industry, including bio manufacturing technician, research and development scientist, and biomedical engineer. The four-year program includes aseptic techniques, microscope use, applied genetics, marine biology, microbiology electrophoresis, basic instrumentation, molecular biology and DNA, writing standard operating procedures, immunology, protein chemistry, proteomics, statistical process control, and sustainability and green techniques.

Biotech students at Minuteman can earn up to 11 college credits at Middlesex Community College while still in high school. These credits are transferrable to a four-year state university.

According to industry figures, the number of Biotechnology research and development jobs grew faster in Massachusetts than in any other state in the nation.

Minuteman operates a highly-regarded Technology Outreach Program in several middle schools in the Nashoba Regional School District and the Acton-Boxborough School District. The Outreach Program serves as a pipeline for students interested in careers in STEM (Science, Technology, Engineering, and Mathematics).

In July, the school was awarded a competitive state grant of \$59,940 to purchase three training simulation systems for students learning welding.

These high-tech systems will enhance instruction in the metal fabrication and joining technologies, freshman exploratory and advanced manufacturing programs. Advanced Manufacturing is a new program that will start being phased-in during the 2016-17 school year. These machines provide a sophisticated virtual simulation of what it's like to actually do welding. Students using the machines wear a welder's helmet and have a realistic experience that is safe, educational, and utilizes fewer materials.

By using simulators, the potential for students to sustain burns and eye injuries, both of which are ever-present dangers in welding, is eliminated; electrical consumption and hazardous gas emissions from welding are lessened or eliminated; students tend to respond enthusiastically to the virtual aspect of these simulators, which reminds them of video games and can make the welding profession exciting. In addition, teachers can more effectively train students, track their progress, more accurately pinpoint their errors, and improve the quality and extent of the feedback students receive.

### **State Treasurer Visits Girls in STEM**

Minuteman's Girls in STEM Career Exploratory Camp got a visit from a top state official: State Treasurer Deborah Goldberg.

During a visit to the school August 5, Treasurer Goldberg observed what these seventh- and eighth-grade girls were doing and learning, frequently interacting with them and asking many pertinent questions. She said the girls are being empowered "so they can realize their own dreams and make a difference" in the state's economy, especially in burgeoning, 21<sup>st</sup> Century fields such as health care, finance, high-tech and biotechnology that are largely dominated by men.

The weeklong Girls in STEM Career Exploratory followed up on the success of the first Girls in STEM Camp ever held at Minuteman in February. Both programs featured hands-on learning experiences for the participants, who were mentored by Minuteman Girls in STEM Club members who themselves are mentored by women in STEM careers. The Girls in STEM Career Exploratory was attended by 34 middle school girls from Arlington, Bolton, Dracut, Everett, Lexington, Lincoln, Newton, Weston and Woburn.

"What we're doing is answering a need out there," said Michelle Roche, Minuteman's Director of Career and Technical Education. With Engineering instructor Becky Quay and Horticulture/Landscape Technology instructor Sarah Ard, she has played an integral role in establishing these new STEM opportunities for female students at Minuteman.

Goldberg's visit began with a presentation about Girls in STEM by Minuteman students Julia Ruderman of Arlington, Alicia Benway of Waltham and Tristin O'Connor of Bolton.

The Treasurer visited four classrooms, one devoted to each STEM area, where activities were underway. She asked the students to discuss the experiments they were conducting and plunged in with gusto when it was her turn to take part. In the math classroom, Goldberg was invited to blow into a long plastic tube to demonstrate her lung capacity by seeing how much water she could displace. After she did so, the students calculated how much water she displaced.

Treasurer Goldberg asked why the students came to this STEM program. All agreed that they liked the females-only aspect of it. Several told her that they plan to pursue STEM careers. One declared she loves science.

Many local officials, members of the Treasurer's office, and Minuteman staff were present for Treasurer Goldberg's visit. They included Arlington Town Manager Adam Chapdelaine; Lexington School Superintendent Mary Czajkowski; State Representative Carmine Gentile (D-Sudbury); Jordan Eldridge, aide to State Representative Kate Hogan (D-Stow); Minuteman School Committee members David Horton of Lexington and Cheryl Mahoney of Boxborough; Needham Selectman Dan Matthews, and Laurel Bufano and Harriet Wong of the Belmont Burbank Elementary PTA.

### **New Recruiting, Retention and Marketing Efforts**

Minuteman retained the services of Mark C. Perna, a nationally recognized expert in recruiting and retaining students in vocational-technical schools. Mr. Perna is the founder of Tools for Schools of Columbus, Ohio.

Throughout the year, he worked with a team of administrators, faculty and staff members led by Assistant Principal George Clement. They developed a comprehensive recruiting and marketing campaign to increase applications and enrollment from our member towns. With his help and concerted efforts by the entire staff, Minuteman is going to attract and retain more of the right students in the right programs for the right reasons. As a result of doing this, the school will enroll

more students, retain them in greater numbers, and attain higher graduation rates. The right student is one who is motivated, dedicated, sees the light at the tunnel, and wants to get there.

With Mr. Perna's help, Minuteman is changing its messaging to emphasize the advantage of a career technical education: students receive rigorous academic instruction and earn significant professional credentials that prepare them for college and career.

Further, Minuteman has redesigned and refocused many of its recruiting activities and the timeline used to deliver them. Among other things, the school has redesigned its ninth-grade exploratory program to give freshmen more freedom programs they really want to explore in depth. These changes will allow students to make more educated and thoughtful decisions regarding which career path to choose. This will lead to a more streamlined educational experience and ultimately increase student retention rates.

Finally, the school has taken initial steps to simplify its admissions process by creating an online application system and developed a new 4-minute recruiting video to be shown to middle school students. The video was produced by Andrew Mudge of Black Kettle Films.

## **Student Awards**

### **Massachusetts SkillsUSA Competition**

Twelve students from Minuteman High School received medals -- four gold and eight bronze -- in a statewide skills competition. The students earned the medals at the SkillsUSA State Leadership and Skills Conference held in Marlborough from April 30 to May 2. Fifty-nine students from Minuteman took part in the event.

SkillsUSA allows students in career and technical education to compete in a host of technical and leadership competitions.

The medalists were Sarah Joseph (Arlington), bronze medal in career pathways showcase – health; Aiblinn Moore (Medford), bronze medal in telecommunications cabling; Caitlin Monagle (Wellesley), gold medal in community action project; McKenzie Hartman (Sudbury), gold medal in community action project; Alison Beucler (Medford), bronze medal in OSHA; Rachel Sheehan (Malden), bronze medal in OSHA; Kentra Vellom (Sudbury), bronze medal in OSHA; Danny Lessard (Medford), gold medal in Plumbing (postgraduate), Robin Verheyen (Harvard), bronze medal in commercial baking (postgraduate); Collin Kelly (Sudbury), gold medal in action skills; Kaleena Gullede (Watertown), bronze medal in career pathways showcase – health; and Allison Kirk (Saugus), bronze medal, career pathways showcase – health.

Michaela Ganimian (Stow) was elected to serve as a SkillsUSA State Officer next year, and Minuteman's SkillsUSA Chapter adviser Terry Regan was named Adviser of the Year. Engineering technology instructor Becky Quay and the following Minuteman students in the STEM (science technology, engineering and math) program were given special recognition as the SkillsUSA National Grand Prize winners for their Student2Student mentoring program: Nakeyra Santos (Lexington), Tanisha Santos (Lexington), Rachel Touns (Boxborough), Alicia Benway (Waltham), Channon Lessard (Medford), Alison Beucler (Medford), Anastasia Monich (Boxborough), Hannah Whitney (Acton), Emma Clemente (Medford), Tristin O'Connor (Bolton), Michaela Ganimian (Stow), Diana Perez

(Everett), Sarah Joseph (Arlington), Julia Ruderman (Arlington), Kaleena Gullledge (Watertown), and Alice Hawkes (Waltham).

### National SkillsUSA Competition

Minuteman High School accepted a grand prize for its Girls in STEM program and a Minuteman student earned a silver medal during the 51st annual SkillsUSA National Leadership and Skills Conference in Louisville, Kentucky.

Minuteman's Girls in STEM team was honored with the top award from SkillsUSA's Student2Student Mentoring program. Students Sarah Joseph (Arlington), Kaleena Gullledge (Watertown), Julia Ruderman (Arlington), and Alison Beucler (Medford) represented the Girls in STEM. They were joined by teacher advisors Becky Quay and Sarah Ard.

The school's Girls in STEM Club mentored seventh and eighth grade girls, informed them about STEM opportunities, education and careers, and provided them with outstanding female role models. Girls in STEM and Minuteman were each awarded \$500 to continue their work.

Collin Kelly of Sudbury earned the silver medal in the Action Skills competition in which students demonstrate a technical skill to a panel of judges. Collin demonstrated the proper technique for the monitoring and maintenance of ammonia concentrations in a fish tank.

The Community Action Project team of Caitlin Monagle (Wellesley) and McKenzie Hartman (Sudbury) finished fourth, just out of the medals, for their project stenciling storm drains in Wellesley. Danny Lessard (Medford) competed in the postgraduate plumbing category and finished in the middle of a talented group of contestants.

Michaela Ganimian (Stow) attended the Conference as a SkillsUSA State Officer-elect and served as a voting delegate, as did Ms. Joseph and Ms. Gullledge.

### Pioneer Institute Essay Contest

In May, Minuteman junior Julia Ruderman won first place in the Pioneer Institute's Frederick Douglass Prize Essay Contest for Massachusetts

Ruderman, who lives in Arlington, earned a \$5,000 prize from Pioneer for her essay on the Old Schwamb Mill in Arlington.

The Frederick Douglass Prize Essay Contest for Massachusetts encouraged students to choose from dozens of historic sites across Massachusetts, and develop a clearly organized and well-researched essay drawing on primary and secondary sources, that explains the historical impact and significance, according to the Pioneer Institute.

Old Schwamb Mill on Mill Street is the country's only manufacturer of hand-turned, museum quality oval frames and it is the oldest continuously operating mill site in the United States (c. 1650).

Ruderman essay was selected for first place from 66 essays. An independent panel of judges, including current and former high school history teachers, selected winners.

Minuteman receives \$1,000 for Ruderman's accomplishment as well.

#### Walter J. Markham Award Nominee

Maria Cid-Pacheco, majoring in biotechnology, was Minuteman's 2015 nominee for the Walter J. Markham Award sponsored by the Massachusetts Association of Vocational Administrators (MAVA) and the Massachusetts Vocational Association (MVA).

The Markham Award, which is named for a visionary leader in the field of vocational technical education in Massachusetts, is bestowed on a senior who has demonstrated "leadership, good school attendance, excellence in technical studies and excellence in academic achievement," according to the guidelines established by MAVA and the MVA.

Cid-Pacheco, an Arlington resident, demonstrated leadership, initiative and dedication, both in and beyond the classroom. She received numerous prestigious awards, such as the Rensselaer Medal from the Rensselaer Polytechnic Institute in Troy, N.Y.; the Bausch & Lomb Honorary Science Award from the University of Rochester and the Future Farmers of America Agriscience Fair gold medal for Environmental Systems.

Cid-Pacheco expressed gratitude to her Biotechnology teachers, Patrick Rafter and Crystal Auger.

#### Outstanding Vocational-Technical Student Award

Emma Clemente, an environmental science and technology major, was the school's MAVA/MVA Outstanding Vocational-Technical Student of 2015.

She, along with other distinguished student honorees from technical high schools and programs across the Commonwealth, was honored at the annual Outstanding Vocational Student Award Dinner at Mechanics Hall in Worcester on April 15.

The Outstanding Vocational-Technical Student award requires, among other things "a minimum of a cumulative 3.50 grade-point average, leadership qualities, technical competence, excellent attendance and community involvement."

Clemente clearly earned the respect of her environmental science and technology teachers at Minuteman, Patrick Rafter and Anthony Wilbur, who believe she is the "most academically gifted student among the senior class, and among the most reliable and conscientious students in the school."

Ranked in the top 5 percent of Minuteman's 2015 graduating class, Clemente earned her American Red Cross First Aid & CPR Certification, Massachusetts Grade 2 Municipal Wastewater Operator's License, Massachusetts Grade 1 Drinking-Water Treatment Plant Operator's License, OSHA HAZWOPER Certification, OSHA 10-Hour General Industry Safety Certification, and a Confined-Space Entry Certification.

#### MCAS Success

Minuteman High School improved its performance on MCAS tests this year, with that improvement extending to all disciplines and all student subgroups. Results of the test were reported by the Department of Elementary and Secondary Education (DESE).

“In many cases, the improvement was significant,” said William J. Blake, Jr., Minuteman’s Director of Curriculum, Instruction and Assessment. “Improvement was particularly significant for our students with disabilities.”

Mr. Blake said scores in English Language Arts are the highest in Minuteman school history with a 100% pass rate and 97% of students rating Advanced and Proficient combined, an increase of 12% over last year. Students in all subgroups increased their performance on the ELA test, with 100% of females scoring Advanced and Proficient combined. Students with disabilities exceeded the state average in every standard and question type. Their open-response performance improved by 8%.

On the Mathematics test, Minuteman saw a 93% first time pass rate, with 73% scoring Advanced and Proficient combined, a 4% increase from a year ago. Short-answer responses improved across the board. Students in 9 of 15 subgroups increased their performance. Students with disabilities exceeded the state average in 15 of 17 math strands; their performance on short-answer questions increased by 20%, exceeding the state level by 9%. Their open-response performance exceeded the state by 10%. Students in Title I improved their performance on short-answer questions by 29%. Students in the high needs category improved their performance on short-answer questions by 16%, exceeding the state average.

In Science Technology and Engineering (STE) overall, Minuteman had a 98% pass rate with 69% scoring Advanced and Proficient combined, a 4% increase from 2014.

In Biology, Minuteman had a 98% pass rate, an 8% increase from 2014. Some 70% of those taking the Biology test scored Advanced and Proficient combined, a 9% increase from 2014. Overall, performance in Biology increased for all items, question types and 5 of 6 topics. Students in the economically disadvantaged category exceeded the state average in all items, question types, and 5 of 6 Biology topics. Students with disabilities scoring Advanced and Proficient combined increased by 19%. Students with disabilities improved in all areas and exceeded the state average in all items, question types, and 5 of 6 topics.

For the third consecutive year, Minuteman students who took the Chemistry exam had a 100% pass rate with 74% scoring Advanced and Proficient combined. Those students exceeded the state average in all areas, question type, and 7 of 8 topics.

### **District Enrollment for High School Program**

As of October 1, 2014, Minuteman had 673 students enrolled in its high school day program. Of these, 384 (57.1%) lived in one of the 16 district towns and 289 (42.9%) lived outside the district.

For the high school day program, the breakdown of member town enrollment was as follows: Acton (26), Arlington (146), Belmont (29), Bolton (10), Boxborough (4), Carlisle (8), Concord (12), Dover (3), Lancaster (32), Lexington (40), Lincoln (4), Needham (22), Stow (18), Sudbury (24), Wayland (3) and Weston (3).



For the high school day program, students also came from more than two dozen communities from outside the district: Andover (2), Bedford (4), Billerica (17), Boston (35), Brookline (3), Burlington (2), Cambridge (3), Dedham (2), Everett (6), Littleton (1), Malden (7), Maynard (2), Medford (44), Newton (3), North Andover (2), Reading (5), Revere (1), Saugus (2), Somerville (3), Southborough (1), Stoneham (2), Wakefield (2), Waltham (50), Watertown (63), Wellesley (6), Wilmington (2), Winchester (3), and Woburn (16).

### **Post-Graduate Programs**

The Minuteman Technical Institute (MTI) offers six (6) different post-graduate programs: Advanced Automotive Technology, Building Construction Technology, Cosmetology, Culinary Arts/Baking, Early Education & Care, and Electrical Wiring.

“We provide students with the skills they need to compete successfully for jobs in high-growth industries,” said Jill Asser, Director of Community Education. “They learn from the experts, they learn more, and they get the individual attention they deserve.”

MTI provides students with the required qualifications to confidently seek out and successfully compete for employment. Adults may apply to the MTI programs to hone their skills in a technical area, retrain for new employment, or learn new technical skills. MTI rapidly equips students with the knowledge, self-confidence, and industry certifications to enhance qualifications for their existing career or begin a new one.

MTI’s post-graduate programs follow the regular school calendar and are held from September through June, Monday through Friday, from 7:45 a.m. to 2:30 p.m.

MTI offers interest-free payment plans for all of its programs. In addition, students living in one of Minuteman’s 16 district towns receive a 50% tuition discount.

### **Enrollment in Post Graduate Programs**

As of October 1, 2014, Minuteman had 63 students enrolled in its post-graduate programs. Of these, 26 (41.3%) lived in one of the 16 district towns and 37 (58.7%) lived outside the district.

For the post-graduate program, the breakdown of member town enrollment was as follows: Acton (4), Arlington (6), Belmont (2), Boxborough (1), Concord (4), Lexington (2), Lincoln (2), Needham (2), Stow (1), Sudbury (1), and Wayland (1).

For the post-graduate program, students came from more than 20 communities outside the district: Andover (1), Bedford (1), Belmont (2), Billerica (3), Boston (2), Burlington (1), Cambridge (1), Chelmsford (3), Hanscom AFB (1), Harvard (1), Lowell (2), Maynard (1), Medford (1), Melrose (1), Natick (1), Salem (1), Somerville (2), Tewksbury (1), Wakefield (2), Waltham (5), and Woburn (4).

### **Community Education**

Minuteman Community Education offers more than 100 classes for adults of all ages to start a new hobby, get in shape, or learn a new skill.

Among the notable program offerings are Electrical Journeyman, Master Electrical, Plumbing Tier I, Basics of Personal Finance & Investing, Unconventional Investing, Dump Cable TV, Facebook & Social Networking for Seniors, Intro to 3D Modeling, Monoprinting, Protecting Your Digital Footprint, Soul Food, Student Loan Debt Relief, Universal Design for the Home, Tapas, Vintage Foods, Cake Decorating, Basics of Fondant, and much more.

The Community Education department offers youth programing to students in grades one through eight during the February and April school vacation weeks, which provides a great opportunity to learn about Minuteman's programs. Additionally, it offers a wide variety of programs for students entering grades 1-12 in the month of July. Community Education offers classes in Academics, Academic Enrichments, Career Exploration, Creative Arts, Sports & Recreation, Technology & Engineering, and Test Prep & Study Skills.

Approximately 2,000 children and adults come through these programs every year.

### **Approval of the District Budget**

In a process that took a full eight months from start to finish, Minuteman's budget was approved by every Town Meeting in its 16 member communities. The new budget covers the period from July 1 to June 30, 2016. The \$19.8 million budget was 0.9% larger than last year's.

Under the leadership of Assistant Superintendent of Finance Kevin F. Mahoney, the annual budgeting process officially begins in October. At that time, Mr. Mahoney asks department heads to submit budget requests, with a draft preliminary budget going to the school committee in December, and meetings with town finance committees, boards of selectmen, and Town Meetings in the spring.

During 2015, the first Town Meeting was held in Lincoln on March 28. The final Town Meeting was held in Bolton on June 8.

The FY 2016 budget begins a multi-year transition to a school with a smaller, 628-student enrollment and slightly fewer career majors. Under the new budget, the school continues to phase-out two vocational/technical programs, merge two programs, and phase-in two others.

The budget eliminates an additional fee to member towns for Special Education. Instead, it incorporates those costs into the overall operating budget.

The new budget puts \$50,000 into a special OPEB Trust Fund to begin to set aside funds for employees' post-retirement health benefits.

### **Minuteman School Committee**

A 16-member School Committee, comprised of volunteers appointed by Town Moderators in each of the member communities, approves the district budget, hires the superintendent, and sets policy for the district.

Four new members joined the School Committee during the year: Pam Nourse of Acton, Vincent Amoroso of Boxborough, Jennifer Leone of Lancaster, and Sharon Antia of Lincoln. Ms. Nourse succeeded Nancy Banks, who relocated outside the district. Mr. Amoroso succeeded Cheryl

Mahoney. Ms. Leone replaced David Mazzola, who resigned. Ms. Antia succeed Kemon Taschloglou, a long serving School Committee member.

The other members of the School Committee are Jeffrey Stulin of Needham (Chair), Carrie Flood of Concord (Vice Chair), and David Horton of Lexington (Secretary), Susan Sheffler of Arlington, Jack Weis of Belmont, David O'Connor of Bolton, Judith Taylor of Carlisle, Ford Spalding of Dover, Alice DeLuca of Stow, David Manjarrez of Sudbury, Mary Ellen Castagno of Wayland, and Douglas P. Gillespie of Weston.

### **Visit by the District Attorney**

In April, Middlesex District Attorney Marian T. Ryan visited Minuteman to promote the “Cut it Out” program to Cosmetology and Culinary Arts students. Cut It Out is a program designed to train hairdressers, cosmetologists and other professionals to detect signs of domestic violence and report it to appropriate authorities. The initiative is sponsored by the Professional Beauty Foundation.

After the District Attorney made her presentation, Cosmetology students provided free salon services, including manicures and hairstyling, to several women served by two organizations that help victims of domestic violence: the Asian Task Force Against Domestic Violence and REACH Beyond Domestic Violence.

District Attorney Ryan ended the day with a lunch prepared by the school’s Culinary Arts students in the school’s student-run restaurant, the Fife and Drum.

### **Minuteman Students Work on Community Projects**

Every year, students from Minuteman High School work on projects for non-profit agencies or member communities. During 2015, there were several high-profile projects: housing building in Wayland and Lexington and a greenhouse project at Fenway Park.

On July 13, construction began on a new affordable housing unit development on Fairview Avenue in Lexington. The Lexington Housing Assistance Board (LexHAB) project includes three new units and the renovation of a single-family home. Students from Minuteman will renovate the single-family home, which was built in 1912. Students from the plumbing, electrical, carpentry and heating programs will work on the renovation, which will update the entire building. The four-bedroom home will be converted into a three-bedroom home during the renovation.

Students from Minuteman High School also are working on two duplexes on Stonebridge Road in Wayland.

Built by Habitat for Humanity, the two new dwellings will involve work by two dozen students from Minuteman.

Starting in the fall of 2014, juniors and seniors in the plumbing and electrical programs at Minuteman began installing the plumbing, electrical and heating systems in both buildings. The two buildings, at 91/93 and 95/97 Stonebridge Road, include four units.

Finally, a group of students from Minuteman High School helped construct a rooftop garden at Fenway Park using the skills they acquired in the school’s environmental science program. The

students helped construct a green roof on top of Gate A for an extensive new garden called Fenway Farms. A variety of herbs and vegetables will be grown there to provide fresh ingredients for food served to Fenway patrons, to promote healthy eating choices, and to be environmentally friendly.

### **Educational Outreach to Member Towns**

Minuteman High School teachers and students participated in a first-of-its-kind educational outreach project designed to enrich the learning experience of seventh graders at the William Diamond Middle School in Lexington.

In the first phase of this outreach, students from Diamond enhanced what they studied in their academic classes, including English, history and health, through a morning of hands-on activities and demonstrations provided by students and teachers from Minuteman. The two-pronged topic — understanding how the industrialization of farming impacts our food supply and knowing how to make healthy nutritional choices — is derived from two books the students have already read.

For the second phase, the middle school students travelled to Minuteman to visit two technical programs of their choice and to shadow Minuteman students to discover the usefulness of career and technical education.

The goal is to show the middle school students how to focus on what they like to do and what they do well.

This project took place at Diamond and Minuteman on May 7 and June 1.

### **Minuteman in the National Spotlight**

Minuteman High School was the focus of national attention at least three times during the year.

First, the school's Girls in STEM program was recognized by SkillsUSA, a national organization that runs trade and leadership competitions for students in career and technical schools. SkillsUSA recognized the value of Minuteman's mentoring efforts for Girls in STEM by awarding this initiative the 2015 Grand Prize in the Student2Student mentoring program. Minuteman was recognized at the national SkillsUSA conference in Kentucky.

Second, I authored an article that appeared in the April 2015 issue of *School Administrator* magazine. The article, "Career Skills v. Academics: Not an Either/Or Proposition," can be found at: <http://aasa.org/content.aspx?id=36953>. *School Administrator* magazine is published by the American Association of School Administrators (AASA).

Third, author Nicholas Wyman included a chapter on Minuteman's success in his book: *Job U: How to Find Wealth and Success by Developing the Skills Companies Actually Need*. The book was published in paperback in January 2015.

In September of 2014, Minuteman High School was featured in a national radio broadcast. The American RadioWorks broadcast was called "A 21<sup>st</sup>-Century Vocational High School" and can be found at <http://www.americanradioworks.org/segments/a-21st-century-vocational-high-school/>.

## **Sports and Clubs**

Minuteman offers a wide selection of clubs and sports and the vast majority of Minuteman students take advantage of these opportunities. Principal Jack Dillon reports that fully 85% of the student body is involved in a sport or participates in a club.

During 2015, two of our athletic teams – the boys' golf team and the boys' basketball team – won state vocational tournaments.

The school also appointed a new Athletic Director: Heather Plater, a Physical Education teacher and softball coach at Minuteman. Plater succeeds long-time Athletic Director John Donato, who resigned from the position at the end of last year. Both will continue to serve as Physical Education teachers at Minuteman.

## **Looking Ahead**

The coming year should be another exciting one at Minuteman High School and I look forward to it with great hope and anticipation. The school's long-planned building project will again be front and center and I truly hope that our 16 member towns will rally around the project, protect the millions of dollars that the state is willing to invest it, and do what's best for our students – and our region's economy. Further, I am eager to start thinking more closely about how best to reuse the old facility in order to maximize the economic and financial benefits to the Minuteman district.

In closing, I wish to offer my personal thanks to the members of the District School Committee, both past and present; members of the School Building Committee; the Skanska/KBA Project Team; our faculty, staff, and students; our alumni; our Program Advisory Committee members; our town and state leaders; the townspeople who attended our community meetings, and the entire staff and board of the MSBA for bringing us to this point in the process. This is meaningful work and I am grateful for the efforts and commitment of my team.

Respectfully submitted,

Edward A. Bouquillon, Ph.D.  
Superintendent-Director

## PERKINS SCHOOL

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### Perkins

Perkins is a 120-year old multi-service agency. We serve over 500 people annually from across the Commonwealth and other parts of New England in a variety of programs. The Perkins campus includes state-of-the-art facilities, a skilled and trained professional staff of over 300 employees, and a special education curriculum that emphasizes academic excellence. Perkins has become a statewide and regional leader in providing comprehensive human services.

### Doctor Franklin Perkins School

Students attend our state-approved, 766-special education program, the **Doctor Franklin Perkins School**, which operates year-round at four academic sites on the campus. Each of our programs integrates a range of services including an accredited K-12 school, clinical treatment, psychiatry, health care, and recreation. Divisions include:

**Perkins Day Program** –The Perkins Day Program provides a comprehensive educational and clinical program for 100 children in grades K-12 from 49 surrounding communities.

**Perkins Residential Program** – Our residential program serves 50 children and adolescents ages 5 to 22 years old. We focus on teaching the strategies that children and adolescents will need in order to leave Perkins and live successfully in a family setting or in the community.

### Perkins Adult and Elder Services

Perkins provides residential and day services to developmentally disabled adults through **Perkins Adult and Elder Services**. Our program design is based on our philosophy of valuing each client and resident's right to independence, satisfying work, family ties, and social/community connections. Components are as follows:

**Adult Residential Program** – Perkins provides residential programming for men and women in small, homelike settings that reflect a sense of comfort, belonging and individual choice. Residential options range from semi-independent living apartments at the Barlow Center in Clinton to assisted living at Davis Manor on the Lancaster campus.

**Day Vocational Program** – The Adult Day Vocational Program offers a variety of employment opportunities for men and women to come together with friends to enjoy rewarding employment. The program model includes independent work options, employment supports, including janitorial crews, operation of a commercial laundry, and a craft shop.



### **Perkins in the Community**

Residents of Lancaster and the surrounding cities and towns are most familiar with the community programs Perkins offers. Two-thirds of the participants in these programs hail from Lancaster and the immediate touch towns. Community programs include:

***Rein in a Dream*** – *Rein in a Dream* offers innovative community programs year-round, seven days a week. Options range from traditional riding and horsemanship, to un-mounted lessons and work with our small animals, including goats, ponies and chickens. All components of *Rein in a Dream* promote personal growth and gains in self-confidence.

**Perkins Behavioral Health** – Perkins Behavioral Health is a community-based outpatient group practice that specializes in treating the mental health and behavioral health needs of children, adolescents, adults, and their families. The practice recently celebrated 10 years of operation, successfully providing much needed mental health services to the community.

**Perkins Child Development Center** – The Child Development Center at Perkins provides an enriched and engaging environment of discovery for typically developing children ages six weeks through five years. All programs – infant, toddler, and preschool - encourage imaginative play and enhance social and language development by a team of caring professionals.

We extend our expertise to people from the area who benefit from our knowledge and programming. ***Circle of Learning*** remains a popular social skills-building program for teens and tweens from the community who participate on weekends and during school vacation periods. The ***Partners in Mental Health*** series is another example of addressing community needs and providing community education on issues related to mental health. **The Manor Lawn playground** draws children and families from the area to gather and play.

### **Events**

**Perkins Annual Golf Tournament**, the “**Taste of Wachusett**,” and **Perkins Cruise Day** continue to be successful fund-raising mediums for the agency thanks to the participation of hundreds of residents of Lancaster and the surrounding area. In June, 2016, we are initiating a new event, **An Evening Under the Stars**, which promises to offer a fun summer night out for friends and neighbors. We are able to offer exceptional programming of the highest quality for the people we serve thanks to the private support generated through special events.

### **New Leadership**

The year 2015 brought about a significant change in leadership at Perkins. After an illustrious 28-year career as Executive Director at Perkins, we said good-bye to Dr. Charles P. Conroy and welcomed a new Chief Executive Officer, Dr. Michael W. Ames. Dr. Ames is the seventh leader in Perkins’ 120-year history and brings with him considerable experience in and commitment to the field of human services.

# COMMUNITY ORGANIZATIONS AND ACTIVITIES

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## LANCASTER LAND TRUST

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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 as much as possible of Lancaster's unique open spaces. The Trust also contributes to an improved quality of life in town by providing educational, recreational, and community programs.

During 2015 the trust completed the Town Forest Expansion Phase 1 acquiring almost 18 acres to protect and enhance the Town Forest. We also sponsored the town's annual clean-up days and took part in community events such as the Riverfest sponsored by the Friends of the Nashua. The Trust continues to explore ways to partner with the Town and State to implement the Town's Master Plan and Open Space and Recreation Plan.

Robert Lidstone  
President, Lancaster Land Trust



Photo Credit: Lancaster Land Trust Website

## LANCASTER 4-H

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Registration for Lancaster 4-H is held every spring for the following school year. 4-H is perfect for children who are interested in hands-on activities and enjoy meeting new people. This program is available to girls and boys beginning in grade one going through 18 years of age. Due to the club size it is only open to residents of Lancaster. Group sizes are kept small to 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
- \* 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
- \* Collecting food for the Mary Rowlandson annual Thanksgiving baskets.
- \* Sending notes to Lancaster Veterans for our sincere appreciation for all they have done.
- \* Collecting to help our Lancaster Seniors with heating Oil

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 4H leader. I look forward to seeing you in the coming year.

The 4-H will be showcasing some programs at the Nashua River Festival and 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)

## FRIENDS OF LANCASTER SENIORS, INC.

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The Friends of the Lancaster Seniors, Inc., celebrated its third 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 and the Tuesday pancake breakfast at the Senior Center, have allowed us to donate a new stove and refrigerator to the Senior Center, as well as contributing to a variety of other improvements (such as the new counter island, Sunsetter awnings, and indoor/outdoor speakers for events). In addition, we have provided financial support to several meals and events for seniors over the past year.

We currently have allocated \$2,500 toward a Community Services Liaison. In addition, we received a significant donation that is specifically targeted to health and fitness programs for seniors. We are working with Alix and the Council on Aging to implement those two programs in 2016.



An ever-present goal is to renovate the upstairs kitchen, an expensive proposition (\$15,000-\$20,000). Once brought up to code and full functionality, it would significantly expand the programs that the Community Center and Senior Center could offer.

We are looking forward to a great 2016 and beyond. Memberships and donations have started coming in thanks to

the annual appeal letter enclosed with the Town Census.

Most importantly, last year we officially received 501c(3) status as a charity! Your donations above your basic membership are now fully tax deductible!


The Friends looks forward to becoming even bigger and better over the coming years. The Pancake Breakfast held every Tuesday at the Senior Center as our primary fund-raising tool. That event is coming up on its FOURTH anniversary this March (doesn't seem possible – every week for four years – that's a lot of pancakes). All-you-can-eat pancakes, scrambled eggs, sausage, juice, fruit, and coffee for a \$2.50 suggested donation. You can't beat that! And it's not just for seniors! It is open to the public, and we particularly look forward to our vacation week(s) specials when the kids come, as well.



Thank you for your generosity and support during our third year!

David R. James, President





## Lancaster Friends of the Nashua River

*A Chapter of the NRWA*

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### 2015 RECAP

2015 was a busy year for Lancaster's Nashua River Group. We held our Fifth Annual Nashua River Festival, created and finished installing a dozen road signs marking the Nashua River and its major tributaries and canoe launch sites around town, continued our annual Spring and Fall community clean up at Cooks Conservation Area and became engaged with several other trail and river related initiatives around town. In addition to the clean up efforts at Cooks, we worked with the town's Trail and Bikeway Coalition to design and install nine trail signs, creating the area's first trail marking system. Cook's visitor surveys had shown that a lack of trail markings was the #1 shortcoming, and the signs have been a welcome addition.

### 2016 PLANS

The Cook Conservation Area (along the northern section of Route 70) continues to grow in popularity as more and more Lancaster residents discover the wonderful trails and river access through the property. Cooks connects directly with the Lancaster Town Forest, and combined the property offers over five miles of walkable trails.

We'll continue to be engaged with our twice a year



clean up efforts and plan additional improvements in the coming year. In the last couple years we've benefited from two WPI Project teams (under the guidance of WPI professor and Lancaster resident David Spanagel) who have worked on studying the Cooks property and developing plans for improving access and usage. Further improvements cited in the Lancaster Trail Vision Plan include the installation of picnic benches along the river, benches/resting spots throughout the trail system, and improvements to the trail bridges.

Another exciting new initiative is the effort to establish a "blue trail" which is a navigable boat trail on the river, between the old Main Street launch near the Leominster line (just north of Route 117) and the Pelletchia boat access area on route 70 in Lancaster.





In order to be effective on our list of initiatives for 2016 we will not be holding our annual River Festival in June. However, we will continue to sponsor an annual guided kayak/canoe trip on the Nashua River, so look for that event on our web site and through community calendars.

Our work would not be possible without the support and efforts of many other groups around town. the Lancaster DPW was a partner in installing all of the river crossing and canoe launch signs. The Conservation Commission, Trail and Bikeway Coalition, Lancaster Town Forest Committee and the Lancaster Land Trust have all been partners one way or another, and working with these committed groups as well as the support of all our sponsors and friends in the coming year will be key to the success of many of our initiatives. ■



#### CONTACT INFO:

Peter Stanton: [prs942@gmail.com](mailto:prs942@gmail.com)  
Bill Flynn: [41BFlynn@comcast.net](mailto:41BFlynn@comcast.net)



**Lancaster Friends of the Nashua River**

## 2015-2016 SPONSORS

*A special thank you to the following organizations for their generous support!*

### SILVER SPONSORS



LIBERTY HILL, LLC



### BRONZE SPONSORS



WORCESTER  
**Business Journal**

**Clear Summit  
Earth Materials**



### SUPPORTING SPONSORS & FRIENDS

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Starr Investment Services  
W.J. Graves Construction Co, Inc.



## FIRST CHURCH OF CHRIST, UNITARIAN, ON THE GREEN

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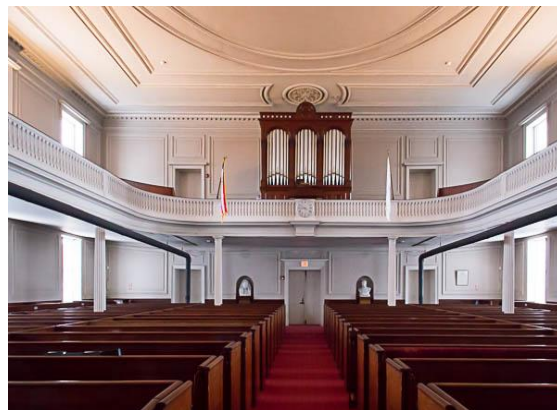


2016 marks the 200<sup>th</sup> anniversary of the town of Lancaster's 5<sup>th</sup> Meeting House. Designed in 1816 by noted architect Charles Bulfinch to accommodate Lancaster's growing space needs for worship and town government, the meeting house is widely admired for its beauty and grandeur. Today it is listed as a National Historic Landmark and is recognized as one of the crowning gems of American architecture.

Stepping inside the sanctuary is like stepping back in time. One is immediately struck by the beauty of the interior, lit primarily by natural light and still heated with wood stoves. To mark this 200<sup>th</sup> anniversary, First Church is planning a year-long series of events (tours, concerts, art exhibits, lectures and presentations) to celebrate the history of the Church (founded in 1653) and the Meeting House, including a rededication of the building in January 2017. The whole town should feel pride in having such an architectural treasure on our Town Green.

For a complete listing of up-coming events visit the First Church website:

[www.firstchurchlanasterma.org](http://www.firstchurchlanasterma.org)



First Church is much more than a historic building. We are a lively community of men, women and children from Lancaster and surrounding towns who gather together for worship, religious education, spiritual enrichment, fellowship and good times, and service to the community and to the world. We offer liberal religious education for children and programs for adult spiritual enrichment, including a weekly mindfulness meditation group, and workshops and retreats exploring a range 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, Habitat for Humanity, Twin City Paws, Growing Places, and international organizations like the *Heifer Project*, the Clover Foundation (providing preschool education in Uganda), the *Solar Cooker Project*, and *Be Like Brit*.

Many in town know us through our traditional Christmas Eve services, our Strawberry Festival in June, the Horseshed Fair each October, our Pumpkin Patch and Scarecrow Contest (added this past year), our Papa Pasta event or our Chili Fest. We also serve the community by hosting scouting events, the Lancaster Garden Club, the Nashua River Watershed Association, the Thayer Recreational Field Winterfest, and many other community and non-profit organizations serving Lancaster and the surrounding area. Last year we welcomed the Nashoba Montessori School to share space with us in our community hall. In addition, the building is available for rental for public and private functions.

First Church invites you to visit us for Sunday morning worship at 10:00 am (9:00 during the summer), to attend one of our many community events, and to find out more about us at [www.firstchurchlanasterma.org](http://www.firstchurchlanasterma.org) As we affirm each week in our worship, *"Whoever you are, wherever you are on life's journey, you are welcome here!"*

Photographs by Bob Johansen (1-3) and Win Clark.

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## EVANGELICAL CONGREGATIONAL CHURCH

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**793 Main Street, POB 413, Lancaster, MA 01523**  
**978-365-5782     [www.ecclanaster.org](http://www.ecclanaster.org)**

The Evangelical Congregational Church of Lancaster (the "ECC") is a small but very busy church located on Main Street right in the center of town. We share the spot with our wonderful neighbor, the Immaculate Conception Church (The "ICC"), which makes both churches very easy to locate for visitors coming from out of town. These two churches have stood side by side for over 100 years proclaiming the love of Jesus to our community. The purpose and priority of the ECC Lancaster does not change from one year to the next; we are here to proclaim Christ and His message of salvation to all who come through our doors.

Among the ways in which we seek to bring Jesus and His love to our friends and neighbors is the preaching of the Word by our Pastor, Tim Andrews. In 2015 the teaching ministry covered the Book of Philippians and the beginning of the Book of Revelation. In between these teachings were topical sermons taken from life today, as well as a series that evolved from questions submitted by members of the congregation on subjects about which they had questions. A major modernization to our worship style took place this year when a video screen was installed in the sanctuary to enhance our praise singing as well as assist in the preaching ministry. A new sign has been installed on our front lawn to enable us to welcome visitors, as well as make functions known to the community in the hope that people will be encouraged to join with us in our various events.

The following is a short summary of our year, including special events and standard occasions such as Sunday School and Sunday Worship:

- As always, all Sunday worship services are broadcast on Sterling Lancaster Cable TV, which is shown on Channel 8.
- We continued to offer Bible Studies on Wednesday evening and Friday morning throughout the year – both led by Elders in the church. An Adult Sunday morning class is held each week, as well as Sunday School for youngsters. New friends are always welcome to participate in any of these studies; simply call the church office for times and locations.
- Pastor Tim worked throughout the year to keep the website informative in an effort to increase the friendly and warm atmosphere presented by ECC. Face Book was updated faithfully by Janice Andrews.

- During Lent a series of DVD studies was offered. The series was open to the public and was advertised on our website, the Town website and in the Clinton Item.
- In March we participated in the annual Baby Bottle Campaign, which is an effort to support the First Concern Pregnancy Resource Center in Clinton.
- Pastor Tim and some of the ECC family participated in the National Day of Prayer service held on the Lancaster Town Green on May 7<sup>th</sup>. It was sponsored by the Excel Church in Lancaster and we were pleased to be invited to join them in this effort.
- On June 14<sup>th</sup> the Youth Ensemble of New England offered to join us at our morning worship and play all worship music, including hymns, as well as provide music of their own. We made the public aware of this visit and had some guests join us for a beautiful worship and music service.
- In late November we held our annual Thanksgiving Food Drive. It was very successful and we were very happy to be able to give food to several families. Along with food we were able to give each family a gift card to Shaw's Market so that they could purchase perishables and items of their own choosing.
- With only one week in between drives, we jumped right into collecting food and monetary donations in early December for the Christmas Drive. Although the two projects are back to back, enough food and money was donated to give to several families just before Christmas. Supermarket gift cards were again given to each family and gift cards for Rite Aid Pharmacy were also supplied to the Police Department to give at its discretion to those needing assistance with medical expenses.
- Our year drew toward a close in December with a wonderful Youth Ensemble of New England Concert on the 13<sup>th</sup> in the afternoon. This year we had the largest group of visitors we have had since the concerts began! 146 people came together and enjoyed Christmas music offered by the 36 young people in the orchestra. A sing-a-long was greeted with enthusiasm, as were the refreshments that followed the concert, with many people staying to fellowship with one another for nearly two hours.
- The outreach events of the year concluded with our traditional Christmas Eve Service to which the public was invited. Christmas carols, the Scriptures' story of Jesus' birth, a message, and the peace and beauty of candlelight brought us into Christmas in the best possible way.

As a church body, we feel blessed to be able to provide both the events and the outreach projects mentioned above. It is not our strength, but the Lord's, that allows us to continue to walk in His way and show love to those around us. We were pleased to have the addition of new families in our church in 2015, and the sound of young children's voices as we worship and sing is a joy to us. Our invitation is always open to anyone who would like to visit us in worship or study at any time. Below is a picture of the ECC Lancaster and one of the 2015 Youth Ensemble of New England giving the annual concert in the church in December. May God bless all of you as we go forth in 2016!





# TOWN RECORDS

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January 5, 2015	Jeanne Rich was sworn in as a member of the Board of Appeals, to fill the unexpired term of Eugene C. Christoph, term expiring June 30, 2019.
January 5, 2015	Peter Munroe was sworn in as the Fence Viewer for 2014, term expiring June 30, 2015.
January 6, 2015	Francis G. Sullivan, Jr., was appointed by the Board of Selectmen as a regular member of the Board of Appeals, to fill the unexpired term of Robert Marshall, term ends on June 30, 2017.
January 9, 2015	Jay Moody was sworn in as a member of the Council on Aging, term expiring January 9, 2018.
January 5, 2015	Matthew Mayo was sworn in as an Alternate on the Board of Appeals, term expiring on January 5, 2020.
January 12, 2015	Robert Bayliss was sworn in as an Alternate for the Board of Appeals, term expiring on January 5, 2020.
January 20, 2015	Sarah Gulliver was sworn in as a member of the Zoning Board of Appeals, term expires on June 30, 2018.
January 13, 2015	Kenneth Rapoza was sworn in as a member of the Thayer Field Campus Committee.
February 18, 2015	Win Clark was sworn in as a member of the Recreation Committee, term expires February 17, 2018.
March 4, 2015	Catherine Chaisson was sworn in as an Alternate of the Agricultural Commission, term expires on February 17, 2018.
March 5, 2015	Kerry Flathers was sworn in as a member of the Cultural Council, term expires on February 17, 2018. This is the first of two three-year terms.
March 9, 2014	John Ranieri was sworn in as a member of the Board of Registrars, term expires on April 1, 2018.
March 17, 2015	Paula Hamwey was appointed by the Board of Selectmen to the Memorial Day Committee, term expiring on June 30, 2015.
March 17, 2015	Jennifer Lapen was appointed by the Board of Selectmen to the Memorial Day Committee, term expiring on June 30, 2015.
March 17, 2015	Leslie Montague was appointed by the Board of Selectmen to the Memorial Day Committee, term expiring on June 30, 2015.
March 17, 2015	Alexandra Turner was appointed by the Board of Selectmen to the Memorial Day Committee, term expiring on June 30, 2015.
March 24, 2015	Karen Shaw was sworn in as a member of the Memorial Day Committee, term expires June 30, 2015.
March 30, 2015	Daniel Mazzola resigned as representative of the Minuteman Regional School District.
March 31, 2015	Carol Sonia was sworn in as a member of the Memorial Day Committee, term expires on June 30, 2015.
April 6, 2015	Kenneth Rapoza resigned from the Town Forest Committee, effective March 24, 2015.



April 14, 2015	Mary Paquette was sworn in as a member of the Memorial Day Committee, term expires on June 30, 2015.
April 21, 2015	Ann Fuller was sworn in as a member of the Memorial Day Committee, term expires on June 30, 2015.
April 22, 2015	Theodore R. Manning was sworn in as an Associate Member of the Thayer Field Campus Committee, term expires on March 24, 2016.
April 29, 2015	Elizabeth Cahill was sworn in as a member of the Thayer Field Campus Committee, term expires on May 6, 2018.
May 13, 2015	Walter J. Sendrowski was sworn in as a member of the Board of Selectmen, term expires on May 11, 2018.
May 15, 2015	Eugene Christoph was appointed as an alternate member to represent Lancaster on the Montachusett Regional Planning Commission, term expiring June 30, 2016.
May 18, 2015	Jay Riley was sworn in as a member of the Finance Committee, term expiring May 14, 2018.
May 18, 2015	Sally M. Rouleau resigned from the Historical Commission, effective June 1, 2015.
May 18, 2015	Ryan McNutt was appointed as the representative to the MART, term to expire on June 30, 2016.
May 18, 2015	Noreen Piazza was appointed as the representative on the Montachusett Joint Transportation Committee (MHTC), term to expire on June 30, 2016.
May 19, 2015	Malissa Miot was sworn in as a member of the Thayer Field Campus Committee, term to expire on May 18, 2018.
May 19, 2015	William E. O'Neil, Jr. was sworn in as Moderator, term to expire on May 9, 2016.
May 20, 2015	Michelle Vasquez was sworn in as a member of the Finance Committee, term expires on May 14, 2018.
May 20, 2015	Kathryn Codianne was sworn in as a member of the School Committee, term expires May 14, 2018.
May 20, 2015	Victor Koivumaki was sworn in as a member of the Planning Committee, term expires on May 14, 2018.
May 27, 2015	Mary J. MacLean was sworn in as a member of the Housing Authority, term expires May 11, 2020.
June 1, 2015	Susan Smith resigned from the Commission on Disability, effective immediately.
June 3, 2015	John J. King, Jr., was sworn in as a member of the Public Works Committee, term expires May 10, 2018.
June 3, 2015	Ronald W. Valinski, Jr., was sworn in as the Sealer of Weights & Measures and the Measurer of Wood & Bark, terms expire on June 30, 2016.
June 3, 2015	M Judith MacLean was sworn in as a member of the Council on Aging, term to expire on June 30, 2018.
June 3, 2015	Maria C. Moriera was sworn in as a member of the Agricultural Commission, term to expire on June 16, 2018.
June 4, 2015	Peter Munroe was sworn in as the Fence Viewer, term expiring on June 30, 2016.

June 4, 2015	Peter Munroe was sworn in as the Building Official/Zoning Enforcement Officer, term expiring on June 30, 2018
June 4, 2015	Stephanne Fiori was sworn in as a Library Trustee, term expires on May 14, 2018.
June 8, 2015	Thomas Soldi was sworn in as the Gas and Plumbing Inspector, term expires on June 30, 2016.
June 8, 2015	Imogene Watson was sworn in as a member of the Historical Committee, term expires on June 30, 2018.
June 8, 2015	Tony Zahariadis was sworn in as the Alternate Building Inspector, term expires on June 30, 2016.
June 8, 2015	Alfred Roberts was sworn in as the Wiring Inspector, term expires June 30, 2016.
June 9, 2015	Joe Kennedy was sworn in as a member of the Recreation Committee, term expires on June 30, 2018.
June 9, 2015	Kevin Bartlett was sworn in as the DPW Supervisor, term expires June 1, 2016.
June 10, 2015	Jon Schumacher-Hardy was sworn in as a Library Trustee, term expires May 14, 2018.
June 11, 2015	Michelle MacDonald was sworn in as a member of the Cultural Council, term expires on June 1, 2018. This is the first of two three-year terms.
June 15, 2015	Phyllis Tower was sworn in as the Animal Control Officer, term expires on June 30, 2016.
June 15, 2015	Phyllis Tower was sworn in as the Animal Inspector (Barn Book), term expires on April 30, 2016.
June 15, 2015	Marie G. Sullivan was sworn in as a member of the Lancaster Cultural Council, term expires on June 15, 2018. This is the first of two three-year terms.
June 16, 2015	Joan Richards was sworn in as an Associate Member of the Historical Commission, term expiring June 30, 2016.
June 17, 2015	Jeanne Blauner was sworn in as a member of the Recreation Committee, term expires on June 30, 2018.
June 17, 2015	Karen Silverthorn was sworn in as a member of the Historical Commission, term expires on June 30, 2018.
June 22, 2015	Garrett Sheehan was sworn in as a member of the Historical Commission, term expires June 30, 2016.
June 23, 2015	Frank MacGrory was sworn in as a member of the Council on Aging, term expires on June 30, 2018..
June 24, 2015	Ed Burgwinkel was sworn in as the Keeper of the Lockup, term expiring on June 30, 2016.
June 26, 2015	Joseph Mikielian was sworn in as the Building Commissioner, term expires June 30, 2018.
June 26, 2015	Matthew Carpenter submitted his resignation from the Finance Committee.
June 29, 2015	Kenneth Poulin was sworn in as the Assistant Plumbing and Gas Inspector, term expires June 30, 2016.
June 30, 2015	M. Judith MacLean was sworn in as a member of the Council on Aging, term expires June 30, 2018.

July 2, 2015	Lesley Allison was sworn in as a member of the Commission on Disability, term expires on June 30, 2018.
July 6, 2015	Matthew T. Hourihan was sworn in as a member of the Thayer Field Campus Committee, term expires June 17, 2016.
July 7, 2015	William G. Flynn was appointed Lancaster's representative on the Nashua River Wild and Scenic River Study Committee. The term is from July 6, 2015 to July 6, 2018.
July 7, 2015	Peter J. Farmer was sworn in as a regular member of the Conservation Commission, term ending June 30, 2018.
July 13, 2015	JoAgnes Santangelo was sworn in as a member of the Council on Aging. The term expires June 30, 2018.
July 13, 2015	Philip Eugene was sworn in as a member of the Animal Control Commission, term expires on July 6, 2018.
July 13, 2015	Maribeth Eugene was sworn in as a member of the Animal Control Commission, to fill the unexpired term of Philip Keating, expiring on November 15, 2015.
July 14, 2015	Elaine Doherty was sworn in as a member of the Lancaster Cultural Council, term expires July 6, 2018.
July 20, 2015	Edwin H. Burgwinkel, Jr. was sworn in as Police Chief for the Town of Lancaster, term expires June 30, 2018.
July 22, 2015	Frederick W. Hatstat, IV, was sworn in as a full-time, permanent police officer for the Town of Lancaster.
August 19, 2015	Nancy Nelson was sworn in as a member of the Lancaster Cultural Council, term expires August 10, 2018.
September 1, 2015	Rose-Marie Bissonnette was sworn in as a member of the Commission on Disability, term expires September 6, 2018.
September 3, 2015	Peter Farmer was sworn in as a member of the Commission on Disability, term expires June 30, 2018.
September 14, 2015	The Board of Selectmen accepted the resignation of Catherine Chaisson from the Agricultural Commission, effective immediately.
September 17, 2015	Jennifer Shea-Kettles was sworn in as a member of the Lancaster Cultural Club, term expires August 10, 2018. This is the first of two three-year terms.
September 25, 2015	Michael Burke was sworn in as a member of the Board of Assessors, term expires October 10, 2018.
November 3, 2015	Maribeth Eugene was sworn in as a member of the Animal Control Commission, term expires November 15, 2018.
December 28, 2015	Adrienne Gadoua was sworn in as Police Matron, term expires December 21, 2016.
December 30, 2015	Kathleen A. Lamb was sworn in as Police Matron, term expires December 21, 2016.

# ELECTIONS AND TOWN MEETINGS

WARRANT FOR ANNUAL TOWN MEETING, MAY 4, 2015

**WARRANT FOR  
ANNUAL TOWN MEETING  
May 4, 2015  
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 fourth day of May 2015, 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 Three Hundred Thousand Dollars (\$300,000) from Free Cash 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.	Fire Car 1	
	Amount:	\$35, 000
	Funds to be expended by:	Fire Department
	Purpose:	To purchase one (1) Ford Explorer for Fire Department
	Funding Source:	Capital Stabilization Fund

b.	Fire Pick-up
Amount:	\$38,595
Funds to be expended by:	Fire Department
Purpose:	To purchase one (1) Pick-up Truck
Funding Source:	Raise and Appropriate

c.	Police Cruiser
Amount:	\$40,000
Funds to be expended by:	Police Department
Purpose:	Police Cruiser
Funding Source:	Capital Stabilization Fund

d.	Public Buildings Vehicle
Amount:	\$25,000
Funds to be expended by:	Town Public Buildings
Purpose:	To purchase one (1) Ford Pickup for Public Facilities
Funding Source:	Raise and Appropriate

e.	Public Buildings Repairs
Amount:	\$50,000
Funds to be expended by:	Town Public Buildings
Purpose:	Repairs to Thayer Memorial Library and Community Center
Funding Source:	Capital Stabilization

f.	Cemetery 28K gvw Dump Truck
Amount:	\$175, 000
Funds to be expended by:	Cemetery
Purpose:	To purchase one (1) Dump Truck for Cemetery
Funding Source:	Chapter 90

g.	Cemetery Truck
Amount:	\$44,000
Funds to be expended by:	Cemetery
Purpose:	Plow Truck
Funding Source:	Raise and Appropriate

h. Highway 44K gvw Dump/Sander	
Amount:	\$195, 000
Funds to be expended by:	Highway
Purpose:	To purchase one (1) Dump/Sander for Highway
Funding Source:	Chapter 90

i. Highway Salt Shed	
Amount:	\$190, 000
Funds to be expended by:	Highway
Purpose:	To purchase one (1) Salt Shed for Highway
Funding Source:	Chapter 90

j. MRE/LB Parking Lot Repairs	
Amount:	\$40, 000
Funds to be expended by:	MRE/LB Schools
Purpose:	Parking Lot Repairs
Funding Source:	Capital Stabilization

k. MRE/LB Sewer Invert Repairs	
Amount:	\$18,500
Funds to be expended by:	MRE/LB Schools
Purpose:	Sewer Invert Repairs
Funding Source:	Capital Stabilization

*The Finance Committee recommends passage of this article.*

<p style="text-align: center;"><b>ARTICLE 3</b>  <b>Finance Committee</b>  <b>Board of Selectmen</b></p>
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To see if the Town will vote to raise and appropriate \$18,585,172 (Eighteen Million, Five Hundred and Eighty Five Thousand, One Hundred and Seventy Two 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, 2016, or act in any manner relating thereto. **The Budget for Fiscal Year 2016 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, 2015 (*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	243,828
Expenses	217,117
Reserve Fund	35,000
Debt Principal and Interest	132,940
	35,880
Cross Connection	
Budgeted Surplus	109,186
<b>Indirect Costs to General Fund</b>	<b>122,049</b>
<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 FY2016 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**  
**Finance Committee**  
**Board of Selectmen**

To see if the Town will vote to amend the Wage and Compensation Schedule by increasing all amounts by three percent (3%) effective July 1, 2015, as shown on the below chart, or act in a manner relating thereto.

 GRADE	 STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
1 hourly	10.48	10.91	11.37	11.85	12.32	12.85	13.37	13.93
2 hourly	12.18	12.68	13.23	13.79	14.36	14.95	15.58	16.22
3 hourly	13.36	13.94	14.50	14.96	15.76	16.40	17.10	17.80
4 hourly	14.47	15.08	15.71	16.37	17.05	17.77	18.50	19.26
5 hourly	15.54	16.18	16.85	17.56	18.30	19.07	19.85	20.66
6 hourly	16.05	16.74	17.44	18.17	18.91	19.72	20.53	21.37
7 hourly	17.37	18.08	18.85	19.62	20.45	21.30	22.17	23.07
8 hourly	18.09	18.86	19.63	20.47	21.32	22.21	23.12	24.08
9 hourly	18.89	19.68	20.51	21.38	22.27	23.18	24.14	25.14
10 hourly	20.62	21.50	22.40	23.34	24.33	25.34	26.39	27.47
11 hourly	23.45	24.44	25.45	26.51	27.60	28.78	29.96	31.19
12 hourly	24.02	25.03	26.09	27.17	28.28	29.45	30.70	31.97
13 hourly	26.02	27.35	28.49	29.68	30.93	32.22	33.56	34.94
14 hourly	29.33	30.57	31.84	33.18	34.56	36.02	37.51	39.05

15 hourly	30.94	31.30	33.57	35.00	36.43	37.97	39.56	41.16
16 hourly	32.17	33.51	34.91	36.37	38.08	39.15	41.12	42.82

*Finance Committee recommends passage of this article.*

<p align="center"><b>ARTICLE 7</b>  <b>Finance Committee</b>  <b>Board of Selectmen</b></p>
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To see if the Town will vote to authorize the following FY2016 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
Community Center	Board of Selectmen	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
Police Department	Board of Selectmen	Cruiser Fee	Operating Expenses	\$1,000	Available for Expenditure

*The Finance Committee recommends passage of this article.*

<p align="center"><b>Article 8</b>  <b>Finance Committee</b>  <b>Board of Selectmen</b></p>
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To see if the Town will vote to appropriate \$98,655.00 (Ninety Eight Thousand Six Hundred Fifty Five Dollars) from the Renewable Energy Enterprise Fund to finance the debt payment of the Landfill Solar Array for the Fiscal Year beginning July 1, 2015, or act in any manner relating thereto. The operating expenses for the Renewable Energy Enterprise Fund are entirely funded by the solar array revenue. *The Finance Committee recommends passage of this article.*

**ARTICLE 9**  
**Finance Committee**  
**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 \$311,414 (Three Hundred Eleven Thousand, Four Hundred and Fourteen 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. ***The Finance Committee recommends passage of this article.***

**ARTICLE 10**  
**Finance Committee**  
**Board of Selectmen**

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$4,000,000 (Four Million Dollars) to clean and line existing 10" water mains starting at North Main Street at Langen Road to Route 117 Used Auto Parts, Inc. (Auto Recycling Site); install engine generator set at wells 1 and 2; Recoat 2.0MG Storage Tank interior, exterior, and security upgrades; Replace undersized mains (Barnes Court, Parker Road and Ponakin Road) and all other associated project costs; That to raise this appropriation, The Collector-Treasurer, with the approval of the Board of Selectmen, is authorized to borrow not more than \$4,000,000 under and pursuant to Chapter 44, Section 8(5), of the General Laws, as amended, or any other enabling authority and issue bonds or notes therefore, or act in any manner relating thereto. ***The Finance Committee recommends passage of this article.***

**ARTICLE 11**  
**Finance Committee**  
**Board of Selectmen**

To see if the Town will vote to transfer \$415,000 (Four Hundred Fifteen Thousand Dollars) from Free Cash to the Other Post Employment Benefits Trust, or act in any manner relating thereto.  
***The Finance Committee Recommends passage of this article.***

**Article 12**  
**Finance Committee**  
**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 13**  
**Board of Selectmen**

To see if the Town will vote to transfer the care, custody, and control of the following parcel of land from such board and for such purpose as it is presently held to the Conservation Commission for conservation purposes pursuant to the provisions of M.G.L. Chapter 40, Section 8C, and by such transfer restrict, designate and dedicate such land for conservation purposes so that the land shall be protected under Article 97 of the Amendments to the Massachusetts Constitution; or act in any manner relating thereto:

*Assessors' Map and Parcel- Map 2/Parcel 3*  
*Street Address - Shirley Town Line*  
*Size - 7 acres*  
*Deed Book/Page - 6916/254*

**Article 14**  
**Board of Selectmen**

To see if the Town will vote to amend the Recreation Committee By-law section 17-11, Part A Powers and Duties by deleting therefrom the words "playground leader" and inserting in place thereof the words "Recreation Director", or act in any manner relating thereto.

**ARTICLE 15**  
**Planning Board**

To see if the Town will vote to amend the Town's Zoning Bylaw, Article \_\_, by adding a new Section \_\_, **TEMPORARY ZONING MORATORIUM ON LARGE-SCALE SOLAR ENERGY FACILITIES IN THE RESIDENTIAL ZONING DISTRICT**, that would provide as follows, and further to amend the Table of Contents to add Section \_\_, "Temporary Zoning Moratorium on Large-Scale Solar Energy Facilities in the Residential Zoning District:"

**A. PURPOSE**

The regulation of large-scale solar energy facilities in residentially-zoned areas raises complex legal, planning, and public safety issues, and the Town needs time to study and consider their regulation and address these issues.

The Town intends to adopt a temporary zoning moratorium on the use of land and structures in the Town for large-scale solar energy facilities in the Residential Zoning District 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

“Large-scale solar energy facility” shall mean any solar generation facility that generates greater than 100 kW (dc nameplate rating), either in a roof-mounted or ground-mounted configuration.

## C. TEMPORARY MORATORIUM

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Large-Scale Solar Energy Facility in the Residential Zoning District. The moratorium shall be in effect through June 30, 2016. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of large-scale solar energy generation in the Town, and shall consider adopting new Zoning Bylaws to address the impact and operation of Large-Scale Solar Energy Facilities and related uses, or take any action relative thereto. ***The Planning Board recommends passage of this article.***

### ARTICLE 17 Citizen’s Petition

To see if the Town of Lancaster Massachusetts will vote to amend the Zoning Bylaw to provide for the regulation of solar energy systems as a principal use as follows:

1. By ADDING the following to Section 220-3 Definitions:

**Solar Energy System Large-Scale – A roof or ground-mounted solar power generation system which has a rated nameplate capacity of 250 kilowatt or more (i.e. the maximum rated output of electric power production of the solar energy system in Direct Current.**

**Solar Energy System Small-Scale – A roof or ground-mounted solar power generation system which has a rated name plate capacity of less than 250 kilowatt (i.e the maximum rated output of electric power production of the solar energy system in Direct Current)and is not deemed accessory to an individual residential or business use.**

2. By ADDING the following to Section 220-8 Schedule of Use Regulations:

#### 220-8.8 SCHEDULE OF USE REGULATIONS

Use	R	NB	LI	LI2	GI	EZ
<b>220-8.8 Solar Energy Systems</b>						
<b>a. Small-scale solar power generation system</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>
<b>b. Large-scale solar power generation system</b>	<b>N</b>	<b>N</b>	<b>SP</b>	<b>P</b>	<b>P</b>	<b>P</b>

P – Permitted Use

SP – Use allowed under Special Permit by the Special Permit Granting Authority as provided



in Section 302-12 through 302-21  
N – Prohibited Use

Note: Small-scale solar energy systems intended for non-commercial, single residential or business use are permitted accessory use.

3. By AMENDING Section 220-12 C as follows:

“For all ground-mounted, small-scale solar power generation systems, minimum perimeter setbacks shall be 50 feet from any component to any lot line.”

“For all ground-mounted, large-scale solar power generation systems, minimum perimeter setbacks shall be 100 feet from any component to any lot line.”

4. By ADDING the following Section 220.73:

“No new non-accessory solar power generation systems shall be allowed except in conformity with a site plan bearing an endorsement of approval by the Planning Board.”

Or act in any manner relating thereto.

Sponsor: Donald and Catherine Chaisson 710 George Hill Road

*And by ADDING the following “220-34 Site Plan Review”:*

*E. For any proposed Solar Energy Systems: the construction, operation, monitoring, modification and removal of such systems to address public safety, minimize impacts on scenic, natural and historical resources, and to provide adequate financial assurance for the eventual decommissioning of certain such systems.*

*The project proponent shall submit a plan for the operation and maintenance of the system, which shall include measures for maintaining safe access to the installation, storm water controls, as well as general procedures for operational maintenance of the installation. No small- or large-scale solar energy system shall be constructed until evidence has been given to the Planning Board and Inspector or Buildings that the utility company that operates the electrical grid where the system is to be located has been informed of the solar energy systems installation owner’s or operator’s intent to install an interconnected customer-owned generator. Off-grid systems shall be exempt from this requirement.*

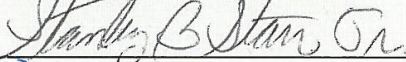
*Any small- or large-scale solar energy system which has reached the end of its useful life or has been abandoned shall be removed. The owner or operator shall physically remove the system no more than 150 days after the date of discontinued operations. The decommissioning of a large-scale solar energy system shall include the physical removal of all structures, photovoltaic panels, equipment, security barriers and transmission lines from the site; the disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations; and, the stabilization or re-vegetation of the site as necessary to minimize erosion.*

***The Planning Board does not recommend passage of this article.***

[Two-thirds majority vote required for passage of a zoning by-law amendment pursuant to G.L. c. 40A, sec. 5]

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.

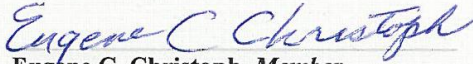
**SELECTMEN OF LANCASTER**



Stanley B. Starr, Jr., Chairman



Jennifer Leone, Clerk



Eugene C. Christoph, Member

Date of Execution 4-21-15

**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 4, 2015,**

**Abbreviated Notes**

The Annual Town Meeting was called to order at 7:01 p.m. by Moderator David I. Spanagel. A total of 118 registered voters and 11 non-voting guests were signed in by Registrars Mary Perreira and Elizabeth Cahill. Moderator Spanagel introduced the Town Officials sitting on the stage: Town Clerk, Mary de Alderete, Finance Director Cheryl Gariepy, Town Administrator, Ryan McNutt, Jennifer Leone, Clerk of the Board of Selectmen, Stanley Starr, Jr, Chairman of Board of Selectmen, Eugene “Pete” Christoph, Member of the Board of Selectmen, Jay Riley, Finance Committee Chair, and Members of the Finance Committee, Susan Thompson, Michelle Vasquez, Matthew Carpenter, and David DiTullio.

Mr. Spanagel then asked the audience to stand for the Pledge of Allegiance,

After the pledge, Moderator Spanagel asked for a moment of silence for residents who had passed away during the past six months, including:

**MARIETTA PORAS**

**MARCH 30, 1939 – DECEMBER 19, 2014**

Lancaster board of health – 1995-1999

Town meeting teller/election worker

Republican Town Committee – 1976/1980

Library Needs Study Committee – 1978

Finance committee – 1978-1979

Library trustee – 1986-1991

**Louise Armstrong Schmitt**

**May 12, 1932 – March 22, 2015**

Co-Founder, Trivium School - 1979

**Wilfred Delorey**

**August 15, 1952 – April 21, 2015**

Plumbing Inspector, 2008-2014

Moderator Spanagel then invited Board of Selectmen Chairman Starr, Town Clerk, Ms. de Alderete, and former Town Clerk, Ms. Thompson, to present the Governor's Citation to Ms. Rita Ford, for her 46 years of service to the Town as an Election Worker and Election Warden. Ms. Ford thanked the first Clerk she had ever worked with, Ms. Roberta Winsor, her successor, Ms. Thompson, and finally Ms. de Alderete.

Mr. Spanagel then mentioned that the Historical Society had presented the Boston Post Cane to the oldest citizen of Lancaster, Kathryn Eusey, 99 years of age, and a resident of Langen Road.

Thanks and good wishes were extended to Sally Roleau, Member of Historic Society, for serving the Town for over a decade, as she will be moving to Colorado. He then mentioned that Daniel Mazzola had resigned from the Minuteman Regional High School Committee and that he had started the inquiry process for finding a new representative. The appointment of Ms. Jennifer Leone had been appointed as Lancaster's representative to Minuteman Regional High School effective immediately and for a term of three years.

Mr. Spanagel then informed the audience of the rules concerning participating at Town Meeting, including microphone usage and remembering to silence cell phones and pagers. He appointed David Dunn as an assistant for counting votes, if needed. He recommended that any participants keep their remarks brief and to the point.

Mr. Spanagel received a question from the floor as to the number required for quorum of Town Meeting. He informed the resident that no quorum was required to proceed. Mr. Christoph noted that this was officially members present and voting.

**Article One:** On a motion by Jennifer Leone and seconded by Mr. Starr. The Town Administrator, Ryan McNutt explained that money for this article would be for the Capital Stabilization fund, and required a 2/3 vote. The article passed unanimously, and by a moderator-declared 2/3 majority vote.

**Article Two:** On a motion by Mr. Starr and seconded by Ms. Leone. Mr. McNutt offered to qualify any items if there were questions. The Town voted unanimously to approve the Fiscal Year 2016 Capital expenditures as printed in the warrant.

**Article Three:** On a motion by Mr. Christoph and seconded by Mr. Starr, The Town voted unanimously to approve the Fiscal Year 2016 Operating Budget.

**Article Four:** On a motion by Ms. Leone and seconded by Mr. Starr, the Town voted unanimously to approve the Fiscal Year 2016 Water Department budget as printed in the warrant.

**Article Five:** On a motion by Mr. Starr and seconded by Ms Leone, the Town voted unanimously to request Twenty Thousand Dollars from the FY2016 Overlay Account for Abatements to fund the Senior Citizen Tax Work-off Abatement Program.

**Article Six:** On a motion by Mr. Christoph and seconded by Mr. Starr, the Town voted unanimously to amend the Wage and Compensation Schedule by increasing all amounts by 3% as printed in the warrant. Ms. Gariepy noted that merit raises have not happened in over 4 years, and this amount was only COLA.

**Article Seven:** On a motion by Ms. Leone and seconded by Mr. Starr. Mr Riley explained that this article pertained to the revolving accounts for each department. Ms. Gariepy confirmed that the correct year in the warrant should be 2016. The motion passed unanimously.

**Article Eight:** On a motion by Mr. Starr and seconded by Ms. Leone the Town voted unanimously to appropriate Ninety Eight Thousand Six Hundred Fifty Five Dollars from the Renewable Energy Enterprise Fund to finance the debt payment of the Landfill Solar Array for FY2016 as printed in the warrant.

**Article Nine:** On a motion by Mr. Christoph and seconded by Ms. Leone the Town voted unanimously to transfer Three Hundred Eleven Thousand, Four Hundred and Fourteen Dollars from available funds for authorized road improvements and other projects provided for under Chapter 90 Local Transportation Aid.

**Article Ten:** On a motion by Ms. Leone and seconded by Mr. Starr the Town voted unanimously that \$4,000,000 would be appropriated for the costs cleaning and lining existing 10" water mains starting at North Main Street at Langen Road to Route 117 Used Auto Parts, Inc. (Auto Recycling Site), installing engine generators set at wells 1 and 2, 2.0MG storage tank recoating interior and exterior and security upgrades, and replacing undersized mains (Barnes Court, Parker Road and Ponakin Road), including the payment of all costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$4,000,000 under Chapter 44 of the General Laws or any other enabling authority; that the Board of Selectmen is authorized to contract for and expend any federal or state aid available for the project; and that the Board of Selectmen is authorized to take any other action necessary or convenient to carry out this vote.

**Article Eleven:** On a motion by Mr. Starr and seconded by Ms. Leone the Town voted unanimously to transfer Four Hundred Fifteen Thousand Dollars from Free Cash to the Other Post Employment Benefits Trust as printed in the warrant.

**Article 12:** On a motion by Mr. Christoph and seconded by Mr. Starr the Town voted unanimously to accept public funds and to authorize the Collector-Treasurer to take from available funds or to borrow in anticipation of authorized reimbursements as printed in the warrant.

**Article 13:** On a motion by Ms. Leone and seconded by Mr. Starr, the Town voted unanimously to transfer the care, custody, and control of parcel Map 2/Parcel 3 to the Conservation Commission for conservation purposes pursuant to the provisions of M.G.L. Chapter 40, Section 8C, and by such transfer restrict, designate and dedicate such land for conservation purposes so that the land shall be protected under Article 97 of the Amendments to the Massachusetts Constitution as printed in the warrant. Ken Rapoza and Chairman of the Conservation Commission, mentioned that the Conservation Commission wished to protect this parcel for two reasons: 1) it is one of only of only a few cold water fisheries in Town; and 2) the property sits on top of an aquifer.

**Article 14:** On a motion by Mr. Starr and seconded by Ms. Leone the Town voted unanimously, and by a moderator-declared 2/3 majority vote, to amend the Recreation Committee By-law section 17-11, Part A as printed in the warrant.

**Article 15:** On a motion by Ms. Rich and seconded by Ms. Leone to amend the Lancaster Zoning Bylaw as printed in the warrant. Ms. Rich, Chairman of the Planning Board, read into the record the Planning Board. As 2/3 vote was required for passage, Moderator Spanagel invited Mr. Dunn to count the votes. The article passed by a vote of 80 yeas and 18 nays; a motion to reconsider failed.

**Article 16:** On a motion by Don Chiasson, George Hill Road to withdraw a Citizens Petition, seconded by Mr Starr, the Town voted unanimously to withdraw the article.

There being no other business, the meeting was Moderator Spanagel adjourned the Annual Town Meeting at 8:04 PM.



## ANNUAL TOWN ELECTION MAY 11, 2015

Polls were opened at 7:00 AM by Warden Amanda Cannon. Poll Workers for the day were Joan Mitchell, Frank Mitchell, Carolyn Stump, Joy Peach, Evelyn M. Brown, Sharon Hutchins, Kathleen Pierce, Elizabeth Millet, Marilyn Chambers, Ellie Dubie, Frank MacGrory, and Claire Griffiths. Anne Kadlec and Dianne Reardon served as Precinct Clerks; Ballots were counted by Deputy Warden Jeanne Rich and Deputy Clerk Susan Polansky.

VOTE COUNT		PRECINCT ONE	PRECINCT TWO	TOTAL
MACHINE TOTAL - FINAL		231	232	
PROVISIONAL BALLOT		0	0	
HAND COUNT (OVERSEAS)		0	0	
TOTAL VOTED		231	232	463
REGISTERED VOTERS		2279	2397	4676
% VOTER PARTICIPATION		10%	10%	9.90%
<b>MODERATOR - 1 YR TERM</b>				
BLANK		166	140	306
WILLIAM O'NEIL		51	67	118
DAVID SPANAGEL		7	7	14
PETE CHRISTOPH		1	13	14
WRITE-INS		6	5	11
<b>TOTAL</b>		<b>231</b>	<b>232</b>	<b>463</b>
<b>SELECTMAN - 3 YR TERM</b>				
BLANK		4	5	9
WALTER F. SENDROWSKI		163	178	341
SHAWN S. WINSOR		62	48	110
WRITE-INS		2	1	3
<b>TOTAL</b>		<b>231</b>	<b>232</b>	<b>463</b>
<b>BOARD OF PUBLIC WORKS - 3 YR TERM</b>				
BLANK		68	38	106
JOHN J. KING, JR.		156	193	349
WRITE-IN		7	1	8
<b>TOTAL</b>		<b>231</b>	<b>232</b>	<b>463</b>
<b>BOARD OF HEALTH - 3 YR TERM</b>				
BLANK		197	203	400
RICHARD BELANGER		18	25	43
WRITE-INS		16	4	20
<b>TOTAL</b>		<b>231</b>	<b>232</b>	<b>463</b>
<b>HOUSING AUTHORITY - 5 YR TERM</b>				
BLANK		65	48	113
MARY JUDITH MACLEAN		164	184	348
WRITE-IN		2	0	2
<b>TOTAL</b>		<b>231</b>	<b>232</b>	<b>463</b>

<b>FINANCE COMMITTEE - 2 FOR 3 YR TERM</b>				
BLANK		140	111	251
JAMES E. JAY RILEY, JR.		167	185	352
MICHELLE I. VASQUEZ		147	168	315
WRITE-IN		8	0	8
<b>TOTAL</b>		<b>462</b>	<b>464</b>	<b>926</b>
<b>PLANNING BOARD - 5 YR TERM</b>				
BLANK		66	43	109
VICTOR A. KOIVUMAKI		161	188	349
WRITE-IN		4	1	5
<b>TOTAL</b>		<b>231</b>	<b>232</b>	<b>463</b>
<b>NASHOBA REGIONAL DISTRICT SCHOOL COMMITTEE - 3 YR TERM</b>				
BLANK		62	50	112
KATHRYN J. CODIANNE		163	181	344
WRITE-IN		6	1	7
<b>TOTAL</b>		<b>231</b>	<b>232</b>	<b>463</b>
<b>LIBRARY TRUSTEE - 2 FOR 3 YR TERM</b>				
BLANK		143	119	262
STEPHANNE J. FIORI		173	190	363
JOHN C. SCHUMACHER-HARDY		140	150	290
WRITE-IN		6	5	11
<b>TOTAL</b>		<b>462</b>	<b>464</b>	<b>926</b>

# FINANCIAL REPORTS

## BOARD OF ASSESSORS

<u>YEAR</u>	<u>VALUATION</u>	<u>TO BE RAISED</u>	<u>TAX RATE</u>
<u>2013</u>	<u>754,259,180.00</u>	<u>14,391,265.16</u>	<u>19.08</u>
<u>2014</u>	<u>787,856,213.00</u>	<u>14,898,360.98</u>	<u>18.91</u>
<u>2015</u>	<u>828,513,035.00</u>	<u>15,542,904.54</u>	<u>18.76</u>
<u>2016</u>	<u>841,274,963.00</u>	<u>16,446,925.53</u>	<u>19.55</u>

MONEY APPROPRIATED AT TOWN MEETING	\$20,719,693.00
TAX TITLE	20,000.00
DEBT & INTEREST CHARGES	-0-
CHERRY SHEET OFFSET	14,425.00
OVERLAY DEFICITS	-0-
SNOW & ICE DEFICIT	-0-
STATE & COUNTY ASSESSMENT	120,517.00
CURRENT OVERLAY	188,309.53
<b>GROSS AMOUNT TO BE RAISED</b>	<b>\$21,062,944.53</b>

MONEY RECEIVED FROM THE STATE/FEDERAL SOURCES	\$ 1,090,069.00
LOCAL ESTIMATED RECEIPTS	\$1,499,024.00
ENTERPRISE FUND	\$ 994,655.00
FREE CASH	\$ 775,000.00
OTHER SOURCE	\$ 257,271.00
REVENUE FROM OTHER SOURCES	-0-
<b>TOTAL REDUCTIONS</b>	<b>\$4,616,019.00</b>

	<u>VALUE</u>	<u>TAX</u>
ASSESSED VALUATION (REAL ESTATE)	816,274,563	\$15,958,167.71
ASSESSED VALUATION (PERSONAL PROPERTY)	23,455,728	\$ 448,757.82
SUPPLEMENTAL TAX COMMITTED FISCAL YEAR 2015		\$ 21,080.83

### AMOUNT COMMITTED TO TAX COLLECTOR

REAL PROPERTY	\$15,958,173.82
PERSONAL PROPERTY	\$ 488,756.87
SEWER BETTERMENT LIEN	\$ 163,340.80
SEWER BETTERMENT INTEREST	\$ 103,225.91
SEWER USAGE <u>LIENS</u>	

	TOTAL SEWER	\$ 266,566.71
WATER LIENS		\$ 61,119.37

SEPTIC LOAN PROGRAM		
	PRINCIPAL	1,623.88
	INTEREST	<u>702.05</u>
	TOTAL SEPTIC LOAN PROGRAM	2,325.93

EXEMPTION GRANTED UNDER CHAPTER 59, SECTION 5, CLAUSE 22,22A,22B,22E, VETERANS - CLAUSE 37, CLAUSE 17D, SURVIVING SPOUSE.	
TOTAL AMOUNT FOR FISCAL 2016	\$31,181.46

ELDERLY PERSONS OVER 65 YEARS QUALIFIED UNDER CHAPTER 59, SECTION 5, CLAUSE 41C.	
TOTAL AMOUNT FOR FISCAL 2016	\$27,000.00

ELDERLY WORK PROGRAM FISCAL 2016	\$13,934.00
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EXCISE TAX COMMITMENT MADE IN 2015 TO THE TAX COLLECTOR	
2014	\$ 5,911.80
2015	\$1,005,854.52

EXCISE TAX ABEMENT MADE IN 2015	
2013	\$ 56.25
2014	\$ 2,138.74
2015	\$39,369.78

Senior Tax Abatement Program- ( Elder Volunteer Property Tax Work-Off)  
Administered by the Council of Aging & Board of Assessors

For anyone not familiar with this program, at a town meeting Lancaster accepted the state statue 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 \$1,000.00, 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 and hour this translates to 125 hours a year per house hold. With 20,000 allocated and at the rate of \$1,000.00 per participant, there is placement for twenty (20) individuals

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#### HISTORIC TAX RATES

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<b>1995</b>	13.14	<b>2006</b>	13.54
<b>1996</b>	13.10	<b>2007</b>	13.77
<b>1997</b>	13.43	<b>2008</b>	13.64
<b>1998</b>	13.96	<b>2009</b>	14.84
<b>1999</b>	14.38	<b>2010</b>	16.07
<b>2000</b>	15.11	<b>2011</b>	17.13
<b>2001</b>	15.99	<b>2012</b>	17.94
<b>2002</b>	15.07	<b>2013</b>	19.08
<b>2003</b>	15.04	<b>2014</b>	18.91
<b>2004</b>	16.86	<b>2015</b>	18.76
<b>2005</b>	14.16		

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#### FINANCE DIRECTOR AND TOWN ACCOUNTANT REPORT

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The Financial Statements for the Fiscal Year ended June 30, 2015 are herewith submitted.

The data represents a fair and accurate presentation in all material aspects of the Town's financial position and results of its operations.

The report is based on information recorded using the Uniform Municipal Accounting System (UMAS) of the Massachusetts Department of Revenue.

An audit of the Town's financial records by Powers & Sullivan, LLC has been completed for FY15 and the results are available for public inspection in the office of the Town Accountant.

I would like to thank all the boards, commissions, committees and department heads for their cooperation during the year.

Cheryl Garipey , Finance Dir/Town Accountant

Heidi Lamb, Assistant Town Accountant

Town of Lancaster, Massachusetts  
Combined Balance Sheet-All Fund Types  
June 30, 2015

	<u>Governmental Fund Types</u>			<u>Proprietary Fund Type</u>	<u>Proprietary Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Account Group</u>	<u>Total (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	<u>Chapter 90 &amp; Capital Projects</u>	<u>Water Enterprise</u>	<u>Solar Enterprise</u>	<u>Trust and Agency</u>	<u>General Long Term Debt</u>	
<u>Assets</u>								
Cash and Cash Investments	\$2,775,607	566,998 566,898	\$3,360,726	\$2,468,295	(\$19,913)	\$2,882,112		\$12,033,726
Receivables:								
Property Taxes	242,262							242,262
Allowance for Abatements and Exemptions	(298,300)							(298,300)
Tax Liens	574,467			15,157				589,624
Excises	131,133							131,133
Departmental	173,770							173,770
Other Tax	104							104
Water Rates & Charges				125,303				125,303
Fixed Assets				2,814,539				2,814,539
Tax Foreclosure Receivable	302,016							302,016
Amount to be Provided for Payment of Bonds							9,789,622	9,789,622
Total Assets	<u>\$3,901,059</u>	<u>\$566,898</u>	<u>\$3,360,726</u>	<u>\$5,423,294</u>	<u>(\$19,913)</u>	<u>\$2,882,112</u>	<u>\$9,789,622</u>	<u>\$25,903,799</u>
<u>Liabilities and Fund Equity</u>								
Liabilities:								
Warrants Payable								\$0
Due to Other Funds								\$0
Withholdings Payable								\$0
Due to Other Governments								\$0
Due to Individuals	10,164							\$10,164
Performance Bonds Payable								\$0
Landfill Closure Costs Payable								\$0
Bond Anticipation Notes Payable								\$0
Contributed Capital - Fixed Assets				2,815,186				\$2,815,186
Bonds Payable							9,789,622	\$9,789,622
Deferred Revenue:								\$0
Property Taxes	(56,038)							(\$56,038)
Tax Liens	574,467			15,157				\$589,624
Water Rates	104			108,670				\$108,774
Foreclosure	302,016							\$302,016
Excises	131,133							\$131,133
Departmental	<u>174,277</u>							<u>\$174,277</u>
Total Liabilities	<u>1,136,123</u>	<u>0</u>	<u>0</u>	<u>2,939,012</u>	<u>0</u>	<u>0</u>	<u>9,789,622</u>	<u>13,864,758</u>
Fund Equity:								
Contributed Capital				0				
Retained Earnings:								
Unreserved								0
Fund Balances:								0
Deficit to be raised Chapter 90								0
Reserved for Debt								0
Free Cash Voted	715,000							715,000
Reserved for Subsequent Year Exp	11,600			1,309,620				1,321,220
Unreserved:								0
Designated to be Bonded								0
Designated (SBA)	516,396							516,396
Undesignated	<u>1,521,940</u>	<u>566,898</u>	<u>3,360,726</u>	<u>1,174,662</u>	<u>(19,913)</u>	<u>2,882,112</u>		<u>9,486,425</u>
Total Fund Equity	<u>2,764,936</u>	<u>566,898</u>	<u>3,360,726</u>	<u>2,484,282</u>	<u>(19,913)</u>	<u>2,882,112</u>	<u>0</u>	<u>12,039,042</u>
Total Liabilities and Fund Equity	<u>\$3,901,059</u>	<u>\$566,898</u>	<u>\$3,360,726</u>	<u>\$5,423,294</u>	<u>(\$19,913)</u>	<u>\$2,882,112</u>	<u>\$9,789,622</u>	<u>\$25,903,799</u>



DEPARTMENT	ATM 5/14 BUDGET	ATM/STM 10/14	COMP/FINANCE RESERVE	EXPENDED	CLOSED TO FUND BALANCE
<b>113 TOWN MEETING</b>					
Expenses	7,330.00	7,330.00	0.00	6,393.10	936.90
<b>122 SELECTMEN</b>					
Personal Srv	47,857.00	47,857.00	69,470.23	117,327.23	0.00
Expenses	14,500.00	14,500.00	10,621.54	14,458.09	41.91
Norfold Agri	85,000.00	85,000.00	0.00	61,378.00	23,622.00
<b>131 FINANCE COMM</b>					
Expenses	550.00	550.00	0.00	176.00	374.00
Comp Rsrv	227,954.00	227,954.00	(227,954.00)	0.00	0.00
Reserve Fund	145,000.00	125,092.00	(121,275.97)	0.00	3,816.03
<b>135 ACCOUNTANT</b>					
Personal Srv	133,292.00	133,292.00	0.00	132,894.67	397.33
Expenses	4,900.00	4,900.00	0.00	4,262.51	637.49
Audit	35,000.00	35,000.00	0.00	26,650.00	8,350.00
<b>141 ASSESSORS</b>					
Personal Srv	94,706.00	94,706.00	1,872.71	96,578.71	0.00
Expenses	38,154.00	39,354.00	0.00	37,825.08	1,528.92
<b>147 TREAS/COLLECTOR</b>					
Personal Srv	115,839.00	115,839.00	4,663.17	120,502.17	0.00
Expenses	19,980.00	39,980.00	0.00	33,534.56	6,445.44
<b>151 TOWN COUNSEL</b>					
Expenses	65,000.00	65,000.00	5,878.73	70,878.93	-0.20
<b>155 TECHNOLOGY</b>					
Expenses	131,640.00	131,640.00	16,374.88	148,014.88	0.00

**161 TOWN CLERK**

Personal Svc	27,475.00	27,475.00	47,118.75	74,593.75	0.00
Expenses	12,550.00	12,550.00	0.00	5,535.67	7,014.33

**164 ELECTIONS**

Personal Svc	2,000.00	6,000.00	0.00	6,000.00	0.00
Expenses	5,110.00	8,050.00	0.00	8,049.84	0.16

**179 COMM DEV PLANNING**

Personal Svc	96,677.00	96,677.00	0.00	94,531.03	2,145.97
Expenses	6,281.00	6,281.00	0.00	5,489.91	791.09

**192 BUILDING ENERGY**

Expenses	222,957.00	222,957.00	0.00	204,567.47	18,389.53
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**199 BUILDING MAINTENANCE**

Personal Svc	47,829.00	47,829.00	1,103.36	48,932.36	0.00
Expenses	57,060.00	57,060.00	0.00	37,696.47	19,363.53

**GENERAL GOVERNMENT**

Personal Svc	<b>793,629.00</b>	<b>797,629.00</b>	<b>(103,725.78)</b>	<b>691,359.92</b>	<b>2,543.30</b>
Expenses	<b>851,012.00</b>	<b>855,244.00</b>	<b>(88,400.82)</b>	<b>664,910.51</b>	<b>91,311.13</b>

**210 POLICE**

Personal Svc	868,098.00	868,098.00	18,769.01	870,160.76	-2,062.76
Expenses	90,582.00	90,582.00	0.00	80,493.49	10,088.51

**220 FIRE**

Personal Svc	314,023.00	314,023.00	0.00	311,960.24	2,062.76
Expenses	107,220.00	107,220.00	0.00	106,880.00	340.00

**240 INSPECTIONAL SRVCS**

Personal Svc	84,252.00	84,252.00	5,644.36	84,252.00	0.00
Expenses	5,625.00	5,625.00	0.00	1,045.13	4,579.87

**290 ANIMAL CONTROL**

Personal Srvc	10,011.00	10,011.00	0.00	9,765.00	246.00
Expenses	7,700.00	7,700.00	0.00	5,752.73	1,947.27

**296 COMMUNICATIONS**

Expenses	185,000.00	192,281.00	2.25	192,281.00	0.00
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**PUBLIC SAFETY**

Personal Srvc	1,276,384.00	1,276,384.00	24,413.37	1,276,138.00	246.00
Expenses	396,127.00	403,408.00	2.25	386,452.35	16,955.65

**340 EDUCATION**

MINUTEMAN	699,338.00	699,343.00	0.00	699,343.00	0.00
NASHOBA REGIONAL	10,665,623.00	10,665,623.00	0.00	10,665,623.00	0.00

**421 DPW - HIGHWAY**

Personal Srvc	183,115.00	183,115.00	25,846.09	208,961.09	0.00
Expenses	84,350.00	84,350.00	0.00	75,466.94	8,883.06

**423 DPW - SNOW & ICE**

Personal Srvc	52,500.00	52,500.00	22,821.80	56,047.28	0.00
Expenses	66,200.00	66,200.00	42,231.67	103,237.64	0.00

**424 DPW - STREET LIGHTS**

Expenses	15,000.00	15,000.00	0.00	15,000.00	0.00
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**429 DPW - HIGHWAY SAFETY**

Expenses	36,700.00	36,700.00	0.00	32,524.19	4,175.81
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**491 DPW - CEMETERY**

Personal Srvc	110,533.00	110,533.00	0.00	110,055.88	477.12
Expenses	44,500.00	44,500.00	0.00	32,155.37	12,344.63

<b>PUBLIC WORKS</b>					
Personal Srvc	346,148.00	346,148.00	48,667.89	375,064.25	477.12
Expenses	246,750.00	246,750.00	42,231.67	258,384.14	25,403.50
<b>510 BOARD OF HEALTH</b>					
Personal Srvc	10,944.00	10,944.00	0.00	8,758.57	59.41
Expenses	37,118.00	37,118.00	0.00	31,606.59	5,511.41
<b>541 COUNCIL ON AGING</b>					
Personal Srvc	31,612.00	31,612.00	0.00	29,653.24	1,958.76
Expenses	24,647.00	24,647.00	0.00	15,612.83	9,034.17
<b>543 VETERAN'S SERVICES</b>					
Personal Srvc	3,000.00	3,000.00	45.00	3,045.00	0.00
Expenses	36,250.00	36,250.00	0.00	36,250.00	0.00
<b>560 DISABILITY</b>					
Expenses	600.00	600.00	0.00	392.66	600.00
<b>HEALTH &amp; HUMAN SERVICES</b>					
Personal Srvc	45,556.00	45,556.00	45.00	41,456.81	2,018.17
Expenses	98,615.00	98,615.00	0.00	83,862.08	15,145.58
<b>610 LIBRARY</b>					
Personal Srvc	227,066.00	227,066.00	6,973.72	234,039.72	0.00
Expenses	74,234.00	80,795.00	0.00	80,795.00	0.00
<b>630 RECREATION</b>					
Personal Srvc	12,928.00	12,928.00	0.00	12,893.51	0.00
Expenses	3,410.00	3,410.00	0.00	3,410.00	0.00

<b>691 HISTORIC COMMISSION</b>					
Expenses	18,215.00	18,215.00	0.00	17,426.04	788.96
<b>692 MEMORIAL DAY</b>					
Expenses	900.00	900.00	0.00	888.16	11.84
<b>CULTURAL &amp; RECREATION</b>					
Personal Srvc	<b>239,994.00</b>	<b>239,994.00</b>	<b>6,973.72</b>	<b>246,933.23</b>	<b>0.00</b>
Expenses	<b>96,759.00</b>	<b>103,320.00</b>	<b>0.00</b>	<b>102,519.20</b>	<b>800.80</b>
<b>EMPLOYEE BENEFITS</b>	1,053,343.00	1,053,343.00	0.00	1,053,343.00	0.00
<b>TOWN INSURANCES</b>	106,200.00	106,200.00	45,000.00	144,237.39	6,962.61
<b>DEBT</b>					
BANK CHARGES	3,000.00	3,200.00	0.00	2,800.00	400.00
PRINCIPAL	660,550.00	595,799.00	0.00	594,800.00	999.00
INTEREST	128,700.00	128,700.00	0.00	128,700.00	0.00
<b>LOCAL AID ASSESSMENTS</b>					
Expenses	122,940.00	0.00	0.00	125,632.00	(125,632.00)
<b>OPERATING BUDGETS</b>					
Personal Srvc	2,701,711.00	2,705,711.00	-23,625.80	2,630,952.21	5,284.59
Expenses	13,180,164.00	13,075,503.00	-46,166.90	12,761,375.08	149,215.86
PRINCIPAL	660,550.00	595,799.00	0.00	594,800.00	999.00
INTEREST	128,700.00	128,700.00	0.00	128,700.00	0.00
EMPLOYEE BENEFITS	1,053,343.00	1,053,343.00	0.00	1,053,903.00	-560.00
TOWN INSURANCEES	106,200.00	106,200.00	45,000.00	189,237.39	6,962.61
	17,830,668.00	17,665,256.00	-24,792.70	17,358,967.68	161,902.06
<b>TRANSFER TO CAPITAL</b>	150,000.00	230,499.00		230,499.00	0.00
<b>TOTAL OPERATING BUDGET</b>	<b>17,980,668.00</b>	<b>17,895,755.00</b>	<b>-24,792.70</b>	<b>17,589,466.68</b>	<b>161,902.06</b>

## Other Funds

FUND	ROJEC	ACCOUNT NAME	BEGINNING	EXPENDITURE	REVENUE	ENDING
<b>0023</b>						
CHAPTER 90	23001	CHAPTER 90	(74,195.78)	399,101.81	409,630.81	(63,666.78)
<b>0025</b>						
GRANTS	25001	EXTENDED POLLING HOURS	5,083.00	1,701.51	1,518.00	4,899.49
	25003	HOMELAND SECURITY	3,950.00	0.00	0.00	3,950.00
	25004	MASS HOUSING	5,700.00	0.00	0.00	5,700.00
	25006	ENERGY EFFICIENCY BLOCK GRA	330.99	0.00	2.30	333.29
	25009	GREEN COMMUNITIES GRANT	(12,451.87)	11,692.98	35,278.50	11,133.65
	25011	TECHNICAL ASSISTANCE	647.75	0.00	0.00	647.75
	25014	COMM DEV BLOCK GRANT	16,749.13	0.00	28,446.52	45,195.65
	25015	COMMUNITY POLICING	15,673.32	11,830.93	0.00	3,842.39
	25016	COPS MOBILE	2,308.28	0.00	0.00	2,308.28
	25018	911 STATE GRANT	11,361.13	5,256.00	0.00	6,105.13
	25021	DARE	863.72	863.72	0.00	0.00
	25022	FIRE DEP	1,996.85	3,507.17	772.86	(737.46)
	25023	FIRE DHS	309.30	305.00	0.00	4.30
	25024	FIRE NASHUA RIVER	7,295.44	0.00	0.00	7,295.44
	25025	FIRE SAFE GRANT	7,222.50	3,405.59	7,218.00	11,034.91
	25029	SEPTIC PROGRAM	54,560.51	11,699.00	2,407.60	45,269.11
	25030	FORMULA GRANT	0.00	10,959.52	10,959.52	0.00
	25031	ACCENT GRANT	1,019.93	0.00	0.00	1,019.93
	25033	CULTURAL COUNCIL	5,405.45	5,177.00	4,305.61	4,534.06
	25034	BULLET PROOF VESTS	3,258.82	8,814.00	6,000.00	444.82
	25035	LIBRARY STATE AID	22,628.19	8,485.05	14,546.68	28,689.82
	25037	SOLAR FIELD	(84,941.96)	0.00	84,941.96	0.00
	25038	OCTOBER STORM	(625,672.73)	0.00	625,978.25	305.52
	25039	ROUTE 110 CULVERT	(56,364.80)	118,876.70	146,339.76	(28,901.74)
	25041	THAYER FIELD DCR EARMARK	40,000.00	20,118.91	0.00	19,881.09
	25042	BARTLETT POND DAM-KASOWS	25,720.78	57,105.08	30,000.00	(1,384.30)
	25043	BARTLETT POND DAM-PARE	0.00	0.00	0.00	0.00
	25044	CONSERVATION PARTNERSHIP G	0.00	46,015.00	0.00	(46,015.00)
<b>0026</b>						
OTHER	26001	RECREATION ED	20.50	0.00	0.00	20.50
SPECIAL	26002	DRUG ENFORCEMENT	15,531.78	321.00	321.00	15,531.78
REVENUE	26003	SEWER COLLECTION	28,608.47	17,832.21	10,183.94	20,960.20
	26005	INSURANCE RECOVERY	698.54	5,325.00	32,867.12	28,240.66
	26006	HISTORIC GIFTS	7,686.14	236.37	474.44	7,924.21
	26008	LIBRARY GIFTS	11,731.92	23,718.64	25,262.82	13,276.10
	26010	LIBRARY PARKER GIFT	9.23	0.00	0.00	9.23
	26011	CONSERVATION PARKER GIFT	93.21	0.00	0.09	93.30
	26012	DISABILITY COMMISSION GIFT	99.72	0.00	0.00	99.72
	26013	VETERANS MEMORIAL GIFT	6,026.00	0.00	0.00	6,026.00
	26014	COA GIFT	1,129.35	0.00	600.00	1,729.35
	26015	TOWN FOREST GIFT	920.07	0.00	0.00	920.07
	26016	AMBULANCE GIFT	659.75	0.00	1,010.00	1,669.75
	26017	FIRE DEPT GIFT	950.60	861.28	405.00	494.32
	26018	POLICE GIFT	1,831.00	768.15	495.00	1,557.85
	26020	ANN COMASKEY CONSERVATIO	672.88	0.00	0.00	672.88
	26021	FARNSWORTH MEMORIAL	10.00	0.00	0.00	10.00
	26022	BOUCHARD MITIGATION	39,309.42	0.00	0.00	39,309.42
	26024	SELECTMEN CABLE	1.00	0.00	0.00	1.00
	26026	BLUE HERON MITIGATION	138,407.00	138,400.00	10,000.00	10,007.00
	26027	AGRICULTURE COMMISSION	2,091.66	625.08	1,315.00	2,781.58
	26028	FIREARMS RECORD	22,977.30	5,425.00	12,075.00	29,627.30
	26029	DUVAL RD REVOLVING	0.00	4,008.21	0.00	(4,008.21)
	26030	SHIRLEY AIRPORT SOLAR FACILIT	2,700.00	1,575.00	0.00	1,125.00
	26031	JB HUNT MITIGATION	0.00	0.00	3,000.00	3,000.00
	26032	PORAS REALTY TRUST	0.00	0.00	0.00	0.00
<b>0027</b>						
REVOLVING	27001	CLERK PUBLICATION REPRINT	2.75	0.00	0.00	2.75
	27002	CLERK PUBLICATIONS	1,625.67	0.00	287.00	1,912.67
	27003	PLANNING BOARD	40,551.87	22,142.64	26,637.91	45,047.14
	27004	RECYCLING	26,251.71	10,817.50	6,648.89	22,083.10
	27005	MART	(5,327.11)	57,339.69	57,163.93	(5,502.87)
	27006	LIBRARY REVOLVING	16,884.60	8,129.48	8,575.57	17,330.69
	27010	RECREATION	25,695.86	13,199.15	23,017.17	35,513.88
	27012	CDP ADVERTISING	171.92	1,834.00	1,600.23	(61.85)
	27013	COMMUNITY CENTER	10,859.02	6,390.10	18,763.75	23,232.67
	27014	CRUISER OUTSIDE DETAIL	1,717.50	0.00	400.00	2,117.50
	27015	STORMWATER MANAGEMENT	2,200.00	960.00	1,980.00	3,220.00
<b>0028</b>						
SEWER	28003	SEWER INTEREST APPORTIONED	0	0.00	0.00	0.00
		DEFERRED LIENS	(5,945.96)	213,222.32	1,734.36	(217,433.92)
		SEWER LIENS REDEEMED	5,945.96	1,734.36	213,222.32	217,433.92
		APPORTIONED BETTERMENT	9,196.53	137,806.73	1,588.24	(127,021.96)
		APPORTIONED INTEREST	12,307.88	104,598.61	56,972.57	(35,318.16)
		DEFERRED BETTERMENTS	(21,504.41)	58,560.81	242,405.34	162,340.12
		UNAPPORTIONED BETTERMENT	32,536.65	259,929.40	279,641.20	52,248.45





**TOWN OF LANCASTER**  
**DIAL 978-365-3326, THEN DESIRED EXTENSION**

**TOWN HALL OFFICES**  
**MAILING ADDRESS: 695 MAIN STREET**

DEPARTMENT OFFICE	EXT.	SUITE	EMAIL CONTACT
AGRICULTURAL COMMISSION	1311	4	<a href="mailto:npiazza@lancasterma.net">npiazza@lancasterma.net</a>
AMBULANCE - Accounts and Billing	1201	1	<a href="mailto:kalamb@lancasterma.net">kalamb@lancasterma.net</a>
ANIMAL INSPECTOR	1013	2	<a href="mailto:townclerk@lancasterma.net">townclerk@lancasterma.net</a>
BOARD OF APPEALS	1311	4	<a href="mailto:npiazza@lancasterma.net">npiazza@lancasterma.net</a>
BOARD OF ASSESSORS	1000	3	<a href="mailto:dsanders@lancasterma.net">dsanders@lancasterma.net</a>
BOARD OF HEALTH	1310	6	<a href="mailto:hhampson@lancasterma.net">hhampson@lancasterma.net</a>
BUILDING OFFICIAL/ZONING ENFORCEMENT OFCR.	1309	4	<a href="mailto:pmunro@lancasterma.net">pmunro@lancasterma.net</a>
BUSINESS CERTIFICATES (Town Clerk)	1304	2	<a href="mailto:townclerk@lancasterma.net">townclerk@lancasterma.net</a>
CABLE TV ADVISORY COMMITTEE	1201	1	<a href="mailto:krocco@lancasterma.net">krocco@lancasterma.net</a>
COMMISSION ON DISABILITY	1201	1	<a href="mailto:krocco@lancasterma.net">krocco@lancasterma.net</a>
COMMUNITY DEVELOPMENT & PLANNING DIRECTOR	1311	4	<a href="mailto:npiazza@lancasterma.net">npiazza@lancasterma.net</a>
CONSERVATION COMMISSION	1054	4	<a href="mailto:dkoonce@lancasterma.net">dkoonce@lancasterma.net</a>
COUNCIL ON AGING - DIRECTOR	1102	7	<a href="mailto:aturner@lancasterma.net">aturner@lancasterma.net</a>
CULTURAL COUNCIL	1201	1	<a href="mailto:krocco@lancasterma.net">krocco@lancasterma.net</a>
DOG LICENSES (Town Clerk)	1013	2	<a href="mailto:townclerk@lancasterma.net">townclerk@lancasterma.net</a>
ENERGY COMMISSION	1311	4	<a href="mailto:npiazza@lancasterma.net">npiazza@lancasterma.net</a>
FINANCE COMMITTEE	1303	3	<a href="mailto:cgariepy@lancasterma.net">cgariepy@lancasterma.net</a>
HISTORICAL COMMISSION	1057		<a href="mailto:historical@lancasterma.net">historical@lancasterma.net</a>
PARKING CLERK	1305	5	<a href="mailto:mfrost@lancasterma.net">mfrost@lancasterma.net</a>
PLANNING BOARD	1311	4	<a href="mailto:npiazza@lancasterma.net">npiazza@lancasterma.net</a>
RECREATION COMMISSION	—	—	<a href="mailto:jdoyle@nrsl.net">jdoyle@nrsl.net</a>
RECYCLING INFORMATION	1304	2	<a href="mailto:townclerk@lancasterma.net">townclerk@lancasterma.net</a>
SEALER OF WEIGHTS & MEASURES	1309	4	<a href="mailto:rvalinski@yahoo.com">rvalinski@yahoo.com</a>
SELECTMEN'S OFFICE	1201	1	<a href="mailto:krocco@lancasterma.net">krocco@lancasterma.net</a>
SENIOR/COMMUNITY CENTER	1106	7	<a href="mailto:aturner@lancasterma.net">aturner@lancasterma.net</a>
SENIOR CITIZEN TRANSPORTATION (MART Van)	1103	7	<a href="mailto:aturner@lancasterma.net">aturner@lancasterma.net</a>
TAX COLLECTOR	1012	5	<a href="mailto:mfrost@lancasterma.net">mfrost@lancasterma.net</a>
TOWN ACCOUNTANT	9999	1	<a href="mailto:cgariepy@lancasterma.net">cgariepy@lancasterma.net</a>
TOWN ADMINISTRATOR	1302	1	<a href="mailto:rmcnutt@lancasterma.net">rmcnutt@lancasterma.net</a>
TOWN CLERK	1304	2	<a href="mailto:townclerk@lancasterma.net">townclerk@lancasterma.net</a>
TOWN FOREST COMMITTEE	1311	4	<a href="mailto:thcastner@comcast.net">thcastner@comcast.net</a>
TREASURER	1012	5	<a href="mailto:mfrost@lancasterma.net">mfrost@lancasterma.net</a>
VITAL RECORDS - Births, Marriages, Deaths	1013	2	<a href="mailto:townclerk@lancasterma.net">townclerk@lancasterma.net</a>
VOTER REGISTRATION & INFORMATION	1013	2	<a href="mailto:townclerk@lancasterma.net">townclerk@lancasterma.net</a>
ZONING ENFORCEMENT OFFICER	1309	4	<a href="mailto:pmunro@lancasterma.net">pmunro@lancasterma.net</a>

**TOWN OF LANCASTER  
DIAL 978-365-3326, THEN DESIRED EXTENSION**

**DEPARTMENT OF PUBLIC WORKS  
392 MILL STREET EXT**



DEPARTMENT OF PUBLIC WORKS	EXT.	EMAIL CONTACT
PUBLIC WORKS - CEMETERY DIVISION	978-368-1528	N/A
PUBLIC WORKS - HIGHWAY DIVISION	9991	<a href="mailto:lancasterdpw@aol.com">lancasterdpw@aol.com</a>
PUBLIC WORKS - SUPERINTENDENT	1101	<a href="mailto:kbartlett@lancasterma.net">kbartlett@lancasterma.net</a>
PUBLIC WORKS – EXECUTIVE ASSISTANT	1202	<a href="mailto:mnotaro@lancasterma.net">mnotaro@lancasterma.net</a>
PUBLIC WORKS – WATER DIVISION	1034	<a href="mailto:bob.pelletierdpw@comcast.net">bob.pelletierdpw@comcast.net</a>

**EMERGENCY - AMBULANCE - FIRE– POLICE CALL 911**

PUBLIC SAFETY - 1053/1055 MAIN STREET

PUBLIC SAFETY	EXT.	EMAIL CONTACT
FIRE DEPARTMENT - Burning Permits	1009	<a href="mailto:mhanson@lancasterfd.net">mhanson@lancasterfd.net</a>
FIRE DEPARTMENT - Fire Chief's Office	1009	<a href="mailto:mhanson@lancasterfd.net">mhanson@lancasterfd.net</a>
EMERGENCY MANAGEMENT DIRECTOR	1009	<a href="mailto:mhanson@lancasterfd.net">mhanson@lancasterfd.net</a>
POLICE DEPARTMENT - Chief of Police	1005	<a href="mailto:eburwinkel@lancasterma.net">eburwinkel@lancasterma.net</a>
POLICE DEPARTMENT (Business Calls)	1021	<a href="mailto:fmoody@lancasterma.net">fmoody@lancasterma.net</a>
FOREST WARDEN	1009	<a href="mailto:mhanson@lancasterfd.net">mhanson@lancasterfd.net</a>
DOG OFFICER (Via Communications Center)		978-772-1900

**LANCASTER HISTORICAL COMMISSION  
MAILING ADDRESS: 695 MAIN STREET,  
ATTN HISTORICAL COMMISSION**

**OFFICE ADDRESS:** 131 Main Street DIRECTIONS: Located in the Home Town Bank Plaza (please drive to rear).  
Office located on LEFT side when facing building from the back.

Teacher

Mentor

Colleague

Friend





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*In Memory of Eugene "Pete" Christoph, Photo credit, Peter Christoph*