



# Lancaster

## MASSACHUSETTS



# Annual Town Report

## 2020

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## SELECT BOARD

The Board of Selectmen is pleased to present its Annual Report for the calendar year 2020.

Jason A. Allison was elected to the Board of Selectmen at the Town Lancaster Annual Election held on Monday, June 29, 2020.

The Board re-organized at the organizational meeting held on July 13, 2020 following the Town Election. Jay M. Moody was elected to serve as the Chairman of the Board of Selectmen. Jason A. Allison was elected Clerk, and Walter F. Sendrowski served as a member.

## Acknowledgements

Throughout 2020, 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.

## 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

## Legislative Delegation

The Board wishes to acknowledge the assistance of Representative Harold P. Naughton, Jr., over the years. Representative Naughton has been a tireless advocate for Lancaster and we wish him the best in his future endeavors. The Board also wishes to thank Senator Dean Tran, for his work on behalf of the Town and region. Both will be missed!

The Board does want to welcome our new legislative delegation. Both Representative Meghan Kilcoyne and Senator John Cronin were elected in November of 2020. We look forward a healthy collaborative relationship on intergovernmental advocacy.

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 with the lobbying of funding in a time where support for grants and infrastructure is always needed.

## SELECT BOARD continued

### Fiscal Year 2021 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 \$23,854,403, for Fiscal Year 2021. This is an overall increase 2.95% from Fiscal Year 2020.

### 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 total assessment of for Fiscal Year 2021 was \$2,195,473.00. This was increase of 5.01% from the previous fiscal year.

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 2021.

The School Committee and Administration put forth a budget that resulted in an assessment to the Town of Lancaster of \$13,400,697.38. This was an increase of 2.88% 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 resident 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

June 22, 2020 – June 23, 2020 Annual Town Meeting – held at the Bolton Fairgrounds at 5:30 P.M.

The Town Moderator, Mr. William O'Neil, called the Annual Town Meeting to order on Monday, June 22, 2020 and dissolved the Meeting on Tuesday, June 23, 2020, to act on Fourteen Warrant Articles. Including the article passed, to vote to raise and appropriate \$23,854,403 by taxation, by transfer from available funds, from the Omnibus Operating Budget for Fiscal Year 2021, 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, 2020, or act in any manner relating thereto. The town meeting voters approved the Fiscal Year 2021 Budget expenditures as printed in the warrant. Article approved by Majority Vote.

## SELECT BOARD continued

The Board would also like to thank our Town Moderator, Mr. William O'Neil for the diligent handling of Town Meeting, as well as those members of the Board of Registrars and Dianne Reardon, 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 toward 2021. While fiscal challenges lie ahead, after diligent years of funding and planning Lancaster became one of the only governmental entities in Massachusetts to fully fund its Other-Post Employment Benefits (OPEB) Trust. The Town continues to make progress in obtaining water infrastructure resources from our neighboring communities in Leominster, Lunenburg, and Shirley.

The Town will also continue to support Atlantic Union Conference in helping with the sale of Atlantic Union College. While the sale is not a positive end to the college's long history, the cooperation will lead to a positive outcome for the end use.

Lastly, 2020 brought the COVID 19 pandemic which has caused a major disruption to normal day to day life globally. A sincere thanks to all those who have worked diligently to ensure the health and safety of those in Lancaster. Our deepest condolences to those the friend and family who lost loved ones as a result of the pandemic.

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

## Appreciation

The Board expresses its appreciation to the Selectmen's office professional staff, Kathleen Rocco, Executive Assistant to the Board and Town Administrator Orlando Pacheco, as well as the Department Heads, for their professionalism, assistance and guidance to this Board.

In Conclusion, we extend our thanks to the many citizens who contributed their time and talent to serve on the Town Boards and Committees. We continue to encourage citizens to participate in their town government by attending public meetings, volunteering to service, and by offering input at Town Meetings.

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, as always, was evident.

Thank you for the opportunity to serve you.

Sincerely,

Jay M. Moody, *Chairman*

Jason A. Allison, *Clerk*

Walter F. Sendrowski, *Member*



TOWN CLERK

Presidential Primary—March 3, 2020



**Warrant for Presidential Primaries  
March 3, 2020  
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 required to notify and warn the inhabitants of Lancaster who are qualified to vote in Primaries to vote at

Precinct 1 and Precinct 2

At

Lancaster Town Hall, 695 Main Street, Lancaster, MA

On **TUESDAY, THE THIRD DAY OF MARCH, 2020**, from 7:00 am to 8:00 pm for the following purpose:

To cast their votes in the Presidential Primaries for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE.....	FOR THIS COMMONWEALTH
STATE COMMITTEE MAN.....	WORCESTER & MIDDLESEX DISTRICT
STATE COMMITTEE WOMAN.....	WORCESTER & MIDDLESEX DISTRICT
TOWN COMMITTEE .....	LANCASTER

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

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

Given under our hands this **THIRD** day of **FEBRUARY, 2020**.

*Selectionmen of Lancaster*

*Stanley B. Starr, Jr.*

Stanley B. Starr, Jr., Chairman

*Walter E. Sendrowski*

Walter E. Sendrowski, Clerk

*Jay M. Moody*

Jay M. Moody, Member

**CONSTABLE'S CERTIFICATION**

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

Attest: *[Signature]*  
Constable

Date 2-4-20

## TOWN CLERK continued

## Presidential Primary—March 3, 2020 cont'd

03-Mar-20

Presidential IFINAL Results Lancaster, Massachu

CERTIFIED ON March 5, 2020

VOTE COUNT		PCT 1	PCT 2	TOTAL	%
MACHINE	8:00 AM	49	68	117	2.26%
	9:00 AM	91	123	214	4.13%
	10:00 AM	152	229	381	7.35%
	11:00 AM	219	286	505	9.74%
	12:00 PM	270	358	628	12.11%
	1:00 PM	322	435	757	14.59%
	2:00 PM	390	549	939	18.10%
	3:00 PM	414	584	998	19.24%
	4:00 PM	526	642	1168	22.52%
	5:00 PM	611	710	1321	25.47%
	6:00 PM	707	809	1516	29.23%
	7:00 PM	832	935	1767	34.07%
	8:00 PM	870	974	1844	35.55%
MACHINE TOTAL - FINAL		870	974	1844	
HAND COUNT		3	2	5	
UOCAVA		6	3	9	
PROVISIONAL VOTERS		0	0	0	
<b>TOTAL VOTED</b>		<b>879</b>	<b>979</b>	<b>1858</b>	<b>35.82%</b>
TOTAL # REGISTERED VOTERS		2512	2675	5187	
Registered Democrat		405	486	891	
Registered Republican		373	402	775	
Registered Green-Rainbow		2	3	5	
Registered Libertarian		6	13	19	
Registered Unenrolled		1687	1732	3419	
Other		38	40	78	
<b>DEMOCRAT</b>					
<b>PRESIDENTIAL PREFERENCE</b>					
BLANKS					
DEVAL PATRICK		2	1	3	
AMY KLOBUCHAR		10	8	18	
ELIZABETH WARREN		148	163	311	
MICHAEL BENNET		0	1	1	
MICHAEL R. BLOOMBERG		69	95	164	
TULSI GABBARD		5	9	14	
CORY BOOKER		1	0	1	
JULIAN CASTRO		0	0	0	
TOM STEYER		9	0	9	
BERNIE SANDERS		185	170	355	
JOSEPH R. BIDEN		222	284	506	
JOHN K. DELANEY		0	0	0	

## TOWN CLERK continued

## Presidential Primary—March 3, 2020 cont'd

ANDREW YANG		1	2	3	
PETE BUTTIGIEG		27	29	56	
MARIANNE WILLIAMSON		1	1	2	
NO PREFERENCE		1	2	3	
<b>TOTAL</b>		<b>681</b>	<b>765</b>	<b>1446</b>	<b>100.00%</b>
<b>STATE COMMITTEE MAN</b>					
BLANKS		208	209	417	
PATRICK G. HAVERTY		471	556	1027	
DUNCAN BAUMAN		1	0	1	
DERRICK O'RIORDAN		1		1	
<b>TOTAL</b>		<b>681</b>	<b>765</b>	<b>1446</b>	<b>100.00%</b>
<b>STATE COMMITTEE WOMAN</b>					
BLANKS		185	201	386	
NATALIE HIGGINS		493	564	1057	
MARTA AURIN		1	0	1	
KELLY O'RIORDAN		1	0	1	
CRICKET TURNER		1	0	1	
<b>TOTAL</b>		<b>681</b>	<b>765</b>	<b>1446</b>	<b>100.00%</b>
<b>TOWN COMMITTEE</b>					
BLANKS		7938	9146	17084	
DONALD E. ADAMS		348	389	737	
GAIL F. SULLIVAN		366	390	756	
HAROLD A. VANASSE		375	417	792	
JAMES J. FORD, JR.		385	417	802	
MARTHA M. FORD		377	412	789	
THOMAS FRAIN		353	402	755	
MARY B. PERREIRA		351	395	746	
DEBORAH A. ADAMS		349	388	737	
STEPHEN J. KERRIGAN		415	440	855	
SUSAN JOAN REARDON		377	395	772	
ALEXANDRA W. TURNER		413	444	857	
KATHLEEN M. SUITS		367	387	754	
CARL G. FAWCETT		344	374	718	
SHARON N. FAWCETT		353	384	737	
MARK S. FINNERTY		376	401	777	
CLAIRE E. GRIFFITHS		349	390	739	
DAVID MCNALLY		374	400	774	
STEPHEN J. PHILBIN		405	432	837	
MICHELLE R. FRAIN		356	395	751	
MARYALICE S. FRAIN		354	394	748	
JILLIAN V. WASHUTA		347	378	725	
EMILY ELLISON TAYLOR		344	382	726	
JOYCE A. CORBOSIERO		353	388	741	
JODI E. CORBOSIERO		345	384	729	
JAY M. MOODY		385	426	811	
SCATTERED		0	0	0	
<b>TOTAL</b>		<b>17099</b>	<b>19150</b>	<b>36249</b>	<b>100.00%</b>
<b>REPUBLICAN</b>					



## TOWN CLERK continued

## Presidential Primary—March 3, 2020 cont'd

<b>PRESIDENTIAL PREFERENCE</b>					
BLANKS		1	2	3	
WILLIAM F. WELD		31	30	61	
JOE WALSH		5	2	7	
DONALD J. TRUMP		149	168	317	
ROQUE "ROCKY" DE LA FUENTE		0	0	0	
NO PREFERENCE		5	5	10	
ELIZABETH WARREN		1	0	1	
CHARLIE BAKER		1	0	1	
JOHN BOLTON		1	0	1	
<b>TOTAL</b>		<b>194</b>	<b>207</b>	<b>401</b>	<b>100.00%</b>
<b>STATE COMMITTEE MAN</b>					
BLANKS		44	41	85	
THOMAS F. ARDINGER		150	166	316	
<b>TOTAL</b>		<b>194</b>	<b>207</b>	<b>401</b>	<b>100.00%</b>
<b>STATE COMMITTEE WOMAN</b>					
BLANKS		42	54	96	
SUSAN E. SMILEY		152	153	305	
<b>TOTAL</b>		<b>194</b>	<b>207</b>	<b>401</b>	<b>100.00%</b>
<b>TOWN COMMITTEE</b>					
BLANKS		5978	6581	12559	
SUSAN E. SMILEY		134	126	260	
SANDRA L. HAWKINS		114	106	220	
NATHANIEL C. HAWKINS, III		124	120	244	
STANLEY P. MARCINCYK, JR.		115	108	223	
SCOTT PANTALONE		105	109	214	
ELIZABETH S. CAHILL		111	114	225	
BENJAMIN J. CAHILL		109	118	227	
ME			1		
JOHN RANIERI			1		
NO PREFERENCE			1		
VICTORIA PETRACA			1		
CHARLES TAMMINEN			1		
<b>TOTAL</b>		<b>6790</b>	<b>7387</b>	<b>14177</b>	<b>100.00%</b>
<b>LIBERTARIAN</b>					
<b>PRESIDENTIAL PREFERENCE</b>					
BLANKS		0	0	0	
ARVIN VOHRA		0	0	0	
VERMIN LOVE SUPREME		0	0	0	
JACOB GEORGE HORNBERGER		0	0	0	
SAMUEL JOSEPH ROBB		0	0	0	
DAN TAXATION IS THEFT BEHRMAN		0	0	0	
KIMBERLY MARGARET RUFF		0	0	0	
KENNETH REED ARMSTRONG		0	0	0	
ADAM KOKESH		0	1	1	
JO JORGENSEN		0	0	0	
MAX ABRAMSON		0	0	0	
NO PREFERENCE		0	2	2	

## TOWN CLERK continued

## Presidential Primary—March 3, 2020 cont'd

SANDERS		1	1	2	
TULSI GABBERD		1	0	1	
SCATTERED		0	0	0	
<b>TOTAL</b>		<b>2</b>	<b>4</b>	<b>6</b>	<b>100.00%</b>
<b>STATE COMMITTEE MAN</b>					
BLANKS		2	4	6	
SCATTERED		0	0	0	
<b>TOTAL</b>		<b>2</b>	<b>4</b>	<b>6</b>	<b>100.00%</b>
<b>STATE COMMITTEE WOMAN</b>					
BLANKS		2	4	6	
SCATTERED		0	0	0	
<b>TOTAL</b>		<b>2</b>	<b>4</b>	<b>6</b>	<b>100.00%</b>
<b>TOWN COMMITTEE</b>					
BLANKS		20	40	60	
SCATTERED		0	0	0	
<b>TOTAL</b>		<b>20</b>	<b>40</b>	<b>60</b>	<b>100.00%</b>
<b>GREEN RAINBOW</b>					
<b>PRESIDENTIAL PREFERENCE</b>					
BLANKS		1	0	1	
DARIO HUNTER		0	1	1	
SEDINAM KINAMO CHRISTIN		0	1	1	
KENT MESPLAY		1	0	1	
HOWARD HAWKINS		0	1	1	
NO PREFERENCE		0	0	0	
SCATTERED		0	0	0	
<b>TOTAL</b>		<b>2</b>	<b>3</b>	<b>5</b>	<b>100.00%</b>
<b>STATE COMMITTEE MAN</b>					
BLANKS		2	3	5	
SCATTERED		0	0	0	
<b>TOTAL</b>		<b>2</b>	<b>3</b>	<b>5</b>	<b>100.00%</b>
<b>STATE COMMITTEE WOMAN</b>					
BLANKS		1	0	1	
CHARLENE R. DICALOGERO		1	3	4	
SCATTERED		0	0	0	
<b>TOTAL</b>		<b>2</b>	<b>3</b>	<b>5</b>	<b>100.00%</b>
<b>TOWN COMMITTEE</b>					
BLANKS		20	30	50	
SCATTERED		0	0	0	
<b>TOTAL</b>		<b>20</b>	<b>30</b>	<b>50</b>	<b>100.00%</b>

**WARRANT FOR  
ANNUAL TOWN MEETING  
FOR FISCAL YEAR 2021  
JUNE 22, 2020  
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 Luther Burbank School, 103 Hollywood Drive, in said Lancaster on Monday, the twenty-second day of June, 2020, at 5:30 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 raise and appropriate a sum of money by taxation, by transfer from available funds, from the Omnibus Operating Budget, 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, 2020, or act in any manner relating thereto.

**The Budget for Fiscal Year 2021 will be available at Town Meeting**  
***The Finance Committee will make a recommendation from the floor.***

***Summary:*** *This article presents the proposed omnibus operating budget for the Town for FY2021, together with prior year appropriations and actual expenditures for comparison.*

**ARTICLE 2  
Water Enterprise Fund  
Board of Public Works**

To see if the Town will vote to appropriate **\$1,094,159** (One Million Ninety-Four Thousand, One Hundred Fifty-Nine Dollars) from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2020 (*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 will make a recommendation from the floor***



<b>I. Water Enterprise Revenues</b>	
User Charges	\$1,079,159
Connection Fees	\$15,000
Water Enterprise Available Funds	0
Investment Income	0
<b>Total Revenues</b>	<b>\$1,094,159</b>
<b>II. Costs Appropriated in the Enterprise Fund</b>	
Salaries and Wages	\$275,272
Expenses	\$385,939
Reserve Fund	\$0
Debt Principal	\$290,000
Debt Interest	\$142,948
<b>Indirect Costs to General Fund</b>	<b>0</b>
<b>Total Costs Appropriated in E. F.</b>	<b>\$1,094,159</b>

*Summary: This article presents the proposed Water Operating Budget for the Town for FY2021. A majority vote is required for passage of this article.*

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

To see if the Town will vote to appropriate **\$143,000** (One Hundred Forty-Three Thousand Dollars) from the Renewable Energy Enterprise Fund to finance the operation of the Landfill Solar Array for the fiscal year beginning July 1, 2020 (*detail below*), or act in any manner relating thereto. The operating expenses for the Renewable Energy Enterprise Fund are entirely funded by solar array revenue. *The Finance Committee will make a recommendation from the floor*

<b>I. Renewable Energy Enterprise Revenues</b>	
Sale of Solar Energy Certificates	\$127,000
Qualified Energy Bond Subsidy	\$16,000
<b>Total Revenues</b>	<b>\$143,000</b>
<b>II. Costs Appropriated in the Enterprise Fund</b>	
Maintenance Expenses	\$25,600
Debt Principal and Interest	\$117,400
<b>Total Costs Appropriated in E. F.</b>	<b>\$143,000</b>

*Summary: This article presents the proposed Renewable Energy Operating Budget for the Town for FY2021. A majority vote is required for the passage of this article.*

**ARTICLE 4**  
**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 FY2021 Overlay Account for Abatements to fund the Senior Citizen Tax Work-off Abatement Program, or act in any manner relating thereto. ***The Finance Committee will make a recommendation from the floor***

*Summary: The Commonwealth of Massachusetts allows for the property tax liability to be reduced in exchange for volunteer services for persons over age 60.*

**ARTICLE 5**  
**Nashoba Regional School District**

To see if the Town will approve an amount not to exceed \$1,500,000, borrowing authorized by the Nashoba Regional School District, for the purpose of paying costs of a design and feasibility study for the purpose of a building/modernization project of Nashoba Regional High School, 12 Green Road, Bolton, MA 01740, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the Nashoba Regional High School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Study costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Study shall be as set forth in the Feasibility Study Agreement that may be executed between the District and the MSBA.

*Summary: This article presents the NRSD's requests for paying costs for the design & feasibility study for purpose of a building/modernization project of Nashoba Regional High School.*

**Article 6**  
**Pay Bills of Prior Fiscal Year**  
**Finance Committee**  
**Board of Selectmen**

To see if the Town will vote to transfer Six Thousand Five Hundred Seventy-Two Dollars (\$6,572) from available funds to pay unpaid bills from Fiscal Year 2019 (detail below), or act in a manner relating thereto.

<u>Department</u>	<u>Vendor</u>	<u>Amount</u>	<u>Date</u>	<u>Purpose</u>
General Insurance	Braley & Wellington	\$6,222.00	8/13/18	Insurance
Police Department	Impact Fire	\$ 350.00	6/19/19	Sprinkler Service

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

*Summary: This article presents invoices received after Fiscal Year payments were due*

**Article 7  
Remove Police from Civil Service  
Board of Selectmen**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to exempt all positions in the police department from the Civil Service Law, c. 31, as set forth below; provided, however, that General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments thereto prior to enactment by the General Court and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition; or act in any manner relating thereto.

**AN ACT EXEMPTING CERTAIN POSITIONS OF THE POLICE DEPARTMENT OF THE TOWN OF LANCASTER FROM THE CIVIL SERVICE LAW.**

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:*

SECTION 1. Notwithstanding any general or special law to the contrary, all positions in the police department of the town of Lancaster shall be exempt from chapter 31 of the General Laws.

SECTION 2. This act shall not impair the civil service status of a person holding a position described in section 1 on the effective date of this act.

SECTION 3. This act shall take effect upon its passage.

*Summary: This article presents a petition to the General Court for special legislation to remove Police from Civil Service.*

**ARTICLE 8  
Board of Selectmen**

To see if the Town will vote to authorize the Board of Selectmen to acquire the property and structures thereon located at 0 Old County Road (Map 29 Lot 20) for general municipal purposes; to raise and appropriate, transfer from available funds, or borrow the sum of Eighty-Six Thousand Dollars (\$86,000) to fund such acquisition, such amount to be reduced by the amount of any grant funds received for and/or applicable to this acquisition; and further, to authorize the Board of Selectmen to execute and record all documents and instruments related thereto; or act in any manner relating thereto.

*Summary: This article presents the purchase of Atlantic Union College 28 Acres for the Forest Land Acquisition.*

**ARTICLE 9  
Planning Board**

To see if the Town will vote to amend the Zoning Bylaw, Section 220-8.7 Integrated Planning Overlay District (IPOD), as follows:

- 1) Delete Section 220-8.7.B.(6) in its entirety and replace it with the following:

Residential uses shall not be required, but if included shall not comprise more than 75% of the gross floor area planned within any Integrated Plan.

2) Add the following new Section F:

F. Waivers. The Planning Board may waive the compliance with any IPOD requirements upon a finding that the waiver is in the public interest and not inconsistent with the intent of this IPOD bylaw.

Or act in any manner relating thereto

**ARTICLE 10**  
**Board of Selectmen**

To see if the Town will vote to transfer from the board or officer currently having control for current purpose for which the property is held to the Board of Selectmen, for the purpose of disposition by lease, sale, or otherwise, the care, custody, management and control of the property and structures thereon known as the Memorial Elementary School, located on 695 Main Street and shown on the Assessors' Maps as map 31, parcel 94; and to authorize the Board of Selectmen to rent, convey, or otherwise dispose of all or a portion of said property pursuant to the provisions of G.L. Chapter 30B, Section 16 upon such terms and conditions as the Board of Selectmen deems to be in the best interest of the Town; and further to authorize the Board of Selectmen to take such actions and execute such documents and agreements as are necessary to effectuate the purpose of this article; or take any other action relative thereto.

*Summary: This articles presents the Board of Selectmen may declare as surplus and available for disposition by lease the inactive Memorial Elementary School Building.*

**ARTICLE 11**  
**Community Preservation Act**

To see if the Town will accept Sections 3 to 7, inclusive, of Chapter 44B of the General Laws, otherwise known as the Massachusetts Community Preservation Act, by approving a surcharge on real property for the purposes permitted by said Act, including the acquisition, creation and preservation of open space, the acquisition, preservation, rehabilitation and restoration of historic resources, the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use, the acquisition, creation, preservation and support of community housing, and the rehabilitation and restoration of such open space and community housing that is acquired or created as provided under said Act; to determine the amount of such surcharge on real property as a percentage of the annual real estate tax levy against real property and the fiscal year in which such surcharge shall commence; to determine whether the Town will accept any of the exemptions from such surcharge permitted under Section 3(e) of said Act; or to take any other action relative thereto.

*Summary: This article presents acceptance of the provisions of Sections 3 to 7, inclusive, of Chapter 44B of the General Laws, otherwise known as the Massachusetts Community Preservation Act*

**ARTICLE 12**  
**Affordable Housing Trust Creation**

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 44, Section 55C, and establish a trust known as the Lancaster Affordable Housing Trust Fund, whose purpose shall be to provide for the preservation and creation of affordable housing in the Town of Lancaster for the benefit of low and moderate income households, and, further, to amend the General Bylaws of the Town to insert a new Chapter \_\_\_\_\_ of the Lancaster Town Code entitled: Affordable Housing Trust Fund, as follows, or act in any manner relating thereto:

**Chapter \_\_\_ Affordable Housing Trust Fund**

§ X-1	Authority; establishment.
§ X-2	Purpose.
§ X-3	Composition.
§ X-4	Declaration of Trust.
§ X-5	Powers.
§ X-6	Acts of Trustees.
§ X-7	Funds paid to Trust.
§ X-8	Meetings; quorum.
§ X-9	Custodian of funds.
§ X-10	Liability.
§ X-11	Taxes.
§ X-12	Governmental body.
§ X-13	Board of Town.
§ X-14	Compensation of Trustees.
§ X-15	Amendments.
§ X-16	Duration of Trust.
§ X-17	Annual Town Report

§ X-1 Authority; establishment.

Pursuant to the authority of G.L. c.44, §55C, there is hereby created a local municipal affordable housing Trust fund to be known as the "Lancaster Affordable Housing Trust Fund" (hereinafter "the Trust").

§ X-2 Purpose.

The purpose of the Trust shall be to provide for the preservation and creation of affordable and community housing in the Town of Lancaster for the benefit of low and moderate income households and for the funding of community housing, as defined in and in accordance with the provisions of the Community Preservation Act, G.L. c. 44B ("Chapter 44B").

§ X-3 Composition.

There shall be a Board of Trustees of the Lancaster Affordable Housing Trust Fund (the "Board"), composed of one ex officio non-voting member and five (5) voting members. The Town Administrator or the Town Administrator's designee shall serve as the ex officio member. The voting members shall include: a member of the Board of Selectmen (chosen by the Board of Selectmen) and four (4) members appointed by the Board of Selectmen. Members must be residents of the Town of Lancaster.

The Board of Selectmen shall appoint the Trustees for terms not to exceed two (2) years (except if a person is appointed as a representative of a board or committee, in which case his or her term shall terminate upon the sooner vacating of the underlying office), provided, however, that the term of three (3) of the initial Trustee appointments shall be one year, so as to allow staggered terms. Trustees may be re-appointed at the discretion of the Board of Selectmen and there are no limits on the number of terms that a Trustee can serve. Vacancies shall be filled by the Board of Selectmen for the remainder of the unexpired term, notice of which shall be filed with the Town Clerk. The title to the Trust estate shall thereupon and without the necessity of any conveyance be vested in such succeeding Trustee jointly with the remaining Trustees. The Trustees shall annually elect a Trustee to serve as Chair.

Any member of the Board of Trustees may be removed by a vote of the Board of Selectmen for cause after the opportunity of a properly noticed public hearing. For purposes of this bylaw, the term "cause" shall include, but not be limited to, each of the following: violation of any local, state, or federal law; incapacity to perform the duties of a Trustee; and acts of a Trustee, that in the opinion of the Board of Selectmen, are negligent or detrimental to the Town or the Trust, or

four (4) consecutive absences from Board of Trustees meetings. Any Trustee may resign by filing with the Town Clerk written notice thereof.

§ X-4 Declaration of Trust.

The Trustees are hereby authorized to execute a Declaration of Trust and Certificates of Trust for the Lancaster Affordable Housing Trust Fund, to be recorded with the Worcester District Registry of Deeds and filed with the Worcester Registry District of the Land Court.

§ X-5 Powers.

The powers of the Board of Trustees, all of which shall be carried on in furtherance of the purposes set forth in G.L. c.44, §55C, and inclusive of any future amendments to that section, and shall include the following:

A.

To accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the Trust in connection with any Bylaw or any general or special law or any other source, including money from Chapter 44B; provided, however, that any such money received from Chapter 44B shall be used exclusively for community housing and shall remain subject to all the rules, regulations and limitations of that chapter when expended by the Trust, and such funds shall be accounted for separately by the Trust; and provided further, that at the end of each fiscal year, the Trust shall ensure that all expenditures of funds received from said Chapter 44B are reported to the Community Preservation Committee for inclusion in the community preservation initiatives report, form CP-3, to the Department of Revenue;

B.

To purchase and retain real or personal property, including, without restriction, investments that yield a high rate of income or no income;

C.

To sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to Trust property as the Board deems advisable notwithstanding the length of any such lease or contract;

D.

To execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements, and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Board engages for the accomplishment of the purposes of the Trust;

E.

To employ advisors and agents, such as consultants, accountants, appraisers and lawyers, full-time or part-time staff, and to contract for administrative and support goods and services, as the Board deems necessary;

F.

To pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Board deems advisable;

G.

To apportion receipts and charges between incomes and principal as the Board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation, depletion or otherwise;



TOWN CLERK continued

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H.

To participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;

I.

To deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Board may deem necessary and appropriate;

J.

To carry property for accounting purposes at other than acquisition date values;

K.

With Town Meeting approval, to borrow money on such terms and conditions and from such sources as the Board deems advisable, to mortgage and pledge Trust assets as collateral;

L.

To make distributions or divisions of principal in kind;

M.

To comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of G.L. c. 44, §55C, to continue to hold the same for such period of time as the Board may deem appropriate;

N.

To manage or improve real property; and to abandon any property which the Board determined not to be worth retaining;

O.

To hold all or part of the Trust property uninvested for such purposes and for such time as the Board may deem appropriate;

P.

To extend the time for payment of any obligation to the Trust; and

Q.

To exercise such additional powers consistent with the provisions of this Bylaw and G.L. c.44, §55C, as such section may be amended from time to time..

§ X-6 Quorum: Acts of Trustees.

Three (3) voting Trustees shall constitute a quorum and shall also be required to approve any motion. An affirmative vote of three (3) voting Trustees is required to exercise any or all of the powers of the Trustees hereunder, unless otherwise provided, and three (3) voting Trustees may execute on behalf of the Trustees any and all instruments with the same effect as though executed by all the Trustees. No Trustee shall be required to give bond. No license of court shall be required to confirm the validity of any transaction entered into by the Trustees with respect to the Trust Estate. Any borrowing by the Trust shall require the prior approval of the Lancaster Town Meeting.

§ X-7 Funds paid to Trust.

Notwithstanding any general or special law to the contrary, all monies paid to the Trust in accordance with any zoning Bylaw, exaction fee, or private contributions shall be paid directly into the Trust and need not be appropriated or accepted and approved into the Trust. General revenues appropriated into the Trust become Trust property and these funds need not be further

appropriated to be expended. All moneys remaining in the Trust at the end of the fiscal year, whether or not expended by the Board within one year of the date they were appropriated into the Trust, remain Trust property.

§ X-8 Meetings.

Meetings of the Board shall be held on a regular basis. Special meetings may be called by the Chairperson or two Trustees. A Trust is a governmental body for purposes of G.L. c.30A, §§18 through 25, the Open Meeting Law; notice of any meeting of the Trust Fund shall be filed with the Town Clerk and posted in accordance with the Open Meeting Law. Minutes of all meetings shall be kept in accordance with the provisions of the Open Meeting Law, G.L. c.30A, §22. While a majority of the full Board shall constitute a quorum for the transaction of any business, less than a quorum may, subject to the requirements of the Open Meeting Law, continue a meeting to a time, date and place certain.

§ X-9 Custodian of funds.

The Town of Lancaster's Treasurer/Collector shall be the custodian of the Trust's funds and shall maintain separate accounts and records for such funds. The Treasurer/Collector shall invest the Trust's funds in the manner authorized by law. Any income or proceeds received from the investment of funds shall be credited to and become part of the Trust Fund. In accordance with G.L. c.44, §55C, the books and records of the Trust shall be audited annually by an independent auditor in accordance with accepted accounting practices or take any other action relative thereto. Upon receipt of the audit by the Board of Trustees, a copy shall be provided forthwith to the Board of Selectmen.

§ X-10 Liability.

Neither the Trustees nor any agent or officer of the Trust shall have the authority to bind the Town. The Trust is a public employer and the members of the Board are public employees for the purposes of G.L. c.268A. The Trust shall be deemed a municipal agency and the Trustees special municipal employees for purposes of G.L. c.268A.

§ X-11 Taxes.

The Trust is exempt from G.L. c.59 and G.L. c.62, and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the Commonwealth of Massachusetts or any political subdivision thereof.

§ X-12 Governmental body.

The Trust is a governmental body for purposes of the Open Meeting Law, G.L. c.30A, §§18-25.

§ X-13 Board of Town.

The Trust is a board of the Town of Lancaster for the purposes of G.L. c.30B and G.L. c.40, §15A, but agreements and conveyances between the Trust and agencies, boards, commissions, authorities, departments and public instrumentalities of the Town shall be exempt from said G.L. c.30B.

§ X-14 Compensation of Trustees.

Trustees shall not receive a salary, stipend, bonus or other means of compensation for their service as a Trustee, nor shall they be eligible for any benefits from the Town of Lancaster. Trustees may be compensated for reasonable out-of-pocket expenses for travel and other Trust-related expenses. All such out-of-pocket expenses shall be fully documented with receipts for expenses prior to payment by the Trust.

§ X-15 Amendments.

The provisions of this Trust can only be amended by a vote of the Lancaster Town Meeting.

§ X-16 Duration of Trust.

This Trust shall be of indefinite duration until terminated by a vote of the Lancaster Town Meeting. Upon termination of the Trust, subject to the payment of or making provisions for the payment of all obligations and liabilities of the Trust and the Trustees, the net assets of the Trust

shall be transferred to the Town of Lancaster and held by the Board of Selectmen for affordable housing purposes. In making any such distribution, the Trustees may, subject to the approval of the Board of Selectmen, sell all or any portion of the Trust property and distribute the net proceeds thereof to the Town of Lancaster. The powers of the Trustees shall continue until the affairs of the Trust are concluded. Once the Lancaster Town Meeting has voted to terminate the Trust, the Board of Selectmen shall have the power to approve all financial transactions made on behalf of the Trust.

§ X-17 Annual Report.

The Trustees shall prepare an annual report describing the activities of the Trust on a calendar year basis. The annual report shall be submitted to the Lancaster Board of Selectmen by February 12<sup>th</sup> of each year. The annual report shall list all financial transactions conducted by the Trust including all revenues and costs, provide a balance sheet of liabilities and assets of the Trust, list an inventory of all affordable housing units created, sold, and/or managed by the Trust, and any other pertinent information related to the business of the Trust.

*Summary: This article presents the acceptance of the provisions of Massachusetts General Laws Chapter 44, Section 55C, and establish a trust known as the Lancaster Affordable Housing Trust Fund and amend the General Bylaws of the Town to insert a new Chapter entitled Affordable Housing Trust Fund.*

<p><b>ARTICLE 13</b> <b>Citizens Petition</b> <b>Scenic Roads</b></p>
-------------------------------------------------------------------------------

To see if the Town will vote to adopt general regulations for scenic roads as described in the attached document titled "Chapter 157. Scenic Roads". The Town has a list of 31 scenic roads that were approved by residents at town meetings in 1987 and 1989, but it does not have any corresponding rules describing purpose, procedures, notification, authorities, or enforcement for these roads.

Massachusetts General Law Chapter 40, Section 15C, the Scenic Roads Act, allows the Town to designate scenic roads and regulate public trees and historic stone walls within their right-of-way. Its purpose is to preserve the qualities and character of the Town's public ways by establishing rules for the cutting of trees or the alteration of stone walls within these designated rights-of-way's.

The proposed regulation provides procedures applicable to the existing 31 scenic roads as well as any new roads that the Conservation Commission, Historical Commission, or the Planning Board may designate in the future in accordance with MGL Chapter 40, Section 15C. It also provides a place to maintain the Town's official list of designated scenic roads.

The bylaw allows the Tree Warden to determine whether public hearings for work along designated roads is required and provides a process for notification and facilitation of those hearings.

The proposed Scenic Roads bylaw was composed using examples of established regulations from the nearby towns of Groton, Harvard, and Sterling who adopted their rules in 2005, 2008, and 2004, respectively. In addition, the bylaw has been reviewed at public hearings held by the Conservation Commission, Historical Commission, and the Planning Board.

Comments and concerns from the town boards directly involved with the bylaw have been incorporated in the attached final draft. In addition, the input from several interested Lancaster residents has been received and considered in the preparation of the document. It has been endorsed by the Conservation Commission and the Historical Commission, and the Planning Board has given its feedback.

Adoption of this bylaw will provide the necessary rules for thoughtful administration of Lancaster's scenic roads.

**Chapter 157. Scenic Roads**

[Adopted by the Annual Town Meeting of the Town of Lancaster on X-XX-2020]

**§ 157-1. Purpose.**

In order to preserve the qualities and character of the Town of Lancaster public ways, the roads, streets and ways set forth in § 157-4 below are designated as scenic roads under the provisions of Massachusetts General Laws (MGL), Chapter 40, Section 15C as follows:

- A. The Town of Lancaster adopts the provisions of Massachusetts General Laws Chapter 40, Section 15C, as amended, which provides, in part, that any repair, maintenance, reconstruction, or paving work done with respect to any road, as defined in § 157-2 of this chapter, designated as a scenic road in § 157-4 of this chapter, shall not involve or include the cutting or removal of trees, or the tearing down, destruction, or alteration of stone walls or portions of stone walls within the right-of-way of a designated scenic road, except with prior written consent of the Planning Board after a public hearing.
- B. The Planning Board shall consider, among other things, the public safety, scenic views, preservation of historic and regional characteristics, and preservation and enhancement of natural and aesthetic qualities of the environment.
- C. The Planning Board shall seek to encourage environmentally sensitive development along the town's designated scenic roads as well as to develop the growth of shade trees along such roads to reduce the growth of underbrush and thereby reduce the cost of maintenance.
- D. After public notice and public hearing, the Planning Board may enact rules to accomplish the purposes of this bylaw, effective when voted and filed with the Town Clerk. Failure by the Planning Board to promulgate such rules or a legal declaration of their invalidity by a court of law shall not operate to suspend or invalidate the effect of this bylaw.

**§ 157-2. Definitions.**

The following definitions shall apply in the interpretation of this bylaw:

**CUTTING OR REMOVAL OF TREES**

The removal of one or more trees, trimming of major branches, or cutting of roots sufficient in the Tree Warden's written opinion to cause eventual destruction of a tree. However, such cutting or removal shall not be construed to include clearing of nuisance growth, routine or emergency tree maintenance which removes only permanently diseased or damaged limbs, trunks or roots and dead whole trees, or thinning out of overcrowded trees as determined by the Tree Warden, but shall include such cutting or removal done in contemplation of, or following the repair, maintenance, reconstruction or paving work for a road.

**REPAIR, MAINTENANCE, RECONSTRUCTION, OR PAVING WORK**

Any such work done within the right-of-way by any person or agency, public or private, including, but not necessarily limited to, any work on any portion of any right-of-way, which was not physically commenced at the time the road was designated as a scenic road; and the construction of any new driveway or private way or the alteration of any existing driveway or private way in so far as such alteration takes place within the right-of-way when such work involves the cutting down of trees or the destruction of stone walls.

**RIGHT-OF-WAY**

The area on and within the boundaries of the public way. If the boundaries are unknown, any affected trees or stone walls shall be presumed to be within the public right-of-way until shown to be otherwise.

**ROAD**

The entire right-of-way of a way used for vehicular travel and appurtenant structures and facilities including, but not limited to bridge structures, drainage systems, retaining walls, traffic control devices, sidewalks, pedestrian facilities, and the air space above them, but not intersecting streets or driveways.

**PUBLIC SHADE TREE**

Includes living trees within a public way or boundary thereof as defined in MGL Chapter. 87, Section 1, the Shade Tree regulation.

**STONE WALLS**

Includes assemblages of stone involving at least one cubic foot of wall material per linear foot totaling not less than 10 feet in length.

**TEARING DOWN OR DESTRUCTION OF STONE WALLS**

The defacement, removal, physical covering (other than naturally occurring plant covering), or rearrangement of a stone wall, or any portion thereof, as defined herein for any purpose other than repair or maintenance.

**TEMPORARY REMOVAL OF STONE WALLS**

The temporary removal and replacement of a stone wall, or any portion thereof, at the same location with the same materials. This is permitted without Planning Board consent, but only if the Lancaster Department of Public Works is notified before the work begins so it can confirm that the wall is properly replaced. Restoration to the original dimensions and location must be completed within 90 days of commencement of work.

**TREE**

Includes any living tree whose trunk has a diameter of four inches or more as measured four feet from the ground. All trees so defined within the right-of-way of a designated scenic road, or on the boundaries thereof, shall be subject to this bylaw. If, for whatever reason, it is uncertain as to whether a tree is within the right-of-way of a designated scenic road, it shall be presumed to be subject to the provisions of this bylaw and the provisions of Massachusetts General Laws Chapter 40, Section 15C until the contrary is

shown. Nothing in this definition shall be construed to permit a person, other than the Tree Warden or his deputy, to trim, cut down or remove a public shade tree.

**§ 157-3. Designation of Scenic Roads.**

**A. Designation of Scenic Roads.** As provided by MGL C. 40, S. 15C, The Planning Board, the Conservation Commission, and the Historical Commission may propose "scenic road" status for any road in Lancaster.

**B. Criteria for Designation.** In determining which roads or portions thereof should be recommended for designation as scenic roads, the following criteria shall be considered:

- 1) Maintaining the overall scenic beauty and vistas of the proposed road,
- 2) Contribution of trees and stone walls along the road to scenic beauty,
- 3) Enhancement of the rural, agricultural, or historical qualities and character of the town,
- 4) Preservation of aesthetic, cultural, natural, or environmental conditions along the road,
- 5) Age and historic significance of the roads, trees, and stone walls,
- 6) Proximity to features such as historic structures, bridges, landscapes, and cemeteries,
- 7) Road features such as historic layout, surface materials, carriage width, use restrictions and bridges.

**C. Public Hearing.** The Planning Board shall hold a public hearing on the proposed road(s), notifying the Select Board, the Tree Warden, the DPW Superintendent, the Conservation Commission, and the Historical Commission. The hearing shall be advertised twice in a newspaper of general circulation in the area; the first advertisement at least fourteen (14) days prior to the date of the hearing.

**D. Endorsement and Recommendation.** The Board or Commission proposing the designation(s) shall prepare the warrant article for the Town Meeting and present it along with their endorsement. The Planning Board shall make a recommendation at the Town Meeting on the merits of designation of the proposed road(s) as a scenic road(s).

**E. Town Meeting Approval.** For each road, a majority vote at the Town Meeting is required for Scenic Road designation. Designations shall be effective as of the date of Town Meeting action. Any work on any portion of the right-of-way of a scenic road, which was not physically commenced at the time the road was designated, shall conform to these regulations.

**§ 157-4. Designated Scenic Roads.**

The following Town of Lancaster roads, streets and ways have been designated as Scenic Roads:  
Bolton Road:

Bolton Station Road  
Brockelman Road  
Buttonwood Lane  
Center Bridge Road  
Chace Hill Road  
Creamery Road  
Deershorn Road  
Fort Pond Road



George Hill Road  
Goss Lane  
Harvard Road (from Packard Street to (Pine Hill Rd) Seven Bridge Road)  
Hilltop Road  
Ice House Road  
Lancaster Road  
Langen Road  
Lunenburg Road – north of Route 2  
Mill Street  
Neck Road  
Old Common Road  
Otis Street  
Old Union Turnpike  
Packard Street  
Parker Road  
Ponakin Road – from Lunenburg Road to North Main Street  
Redstone Hill Road  
Route 70 (from the southerly boundary of Lancaster, through Lancaster, to the northerly boundary of Lancaster)  
Seven Bridge Road and a portion of Main Street designated as Route 117 (from the easterly boundary of Lancaster to the westerly boundary of Lancaster)  
South Meadow Road  
Shirley Road  
Sterling Road

At the Annual Lancaster Town Meeting of May 5, 1987 (Article 58) the balance of the roads on the above list were designated scenic roads.

At the Annual Lancaster Town Meeting of May 1, 1989 (Article 29) sections of Seven Bridge Road (Route 117), and Main Street (Route 70) were designated scenic road

**§ 157-5. Exemptions and Exceptions.**

- A. For tree removal.** A scenic road consent is not required when the Tree Warden acts in an emergency in accordance with MGL C. 87 to remove dead or damaged trees or limbs of trees, which may cause obstruction to public travel or a dangerous situation with respect to utility lines.
- B. For stone wall removal.** A scenic road consent is not required for the temporary removal and replacement of a stone wall at the same location with the same materials, but only if the Lancaster Department of Public Works (DPW) Superintendent is notified before the work begins so that it can confirm that the wall is properly replaced.

**§ 157-6. Design Standards.**

- A.** The written approval of the Tree Warden and the Planning Board is required for the removal of any and all trees within the right-of-way of designated scenic roads, except as defined in Section 157-2 (Cutting and Removal of Trees), and noted in Section 157-5 above. The Tree Warden shall determine whether an application and public hearing is required under Section 157-8, Procedures, within 14 days of receipt of the application.

- B. Except as noted in Section 157-5 above, the written approval of the DPW Superintendent and the Planning Board is required for the modification or removal, temporary or otherwise, of stone walls located within the right-of-way of designated scenic roads as defined in Section 157-2 above. The DPW Superintendent shall determine whether an application and public hearing is required under Section 157-8, Procedures, within 14 days of receipt of the application.
  - 1) Where stone walls exist, the maximum amount of stone wall to be removed is 24 feet for a driveway and six feet for a walkway.
  - 2) Removed stone shall be used to repair other sections of the existing wall along the road;
  - 3) Stone wall sections to be removed for a driveway shall not exceed the driveway width by more than three feet on each side for a total not to exceed 24 feet; and
  - 4) No wall shall be cut without construction of an appropriate terminus. Appropriate end points are required and consist of a stone wall with tapered ends turning back onto the lot along the drive, stone piers, granite post, or wooden post (with or without a gate).

**§ 157-7. Applications and Fees.**

- A. A written application shall be filed with the Planning Board to perform activities affecting areas protected by this bylaw as described in Sections 157-1 and 157-2 above. The application shall include such information and plans as are deemed necessary by the Planning Board to describe proposed activities and their effects on the areas. No activities shall commence without receiving and complying with written consent issued pursuant to this bylaw.
- B. At the time of an application, the applicant shall pay a filing fee as specified on the Scenic Road Consent Application.
- C. The Planning Board may waive the filing fee and costs and expenses for an application filed by a government agency, Town departments, a not-for-profit conservation organization, or a non-governmental organization working the interest of the Town.

**§ 157-8. Procedures.**

**A. Filing Requirements.**

- 1) When deemed necessary by the Tree Warden, DPW Superintendent, or Building Inspector, any person, organization, state or municipal agency seeking the written consent of the Planning Board regarding the cutting or removal of trees or the tearing down or destruction of stone walls, or portions thereof on a scenic road shall file a request with the Planning Board together with the following:
  - a) A written description and plans or drawings showing the location and the nature of the proposed disturbance area. The location description should enable readers to locate it with reasonable specificity on the ground without the need for additional plans or references.
  - b) A statement explaining the purpose and need for the cutting or removal of a tree(s) and the identification of said tree(s) or the tearing down or destruction of stone walls, or portions thereof, in the proposed disturbance area.
  - c) A statement outlining possible alternatives, proposed compensatory actions, and mitigation measures including restoration, to the proposed cutting or removal of a tree(s) or the tearing down or destruction of stone walls, or portions thereof.

- d) A list of abutters certified by the Assessors' office.
  - e) Except in the case of Town agencies, a scenic road consent fee as specified on the Board's application form made payable to the Town of Lancaster.
  - f) Photographs of all stone walls and trees within and adjacent to the proposed disturbance area prior to any work.
  - g) Any other explanatory material useful to adequately inform the Board and Tree Warden prior to the public hearing.
- 2) In the event the tree removal or stone wall destruction is related to construction of a subdivision or development subject to site plan review, the applicant shall submit an application under this section concurrently with the application for subdivision or site plan approval.
  - 3) Notice of submittal shall be filed with the Planning Board and a copy of the submittal transmitted to the Tree Warden and Town Clerk after it is accepted and signed by the Planning Board.

**B. Notification.**

- 1) The Planning Board and Tree Warden shall, as required by statute, give notice of its public hearing by twice advertising in a newspaper of general circulation in the area, with the first publication of the notice to be at least 14 days prior to the hearing and the last seven days prior to the hearing. Copies of the notice shall be sent to the Select Board, Conservation Commission, Historical Commission, and the Tree Warden.
- 2) The Planning Board and Tree Warden may also require a sign to be posted on the property at least 14 days prior to the public hearing. This sign shall not exceed three square feet in size and be posted in the location clearly visible to the public with the date, time and location of the public hearing.
- 3) The applicant will be required to pay a local newspaper of general circulation for the current cost of advertising the hearing. The applicant will be billed directly from the newspaper for the cost of the advertised hearing.
- 4) Descriptions of the proposed work provided by the applicant in parts 1) a) and 1) b) of Section 7. A. above shall be used to compose the notice for advertising.

**C. Considerations.** The Planning Board may consider the following in determining whether to grant a consent:

- 1) Public safety, including accident history within 500 feet of trees and stone walls at issue.
- 2) Scenic and aesthetic characteristics of the area, quality, extent of shade and tree canopy and compatibility with the surrounding neighborhood.
- 3) Preservation and enhancement of natural, historical, cultural and environmental conditions.
- 4) Comments contributed by the Tree Warden, other Town boards, abutters and other interested parties.
- 5) Other sound planning principles and considerations.

**D. Public Hearing.** Before the Board can decide on an application for a scenic road consent, a public hearing must be held. The Board may hold a joint hearing with the Tree Warden. If a joint hearing is held, the notice of the hearing shall indicate that it is a joint hearing of the Board and the Tree Warden.

**E. Period for Action.**

- 1) The Board shall hold a public hearing within 45 days from the date the application is received by the Board unless a longer period of time is agreed to by the applicant.
- 2) The Board shall render a decision to issue or deny a scenic road consent no later than 45 days after the close of the public hearing.

**F. Filing a Decision.** Within 14 days of its vote, and prior to the end of the forty-five-day period, the Board shall file a copy of its decision with the Town Clerk.

**§ 157-9. Appeals.**

A decision of the Planning Board shall be reviewable in the Superior Court in accordance with Massachusetts General Laws (MGL), Chapter 249, Section 4.

**§ 157-10. Enforcement; Violations and penalties.**

This bylaw shall be administered and enforced by the Planning Board, the Building Inspector, DPW Superintendent, and the Tree Warden. Enforcing officials may issue a citation for the violation of this bylaw and shall take appropriate action in the name of the Town of Lancaster to prevent, correct, restrain or abate such violations.

- A.** Violators shall be subject to a fine of \$150 per violation for the first offense and \$300 per violation for all subsequent offenses as allowed by MGL C. 40, S 15C.
- B.** With regard to public shade trees, Violators may be fined up to \$500 per violation per MGL Chapter 87, Section 6.
- C.** The unauthorized cutting or removal of each tree as defined in Sections 157-2 and 157-10A above shall be considered a separate violation of this bylaw and therefore subject to fines for each and every violation.
- D.** The tearing down or destruction of each stone wall as defined in Sections 157-2 and 157-10A above shall be considered a separate violation of this bylaw and therefore subject to fines for each and every violation.

**§ 157-11. Invalidity.**

The invalidity of any section or provision of this bylaw shall not invalidate any other section or provision thereof, nor shall it invalidate any permit, approval or decision, which previously has been issued.

**§ 157-12. General References.**

The following General Reference from the Town of Lancaster Bylaws shall apply:


- Conservation Commission – Chapter 17, Article V
- Historic Commission – Chapter 17, Article VI
- Planning Board – Chapter 17, Article IV
- Subdivision Rules and Regulations – Chapter 301, Article IV, Section 10, Streets
- Subdivision Rules and Regulations – Chapter 301, Article IV, Section 13 D., Plantings

**ARTICLE 14**  
**Citizens Petition**

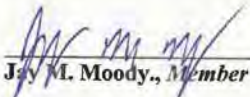
To ensure independence of thought and decision of the Lancaster Town Planning Board and to ensure independence of thought and decision of the Lancaster Town Board of Appeals, there must be a clear distinction between the approval and appeal decision process. Thus a resident may serve on either board but not on both boards simultaneously

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 Prescott Building, 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**

  
Walter F. Sendrowski, Chairman

  
Stanley B. Starr, Jr., Clerk


  
Jay M. Moody, Member

Date of Execution June 1, 2020



TOWN CLERK continued

Annual Town Meeting—June 22 & 23, 2020 cont'd

CONSTABLE'S CERTIFICATION	
<i>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 Prescott Building 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.</i>	
Attest:	
	
Constable Signature	
Print	<u>KYLE W PIERCE</u>
Date:	<u>6-10-20</u>

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

## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

#### ANNUAL TOWN MEETING – JUNE 22, 2020

#### 295 VOTERS – 14 NON-VOTERS

The meeting was opened by William O'Neil, Moderator, at 5:49 pm with the Pledge of Allegiance.

Mr. O'Neil acknowledged the volunteers of the town that have passed away.

Chief Edwin Burgwinkle presented a "thank you" plaque to Chief Michael Hanson for decontaminating the cruisers and building at any time of day during this pandemic.

Mr. O'Neil explained the voting procedure for this evening. He also explained the rules for the meeting.

#### ARTICLE 1:

A motion was made by Mr. Sendrowski, seconded by Mr. Riley, to approve Article 1 as printed in the warrant.

Jay Riley explained the budget process and the budget that was on the warrant and explained his history on the Finance Committee.

Carol Jackson, 40 Farnsworth Way, asked how the Finance Committee could present a balanced budget from back in March, when a lot has happened since then. She noted that there has been no Finance Committee meeting since March.

Mr. Riley explained discussed the process that the Finance Committee goes through from the beginning of the year factoring in and estimating numbers. These numbers get put into a budget. Throughout the meeting there are internal discussions. There was no official vote to pass the budget. The reason is not the pandemic, it's because of the lack of numbers from the state. In order to balance the budget, it was suggested we use the free cash, so that the town can remain operational.

D. Susan Thompson, Main Street, asked Mr. Riley to explain why it is called an omnibus budget and what it means to us as taxpayers.

Mr. Riley explained that the budget is an overall budget of the town. Finance Committee does the line by line, then presents the budget in its entirety to the town as is (omnibus). We seldom have visitors in the meetings throughout the year. The speed and understanding of the budget is the reason for an omnibus budget.

Mr. Pacheco explained that the net impact is not different. We are still raising and appropriating the same amount of money. Omnibus just means voting the budget as a whole.

Ms. Thompson asked if this was a vote for the town to vote for this budget and for the town to use it however they see fit.

Mr. Pacheco replied that it is a departmental budget for the departments to choose what to do with it. He explained the personnel piece and the operational budgets of departments.

## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

David Christensen, 28 Hemlock Lane, asked about actuals for 2019 real estate/property taxes and he asked to talk through the dynamics of what this represents and how we feel comfortable that what we are planning for in the budget is appropriate.

Mr. Pacheco answered that there is no thinking that local property taxes will go down. The state funding will not be ready for July 1<sup>st</sup> also. He spoke of the COVID relief funds and how they will be distributed from the State.

Mr. Christensen asked if we collected in line what we expected to collect. Were no collection issues in 2019?

Mr. Pacheco answered that there is no outstanding collection issues. There may be a slight decline in Timeliness because of the economic situation.

Emily Castner, 55 Fire Rd 10, stated that she appreciates the Police Department and asked about weapons replacement and for explanation of the category. She also asked what the uses of the weapons are.

Chief Edwin Burgwinkle replied that this line item encompasses different things. There is a need to replace worn out weapons every year so not all platforms are changed each year. He explained the different weapons.

The Motion passes with a vote of 249-YES to 13-NO

#### ARTICLE 2:

A motion as made by Mr. Starr, seconded by Mr. Riley, to approve Article 2 as printed in the warrant.

Linnea Lakin-Survey, 1394 Main Street, asked about the water enterprise reserve fund. She asked the amount of money in the reserve fund.

Mr. Pacheco answered that the last report from the Department of Revenue was just over a million dollars.

Ms. Lakin-Survey responded that she had heard 20 million at the fall town meeting. She also asked if we have 1 million dollars in the reserve fund, isn't it supposed to be 1% of the operating budget?

Mr. Pacheco answered that it's not "supposed to be" it is a recommended guideline from the Investment Ratings Agency.

Ms. Lakin-Survey thought that this was the law that regulates the water enterprise fund.

Mr. Pacheco added that the debt had not been paid yet.

Ms. Lakin-Survey asked why we are borrowing money if we have it in the reserve fund.

## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

Mr. Pacheco answered that we don't have enough money in the reserve fund to borrow for the \$5 million dollars of water work that was done. So, the reserve fund is there as a protective measure against an unnecessary rating rise.

Mr. Riley asked Ms. Lakin-Survey if she was speaking to retained earnings and not reserve fund.

Ms. Lakin-Survey was looking for the real number of the reserved fund and not retained earnings.

Mr. Riley answered that his view of the reserve fund is there for the water department to use for unforeseen expenses.

Ms. Lakin-Survey stated that she thinks this is a very important question as to what is in the reserve fund and why we are not putting anything in it.

Mr. Riley said he would like clarification if it says reserve fund and should be retained earnings. The water enterprise operates on their own.

Ms. Lakin-Survey answered that she understands that the water department is self-funding in order to keep the water in good operating manner and we have a lot of water issues in town. She would like to know how that is going to be addressed in this budget.

Mr. Pacheco answered that he didn't know how the budget would address water issues, but there was no need to add to the reserve fund, given the amount of money that was in there at the time.

Ms. Lakin-Survey was still looking for the real number of what was in the reserve fund. She said the Town Finance Director gave her a number at the fall meeting.

Mr. Pacheco did not have that number.

Mr. Riley answered that last year they closed with \$30,000 in the reserve fund. The reserve fund moves to retained earnings at the end of the year. This year's fiscal year has not ended so the funds have not been certified yet. We did not take any of the funds last year, so there is \$30,000 in there.

Motion passes with 249=YES and 13=NO

#### ARTICLE 3:

A motion was made by Mr. Moody, seconded by Mr. Riley, to approve Article 3 as printed in the warrant.

No questions or discussions

Motion passes with a majority – approximately 3 NO votes.

#### ARTICLE 4:

A motion was made by Mr. Sendrowski, seconded by Mr. Riley, to approve Article 4 as printed in the warrant.

## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

Motion passes with a majority

#### ARTICLE 5:

A motion was made by Mr. Starr, seconded by Mr. Riley, to approve Article 5 as printed in the warrant.

Kathryn Codianne, 83 Shannon Way, Chair of the School Committee, spoke in support of Article 5 and explained it. She spoke of the reimbursements from the state of the project if it is accepted.

Dave LeBlanc, 40 Farm Land Lane, supports this article. He was on the Nashoba Space Planning Committee that looked into the topic. The only way to get any matching state funds and the cost of repairs will have to be paid 100% by the towns if we don't go this route. Spoke on the state matching in the mid-high 50%. The feasibility study is the best way to find out what needs to be done. He also added that the accreditation of the high school being in jeopardy.

Jay Riley, 242 Mill Street, asked of the 1.5 million, does it have to be divided by three towns or can a fourth party donate some of it?

Brooke Clenchy, Superintendent of Nashoba Regional School District, as this is the first time this question has been asked, she has no answer at this moment for that question. She will ask MSBA tomorrow and email Mr. Riley with that answer.

Mr. Riley spoke about the schools being released in March. The budget in March was identical to the one the Finance Committee received last week. He is hoping to see some funds that may not have been used this year with the schools being closed. Knowing that Lancaster's free cash is \$666,000 the last figure NRSD excess and deficiency fund is at \$2.2 million. He is wondering if the school could kick in some of the \$500,000 from Lancaster or deplete the free cash with this.

Ms. Clenchy spoke of the school budget going into the fall. We are nowhere near a healthy number for the Excess and Deficiency Fund. We should be at 2.6 million and not 2.2 million. There is targeted money in this number.

Mr. Riley stated that we haven't enough free cash at the moment to cover this.

Dave LeBlanc, 40 Farm Land Lane, explained that this is just for the feasibility study and that once your project gets approved, the feasibility study funds are eligible for state reimbursement. You need to pay up front, but if the project moves forward, you get a percentage back.

Jay Riley answered that as an individual, this needs to happen. As the Finance Committee Chair, I don't know where the money will come from.

Todd Bailey, 153 Moffett St, wants to support the motion, acknowledged all the great work the Finance Committee did. He supports the motion, as a new school attracts people to town and raises valuations.

Alix Turner, 620 Main Street, mentioned that feasibility studies can go stale and she is concerned in this financial climate. She served on the School Building Committee for the MRE and Luther Burbank complex. She is also concerned with keeping teachers in their classrooms.

## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

Brooke Clenchy replied that the MSBA is keeping things on track, even through the pandemic due to COVID and that we need the feasibility study approved by 4/2021 in order to secure funding by then or we lose the opportunity and have to start at square one again.

Joanne MacLaughlin added that getting a new building is fine, Nashoba is laying off teachers. What is more important? Having a new building with no teachers?

Kathryn Codianne added that we don't know what the feasibility study will show, either addition or new building. Contractually, teachers have to be notified that they may be laid off by June 15<sup>th</sup>. Positions may be cut and people reassigned. There were no pink slips issued. We had one teacher at this time that there is no job for. School Committee looked at the possibility of over staffing at the high school. The Committee did cut certain unpopulated classes.

Dot McCandless, 7 Highfield Drive, stated her concern that the district MAY be eligible. We don't know that we will be eligible.

Tim Castner, 55 Fire Rd 10, explained that he is an employee (history teacher) of the school. He added that if there is someone out there willing to put up money for a project that is a good thing. There are students that don't feel pride in the school with leaky pipes, etc. He feels we need a high school for students to be proud to attend. This is an investment in the future of the town.

Alix Turner spoke on the school ratings and how sales tax revenue used to fund the MSBA.

Brooke Clenchy was not positive about the revenue used to fund the schools. The feasibility study may not happen until June of 2021 and, if building, may not happen for 2-3 years later.

Mr. Pacheco said that Tuesday the Lieutenant Governor stated that because of the reduction of sales tax, there will be another source of funding for the MSBA. He then explained the funding of MSBA.

Roland Morin, 651 Red Tail Way, is a substitute teacher in this district. He is a senior citizen that hates paying taxes. He mentioned that the facility needs improvement.

Kathryn Codianne sees this as an investment in the community and its children.

The motion passed with a majority vote.

#### ARTICLE 6:

A motion was made by Mr. Moody, seconded by Mr. Riley, to approve Article 6 as printed in the warrant.

No discussion

Article passed unanimously.



## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

#### ARTICLE 7:

A motion was made by Mr. Sendrowski, seconded by Mr. Riley, to approve Article 7 as printed in the warrant.

Chief Edwin Burgwinkle was the representative for Article 7, but held his words until there were questions from the residents.

Tony Delden, 140 Mary Catherine Drive, asked if there were any plans for new officers and promotions? Most town put a bylaw in BEFORE civil service and other towns in became a problem. He would like to see a plan in place before Civil Service is out.

Mr. Pacheco answered that senior positions will use an assessment center. The chief is already exempt from Civil Service.

Mr. Delden asked if there will be a test for incoming officers and will there be a bylaw dictating how the police department is run.

Mr. Pacheco answered that we will be utilizing test scores and rankings. The town is negotiating with the police union now. This will be flushed out from collective bargaining and impact bargaining.

Mr. Delden recommends voting no until a bylaw is in place.

Chief Burgwinkle understands Mr. Delden's concerns and these items have already been discussed. He explained Civil Service and how it doesn't work for small towns. He wants to hire qualified people to police Lancaster's streets.

The motion was passed with a majority vote.

#### ARTICLE 8:

A motion was made by Mr. Starr, seconded by Mr. Riley, to approve Article 8 as printed in the warrant.

Tim Caster, 55 Fire Rd 10, asked if this should be worded that the property should be under the care and control of the conservation commission, as that would be a requirement for any grant that would be received?

Mr. Pacheco answered that the wording was coordinated with the Department of Conservation Services. Once the Board of Selectmen acquire the property, they will be compelled to transfer this land to the Conservation Services. When they do that transfer it becomes an Article 97 property.

Mr. Castner spoke on this parcel, the wildlife it contains, and the forest conditions, where a 130 year old tree was recently dated. He feels this article protects the town for the future and he encourages a positive vote. Mr. Castner has been on the Town Forest Committee for 10 years. The Town Forest will equal 500 acres.

Mr. Pacheco added that there is a 66% reimbursement rate for this grant. He also commended Mr. Castner for his knowledge and drive in this community.

## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

The motion was passed unanimously.

#### ARTICLE 9:

A motion was made by Phil Lawler, seconded by Mr. Riley, to approve Article 8 as changed and printed in the warrant.

Phil Lawler, Chair of the Planning Board, explained the article and IPOD bylaw amendment.

Greg Jackson, 40 Farnsworth Way, seconded by Dick Trussell, 15 Burbank Lane, moved to amend Article 9 and explained his amendment to the original article.

Mr. Trussell asked where the 10-30% number came from and spoke on the need of elderly and over 55 housing. He spoke of the taxes that are brought in through these types of housing. Assisted Living can also bring in revenue without overloading the services. He added that affordable housing could be done.

Jeanne Rich, 281 Mill St Ext, had a question on the procedure. There was a public hearing held on this article and a vote was taken. Now it is being changed and it's being changed very dramatically. It should go back to the Planning Board, as it is becoming an entirely new article. This shouldn't be done on the Town Meeting floor without Public Hearing. She is speaking on the motion to amend and not the motion to accept.

Mr. Pacheco added that the only one that can question this bylaw change would be the Attorney General's Office. He also mentioned that there are two motions and two seconds on the floor.

Mr. Riley asked if there were two motions that were opened right now.

Mr. O'Neil explained that there was the motion to accept and seconded, then a motion to amend and seconded. Mr. Pacheco was contacted Town Counsel for their opinion on this.

Greg Jackson, 40 Farnsworth Way, in his opinion the original article more drastically changes the bylaw. He would hope to see a vote on the amendment. In the event the amendment does not pass, he recommends voting against the article.

Mr. Trussell wanted to speak on the town counsel remarks.

Mr. Riley asked about the original article being sought specifically for the Capital Group and, if they have pulled out of this, is there another active developer that needs the first or second motion passed?

Mr. Lawler replied that he could not say. He cannot say what developers are looking for. He added that the Capital Group was not interested in doing housing. As a rule, he doesn't like to ask a developer to do something they don't want to do, as they sometimes do it poorly.

Carol Jackson, 40 Farnsworth Way, doesn't see a big difference in the article and amendment—only a percentage change.

## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

Mr. O'Neil tabled this article until Town Counsel could be contacted. He clarified that there is a motion on the original article that was seconded and a motion to amend the article that was also seconded.

Mr. Richard Trussell asked for a copy of the bylaws.

Greg Jackson voted against this

#### ARTICLE 10:

A motion was made by Mr. Moody, seconded by Mr. Riley, to approve Article 10 as changed and printed in the warrant.

Joe D'Eramo, 127 Harvard Road, made a motion to amend the article as it is written. The motion was seconded. Mr. D'Eramo read the amendment.

Victoria Petracca, 67 Woodland Meadow Drive, spoke on the amendment public approval process. Article 10 allows the memorial school property to be declared surplus property and allows the town to determine a new use. This friendly amendment allows for the committee formed to consist of abutters and the community at large. She urges residents to pass this article, as amended.

Mark Finnerty, Main Street, added that it would be more open to the community if you vote yes to this article, as amended. The amendment softened the article.

Emily Rose read her statement as Chair of the Trustees of the Library. She spoke on behalf of the Library Trustees who met on June 10<sup>th</sup> and unanimously approved the statement related to Article 10.

Nathaniel Hawkins III, Neck Road, added that the amendment takes the word "sale" out and he liked that. He is in full support of the amendment that was proposed.

Win Clark, 928 Main St, is in full support of this amendment because it takes the controversial word "sale" out and adds input from abutters. He has worked on Thayer Memorial Park since he's been here 10-11 years. This building is an eyesore and this finally gives the community some traction to making a decision and taking the next step.

Frank Streeter, Bull Hill Rd, is in opposition of this Article 10. He mentioned the 99-year lease and that this is effectively a sale. This is specifically for recreational uses. He added that the description in the article shows more than just the school. He is against both the amendment and the article.

Victoria Petracca added the Memorial School constructed in 1956. The town requested that a certain amount of land was removed from restricted use, which was granted. She addressed Mr. Streeter's questions. There was a survey done of the parcel this year also. These two points have been addressed.

Joe D'Eramo added that this article has been brought up twice before and voted down and now it is including residents and abutters, and requiring a vote at town meeting.

Frank Streeter read a letter from Jonathan Denney, Esquire, from 2004.

## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

Mr. O'Neil asked if that opinion of the lawyer was submitted to the town.

Mr. Pacheco answered yes, we have a copy.

Sherry Cutler is in favor of the amendment and she lives across from the playground that she has spent hours and time over that playground. We are starting to finish up a brick fundraiser to make a pathway in memory of friends and loved ones.

The amendment to the article is passed 227-YES to 12-NO

The amended article is passed 210-YES to 13-NO

ARTICLE 9 – revisited:

The Town Moderator went back to Article 9

The Town Counsel 's opinion is that the Article 9 was not something that could be acted upon and should have been brought up to the Planning Board meeting. Changing this Article should not be done. The amendment cannot be voted on.

Greg Jackson, 40 Farnsworth Way, yes, if we cannot amend this article, then I would not support it.

Don Chaisson, 710 George Hill Road, asked where in the bylaws it states that the town moderator has the authority to make a call to an unknown attorney to squash a motion and an amendment.

Mr. O'Neil explained that conferring with Town Counsel is well within the rights of the town.

Mr. Chaisson said that there is nowhere in the bylaws that states that the moderator can make a cell phone call and prevent the residents from voting on a motion that was made. Further, the discussion at the Planning Board did include all these elements and this amendment is a moderation of what was proposed by the planning board. He explained the difference between a variance and a special permit is that a special permit has prerequisites that have to be met by the applicant. He doesn't think the Town Moderator has the authority to prevent a motion from coming to a vote.

Mr. O'Neil answered that MGL Chapter 39 says that the Town Moderator does have the right to run the meeting.

Tom Seidenberg, George Hill Road, he made an observation about the article as it is written. He will vote against the article as written.

David Spanagel , 282 Goss Lane, added that the Town Meeting law gives our moderator enormous power to run the meeting and that the Moderator was in perfect order as it's been handled.

Russ Willison, 4 Highfield Drive, spoke against the existing article. The original IPOD bylaw was amended in 2008 when it was passed on the floor. The Attorney General did approve it at the time. He spoke on behalf of what occurred with the Planning Board.

## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

Jeanne Rich, 281 Mill St Ext, gave a history on the Planning Board writing zoning bylaws. She spoke on the vote of the Planning Board (3-2) on moving this article at Town Meeting and to vote yes. This bylaw gives the Planning Board flexibility.

Cara Sanford, 350 Bull Hill Rd, spoke against this article. She thought this article gave way too much power to the developer.

Beth Suderman, 50 Fire Rd 10, added that she attended Planning Board hearings and people don't want the residential development. This gives the Planning Board the opportunity to listen to the citizens that attend these meetings.

Carol Jackson spoke on amending the IPOD bylaw and that the Planning Board gets full power with the way it is written. Why would we let a developer run our town?

The Article did NOT pass with a vote of 31 YES to 179 NO

#### ARTICLE 11:

A motion was made by Mr. Sendrowski, seconded by Mr. Riley, to approve Article 11 as printed in the warrant.

Linnea Lakin-Survey explained the CPA and what the funds can be used for. Currently 176 cities and towns take advantage of this. The funds can be used only for historic preservation, open space and recreation and affordable housing. Article 8 could have been purchased with these funds. The Community Preservation Committee will make a plan for how to spend that money. The money is strictly for community projects.

Bob Lidstone, 311 Neck Rd, and President of the Lancaster Land Trust. He spoke in favor of this article.

Carolyn Stump, 567 Mill St Ext, is not in favor, as she doesn't feel there needs to be another tax. Even if it's just a small amount, it's hard enough to pay the taxes as it is.

Victoria Petracca, 67 Woodland Meadow Drive, added that the average household assessment is \$330,000 and the contribution is less than \$50/year. This ends up being less than a dollar a week to invest in the areas that the CPA covers. There is 100% exemption for low income and, for seniors, low and moderate income exemption. She spoke about the affordable housing aspect of this article. She asks the residents to vote yes on Article 11.

Heather Lennon, 294 Nicholas Dr, 4<sup>th</sup> generation Lancasterian and on the Historical Commission since 2009. She spoke on the historical aspect of voting yes on this article.

Win Clark spoke in favor of the investment of the town. He talked about how easy it is not to vote in favor of this article because it is more money out of our pockets. He spoke about fundraising and grants for recreation in this town.

Carolyn Reed, 296 Hill Top Rd, also Executive Director of Habitat for Humanity in central Massachusetts. She is very in favor of CPA.



## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

Don Chaisson, 710 George Hill Rd, never usually votes for raising taxes, but is in favor of this article.

Peter Jakubowicz, 500 Hill Top Rd, mentioned that he thought the town should vote on a raise of taxes and not just the couple hundred people that are here tonight.

Mr. Pacheco said that, with a Yes vote, this question will go on the November ballot.

Peter Giger, 533 Mill St Ext, He voted for Article 8 and supports open space, but he will vote against this article.

Don Siver, 582 George Hill Rd, asked who makes the decision that raises it from 1% to 3%?

Mr. Pacheco answered that it cannot go higher than 3%. This would require a town meeting vote and a vote at the ballot.

Linnea Lakin-Survey answered that this would have to go to Town Meeting and be voted on also. There will be a committee to make long range plans and the whole town will vote on it. Once you accept the CPA you have to keep it for 5 years. After that, you can vote it out.

Jay Riley added that the CPA first emailed the Finance Committee on March 4<sup>th</sup> and they haven't seen the presentation. He asked how is the committee formed and what percentage of the funds is matched.

Linnea Lakin-Survey answered that the state funding is a variable. It depends on what is taken in at the Registry of Deeds. They could have \$50,000,000 to disperse. You don't know what you will get every year.

Mr. Riley asked what does one percent amount to, he heard 10-11%

Larkin-Survey said that it depends on what's in the trust fund at the end of the year. The committee is 5 members and two alternates: one from Housing, Open Space and Historical, with the other members appointed.

Mr. Frank Streeter, seconded by a resident, made a motion to move the question.

The motion to move the question passed with a majority.

The motion was passed with a vote of 165-YES to 25-NO

Mr. O'Neil checked with the Chief of Police and decided to continue the meeting at 5:30 pm tomorrow, Tuesday, June 23<sup>rd</sup>. He mentioned the great job of the camera crew and the counters.

A motion was made by Stan Starr, seconded by Mr. Riley, not to reconsider any articles voted on this evening tomorrow, when the Town Meeting will continue.

This motion passed unanimously.

Mr. Trussell asked if it was required by law that the continuation be tomorrow night.

## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

Mr. O'Neil replied that it was announced at the beginning of the meeting that it would be tomorrow.

Mr. Trussell added that there is a very important Conservation Commission Meeting tomorrow night regarding the 40B.

Mr. Moderator stated that we are done for this evening.

#### DAY TWO – June 23, 2020

##### ARTICLE 12:

A motion was made by Mr. Moody, seconded by Mr. Riley, to approve Article 12 as printed in the warrant.

Victoria Petracca, 67 Woodland Meadow Drive, made a few remarks about this article's importance. She spoke on the Affordable Housing Trust Committee that was formed in December 2019. She spoke on the benefits of having this Trust. She clarified the differences of a Housing Trust and a Housing Authority. She asked for a yes vote from the voters present.

Motion was passed with a majority vote

##### ARTICLE 13:

Greg Jackson, 40 Farnsworth Way, made the motion to accept the Scenic Road Bylaw, Richard Trussell seconded.

Greg Jackson spoke about the scenic roads in Lancaster and the need for a bylaw for them. He urged everyone to consider voting yes for this bylaw.

Stephanie Stanton, 942 Main Street, also endorses the scenic road bylaw. She spoke on the trees on Seven Bridge Rd and the beautiful scenery it provides as the entrance to this town.

Heather Lennon, 294 Nicholas Drive, Chair of the Historical Commission and President of the Historical Society, spoke on how long the Historical Commission has supported this bylaw. She spoke on sparing trees on Route 117 from National Grid tree cutting. She spoke also on the New England stone walls.

Nathaniel Hawkins, 413 Neck Road, I don't know who wrote these 8 pages. I don't think my neighbors should have to come to me to cut down a tree. This is just more regulations. He recommends voting no.

Matt Anderson, 499 Sterling Rd, endorses preserving the aspen, but he asked for clarification on the size of the trees. His house has frontage on Sterling Rd and Goss Ln which are both included in this proposed bylaw. If I have a tree that I would like to prune, what would be the process to do that.

Greg Jackson replied that the DPW are the people best equipped to define a right of way.

## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

Matt Anderson asked about surveying a lot line and whether that was the town or property owner responsibility.

Mr. Pacheco answered that it is the responsibility of the owner.

Mr. Anderson asked about a tree rooted on private property, but overhang in the right of way, would that be a public shade tree or not?

Mr. Jackson said that would be at the discretion of the Tree Warden.

Matt Anderson added that many, many, trees are crowding out the larger trees. He proposed an amendment, which was seconded. His amendment was that trees shown to be on private property be excluded from the bylaw. The trees on his property have not been maintained and there are many smaller trees that are crowding the larger ones.

Matt Anderson proposed an amendment to this article "trees shown to be on private property but overhanging the right of way under 10 inches in diameter would be excluded from the public shade tree definition. This exclusion would not apply to new construction or subdivision." Motion was seconded.

Mr. O'Neil asked for this motion in writing.

Mr. Anderson asked if he could add a second amendment also.

Mr. O'Neil said we would handle one amendment at a time. He asked for discussion on the amendment.

Tim Castner, 55 Fire Rd 10, Chair of the Town Forest Committee, stated that he would vote in favor of the amendment as there needs to be flexibility for people who own large properties. The landowners should have the flexibility to trim smaller trees and plant new ones. This will make the bylaw easier to follow.

Russell Williston, 4 Highfield Drive, added that four inches was customary with other towns. He recommended not changing the diameter and not changing the article.

Greg Jackson said the diameter is greater than 4 inches and under 10 inches. He would prefer not modifying that. He is not sure the bylaw has authority to accommodate over-hanging limbs.

Mr. Pacheco added that the DPW does maintain tree limbs on public way, as does National Grid, per DPW regulations. If the root structure is not on public way, it is not regulated by the town.

Donna Sanginario, 327 Sterling Road, asked who fixes the walls and root in the college area when no one is living there.

Mr. O'Neil asked if someone could explain the difference between public way and right of way.

Greg Jackson added that DPW is the authority on public ways, public roads, and right of ways.

## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

Mr. Pacheco added that the right of way is the entire layout of the roadway, encompassing all town property.

Tim Castner said that Old County Road was discontinued as it abuts the town forest. He spoke how it can get murky legally. It is not a public way, however, abutters have a guaranteed right to access and one of the abutters is the Town of Lancaster.

Voting on Article amendment 62-YES and 68-NO – Amendment Fails

Matt Anderson proposed a second amendment, seconded by Richard Trussell. Mr. Anderson added that having frontage along the lines of a stone wall is on his property and not the right of way. He doesn't feel he should incur survey charges for this.

Mr. Anderson proposed another amendment "if there is a question about whether a tree or a stone wall is on or within the boundary of a right of way, it is the responsibility of the town to prove the location of the new boundary. This exclusion would not apply to new construction or subdivision." Mr. Trussell seconded the motion.

Mr. Anderson added that he has a significant amount of frontage along these lines and stone wall that runs along Sterling Road. If I wanted to prove this, I don't feel I should be the one to pay for survey work.

Mr. Pacheco added that he would be required to get a survey to prove the town determination was in error.

Matt Anderson withdrew his motion.

Greg Jackson added that there were multiple public hearings and feedback was sought out. This is already being done but not consistently. This does not impede emergency and necessary work by utilities.

Tim Castner mentioned that he did not hear from the Agricultural Commission cited as they were consulted. If you want to preserve Lancaster, think of the farming families to keep active farms active. Their biggest concern is over regulations.

Rebecca Young-Jones, Barnes Court, spoke in favor of this bylaw. She has seen a lot of trees taken down in the past few years and we need to do our part to preserve mature trees and keeping the town wooded to maintain our rural atmosphere.

Don King, 962 Main Street, what happens to the Tree Warden. How is it funded? Who enforces this bylaw when the stone wall falls onto the sidewalk. Who is the enforcer?

Greg Jackson couldn't answer this. The tree warden has authority and discretion.

Don King asked why we needed a group of people to tell the Tree Warden what to do.

Greg Jackson said there is no clear process and no continuity right now. This is providing the rules to administer the scenic roads bylaw.

## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

Don King sometimes the regulations are vague. The town will always do what they have to do, as will the homeowners. Now there will be regulations for forcing the residents to do things and fining them if they don't.

Mr. Jackson said no one knows what the rules are. He spoke about Hill Top Rd tree removal. There was no continuity or clearly defined process.

When National Grid comes in, they have hearings and bring in an arborist. I don't see how this bylaw will help.

Greg Jackson doesn't see how this bylaw will change what National Grid will do for work. The Planning Board holds hearings, but it doesn't change what National Grid does.

Don King urged voting no.

Jeanne Rich, 281 Mill St Ext, stated that this bylaw came before the Planning Board and no vote was raised. At this time, the planning board holds hearings and work well with the Tree Warden. She didn't feel the Planning Board should be an enforcer of anything, and she made a motion to remove section 157-10. This motion was seconded. She urged everyone to vote no.

Russell Williston, 4 Highfield Drive, added that for some violations on planning board the biggest problem is enforcing. Just recently there was an issue with the solar field near Target. He urged turning down the amendment.

Tim Castner, 55 Fire Rd 10, likened this to the chicken law, as it is unenforceable. There are hearings for big tree work and doesn't feel the need for small projects to be enforced. He didn't think we should overburden the town employees.

Greg Jackson added that enforcement needs more consistency.

Mr. Pacheco spoke on the driveway issues and the rights to public ways.

The vote on the amendment to remove Section 157-10 from this bylaw FAILED by a vote of 45 YES to 87 NO votes.

Don Siver, 582 George Hill Road, spoke on a few families in town that this regulation will make it even harder to maintain their property. There is not enough time and money to keep check on the trees and no one gets reimbursed to keep the farms picturesque. Most farms will not be clearing roads out. A lot of people have homes and can't cut branches without a report. This bylaw has many flaws and should be rewritten.

Greg Jackson replied that this will not impede emergency situations, and asks for people to vote in favor of this bylaw.

Bill O'Neil asked who the tree warden was and was the position full time.

Mr. Jackson answered that Kevin Bartlett, DPW Commissioner is the Tree Warden.



## TOWN CLERK continued

### Annual Town Meeting—June 22 & 23, 2020 cont'd

Matt Anderson made a motion to amend the amendment that failed, "trees that are shown to be on private property but overhanging a right of way, under 7 inches in diameter would be excluded from the public shade tree definition. This exclusion would not apply to new construction or subdivisions. Jay Riley seconded the motion.

Mr. Riley made a motion to vote on the amendment. The motion was seconded and passed.

The vote on this amendment FAILED by a vote of 59-YES to 83-NO

Don King added that he has experienced a half dozen ice storms without power for 14-27 days. This bylaw clutters the process.

Don Siver added that in emergency situations it is not clear in this bylaw. Do you call the tree warden to come out? It isn't clear and he would recommend tabling this article.

Greg Jackson answered that there are exemptions and exceptions and you can't anticipate all situations.

Stephanie Stanton, 942 Main Street, added that it feels like we are getting lost in the weeds.

The motion on Article 13 passed with a vote of 83 YES to 58-NO

#### ARTICLE 14:

Larry Shoer made a motion to move Article 14, Richard Trussell seconded.

Mr. Shoer spoke on the article, adding that he had no role in drafting it, but he supports it. He explained this article and spoke on the Board of Appeals.

Nathaniel Hawkins, III asked if we vote for a Board of Appeals member, and the answer was no. He thanked people for being on boards and committees. If a person wants to be on both of these committees, why would you want them not to do it.

Don Siver, 582 George Hill Rd, has been in many planning board meetings and there are some personality issues on this board. He is in favor of this article.

The motion was PASSED by a vote of 127-YES to 17-NO

Mr. O'Neil thanked people for making this Annual Town Meeting a success.

Walter Sendrowski made a motion to dissolve the Annual Town Meeting at 7:20 pm, seconded by Stan Starr.

The motion was passed UNANIMOUSLY.

TOWN CLERK continued  
Annual Town Election—June 29, 2020



**Warrant for Annual Town Election  
June 29, 2020  
The Commonwealth of Massachusetts**

**Worcester, ss.**

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

**Greetings:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Lancaster qualified to vote in the elections and Town affairs, to elect by ballot, on Monday, the twenty-ninth day of June, 2020, at the Town Hall Auditorium, 695 Main Street, in said Lancaster, the following Town Officers:

Selectman .....	One for three years
Town Moderator.....	One for three years
Board of Public Works .....	One for three years
Board of Health .....	One for three years
Board of Health .....	One for one year
Finance Committee .....	Two for three years
Planning Board .....	One for five years
Nashoba Regional District School Committee .....	Two for three years
Housing Authority.....	Three for five years
Library Trustee .....	Two for three years
Library Trustee .....	One for two years

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

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

*Selectmen of Lancaster*

*Walter F. Sendrowski*  
Walter F. Sendrowski, Chairman

*Stanley B. Starr, Jr.*  
Stanley B. Starr, Jr., Clerk

*Jay M. Moody*  
Jay M. Moody, Member

**CONSTABLE'S CERTIFICATION**

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

Attest: *[Signature]*  
Constable

Date 6-10-20

## TOWN CLERK continued

## Annual Town Election—June 29, 2020 cont'd

TOWN OF LANCASTER  
ANNUAL TOWN ELECTION  
JUNE 29, 2020

FINAL

VOTE COUNT	PRECINCT ONE	PRECINCT TWO	TOTAL	PERCENT
8:00 AM	19	14	33	0.63%
9:00 AM	32	35	67	1.28%
10:00 AM	55	56	111	2.12%
11:00 AM	143	80	223	4.25%
12:00 PM	226	157	383	7.30%
Evs Entered 1:00PM	284	276	560	10.68%
Avs Entered 2:00 PM	304	317	621	11.84%
3:00 PM	329	446	775	14.78%
4:00 PM	416	566	982	18.73%
5:00 PM	486	593	1079	20.58%
6:00 PM	544	640	1184	22.58%
7:00 PM	620	703	1323	25.23%
8:00 PM	631	715	1346	25.67%
MACHINE TOTAL - FINAL	631	715	1346	
PROVISIONAL BALLOT	0	0	0	
HAND COUNT	9	5	14	
TOTAL VOTED	640	720	1360	25.94%
REGISTERED VOTERS	2536	2707	5243	
% VOTER PARTICIPATION			25.94%	
<b>SELECTMAN - 1 FOR 3 YR TERM</b>				
BLANK	1	4	5	
STANLEY B. STARR, JR.	324	326	650	
JASON A. ALLISON	315	390	705	
<b>TOTAL</b>	<b>640</b>	<b>720</b>	<b>1360</b>	
<b>TOWN MODERATOR - 1 FOR 3 YR TERM</b>				
BLANK	92	114	206	
WILLIAM E. O'NEIL, JR	542	601	1143	
ROBERT S. FOLLANSBEE	2	0	2	
RAY JOHNSON	1	0	1	
JEAN SYRIA	1	1	2	
THOMAS MAHAR	1	0	1	
GREG JACKSON	1	0	1	
LARRY SHOER	0	2	2	
VICTORIA PETRACCA	0	1	1	
SCATTERED	0	1	1	
<b>TOTAL</b>	<b>640</b>	<b>720</b>	<b>1360</b>	
<b>BOARD OF PUBLIC WORKS - 1 FOR 3 YR TERM</b>				
BLANK	116	149	265	
SHAWN M. CORBETT	519	568	1087	
RAY JOHNSON	1	0	1	
JEAN SYRIA	0	1	1	

TOWN CLERK continued

Annual Town Election—June 29, 2020 cont'd

TOWN OF LANCASTER  
ANNUAL TOWN ELECTION  
JUNE 29, 2020

FINAL

DOUG DECESARE	1	1	2	
GREG JACKSON	0	1	1	
SCATTERED	3	0	3	
<b>TOTAL</b>	<b>640</b>	<b>720</b>	<b>1360</b>	

## TOWN CLERK continued

## Annual Town Election—June 29, 2020 cont'd

TOWN OF LANCASTER  
ANNUAL TOWN ELECTION  
JUNE 29, 2020

FINAL

<b>BOARD OF HEALTH - 1 FOR 1 YR TERM</b>			
BLANK	135	153	288
JEFFREY B. PASTER	504	566	1070
MICHAEL FAVREAU	1	0	1
GREG JACKSON	0	1	1
<b>TOTAL</b>	<b>640</b>	<b>720</b>	<b>1360</b>
<b>BOARD OF HEALTH - 1 FOR 3 YR TERM</b>			
BLANK	106	144	250
JOHN A. FARNSWORTH	533	575	1108
THOMAS MAHER	1	0	1
GREG JACKSON	0	1	1
<b>TOTAL</b>	<b>640</b>	<b>720</b>	<b>1360</b>
<b>FINANCE COMMITTEE - 2 FOR 3 YR TERM</b>			
BLANK	409	443	852
SUSAN E. SMILEY	417	451	868
RICHARD S. TRUSSELL	448	537	985
JOHN KANIS	1	0	1
JEANNE RICH	2	0	2
GREG JACKSON	2	1	3
VICTORIA PETRACCA	0	1	1
FRANK STREETER	0	3	3
JASON ALLISON	0	2	2
ANDY HILLIGER	1	0	1
SCATTERED	0	2	2
<b>TOTAL</b>	<b>1280</b>	<b>1440</b>	<b>2720</b>



## TOWN CLERK continued

## Annual Town Election—June 29, 2020 cont'd

TOWN OF LANCASTER  
ANNUAL TOWN ELECTION  
JUNE 29, 2020

FINAL

<b>PLANNING BOARD - 1 FOR 5 YEAR TERM</b>			
BLANK	30	29	59
RUSSELL W. WILLISTON	302	368	670
FRANCIS G. SULLIVAN, JR.	306	323	629
WIN CLARK	2	0	2
<b>TOTAL</b>	<b>640</b>	<b>720</b>	<b>1360</b>
<b>NASHOBA REGIONAL DISTRICT SCHOOL COMMITTEE - 2 FOR 3 YR TERM</b>			
BLANK	345	371	716
SHARON B. CARLSON-POCH	454	527	981
BRETT MICHAEL COLLINS	479	541	1020
THOMAS MAHER	1	0	1
STACY KRAMER	1	0	1
GREG JACKSON	0	1	1
<b>TOTAL</b>	<b>1280</b>	<b>1440</b>	<b>2720</b>
<b>HOUSING AUTHORITY - 3 FOR 5 YR TERM</b>			
BLANK	1369	1545	2914
FRANK T. MACGRORY	502	573	1075
MARILYN LARGEY	17	19	36
DAUNNE MILLER	5	4	9
JASON ALLISON	4	0	4
JAMES PIERMARINI	2	0	2
KELLY ALLY	3	0	3
JOHN FARNSWORTH	1	0	1
BARBARA BELISLE	1	0	1
STEVE BOUCHER	1		1
ROBERT FOLLANSBEE	1	0	1
VICTORIA PETRACCA	1	2	3
ORLANDO PACHECO	1		1
JOE MULE	1	0	1
PAM LAITE	1		1
THOMAS MAHER	2		2
CHERYL SENDROWSKI	1		1
THOMAS MURRAY	1		1
DAVID MCNALLY	1		1
GERALD WILSON	2		2
KRISTEN PHILLIPS	1		1
GREG JACKSON	1	4	5
RYAN KRAFVE	1		1
LISA COLE	0	1	1
ROY CHRISTOPH	0	1	1
DAVID CHRISTENSEN	0	1	1
DAVID JAMES	0	1	1
MIKE FAVREAU	0	1	1

## TOWN CLERK continued

## Annual Town Election—June 29, 2020 cont'd

TOWN OF LANCASTER  
ANNUAL TOWN ELECTION  
JUNE 29, 2020

FINAL

TJ PEARSON	0	1	1	
STANLEY MARCINCYK	0	2	2	
ALEXANDRA TURNER	0	1	1	
FRANK STREETER	0	1	1	
SCATTERED	0	3	3	
<b>TOTAL</b>	<b>1920</b>	<b>2160</b>	<b>4080</b>	
<b>LIBRARY TRUSTEE - 1 FOR 2 YR TERM</b>				
BLANK	118	137	255	
ANNE T. OGILVIE	522	580	1102	
GREG JACKSON	0	1	1	
JOHN SCHUMACHER-HARDY	0	1	1	
SCATTERED	0	1	1	
<b>TOTAL</b>	<b>640</b>	<b>720</b>	<b>1360</b>	
<b>LIBRARY TRUSTEE - 2 FOR 3 YR TERM</b>				
BLANK	281	290	571	
FRANK T. MACGRORY	504	573	1077	
EMILY J. ROSE	494	575	1069	
CAROL KANIS	1	0	1	
TIMOTHY CASEY	0	1	1	
GREG JACKSON	0	1	1	
<b>TOTAL</b>	<b>1280</b>	<b>1440</b>	<b>2720</b>	

TOWN CLERK continued  
State Primary—September 1, 2020



**Warrant for State Primary**  
**September 1, 2020**  
***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, you are hereby required to notify and warn the inhabitants of LANCASTER who are qualified to vote in Primaries to vote at:

***Precinct One and Precinct Two***

***Lancaster Town Hall, 695 Main Street, Lancaster, MA***

on **TUESDAY, THE FIRST DAY OF SEPTEMBER, 2020**, from **7:00 A.M. to 8:00 P.M.** for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

SENATOR IN CONGRESS.....	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS.....	THIRD DISTRICT
COUNCILLOR.....	SEVENTH DISTRICT
SENATOR IN GENERAL COURT.....	WORCESTER & MIDDLESEX DISTRICT
REPRESENTATIVE IN GENERAL COURT.....	TWELFTH WORCESTER DISTRICT
REGISTER OF PROBATE.....	WORCESTER COUNTY

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 17<sup>th</sup> day of August, 2020. *Selectmen of Lancaster*

*Jay M. Moody*  
**Jay M. Moody, Chairman**

*Jason A. Allison*  
**Jason A. Allison, Clerk**

*Walter F. Sendrowski*  
**Walter F. Sendrowski, Member**

**CONSTABLE'S CERTIFICATION**

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

Attest: *Lyle W. Pierce*  
**Constable**

**Lyle W. Pierce**  
**P.O. Box 374**

Date 8-24-20

**Leominster, MA. 01453**  
**Constable/Disinterested Person**

## TOWN CLERK continued

## State Primary—September 1, 2020 cont'd

01-Sep-20

StatePrimary FINAL Results Lancaster, Massachu

VOTE COUNT		PCT 1	PCT 2	TOTAL	%
MACHINE	8:00 AM				0.00%
	9:00 AM				0.00%
	10:00 AM				0.00%
	11:00 AM				0.00%
	12:00 PM				0.00%
	1:00 PM				0.00%
	2:00 PM				0.00%
	3:00 PM				0.00%
	4:00 PM				0.00%
	5:00 PM				0.00%
	6:00 PM				0.00%
	7:00 PM				0.00%
	8:00 PM				0.00%
MACHINE TOTAL - FINAL					
HAND COUNT					
UOCAVA					
PROVISIONAL VOTERS					
TOTAL VOTED		0	0	0	0.00%
TOTAL # REGISTERED VOTERS		2565	2738	5303	
Registered Democrat		416	493	909	
Registered Republican		373	392	765	
Registered Green-Rainbow		3	4	7	
Registered Libertarian		7	13	20	
Registered Unenrolled		1766	1836	3602	
DEMOCRAT					
SENATOR IN CONGRESS					
BLANKS					
EDWARD J. MARKEY					
JOSEPH P. KENNEDY, III					
WRITE INS					
TOTAL					100.00%
REPRESENTATIVE IN CONGRESS					
BLANKS					
LORI LOUREIRO TRAHAN					
WRITE INS					
TOTAL					100.00%
COUNCILLOR					
BLANKS					
PAUL M. DEPALO					
PADRAIC RAFFERTY					
WRITE INS					
TOTAL					100.00%



## TOWN CLERK continued

State Primary—September 1, 2020 cont'd

<b>SENATOR IN GENERAL COURT</b>					
BLANKS					
JOHN J. CRONIN					
WRITE INS					
<b>TOTAL</b>					<b>100.00%</b>
<b>REPRESENTATIVE IN GENERAL COURT</b>					
BLANKS					
MEGHAN KILCOYNE					
CEYLAN ROWE					
ALEXANDRA W. TURNER					
WRITE INS					
<b>TOTAL</b>					<b>100.00%</b>
<b>REGISTER OF PROBATE</b>					
BLANKS					
JOHN B. DOLAN, III					
KASIA WENNERBERG					
WRITE INS					
<b>TOTAL</b>					<b>100.00%</b>
<b>REPUBLICAN</b>					
<b>SENATOR IN CONGRESS</b>					
BLANKS					
SHIVA AYYADURAI					
KEVIN J. O'CONNOR					
WRITE INS					
<b>TOTAL</b>					<b>100.00%</b>
<b>REPRESENTATIVE IN CONGRESS</b>					
BLANKS					
WRITE INS					
<b>TOTAL</b>					<b>100.00%</b>
<b>COUNCILLOR</b>					
BLANKS					
WRITE INS					
<b>TOTAL</b>					<b>100.00%</b>
<b>SENATOR IN GENERAL COURT</b>					
BLANKS					
DEAN A. TRAN					
WRITE INS					
<b>TOTAL</b>					<b>100.00%</b>
<b>REPRESENTATIVE IN GENERAL COURT</b>					
BLANKS					
SUSAN E. SMILEY					
WRITE INS					
<b>TOTAL</b>					<b>100.00%</b>
<b>REGISTER OF PROBATE</b>					
BLANKS					
STEPHANIE K. FATTMAN					
WRITE INS					
<b>TOTAL</b>					<b>100.00%</b>

## TOWN CLERK continued

State Primary—September 1, 2020 cont'd

LIBERTARIAN					
<b>SENATOR IN CONGRESS</b>					
BLANKS					
WRITE INS					
<b>TOTAL</b>					100.00%
<b>REPRESENTATIVE IN CONGRESS</b>					
BLANKS					
WRITE INS					
<b>TOTAL</b>					100.00%
<b>COUNCILLOR</b>					
BLANKS					
WRITE INS					
<b>TOTAL</b>					100.00%
<b>SENATOR IN GENERAL COURT</b>					
BLANKS					
WRITE INS					
<b>TOTAL</b>					100.00%
<b>REPRESENTATIVE IN GENERAL COURT</b>					
BLANKS					
WRITE INS					
<b>TOTAL</b>					100.00%
<b>REGISTER OF PROBATE</b>					
BLANKS					
WRITE INS					
<b>TOTAL</b>					100.00%
GREEN RAINBOW					
<b>SENATOR IN CONGRESS</b>					
BLANKS					
WRITE INS					
<b>TOTAL</b>					100.00%
<b>REPRESENTATIVE IN CONGRESS</b>					
BLANKS					
WRITE INS					
<b>TOTAL</b>					100.00%
<b>COUNCILLOR</b>					
BLANKS					
WRITE INS					
<b>TOTAL</b>					100.00%
<b>SENATOR IN GENERAL COURT</b>					
BLANKS					
WRITE INS					
<b>TOTAL</b>					100.00%
<b>REPRESENTATIVE IN GENERAL COURT</b>					
BLANKS					
CHARLENE R. DICALOGERO					
WRITE INS					
<b>TOTAL</b>					100.00%
<b>REGISTER OF PROBATE</b>					



TOWN CLERK continued

State Primary—September 1, 2020 cont'd

BLANKS					
WRITE INS					
<b>TOTAL</b>					<b>100.00%</b>

TOWN CLERK continued  
State Election—November 3, 2020

COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH

November 3, 2020 State Election Warrant

**Worcester SS.**

To the Constables of the City/Town of LANCASTER

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Elections to vote at:

Precinct 1 and Precinct 2

695 Main Street, Lancaster, MA

on **TUESDAY, THE THIRD DAY OF NOVEMBER 2020**, from 7:00 A.M. TO 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices:

ELECTORS OF PRESIDENT AND VICE PRESIDENT .....	FOR THESE UNITED STATES
SENATOR IN CONGRESS.....	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS.....	THIRD DISTRICT
COUNCILLOR .....	SEVENTH DISTRICT
SENATOR IN GENERAL COURT .....	WORCESTER & MIDDLESEX DISTRICT
REPRESENTATIVE IN GENERAL COURT .....	TWELFTH WORCESTER DISTRICT
REGISTER OF PROBATE.....	WORCESTER COUNTY

**QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 5, 2020?

**SUMMARY**

This proposed law would require that motor vehicle owners and independent repair facilities be provided with expanded access to mechanical data related to vehicle maintenance and repair.

Starting with model year 2022, the proposed law would require manufacturers of motor vehicles sold in Massachusetts to equip any such vehicles that use telematics systems -- systems that collect and wirelessly transmit mechanical data to a remote server -- with a standardized open access data platform. Owners of motor vehicles with telematics systems would get access to mechanical data through a mobile device application. With vehicle owner authorization, independent repair facilities (those not affiliated with a manufacturer) and independent dealerships would be able to retrieve mechanical data from, and send commands to, the vehicle for repair, maintenance, and diagnostic testing.

Under the proposed law, manufacturers would not be allowed to require authorization before owners or repair facilities could access mechanical data stored in a motor vehicle's on-board diagnostic system, except through an authorization process standardized across all makes and models and administered by an entity unaffiliated with the manufacturer.

## TOWN CLERK continued

### State Election—November 3, 2020 cont'd

The proposed law would require the Attorney General to prepare a notice for prospective motor vehicle owners and lessees explaining telematics systems and the proposed law's requirements concerning access to the vehicle's mechanical data. Under the proposed law, dealers would have to provide prospective owners with, and prospective owners would have to acknowledge receipt of, the notice before buying or leasing a vehicle. Failure to comply with these notice requirements would subject motor vehicle dealers to sanctions by the applicable licensing authority.

Motor vehicle owners and independent repair facilities could enforce this law through state consumer protection laws and recover civil penalties of the greater of treble damages or \$10,000 per violation.

**A YES VOTE** would provide motor vehicle owners and independent repair facilities with expanded access to wirelessly transmitted mechanical data related to their vehicles' maintenance and repair.

**A NO VOTE** would make no change in the law governing access to vehicles' wirelessly transmitted mechanical data.

#### QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 5, 2020?

#### SUMMARY

This proposed law would implement a voting system known as "ranked-choice voting," in which voters rank one or more candidates by order of preference. Ranked-choice voting would be used in primary and general elections for all Massachusetts statewide offices, state legislative offices, federal congressional offices, and certain other offices beginning in 2022. Ranked-choice voting would not be used in elections for president, county commissioner, or regional district school committee member.

Under the proposed law, votes would be counted in a series of rounds. In the first round, if one candidate received more than 50 percent of the first-place votes, that candidate would be declared the winner and no other rounds would be necessary. If no candidate received more than 50 percent of the first-place votes, then the candidate or candidates who received the fewest first-place votes would be eliminated and, in the next round, each vote for an eliminated candidate would instead be counted toward the next highest-ranked candidate on that voter's ballot. Depending on the number of candidates, additional rounds of counting could occur, with the last-place candidate or candidates in each round being eliminated and the votes for an eliminated candidate going to the voter's next choice out of the remaining candidates. A tie for last place in any round would be broken by comparing the tied candidates' support in earlier rounds. Ultimately, the candidate who was, out of the remaining candidates, the preference of a majority of voters would be declared the winner.

Ranked-choice voting would be used only in races where a single candidate is to be declared the winner and not in races where more than one person is to be elected.

Under the proposed law, if no candidate received more than 50 percent of first-place votes in the first round, the rounds of ballot-counting necessary for ranked-choice voting would be conducted at a central tabulation facility. At the facility, voters' rankings would be entered into a computer, which would then be used to calculate the results of each round of the counting process. The proposed law provides that candidates in a statewide or district election would have at least three days to request a recount.

The Secretary of State would be required to issue regulations to implement the proposed law and conduct a voter education campaign about the ranked-choice voting process. The proposed law would take effect on January 1, 2022.

**A YES VOTE** would create a system of ranked-choice voting in which voters would have the option to rank candidates in order of preference and votes would be counted in rounds, eliminating candidates with the lowest votes until one candidate has received a majority.

**A NO VOTE** would make no change in the laws governing voting and how votes are counted.

**Question 3**

Shall the Town of Lancaster accept sections 3 to 7, inclusive of chapter 44B of the General Laws, as proposed by its legislative body, a summary of which appears below?

**SUMMARY**

Sections 3 to 7 of Chapter 44B of the General Laws of Massachusetts, also known as the Community Preservation Act (the "Act"), establishes a dedicated funding source for the acquisition, creation and preservation of open space; acquisition, preservation, rehabilitation and restoration of historic resources; acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; acquisition, creation, preservation and support of community housing; and rehabilitation or restoration of open space and community housing acquired by or created as provided under said Act.

In Lancaster, the Act will be funded by a surcharge of 1% on the annual tax levy on real property and by matching funds provided by the state, to take effect beginning July 1, 2021. The following exemption(s) from such surcharge, permitted under Section 3(e) of said Act, will apply: (1) property owned and occupied as a domicile by a person who would qualify for low income housing or low or moderate income senior housing in the town; (2) \$100,000 of the value of each taxable parcel of residential real property; and (3) \$100,000 of the value of each taxable parcel of class three, commercial property, and class four, industrial property as defined in G.L. c.59, sec. 2A. The surcharge to be paid by a taxpayer receiving an exemption or an abatement of real property authorized by G.L. c. 59 or any other law will be reduced in proportion to such exemption or abatement.

A Community Preservation Committee must be created pursuant to by-law and will make recommendations on the use of the funds. Town Meeting must approve any such recommendation before the funds may be expended for any purpose.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 5<sup>th</sup> day of October, 2020.



Jay M. Moody, Chair, Board of Selectmen

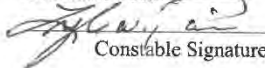
Jason A. Allison, Clerk, Board of Selectmen

Walter F. Sendrowski, Member, Board of Selectmen

City Council or Selectmen of: LANCASTER

*LYLE W. PIERCE*

Constable Posting



Constable Signature

*10-23-20*, 2020.  
(Month and Day)

## TOWN CLERK continued

## State Election—November 3, 2020 cont'd

TOWN OF LANCASTER  
STATE ELECTION 11-3-2020

FINAL/CERTIFIED RESULTS 11/16/2020

VOTE COUNT		PCT 1	PCT 2	TOTAL	PERCENT
MACHINE	7:00 AM	0	0	0	0%
	8:00 AM	133	103	236	4%
	9:00 AM	310	184	494	9%
	10:00 AM	462	265	727	13%
	11:00 AM	678	351	1029	19%
	12:00 PM	875	417	1292	24%
	1:00 PM	945	630	1575	29%
	2:00 PM	1001	750	1751	32%
	3:00 PM	1065	936	2001	37%
	4:00 PM	1137	1166	2303	42%
	5:00 PM	1211	1257	2468	45%
	6:00 PM	1362	1500	2862	53%
	7:00 PM	1549	1627	3176	59%
	8:00 PM	1700	1786	3486	64%
	9:00 PM	2020	1981	4001	74%
MACHINE TOTAL - FINAL		2043	2234	4277	79%
PROVISIONAL BALLOT		0	0	0	
HAND COUNT		22	16	38	
OVERSEAS COUNT		9	12	21	
POST ELECTION TABULATION		28	20	48	
TOTAL VOTED (ALL BALLOTS)		2102	2282	4384	81%
Registered Voters		2613	2813	5426	
<b>PRESIDENT/VICE PRESIDENT</b>					
BIDEN AND HARRIS		1154	1304	2458	56.07%
HAWKINS AND WALKER		13	8	21	0.48%
JORGENSEN AND COHEN		46	42	88	2.01%
TRUMP AND PENCE		865	897	1762	40.19%
TULSI GABBARD		1	1	2	0.09%
MITT ROMNEY		1	1	2	0.05%
CHARLIE BAKER		1	3	4	0.09%
SCATTERED		9	8	17	0.73%
BLANKS		12	18	30	0.68%
TOTAL		2102	2282	4384	100.00%
<b>SENATOR IN CONGRESS</b>					
EDWARD J. MARKEY		1098	1236	2334	53.24%
KEVIN J. O'CONNOR		927	970	1897	43.27%
DR SHIVA AYYADURAI		33	27	60	1.37%
SCATTERED		0	2	2	0.05%
BLANKS		44	47	91	2.08%
TOTAL		2102	2282	4384	100.00%
<b>REPRESENTATIVE IN CONGRESS</b>					
LORI LOUREIRO TRAHAN		1455	1549	3004	68.52%
SCATTERED		27	22	49	1.12%
DR SHIVA AYYADURAI		9	7	16	0.36%
BLANKS		611	704	1315	30.00%
TOTAL		2102	2282	4384	100.00%



## TOWN CLERK continued

## State Election—November 3, 2020 cont'd

TOWN OF LANCASTER  
STATE ELECTION 11-3-2020

FINAL/CERTIFIED RESULTS 11/16/2020

VOTE COUNT	PCT 1	PCT 2	TOTAL	PERCENT
<b>COUNCILLOR</b>				
PAUL M. DEPAULO	1412	1491	2903	66.22%
SCATTERED	23	15	38	0.87%
DR SHIVA AYYADURAI	0	1	1	0.02%
BLANKS	667	775	1442	32.89%
<b>TOTAL</b>	<b>2102</b>	<b>2282</b>	<b>4384</b>	<b>100.00%</b>
<b>SENATOR IN GENERAL COURT</b>				
DEAN A. TRAN	989	1052	2041	46.56%
JOHN J. CRONIN	1020	1128	2148	49.00%
SCATTERED	1	1	2	0.05%
BLANKS	92	101	193	4.40%
<b>TOTAL</b>	<b>2102</b>	<b>2282</b>	<b>4384</b>	<b>100.00%</b>
<b>REPRESENTATIVE IN GENERAL COURT</b>				
CHARLENE R. DICALOGERO	95	99	194	4.43%
MEGHAN KILCOYNE	927	1096	2023	46.15%
SUSAN E. SMILEY	1001	1005	2006	45.76%
SCATTERED	0	1	1	0.02%
BLANKS	79	81	160	3.65%
<b>TOTAL</b>	<b>2102</b>	<b>2282</b>	<b>4384</b>	<b>100.00%</b>
<b>REGISTER OF PROBATE</b>				
STEPHANIE K. FATTMAN	1097	1157	2254	51.41%
JOHN B. DOLAN, III	776	906	1682	38.37%
SCATTERED	0	1	1	0.02%
BLANKS	229	218	447	10.20%
<b>TOTAL</b>	<b>2102</b>	<b>2282</b>	<b>4384</b>	<b>100.00%</b>
<b>QUESTION 1 - AUTO REPAIR</b>				
YES	1634	1747	3381	77.12%
NO	420	467	887	20.23%
BLANKS	48	68	116	2.65%
<b>TOTAL</b>	<b>2102</b>	<b>2282</b>	<b>4384</b>	<b>100.00%</b>
<b>QUESTION 2 - RANK CHOICE VOTING</b>				
YES	850	856	1706	38.91%
NO	1201	1371	2572	58.67%
BLANK	51	55	106	2.42%
<b>TOTAL</b>	<b>2102</b>	<b>2282</b>	<b>4384</b>	<b>100.00%</b>
<b>QUESTION 3 - CPA</b>				
YES	1138	1295	2433	55.50%
NO	883	913	1796	40.97%
BLANKS	81	74	155	3.54%
<b>TOTAL</b>	<b>2102</b>	<b>2282</b>	<b>4384</b>	<b>100.00%</b>



## TREASURER / COLLECTOR

The year 2020 will be a year for all to remember. The COVID-19 virus forced us to alter our way of conducting business and interactions with residents. Since our office is customer oriented, it was necessary that we offer a way to meet residents' needs. Our resolve was to meet residents at the side or back entrance of the Prescott building to collect payments and conduct any business that was necessary. We also offered the option to pay on line or use the drop box at the rear of the building.

We hope in 2021 to be able to return to conducting business in the Prescott building and see all the familiar faces without masks!!!

I continue to remain a member of the executive committee of the Worcester County Collectors and Treasurers Association. The executive committee supports the officers of the association with the planning and executing of meetings three times a year. We look for education topics or current issues that will assist all Collectors and Treasurers in their daily duties. It is an honor to be considered and appointed to this Board by fellow colleagues.

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 Excise 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.

Respectfully submitted,

Mary E Frost CMMC, CMMT  
*Treasurer/Collector*

## FINANCE DIRECTOR

The following financial report summarizes Fiscal Year 2020 (ending 6/30/2020)

**General Fund:** The General Fund ended the year with a favorable fund balance, generating \$1,886,477 of “Free Cash”. This amount represents surplus funds certified by the DOR as available to the Town for future appropriation. As expected with the onset of COVID-19, the Town received \$2,465,438 in local receipts which was down (\$203,151) as compared with FY19, yet exceeded what was estimated for revenue for FY20. Continuing robust activity in building permits \$611,370 and motor vehicle excise \$1,096,503 revenue contributed to this excellent result. Local Meals Tax generated \$50,364 or 42.4% above receipts received for FY19. The Town does not expect this positive trend in Local Meals Tax revenue to continue until we can once again return to our “before COVID” ways.

**Other Funds:** The Town’s other funds – Gift, Grant, Revolving, Receipts Reserved and Trusts – all closed the year with positive balances, except for minor deficits in several reimbursable grants including the Cares Act expenditures which remained uncollected at year end. As was expected, revenue sufficient to cover these deficits was received early in FY2021.

**Enterprise Funds:** Water and Solar Funds all ended the year with favorable balances and healthy E&D funds at \$2,383,823 and \$512,088, respectively.

**Reserves:** The Town’s Stabilization Fund closed the year at \$1.805 million and the Capital Stabilization Fund at \$157,668.64. The level of reserves in these accounts are managed to meet the target of 5% of annual line-item budget as established in the Town’s Financial Management Policies. The OPEB Fund closed the year at \$2,423,598.04. The Town continues to reap the advantages of its Aa3 bond rating as it issues debt.

**Audits:** An independent audit is performed annually and may be found on the Town of Lancaster website under Departments/Finance & Budget/Financial Documents/Financial Statements, along with the OPEB audit.

Respectfully submitted,

Cheryl Gariepy

*Finance Director/Town Accountant*

Combined Balance Sheet - All Fund Types and Account Groups  
as of June 30, 2020  
(Unaudited)

	11177						
	Governmental Fund Types			Proprietary Fund Types		Fiduciary Fund Types	Account Groups
	General	Special Revenue	Capital Projects	Enterprise	Internal Services	Trust and Agency	Long-term Debt
							Totals (Memorandum Only)
<b>ASSETS</b>							
Cash and cash equivalents	2,975,979.61	793,188.88	1,047,144.45	3,153,260.51		5,395,262.20	13,364,835.65
Investments							0.00
Receivables:							
Personal property taxes	11,193.51						11,193.51
Real estate taxes	362,560.29						362,560.29
Deferred taxes	8,450.79						8,450.79
Allowance for abatements and exemptions	(651,697.58)						(651,697.58)
Special assessments							0.00
Tax liens	241,992.83	12,894.15		16,068.54			270,955.52
Tax foreclosures	474,348.64						474,348.64
Motor vehicle excise	252,477.68						252,477.68
Other excises							0.00
User fees		4,247.24		143,377.30			147,624.54
Utility liens added to taxes		2,124.36					2,124.36
Departmental	320,513.44						320,513.44
Other receivables							0.00
Due from other governments							0.00
Due to/from other funds							0.00
Working deposit							0.00
Prepays							0.00
Inventory							0.00
Fixed assets, net of accumulated depreciation				2,814,709.00			2,814,709.00
Amounts to be provided - payment of bonds						9,105,592.00	9,105,592.00
Amounts to be provided - vacation/sick leave							0.00
Total Assets	3,995,819.21	812,454.63	1,047,144.45	6,127,415.35	0.00	5,395,262.20	26,483,687.84
<b>LIABILITIES AND FUND EQUITY</b>							
Liabilities:							
Accounts payable	(10,893.00)						(10,893.00)
Warrants payable							0.00
Accrued payroll and withholdings							0.00
Accrued claims payable							0.00
IBNR							0.00
Other liabilities	742.85			2,814,709.00			2,815,451.85
Agency Funds							0.00
Deferred revenue:							
Real and personal property taxes	(277,943.71)						(277,943.71)
Deferred taxes	8,450.79						8,450.79
Prepaid taxes/fees							0.00
Special assessments							0.00
Tax liens	241,992.83	12,894.15		16,068.54			270,955.52
Tax foreclosures	474,348.64						474,348.64

	Governmental Fund Types			Proprietary Fund Types		Fiduciary Fund Types	Account Groups	Totals
	General	Special Revenue	Capital Projects	Enterprise	Internal Services	Trust and Agency	Long-term Debt	(Memorandum Only)
Motor vehicle excise	240,961.21							240,961.21
Other excises								0.00
User fees		6,371.60		143,377.30				149,748.90
Utility liens added to taxes								0.00
Departmental	320,513.44							320,513.44
Deposits receivable								0.00
Other receivables								0.00
Due from other governments								0.00
Due to other governments								0.00
Due to/from other funds								0.00
Bonds payable							9,105,592.00	9,105,592.00
Notes payable								0.00
Vacation and sick leave liability								0.00
Total Liabilities	998,173.05	19,265.75	0.00	2,974,154.84	0.00	0.00	9,105,592.00	13,097,185.64
Fund Equity:								
Reserved for encumbrances	43,342.91							43,342.91
Reserved for expenditures	137,975.00	793,188.88	1,047,144.45			5,395,262.20		7,373,570.53
Reserved for continuing appropriations								0.00
Reserved for petty cash								0.00
Reserved for appropriation deficit								0.00
Reserved for snow and ice deficit								0.00
Reserved for COVID-19 deficit								0.00
Reserved for debt service	147,541.00							147,541.00
Reserved for premiums								0.00
Reserved for working deposit								0.00
Undesignated fund balance	2,668,787.25			3,153,260.51				5,822,047.76
Unreserved retained earnings								0.00
Investment in capital assets								0.00
Total Fund Equity	2,997,646.16	793,188.88	1,047,144.45	3,153,260.51	0.00	5,395,262.20	0.00	13,386,502.20
Total Liabilities and Fund Equity	3,995,819.21	812,454.63	1,047,144.45	6,127,415.35	0.00	5,395,262.20	9,105,592.00	26,483,687.84

# **FY20 BUDGET TO ACTUAL**

## **OPERATING BUDGET**

<b>DEPARTMENT</b>	<b>ATM 5/6/2019</b>	<b>COMP/FINANCE RESERVE</b>	<b>ATM/STM 10/21/19</b>	<b>EXPENDED</b>	<b>CLOSED TO FUND BALANCE</b>	<b>ENCUMBER</b>
<b>113 TOWN MEETING</b>						
Expenses	2,970.00	0.00	2,970.00	1,751.10	1,218.90	
<b>122 SELECTMEN</b>						
Personal Srv	187,131.00		187,131.00	190,934.41	(3,803.41)	
Expenses	12,830.00	0.00	12,830.00	6,643.91	6,186.09	
Norfold Agri	0.00	0.00	0.00	0.00	0.00	
<b>131 FINANCE COMM</b>						
Expenses	280.00	0.00	280.00	180.00	100.00	
Comp Rsrv	51,182.00		51,182.00	35,647.98	15,534.02	
Reserve Fund	145,000.00	0.00	145,000.00	15,000.00	130,000.00	
<b>135 ACCOUNTANT</b>						
Personal Srv	151,902.00	0.00	151,902.00	152,512.73	(610.73)	
Expenses	4,675.00	0.00	4,675.00	1,437.87	3,237.13	
Audit	35,000.00	0.00	35,000.00	24,500.00	10,500.00	(10,500.00)
<b>141 ASSESSORS</b>						
Personal Srv	111,646.00	0.00	111,646.00	113,893.91	(2,247.91)	
Expenses	40,350.00	0.00	40,350.00	37,326.93	3,023.07	
<b>147 TREAS/COLLECTOR</b>						
Personal Srv	155,308.00	0.00	155,308.00	159,296.11	(3,988.11)	
Expenses	22,702.00	0.00	22,702.00	29,703.04	(7,001.04)	
<b>151 TOWN COUNSEL</b>						
Expenses	58,500.00	0.00	58,500.00	56,697.57	1,802.43	

**FY20 BUDGET TO ACTUAL**
**OPERATING BUDGET**

DEPARTMENT	ATM 5/6/2019	COMP/FINANCE RESERVE	ATM/STM 10/21/19	EXPENDED	CLOSED TO FUND BALANCE	ENCUMBER
<b>155 TECHNOLOGY</b>						
Personal Svc	82,205.00	0.00	82,205.00	82,519.52	(314.52)	
Expenses	121,742.00	0.00	121,742.00	159,245.32	(37,503.32)	
<b>161 TOWN CLERK</b>						
Personal Svc	91,717.00	0.00	91,717.00	92,381.00	(664.00)	
Expenses	3,200.00	0.00	3,200.00	4,141.26	(941.26)	
<b>164 ELECTIONS</b>						
Personal Svc	7,814.00	0.00	7,814.00	3,197.75	4,616.25	
Expenses	9,975.00	0.00	9,975.00	8,182.81	1,792.19	(11.50)
<b>179 COMM DEV PLANNING</b>						
Personal Svc	129,955.00	0.00	129,955.00	124,090.65	5,864.35	
Expenses	5,191.00	0.00	5,191.00	3,285.78	1,905.22	
<b>199 BUILDING MAINTENANCE</b>						
Personal Svc	72,837.00	0.00	72,837.00	76,303.70	(3,466.70)	
Expenses	313,104.00	0.00	313,104.00	257,618.62	55,485.38	(30,581.41)
<b>GENERAL GOVERNMENT</b>						
Personal Svc	1,041,697.00	0.00	1,041,697.00	1,030,777.76	10,919.24	
Expenses	775,519.00	0.00	775,519.00	605,714.21	169,804.79	
<b>210 POLICE</b>						
Personal Svc	1,046,715.00		1,046,715.00	1,063,198.11	(16,483.11)	
Expenses	85,404.00	0.00	85,404.00	76,526.23	8,877.77	



FY20 BUDGET TO ACTUAL						
OPERATING BUDGET						
DEPARTMENT	ATM 5/6/2019	COMP/FINANCE RESERVE	ATM/STM 10/21/19	EXPENDED	CLOSED TO FUND BALANCE	ENCUMBER
<b>220 FIRE</b>						
Personal Svc	469,704.00	0.00	469,704.00	456,114.37	13,589.63	
Expenses	213,550.00	0.00	213,550.00	202,763.61	10,786.39	
<b>240 INSPECTIONAL SRVCS</b>						
Personal Svc	91,279.00	0.00	91,279.00	96,205.26	(4,926.26)	
Expenses	4,900.00	0.00	4,900.00	1,421.57	3,478.43	
<b>290 ANIMAL CONTROL</b>						
Personal Svc	11,860.00	0.00	11,860.00	11,859.60	0.40	
Expenses	5,675.00	0.00	5,675.00	2,370.86	3,304.14	
<b>296 COMMUNICATIONS</b>						
Expenses	187,950.00	0.00	187,950.00	189,076.40	(1,126.40)	
<b>PUBLIC SAFETY</b>						
Personal Svc	1,619,558.00	0.00	1,619,558.00	1,627,377.34	(7,819.34)	
Expenses	497,479.00	0.00	497,479.00	472,158.67	25,320.33	
<b>340 EDUCATION</b>						
MINUTEMAN	2,085,501.00	0.00	2,085,501.00	2,085,501.00	0.00	
NASHOBA REGIONAL	13,014,404.00	0.00	13,014,404.00	13,014,404.00	0.00	
<b>422 DPW - HIGHWAY</b>						
Personal Svc	257,445.00	0.00	257,445.00	259,254.89	(1,809.89)	
Expenses	78,050.00	0.00	78,050.00	75,760.67	2,289.33	
<b>423 DPW - SNOW &amp; ICE</b>						
Personal Svc	52,500.00	0.00	52,500.00	48,489.59	4,010.41	
Expenses	66,200.00	0.00	66,200.00	70,210.20	(4,010.20)	

**FY20 BUDGET TO ACTUAL**
**OPERATING BUDGET**

DEPARTMENT	ATM 5/6/2019	COMP/FINANCE RESERVE	ATM/STM 10/21/19	EXPENDED	CLOSED TO FUND BALANCE	ENCUMBER
<b>424 DPW - STREET LIGHTS</b>						
Expenses	15,000.00	0.00	15,000.00	1,166.82	13,833.18	
<b>429 DPW - HIGHWAY SAFETY</b>						
Expenses	39,700.00	0.00	39,700.00	36,668.90	3,031.10	
<b>491 DPW - CEMETERY</b>						
Personal Svc	135,909.00	0.00	135,912.00	128,518.93	7,393.07	
Expenses	37,620.00	0.00	37,620.00	34,517.37	3,102.63	
<b>PUBLIC WORKS</b>						
Personal Svc	445,854.00	0.00	445,857.00	436,263.41	9,593.59	
Expenses	236,570.00	0.00	236,570.00	218,323.96	18,246.04	
<b>510 BOARD OF HEALTH</b>						
Personal Svc	6,450.00	0.00	6,450.00	6,462.08	(12.08)	
Expenses	34,558.00	0.00	34,558.00	34,734.59	(176.59)	
<b>541 COUNCIL ON AGING</b>						
Personal Svc	54,247.00	0.00	54,247.00	54,234.92	12.08	
Expenses	18,070.00	0.00	18,070.00	11,061.25	7,008.75	
<b>543 VETERAN'S SERVICES</b>						
Personal Svc	20,000.00		20,000.00	40,000.00	(20,000.00)	
Expenses	30,000.00	0.00	30,000.00	19,286.99	10,713.01	
<b>560 DISABILITY</b>						
Expenses	275.00	0.00	275.00	291.00	(16.00)	
<b>HEALTH &amp; HUMAN SERVICES</b>						
Personal Svc	80,697.00	0.00	80,697.00	100,697.00	0.00	
Expenses	82,903.00	0.00	82,903.00	65,373.83	17,529.17	

FY20 BUDGET TO ACTUAL						
OPERATING BUDGET						
DEPARTMENT	ATM 5/6/2019	COMP/FINANCE RESERVE	ATM/STM 10/21/19	EXPENDED	CLOSED TO FUND BALANCE	ENCUMBER
<b>610 LIBRARY</b>						
Personal Svc	284,895.00	0.00	284,895.00	281,444.45	3,450.55	
Expenses	72,656.00	0.00	72,656.00	69,323.86	3,332.14	
<b>630 RECREATION</b>						
Personal Svc	22,254.00	0.00	22,254.00	24,469.48	(2,215.48)	
Expenses	3,000.00	0.00	3,000.00	3,550.43	(550.43)	
<b>691 HISTORIC COMMISSION</b>						
Expenses	1,120.00	0.00	1,120.00	1,086.94	33.06	
<b>692 MEMORIAL DAY</b>						
Expenses	900.00	0.00	900.00	419.05	480.95	
<b>694 COMMUNITY CENTER</b>						
Personal Services	27,405.00	0.00	27,405.00	27,510.00	(105.00)	
<b>CULTURAL &amp; RECREATION</b>						
Personal Svc	334,554.00	0.00	334,554.00	333,423.93	1,235.07	
Expenses	77,676.00	0.00	77,676.00	74,380.28	3,190.72	
<b>EMPLOYEE BENEFITS</b>	1,548,985.00	0.00	1,548,985.00	1,383,220.39	165,764.61	
<b>TOWN INSURANCES</b>	105,656.00	0.00	105,656.00	142,026.13	(36,370.13)	(2,250.00)
<b>DEBT</b>						
PRINCIPAL	926,000.00	0.00	926,000.00	925,800.00	200.00	
INTEREST	192,875.00	0.00	192,875.00	192,875.00	0.00	

FY20 BUDGET TO ACTUAL						
OPERATING BUDGET						
DEPARTMENT	ATM 5/6/2019	COMP/FINANCE RESERVE	ATM/STM 10/21/19	EXPENDED	CLOSED TO FUND BALANCE	ENCUMBER
LOCAL AID ASSESSMENTS						
Expenses	142,916.00	0.00	142,196.00	141,622.00	574.00	
OPERATING BUDGETS						
Personal Svc	3,522,360.00	0.00	3,522,363.00	3,528,539.44	13,928.56	
Expenses	16,912,968.00	0.00	16,912,248.00	16,677,477.95	234,665.05	
PRINCIPAL	926,000.00	0.00	926,000.00	925,800.00	200.00	
INTEREST	192,875.00	0.00	192,875.00	192,875.00	0.00	
EMPLOYEE BENEFITS	1,548,985.00	0.00	1,548,985.00	1,383,220.39	165,764.61	
TOWN INSURANCEES	105,656.00	0.00	105,656.00	142,026.13	(36,370.13)	
	23,208,844.00	0.00	23,208,127.00	22,849,938.91	378,188.09	(43,342.91)
TRANSFER TO CAPITAL/STAB	100,000.00		100,000.00	100,000.00	20,000.00	
TOTAL OPERATING BUDGET	23,308,844.00	0.00	23,308,127.00	22,949,938.91	314,845.18	



SPECIAL REVENUE		BEGINNING		ENDING
FUND	PROJECT ACCOUNT NAME	7/1/2019	EXPENSE	REVENUE 6/30/2020
CDBG	25014 COMM DEV BLOCK GRANT	65,349.00	0.00	43.86 65,392.86
INSURANCE	26005 INSURANCE RECOVERY	128,468.59	166,290.07	40,450.88 2,629.40
GIFT	26006 HISTORIC GIFTS	3,489.66	1,000.00	105.94 2,595.60
GIFT	26008 LIBRARY GIFTS	11,036.80	28,732.18	27,313.00 9,617.62
GIFT	26009 LIBRARY PARKER GIFT	(1,199.86)	(1,199.86)	0.00 0.00
GIFT	26012 DISABILITY COMMISSION GIFT	99.72	0.00	0.00 99.72
GIFT	26013 VETERANS MEMORIAL GIFT	4,633.00	0.00	0.00 4,633.00
GIFT	26014 COA GIFT	2,519.35	0.00	40.00 2,559.35
GIFT	26015 TOWN FOREST GIFT	666.28	0.00	0.00 666.28
GIFT	26016 AMBULANCE GIFT	1,372.38	0.00	0.00 1,372.38
GIFT	26017 FIRE DEPT GIFT	4,806.04	2,591.15	2,280.00 4,494.89
GIFT	26018 POLICE GIFT	673.87	0.00	1,000.00 1,673.87
GIFT	26020 ANN COMASKEY CONSERVATION	672.88	0.00	0.00 672.88
GIFT	26021 FARNSWORTH MEMORIAL	10.00	0.00	0.00 10.00
GIFT	26024 SELECTMEN CABLE	1,095.00	0.00	0.00 1,095.00
GIFT	26026 BLUE HERON MITIGATION	19,707.00	0.00	0.00 19,707.00
DONATION	26027 AGRICULTURE COMMISSION	3,482.22	0.00	0.00 3,482.22
DONATION	26042 AGRICULTURE SCHOLARSHIP	4,500.00	0.00	0.00 4,500.00
OTHER REVOLVING	26043 ZERO OLD UNION	773.37	0.00	0.00 773.37
OTHER REVOLVING	26044 438 OLD UNION	773.37	1,294.80	3,000.00 2,478.57
OTHER REVOLVING	26045 2038 LUNENBURG ROAD	0.00	15,285.00	15,637.00 352.00
OTHER REVOLVING	25046 702 LLC CAPITAL GROUP	0.00	5,400.00	13,679.86 8,279.86
OTHER REVOLVING	26047 7TH DAY ADVENTIST	0.00	860.00	1,000.00 140.00
OTHER REVOLVING	26048 HAWTHORNE HILLS ESTATE	0.00	0.00	2,400.00 2,400.00
RECEIPTS RESERVED	29001 CEMETERY SALE OF LOTS	24,447.87	0.00	1,600.00 26,047.87
RECEIPTS RESERVED	29002 WETLANDS	39,400.30	25,556.28	25,934.50 39,778.52
RECEIPTS RESERVED	29003 TOWN OWNED LAND	147,767.81	48,783.50	72,987.89 171,972.20
PARKS & RECREATION	27010 RECREATION	58,088.07	26,873.72	27,460.00 58,674.35
CH53 1/2	27002 CLERK PUBLICATIONS	3,214.42	0.00	213.00 3,427.42
CH53 1/2	27003 PLANNING BOARD	42,441.54	7,927.25	31,828.00 66,342.29
CH53 1/2	27004 RECYCLING	4,831.22	8,293.46	7,830.29 4,368.05
CH53 1/2	27005 MART	(17,774.67)	32,201.55	46,104.94 (3,871.28)
CH53 1/2	27006 LIBRARY REVOLVING	14,021.42	4,336.93	4,906.29 14,590.78
OTHER REVOLVING	27007 BUILDING RENTAL DEPOSIT	85.00	600.00	1,720.00 1,205.00
OTHER REVOLVING	27012 CDP ADVERTISING	808.43	2,859.67	2,389.14 337.90
CH53 1/2	27013 COMMUNITY CENTER	16,980.36	3,415.00	0.00 13,565.36
CH53 1/2	27016 C.O.A. REVOLVING	8,164.32	12,506.32	19,907.98 15,565.98
CH53 1/2	27014 CRUISER OUTSIDE DETAIL	3,667.50	0.00	0.00 3,667.50
CH53 1/2	27015 STORMWATER MANAGEMENT	4,000.00	0.00	1,000.00 5,000.00
OTHER REVOLVING	26001 RECREATION ED	20.50	0.00	0.00 20.50
OTHER REVOLVING	26002 DRUG ENFORCEMENT	40,864.43	0.00	0.00 40,864.43
OTHER REVOLVING	26003 SEWER COLLECTION	32,223.35	461.09	10,387.81 42,150.07
OTHER REVOLVING	26028 FIREARMS RECORD	43,082.07	11,325.00	13,425.00 45,182.07
OTHER REVOLVING	26032 PORAS REALTY	5,135.63	4,229.65	0.00 905.98
OTHER REVOLVING	26033 COLONY LANE	1.04	0.00	0.00 1.04
OTHER REVOLVING	26037 BOH JONES CROSSING	500.00	737.50	0.00 (237.50)
OTHER REVOLVING	26040 BROCKELMAN RD SOLAR	1,100.00	0.00	0.00 1,100.00
OTHER REVOLVING	26041 MOBILE MART	6,000.00	0.00	0.00 6,000.00
STATE GRANT GG	25011 TECHNICAL ASSISTANCE	647.75	0.00	0.00 647.75
OTHER REVOLVING	28003 APPORTIONED BETTERMENT	9,622.79	234,219.04	232,690.91 8,094.66

PUBLIC SAFETY	25015 COMMUNITY POLICING	3,842.39	0.00	0.00	3,842.39
PUBLIC SAFETY	25016 COPS MOBILE	2,308.28	0.00	0.00	2,308.28
PUBLIC SAFETY	25018 911 STATE GRANT	6,105.13	0.00	0.00	6,105.13
PUBLIC SAFETY	25022 FIRE DEP	0.00	0.00	0.00	0.00
PUBLIC SAFETY	25024 FIRE NASHUA RIVER	7,295.44	0.00	0.00	7,295.44
PUBLIC SAFETY	25025 FIRE SAFE GRANT	19,892.32	3,667.09	3,965.00	20,190.23
PUBLIC SAFETY	25028 SENIOR SAFE GRANT	0.00	0.00	2,348.00	2,348.00
PUBLIC SAFETY	25063 MED PROJECT	0.00	0.00	1,950.00	1,950.00
	25064 GEORGIA PACIFIC	0.00	2,420.00	2,500.00	80.00
COA	25030 FORMULA GRANT	1,864.47	18,304.47	16,440.00	0.00
COA	25031 ACCENT GRANT	310.54	0.00	0.00	310.54
COA	25049 HEALTHY FOOD	3,219.97	1,500.00	0.00	1,719.97
STATE LIBRARY	25035 LIBRARY STATE AID	22,106.07	15,284.74	14,557.31	21,378.64
OTHER STATE	25001 EXTENDED POLLING HOURS	4,300.46	1,450.60	698.70	3,548.56
OTHER STATE	25004 MASS HOUSING	6,446.04	0.00	0.00	6,446.04
OTHER STATE	25006 ENERGY EFFICIENCY BLOCK GRANT	330.59	0.00	0.00	330.59
OTHER STATE	25009 GREEN COMMUNITIES GRANT	0.00	0.00	0.00	0.00
OTHER STATE	25029 SEPTIC PROGRAM	4,078.41	11,699.00	6,201.15	(1,419.44)
OTHER STATE	25033 CULTURAL COUNCIL	689.35	5,270.40	6,107.18	1,526.13
OTHER STATE	25048 COMPACT GRANT	6,300.00	0.00	0.00	6,300.00
OTHER STATE	25050 COMPLETE STREET	(11,047.97)	9,000.27	26,358.40	6,310.16
OTHER STATE	25051 IT COMPACT GRANT	115,599.68	141,699.68	30,000.00	3,900.00
OTHER STATE	25052 LIBRARY DIGITIZE	0.00	0.00	0.00	0.00
OTHER STATE	25053 PRESERVATION VETERANS	0.00	0.00	0.00	0.00
OTHER STATE	25054 BROCKELMAN CULVERT	(31,000.00)	665.00	34,300.00	2,635.00
OTHER STATE	25055 THAYER FIELD PLAYGROUND	(9,691.91)	69,272.23	78,964.14	0.00
OTHER STATE	25056 GREEN COMMUNITIES 2	(30,266.46)	931.26	30,266.46	(931.26)
OTHER STATE	25057 FY18 TRAFFIC	1,380.00	0.00	0.00	1,380.00
OTHER STATE	25058 MCOA GO4LIFE	0.00	0.00	0.00	0.00
OTHER STATE	25059 JAG	0.00	0.00	0.00	0.00
OTHER STATE	25060 BOAT LAUNCH	0.00	0.00	0.00	0.00
OTHER STATE	25061 MUNICIPAL VULNERABILITY	0.00	20,000.00	20,000.00	0.00
OTHER STATE	25062 MAIN STREET BRIDGE	0.00	0.00	0.00	0.00
OTHER STATE	25065 HR REVIEW	0.00	6,000.00	12,000.00	6,000.00
OTHER STATE	25067 FY20 COVID	0.00	15,392.78	0.00	(15,392.78)

FUND	PROJECT	ACCOUNT NAME	BEGINNING 7/1/2019	EXPENDITURE	REVENUE	ENDING 6/30/2020
0023	CHAPTER 90	2305/23001 CHAPTER 90	(85,002.21)	378,834.13	454,335.81	(9,500.53)
0030	CAPITAL	30001 VETERANS WAR MEMORIAL	9,580.39	0.00	0.00	9,580.39
		30003 PUBLIC BLDG FIBER OPTIC	995.18	0.00	0.00	995.18
		30005 POLICE CRUISERS	4,554.21	43,546.50	45,000.00	6,007.71
		30010 HOT TOP CEMETERY	3,511.80	0.00	0.00	3,511.80
		30014 OFFICE MOLD REMOVAL	30,000.00	0.00	0.00	30,000.00
		30015 REPAVE TOWN HALL DRIVEWAY	20,000.00	20,000.00	0.00	0.00
		30019 MRE/LBM BOILER	300.00	0.00	0.00	300.00
		30020 DPW - DRAINAGE	16,693.74	1,397.50	0.00	15,296.24
		30023 CEMETERY FURNACE	31.56	31.56	0.00	0.00
		30026 ASSESSOR'S ENCYCLICAL	30,152.89	0.00	0.00	30,152.89
		30028 FIRE CUSTOM PUMPER	4,531.85	98,077.50	100,000.00	6,454.35
		30030 PRESCOTT BUILDING RENOVATION	15,344.34	7,748.24	0.00	7,596.10



30031 RECREATION THAYER FIELD DESIGN	0.00	0.00	0.00	0.00
30038 HWY ONE TON PICK-UP	0.00	50,916.60	51,095.00	178.40
30043 RTE 117 INTERSECTION	0.00	41,900.00	80,000.00	38,100.00
30044 PRESCOTT MOVE	22,914.85	13,464.58	0.00	9,450.27
30046 BARTLETT POND DAM	129,500.00	0.00	0.00	129,500.00
30047 LIBRARY REPOINTING	2,600.00	7,925.79	10,000.00	4,674.21
30048 MRE/LBM BOILER	35,000.00	0.00	0.00	35,000.00
30049 MRE/LBM SMOKE DETECTOR	803.00	0.00	0.00	803.00
30050 POLICE COMPRESSOR REPLACE	0.00	0.00	10,000.00	10,000.00
30051 FIRE RADIO BOXES	0.00	0.00	35,000.00	35,000.00
30053 LIBRARY HVAC	0.00	15,797.75	91,330.00	75,532.25
30054 MRLB SECURITY CAMERA	0.00	27,400.00	45,800.00	18,400.00
30055 TOWN CLERK PRINCINT SCANNERS	0.00	20,000.00	20,000.00	0.00
30056 LCC PLUMBING-ELECTRICAL	0.00	0.00	25,000.00	25,000.00
30057 BOS TREE CUTTING	0.00	2,850.00	10,000.00	7,150.00
30058 BOS FIELD UPGRADES	0.00	0.00	10,000.00	10,000.00
30059 ROUTE 117 BRIDGE	0.00	142,931.00	200,000.00	57,069.00
30060 PRESCOTT OVERHANG	0.00	4,970.00	36,000.00	31,030.00
30061 SURVEY MEMORIAL SCHOOL	0.00	3,961.00	15,000.00	11,039.00
		502,918.02	784,225.00	607,820.79

WATER CAPITAL	PROJECT	ACCOUNT NAME	7/1/2019	EXPENSE	REVENUE	6/30/2020
0062	62002	New Water Source	37,887.00			37,887.00
	62004	Neck Road Water Main	0.00			0.00
	62005	Clean and Reline Main Street	205,961.16			205,961.16
	62007	Water Truck	0.00			0.00
	62008	DESIGN AND RELINE WATER MAIN	228,442.06	99,644.38	178.28	128,975.96
	62009	MAPPING & MODELING SERVICES	0.00		46,000.00	46,000.00
	62010	DESIGN & ENGINEERING NEW WATER	0.00		30,000.00	30,000.00

0083	PROJECT	ACCOUNT NAME	7/1/2019	EXPENSE	REVENUE	6/30/2020
TRUSTS	83002	LAND PURCHASE	13,739.50	0.00	20.39	13,759.89
	83003	NO LANC MUNICIPAL WATER	3,810.62	32,054.00	17,052.22	(11,191.16)
	83004	61A LAND PURCHASE	44,810.61	0.00	35.26	44,845.87
	83005	DIGITAL LANC TECH PARK	638.24	0.00	0.55	638.79
	83006	PUBLIC SAFETY OFFICERS SURVIVOR	3,245.35	0.00	26.36	3,271.71
	83007	LOCAL EDUCATION	247.06	0.00	0.21	247.27
	83008	POLICE LAW ENFORCEMENT TRUST	588.94	0.00	0.53	589.47
	83009	CONSERV GREENWAY	21.96	0.00	0.01	21.97
	83010	ELDERLY DISABLE TAX	4,344.47	0.00	958.23	5,302.70
	83011	CEMETERY FLOWERS	2,022.76	0.00	4.84	2,027.60
	83013	CONSERVATION TRUST	16,038.16	442.78	308.60	15,903.98
ESCROW	90001	WINSOR HEIGHTS	0.00	0.00	0.00	0.00
	90002	EAGLE RIDGE ESCROW	10,049.92	90.00	0.00	9,959.92
	90008	JONES CROSSING ESCROW	0.00	292.50	1,000.00	707.50
	90012	MI BOX ESCROW	0.00	1,943.40	2,500.00	556.60
	90014	CLEAR SUMMIT MITIGATION	0.00	0.00	0.00	0.00
	90016	ERP MOUNTAIN LAUREL	4.26	1,331.50	863.50	(463.74)
	90017	ERP KANIS	0.06	1,522.09	1,522.09	0.06
	90018	ERP CENTRAL MASS	0.00	3,642.16	3,642.16	0.00
	90019	ERP BALDARELLI	1,000.01	0.00	0.00	1,000.01
	90020	ERP KEATING	0.00	1,757.32	1,757.32	0.00
	90023	ERP LLEC	1,000.68	570.48	570.48	1,000.68
	90024	ERP CENTRAL MASS	1,100.50	0.00	0.00	1,100.50
	90031	GOODBRIDGE	560.00	15,424.00	15,000.00	136.00
	90032	CONSERVATION SHORELINE	613.62	0.00	0.00	613.62
	90033	SANDY HOLLOW ESCROW	0.00	0.00	0.00	0.00

90034 FORT POND LLC	62,261.48	7,071.86	3,547.00	58,736.62
90035 DUVAL ROAD SEWER	39,372.74	5,673.31	3,454.19	37,153.62
90036 NO LANCASTER LLC	569.84	0.00	0.00	569.84
90038 J. B. HUNT	1,667.20	0.00	0.00	1,667.20
90039 SHIRLEY ROAD LANDSCAPING ESCROW	4,710.00	0.00	0.00	4,710.00
90040 GRAND OAKS	0.00	0.00	0.00	0.00
90041 F.C. STARS	825.25	0.00	0.00	825.25
90042 AGWAY LANDSCAPING	0.00	0.00	0.00	0.00
90045 NO LANCASTER WATER	8,650.00	0.00	0.00	8,650.00
26010 LIBRARY PARKER GIFT	3,306.02	0.00	0.00	3,306.02
26011 CONSERVATION PARKER GIFT	93.75	0.00	0.00	93.75
85001 CAPITAL STABILIZATION	44,201.49	538,225.00	651,692.15	157,668.64
84001 STABILIZATION	1,781,770.65	0.00	23,510.33	1,805,280.98
86001 OPEB	2,084,689.69	0.00	338,908.35	2,423,598.04

	PROJECT	ACCOUNT NAME	7/1/2019	EXPENSE	REVENUE	6/30/2020
0081	81006	CEMETERY NON-EXP PRINC	262,487.31	0.00	8,450.00	270,937.31
NON-EXPENDABLE		CEMETERY NON-EXP INT	50,907.86	0.00	4,878.23	55,786.09
INTEREST	81014	SELECTMEN NON-EXP PRINC	18,017.58	0.00	0.00	18,017.58
		SELECTMEN NON-EXP INT	31,223.30	0.00	776.11	31,999.41
	81008	UNRESTRICTED PRINCIPAL	62,632.69	0.00	0.00	62,632.69
		UNRESTRICTED UNEXPEND INT	6,920.29	0.00	1,083.90	8,004.19
	81009	TRUSTEES PRINCIPAL	21,904.91	0.00	0.00	21,904.91
		TRUSTEES UNEXPEND INT	506.21	0.00	349.22	855.43
	81010	SPECIAL COLLECTIONS PRINCIPAL	32,103.67	0.00	0.00	32,103.67
		SPECIAL COLLECTIONS UNEXPEND	741.94	0.00	912.99	1,654.93
	81011	MEMORIAL BOOK PRINCIPAL	1,244.13	0.00	0.00	1,244.13
		MEMORIAL BOOK UNEXPEND INT	430.92	0.00	19.85	450.77
	81012	BOOKS PRINCIPAL	157,799.13	0.00	0.00	157,799.13
		BOOKS UNEXPEND INT	23,083.77	0.00	2,818.69	25,902.46
	81013	JOHN ELIOT THAYER	24,159.92	0.00	0.00	24,159.92
		JOHN ELIOT THAYER UNEXPEND INT	581.43	0.00	0.00	581.43

	PROJECT	ACCOUNT NAME	7/1/2019	EXPENSE	REVENUE	6/30/2020
0082	82001	HENRY FITZGERALD	517.05	0.00	0.00	517.05
EXPENDABLE	82002	WHITNEY LECTURE	4,711.59	0.00	0.00	4,711.59
INTEREST	82003	WELFARE	12,610.68	0.00	0.00	12,610.68
	82004	BILLINGS	8,168.23	0.00	0.00	8,168.23
	82005	McGURIE	1,722.00	0.00	0.00	1,722.00
	82006	CEMETERY	53,154.84	0.00	0.00	53,154.84
	82007	CEMETERY PERP CARE	49,178.32	0.00	0.00	49,178.32
	82008	BOOKS	3,147.49	1,538.46	0.00	1,609.03
	82009	UNRESTRICTED	1,597.46	591.59	0.00	1,005.87
	82010	TRUSTEES	575.28	197.46	0.00	377.82
	82011	SPECIAL COLLECTIONS	1,023.93	651.29	0.00	372.64
	82012	MEMORIAL	22.12	25.39	0.00	(3.27)

	PROJECT	ACCOUNT NAME	7/1/2019	EXPENSE	REVENUE	6/30/2020
0089	89001	FEDERAL TAX	0.00	396,875.95	396,875.95	0.00
AGENCY	89002	STATE TAX	0.00	181,567.16	181,567.16	0.00
	89003	MEDICARE	100.00	50,358.51	50,181.95	(76.56)
	89004	DEFERRED COMP	(12,000.00)	61,836.50	61,836.50	(12,000.00)
	89005	COUNTY RETIREMENT	5,654.47	298,001.16	297,734.86	5,388.17
	89006	OBRA MANDATORY	0.20	35,055.55	35,055.55	0.20
	89007	OBRA VOLUNTARY	0.00	5,968.68	5,968.68	0.00

89008 GROUP HEALTH	386.49	175,233.80	191,890.73	17,043.42
89009 EMPLOYEE FSA	788.11	38,450.00	38,226.99	565.10
80010 POLICE ACADEMY	(3,769.02)	0.00	3,693.64	(75.38)
89011 DISABILITY	1,494.20	25,219.38	25,439.67	1,714.49
89012 LIFE	60.41	8,706.80	8,452.89	(193.50)
89013 LEVY	499.80	29,484.00	29,484.00	499.80
89014 DENTAL	710.50	21,697.74	23,683.10	2,695.86
89015 POLICE UNION DUES	135.00	6,272.00	6,286.00	149.00
89016 DPW UNION DUES	(878.83)	10,622.00	11,496.32	(4.51)
89017 FIRE UNION DUES	1,048.04	5,046.00	4,226.68	228.72
89018 COMM OF MA FISHERIES	52.15	0.00	0.00	52.15
89019 POLICE OUTSIDE DETAIL	(95,285.71)	466,560.92	486,084.88	(75,761.75)
89020 FIRE OUTSIDE DETAIL	(23.84)	13,423.25	12,470.50	(976.59)
89022 SENIOR TAX WORKOFF	(3,554.23)	11,321.25	11,504.00	(3,371.48)
89023 RETIREE HEALTH LIFE INS	3,345.37	79,394.80	95,683.99	19,634.56

## BOARD OF HEALTH

The Lancaster Board of Health (LBOH) is comprised of three elected, unpaid residents, with a very modest budget, the NBOH Environmental Agent who we share with other communities but who is an extremely dedicated individual, and an Administrator whose time is shared between the BOH, Building Department, Planning Board, Zoning Board of Appeals and Conservation Commission.

The year 2020 has presented several challenges above and beyond those ongoing and ever present in other years. PFAS, Food Insecurity, investigating complaints and insisting Covid-19 protocols be followed to keep the community safe have been Board priorities, demands that have made year 2020 particularly challenging.

The LBOH members spend a great deal of time holding public meetings, attending educational and informational programs, and gathering information to provide the best possible services to the town. LBOH members volunteer at the area vaccination clinics as much as four days a week, make inspections to business and facilities for which we have received complaints from residents, and respond to a variety of calls and concerns, most within 24 hours of receiving notice.

The LBOH addresses seasonal infectious disease and health concerns such as tick or mosquito borne illnesses (Lyme Disease, Eastern Equine Encephalitis), Influenza, Avian flu, Ebola, Swine flu and other issues including but not limited to water and food safety, tobacco and vaping concerns, substance abuse, environment quality and preparedness, and childhood immunization.

Members volunteer their time and expertise to make Lancaster a healthy community. The Board is responsible for ensuring the enforcement of public health laws, deriving their authority directly from the Massachusetts General Court. The LBOH is responsible for over 60 areas of public health law and policy. 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

## BOARD OF HEALTH continued

- 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

The volume and scope of the work required to oversee the health, sanitary and environmental services to the community is comprehensive and continues to increase in complexity.

The Lancaster Board of Health is responsible for ensuring the enforcement of public health laws, and to

- 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

The primary function of the LBOH 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 [ddennis@lanasterma.net](mailto:ddennis@lanasterma.net)

## Complaints

Identified complaints are investigated by our Nashoba Associated Board of Health (NABH) Agent, William J. Brookings, and R.S., often accompanied by a Board Member.

Bill Brookings consults in person at the LBOH 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 24 sewage disposal system permits were issued in 2020.

## Wells

The NABH reported that 11 well permits were issued by the LBOH.

## BOARD OF HEALTH continued

### Miscellaneous Permits

A variety of other permits were issued in 2020, including permits for porta-potties, pools, collection containers and retail sales of tobacco. Tobacco permits were issued to the following establishments in 2020:

- Cumberland Farms, High Street Extension
- Cumberland Farms, Main Street
- Main Street Auto, Main Street
- N&K Lancaster LLC Racing Mart

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 Smoke-Free Workplace Law.

### Trash

The Town of Lancaster does not provide trash removal services. A private trash hauler must be contracted. The following companies were licensed to operate in Lancaster in 2020:

- E.L. Harvey & Sons, Westborough
- Fiore Trucking & Disposal, Fitchburg
- Mitrano Removal, Shirley
- Republic Services, Tyngsboro
- Hunter Services LLC, West Boylston
- R. Krafve Trucking, Lancaster
- Waste Management of Mass

The Trash Hauler Regulations can be found on the LBOH web page on the town web site at [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/holiday permitting. The Recycling Center is open to Lancaster residents and residents of surrounding towns.



## BOARD OF HEALTH continued

### Household Hazardous Waste Facility

The Town of Lancaster, along with several 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. Visit [www.devenshhw.com](http://www.devenshhw.com) for hours of operation, materials accepted and disposal costs.

### Unattended Collection Containers

The LBOH has regulations for unattended collection containers. The Unattended Collection Container Regulations can be found on the LBOH web page on the town web site at [www.ci.lancaster.ma.us](http://www.ci.lancaster.ma.us).

### Training

The members completed over 240 training/continuing education hours concerning Covid-19 during the past year.

### 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.

NABH offers home visits and health fairs for health education and screening. The health promotion program and outreach has included monthly Wellness Clinics, which include blood pressure checks, diabetes screening, and flu and immunization protection. The primary focus of the NABH town nurse is on open communication with patients and families, as well as crisis intervention and support to high-risk individuals.

Respectfully submitted,

John Farnsworth, *Chairman*  
Katherine Holden, *Clerk*  
Jeff Paster, *Member*

# NASHOBA ASSOCIATED BOARDS OF HEALTH

## Lancaster 2020

**Nashoba Associated Boards of Health** continues to serve the Lancaster Board of Health in meeting the challenges of environmental and public health needs in your community. Shortly after the beginning of the year the Board was tasked with responding to the emerging COVID-19 pandemic and as your Health Agent our staff adjusted to provide the needed responses as listed below.

- Informed, educated, and stayed current with the information from the Department of Public Health to assist residents, schools, and businesses.
- We inspected businesses for compliance, upon complaint, in accordance with the ever-changing guidance from the Governor, Department of Labor Standards and Executive Office of Environmental Affairs and provided interpretation and education to improve compliance.
- We provided guidance to our existing licensed businesses to help them operate safely during the pandemic.
- We added additional public health nursing staff to help with contact tracing and outreach.
- Our VNA continued their home health activities throughout the pandemic adjusting to the requirements imposed by COVID-19

We look forward to continuing our work with the **Lancaster Board of Health** to meet the public health, environmental and nursing needs of your community as the pandemic continues, including assistance with the roll out of the COVID-19 vaccine.

Included in highlights of 2020 are the following:

### Environmental Health Department

The Nashoba Sanitarian is available in the Lancaster office and as Town Hall have re-opened, we have returned to office hours as needed.

#### Food Service Licensing and Inspections

20

This office licenses, inspects, responds to complaints and conducts follow up on concerns in licensed operations. Many of the inspection done this year were in response to COVID complaints. Also affecting inspections: some businesses were closed or closed part of the year (schools).

#### Recreational Permitting and Inspections

16

This offices licenses, inspects and responds to complaints for recreational camps for children, bathing beaching and public and semi-pools. We provide for the sampling of bathing beaches on a weekly basis. Many camps didn't open and most town beach did not open due to the required operating COVID-19 standards.

#### Housing & Nuisance Investigation

0

This office inspects dwellings for compliance with the State Sanitary Code, upon compliant and prior to occupancy. We issue orders to corrective actions, reinspect, and initiate legal action if necessary. Similarly, complaints from residents concerning unsanitary conditions or pollution are investigated.

# NASHOBA ASSOCIATED BOARDS OF HEALTH continued

## Environmental Health Department cont'd

### Title 5 related work – On-site Sewage Disposal

Application for soil testing (testing necessary for the design of a sewage disposal system)	16
Tests performed (perc tests and soil evaluation holed witnessed)	48
Applications for sewage disposal plans filed	19
Sewage disposal system plans reviewed	33
Sewage disposal system permits issued	24
New construction	17
Existing construction	7
Sewage disposal system inspections	30
Sewage disposal system consultations	14

### Private Well related services

Well permit issued	11
Water Quality/ Well Construction	24
<i>(Private wells are regulated by local regulations: construction plans are review, well sampled and results reviewed interpreted)</i>	

### Rabies Clinics – Animals Immunized      (Due to COVID-19, clinics were not held in 2020)

## Nashoba Nursing Service & Hospice

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.

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

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.

<u>Nursing Visits</u>	429
<u>Home Health Aid Visit</u>	43
<u>Rehabilitative Therapy Visit</u>	278

## NASHOBA ASSOCIATED BOARDS OF HEALTH continued

### 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. This year was very different due to COVID-19. This office provided the following services for District.

- We conducted contact tracing for our member communities and managed the contact tracing efforts of the Contact Tracing Collaborative.
- We served as a resource for individuals and businesses interpreting the everchanging information on the disease and the State's response to the pandemic.
- We instructed individuals who tested positive and those who were close contact on the processes of Isolation and Quarantine, providing release letters for those who completed each process.
- We worked with the State laboratory to identify and manage clusters of disease/exposures in the District.
- We facilitated the State's involvement in clusters at long term care facilities.
- We worked with the school nurses in the District to provide information, offer advice and supporting contact tracing in the schools.
- We are available to collaborate with all municipal staff, including Councils on Aging to address questions on COVID-19, exposures and actions which may be necessary to address these exposures.
- Conducted flu clinics in each community to address the State's requirement for school age children and make vaccinations available to everyone.
- We administered 113 flu shots through our annual clinics.
- We started planning to hold COVID-19 vaccine clinics.

## NASHOBA ASSOCIATED BOARDS OF HEALTH continued

### Community Health Nursing cont'd

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.

#### Communicable Disease Number of Cases

Campylobacteriosis.....	1
Hepatitis C.....	1
Human Granulocytic Anaplasmosis .....	1
Influenza .....	22
Lyme Disease .....	16
SARS CoV-2 (COVID-19).....	297
Streptococcus pneumoniae .....	1

### Dental Health Department

Due to the challenges presented by COVID-19 the Dental Program was suspended in March.

## LANCASTER COMMUNITY CENTER & COUNCIL ON AGING

Serving as a Social Services hub, a place for gathering and reducing social isolation has challenges in a pandemic. The board is proud of the work of the staff, and the many volunteers and the support of the town and partners to help residents remain physically and mentally healthy. The Lancaster Center led the way during Covid by developing and implementing innovative programming designed to meet our mission in a Covid safe environment. Many of our programs we developed were adopted by other Centers, COAs and awarded grants to support the innovative programs and encourage adoption by other organizations.

Proudest Accomplishments: The Lancaster Angels program, The Connections Program, The Cheers Program, The Backstage Gym, Vaccination Assistance Program.

### The Lancaster Community Center

The Lancaster Community Center serves as Lancaster's hub for area residents for social services resources, adult and children's education programming as well as social events. The Center celebrated 9 years in business in May of 2020. We are located in the former Memorial/Tercentenary School just behind the town green. The school lay fallow for years before being renovated by volunteers using grant money and town funds—reopening as a Community Center. Since then we have become a vibrant place home to human services offices and departments including The Council on Aging (including the Senior Center) and Veterans' Services. It is also a popular place for town department meetings as well as many non-profit meetings, as well as a place for residents to rent reasonably for events, such as showers, anniversaries, birthdays and even the occasional wedding and funeral.

The Community Center shares many resources with the Council on Aging; they are managed cooperatively as an 'All Ages Center', sharing support staff, and marketing as well as physical resources. Many events sponsored by the Community Center are designed to be enjoyed by all ages, though some are designed for younger, school age residents while some events sponsored by the Council on Aging would be of greatest interest to those over 50. The overall goal of the Community Center is to foster an inclusive, all ages environment that offers services and programs that enhance the quality of life for all residents of Lancaster.

### COVID Impacts

The Center was greatly impacted by the Coronavirus pandemic. After eight years of building programs encouraging people to visit the Center and attend programs, we asked people to stay home. Many of our members are senior and considered highest risk for the deadly virus. March 2020 the WHO (World Health Organization) declared a world wide pandemic. Shortly afterwards the CDC (Center for Disease Control) issued stay at home advisories. Governor Baker ordered stay at home orders and mask mandates. We quickly pivoted, cancelling designed to bring people together—in direct support of our mission. While this was difficult we never stopped our core supports, in fact we expanded them. We remained, we were not able to work from home as duties include dispatching transportation and delivering life sustaining meals. Thank you to the hard working and dedicated staff and volunteers who supported those most at risk.

The Virtual World. We were the first department to adopt virtual programming via Zoom, including meetings, lectures and fitness and arts and crafts classes. We created models for Covid Safe programs that serve as models state wide.



## LANCASTER COMMUNITY CENTER & COUNCIL ON AGING continued COVID Impacts cont'd

The Connections Program: In partnership with Nashoba Rotary, who provided grant funding and volunteers and Fallon Healthcare who provided grant funding, we enrolled residents who were not able to connect to the virtual world. We paid for and installed wireless in homes, provided tablets and training so residents could connect. We continue technical support and offer programming.

The Angels Program: Many of our most vulnerable residents were not able to get basic needs met due to social isolation. Grocery shopping and pharmacy trips were risky based on CDC guidance. In response we partnered with many laid off teachers, students not in school and others working from home to support seniors. We partnered vulnerable seniors with a volunteer 'angel' who adopted them to shop and take care of their needs. Many friendships were forged, and seniors stayed safe but still in contact. We supported and organized the very successful Angel project.

### The Lancaster Council on Aging (COA)

The mission statement reads "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. To fulfill our mission optimally the COA board has embraced an intergenerational 'all ages' model which continues to serve us well, and in turn has inspired other communities to follow.

The Lancaster Community Center began 2020 with a strong presence in the Community including an array of fitness classes, intergenerational events, and counseling. We continued to offer a robust schedule, greater than many other Centers. We continued to offer regular support services as well, transportation, counseling, and meal services. We also made sure our popular events and programs brought in revenue to help fund the Center's mission.

Mid-March, Covid was declared a pandemic, older and compromised clientele were recognized as those at highest risk. We quickly pivoted, closing the Center to visitors and thus eliminating many supports and revenue streams. We developed innovative and effective programming and supports to meet our mission including the Senior Angels program, Senior Connections, Dining Al Fresco, Food Pantry delivery, and USDA food distribution site, Cheers for the Holidays, Grab and Go Dinners, Outdoor Santa, Crazy Crafternoons and an array of virtual fitness classes and programs.

Initially in FY 2021 we began a 'hybrid' model returning transportation and some food service. We began socially distanced events and meals—with safeguards. However, for most of 2020 we restricted most in-house activities though Outreach was in high demand.

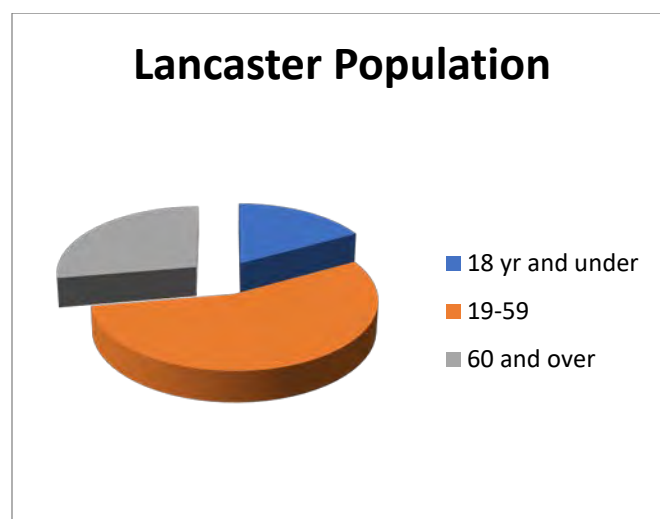
## LANCASTER COMMUNITY CENTER & COUNCIL ON AGING continued

### All Ages Challenges & Unmet Needs

**Mental Health and Economic Challenges:** Lancaster is not immune to the greatly increased mental health challenges exacerbated by COVID-19. Many residents struggled before the pandemic and will continue to. We have seniors in our town who are greatly depressed and at great risk. Even in bucolic Lancaster we assisted residents who were homeless, living outdoors or in their vehicles, residents living in violent homes, and residents in desperate need for mental health care. In addition, we served those who have lost jobs, income and a sense of security. We assisted with fuel assistance, SNAP, housing and transportation, connectivity, and food security, caregiving and dementia. The side effects of Covid go well beyond the hospital. Intensive assistance required greater time spent per person than under normal conditions, with greater impacts

**Transportation:** We provide top notch, personal door to door service to the most vulnerable residents. Most of 2020 we could not have more than two people at once on the van due to distancing regulations. Many residents put off routine care as they do not have access or appointments have not been available. This means we are not as efficient, judged per mile or hour. Top priorities were getting seniors to critical appointments, even if they are farther or needed to ride individually. We transported Vaccine Phase One Homebound seniors to vaccines individually. We have some obstacles returning to a normal schedule as our existing drivers have been 'borrowed' by neighboring towns that pay more, or quit to drive for other towns.

**Food Service/Security:** We are currently providing hot meals to those who need to remain at home five days a week, at little cost to the town. In addition, we supply families with door-to-door food pantry services and supplement when we can with USDA food. Going forward we plan on expanding our excellent business relationship with Sandee's restaurant to provide meals to more people through the take out and eventually eat in model when it is deemed safe. Seniors with social distanced seating and serve safe protocols followed, per approval of the BOH. We continue to partner with and transport to food pantries, primarily Stow Food Pantry and others. We pick up food for the homebound.



## LANCASTER COMMUNITY CENTER & COUNCIL ON AGING continued

### Overview

In many Massachusetts towns and cities the Council on Aging (COA) is the community hub for social and support services for elders, their families and caregivers. As of December 2020, Lancaster was home to 7,161 residents of those 2,132 were seniors or those defined as those over the age of 60, or approximately 29.77 percent of residents are seniors. In addition to the core 29.77% of residents we extend services to seniors' friends, families and neighbors.

### Budget

Total Town Budget \$ 25,439,778 (includes education and debt) FY22 est

Town Services Budget \$9,503,473 budget *without education includes all non-school costs*

Total COA/LCC budget \$73,780\* = (includes Community Center) Due to pay rates we can't use all

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COA/LCC Budget as a % .29% of total budget \*We could not even graph this as the graphic was so small it did not appear. COA/LCC Budget as a % .78% of town only

To serve our community 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 (MOC) and SHINE (Serving the Health Information Needs of Elders) to deliver services. We also offer a variety of counseling in house and refer to our partners to assist residents with a variety of programs including Fuel Assistance, Food Stamps (SNAP), legal advice, and health insurance counseling. We work with Montachusett Home Care Corporation for still other services such as home making, in home meal preparation, personal care, case management and nursing home Ombudsman visits, as well as other essential services. We continue to work with other departments to provide access to services and complementary programming, such as health clinics and home repair programs.

### Board

The Council on Aging is managed by a nine-person board. They establish policies which are then administered through a team of staff and volunteers. The board is appointed by the Selectmen. 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 Second Monday 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.

## LANCASTER COMMUNITY CENTER & COUNCIL ON AGING continued

### Overview cont'd

Name	Title	Term Expiration
Michele Macdonald	Chair	06/30/2020
Nicole Jimino Kanis	Chair	06/30/2020
Frank MacGrory	Member	06/30/2021
Mary J. "Judie" MacLean	Member	06/30/2021
Jo Agnes Santangelo	Member	06/30/2021
Ann Mazzola	Member	06/30/2020
Jane-Anne Crossman	Member	06/30/2020
Deb Ducharme	Member	06/30/2022
Linda Cutler	Member	06/30/2022

### Staff / Personnel

General Staff: Alexandra 'Alix' Turner serves as Director. David James serves the office Administrative lead, also wearing the hat of dispatcher for transportation services. Melanie Trottier-Mitcheson resigned for a full time opportunity and we were joined by Judy Zmijack Community Services Liaison. Her role is to meet social service needs of residents of all ages. Her work is both here in her office in the lower level of the Center as well as outside the building, at home visits, and to nursing homes, schools and programs state wide

Transportation: In addition to office staff the COA partners with MART to provide transportation services for elders and the disabled. The driving team included Dispatcher David James, and drivers in Tim Casey, Brian Burgwinkle, and Jim Peters.

Food Services: We provide in house lunch Monday –Thursday at 11:30am, in addition to special meals, and the Friends Pancake Breakfasts. Susan Franks worked in house as our MOC (Montachusett Opportunity Council) meal site manager as well as helping with non-"MOC" meals. Meal site attendance had grown and we are occasionally offering new homemade additions to the menu. Lunches could not be served without our dedicated volunteer lunch assistant, John Garofoli, who does an amazing job. John never misses a shift and knows everyone's preferences and makes sure they are well served. We distribute Meals on Wheels. Sadly, Sue Franks passed suddenly in September leaving many friends at the Center. Meals are provided by MOC and delivered with the assistance of dedicated volunteers and staff. With Covid all meals were sent to homes and delivered with volunteers and the help of students from Nashoba and Perkins School, as well as many angels and volunteers. We also appreciate those staff and occasional volunteers who pitch in to get meals to those that cannot get out of their homes for good nutrition.

## LANCASTER COMMUNITY CENTER & COUNCIL ON AGING continued Goals

The Board's priorities for 2020 were to improve outreach; beyond the walls of the Center in order to provide services to seniors and their families

To further the outreach goal, staff and the board worked to develop more programs to serve the wider variety of seniors in Lancaster. We also improved outreach through increased marketing and public relations. To support the strategy the COA continued to publish a newsletter "***The Community Crier***" to better identify the wide audience served. In August 2019, we switched from in-house printing to Liturgical Press. This offered us the opportunity to provide a 16-page full-color newsletter at no cost to the town. Circulation continues to grow, each month over 750 printed copies are distributed at the Senior Center, Town Hall, Library and Post Office, and other locations. The ***Crier*** is also posted on the town website. Approximately 1000+ people received email blasts of the full color newsletter, and weekly updates. The newsletter includes notice of events, menus, articles, and items of general interest to a variety of ages. It may be found on the town website under the COA and LCC tabs. In addition to the newsletter the COA publicizes programs updates in the local newspapers and on local cable, SLCTV. We also share a Facebook page with the Community Center:

<https://www.facebook.com/Lancaster-Community-Center-970047129685468>

In 2020 we continued to work with our partners including health care workers and agencies, and Lancaster public safety, The Worcester County Sherriff, and Lancaster's veterans' agent Richard Votour to identify those in need of services. Once a resident has been identified as someone who would benefit from services the team at the COA works to make sure the resident may access services. We make house calls, sharing resources and any other methods deemed feasible. COA outreach is most critical for home bound, handicapped or financially or mentally depressed residents.

### Recurring Supports and Events

The COA provides regular services and events on a regular basis. Many supports are year round and some are seasonal.

**Transportation:** Through partnership with MART (Montachusett Area Regional Transit) we provide van service.

- We dispatched/drove trips for senior and disabled Lancaster residents.
- Trips were provided for medical purposes, Nutrition, shopping and social and recreational.
- Angel Drivers: Volunteers drove residents to medical appointments for those who were not able to drive themselves outside van service times and area.

## LANCASTER COMMUNITY CENTER & COUNCIL ON AGING continued

### Recurring Supports and Events cont'd

**Nutrition:** (6,976 registered meals served plus many meals that did not require registration)

- MOC Meals served Monday-Thursday for anyone over 60
- Meals on Wheels: Delivered to shut ins (elderly and disabled under 60) by volunteers and staff
- Special Event Meals, approx. 10 per year. Social/Fundraisers (intergenerational)
- Food Pantry: We belong to and transport for several food pantries: Stow, WHEAT, Village Church
- Nutrition Classes: Cooking and Fitness Class series, in the past we have hosted 'Seniors on the Move', 'Cooking from the Garden' and ongoing we host cooking shows such as Cooking w Laura with special vacation segments teaching children to cook, and Kathy's Kitchen show.
- Supermarket Trips (generally over 60 and disabled)
- Friends Pancake Breakfast (intergenerational)

**Fitness:** (*All intergenerational*) Over 600 people (more than 550 seniors) registered and/or participated in more than 6,000 classes and events. Many events did not require registration.

- Health and Wellness Classes
- Pickleball
- Yoga (weekday, weekend)
- Tai Chi (weekday, and weekday evenings)
- Line Dancing (evenings)
- Ballroom Dancing (evenings)
- Bone Density
- Dental Screening
- Vision Screening
- Diabetes Screening
- Health Fairs
- Walking Club



## LANCASTER COMMUNITY CENTER & COUNCIL ON AGING continued

### Recurring Supports and Events cont'd

**Health Care:** Nashoba Nursing Hub we hold clinics, home visits etc.

- Seminars and Series of classes designed to promote knowledge of health management e.g. diabetes management, heart health
- Home visits to help with transitioning to hospice, nursing homes, safety checks
- Medical Durable Loan Equipment (wheelchairs, crutches, shower chairs, commodes, bars etc.)
- Flu Shot and Clinics: Free information referral service, demos

**Counseling:** (some overlap/duplication with other categories)

- SHINE (Serving Health Insurance for Everyone)
- Home visits for housebound residents for insurance paperwork, fuel assistance; SNAP (food stamps) etc.
- SNAP, Fuel Assistance, Home loan Modification grants and other grants and programs.
- Finances: Mortgages, Credit Card debt, general insurance guidance
- Referring to appropriate state and non-profit agencies and following up. Helping complete paperwork.
- Health and Wellness with Nashoba Nursing, the VNA, and independent care business
- Hospice presentations and counseling

**Assistance Programs and Care Giver Support and Services:**

- Listings of referrals for caretaker agencies, private and public
- Durable Medical equipment loan
- Agency 'decoding' and referral to meet the individual/family's needs
- Order/progression of considering alternatives for dependents
- Options Counseling (what are the legal and financial options for Referrals for rehab, services, providing loaner medical equipment
- We open as a Warming and Cooling Center when the weather demands to provide shelter and services to residents.
- Personal counseling and home visits by our CSL (Community Services Liaison)
- Caregiver support seminars and series
- Hospice referrals

## LANCASTER COMMUNITY CENTER & COUNCIL ON AGING continued

### Recurring Supports and Events cont'd

**Events:** (Individual event numbers available in total over 1,000 attendees cumulatively)

- Family Fun Days: Intergenerational crafts and games, every school vacation Tuesday beginning with a family pancake breakfast, games in the gym, drop in crafts. Mostly children.
- Special Meals: Thanksgiving, BBQ's, Ice Cream Socials, Pot Lucks etc. Depends on meals.
- Field Trips, Social Shopping, Museums, Foliage, Holiday, Theater, Concerts, Restaurants, Train trips, cruises.
- Fairs: Health and Wellness, TRIAD or SALT.
- Tapas on the Terrace, or Third Thursdays. Evenings with live music, great food and the Friends Cash Bar. Summer Solstice Soiree.
- Spring Fling Party
- Health Fairs
- Dine and Learn education series

**Classes and Seminars:** (660 attendees +)

- Legal help, Money management, Annual Health Insurance changes, Nutrition education, fitness, natural history
- Arts and Crafts, including multiple session and single. Kids crafts and all ages crafting. Sit and Stich, Garden Chat and more.
- Legal Assistance
- IT
- Social Media for Seniors
- Computer assistance for all ages. Repair and lessons (mostly middle age)
- Scams Workshops

## LANCASTER COMMUNITY CENTER & COUNCIL ON AGING continued

### Recurring Supports and Events cont'd

#### **Cultural /Entertainment**

- Concerts
- Space Rental – Weddings, meetings, Birthday party's – *Give us a call!*
- Fairs
- Game Nights
- Cooking Shows
- Gardening Classes and Gardening

#### **Tax Rebate Program**

The Senior Tax Abatement is a work program allowing seniors over 60 who fall within Circuit Breaker guidelines to apply for Abatement in exchange for work for the town. Administration of the program run by the Board of Assessors. Lancaster accepted the state statute G.L. Ch. 59 §5K 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. State statute says credit for service cannot be at a rate higher than the state's minimum wage. Workers in the calendar year of 2020 served the town for up to 166 hours a year per household, with the maximum allowable abatement to be \$1,500. Senior workers provided the town with valuable services in many departments, including raking and cutting for the DPW, serving in the office of Public Safety, office work in several town hall offices, and helping with events and cleaning at the Community Center and COA.

**Thanks** for our partners who helped us stretch our budget and do more good work.

We were supported by our generous business partners, River Terrace Health Care, HomeTown Bank, Nashoba Valley Movement, Lancaster Gardens, Clear Summit, Rota Springs, Boucher Construction, Shaws, Bob's Turkey Farm, and Sandees. The Worcester County Sherriff's Office, and The Worcester County District Attorney, Nashoba Nursing and the VNA.

Special thanks to the many wonderful volunteers who make it possible to run the Center.

## LANCASTER HOUSING AUTHORITY

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, one bedroom with a walk-in closet and a bathroom.

For the calendar year 2020 the Authority had only three (3) vacancies. We are glad our tenants stayed safe during the COVID-19 pandemic and had no outbreak here.

### Eligibility Requirements

Applicants must be 60 years or older, or handicapped.

Effective March 1st, 2019 the income eligibility is \$50,350.00 for one person and \$57,550.00 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.

**Applications** are done online now at the new State-wide Public Housing Application and Centralized Waiting System – CHAMP

Apply on line at: [www.mass.gov/applyforpublichousing](http://www.mass.gov/applyforpublichousing)

The fair market rent for a one-bedroom unit in this area is \$940.00.

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

Our oldest resident is 99 years young. Congratulations!

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

The LHA continued replacing the old, original windows in the apartments. Because of COVID-19 were not able to do all the projects we wanted but were able to do the outside ones. We replaced some of the sidewalks, installed some new gutters, and now all the handrails on the apartments have been refinished. There are more new projects in the pipeline depending on COVID-19 restrictions.

The Housing Authority now has its own website. All you need to do is type in Lancaster Housing Authority and you will be taken to the site. Check us out.

### 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.

Because of COVID-19 all the above activities were put on hold. The community room was closed for most of the year.

## LANCASTER HOUSING AUTHORITY *continued*

### Board of Commissioners

Frank T. MacGrory, *Chairperson*

Cynthia Strong, *Vice-Chairperson, Tenant Board Member*

Richard Morais, *Treasurer, Tenant*

Marilyn Largey

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: [Wanda@lhauthority.com](mailto:Wanda@lhauthority.com)

## COMMISSION ON DISABILITY

In 2020 the commission undertook projects, provided advice to town organizations, and carried out a range of tasks, all designed to support the ultimate goals of identifying problems and providing solutions, for residents with disabilities in Lancaster. The commission continues to strive to make the community more accessible to those who are mobility impaired and/or have other disabilities.

During the year the COD continued the process of supporting the town to provide recommendations and input for the Independent Living and Working Center of Worcester, MA, who developed and then completed for the town, Lancaster's ADA (Americans with Disabilities Act) Self-Evaluation Plan which outlines and prioritizes how all public buildings/ properties need to be updated to meet ADA accessibility compliance. The COD helped prioritize key elements of the plan, which was in turn submitted by the town to the state to request grant funding to help implement the plan. The plan was instrumental in helping the town secure a \$24,000 grant in January of 2021, which in part will help the town begin the involved process of making the public buildings such as Library, Town Hall, Police and Fire, Community Center etc. become fully ADA compliant.

The COD in 2020 actively engaged schools and churches to help broaden community involvement in Lancaster Accessibility Awareness Month (LAAM). These efforts were successful, as schools added educational venues tying in with accessibility. This year the COD chose the topic of mental and emotional disabilities which are especially pronounced during a pandemic. The College Church held an "Accessibility Sabbath" live-streamed and in-person, focusing on mental health challenges during COVID-19, and the COD made available to the town an online resource guide from the National Association for Mental Illness (NAMI) on helping people cope with stress, anxiety and depression. In addition, the COD collaborated again with the Thayer Memorial Library to feature an exhibit on The History of Disability, this being a different, online "pandemic safe" version formatted by McCue & Associates and Portland Community College. LAAM events were covered by local and regional media, which in turn generated exposure and awareness on accessibility, and educated our community on the needs of people with disabilities.

In 2020 the COD identified and contacted certain Lancaster public establishments and businesses that needed to meet compliance per the ADA and the Massachusetts Architectural Access Board (MAAB) requirements. The COD regularly interfaces with the Massachusetts Office on Disability (MOD) while also keeping abreast of any matters, events etc. pertinent to accessibility. 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 2020 the COD also monitored, worked with and advised town organizations on accessibility pertaining to sites such as the Gazebo, Thayer Playground, and signage at the Town Beach. The COD also made suggestions for residents in need of assistance during the year.

The commission is actively recruiting new members to replace vacant seats. However, in 2020 the COD succeeded in recruiting several key volunteers, whose efforts to help support the commission's projects and initiatives were greatly valued and appreciated. One such example of support was the development of the new COD Facebook page, which was successfully launched in the fall of the year.



## COMMISSION ON DISABILITY continued

The COVID-19 Pandemic of 2020 profoundly affected the entire world, changing life as we knew it and posed even more challenges for the most vulnerable among us, including the disabled. While our commission was temporarily sidelined by the inability to meet from March through May due to closed town buildings, we resumed meeting remotely via “Zoom” for the balance of the year, effectively advocating as strong as ever for persons with disabilities.

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

Respectfully submitted,

Michael S. McCue  
*Chair, Lancaster COD*

## VETERANS' SERVICES

The Veterans' Services Office is managed and staffed by the Leominster Veterans' Services Department. A District was formed with Leominster, Lancaster and Sterling. The Lancaster Veterans' Office is located at 695 Main Street, Lancaster, MA. Office hours are Held by the Director on Tuesdays from 8:00 am to 12:00 pm, and by Monday – Friday from 8:30 to 4:00 at the Leominster Office, 100 West Street, Leominster, MA.

This office advises clients as to the availability of state and federal services and benefits to which they may be entitled. This office is the gateway for Massachusetts Department of Veterans' Services' and Federal Veterans' Affairs' benefits in order to provide financial assistance to all needy, eligible veterans, surviving spouses and their dependents.

The office administers the State of Massachusetts Chapter 115 veterans' benefits program in addition to assisting with all Federal Veterans' benefits. We assist Veterans filing a claim for VA Disability, signing up for VA Health care, replacing lost/missing DD 214's (Military discharge papers).

### Mission

- Assist eligible veterans in applying for state wartime bonuses and annuities.
- Guide and assist veterans with disability claims to the Department of Veterans' Affairs.
- Administer Massachusetts General Law Chapter 115 financial assistance and emergency financial aid to eligible veterans, dependents and widows.
- Provide veterans access and referral to education, training and employment services.
- Help veterans with service record concerns.
- Provide direct service to veterans by answering questions and recommending resources.
- Counsel veterans and provide referrals to other professional services as necessary. Additionally, Veterans' Services will facilitate a veteran mutual support group.
- Assist with verifying a Veteran's Service (DD 214).
- Assist disabled Veterans in obtaining property tax exemptions.

According to VA statistics we have the following:

- 87 Veterans in receipt of VA Disability, \$124,858.41 in income per month
- 2 Veterans in receipt of a VA Non-Service Connected Pension \$ 3,872 per month
- 7 Widows in receipt of Dependency and Indemnity Compensation (DIC) \$9,295.10 per month
- 3 Widows receiving the Death Pension (widows Pension) \$1,602.00 per month

## VETERANS' SERVICES continued

All Veterans and widows are encouraged to contact the office to see if you may qualify for benefits based on your honorable service. It serves all those who have given service to their country in war and peacetime and borne the burden of military duty.

Respectfully,

Richard Voutour

[rvoutour@leominster-ma.gov](mailto:rvoutour@leominster-ma.gov)

Lancaster: 978 706 1754

Leominster: 978 534 7538

Sterling: 978 422 - 3032

## BUILDING DEPARTMENT

Honorable Board of Selectmen

Records indicate the following:

Total Building Permits issued 315

Fees Collected in 2020		Construction Value
Building Permits	\$334,164.91	\$21,249,066.16

Purpose of Building Permit	Number of Permits	Construction Value
<b>Residential</b>		
One family dwelling	31	\$3,465,631.00
Two family and multi dwelling		
Solar Arrays	31	\$8,626,160.97
Additions/Alterations/Misc.	244	\$5,393,726.19
House Demolition	7	\$41,500.00
<b>Commercial</b>	<b>2</b>	<b>\$3,722,048.00</b>
<b>Total:</b>	<b>315</b>	<b>\$21,249,066.16</b>

Number of Permits	
Plumbing/Gas Permits	171
Electrical Permits	177
<b>Total:</b>	<b>348</b>

## BUILDING DEPARTMENT continued

We had a busy year in 2020. Construction is at an all-time high, the building department usually issues around 230 to 240 building permits a year. This last year the department issued 315 building permits. The amount of building permit fees that were collected was \$334,164.91. The workload was grueling; I would like to thank Debbie Dennis for her immense help that she has given me. I would not be able to do my work without her help.

Once again, I would like to take this opportunity to thank the entire Lancaster Fire Department for its continued cooperation of shared responsibility of public safety issues, all the Boards, Commissions, Departments for their cooperation and support.

Respectfully submitted,

Tony Zahariadis

*Building Commissioner/Zoning Enforcement Officer*

## ELECTRICAL INSPECTOR

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

There was a total of 177 wiring permit.

*Electrical Inspector*

Dennis Monteiro



## PLUMBING & GAS INSPECTOR

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

There was a combined number of plumbing and gas permits acquired 171.

*Plumbing and Gas Inspector*

Tom Soldi

## SEALER OF WEIGHTS & MEASURES

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

Users of sealable weighing and measuring devices were charged \$1,330.00 in fees.

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

Respectfully submitted,

Ronald Valinski

*Sealer of Weights & Measures*

## PLANNING BOARD

Calendar year 2020 was a productive year for the Lancaster Planning Board. The board met 21 times, including attendance at a special Board of Selectmen meeting at Mary Rowlandson Elementary School on February 12<sup>th</sup> and a joint meeting with the board of selectmen on August 17<sup>th</sup>. The Board cancelled posted meetings on February 24<sup>th</sup>, March 23<sup>rd</sup>, and July 22<sup>nd</sup>.

The Lancaster Planning Board adapted to continue conducting business during the global COVID-19 pandemic. Through March 9th the Board met for 4 regular meetings in-person at the Prescott building. In mid-March, the state announced restrictions on public gatherings due to the public-health emergency. After cancelling one in-person meeting on March 23<sup>rd</sup> the Planning Board subsequently followed state guidelines to use “Zoom” online meetings to conduct business. The remaining 16 posted meetings in 2020 were conducted via remote participation with Zoom.

All the Planning Board’s 2020 meetings were recorded. The Board’s in-person meetings were recorded by “Sterling-Lancaster Community Television” and the remote-participation meetings were recorded via ZOOM’s meeting recording feature. All the recordings can be viewed on [townhallstreams.com](https://townhallstreams.com).

The Planning Board produces meeting minutes that are regularly reviewed, approved, and published. The Board’s 2020 meeting minutes can be downloaded from the town’s website.

A wide range of activities occurred ranging from site plan reviews, stormwater management reviews, special permit reviews, ANR plan reviews, and hearings for zoning amendments. The Planning Board reviewed several significant applications in 2020; the highlights are listed below:

### Subdivision Plans

David King, Harbor Classic Homes, 2038 Lunenburg Road  
Definitive Subdivision Plan  
Approved at meeting on: June 8th, 2020

702 LLC, McGovern Boulevard  
Preliminary Subdivision Plan  
Approved at meeting on: 7/13/2020

Brahmanada Saraswati Foundation, Assessor’s Map 32 -Lot 1 (F/K/A 679 George Hill Road)  
Preliminary Subdivision Plan  
Approved at meeting on 11/9/2020

## PLANNING BOARD continued

### Site Plans

Simon Brummer, 82 Neck Road  
Site Plan for Ground-Mounted Solar  
Approved at meeting on March 9<sup>th</sup>, 2020

Meagan Reindau, 31 Runaway Brook Road  
Site Plan for Ground-Mounted Solar  
Approved at meeting on September 28, 2020

Franklin Perkins School, 971 Main Street  
Site Plan for New Building  
Approve at meeting on August 24<sup>th</sup>, 2020

### Special Permits

Simon Brummer, 82 Neck Road  
Special Permit for Ground-Mounted Solar  
Approved at meeting on March 9<sup>th</sup>, 2020  
702, LLC, McGovern Blvd

On March 13<sup>th</sup> 702, LLC appealed the boards December 2019 decision to deny its Application for a Special Permit for Flexible Development to the Massachusetts Superior Court (Docket # 2085CV0306). A decision on the appeal is still pending.

David King, Harbor Classic Homes, 2038 Lunenburg Road  
Special Permit for Flexible Development  
Hearings began on January 27<sup>th</sup>, 2020  
Approved at meeting on June 8<sup>th</sup>, 2020

Meagan Reindau, 31 Runaway Brook Road  
Special Permit for Ground-Mounted Solar  
Approved at meeting on September 28<sup>th</sup>, 2020

Brahmanada Saraswati Foundation,  
Assessor's Map 32 - Lot 1 (F/K/A 679 George Hill Road)  
Special Permit for Flexible Development  
Denied at meeting on October 26<sup>th</sup>, 2020

### Stormwater Management Permits

David King, Harbor Classic Homes, 2038 Lunenburg Road  
Approved at meeting on: June 8<sup>th</sup>, 2020

Franklin Perkins School, 971 Main Street  
Approved at meeting on August 24<sup>th</sup>, 2020

## PLANNING BOARD continued

### “Approval Not Required” (ANR) Plans

285 Whites Pond Road and 1 Holiday Lane

Approved at meeting on: January 13, 2020

679 George Hill Road

Approved at meeting on: March 9, 2020

319 Brockelman Road

Approved at meeting on April 27<sup>th</sup>, 2020

Lot A Deershorn Road, Lancaster Land Trust

Approved at meeting on September 14<sup>th</sup>, 2020

2680 North Main Street, Decoste

Approved at meeting on September 14<sup>th</sup>, 2020

629 George Hill Road-Alexander Langberg (Applicant)

Approved at meeting on December 14<sup>th</sup>, 2020

679 George Hill Road-Brahmanda Saraswati Foundation

Approved at meeting on December 14<sup>th</sup>, 2020

### Zoning Bylaw Amendments

At the January 13<sup>th</sup> meeting, the Board held a public hearing for a Zoning Bylaw change proposed by 702, LLC. 702, LLC proposed that the town:

...amend the Zoning Bylaw Section 220-8.7, the Integrated Planning Overlay District (IPOD), to delete section 220-8.7.B.(6) in its entirety and replace with the following: (6) “Residential uses shall not be required, but if included shall not comprise more than 75% of the gross floor area planned within any Integrated Plan” And to add the following section F. “F. Waivers. The Planning Board may waive the compliance with any IPOD requirements upon a finding that the waiver is in the public interest and not inconsistent with the intent of this IPOD bylaw”

In a 3-2 vote on January 27<sup>th</sup> the Planning Board voted to report positively on the proposed change.

At the annual town meeting on June 22<sup>nd</sup>, the proposed amendment was not approved. It appeared as Article 9 and after a motion by Planning Board Chair Phil Lawler to approve the proposed change, 31 town residents in attendance voted “Yes” and 179 voted “No.”

## PLANNING BOARD continued

### Inclusionary Zoning Feasibility Study

After early discussion on preparing an “Inclusionary Zoning Bylaw” for the town to consider at its annual town meeting, the Board instead opted to first commission a professional “Feasibility Study” regarding the suitability of such a bylaw.

Town Planning Director Michael Antonellis assisted the board with requesting proposals for the study from interested vendors. After considering three proposals the Board voted on February 10th to accept the proposal from Barrett Planning Group, LLC for a study projected to take six months. The contract with Barrett consulting was executed on April 23rd.

The board ultimately received an initial copy of the report from Barrett Planning Group, LLC on December 14th, 2020. A copy can be downloaded from the town website.

### South Lancaster Zoning

The town was awarded a 2020 “District Level Technical Assistance” (DLTA) grant by the Montachusett Regional Planning Commission to study zoning in South Lancaster, including Atlantic Union College and the existing Neighborhood Business zone.

Beginning in September Karen Chapman from the MRPC met with the board to discuss early results and the options it suggested, including the potential for 40R districts in Lancaster.

Karen Chapman suggested that this project is a good candidate for continued study through a 2021 DLTA grant application.

### Other Business

For meetings through June the members of the board were Phil Lawler, Chair, Jeanne Rich, Vice Chair, Russell Williston, Clerk, Tom Christopher and Carol Jackson.

Planning Director Michael Antonellis resigned effective June 12<sup>th</sup>. Mr. Antonellis had served in that role since 2018. At its meeting on June 9<sup>th</sup> the board thanked him for the work he completed for the town. Mr. Antonellis subsequently worked in a consultant role for the town as the Board of Selectmen began a search to find the town’s next Planning Director.

Debra Dennis, the Administrative Assistant in the town’s Office of Community Development and Planning, has done a fantastic job of keeping the office running smoothly during the Planning Director transition and her assistance to the Planning Board has been invaluable.

At the annual town election on June 29<sup>th</sup> the town voted to re-elect Russell Williston to serve a Five-Year term on the Planning Board until 2025.

Board member Phil Lawler resigned on June 30<sup>th</sup>.

Following Chair Phil Lawler’s resignation on June 30<sup>th</sup>, Vice Chair Jeanne Rich acted as the Interim Chair for meetings on July 13<sup>th</sup>, July 22<sup>nd</sup>, July 27<sup>th</sup>, August 10<sup>th</sup> and August 24<sup>th</sup>.

## PLANNING BOARD continued

### Other Business cont'd

On August 10<sup>th</sup>, the Board appointed member Russell Williston as the board representative to the Montachusett Regional Planning Commission for 2020-2021.

The Board met jointly with the Board of Selectmen on August 17<sup>th</sup> to consider candidates to fill the uncompleted term left by Phil Lawler's departure in June. Five candidates stepped forward to volunteer. Roy Mirabito was appointed to serve the uncompleted term until the next town election.

The Planning Board re-organized on August 24<sup>th</sup>. The board voted to appoint Russell Williston as chair, Roy Mirabito as Vice Chair and Carol Jackson as Clerk.

On September 29<sup>th</sup>, the Board received an "Open Meeting Law Complaint" from board member Jeanne Rich. The board held a special meeting on October 6<sup>th</sup>, which Ms. Rich did not attend, to consider and respond to the "Open Meeting Law Complaint." The board in attendance voted, 4-0, to report to the state "Division of Open Government" that it did not find any valid "Open Meeting Violations" in the complaint. As of the end of 2020, the "Open Meeting Complaint" is still pending review by the State Attorney General's office.

The board issued two Stormwater Permit "Cease & Desist" orders for the permit at 0 & 438 Old Union Turnpike: the first was issued on May 11<sup>th</sup> and was lifted on September 14<sup>th</sup>, 2020. The second was issued on 11/25/2020 and endured through the end of the year.

### Planning in 2021

In 2021, the Board will review and act on the positive Inclusionary Zoning Feasibility study that was completed in 2020 and prepare an Inclusionary Zoning bylaw for the town to consider.

The Board will also continue to review zoning in South Lancaster, where Atlantic Union College has placed property on the market, and North Lancaster, where large landowners continue to review their options.

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 wellbeing 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. Currently the board meets online to protect public health, but historically the board has met in-person in the Prescott Building. 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. As always, this office welcomes citizen's questions, comments or suggestions. Please feel free to contact us at 978-365-3326 x1310 or via [planning@lancasterma.net](mailto:planning@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,

Russell Williston, *Chair*; Roy Mirabito, *Vice-Chair*; Carol Jackson, *Clerk*; Tom Christopher; Jeanne Rich



## CONSERVATION COMMISSION

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 Abbreviated Notice of Resource Area Delineation (ANRAD) 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.

The Commission's workload for wetland filings in the COVID-19 year of 2020 was extremely busy, with the Commission approving/denying a total of 13 NOI's and 14 RDA's, compared to 6 NOI's, 11 RDA's, and 2 ANRAD's in 2019. Due to the pandemic, the Commission's last in-person meeting was held on February 25<sup>th</sup>; all subsequent meetings in 2020 were conducted virtually via Zoom®. During the course of 2020, the Commission reviewed the following projects:

Filing	Applicant	Location	Action	Date
RDA	Bonnie Mae Smith	30 Perry Road	Approved	05/12/20
RDA	Fort Pond Inn Road Association	Fort Pond Inn Road ROW	Approved	05/12/20
NOI	Marc LaFrance	240 Fort Pond Inn Road	Approved	05/12/20
NOI	Town of Clinton DPW	31 & 35 South Meadow Road	Approved	05/12/20
RDA	DCAMM	220 Old Common Road	Approved	05/26/20
RDA	M.B. Realty Corp.	450 Old Union Turnpike	Approved	05/26/20
RDA	Karen Cavaoli	117 Fire Road 11	Approved	06/09/20
NOI	Paul Leone	285 White Pond Road	Approved	06/30/20
RDA	Terrence Goss & Bonnie Day	314 Fort Pond Road	Approved	07/28/20
NOI	Robert Turner	42 Spectacle Pond Avenue	Approved	07/28/20
RDA	Town of Lancaster DPW	Brockelman Road ROW between #'s 39 and 55	Approved	08/25/20
RDA	David Newbould	Map 30, Lot 66D Shirley Road	Approved	08/25/20
RDA	John Birtwell	121 Fire Road 11	Approved	08/25/20
NOI	Crescent Builders, Inc.	Map 41, Lot 34B Sterling Road	Denied	08/25/20
NOI	Matthew Bernard	206 Fire Road 3	Approved	09/08/20
NOI	Satyr's Realty Trust	Old Union Turnpike	Approved	09/08/20
NOI	702, LLC	McGovern Boulevard	Approved	09/08/20
NOI	David King	78 Fitch Road	Approved	09/22/20
RDA	James Lavalley	222 Bolton Road	Approved	10/13/20

## CONSERVATION COMMISSION continued

NOI	Town of Lancaster	Main Street/Lunenburg Road ROW	Approved	10/13/20
RDA	James Crosby	186 Fort Pond Inn Road	Approved	10/27/20
RDA	Kevin Bates	200 Fort Pond Inn Road	Approved	10/27/20
RDA	Greg DeBono	226 Fort Pond Inn Road	Approved	10/27/20
NOI	Ladd Lavallee	40 Fire Road 10	Approved	11/10/20
Amended NOI	Paul & Shannon Benoit	35 Fire Road 7	Approved	11/24/20
RDA	BRYCAR, LLC	700 Fort Pond Road	Approved	11/24/20
NOI	DCAMM	220 Old Common Road	Approved	12/08/20

### Other Business

In October, the Commission regretfully said good-bye to member Bonnie Mae Smith, who resigned due to her move out of town. Bonnie was a highly valued member of the Commission who consistently made meaningful contributions to the advancement of the Commission's work. The Commission wishes Bonnie well in all her future endeavors.

In August, the Commission welcomed new member Greg Jackson. Greg is a longtime Lancaster resident active in community affairs who continues to serve the Town well in his new role of Conservation Commissioner.

### What's New for 2021

Some of the Commission's upcoming activities in 2021 will include the continued conservation of open space and maintaining existing 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. In particular, expansion of the Lancaster Town Forest has been identified as a top priority by the Conservation Commission and Town Forest Committee; the Commission will continue to work with the Town Forest Committee to advance this ongoing project. The Cook Conservation Area will continue to be the focus of expansion efforts as well.

Until further notice during the COVID-19 pandemic, the Lancaster Conservation Commission meets virtually via Zoom® at 7:00 p.m. on the second and fourth Tuesdays of each month. The Zoom® meeting links can be found on the meeting Agendas posted on the Community Calendar on the Town's website. 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 Debra Dennis x1310), [dkoonce@lanasterma.net](mailto:dkoonce@lanasterma.net) or [ddennis@lanasterma.net](mailto:ddennis@lanasterma.net).

## CONSERVATION COMMISSION continued

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,

Thomas Christopher, *Chair*

Thomas Seidenberg, *Vice-Chair*

James Lavallee

Don Chaisson

Shawn Corbett

Greg Jackson

David Newbould

## AGRICULTURAL COMMISSION

The mission of the Agricultural Commission is to preserve, revitalize and sustain the Lancaster agricultural industry and to promote agricultural-based economic opportunities.

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

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 has continued to develop ways in which to promote our local Agriculture/farms throughout the Town within the scope of the grant which was acquired in 2015. The Agricultural Commission has awarded this grant for scholarships for Nashoba Regional High School district students, the guidelines for these scholarships were developed in 2019, all procedures in place no submission as of December 2020.
  - The Agricultural Commission has continued to build awareness in Lancaster of the Lancaster Chicken Bylaw.
  - The Agricultural Commission has scanned active Farmers in Town to prepare information for promotion of our Lancaster Farms.
  - The Agricultural Commission's goal for 2021 is to continue to work on promoting Lancaster Agriculture, participate and build relationships with other town land preservation commissions and advocate for farming as a way of life in Lancaster.

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

Peter Jakubowicz, *Chair*  
Susan Miner, *Clerk/Treasurer*  
Eric Jakubowicz  
Maria Moreira

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

Respectfully submitted,

Peter Jakubowicz, *Chair*  
Susan Miner, *Clerk/Treasurer*  
Eric Jakubowicz  
Maria Moreira

## LANCASTER POLICE



As I write my final report to the citizens of Lancaster, I cannot help but to reflect upon my 37 years of service to this community. After much thought and deliberation, I have decided to retire from my position as your police chief, effective in June. I believe it was Mark Twain who said, "Find a job you love, and you'll never work a day in your life". Those words could not have been more fitting or more accurate when I describe my time here in Lancaster. I truly have loved being born and raised here and having the privilege to work for this police department. I came here almost directly after graduating Nashoba Regional High School and was appointed as a patrolman on December 21, 1984 by the Board of Selectmen. Ten years later in 1994 I was promoted to Sergeant and 20 years after that I was appointed as your police chief. Every step along the way has been an honor for me and I will truly miss coming to this building every day. I have been blessed to be a part of this community and I will take away a million wonderful memories.

2020 has been a year of unprecedented developments in law enforcement. It has been a struggle during these trying times to keep officers moral positive when it seems like our entire nation was joining the anti-police crusade. Couple that with COVID-19 restrictions, long hours of work, an increase in mental health related call volumes and it is a difficult and stressful work environment. Many officers across our country have struggled with these circumstances. Sick time and health related problems have plagued our profession during this year. Many officers have left policing altogether across the Commonwealth of Massachusetts. Those that could retire, did so. Others changed to different professions to get out from under the law enforcement stigma. Our own elected officials at the State level hurried to pass legislation that completely dismantled the community policing philosophy and created a system that is nearly unsustainable. It will take years to implement properly and funding that has yet to be understood or allocated. Every police chief in the Commonwealth agreed that Police Officer Standards and Training (POST) were long overdue for Massachusetts. However, the manner in which these laws were passed were poorly planned and rushed without the time necessary to think them through or understand the ramifications. We have not even begun to scratch the surface on the magnitude in how these will affect municipalities as we move forward.

## LANCASTER POLICE continued

That being said, I would also like to say that despite the trends nationwide, and at our own Statehouse, things are different here. The residents of Lancaster have been nothing but overwhelmingly supportive during these unusual times. We have received so many letters of encouragement and support at our station over this past year. When times were at their overall worst, our residents were at their best. It is the reason we all enjoy working here and why none of us contemplated a career change or leaving this community.

Your police department underwent some major changes when the COVID-19 virus hit. We saw a nearly closed station environment here with only emergency and previously made appointments being allowed inside. Officers were required to wear masks and other protective equipment whenever contact was made with the public. We had numerous times where our station was completely closed while Serve Pro came in to deep clean the public areas of the building. Chief Hanson and his Firefighters played a pivotal role in keeping our police officers safe on countless exposures. It was crucial to not allow this virus to overwhelm the public safety elements of our town and we took every precaution necessary to ensure we remained on the job and available to our community.

The amount of License to Carry Applications we processed were unprecedented compared to previous years. We saw a shortage everywhere of firearms and ammunition at every supply store as our nation stockpiled everything they could purchase. These shortages have carried into 2021 and currently there is no end in sight.

Officers training all went to in house, as academies across Massachusetts closed their doors. We began bringing trainers into the building to conduct crucial police training as we were still mandated to complete in service training curriculum and keep all certifications current. I am happy to report at the time of this writing that every police officer in Lancaster is current in every training requirement and has also received numerous hours of de-escalation training in addition to all other requirements.



*Officer Gary Henderson engaged in de-escalating training.  
Although deadly force is authorized, the officer negotiates a peaceful resolve.*

## LANCASTER POLICE continued



*Officer Milletti starts a training scenario during de-escalation training.*

Although the times called for everyone to social distance and stay apart, your police department and fire department joined forces numerous times to do parades and bring spirit to our community. We participated in many birthday and holiday celebrations!



*Chief Hanson and Chief Burgwinkel welcome the Easter Bunny to Town. Easter Parade.*





*Christmas Parade. Rick Piermarini of Ricky's Towing donated his time and a flatbed to the Parade.*



*The Police and Fire Chief prepare for the Christmas Parade.*

## LANCASTER POLICE continued



*The Grinch and Santa took a moment to pose with Parade attendees!*



*We couldn't resist the opportunity to "lock up" our Grinch and protect everyone's Christmas!*

## LANCASTER POLICE continued

Due to restrictions and safety precautions we also had to reduce the size of our typical Memorial Day Parade. Although no spectators were allowed to participate, nothing was going to stop the Lancaster Veterans on this day of remembrance! We were proud to be able to assist them in honoring the fallen.





## LANCASTER POLICE continued

Although we were seriously limited this year on how much contact we could have in the public, when we heard that the Lafferty Family was doing a fund raiser to help the Lancaster Fire Department, we were all in! Helping our brothers and sisters at LFD is reward enough, but when get refreshing lemonade too, it's a win/win!!!



The face of your officers has certainly changed this year. It is a look that is necessary for everyone's safety. Although no one likes wearing a mask in public, it is probably the single most important factor in stopping the spread of COVID-19.



## LANCASTER POLICE continued

Our calls for service in Lancaster continue to rise each year. This year we saw a drastic spike in mental health calls, overdoses and domestic complaints. We feel confident that many of these issues we are facing are directly related to the ripple effect the virus has caused. Many people have lost their jobs, their income and their security. It is a scary and uncertain time and those conditions often lead to the calls for service we are currently experiencing.

Due to many people working from home our traffic rates have been significantly reduced. This in turn , coupled with strict speed and traffic enforcement, has drastically reduced our accident rates. This is great news for auto insurance rates for Lancaster. This year we have experienced only 161 accidents compared to 205 in 2019. This nearly 22% reduction should translate into insurance savings for all of our residents. Although our traffic citations were reduced this year much of that reduction has occurred because fewer people are using our roads. We continue to prioritize speeding and traffic complaints in Lancaster. If you are experiencing any of these issues on your street, please do not hesitate to give us a call. We will work with you to help get these problems rectified.

This year your officers arrested 110 people in Lancaster and issued 18 arrest warrants through the Clinton District Court. We served 28 Domestic Protection Orders in 2020 which was up significantly over the 16 the previous year. We had 506 reported offenses of other crimes in Town, 82 of which were felonies. We also answered 300 calls for service that were non-crime related (disabled motorist, missing persons, runaways, etc). Whenever your officers are not responding to calls for service or investigating previous calls, they are doing traffic enforcement. Lancaster currently has 75 road miles in town and there are typically two officers assigned to each tour of duty. Our calls for service come through the Nashoba Valley Regional Communication Center on Devens. As well as answering police related calls for service your officers also go on every Fire and Ambulance call as First Responders.

In closing I would like to thank the Lancaster Board of Selectmen, our Town Administrator Orlando Pacheco, and the Finance Committee for their unwavering support of public safety. To Chief Michael Hanson and Superintendent Kevin Bartlett, it has been an absolute pleasure serving our community with you both. Thank you for everything you've done over the past seven years to assist the police department. I would also like to recognize and thank my Administrative Assistant Robin Zagwyn for keeping things running smoothly in our building. My Command Staff of Sergeants who keep each tour working seamlessly and my patrol officers who do the boots on the ground workload. Lastly, I would like to thank my Lieutenant Everett Moody. We have agreed since day one on how to run a police department and shared a deep commitment to the community policing philosophy. I am only able to leave my department because of the confidence I have in you to continue on everything we started.

Respectfully,

Edwin H. Burgwinkel  
*Chief of Police*

## ANIMAL CONTROL

The Lancaster Animal Control Officer responded to the following calls in 2019/2020.

Animal	Complaint	Number
<i>Dog</i>	Barking	11
	Found	12
	Hit by vehicle	7
	Loose	47
	Neglect	3
	Reported Missing	16
	Advice wanted	4
	Aggressive	13
	Left in Car	2
	Strays surrendered to shelter	0
	Killing chickens	0
<i>Cat</i>	Hit by car	7
	Loose	3
	Found	3
	Reported Missing	10
	Other	2
<i>Livestock</i>	Total various livestock calls	13
<i>Wildlife</i>		42
<i>Other</i>		1

<b>10 Day Quarantines:</b>	
Dog bite to human	5
Dog bite to another dog	1
Cat bite/scratch to human	0
<b>45 Day Quarantines:</b>	0

ANIMAL CONTROL continued  
Barn Book

ANIMAL	2019	2018	2017	2016	2015	2014
<i>Residences</i>	76	74	73	64	73	65
Cattle	89	93	99	84	85	90
Equine	102	97	109	93	116	91
Goats	75	84	48	78	87	49
Llamas/Alpacas	2	2	1	4	4	4
Poultry	1,157	1,238	987	654	728	855
Rabbits	15	16	14	19	13	16
Sheep	38	31	18	41	112	38
Swine	18	10	15	21	34	31
Other	0	0	0	2	6	4

Respectfully submitted,

Phyllis Tower  
*Animal Control Officer*



## DEPARTMENT OF PUBLIC WORKS

First, I would like to recognize the Lancaster Board of Public Works for the year as follows:

Chairman: John King Jr., Members: Shawn Corbett and Douglas De Cesare. I would like to thank Courtney Manning for his past years of service as a member of the Board of Public Works in which he had resigned from, it was a pleasure to work with him throughout the past 4 years.

As we have passed through another year with restrictions from a pandemic that I hope we will never have to experience ever again. This did take a small toll on everyone that needs to work in proximity and in contact with one another. We had made it through with no big outbreaks or sicknesses especially through the busy winter months. The winter of 2019 -2020 had an estimated 45 inches of snow that had fallen in our area. Not record breaking but enough to make it busy. We had 12 plowing operations along with 16 separate sanding operations, for hazardous road conditions.

I would like to remind all the residents of Lancaster of the Town's 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 has been plowed or sanded by the Town, or deposit snow in such a way as to obstruct the operation of any fire hydrant.

We would also like to request that if there is a fire hydrant in the proximity of your house and you are able to do so, please help the D.P.W. by keeping the fire hydrants cleared out so that they are visible and accessible. Thank you.

As spring is almost upon us, we will begin our annual spring sweeping and cleanup of all town roads. Please make sure to check the Town's website for the street sweeping list in March for approximate start date and locations.

I would like to thank and recognize the Town Employees of the D.P.W.

Administrative Assistant: Rachel Peto  
Highway Division: Foreman Scott MacDonald, Richard Marlow, Thomas Fitzgerald  
Water Division: Foreman Steven Jones, Shawn MacLeod, Richard Krafve  
Cemetery/Tree Division: Foreman Larrie Knoll, Joey Arsenault

I would also like to thank all of the Part-Time drivers that assist us out during the winter storms plowing and sanding, they are a great help.

Gary Baird, Lars Johnson, Patrick Mclaughlin, Shawn Winsor, Eric Jacobowitz, Peter MacDonald, Jim Hisman, and Tom Steele.

## DEPARTMENT OF PUBLIC WORKS continued

In closing, I would like to thank all the supporting agencies and residents of the Town for all their help and support. The Lancaster Police Department, Chief Edwin Burgwinkel, and the Lancaster Fire Department, Chief Michael Hanson, thank you both for the great working relationship that we have between our departments. To the Finance Director, Finance Committee, the Board of Selectman's office, and all of the Town Hall employees, thank you all for your continued help. 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.*

## CEMETERY & TREE DIVISION

It has been a tough year with the COVID-19 pandemic hitting everyone hard. We have been continuing clean-up, funeral, and tree removal operations the best we can with what we have available during this time of uncertainty. I would personally like to welcome on board Joey Arsenault who transferred from the Water Division to Cemetery Division. I would like to thank the citizens of Lancaster for being understanding of the conditions we have been dealing with. Hopefully, we can get through this together. Please continue to remain calm and be safe. Thank you very much.

*Your Foreman of Cemetery,*

Larrie Knoll

## HIGHWAY DIVISION

The Highway Department completed many projects this year with 3 full time employees. As part of our regular duties the Highway Dept. maintains a fleet of 12 pieces of equipment, from pickup trucks to 1 ton dumps to 6 wheel and 10 wheel dump trucks along with 2 loaders and a street sweeper. Over 70 miles of roadway, which includes all drainage, roadside mowing, brush clearing, catch basin cleaning and repairs, street sweeping, installation of new catch basins, culvert repairs and replacement, road side ditch clearing and cleaning, all street and regulatory signage, plus sidewalk maintenance, and of course plowing and snow removal. This year's snow removal was particularly challenging. Due to budget constraints, the highway department was down 2 vehicles for our snow fighting season.

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

Scott MacDonald  
*Highway Department Foreman*

## WATER DIVISION

The Department pumped 174,225,000 gallons of water for 2020. There were 14 samples per month equaling 168 bacteria samples taken at various sites approved by the Massachusetts Department of Environmental Protection (M.D.E.P.). We also put in 5 new water services in town, along with repairing approximately 12 service and 11 main water leaks. This past year we put into place a volunteer water ban for part of the summer due to high pumping conditions in the system. The conservation efforts made by our customers were very beneficial to conserving measures that the water department greatly appreciated. We have been, and will continue to do, leak detection throughout the year. I want to thank our town's residents for the great effort that has been taken to ensure that the fire hydrants have been cleared over the past snow storms. This is a great burden lifted off this department's work load.

Steven Jones

*Water Foreman*

## INFORMATION TECHNOLOGY

The Information Technology (IT) Department provides and supports resources which facilitate the flow of information within, and between, departments and expand the reach and usefulness of technology to staff and residents.

Along with its day-to-day responsibilities, significant accomplishments for the IT department in 2020 include the following.

- Completed the grant funded project to extend the town's fiber network. Now all the town's buildings are interconnected with high-speed fiber optical cable.
- We have already seen cost savings in our Internet and phone bills.
- Extended the public Wi-Fi network via the extended fiber network to the rest of the municipal buildings in town (Main Fire Station, South Fire Station, Public Works, Highway and Cemetery buildings).

The SSID for this network is **Lancaster Public** and the passphrase is **lanc1653**.

- Applied for and awarded a grant from the state for Cyber Security Awareness training. All staff with town email addresses are currently participating in this year long program. It is hoped this will further protect the town from a lot of the of cyber threats out there like ransomware.
- Completed the upgrade of all our desktop and laptop PCs to Windows 10 now that Windows 7 has reached end-of-support.
- Setup a disaster recovery site for critical town office functions in the police station.
- Upgraded some of our Microsoft 365 licenses to enable all our desktop and laptop PCs to run latest version of Microsoft Office as our current version, Office 2010 went end-of-support in October 2020

The major projects for 2021 will include the following.

- At the end of the Cyber Security Awareness training program and evaluate the participation and effectiveness of the training to determine if we want to continue the program.
- Setup some redundancy in our internet connections utilizing our fiber network.
- Look at extending disaster recovery capacity to additional less critical town functions.

Respectfully submitted,

John C. DiTommaso  
*IT Director*

## TRUSTEES OF THE THAYER MEMORIAL LIBRARY

### Mission Statement

The Thayer Memorial Library brings people, information, and ideas together to enrich lives and build community.

### Our Core Values

#### ***Passion***

We love the Library, we love Lancaster, and we love what we do.

#### ***Free and Open***

We promote intellectual freedom and privacy for all.

#### ***Inspiration***

We enhance learning, the free flow of ideas, and civic responsibility.

#### ***Respect***

We respond to all with courtesy and compassion.

#### ***Integrity***

We uphold a bond of trust between the Library and the community as stewards of our collections and our building.

#### ***Legacy***

We treasure the history of Lancaster and its Library as we embrace the future.



## TRUSTEES OF THE THAYER MEMORIAL LIBRARY continued

### Board of Library Trustees

<i>Chair</i>	Emily J. Rose
<i>Vice-Chair</i>	Frank T. MacGrory
<i>Secretary</i>	Frank S. Streeter
<i>Member</i>	David I. Spanagel
<i>Member Kathryn Engelhardt</i>	term ends in May
<i>Member</i>	Anne T. Ogilvie
<i>Member Ann Frantz</i>	term begins in May

### Library Staff

<i>Director</i>	Joseph J. Mulé
<i>Assistant Director /Adult Services Librarian</i>	Karen Silverthorn
<i>Youth Services Librarian</i>	Maren Caulfield
<i>Office Manager / Senior Technician</i>	Janet Baylis
<i>Special Collections Clerk</i>	Marcia Jakubowicz
<i>Technician</i>	Jo Agnes Santangelo
<i>Page</i>	Dot McCandless, RESG
<i>Page</i>	Lisa D'Ambrosio
<i>Page</i>	Gail Prewandowski
<i>Page</i>	Rachel Carter
<i>Page</i>	Melanie Turpin
<i>Page</i>	Meredith Brummer
<i>Buildings' Supervisor</i>	Rick Krafve transfer
<i>Buildings' Supervisor</i>	Scott Muth

### Hours of Service<sup>1</sup>

Monday	1 – 8
Tuesday	12 – 8
Wednesday	1 – 8
Thursday	1 – 8
Friday	1 – 5
Saturday	1 – 2

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<sup>1</sup> The times listed were the conventional hours of service until the Library closed in late March under the Governor's order in response to the COVID-19 epidemic. Although the Library supplied the public with library services throughout 2020, its scheduled hours varied.

## TRUSTEES OF THE THAYER MEMORIAL LIBRARY continued

### Our 158th Year of Public Library Service

In 2020, Thayer Memorial Library [Library] fulfilled its mission operating from its historic structure on the Town Green. However, 2020 was like no other year in the Library's history except during 1918-1919, when Massachusetts residents encountered the H1N1 Influenza, commonly known as the Spanish Flu.

Circumstances the Library and staff encountered in 2020 managing the conditions caused by the outbreak of Coronavirus disease 2019 [COVID-19] were abrupt, troublesome, and disruptive.

The COVID-1 pandemic in Massachusetts was part of a continuing epidemic in the U. S. The first verified case was reported in early February, making Massachusetts the fifth state to report an infected person. The second reported case in Massachusetts occurred in early March. Governor Charlie Baker declared a state of emergency on March 10.

The Library responded swiftly and employed a curbside pickup service to prevent staff and the public from directly encountering one another. However, by March 23, all Town buildings closed, and the staff ordered not to turn up to work. Many staff tackled their work duties from home. With the building otherwise unoccupied, the Director reported to the Library.

In early April, an email distribution list including more than 2,700 Thayer Memorial Library patrons living in Lancaster was generated. Several times a month, the Director dispatched emails to the public and offered well-timed information from government and public health agencies on COVID-19 related events and notifications. These emails also apprised Library members of the hundreds of thousands of eBooks, audiobooks, eVideos, and eMagazines that continued to be available.

In mid-April, the Library commenced mailing books to residents. Underwritten by the Friends of Thayer Memorial Library, patrons could request media titles on the Library shelves, often delivered to homes by the United States Postal Service within 48 hours. While working from home, the Youth Services Librarian began developing a host of innovative virtual programs, including story hours posted on YouTube.

By May, and after meeting health and safety provisions declared by the Commonwealth and Lancaster's Board of Health, staff with lower health risks returned to work. Much of their time was devoted to meeting the growing demand for books by mail, developing virtual services, and preparing procedures, policies, and protocols to eventually welcome the public back into the building.

In the middle of June, The Library commissioned a Re-Entry Taskforce lead by Board Chair Emily Rose. The group, which included Trustees and a local business owner, several members with higher academic credentials, the Library Director, and staff produced the document *Welcome Back To The Thayer Memorial Library*.

The plan required everyone entering the Library to wear a mask covering the nose and mouth, substantiate no COVID-1 symptoms such as a fever, maintain social distancing of at least six feet and practice hand cleanliness. Upon entering the Library, visitors employed a hands-free temperature station to verify healthy temperatures. To encourage compliance, furniture was removed from public spaces, media stacks reorientated, and signage displayed to promote social distancing.

## TRUSTEES OF THE THAYER MEMORIAL LIBRARY continued

### Our 158th Year of Public Library Service cont'd

A feature of the plan was for the public to arrive at the Library's front entrance, check out their materials in the Nathaniel T Dexter Meeting Room on the ground floor, and leave through the rear exit. Occupancy was limited to no more than 25 inhabitants, which included staff. Visitors were scheduled at the top of the hour and permitted to stay for up to 45 minutes. Staff used the remaining time to prepare the building for the subsequent round of reservations, starting at the top of the next hour.

The Board of Health endorsed the Library's plan by the end of September. At its October meeting, The Board of Trustees approved welcoming the public back into the building. The first patron came at 4 pm on October 15. The last patron to visit the Library was on November 19. Around this time, the COVID-19 infection rate in Lancaster, Massachusetts, and the rest of the country spiked, which lead to the decision by the Town to shut down public buildings until further notice. Staff continued to report to work to support curbside pickup services and provide and develop various virtual programs.

### The Library as Lifeline

The Library became an instrumental presence in the community as residents grappled with the burdens of remaining at home isolated from family, friends, classmates, colleagues, and neighbors. In the earliest days, emails sent to most households announcing the latest information provided optimism, fun, and humor using quirky anecdotes and the Director's musings.

The times were gloomy, and patrons missed visiting the Library for various reasons. Scores of titles were mailed to residents' homes. Eventually, the interlibrary loan service was restored, and media titles were available from many libraries in CW MARS. Although patrons couldn't enter the Library to pick up their requests, the staff established curbside pickup services enabling the public to pick up requested titles waiting for them outside the Library. However, with more significant investment in digital resources, whether eBook, audiobook, videos, or magazines patron use boomed. Growth in electronic media grew by nearly 30% since 2019. Even under threat, the Library was an excellent investment and provided Lancaster citizens with almost \$70 of services for every dollar appropriated by the Town.

### Behind the Scenes

The Board of Trustees continued to meet monthly to evaluate the staff's well-being, the Library's response to the pandemic, and plan for a post-pandemic reaction. In addition, the Board continued its routine duties of preparing and advocating for the upcoming FY2022 budget negotiations with the Town, reviewing and writing policies in light of the conditions on the ground, and working to address various building structure concerns.

Even when working from home, staff found ways to start new projects, develop services that could be delivered over a networked community, and planned to reopen the building. The Assistant Director worked with the Special Collections Clerk to update the Library's disaster plan. She also worked with a team to begin the arduous process of transcribing manuscripts in the Library's special collections.

Other groups formed and met online, including one to evaluate the Library's website and plan on a redesign. Staff regularly convened and collaborated over shared work duties. The Board and staff even started organizing around developing a new strategic plan.

## TRUSTEES OF THE THAYER MEMORIAL LIBRARY continued

### Behind the Scenes cont'd

The Youth Services Librarian was awarded an LSTA grant for subscriptions to Beanstack, an online application to customize community reading programs, enabling the Library to reach more residents at home. She also started a *Mind in the Making* grant application focusing on developing spaces in the Library for children to play. Studies show that play enables young children to develop essential social and literacy skills that lead to future success in school. The grant to the Rosemary Davis Memorial Fund at the Greater Worcester Community Foundation was awarded.

The Library and volunteer Bob Kadlec worked with the Commission on Disability to virtually display a Disability History Exhibit on the Library's website. The exhibit was developed by Alaska's Governors Council on Disabilities and Special Education and was on display for October.

### Staff Changes

In 2020, a long-standing member of the staff retired. Dot McCandless left at the end of August after serving as Page for more than 12 years. The community cherished Ms. McCandless. Her duties included working on the frontline of service at the circulation desk. Anyone who visited during her work hours was warmly greeted with a smile and a cheerful hello. She was good for a laugh which usually resonated throughout the Library's rotunda and adjacent rooms. The staff sorely missed Dot and wished her all the best in whatever she pursues in the next stage of her life.

### Media Collections

In 2020, the Library added 3,782 media titles to the general collection and many titles to its eMedia collections. It also added a new online video collection called Kanopy. Table 1 shows the Library retained more than 725,000 titles broken down by several media types. Electronic media comprised more than 93% of accessible titles yet contributed less than 25% of titles borrowed by the public. Table 2 illustrates the circulation by media type at the Library in 2020.

TRUSTEES OF THE THAYER MEMORIAL LIBRARY continued  
Media Collections cont'd

**Table 1. Collection Breakdown by Media Type**

Media Type	Total
Audiobooks and Music	7,718
Books	41,354
DVDs and Blurays	8,985
EAudiobooks	251,400
ebooks	247,701
eComics	20,906
eMagazines	198
eMusic	30,190
eTelevision	31,067
eVideos	83,493
Magazines	2,285
Microfilm	87
Miscellaneous [passes, art, kits, etc.]	969
Video Games	409
Total Titles	726,762

**Table 2. Circulation Breakdown by Media Type**

Media Type	Totals
Audiobooks and Music	2,038
Books	28,226
DVDs and Blurays	8,260
EAudiobooks	5,128
eBooks	6,216
eComics	157
eMagazines	94
eMusic	173
eTelevision	186
eVideos	606
Magazines	999
Miscellaneous [passes, art, kits, etc.]	282
Video Games	390
Total Circulation	52,755

Although many museums and attractions closed once the COVID-1 pandemic took hold, some opened with limited occupancy. Others that remained closed extended the Library's subscription.

Funding provided by the Friends of Thayer Memorial Library and the Rosemary Davis Memorial Fund at the Greater Worcester Community Foundation underwrote all attraction pass acquisitions listed in Table 3.

TRUSTEES OF THE THAYER MEMORIAL LIBRARY continued  
Media Collections cont'd

**Table 3. Museum and Attraction Passes**

Animal Adventures	Museum of Russian Icons
USS Constitution	Museum Butterfly Place
Trustees Go Pass	Worcester Art Museum
Davis Farmland Megamaze	

## Programs and Events

The Library scheduled more than 24 programs which more than 3,050 citizens attended. Nearly half of the programs were conducted virtually. The Youth Services Librarian also started a YouTube channel and uploaded 21 videos which generated about 420 views. All of these programs were funded using grant funds and gifts donated to the Library. Many of the programs held in 2020 are listed in Table 4.

**Table 4. Programs and Events at the Library in 2020**

**In-Person**

*Weekly, Monthly, or Intermittent*

Knitting Club [3]	Adult Book Discussion Group [5]	7 Bridge Writers' Collaborative Programs
Mama' boot Camo [10]	Board Game Mania [x1]	Bright Star Theatre African Folk Tales
Monday Movie Matinee [8]	Crafternoon [x2]	Dungeons Dragons tutorial
Scrabble Club [4]	Every Child Ready to Read [x1]	Frozen Party
Snuggles and Stories [x3]	Family Movie [x3]	Music Makers with Miss Katie
Storytime [x13]	LEGO Club [x3]	Pajama Storytime with the Nashoba Chieftains
Toastmasters [9]	Read to a Therapy Dog [x1]	Photography Workshop for Kids
Tween Book Club [x2]	Uno Tournament	

TRUSTEES OF THE THAYER MEMORIAL LIBRARY continued  
Programs and Events cont'd

**Virtual**

*Weekly, Monthly, or Intermittent*

Mini Storytime and Craft [x10]	7 Bridge Writers' Collaborative Programs:	YouTube Storytime [x11]
Christmas Around the World	Zoom Storytime [x12]	Fairy Tale Puppet Theater Take and Make
Harry Potter Trivia Night	Monthly MRE Me Stay-at-Home Storytime [x4]	Adult Book Discussion Group [3]
Music Makers with Miss Katie [x2]	LEGO Club (biweekly) [x13]	New Year's Eve Eve Party
Teen Advisory Group [x4]	Noon Year's Eve Party	Teen Movie Club [x2]
Storytime with Princess Anna	Tween Book Club [x7]	Storytime with Princess Belle
YA Book Group [x2]	Teddy Bear Picnic	Teen Game Night
The Climate Crisis and Its Solutions		

## Building

From January through late March, the Library continued to make plans and progress towards meeting the goals and objectives outlined in its strategic plans. Through the capital budget process, pursuing grants, and fundraising, the Trustees, looked forward to addressing many capital concerns that plague the historic wing of the Library. By April 1, opportunities for the Library to raise capital funds by any means vanished. However, all was not lost. Capital funds approved in FY2010 were put to use in 2020 to install a state-of-the-art, energy-efficient HVAC unit for the Constance V. R. Dexter Special Collections Room. The Town raised an additional \$13,000 through the National Grids Green Communities program to complete this installation.

## Funding Library Services

The calendar year 2020's operating budget comprised revenue collected in the latter half of 2019 [January-June] and the first six months of 2020 [July-December]. Service expenditures were paid using municipal funds, grants awarded by the Commonwealth of Massachusetts and non-profit agencies, trust fund income, and generous supporters' gifts. The Library expended more than \$362,870 on operations. 11% [\$40,000] of this sum was funded using non-municipal income.



## TRUSTEES OF THE THAYER MEMORIAL LIBRARY continued

### Municipal Support

The Library's municipal appropriation funded operational expenses, including wages, the purchase of books, magazine subscriptions and other media, the CW MARS membership, office, and housekeeping supplies, and building maintenance services. Table 5 illustrates municipal appropriations to the Library in FY2010 and FY2020.

**Table 5. Municipal Appropriations in FY2010 and FY2020**

<i>FY2019</i>	<i>FY2020</i>
January – June	July–December
Appropriated Municipal Income 352,119	Appropriated Municipal Income 357,550
	Δ 1.54%

### State Aid

A municipality and its library must be annually certified by the Massachusetts Board of Library Commissioners [MBLC] as meeting statutory and regulatory requirements to receive State Aid to Public Libraries funding. Lancaster and the Thayer Memorial Library met all criteria to certify with the Commonwealth and received a State Aid award. Requirements for certification included:

- Being open to all residents of the Commonwealth,
- Being open for service 4 hours per week,
- Expending a reasonable portion of the library's total budget on library media,
- Reciprocally lending books to other libraries,
- Filing all necessary reports with the Commonwealth.

As a result of certifying with the Commonwealth, the Library received a State Aid award of \$14,500.

### In-kind Donations

The Library accepted books, compact discs, DVDs, magazine subscriptions, and other public in-kind donations throughout the year. In 2020, 656 titles were added to the collection, with an estimated value of more than \$7,750.

Thayer Memorial Library thanks the citizens of Lancaster for their continued support!

## LANCASTER HISTORICAL COMMISSION

### Members

Heather Lennon, *Chair*

Amy Brown, Liz Colley, Joy Peach, Joan Richards, Mark Schryver, Karen Silverthorn

### Associate Members

Marcia Jakubowicz, Jean Watson

### Adopt-a-Marker

LHC members would like to thank the individuals who have adopted a historic marker in town and took responsibility for the beautification of the following areas:

Martha Moore – Lover's Lane/Great Tree on Center Bridge Road

Liz and Tom Colley – Ward Park Water Trough

Judy Elwell -- North Village Water Trough

Jane Paszko -- Lane's Crossing Water Trough

Ashley Driscoll -- Henry Chase Memorial Trough

Thank you to the Lancaster Garden Club and coordinator Sue Billings for helping with the cost of plantings. Anyone wishing to adopt a marker should call the LHC office at (978) 365-3326 Ext. 1057 or e-mail [historical@lancastema.net](mailto:historical@lancastema.net). The LHC also encourages all town agencies to maintain plantings with appropriate landscaping material to enhance the buildings around the Town Green.

### Location and Staffing

The LHC office is located on the top floor of the Prescott Building. Chairperson Heather Lennon also serves as the volunteer Office Coordinator and continues to be actively involved in the curating of historical files and items of interest pertaining to Lancaster. The office is staffed solely by volunteers.

### Office Hours, Functions and Statistics

The office was open most Tuesdays from 10:00 a.m. to 2:00 p.m. early in 2020. However, once the COVID pandemic occurred in March, office functions had to be conducted remotely for the most part. Programs provided by the Lancaster Historical Society (LHS) and co-sponsored by the LHC were cut back, and instead, a series of programs on Lancaster's prominent Thayer family was created for viewing safely from home in 2021. Monthly meetings of the LHC were not held from May through July but were resumed remotely via ZOOM.

Volunteer hours were reduced due to COVID, however, time spent by members attending meetings and responding to queries from the public amounted to no less (and probably more) than 45 for the year. We thank LHC member Joy Peach for her assistance regarding genealogical queries and volunteer Maribeth Eugene for clipping newspaper articles of local value. It is with sadness that we note the loss through death of Marilyn Chambers who had previously worked on the clippings for many years.

## LANCASTER HISTORICAL COMMISSION continued

### Initiatives/Accomplishments in 2020

#### **1. Town Exhibit Room**

Work continues on the refurbishment and set-up of items related to the late Herbert Hosmer and his “Toy Cupboard” Puppet Theater. Hosmer was a life-long Lancaster resident, a teacher by profession and a collector of antique children’s books and toys as well as being a puppeteer. We wish to thank LHC member Marcia Jakubowicz and also long-time Lancastrian Martha Moore for the numerous hours they have devoted to the project. We also thank Lancaster resident Richard Belanger for his help with related carpentry tasks. Establishing this new Town Museum is in keeping with Lancaster’s Master Plan published in 2007.

#### **2. Historic Sites Refurbishment**

In August Boy Scout Troop #1 from Lancaster under the leadership of Scout Master John Aurin assisted with the clearing and clean-up of an old cart path along the north boundary of the Middle Cemetery on Main Street in South Lancaster. This cart path will become part of a future Historical Walking Trail.

#### **3. Lancaster Historic Signs and Markers Inventory**

LHC member Amy Brown continues to work on an extensive inventory of existing signs and markers all around the town. The focus has now been on creating a series of maps featuring sites of interest designed by historical theme.

#### **4. 679 George Hill Road AKA Hawthorn Hill Estate**

The future of this property remains uncertain. A portion of the acreage has now been carved off for seven new homes and a plan for a new large development has been brought forward. The fate of the portions of land with the carriage house and the mansion itself are also uncertain. The status of portion with the mansion has this year become “ELIGIBLE” for listing on the National Register of Historic Places through the efforts of the LHC.

#### **5. Scenic Roads**

With the support of the LHC and through the efforts of a dedicated citizens group, a “Scenic Roads” by-law was approved at the Annual Town Meeting.

#### **6. Community Preservation Act (CPA)**

With the endorsement of the LHC and the efforts of a dedicated citizens group, Lancaster citizens voted to approve the town to be a recipient of CPA funds.

## LANCASTER HISTORICAL COMMISSION continued

### Changing Scene

#### **1. Annual Town Meeting (ATM)**

The ATM was held in an outdoor venue at the Bolton Fairgrounds off Route 117 due to the ongoing COVID pandemic.

#### **2. Town Green**

The Board of Selectmen (BOS) made a decision to eliminate all signage on the Town Green to keep the area looking immaculate and uncluttered. The LHC has also gone on record opposing the placement of the “Gazebo” on the Town Green considering it inappropriately located for numerous reasons.

#### **3. Perkins School**

Plans were brought forward and ground has been broken to add to the school’s campus. A new dormitory, school building and addition to the Janeway Center are included. A new circular driveway will be constructed passing in front of the original “Manor House” and the front entrance will be opened for use.

#### **4. “White House” and Removed Wing**

These buildings, formerly on the Atlantic Union College (AUC), have been sold and the new owners have been making much needed and visible upgrades to the structures and surrounding grounds.

#### **5. Devens South Post Proposed Changes**

Changes to the firing range have been proposed by the National Guard. This has become a matter of concern to several townspeople who feel the changes would have no positive impact on the environment or the town of Lancaster. At this writing the matter is unresolved.

#### **6. Lancaster Golf Center (438 Old Union Turnpike)**

The business shut down in 2016 and in 2020 an energy company, Net-Zero, has installed extensive, unattractive and environmentally hazardous solar fields over numerous acres of formerly open fields and forested hillsides.

### Demolitions

14 Orchard St. -- residential demolition on January 7, 2020  
42 Schumacher Rd. – residential demolition on July 31, 2020  
13 Neck Rd. – residential demolition on December 2, 2020

### Accessions

In 2020 items have been received from Thomas Wintle, Anne McLaughlin, Liz Colley, Jean Watson, Doris Phillip and the former Atlantic Union College

A detailed listing is of items available upon request.

# NASHOBA REGIONAL SCHOOL DISTRICT

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

The annual town report offers the opportunity to reflect back on our year, our achievements and challenges.

The Nashoba Regional School District continues its work on our two-year District Improvement Plan, with a strong focus on Social Emotional Learning for our communities. This foundational document provides the guidance to think ahead to the needs of our students so we can consistently challenge the work we are doing to meet the current and changing needs of our communities. In March, we were met with the unprecedented challenge of the Covid-19 pandemic which required us to pivot to a remote learning model and look to the 2020-2021 school year to plan ahead with multiple learning models to ensure the safety and well being of our faculty and students.

With the strong support of our School Committee and communities, our administrative team forged ahead with the creation and implementation of both remote and hybrid learning models at the start of our school year in September. After ten busy and fulfilling days of professional development for teachers aimed at providing resources, support and training for remote and hybrid learning models, we were able to open our K-8 schools in a hybrid model and allow our high school students to meet daily with peers and teachers through a remote learning model. While challenging, we continued to work with the Department of Elementary and Secondary Education to ensure adherence to CDC guidelines as well as curriculum guidance from the state.

This school year has focused on Social Emotional supports for our students in providing key tools for teaching and learning in new educational environments. Professional development workshops have been offered to our staff to provide resources and skills for our teachers to implement varied ways to connect with each and every student. Even through two way communication models, students and teachers have been able to connect through morning meetings, advisory groups and small classes to maintain a personalized setting in our virtual classrooms and when students are on campus.

The district has also put a strong focus on belonging this year given the pandemic. Our District Wide professional development day in March will focus on Nashoba Fostering Belonging as a way to promote and support the social and emotional needs of our communities. Dr. Mark Brackett, Director of the Yale Center for Emotional Intelligence, will deliver his virtual keynote on social emotional learning while offering training for our teachers and staff during the exceptional day of professional learning for our Nashoba community. The district continues to prioritize professional development and the needs of our students when putting this celebration of teaching and learning together.

Our communities and students of Bolton, Stow and Lancaster continue to flourish and grow. NRSD has a current student population of 3230 students in grades K through twelve. We continue to receive new students into our district from within the state, the country and from around the world. Our English Language Learners population has steadily increased in recent years and has brought a new level of enrichment to our schools.

## NASHOBA REGIONAL SCHOOL DISTRICT continued

NRSD schools continue to be busy with a balance of traditional and innovative instructional delivery. Our students continue to fare extremely well on state-wide assessments, commonly referred to as MCAS. Students have a wide berth of options available to them in terms of academic programming, particularly at the high school level. They challenge themselves as they flourish into caring, thoughtful citizens beyond their public school life. A high percentage of our graduating students move onto college and post-secondary education alternatives. We take pride in their accomplishments and the fine adults they become.

Even during these unprecedented times, our students are still able to take advantage of a myriad of fine and practical arts programs that are offered at the middle and high school level, as well as a wide variety of athletic activities. Other activities such as DECA and Robotics await them beyond their elementary years. So many of our programs offer a wide array of opportunities that allow our students to flourish, gain life-long essential skills and show off their talents. Through State Championships, DECA accolades, Music Festivals and Drama productions, our schools are alive with diversified learning opportunities for each and every student.

NRSD is extremely fortunate to be supported by three supportive and caring communities. We work in close partnership with the leadership levels and local organizations in each. These relationships offer the district guidance and support. They are active supporters, volunteers, and partners with our work. We take pride in the relationships we have built with each of our communities and appreciate the support, collaboration and participation in all of the activities in our district. Our March Day of Professional Learning is one example of where the entire Nashoba community comes together to celebrate authentic teaching, learning and community collaboration. We continue to be grateful to each of our communities for their continued support. We are appreciative of all that you do and give to us to support our many efforts with our students.

Even when challenged with a global pandemic, our district continues to flourish. We are proud of our students, staff and communities. Our students excel in all learning models and are afforded top notch teaching with our high qualified and engaging staff. They are all outstanding representatives of our communities and district. Collectively we take pride and celebrate each one of them.

Thank you for your continued support of NRSD – we are deeply appreciative.

## NASHOBA REGIONAL SCHOOL DISTRICT continued

### Mary Rowlandson Elementary School

For the students, staff, and families of Mary Rowlandson Elementary School (MRE), 2020 was a year marked by a unique set of challenges. In March, when COVID-19 forced schools in Massachusetts to close, the team at MRE worked diligently to provide our students with platforms that would help them stay connected to academic content and maintain their current levels of performance. Over the summer, that work continued as we planned for an uncertain fall re-opening. A task force, comprised of MRE staff and parents, was formed to help guide the work. With many new policies and protocols in place to ensure the safety of students and staff, MRE opened for the 2020-21 school year in August. Families were given the opportunity to select between two models of instruction. The first option is our hybrid model where students attend school in-person two days each week and receive a combination of synchronous and asynchronous instruction the other three days at home. The second option is our Remote Learning Academy (RLA) in which students engage in all of their instruction remotely through a combination of Google Meets and the SeeSaw learning platform for grades K-2, or Google Classroom for grades 3-5. Each grade level at MRE has one classroom that is a dedicated RLA classroom. In addition, students with significant academic or English Language proficiency needs were given access to a third option that allows them to attend school in -person four days each week

With these new instructional models in place the school year at MRE got off to an excellent start. It began with ten days of professional learning for staff designed to help them better meet the challenges associated with this new way of teaching. Over those ten days, MRE staff worked diligently to ensure that our school was ready for the return of students not only in terms of the lessons they prepared, but also in terms of the social/emotional support students would require and the adaptations made to our campus to keep everyone safe. Upon their return, either in-person or in the RLA, MRE students were excited to be back in school and quickly adapted to this new way of doing things. While in school, students found new ways to interact with each other and learn alongside their peers while faithfully following our safety protocols. At home, they learned how to use a variety of new technologies to access instruction and share ideas. In October we solicited feedback from parents about how the return to school was going for their children. We received 234 responses. Overwhelmingly, parents of students in both the hybrid and remote learning models reported that their children felt safe returning to school and that their experience returning to school was positive. In addition, many hybrid parents remarked that their children's favorite thing about returning to school was being able to see their teachers and friends while many RLA parents noted a marked increase in both technology skills and academic independence in their children.

As a result of our ongoing success and reputation for supporting students, many new families have joined the Mary Rowlandson Elementary School community. So far this year, we have welcomed 38 new students to our school across all grade levels. This is a trend that we expect to continue into the foreseeable future as the town of Lancaster continues to grow and develop and as the reputation of MRE continues to attract more families looking for a high-quality education for their children in an environment that values the talents and uniqueness of each child.



## NASHOBA REGIONAL SCHOOL DISTRICT continued

### Luther Burbank Middle School

The 2020 school year brought a juxtaposition of challenge and celebration to the Luther Burbank Middle School. In March, the pandemic brought its share of unforeseen challenges with an extended school closure, presenting a new remote learning terrain for our community. Throughout the spring, teachers worked tirelessly to keep our students connected and learning. From well-conceived remote learning plans, Google Meets, and extra help sessions, to opt in enrichment opportunities, virtual advisories, and grade level team-building activities, our teachers worked to reach and teach every student in spite of the physical separation the closure presented.

This September, our school doors opened with a Comprehensive Reopening Plan, providing families with a choice between two learning models, a hybrid model of instruction and a fully remote model of instruction. While this year's school reopening was certainly unlike any other, we stepped into the school year with enthusiasm and a great amount of attention to the care and well-being of all of our students and staff. In turn, our students and staff have risen to the occasion, demonstrating the commitment to academics and to one another that sets the Luther Burbank Middle School apart.

The Luther Burbank Middle School Advisory program, a pivotal component of our efforts to support students' social-emotional needs, is now in its fifth year. This year, our advisory program has transitioned to the remote setting in an effort to keep our hybrid and remote learners connected on a weekly basis. Virtual enrichment activities and school-wide traditions such as Positive Sign Thursday, Turkey Bingo, Reindeer Games, and Spirit Weeks have also provided "socially-distanced" but connected opportunities for our students to engage with one another in fun and much needed laugh-filled ways.

While the pandemic has presented its challenges, Luther Burbank has also found good reason to celebrate. In September, our school's efforts towards continual improvement and achievement were recognized at the national level with the esteemed National Blue Ribbon Schools designation for *exemplary high-performing performance*. The Luther Burbank Middle School was one of six schools in Massachusetts, and the only middle school in the state, to earn the coveted National Blue Ribbon Schools recognition, a recognition given by the U.S. Department of Education. This national recognition follows a state-wide recognition in 2019 where the Luther Burbank Middle School earned another esteemed title, "School of Recognition," by the Massachusetts Department of Elementary and Secondary Education. To say that our school is beyond proud of these accomplishments would be an understatement.

As we step into the year ahead, we look forward to continued growth, excellence, and opportunity for our students and our school community. We remain deeply grateful for the support we receive from the Lancaster community and the Nashoba Regional School District, and we know that it is this support that has served as a foundation for our collective success.

## NASHOBA REGIONAL SCHOOL DISTRICT continued

### Nashoba Regional High School

Nashoba Regional High School had an unprecedented year, as all schools did, to continue an enriching and supportive education for our students while navigating the remote learning world during the COVID-19 Pandemic. Teachers adapted their teaching methods and collaborated with each other, sharing skills and tips for remote teaching. A number of teachers, administrators, staff and parents met regularly over the summer to work on different options for the fall re-opening. Ultimately, the high school remained remote through the end of 2020 due to the complexity of scheduling, the number of students enrolled and the limited space to allow for safe, distanced learning.

Nashoba Regional High School is proud to accept the College Board's Female Diversity Award for AP Computer Science Principles. Research shows that female students who take AP Computer Science Principles in high school are more than five times as likely to major in computer science in college.

#### Class of 2020

With the Worcester DCU being used as a field hospital, we had the task of trying to find an alternative to the traditional graduation for our Class of 2020. After multiple meetings between administration, staff, teachers and parents, it was decided to hold graduation on the turf field at the high school. Due to the restrictions mandated by the state, we had to limit the number of guests to two per graduate. Guests sat on the field and were able to enjoy the ceremony with their students. On a warm and sunny July 25, 2020, Nashoba graduated 213 students.

#### DECA

Nashoba DECA enjoyed a very successful competition season in 2020. Our club hit a membership record with 203 members participating last winter. Our members created some fantastic business models, marketing campaigns, innovation plans and community service projects. As a result of their impressive projects, 38 Nashoba DECA members were honored as Top ten finalists at the DECA State Career Development Conference in Boston last February. Of the thirty-eight finalists, sixteen were top five and earned the right to represent our state at the International Career Development Conference in Nashville, TN that ended up being canceled due to the pandemic. This year school year, 176 Nashoba DECA members just competed in the first-ever virtual DECA District Competition and are awaiting their scores from their judges.

#### Music Department

Despite changes in our normal functions due to the pandemic, the Nashoba music department students continued to excel in their crafts, make music together, and learn how to use music to make a difference in our world.

- Three students were recognized with performance awards at the Massachusetts Association of Jazz Education Festival and the advanced jazz band competed, earning the bronze medal.
- Ten students participated in the Central District Music Festival in January and three students proceeded to the MA All-State Music Festival at the Seaport World Trade Center in Boston in early March.

## NASHOBA REGIONAL SCHOOL DISTRICT continued

### Nashoba Regional High School cont'd

- The 2020-21 MA Central District Music Festival auditions were held virtually. Twenty-four students auditioned and fourteen were accepted. Four students will be performing in the festival masterclasses. A record of ten Nashoba students received scores that met the minimum requirements to audition for the MA All-State Music Festival.
- Students collaborated to put together choral music and create music videos for their virtual holiday concert. Their videos can be seen on YouTube.

#### Athletics

Nashoba's athletic success continues, but it looked different in 2020 than compared to previous years. Over 300 student-athletes participated across fifty total teams, with seventy percent of student-athletes being named to the honor roll. Some highlights from the winter season include the boys' and girls' basketball teams making the playoffs. The wrestling team was league champions, D2 Sectional finalists, D2 State finalists, and placed 8th at the New England tournament. The hockey team was D3 Sectional finalists, and our boys' 200-free relay team placed first at the D1 State Championship! Then in March of 2020, COVID-19 interrupted our lives in ways that few of us could have imagined and reshaped the way we looked at athletics for the remainder of the year. The spring season was canceled, so our coaches had to think outside of the box on ways to keep our student-athletes engaged using Google classroom and Google meets. The athletic department and coaches also made sure to recognize our senior spring athletes through social media posts and drop off senior day gifts at their homes. The fall season was delayed, and we faced many challenges as we continued to navigate the pandemic. Our fall teams played in geographic pods, played a shortened game schedule, had to wear masks, learn new modifications to the sports, and follow many COVID-19 protocols. Our goal for the season was to provide a safe and healthy environment for everyone involved. Each day our teams were able to come together to practice or compete was a small victory. The success of our teams was not shown in championships and titles in 2020. However, success was seen by allowing our teams the opportunity to compete, stay safe, and make memories with their teammates. Our athletic programs have looked different this year, but we were excited that our student-athletes were allowed to participate and represent Nashoba!



# NASHOBA REGIONAL SCHOOL DISTRICT continued

## Central Office Department Reports

### Teaching and Learning Department

Curriculum work and professional development in the Humanities focused on structuring curriculum and instruction to foster student voice and choice in learning. In order to capitalize on the deeper literacy skill set that students now have entering grade six, middle school English Language Arts teachers and special educators continued participating in professional development and coaching to support shifting to literacy workshop as the primary instructional model for grades 6-8 English Language Arts. The group has worked to shift their instruction from primarily whole-class, text-based instruction to small group, skills-based instruction, where students have choice in what they read and interact regularly with teachers to receive feedback on their reading and writing work. In order to continue the process of transitioning to the updated Massachusetts History and Social Science frameworks, grade 6 social studies teachers have met throughout the year to develop new curriculum units that integrate geography, the study of ancient civilizations, student-led inquiry, and research. Teachers in grade 6 and 7 participated in a series of professional development through Primary Source, which connected them with academic experts in the ancient civilizations for which they were developing their curriculum.

In alignment with the district improvement plan, Nashoba educators continue to work toward integration of social-emotional skill development and academic learning. Our March full PD day brought together in-district and outside presenters on topics related to social-emotional learning and innovation. Tony Wagner, author of *Creating Innovators*, gave a keynote address that emphasized the importance of supporting students to play and explore in their learning in order to find their passion and sense of purpose. The day ended with a presentation by Nashoba student, Sydney Meininger, who spoke about her experience at Nashoba and presented two video projects she created to highlight inclusion in sports and in the workplace. Feedback on the day was very positive overall.

This fall, the Department of Teaching and Learning has focused on supporting educators to shift instruction and planning within a hybrid or fully remote learning model. The current school year began with 10 days that included professional development on integrating social-emotional learning and remote learning. Educators participated in a variety of PD on topics, such as trauma-informed instruction, self-care, planning for synchronous and asynchronous learning, and technology tutorials. Support in these areas continues through on-going professional development and coaching opportunities organized by the department.

### Technology

When the district went remote amidst the COVID-19 pandemic, educators and students became more reliant on technology than ever before. Helping deliver education through technology became a priority for the technology department in 2020. As a result, we have implemented many changes in the operation process to support remote teaching and learning activities.

Enabling teachers to combine technology use with traditional resources and teaching methods is a key focus. Through both in person and remote operations, the Technology Department helped train educators on how to use technology tools like interactive displays, 1:1 devices, and software solutions for online teaching and learning. We also deployed more document cameras and monitors into the classrooms to help teachers conduct remote teaching and learning more effectively.

## NASHOBA REGIONAL SCHOOL DISTRICT continued

### Central Office Department Reports cont'd

Another focus during the pandemic is to ensure that every student has access to the appropriate technologies based upon educational needs. The Chromebook is the primary tool for student learning during the pandemic. The district implemented a true 1:1 Chromebook program for grade 6-12 students. For grade K-5 students, the district acquired hundreds of additional Chromebook and redeployed many Chromebooks from the classroom and computer carts to families in need. Equity and accessibility are always a top priority throughout the process. Advanced and specialized programs such as Graphics Design and Computer Aided Design require powerful machines to run. To accommodate students without the proper hardware at home, we set up Amazon AppStream so they can run these advanced programs on school assigned Chromebooks.

Safety remains a top priority during the pandemic. For online activities, we have set up multiple systems to safeguard Internet access for both teachers and students. The filter system provides both in-school and at-home web content filtering on all district owned Chromebooks. It also detects cyber-bullying and self-harm behaviors in the Google Apps suite so that school administrators and parents can be notified when concerns arise. As cybersecurity threats become more pervasive and severe each day, the Technology Department continues to educate teachers and staff on potential threats and compromises to make sure everyone stays vigilant. For physical safety, we have also added and upgraded security cameras at high traffic locations.

It is important to stay connected with the communities during this difficult time. Working with media teams from different towns, the Technology Department helped deployed livestream solutions using school networks to broadcast school events and sport games in real time.

#### Health and Wellness

The district's Health and Wellness Department covers comprehensive services including first aid, emergency care, assessment, planning for the management of chronic conditions such as asthma, diabetes, or life threatening allergies, and preventing and responding to communicable disease. Additionally, we provide guidance on medication and health care procedure oversight, ensure the completion of mandated health related screenings, health education and health counseling, and assure a safe and healthy school environment. Nashoba's Health and Wellness team provides a full time, certified registered nurse at each school building.

This year, all school nurses attended extensive training and prepared for a health office response to a global pandemic. Reopening plans continued to be modified as new guidelines have been provided with guidance from DESE, CDC, DPH and our local board of health.

A number of health and safety plans were established to support a secure return to school. These plans were developed by Nashoba nursing and facilities staff in conjunction with guidance from the local Boards of Health. These plans include guidelines for wearing masks, physical distancing in classrooms, entering and exiting buildings, deep cleaning classrooms and bathrooms, handwashing, transportation, and supporting students and staff who become ill.

## NASHOBA REGIONAL SCHOOL DISTRICT continued

### Central Office Department Reports cont'd

#### *Isolation Rooms/Medical holding*

An isolation room was designated at each school, separate from the health clinic, should a student or staff develop signs or symptoms of potential infection. Each room comes equipped with the appropriate Personal Protective Equipment and supplies needed to maintain such an environment.

Lastly, our electronic medical documentation program has been upgraded to support immunization compliance with our student population. This upgrade includes an upload of immunization from Primary Care Provider (PCP) documentation to our own electronic medical systems, ensuring compliance with immunizations.

#### Extended Learning Program

After a full day of learning at school, students come to the Extended Learning Program (ELP) to relax, play, discover, and learn. Learning at the ELP may look different than in the classroom. Whether playing board games, creating art, or engaging in an outside activity, students practice problem solving, negotiating, collaborating, and expressing their ideas. And sometimes the children argue, disagree, get frustrated, and make mistakes as they become more resilient and compassionate. This is all part of their learning experience at ELP.



The Extended Learning Program staff have been trained in *Social Emotional Learning* and they are skilled at helping students in the areas of relationship building, social awareness, self-management, self-awareness, and responsible decision making. Three key pillars guide learning at ELP: Communication, Community, and Physical and Social-Emotional Well-Being. Our caring staff understand that students need a place and time to decompress, rest, reset, and engage in play and have fun! Students have an opportunity to make new friends with other students with whom they may not interact with during their school day.



Although the ELP did not operate for the entire 2019-2020 school year due to Covid, valuable experiences and lasting memories were created at our three sites in Bolton, Stow, and Lancaster. Appreciating the different interests of students, ELP offered a variety of programs including STEM: *Staying Healthy & Exploring Body, Mind, Mad & Science*, Art Ventures: *Monsters & Mermaids*, ImagArena, a favorite among all ages, tennis, chess, creative drama and improv, martial arts, and an ongoing yoga program.

## NASHOBA REGIONAL SCHOOL DISTRICT continued

### Central Office Department Reports cont'd

To bring the community together, we hosted various special enrichment programs at our sites like *Fun-tastic Forces* from Mad Science, a *Bubbles Galore* show from the Acton Discovery Museum, and a mesmerizing Yo-Yo performance by master *OOCH!* For older students, we offered a babysitting and CPR First Aid course that was well received. To further augment students' curiosity and sense of wonder, special guests, like an expert spinner, were invited to share their passion and knowledge. Vacation Camps during the February and April school vacation weeks, as well as during the summer, are another opportunity for NRSD students to come together and feel a sense of belonging through play, fun, and exploration.



Nashoba Regional High School

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Brendan Robert Alzapiedi	Olivia Marie Crocker §
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Madeleine Grace Arsenault	Perry Addison Cummings
Anna Victoria Austin *	Matthew Paul Cuniffe
Kayla Alexandria Ballas ** §	Ava Gabrielle D'Eon * §
Remington Daley Barney	Josie Elizabeth Day
James Lucas Baxley	Xavier Michael DeFeo
Daniel Alexis Baykov	Muhammad Hamza Delen ***
Mark Aaron Beaudoin	Jack Raymond Devoe
Matthew Christopher Bechara *** §	Colby Brian DeWolfe
Gillian Rose Bolton	Pamela Marie Diaz *
Jack Henry Bonazzoli	McKenna Grace Dietel **
Domenic Anthony Bosco	Victoria Rose Dolan
Hayley Nicole Bracci ** §	Jake El Quahabi Eastman
Julia Nicole Buchieri	Carley Rose Edelman
Mi'Chyia Dante Buckner	Gillian Hayes Fay
Caroline Mary Bunnell	Aria Anuheia Fernandez *** §
John Colin Burke	Grace Elizabeth Fiori ***
Olivia Grace Bush	Joseph Patrick Flannery
Sophie Ruth Bush *** §	Jason Joseph Fleck Ç
Alexandra Margaret Buyuk *** §	Charles Wilks Flinkstrom
Jack Henry Cahill	Anastasia Katherine Fournier-Wassink *
Carleigh Lyn Campana **	Julienne Hoelle Frasch * §
Elise Jane Carlin***	Natalie Clara Frey ** §
Robert Gordon Carter	Michael John Gannon
Bruno Cassina	Molly Fitzpatrick Gero
Brendan James Castle	Kaitlyn Rose Gilliam
Kaylin Quinn Castles §	Brandon Christopher Gillis
Zoe Rose Chappell	Jacob Robert Goad
Kyle Bailey Chaput	Alex Michael Gonsalves
Paige Haley Christie	Quinn Daniel Gross *** §
Cole Michael Clericuzio ** §	Aine Maire Dowling Guyer
Marissa Elizabeth Cloutier **	Nathan Scott Haberle *
Katherine Elizabeth Coen * §	Lucas Carter Halbrooks
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Joseph Sven Connolly	Liam Lawe Hall *** §
Trinity Olivia Cortes	Kenzie Carine Hamerski



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Sabrina Alice LaPointe  
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Jacqueline Anne LeBlanc  
Michaela Danielle Leclair \*\*§  
Aidan Patrick Lee \*§

Leah Marie Leonard  
Aaron Christian Linder  
Michael Joseph Lovo  
Philip John Lund  
Macey Nicole MacAskill  
Alec DeCesare MacDonald  
Jonathan Louis MacKillop  
Christopher James MacLeod  
Hayley Grace MacNeil \*\*\*  
William Rudolf Mair  
Ryan Anthony Maki  
Anamaria Patsy Massucci  
Nicholas Scott Matte  
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Ian Robert McGregor \*\*§  
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Delaney Lorraine Meehan \*  
Gavin Thomas Meehan  
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Amy Caroline Spratt  
Walter Andrew Stadolnik \*\*\*  
Nolan Patrick Stocker \* §  
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Angelina Belle Tata \* §  
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Keri Maclean Tremblay  
Samuel James Vanasse \* §  
Ethan Karlis Veinbachs \*\*  
Kaitlyn Eunice White \*\* §  
Lindsey Anne Wilber \*  
Matthew Kyle Williams \*  
Ethan Max Winer  
Elsie Lorraine Burnett Yang \*\* §  
Emerson Rose Young

Ç Certificate of Completion  
§ NHS Senior Project  
\*\*\* Summa Cum Laude  
\*\* Magna Cum Laude  
\* Cum Laude

## PHOTO CREDIT

Thank you to Lancaster resident and photographer, Peter Christoph, for use of his photo on the cover.

## LANCASTER AFFORDABLE HOUSING TRUST

The Lancaster Affordable Housing Trust provides for the creation and preservation of affordable housing in the Town of Lancaster. By Town Meeting vote at the 2020 Annual Town Meeting, the Town adopted the provisions of Massachusetts General Laws Chapter 44, Section 55C, and the Town of Lancaster Affordable Housing Trust was established.

The stated purpose of the Lancaster Affordable Housing Trust is as follows:

The purpose of the Trust shall be to provide for the preservation and creation of affordable and community housing in the Town of Lancaster for the benefit of low and moderate income households and for the funding of community housing, as defined in and in accordance with the provisions of the Community Preservation Act, G.L. c. 44B (“Chapter 44B”).

All 351 Massachusetts cities and towns are required to provide over ten percent of year-round housing units as deed-restricted affordable units (M.G.L. Chapter 40B). As part of meeting this state-mandated requirement, on December 2nd, 2019, the Lancaster Board of Selectmen appointed an Ad Hoc Affordable Housing Committee with the mission to draft a charter for the creation of a new Town entity, the Lancaster Affordable Housing Trust. After consulting applicable state statutes and reviewing best practices of Housing Trusts in other municipalities, the Ad Hoc Affordable Housing Committee submitted its recommended charter to the Board of Selectmen in the Spring of 2020. After review by the Board and Town Counsel, the Ad Hoc Housing Committee’s recommendation was presented to Lancaster residents as Article 12 of the 2020 Annual Town Meeting Warrant.

On Day Two of the Annual Town Meeting, June 23rd, 2020, Lancaster residents approved Article 12, officially establishing the new Affordable Housing Trust, and on September 30, 2020, the Massachusetts Attorney General approved Lancaster’s new bylaw. After posting the open Trustee positions and reviewing letters of interest, on December 21st, 2020, per the rules of the Trust’s bylaw under Section 3 “Composition”, the Board of Selectman appointed five Trustees with staggered terms, plus one *ex-officio* Trustee without a term expiration.

In 2020 the Town took two other significant actions to address Lancaster’s affordable housing needs. The 2020 Annual Town Meeting approved the local adoption of the Community Preservation Act (“CPA”) in Lancaster. Under M.G.L. Chapter 44B, town-led initiatives for affordable housing (as well as historic preservation, open space, and recreation) are eligible to receive CPA funding, including an annual state contribution through the Registry of Deeds. On November 3<sup>rd</sup>, 2020, Lancaster residents voted to ratify the CPA, making Lancaster one of 186 communities in the Commonwealth who benefit from the CPA’s financial and professional resources.

On September 9th, 2020, the Lancaster Board of Selectmen voted to approve an Intermunicipal Housing Agreement with Metro West Housing Collaborative, establishing Lancaster as a new Town member of the Assabet Regional Housing Consortium (“ARHC”). The eight member towns include Bolton, Boxborough, Devens, Harvard, Hudson, Lancaster, Littleton, and Stow. The Trust looks forward to working closely with the ARHC on best practices for the creation and preservation of affordable housing in Lancaster.

The Lancaster Affordable Housing Trust held its first meeting on January 28<sup>th</sup>, 2021. We welcome residents’ questions, comments and suggestions via email through the portal at [www.ci.lancaster.ma.us/affordable-housing-trust](http://www.ci.lancaster.ma.us/affordable-housing-trust). The Trust currently meets on the first and third Thursdays of the month via Zoom, and welcomes public attendance.

LANCASTER AFFORDABLE HOUSING TRUST *continued*

Examples of Lancaster's Existing Subsidized Housing Inventory (SHI)



*Blue Heron Pond on High Street Extension  
14 SHI Ownership Units*



*Lancaster Woods on Woods Lane  
8 SHI Ownership Units*

Respectfully submitted,

Victoria Petracca, *Chair*

Jay Moody, *Trustee & Board of Selectman Representative*

Frank Streeter, *Secretary*

Carolyn Read, *Trustee*

Debra Williams, *Trustee*

Marilyn Largey, *Ex Officio Trustee & Member, Lancaster Housing Authority*

