



Lancaster Massachusetts



Annual Town Report 2022

Open Town Meeting

The Open Town Meeting, Lancaster’s form of government, has been called by many “the purest form of democracy” because every voter in the town has a voice at the meeting on how the town should be governed. People forget that our federal form of government is, in fact, not a democracy but rather a democratic republic. We elect representatives to Beacon and Capitol Hills to represent our views but we, ourselves, do not have a vote on the floor of the Congress or the Massachusetts Great and General Court. But in Lancaster and at an Open Town Meeting, every voter has a say, and every voter can vote on our town’s future.

The history of Open Town Meetings dates to 17th century England when parishes, or vestries, would meet as a collective to make decisions critical to their community’s operation. That concept was brought across the Atlantic with the English settlers who came to what is now New England in the 1600’s and continues to this day but mostly in the northeastern part of the United States. The form of government has had significant influence on politics and political thinkers throughout history. Alexis de Tocqueville, the French political theorist, wrote admiringly of the Open Town Meeting when he said “the institutions of a township are to freedom what primary schools are to science; they make them taste its peaceful employ and habituate them to making use of it.” And Thomas Jefferson in 1816 said of New England towns that they “have proved themselves the wisest invention ever devised by the wit of man for the perfect exercise of self-government and for its preservation”.

Through the centuries Open Town Meeting has been mostly reserved for smaller towns with larger communities having Representative Town Meeting, Town Managers, Cities, etc.

We are proud in Lancaster to have an Open Town Meeting and grateful to the many residents who take time out of their lives to come to the meetings throughout the year to do the business of our community.

Voters who attend an Open Town Meeting form the town’s legislature and can debate, discuss and vote on the articles presented to them by the Select Board on the Town Meeting Warrant or, through citizens’ petitions themselves, place articles on the Warrant, hence the reference to Open Town Meeting as the “purest form of democracy”.

*Open Town Meeting is a gift to our community, and we hope everyone takes advantage of the opportunity to be heard and to make a change.
Thank you.*

Stephen J. Kerrigan, Chair of the Select Board

TOWN OF LANCASTER
ANNUAL TOWN REPORT



ANNUAL REPORT OF OFFICERS AND
COMMITTEES 2022

In Memoriam

MARK S. FINNERTY

September 5, 2022

Planning Board – 15 years Democratic

Town Committee



JOY F. PEACH

September 23, 2022

Lancaster Historical Commission

Election Poll Worker



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GENERAL GOVERNMENT

GENERAL INFORMATION

ELECTED TOWN OFFICIALS AND COMMITTEES

Moderator

William E. O'Neil Jr June, 2020

Select Board

Alexandra W. Turner May, 2021
Jason A. Allison June, 2020
Stephen J. Kerrigan May, 2022

Board of Public Works

Douglas A. DeCesare May, 2022
John J. King Jr. May, 2021
Walter F. Sendrowski May, 2022

Board of Health

Denise Hurley May, 2022
Jeffrey B. Paster May, 2021
John A. Farnsworth June, 2020

Finance Committee

Emily J. Kerrigan May, 2021
Jocelyn K. Mylott May, 2022
Michelle Vasquez May, 2021
Richard S. Trussell June, 2020
Susan E. Smiley June, 2020

Nashoba Regional School Committee

Brett M. Collins June, 2020
Joseph M. Gleason May, 2022
Sharon B. Carlson-Poch June, 2020
Shawn S. Winsor May, 2021
 Resigned October 2022
Shandor A. Simon
 **Appointed October 2022

Board of Library Trustees

Adam A. Zand
 Appointed 2022
Ann M. Frantz May, 2021
David I. Spanagel May, 2021
Emily J. Rose June, 2020
Frank S. Streeter May, 2022
Frank T. MacGrory June, 2020
 Resigned 2022

Planning Board

C. Peter Christoph May, 2021
 Resigned April, 2022
Carol R. Jackson May, 2019
 Resigned April, 2022
Frank S. Streeter
 Appointed 2022
George C. Frantz
 Appointed 2022
Kendra Dickinson May, 2022
Michael P. Favreau
 Appointed 2022
Phillip P. Lawler
 Appointed 2022
Roy S. Mirabito May, 2021
 Resigned 2022
Russell W. Williston June, 2020
 Resigned 2022

Housing Authority

Barbara A. Foster May, 2021
Carol J. Sonia
 State Appointed
Cynthia E. Strong

 Appointed Tenant Rep 2021
Frank T. MacGrory June, 2020
Marilyn Largey June, 2020

BOARDS AND COMMISSIONS APPOINTED BY THE BOARD OF SELECTMEN

Affordable Housing Trust

Carolyn Read, Member
Debra Williams, Member
Frank Streeter, Secretary
Jason Allison, Member
Kelly Dolan, Ex Officio
Victoria Petracca, Chair

Agricultural Commission

Eric Jakubowicz, Member
Maria Moreira, Member
Peter Jakubowicz, Chair
Stephen Mudgett, Member
Susan V. Miner, Clerk

Animal Control Commission

Adrienne Gadoua, Member
Christine Burke, Member
Jon Roper, Member
Maribeth Eugene, Chair
Robert Foney, Member
Open Vacancy, Member
Open Vacancy, Member

Board of Appeals

David Stadtherr, Member
Dennis Hubbard, Associate Member
Eric Jakubowicz, Associate Member
Frank Sullivan, Clerk
Jeanne Rich, Chair
Matthew Mayo, Member
Robert Alix, Member
Open Vacancy, Associate Member

Board of Assessors

Debra A. Sanders, Member
Kristen Fox, Member
Michael Burke Sr., Chair

Board of Registrars

Elizabeth Cahill, Chair
Heather LeBlanc, Registrar
Mary Perreira, Registrar

Commission on Disability

Brian Gingras, Bldg Inspector
Daryl Blaney, Member
Eugene Brazao, Member
Lesley Allison, Member
Kate Hodges, ADA Coordinator
Rose-Marie Bissonette, Vice Chair
Michael McCue, Chair

Community Preservation Act Committee

Barbara Foster
Greg Jackson
Karen Silverthorn
Kendra Dickson
Linnea Lakin Survey
Margo hammer Streeter
Win Clark

Conservation Committee

Bruce McGregor, Member
Don Chaisson, Member
Greg Jackson, Member
James Lavallee, Member
Tho Christopher, Chair
Thomas Seidenberg, Vice Chair
Open Vacancy

Council on Aging Board

Eugene Brazao, Member
Frank MacGrory, Member
Jay Moody, Member
Linda Cutler, Member
Nicole Jimino Kanis, Chair
Roberta G. Winsor, Member

Cultural Council

Christine Cassidy, Member
Deborah Adams, Member
Denise hurley, Chair
Joyce Corbosiero, Member
Lisa Beaudry, Secretary
Maureen Hardy, Treasurer
Suzanne Turcotte, Member

BOARDS AND COMMISSIONS, CONTINUED

Historical Commission

Amy Brown, Member
Heather Lennon, Chair
Imogene Watson, Associate
John Foster, Member
Judy Elwell, Member
Karen Silverthorn, Member
Marcia Jakubowicz, Member
Mark Schryver, Member

Memorial School Re-Use Committee (Ad Hoc)

Ann Frantz
Carolyn Read
Cynthia Robinson-Lefebvre
Daniel Lapen
Heather Lennon
Mark Schyver
Sherry Cutler
Van Cromwick
Win Clark

Recreation Committee

Kevin Mitrano, Recreation Director
Mark Renczkowski
Kimberly Shah
Monica Tarbell
Thomas Wood
Victoria Fasel
Win Clark

Town Forest Committee

Christopher Fish
Steve Sikakis
Stephanie Stanton

BOARD OF SELECTMEN

The Select Board is pleased to present its Annual Report for the calendar year 2022. Stephen J. Kerrigan was elected to the Select Board at the Town Lancaster Annual Election held on Monday, May 9, 2022.

The Board re-organized at the organizational meeting held on May 19, 2022 following the Town Election. Stephen J. Kerrigan was elected to serve as the Chair of the Select Board. Alexandra W. Turner was elected Clerk, and Jason A. Allison served as a member.

Acknowledgements

Throughout 2022, 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 Meghan Kilcoyne and Senator John Cronin for their work on behalf of the Town and region.

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.

Fiscal Year 2023 Budget

The Select Board and Finance Committee were committed to bringing a level service budget before the Town Meeting that would maintain services for the community. The budget adopted at the Town Meeting was \$25,841,636 for Fiscal Year 2023. This is an overall increase of 2.63% from Fiscal Year 2022.

Minuteman Regional High School

The Select Board would like to thank the entire Minuteman School Committee for their contributions over the past year. The total assessment for Fiscal Year 2023 was \$2,285,510. This was a decrease of 4.08% from the previous fiscal year.

The Select Board 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 Select Board 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 2023.

The School Committee and Administration put forth a budget that resulted in an assessment to the Town of Lancaster of \$14,591,571. This was an increase of 5.39% from the previous fiscal year. The Town looks forward to working with the School Committee and the Superintendent on a budget document that continues to maintain and preserve the quality of education our residents expect from the Nashoba Regional School District.

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

The Select Board 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

March 21, 2022 Special Town Meeting – held at Mary Rowlandson Elementary School at 7:00 P.M.

The Select Board called the Special Town Meeting to act on some “housekeeping” articles included amending the Fiscal Year Budget.

May 2, 2022 Annual Town Meeting – held at Mary Rowlandson Elementary School at 7:00 P.M.

The Town Moderator, Mr. William O’Neil, called the Annual Town Meeting to order on Monday, May 2, 2022 and dissolved the Meeting on Monday, May 2, 2022, to act on Fourteen Warrant Articles. Including the article passed, to vote to raise and appropriate \$25,841,159 by taxation, by transfer from available funds, from the Omnibus Operating Budget for Fiscal Year 2023, 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, 2022, or act in any manner relating thereto. The town meeting voters approved the Fiscal Year 2023 Budget expenditures as printed in the warrant. Article approved by Majority Vote.

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 Interim Town Clerk James Mullen, who worked the meeting. As always, we are grateful to those residents who take time out of their busy schedule to attend and participate.

November 14, 2022 Special Town Meeting held – held at Mary Rowlandson Elementary School at 7:00 P.M.

The Select Board called a Special Town Meeting to act on Eleven Warrant Articles. The meeting was well attended with over 800 residents showing up.

Staffing

The Year of 2022 had some changes in senior management and key staff positions.

In early January 2022, Town Administrator Orlando Pacheco stepped down to accept another Town Administrator position in Georgetown. The Board wishes great success in his future endeavors.

Jeff Nutting, former Town Administrator in Franklin was appointed by the Select Board in January 2022 to be the Interim Town Administrator while the Select Board pursues a new Town Administrator for the Town of Lancaster.

Kate Hodges, former Deputy Town Administrator in Concord, was appointed by the Select Board in April 2022 to become the Town of Lancaster’s Town Administrator.

Council on Aging and Community Director Alexandra Turner resigned from her position in June 2022.

Under the supervision of Town Administrator Hodges, the Board welcomed Kelly Dolan in August as the new Health and Human Services Director for the newly created Health and Human Services Department. The new Department combined

the Council on Aging, Social Services, Recreation Commission, Board of Health, and Veterans Affairs.

Planning for the Future

The Select Board 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 Select Board's office professional staff for their dedication and commitment to public service. Kathleen Rocco, Executive Assistant to the Town Administrator, has provided efficient daily support and has maintained the flow of daily business. The Board recognizes the new Town Administrator Kate Hodges, for her professionalism, assistance, and guidance to this Board and the Town Departments, Boards and Committees. The Select Board will make every effort to provide Kate with necessary support as the new Town Administrator and are grateful for Interim Town Administrator Jeff Nutting for his time and efforts during the transition period.

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 sincere appreciation to all the employees for their invaluable assistance and guidance throughout the year. The hard work and dedication, as always, was evident. All are dedicated professionals who deserve our respect and admiration.

Thank you for the opportunity to serve you.

Sincerely,

Stephen J. Kerrigan, Chairman

Alexandra W. Turner, Clerk

Jason A. Allison, Member

LICENSES ISSUED BY THE SELECT BOARD

License Type	Issued To	Business Address
Automobile Dealer – Class 1, Class 2	Ron Bouchard Dodge, LLC, d/b/a Ron Bouchard's KIA	488 Old Union Turnpike, Lancaster, MA
Automobile Dealer – Class 1	United Ag and Turf NE, LLC	700 Fort Pond Road, Lancaster, MA
Automobile Dealer – Class 2	Crawford Truck Sales, Inc.	2176 Main Street Lancaster, MA
Automobile Dealer – Class 1, Common Victualler	Koch lancaster, Inc. dba Koch Route 2 Toyota	700 Old Union Turnpike, Lancaster, MA
Automobile Dealer – Class 2	F.J.S. Auto, Inc.	248 Main Street So. Lancaster, MA
Automobile Dealer – Class 2	Jose M. Fuentes d/b/a RBI Motors	767 Sterling Road, Lancaster, MA
Automobile Dealer – Class 1, Class 2	Ron Bouchard's Auto Sales, Inc. d/b/a Ron Bouchard's Nissan	490 Old Union Turnpike, Lancaster, MA
Automobile Dealer – Class 1, Class 2	Ron Bouchard's Auto Sales, Inc. d/b/a The Honda Store	500 Old Union Turnpike, Lancaster, MA
Automobile Dealer – Class 2, Class 3, Collector of Junk	Route 117 Used Auto Parts, Inc.	2176 Main Street Lancaster, MA
Automobile Dealer – Class 3, Collector of Junk	Nationwide Auto Recycling, Inc.	1340 & 1410 Lunenburg Road, Lancaster, MA
Food & Beverage Dispensing to Members	Sterling National, LLC	33 Albright Road, Sterling, MA
Common Victualler, License to Sell All Acoholic Beverages	Michael A. Gleason d/b/a Michael's Bridge Diner	56 Main Street, Lancaster, MA
Common Victualler	Kimball Farm at Oakridge, LLC	1543 Lunenburg Road, Lancaster, MA
Common Victualler	Jennifer Joan Macellari, d/b/a Sandee's Restaurant	162 Main Street Lancaster, MA
Common Victualler	Trolley Stop Pizzaria, Inc.	18A Prescott Street, South. Lancaster, MA
Lunch Cart @ Bartlett Pond	Michael Murphy	473 Union St., Leominster, MA
Automobile Dealer – Class 1	J. C. Madigan, Inc.	450 Old Union Turnpike, Lancaster, MA

TOWN CLERK

The Clerk's Office is currently staffed by one full time employee as of January 2023 - Amanda Cannon, Town Clerk. In 2022 it was staffed by Amie Martin, Assistant Town Clerk, Lisa Johnson Town Clerk and James Mullen, Interim Town Clerk.

The year 2022 was busy with three (3) elections. Along with the Annual Town Election, there was a State Primary and State Election held in September and November.

In addition to the Annual Town Meeting in May, we also had 2 special town meetings one in March and one in November. The November meeting brought out 853 registered Lancaster Voters!

The Board of Registrars currently consists of Town Clerk, Amanda Cannon, Heather Leblanc, Mary Perreira and Elizabeth Cahill.

Information on town meeting proceedings and election results can be found on the Town Clerk's website at <https://www.ci.lancaster.ma.us/node/82961>. Elections and Town Meetings results for 2022 may be found at the end of this Report.

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

In 2022, the Clerk's Office brought in revenues to the Town, directly from the sale of dog licenses, certified copies of vital records, business licenses, and miscellaneous fines.

Births	52
Deaths	84
Marriages	19

Respectfully submitted,

Amanda J. Cannon
Town Clerk

TREASURER/COLLECTOR OFFICE

In May we held a benefits fair for town employees. Representatives from various insurance carriers were on hand to explain their insurance plans. This fair gives Town employees the opportunity to review health insurance, life insurance and explore other benefits offered by the Town.

In July of 2022 we welcomed Sharon McGowan to our department to assist with payroll, insurance and retirees' health plans. Sharon brings years of experience working in other local municipalities. We are extremely fortunate to have her join our department.

In August 2022, Assistant Treasurer/Collector, Marica Sands completed classes at UMass Amherst that are sponsored by the Massachusetts Collectors Treasurers Association and passed her exam to become a certified assistant collector/treasurer.

At the Worcester County Collectors and Treasurers annual meeting in December 2022, I was elected to second Vice President. It is an honor to be considered and appointed to this Board by fellow colleagues.

Throughout 2022 our department has been remarkably busy with retirements, new hires and those moving on to new adventures.

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, and insurance benefits are processed in the office.
- Management and collection of retiree's health insurance premium.
- Main contact between the Worcester Regional Retirement System and the Town
- Maintaining, reconciling and safe keeping of bank, investment, and Trust Funds accounts.
- Issuance of Municipal Lien Certificates.
- Verification tax payments for building permits.
- Collaborating 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.
- Processing tax lien foreclosure

Respectfully submitted,
Mary E Frost CMMC, CMMT
Treasurer/Collector



HEALTH AND HUMAN SERVICES

HEALTH AND HUMAN SERVICES

The Health and Human Service Department is pleased to present its Annual Report for the calendar year 2022.

This newly appointed department was formerly introduced as a Town Department in August of 2022. This department combines the Divisions of Recreation, Council on Aging, Social Services, Veteran's Affairs, and the Board of Health.

This department hosts a Director, Kelly Dolan, who was hired in September of 2022, followed by a Recreation Coordinator, Kevin Mitrano, hired in October 2022, followed by our Outreach and Activities Coordinator, Caitlin Roy, in November of that year.

Acknowledgements

Though this department is new to the last quarter of 2022, the Community Center was through-in-through grateful to the constituents who participated in events and the volunteers who made services possible.

Without these volunteers past, present, and future there would be no way the Community Center 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.

Planning for the Future

There are several priorities for this department to look forward to as we progress through 2023. In our first year we are dedicated to community development and implementation. We need to 'walk before we run', so-to-speak. We are creating many forms of community involvement, programming and more, all the while working behind the scenes to create new and exciting town-wide traditions for all ages.

A few programming highlights to showcase since October 2022:

- We completed an esthetic upgrade to the center itself with paint, flooring, and furniture.
- Social Service has provided 126 services to our seniors in the calendar year 2022.
- Social Services has developed eight new programs for our seniors in 2022.
- Recreation has brought in 11 new programs for our community in the 2022 calendar year.
- We have increased monthly revenue by 74%
- We have seen a tremendous increase in rentals – we had six to close out 2022 and as of February 2023, we are at 14 rentals.
- The Council on Aging hosted a sit-down and grab and go Thanksgiving Dinner at Sandee's for 55 seniors.

- The Health and Human Services department was a co-host in the Halloween on the Green event in October 2022.
- The Health and Human Services department assisted with the delivery of over 120 Cheer Bags and the distribution of another 75 stockings for our seniors in 2022.
- Veteran Affairs has increased participation services both in Lancaster and Leominster office.
- Board of Health began a new *Lunch and Learn* series for the public. Thus far they have hosted two sessions and plan to continue this as a tradition in the department well into and after 2023.

The Health and Human Services team 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

Thank you for the opportunity to serve you.

Sincerely,
Kelly Dolan
Caitlin Roy
Kevin Mitrano

LANCASTER BOARD OF HEALTH

The Lancaster Board of Health (BOH) 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 BOH office is to assist callers and visitors by providing accurate information and/or referrals for questions, concerns, and applications. We are available in person on Wednesday's from 8:00 am – 9:00 am, or by appointment. We can be reached at 978-365-3326 x1086 or by e-mail at boh@lanasterma.gov. We return calls and email within 2 business days.

The BOH is comprised of three elected, unpaid residents, the Nashoba Associated Boards of Health (NABH) Environmental Agent (William Brookings) who we share with other communities, and the Town of Lancaster Health and Human Services Administrative Assistant (vacant), whose time is shared with all other Health and Human Services functions. The admin assistant is generally available in the office Monday – Friday during regular business hours.

Members volunteer their time and expertise to help improve the public health of Lancaster. The BOH is responsible for ensuring the enforcement of public health laws, deriving authority from Chapter 111, section 24, of the Massachusetts General Laws. The BOH 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
- 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 year 2022 was highlighted by significant challenges due to the continued impact of the COVID-19 pandemic, though those challenges were reduced compared to 2021. Other issues of significance include but are not limited to PFAS, food insecurity, air quality and investigating complaints.

COVID-19 issues occupying the BOH included the following:

1. Secured significant supplies of rapid antigen tests kits, KN 95 facemasks, gloves, hand sanitizer, eye goggles, face shields, thermometers and other supplies and no cost to the Town.
2. Tracking, reading, understanding, and communicating pandemic scientific findings and pandemic safety, testing, and vaccinations information as it evolved from the Centers for Disease Control and Prevention (CDC), the Food and Drug Administration (FDA) and Massachusetts Department of Public Health (DPH).
3. Partnering with community agencies to support pandemic control efforts, including Town leadership, educational institutions, Police, Fire, and LCC/COA, and religious organizations.
4. Provision of consultative recommendations to Town leadership regarding Town Meeting guidelines and safety in the context of the pandemic concerns
5. Tracking and reporting statistics including vaccination rates relative to the Commonwealth and regional municipalities, and positive case rates.

Other activities of note:

1. Conducted BOH business without town administrative support staff from June – December
2. Based on complaint conducted inspection of Lancaster Community Center and found violations resulting in citation
3. Purchase and installation of 10 air quality sensors via a Commonwealth-sponsored grant
4. Initiation of an ongoing educational and information program for residents.
5. Education regarding PFAS (Per- And Polyfluoroalkyl Substances) in neighboring water supplies and municipalities. Ongoing efforts to track the presence of PFAS in local water supply
6. BOH office moved from the Prescott Building to the newly formed Department of Health and Human Services at 39 Harvard Road
7. Securing and distributing over 800 boxes of food stuffs to local social service agencies and needful individuals

8. Organization and production of lunch and learn educational program, Denitrification and use of FAST system, speaker Lauren Usilton from J&R Sales, Raynham, MA, in collaboration with the LCC/COA
9. Holding public meetings, attending educational and informational programs (~150), and gathering information to provide the best possible services to the town
10. Organization and coordination of annual Flu and COVID-19 vaccination clinic, resulting in > 125 vaccinations, distribution of face masks, and distribution of ~90 rapid antigen test kits
11. Support and staff help to NABH-sponsored clinics
12. Respond to a variety of calls and concerns, most within 24 hours of receiving notice.
13. Address seasonal infectious disease and health concerns such as tick or mosquito borne illnesses, including Lyme Disease, Eastern Equine Encephalitis, Influenza, Avian flu, Ebola, Swine flu
14. Regular review and addition of new equipment and supplies for the Emergency Trailer
15. Awareness, education, and communication of other issues including but not limited to water and food safety, tobacco and vaping concerns, substance abuse, environment quality and preparedness, and childhood immunization.

Complaints

Identified non-pandemic related complaints are investigated by the BOH, and/or by our Nashoba Associated Board of Health (NABH) Agent, William J. Brookings, usually accompanied by at least one BOH member.

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

Septic Systems

The NABH reported that 25 sewage disposal system permits were issued in 2022.

Wells

The NABH reported that 2 well permits were issued by the BOH.

Food Service Licensing and Inspections

The NABH reported 46 responses to complaints, inspections and permits.

Housing & Nuisance Investigation

The NABH reported 4 inspections to dwellings.

Recreational Permitting and Inspections

The NABH reported 35 responses to complaints, inspections and permits.

Miscellaneous Permits

A variety of other permits were issued in 2021, including permits for porta-potties, pools, collection containers, retail sales of tobacco (4), portable septic and dumpsters.

Tobacco permits were issued to the following establishments in 2022:

- 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 BOH 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 2022:

1. E.L. Harvey & Sons
2. Hunter Services LLC
3. Mitrano Removal
4. R Krafve Trucking
5. United Hauling Inc
6. Waste Management of Massachusetts
7. Pleasant View Waste Disposal
8. Gelinis Waste Recycle Landscape (GLM)
9. D&D Waste Removal LLP
10. McHugh Junk Removal
11. Guido's Services Inc
12. All Star Waste Disposal

The Trash Hauler Regulations can be found on the LBOH web page on the town web site at www.ci.lancaster.ma.us.

Recycling

All licensed trash haulers in the Town of Lancaster are required to provide recycling services. The Town recycling Center was closed.

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 for hours of operation, materials accepted and disposal costs.

Unattended Collection Containers

The BOH 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.

Education and Training

The members completed over 400 training/continuing education hours including numerous COVID-19 programs and state and regional meetings.

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.

The Nashoba Nursing Service & Hospice reports 113 Nursing visits, 7 Home Health Aide visits, 270 Rehabilitative Therapy visits, and 1 Medical Social Work visit.

Respectfully submitted,

Jeff Paster, Chair

John Farnsworth, Member

Denise Hurley, Member

NASHOBA ASSOCIATED BOARDS OF HEALTH

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. As the pandemic specific requirements and guidance were eased, and the State of Emergency ended in June, we have provided assistance to your Board's return to pre-pandemic public health activities.

- The agency staff informed, educated and stayed current with the COVID-19 information from the Department of Public Health to help residents in your community navigate the changes.
- Our public health nursing staff were still providing contact tracing and outreach in your communities (including regional COVID-19 vaccination clinics), while reaching out to Councils on Aging to establish well adult clinics and conduct regular fall flu clinics.
- Our VNA continued their home health activities in your community.
- As a recipient of a Public Health Excellence Grant, we have brought on staff to increase our presence in food service establishments and provide improved communication, and public health education to the Nashoba District.

We look forward to continuing our work with **Lancaster's Board of Health** to meet the public health, environmental and nursing needs of your community.

Environmental Health Department

The Nashoba Sanitarian serving your community is always available at our Ayer office and he has regular hours in the Town Hall to serve your residents and work with your Town Hall staff.

Food Service Licensing and Inspections 46

This office licenses, inspects, responds to complaints and conducts follow up on concerns in licensed operations. Some of the inspection done this year were in response to COVID complaints.

Recreational Permitting and Inspections 35

This office licenses, inspects and responds to complaints regarding recreational camps for children, bathing beaching and public and semi-pools. We sample bathing beaches weekly, providing the results to community partners, to ensure swimming only occurs at the public and semi-public beach which meet State regulations.

Housing & Nuisance Investigation 4

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

Title 5 related work – On-site Sewage Disposal

We received 40 applications for soil testing (testing necessary for the design of a sewage disposal systems) and witnessed 105 tests performed (perc tests and soil evaluation holes).

We received 17 applications for sewage disposal systems and reviewed 19 plans for new and replacement systems.

Our office prepared 25 sewage disposal system permits for the Board's review and approval: 10 for new construction and 15 for the replacement of failed systems.

We conducted 16 inspections during the construction of sewage disposal systems.

We reviewed 37 Title 5 inspection reports and we were available to provide consultation to your residents on matter relating to sewage disposal systems.

Private Well related services

Private wells are regulated by local regulation and we issued 2 well permits for new and replacement private water supply wells.

We reviewed water quality and quantity reports and interpret the results for your residents.

Rabies Clinics – Animals Immunized (Due to COVID-19, clinics were limited in 2022)

Nashoba Nursing Service & Hospice

Nashoba's Certified Home Health Registered Nurses visit and 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>	113
<u>Home Health Aide Visits</u>	7
<u>Rehabilitative Therapy Visits</u>	270
<u>Medical Social Work Visits</u>	1

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.

The Nashoba nursing team reviewed, investigated and reported on all mandated communicable and infectious diseases (including COVID-19) while working closely with the Massachusetts Department of Public Health's (MDPH) epidemiology team. Though this daily reporting and investigation work is not always visible, it is vital to protect the public from the spread of disease and includes:

- Working with MDPH and other local boards of health to identify and manage clusters of disease/exposure in the district
- Contact tracing for our member communities and teaching about the processes of Isolation and Quarantine. Teaching risk reduction, infection control measures and disease management.
- Serving as a resource for individuals and businesses interpreting the ever-changing information on the disease and the State's response to the pandemic.
- Working with school nurses and childcare providers in the district to provide information, offer advice and support and assist with contact tracing in the schools and daycare centers as needed.
- Collaboration with all municipal staff, including Councils on Aging, to address questions about COVID-19 (and other diseases), exposures and actions which may be necessary to address these exposures.

Communicable Disease Number of Cases

Babesiosis	1
Human Granulocytic Anaplasmosis	1
Influenza	61
SARS-CoV-2 (COVID-19)	719

The Nashoba nursing staff provided monitoring and guidance to travelers and residents testing positive for TB infection (not contagious) **119** throughout the district this calendar year, and have also been managing **2** active TB cases in the District since Spring/Summer 2022 and continue to date. The towns in the Nashoba District fall into a **LOW RISK TB** category (as defined by MDPH).

In addition to the mandated disease surveillance and reporting, 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 including:

Monthly well adult clinics have been & continue to be offered throughout the district.

- Nashoba nursing staff conducted **159** total clinics this year, including **6** clinics in Lancaster.
- Clinics provide the opportunity for residents to meet with the nurse for blood pressure checks, blood sugar screening, general health counselling, resource information and referrals as needed. Districtwide flu clinics are held in the fall.
- Nashoba conducted seasonal flu clinics in each community to make vaccinations available to everyone, including homebound residents. We administered **2130** flu shots to community members, including **54** Lancaster residents.
- We conducted regionalized COVID-19 vaccine clinics the first quarter of the year until the public demand/interest in the vaccine waned. In an effort to increase vaccine accessibility, clinics were also held at local food pantries, shelters, churches, schools, businesses, etc. A total of **509** district community members were vaccinated for COVID- 19 in the 2022 calendar year.
- The nurses are available for & have made home visits to make general assessments, assist with coordinating care and services, provide support/teaching and make referrals to other local community resources.
- Nashoba has offered community outreach and educational programs covering topics such as disease prevention, chronic disease management, emergency preparedness, mental health awareness, and overall wellness.
- Nashoba staff attend and regularly participate in collaborative meetings, trainings and conferences to keep current with the latest developments in local public health.
- Nashoba staff facilitated several meetings with key stakeholder groups to promote partnership, encourage strong regional communication, and foster working relationships. This has helped to identify common goals and guide

future public health initiatives and outreach.

Community Health- Communications and Public Health Education Summary

The Public Health Educator/Communications Specialist (PHE/CS) role has evolved since its inception in Sept 2021 to best support the needs of the District. In the past year, the PHE/CS has been communicating timely and relevant public health information to towns and stakeholders and providing educational opportunities across the District with a social determinants of health (SDOH) lens. This work has included:

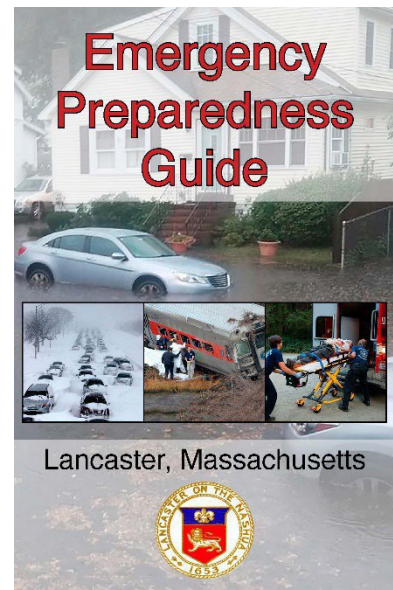
- Developing educational programs and presentations both independently and collaboratively with the PH nursing team- Harm reduction, emergency preparedness, etc.
- Providing education and advocacy related to treatment and de-stigmatization of substance use disorder.
- Maintaining up-to-date distribution lists, communicating within the district via channels such as quarterly newsletters, regular email updates, etc. pertaining to public health news, information and events such as flu and rabies clinics. Exploring ways to diversify communication methods to reach as many community members as possible. Building and maintaining relationships with stakeholders through meetings and attending community events to represent NABH.
- Serving as a resource for community members with public health related questions across a broad range of topics; developing a robust, in-depth Resources page for the website (which is currently being finalized)
- Attending trainings with an emphasis on health equity and public health service regionalization. MDPH has prioritized these areas because research has shown they have the biggest impact on health outcomes for the broadest range of people.
- PHE/CS has utilized an SDOH lens to identify health inequities that most impact the NABH region to focus efforts and collaborate with community partners to lessen these gaps.
- Developing educational and communications materials for district and individual towns by request including print, electronic, presentation, and TV/news media materials.
- Maintaining and improving upon NABH website to keep info relevant and accessible. Maintaining agency social media to reach more people in district with current, relevant and seasonal public health information.
- Organizing events to facilitate the exchange of information such as a Spring Wellness Festival and first regional informal local board of health gathering.

COMMISSION ON DISABILITY

In 2022 the commission undertook projects, provided advice to town officials, committees, commissions, 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 on Disability (COD) continues to strive to make the community more accessible to those who are mobility impaired and/or have other disabilities.

Emergency Preparedness

Over the course of 2022 the COD was heavily involved with a major initiative to create and produce for Lancaster a very comprehensive emergency preparation guide for all town residents. The 36-page full color guide was conceived and developed by the COD along with donated layout, design and content assistance from McCue & Associates LLC. The guide is uniquely formatted in a fully inclusive presentation that provides guidance for all residents, while simultaneously including in-depth advice that is highlighted for persons with disabilities. It is currently posted on the town website in digital pdf format and is slated to be printed and mailed in 2023 to all residents. The guide is the first of its kind that instructs persons with or without disabilities, designed to inform and assist residents on what to do in times of emergencies with the goals of reducing injury, stress and confusion, and potentially save lives. A visual of the guide's cover page is included in this report.



Town Accessibility Survey Results

Following through on a comprehensive town accessibility survey that the COD conducted and executed in 2021, the COD analyzed the survey results in 2022, summarizing the major takeaways. Chair McCue presented the survey results and accompanying data to Lancaster Select Board Chair Steve Kerrigan, with recommended actions to address the following:

- Lack of and/or, poor conditions of, sidewalks.
- Lack of and/or, awareness of (due to poor communication), existing accessible features and accessibility matters that need to be addressed in Lancaster.
- Lack of pedestrian benches/ places to rest.
- Make the Lancaster Community Center (LCC) fully accessible per detailed recommendations identified in 2020 in the Lancaster ADA Self-Evaluation Plan.

Accessibility at Meetings

In December of 2022, after the town struggled to address logistical problems associated with a very large November Special Town Meeting at the Mary Rowlandson School, the COD proposed in-depth recommendations to town officials to address at large meetings -- special provisions designed to accommodate persons with disabilities in Lancaster. The town implemented the COD's recommendations for a very large follow up town meeting that transpired in January 2023 which overall turned out to be successful and effective for the vast majority of attendees, including persons with disabilities. The COD also addressed and helped implement via Sterling Lancaster TV, a recommendation from a resident to enable Lancaster Select Board meetings to be closed-captioned to accommodate persons that are deaf / hard of hearing.

Lancaster October Accessibility Awareness Month

The COD in October 2022 actively communicated and participated in events emphasizing the theme of Emergency Preparation for the town's official Lancaster Accessibility Awareness Month (LAAM). Events included presentations on Emergency Preparation by COD members at both the Village Church and The First Church of Christ. In addition, the COD collaborated again with the Thayer Memorial Library, which emphasized the new Lancaster Emergency Preparation Guide on its website and in its reference room, along with a display of books related to disability. These efforts to broaden awareness on the need to increase accessibility for persons with disabilities were successful and well received. 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 persons with disabilities.

ADA Compliance/ Diligence/ Advocacy

In 2022 the COD identified and engaged certain Lancaster public establishments and businesses that needed to meet compliance per The Americans with Disabilities Act (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 and other needs of persons with disabilities. For example, after a presentation given by the Massachusetts Disabled Persons Protection Commission (DPPC), the COD advocated for the DPPC via the MOD, to help spread awareness on the group's important cause. 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. The COD also monitored, worked with and advised town organizations on accessibility. One example was the review of the Capital Group's 40B Housing application for the Lunenburg Road development whereby the COD identified shortcomings on the number of accessible units planned / applied for. Throughout the year the COD also made suggestions upon request for residents in need of advice or direction pertaining to a disability or an accessibility problem, and in one instance, helping a resident to obtain housing assistance.

Commission Notes/ Membership and Volunteers

The COD nominated resident Eugene Brazeau to be a new member of the commission in October 2022, although the COD is still actively trying to recruit new members to replace vacant seats. However, the COD is pleased to have the addition of two new volunteers that joined the COD in 2022. The COD continues to succeed in part, due to the impressive efforts and contributions of volunteers that our commission considers a vital part of the COD "team". Their efforts are greatly valued and appreciated. On a positive if not touching and reflective note, our commission was instrumental this year in bringing to reality the addition of an accessible outdoor bench for The LCC that in September of 2022 was dedicated to Lorry Doucet. It was a posthumous honor bestowed by the COD and the LCC to Ms. Doucet, who was an erstwhile member of the COD that passed away in 2021. The COD continues to meet remotely via Zoom, on the third Tuesday of every month at 6:00 P.M.

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

OFFICE OF VETERAN'S SERVICES

The Veteran's 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 Tuesday's 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 veteran's 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, Veteran Services will facilitate a veteran mutual support group.
- Assist with verifying a Veterans Service (DD 214)
- Assist disabled Veterans in obtaining property tax exemptions

According to VA statistics we have the following:

- 85 Veterans in receipt of VA Disability, \$135,472.06 in income per month

- 1 Veterans in receipt of a VA Non-Service Connected Pension \$ 2,050.00 per month
- 7 Widows in receipt of Dependency and Indemnity Compensation (DIC) \$10,148.82 per month
- 2 Widows receiving the Death Pension (widows Pension) \$368.00 per month

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,

Leominster: 978 534 7538

Sterling: 978 422 - 3032

Lancaster: 978 706 1754

Richard Voutour

rvoutour@leominster-ma.gov



COMMUNITY DEVELOPMENT & PLANNING

COMMUNITY DEVELOPMENT AND PLANNING

The Community Development and Planning Department is responsible for supporting the Planning Board, Zoning Board of Appeals, and Conservation Commission. We work under the Massachusetts General Laws, Open Meeting Law, Lancaster Zoning Bylaws, Subdivision Control Law, and 310 CMR. Our support to the Boards and Commissions is to review these laws in correspondence with applications before the Board and to provide information on guidance on remaining within the statutes.

For the FY22 year, the Planning Board approved 2 (two) Special Permits and 2 (two) Approval Not Required Plans.

The Zoning Board of Appeals approved 7 (seven) Special Permits and no Variances.

The Conservation Commission issued 19 Orders of Conditions for the FY22 year.

Accomplishments Throughout the Past Year:

- ✓ Recruited and hired several new staff members into the Community Development and Planning office; the Department is now 'fully staffed' after nearly three years.
- ✓ Received Metropolitan Regional Planning Commission grant to assist Department staff is understanding and complying with the State's new MBTA guidelines and reporting.
- ✓ Completed Lancaster's 2024 MS4 (report necessary for municipalities employing separate stormwater sewer systems) in conjunction with Public Works, as required for Lancaster's comprehensive Stormwater Management Program.
- ✓ Finalized the Commonwealth's required MBTA Action Plan for Lancaster as an MBTA-adjacent community.
- ✓ Crafted new and innovate draft zoning language which may be used at/for Lancaster's surplus properties located with To see if the Town will vote to amend the Use Regulation Schedule of the Zoning Bylaw, 220 Attachment 1, at Section 220-8.1 GG "Accessory Uses" by (1) adding after the asterisk the phrase "May be permitted by special permit for lots within area less than 0.90 acres, provided all other conditions of this section are met."; and (2) striking the letter "Y" under the Residential Zoning District column and inserting, in place thereof, the letter "P", to be consistent with the abbreviation for a use permitted as a matter of right in the district, subject to all applicable dimensional and special regulations.

For years, the CDP Office has been grossly understaffed. The results of this had detrimental effects not only to the operation, but also to the Department staff's ability to reach its annual goals and objectives. In December of 2022, the Department was successful in hiring its last open position -- a new office manager. Looking forward to a new fiscal year, fully staffed, we are excited to work on longer term projects and studies which benefit the community as a whole and, once completed, shall inform future development and planning efforts Town-wide.

The Department of Community Development and Planning is dedicated to serving the residents of Lancaster and assisting the Planning Board, Zoning Board of Appeals and Conservation Commission in the pursuit of responsible and sustainable development and management of the Town's properties and assets. The Department seeks to engage the community and work with stakeholders to ensure

the Town's Master Plans, Zoning Regulations and Open Space and Recreation plans are consistent with the needs of the community at large.

The Department is eager to move forward with our new staffing and implemented procedures. We are dedicated and excited for the potential projects headed our way. We will continue to maintain and encourage healthy Board/Commission and Department relationships. We are also eager to see the continued improvements from our Town Administrator and are excited for the future of Lancaster.

Thank you,

Jasmin Farinacci

Director of Community Development and Planning

COMMUNITY PRESERVATION COMMITTEE (CPC)

Background

The Community Preservation Act (CPA), MGL c. 44B, was enacted into legislation in Massachusetts on September 14, 2000. Under this legislation, municipalities may choose to participate by adopting a property tax surcharge to create a locally-controlled Community Preservation Fund (CPF) administered by a Community Preservation Committee (CPC). The state provides matching funds based on the percentage of surcharge adopted and the number of communities participating statewide.

Lancaster voters accepted the provisions of the CPA in June 2020, and ratified it at the November 2020 election. The CPA surcharge became effective in Lancaster on July 1, 2021. The fiscal year (FY) ending June 30, 2022, was the first year of collections and state matching grants in Lancaster.

Community Preservation Committee (CPC)

The CPC was established by Town Meeting vote at the spring town meeting of 2021. A seven member committee was established with one member from each of the required committee/boards: Planning Board, Conservation Committee, Historic Commission, Housing Authority, Recreation/Open Space, and two "At-Large" Members.

CPC Committee -- the current seven members appointed are:

Linnea Lakin Servey -- Chairperson, Member-at-Large

Win Clark -- Recreation Committee Vice Chairperson

Margot Hammer Streeter - Secretary, Member-at Large

Greg Jackson -- Conservation Committee, Treasurer

Kendra Dickinson -- Planning Board

Barbara Foster -- Housing Commission

Karen Silverthorn -- Historical Commission

CPF Uses

The Community Preservation Funds can be used to fund projects related to: (1) the acquisition and preservation of open space/recreation, (2) the creation and support of affordable/community housing, and (3) the acquisition and preservation of historic buildings, landscapes, and documents. At the Town Meeting of June 22, 2020 citizens of Lancaster voted to adopt the CPC. The following November, that vote was ratified by a ballot vote. At Town Meeting in 2021, the necessary by-laws were accepted by a majority vote.

CPC Charge

The CPC is charged with: (1) creating a budget and a five year plan for moving projects forward, (2) seeking input from the public for future planning, and, (3) evaluating/recommending eligible projects to be voted on at yearly Town Meetings.

In Fiscal Year (FY) 2022, Lancaster's local funding raised was \$157,894.08 and in November, 2022 (FY 2023) Lancaster was awarded a state matching grant of \$47,415.00 which was a 33% match.

In December, 2022 (FY 2023) another state match of \$12,818.00 was awarded which was 5.51% from a state budget surplus. The total state contribution equaled \$60,233.00. CPA funds are deposited in a locally controlled, interest-bearing account. All projects recommended by the CPC must first be approved at Town Meeting before expenditures can be made from Lancaster's CPF. The CPC carefully reviews each project before bringing it to Town Meeting to determine whether or not it is eligible for CPA funding. Further, the CPC assesses the feasibility of completion, and evaluates the possibility of leveraging other funds to make each project the best possible investment of the Town's funds.

In the first year, Lancaster's CPC:

- Organized and began meeting on a monthly basis.
- Conducted a ZOOM meeting to raise awareness and engage with the townspeople about possible projects.
- Created an application form and guidelines for application submission.

A total of seven applications were received by the January 15, 2023 deadline.

Three Historic Preservations proposals were received for:

- For window preservation at the Thayer Memorial Library.
- For portico brickwork at the First Church (through the Bulfinch Fund).
- For a comprehensive assessment of marker damage at the Middle Cemetery (through the Historical Commission) in anticipation of professional repairs.

Four Outdoor Recreation applications were received for:

- Replacing fencing at the Thayer Field ball field
- Resurfacing fields at Thayer ballfield and Mill Street ballfield
- Building permanent dugouts at both fields mentioned above.
- Getting an engineering study done for a potential pavilion to be built on the site of the Memorial School (through the Memorial School Re-use Committee (MSRC)).

The CPC is evaluating the applications and will make recommendations for the May, 2023 Town Meeting where voters can approve or deny the projects.

The CPC will also submit a budget for the Town Meeting warrant for FY 2024 for anticipated funds collected to be allocated: 10% for Historic Preservation, 10% Open Space/Recreation, 10% Affordable Housing, 65% for Unallocated and 5% for Administration.

Affordable Housing Trust

The purpose of the Lancaster Affordable Housing Trust is to provide for the creation and preservation of affordable housing in the Town of Lancaster pursuant the provisions of Massachusetts General Laws Chapter 44, Section 55C. In 2022, the Affordable Housing Trust worked on several initiatives to increase production through a wide variety of project types, sizes, and locations in Lancaster. Some of the highlights are described below.

The Trust worked on the creation of a Chapter 40R “Smart Growth” mixed-use residential district on Lunenburg Road/Route 70. The 40R District bylaw was granted preliminary eligibility approval by the MA Department of Housing and Community Development on May 27, 2022 and was subsequently adopted by residents at the Special Town Meeting held November 14, 2022. The Trust signed a Memorandum of Agreement with a developer for the creation of 146 rental units and retail space in the 40R District, including 25% as affordable units. One portion of the affordable units is reserved for income-eligible households at 80% or below Area Median Income, and another portion is reserved at 60% or below Area Median Income. Residents at “The Landing” will benefit from on-site access to public transit as well as trails on adjacent conservation land. *Site plan shown below.*

The Trust also worked on the creation of a 32-unit cottage style rental development off Deershorn Road, aptly named Cottage Lane. The site is expected to be ready for occupancy in late 2023. *Example of cottage rendering and conceptual site shown below.*

The Town’s Inclusionary Zoning bylaw, sponsored by the Trust and the Planning Board and adopted by residents in 2021, was applied for the first time in 2022 to a Main Street project. In the spirit of Inclusionary Zoning, this shall ensure that Lancaster is not falling behind its state requirement of affordable units when overall housing inventory increases due to residential development.

The Trust also ensured that a single-family home on Carter Street, previously rehabilitated by Habitat for Humanity, was at long last retroactively added to the Town’s Subsidized Housing Inventory by the Department of Housing and Community Development.

Pursuant to Massachusetts General Laws, all municipalities are required to include over 10% of total year-round housing as deed-restricted affordable units. Through the initiatives above and others in the pipeline, the Trust is working to bring Lancaster into state compliance and to provide a cushion. We are seeking to do this with a diversity of housing types and best practices to respond to the wide range of affordable housing populations and needs.

The Trust typically meets on the first Thursday evening of each month via Zoom. Please visit our webpage for contacts, project details, and other affordable housing information:
www.ci.lancaster.ma.us/affordable-housing-trust

Respectfully submitted,

Victoria Petracca, *Chair*

Frank Streeter, *Secretary*

Jason Allison, *Select Board Representative*

Kelly Dolan, *Ex Officio & Director of Health and Human Services, Town of Lancaster*

Carolyn Read

Debra Williams

40R Smart Growth Overlay District on Lunenburg Road/Route 70



One of the Model Styles for Cottage Lane off Deershorn Road



Conceptual Plan for Cottage Lane





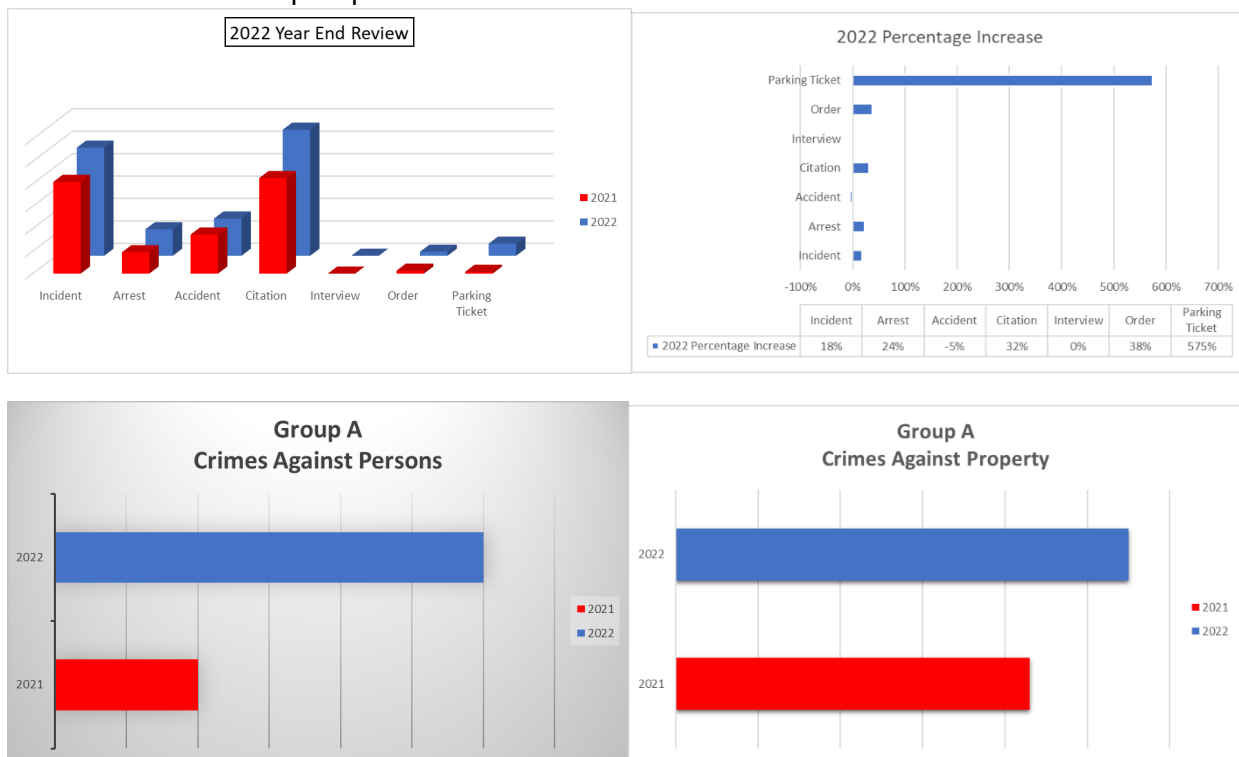
PUBLIC SAFETY

LANCASTER POLICE DEPARTMENT

It is hard to believe a full year has passed since I wrote my first annual report. As I write my “22 in review” report, I think back, and I am reminded of all we as a community have experienced, I am encouraged by all we have achieved throughout the year. My hope is that we will continue to work together to build a future that represents a Lancaster where we are all proud to call home. For me, it remains an honor to have the opportunity to serve as Lancaster’s Chief of Police.

The Annual Report is a wonderful way to let you know what we are doing, but also, it is an opportunity to ask how we are doing. We continue to look forward to hearing your suggestions on what we can do to better serve the residents of Lancaster.

2022 was a busy year, as our Town grows so will the calls for service for our emergency service departments. Throughout the year we had residents share their requests and opinions on what we are doing well, and what they would like to see more of. Traffic remains the number one complaint and enforcement is our top request.



Staffing

I am proud to report all our Lancaster Officers are on track to receive their full P.O.S.T certification. P.O.S.T stands for Police Officer Standard of Training. The mission of P.O.S.T is to improve policing and enhance public confidence in law enforcement by implementing a fair process for mandatory certification, discipline, and training for all officers in the Commonwealth. The men and women of the Lancaster Police department are better trained and more prepared than ever before, to protect and

serve the residents of Lancaster. I'd like to thank each of them for their dedication and service and I invite you to do the same.

What's new

New and exciting things are happening with our department. Most notably, the creation of satellite office in the community center. This office will be used during peak hours of service for our seniors, and as an educational center to host community classes focused on raising awareness on the latest criminal trends targeting seniors. Detective Shaw has already begun teaching fraud awareness, social media security, and technology-based classes. Let us know if there is something you would like us to present to the community. I would like to thank Kelly Dolan, our Health and Human Services director and her staff for the support and partnership she has given us throughout the year. We know it's combined community efforts like this that will allow us to better expand upon services and reach beyond criminal process and find solutions to quality-of-life issues for all our residents.

What to expect

Our future goals include the creation of Adult/Juvenile Jail Diversion Program, one that will offer accountability and family follow-up, an Opiate Outreach Initiative program, with drug/alcohol addiction family resources, community outreach/ mental health clinician position within the police department. Adding diversity and new methodology to our approach will provide greater success in every way.

Our community

Boy, did it feel good to be Back! After a few years of absence, our police officers are back in our schools. We had officers attending Nature's Classroom and various other events throughout the year. Building relationships with our students sets the foundation for all future encounters. We are so very thankful for the opportunity to see Lancaster through the eyes of its future generations. For the first time ever the Lancaster Police department held the first of a series of self-defense and situational awareness classes to be held at the community center. These classes will teach some basic skills centered around educating, protecting, and empowering women. Halloween on the Green is always a great event, we look forward to creating more opportunities to interact, if you have an idea, please let us know.



Grant Funding

Successful Grant writing continues to be a priority, allowing us the opportunity to expand upon services and equipment with little to no cost to our residents. This year we successfully completed Executive Office of Public Safety & Security grant in the amount of \$19,986.00. I would like to take

this opportunity to thank the Lancaster DPW for their continued support and partnership, without them many of our Grant purchases would not be possible.

Thank you

This year under the new direction from our Town Administrator, Lancaster has created a team of professionals, all with specialized training and dedicated to their departments, but equally dedicated to a united effort to make Lancaster the best it can be. I am confident that together we will do remarkable things for Lancaster. Thank you.

Lastly, to our residents, Thank you for your continued support. Regardless of what happens in the upcoming year, I want the residents of Lancaster to be confident in knowing our departments remain resolute, we will continue to be creative and transformational to meet the needs of the ever growing and changing Lancaster. Each of us are committed to doing all we can with what we have, always with the goal of increasing the quality of life for our residents. Thank you.

Chief of Police
Everett L. Moody

LANCASTER FIRE DEPARTMENT



As 2022 closed and we were hopeful to get back to more normal times, 2022 proved us wrong. Although some restrictions were being lifted, we were still experiencing the same issues since the beginning of the pandemic. 2022 would be our busiest year yet responding to 1266 emergency calls. This would be a 4.6% increase over 2021. Of those 1266 calls, 900 were medical emergencies, and 366 were fire emergencies. The following is a breakdown of the most common calls we responded to.

Medicals	Automatic Alarms	Carbon Monoxide	Car Accidents
900	121	13	228
Brush Fires	Chimney Fires	Car Fires	Structure Fires
14	1	8	5

We also provided mutual aid to neighboring towns 85 times, as small departments we have been facing the same issues of staffing, we all depend on each other for assistance.

The Department has changed a great deal from the time of its inception to today. Modern day firefighting is not simply about fire response, but also involves emergency medical services and assisting the public in educational and safety programs which work to keep them and the community safe and informed. The mission of Lancaster Fire-EMS has evolved into a multi-service emergency response organization boosting both Full-Time, Part-Time, Per-Diam and On-Call firefighting and EMT staff. The Chief and other members of the command staff are responsible for developing policies and procedures

which codify emergency techniques and resume efforts. Command staff ensure that adequate inventory control measures are in place and work on an administrative level to safeguard.

Department's financial and budgetary means. Currently, the Department employs Lancaster has three (3) full time staff members, a Chief, and two (2) firefighters. There are thirty-one (31) members of the call Firefighter/EMT team. Together, they respond dutifully to all emergency calls regardless of time, location, or severity of incident. As Fire Chief, I also serve as the Town's Emergency Management Director or EMD.

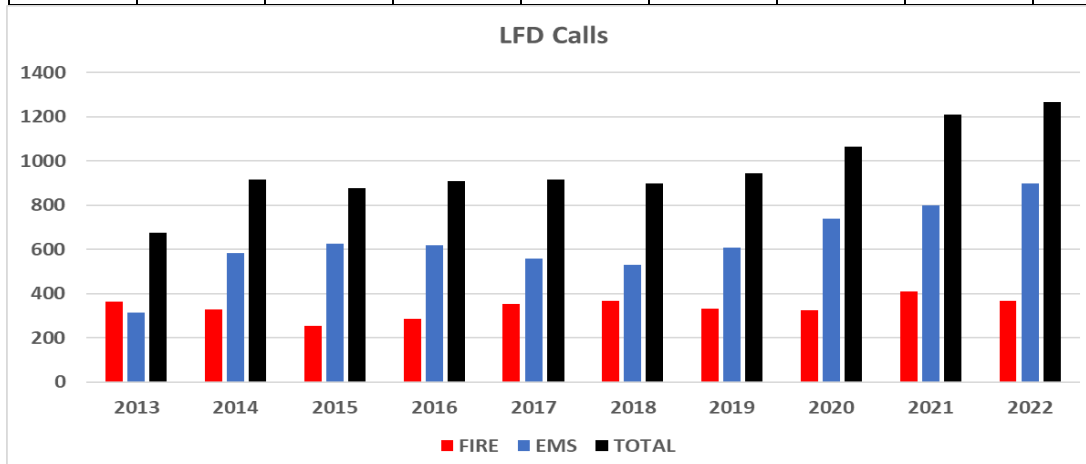
Over Past Year:

- ✓ Returned all staff and personnel to in-person training cycles consistent with industry standard and agency compliance needs.
- ✓ Applied and was awarded \$22,118.00 in grants from both State and Local agencies for use by the Town in furtherance of community education and prevention and to acquire advanced officer and EMT safety supplies and equipment.
- ✓ Partnered with other Town Departments, including the Town Administrator and Health and Human Services' Department to increase Department presence within the Community Center, offer new and innovative programming for the community relative to health and fire safety and develop policies and procedures for home-visits, health calls and camaraderie within building Town-wide by working with other Town Departments.
- ✓ Getting involved with more Town events/functions.
- ✓ Approval and purchasing of a new ambulance.

Historical Call Volume:

This captures the increase over the past 10 years.

YEAR	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
FIRE	363	330	253	288	355	369	334	327	411	366
EMS	313	585	625	620	560	530	609	739	799	900
TOTAL	676	915	878	908	915	899	943	1066	1210	1266



On top of our emergency responses the department conducts numerous fire inspections, plan reviews, and code enforcement.

We have worked collectively with other departments throughout the year to provide the best all-around service to the residents of Lancaster.

In closing, we would like to welcome our new Town Administrator Kate Hodges and thank her and all the other departments for their continued support.

Michael J. Hanson
Fire Chief/EMD

ANIMAL CONTROL COMMISSION

Animal	Complaint	Number
<i>Dog</i>	Barking	3
	Found	13
	Hit by vehicle	1
	Loose	31
	Neglect	3
	Reported Missing	22
	Advice wanted	1
	Aggressive	3
	Left in Car	3
	Killing chickens	2
<i>Cat</i>		
	Hit by car	3
	Loose	5
	Reported Missing	4
	Other	6
<i>Livestock</i>	Total various livestock calls	10
<i>Wildlife</i>		52
<i>Other</i>		1

ANIMAL INSPECTOR – BARN BOOK

ANIMAL	2022
Cattle	88
Equine	82
Goats	96
Llamas/Alpacas	2
Poultry	1073
Rabbits	8
Sheep	32
Swine	20



INSPECTIONAL SERVICES

BUILDING DEPARTMENT

Staff		
Rozlyn Lechten	Administrative Assistant	
Brian Gingras	Building Inspector/Zoning Enforcement Officer	
Ken Poulin	Plumbing/Gas Inspector	
Dennis Monteiro	Electrical Inspector	
Ronald Valinski	Sealer of Weights and Measures	
Building Permit Activity		
Building Permit Type	Number of permits	Construction Value
Residential		
New Single Family	4	\$1,147,050
Solar Array	44	\$1,885,021
Additions/Alterations/Misc.	310	\$7,184,558
House Demolition	1	\$35,000
Commercial		
Signs	4	\$8,500
Wireless/Cell Sites	5	\$184,000
Additions/Alterations/Misc.	30	\$607,154
Building Permit Total	398	\$11,051,283
Fees Collected by Type		
Type	Quantity	Fees Collected
Building Permits	398	\$119,860
Sheet Metal Permits	11	\$2,630
Plumbing / Gas Permits	174	\$22,900
Electrical Permits	264	\$28,549
Trench Permits	5	\$375
Periodic Inspections	53	\$3,825
Sealer of Weights and Measures	8	\$975
Total	913	\$179,114

The Inspectional Services Division efficiently, effectively, and consistently works to ensure public safety and welfare through the enforcement of the Massachusetts State Building Code, Lancaster Zoning Bylaws and Town code, MA Electrical, Plumbing and Gas codes and the Architectural Access Board's Regulations. In conjunction is the Planning Division, the Inspections Staff work to foster a between development within the community and residents' quality of life. Staff promote sustainable development, affordable housing, and the preservation of the town's character above all.

Accomplishments in 2022:

- Expanded the use of online permitting and consolidation permit application types thus reducing the wait time for most permits from weeks to 1-2 business days.
- Implements a comprehensive tracking system for periodic safety inspections allowing for department wide access to data and rapid certificate generation.
- Instituted electronic record keeping policies and procedures thereby reducing physical storage requirements and expediting local and resident access to archived plans and records.
- Fostered relationships with various other town Departments, staff, and regulatory boards in order to facilitate a more cooperative approach to permitting and developments while maintaining the Division's legally required controls and thresholds.
- Evaluated and modified the way the Division's Assistant Inspectors are utilized and reimbursed thus reducing costs to the Town's General Fund.
- Devised and applied standardized forms and procedures for residents and business to request zoning determinations allowing for more uniform and consistent responses to 'like' requests.
- Expanded the amount of information available on the Town's website to members of the public regarding building, zoning, and code requirements.

SEALER OF WEIGHTS AND 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 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 paid \$975 in fees in 2022.

Ronald Valinski - Sealer of Weights and Measures



PUBLIC WORKS

BOARD OF PUBLIC WORKS

First, I would like to recognize the Lancaster Board of Public Works for the year as follows: Chairman: John King Jr., Member's: Douglas De Cesare and Walter Sendrowski.

The winter of 2021 -2022 had an estimated 35 inches of snow that had fallen in our area including an 11-inch storm that was declared a blizzard at the end of January 2022. Not a record-breaking snow fall but a long-drawn-out storm. We had 4 plowing operations along with 28 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 like to request that if there is a fire hydrant and sidewalk in the proximity of your house and you are able to do so, please help the D.P.W. by keeping the fire hydrants and sidewalks cleared out so that they are visible and accessible. Thank you.

HIGHWAY DIVISION

The Highway Division is responsible for the maintenance and care of more than eighty (80) miles of approved roadways and Town facility parking areas. The Division operates with three full time employees. The crew's main duties include street sweeping, maintenance and routine cleaning of storm water catch basins and roadside areas, and asphalt patching and hot topping areas within public ways in need of repair. Staff aids with all roadway paving efforts and spend a great deal of time rebuilding catch basins that are damaged or not performing correctly to ensure proper stormwater management.

This past fiscal year we had micro milled (asphalt grinding), as well as added an asphalt overlay of Mill Street, totaling 2,916 feet of new roadway. We had also done 6,000 feet of an asphalt preservation method on Lunenburg Road called Bonded Wearing Course; this is a thin layer of asphalt along with a greater amount of bonding agent (asphalt emulsion). This ensures the best contact/bonding with the existing road surface during overlay. All projects were funded by the Massachusetts Chapter 90 Program.

Now that spring is almost upon us, the Highway Division will begin the 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.

WATER DIVISION

The Water Division had pumped 160,507,000 million gallons of water for the year 2021. We continue to take 14 water samples per month equaling 168 bacteria samples taken at various approved test

sites set by Massachusetts Department of Environmental Protection (M.D.E.P.) along with quarterly PFAS Testing of both supply wells. The water Department continues to work on water main repairs and service repairs along with new water service installations. They have been doing water leak detection in the town's water system throughout the year and will continue doing these.

This past summer we experienced a drought throughout the commonwealth, fortunately we only had to resort to a Voluntary Water Ban in Town. I would like to thank all the people who helped by conserving water usage during the drought and we please ask that everyone continues to conserve water in any way possible.

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, Corey Baird

Water Division: Foreman Steven Jones, Shawn MacLeod, Richard Krafve

Cemetery/Tree Division: Foreman Larrie Knoll, Joey Arsenault

I would also like to thank all 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 Jakobowitz, Peter MacDonald, and Jim Hisman.

CEMETERY

This Division of Public Works is responsible for the maintenance and care of six Town-owned and operated cemeteries totaling approximately forty-two (42) acres. The Cemetery has two full-time employees who are also responsible for working with the public to sell and appropriately deed burial plots within the campuses. Additional oversight relative to plot planning, burial and funeral assistance also fall under the Division's umbrella.

Please be aware of the Lancaster Cemetery Rules and Regulations regarding decorating grave sites. If you do choose to decorate grave sites during Memorial Day along with other holidays, please be courteous and clean up all decorations in a timely manner to help with the maintenance of the cemeteries. The Cemetery division maintains seven cemeteries throughout Lancaster which most are recognized as Historical Sites.

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 Everett Moody, 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, Town Administrator, and the Select Board's office, and all 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.



INFORMATION TECHNOLOGY

INFORMATION TECNOLOGY

The Information Technology (IT) Department provides secure, reliable, and efficient technology solutions that enhance the daily operations and communications 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 2022 include the following:

- To a highly resilient and redundant virtual server architecture to allow for quick and easy recovery from disasters including cyber-attacks.
- Applied for and was awarded the MASSIT for Cyber Security Awareness training grant for the fourth year in a row.
- Continued to replace older PCs and phones.

The major projects for 2023 will include the following.

- Use the CC IT grant to build an all-new virtual server infrastructure and migrate our current systems to it.
- The Cyber Security Awareness training will be deployed in the 2nd half of the year. All town staff with town email addresses will be participating in this abbreviated program. It is hoped this will further protect the town from cyber threats out there like ransomware.
- Continuously look for ways to secure our IT infrastructure from malware, ransomware, and other malicious attacks.
- Start to plan to upgrade our desktop and laptop systems to Windows11.

Respectfully submitted,

John C. DiTommaso
IT Director



CULTURAL

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.



Noon Years Eve Celebration

BOARD OF LIBRARY TRUSTEES
BOLDED NAMES ENDED THE YEAR AS ACTIVE MEMBERS

Chair **Emily J. Rose**

Vice-Chair Frank T. MacGrory, through September

Secretary **Frank S. Streeter**

Member **David I. Spanagel**

Member Kate Englehart, through April

Member Anne T. Ogilvie, through April

Member **Ann Frantz**

Member **Karen Silverthorn, beginning in May**

Member **Adam Zand, beginning in November**

HOURS OF SERVICES

Monday 10 – 8

Tuesday 12 – 8

Wednesday 10 – 8

Thursday 10 – 8

Friday 10 – 5

Saturday 10 – 2

LIBRARY STAFF

Director Joseph J. Mulé

Assistant Director
Adult Services Librarian Rachel Rosengard

Youth Services Librarian Maren Caulfield

Youth Services Librarian Meredith Brummer

Office Manager
Senior Technician Janet Baylis

Technician Jo Agnes Santangelo

Technician Lisa D'Ambrosio

Technician Gail Prewandowski

Technician Melanie Turpin

Technician Shikarro Sampson Egan

Technician Emily Chaves

Buildings Supervisor Scott Muth



Chinese Acrobatics

160TH YEAR OF PUBLIC LIBRARY SERVICE

TRUSTEES

Trustee Frank MacGrory stepped down as Vice-Chair of the Board of Library Trustees. Mr. MacGrory served from 1969 to 1984, as Chairmen from 1982-1983, and rejoined the Board from 1995 until August 2022. He oversaw several administrations, working with five directors. He served on the Board when the Library was expanded and renovated in 1999. Mr. MacGrory was the first board member to retire with the honorary title of Trustee Emeritus, allowing him to retain his last title permanently. The Trustees unanimously selected Adam Zand to complete Mr. MacGrory's term through April 2023. As founder of the charitable organization Library Land Project, Mr. Zand brings many skills and experiences suitable for reframing how people see and understand libraries in general, and the Thayer Memorial Library in particular, in the 21st century.

STAFF

The Library underwent a workforce reduction when Youth Services Librarian Maren Caulfield reduced her work hours from 30 per week to 19. Resulting of this change, the Library had the good fortune of promoting Meredith Brummer to part-time Youth Services Librarian. The Library hired Nashoba Regional High School Librarian Emily Chaves to fill the position vacancy after Ms. Brummer's promotion.

SUMMARY OF ACTIVITIES

The Library restored regular service hours and welcomed citizens back inside the Library to receive the personalized services they had come to expect. While virtual programs continued throughout 2022, it was the first full year of returning to business as usual since 2019.

Library Director Joe Mulé established an ad hoc Strategic Planning Committee comprised of Trustee Karen Silverthorn, President of the Friends of the Thayer Memorial Library Melissa Carlson, Assistant Director Rachel Rosengard, and Youth Services Librarian Maren Caulfield. The group used much of its time revising the existing mission and value statements, collecting data, and formulating goals and objectives. The plan will go into effect in 2023.

Due to an uptick in book challenges and bans throughout the country and within the Commonwealth, the Board of Trustees reconsidered its stand on collection management and patron privacy issues. As a result, the Trustees reviewed its Collection Development and Privacy and Confidentiality policies. The Board made few revisions, and any changes were intended to strengthen the agency of individuals to decide for themselves or their families what is appropriate for reading, watching, or listening.

The Library oversaw appropriated funds of \$389,070, which provided 49 public service hours per week. In addition to wages, much of the appropriation was used to purchase media for collections and paid for the Library's Central Western Massachusetts Automated Resource Sharing (CW MARS) membership.

Voters awarded the Library a \$75,000 capital appropriation for the Library to conduct a feasibility study. An ad hoc Building Planning Committee was formed to manage this process and to prepare cost estimates to put before voters a building project that will address the study's results. The Spencer Preservation Group was hired to provide design and cost-estimating services for restoring,

reconstructing, and replacing portions of the Thayer Memorial Library's exterior, interior building envelope, and mechanical systems.

The Library continued its project to restore all seven casement and transom windows in the Historic Wing of the Library. Using non-appropriated revenue restored one window. By the end of the year, the Fundraising and Advocacy taskforce raised more than \$26,000 to restore two other casement windows. The Library submitted a Community Preservation Act grant request to restore two more casement and transom windows. After addressing the windows mentioned above, the Library is left to find funding for two windows in the future.

Other building concerns included leaks in both the Children's Room and Reference Room, typical HVAC failures. Tragically, near the end of the year, one of the Four Seasons statues in the ground-level hallway was vandalized and broken into three pieces.

In addition to municipal appropriations, the Library collected more than \$75,000 in non-appropriated monies from state aid, grants, trust fund income, fees, and gifts. These funds served to fund programming services, media purchases, museum passes, mobile hotspots, and computer and website support. Revenue granting agencies such as the Rosemary Davis Fund of the Greater Worcester Community Foundation and The Institute of Museum and Library Services provided services for young children's development through the use of play, and to educate the public on environmental, ecological, and animal welfare topics.

MEMBERSHIP & MEDIA COLLECTIONS AND CIRCULATION

Nearly 55% of Lancaster residents have a membership to the Thayer Memorial Library. The Library added 4,772 titles (850 donated) and managed collections of more than 62,000 books, DVDs, video games, and CD valued at nearly 1.5 million dollars. By the end of the year patrons had borrowed 67,400 titles.

Through its CW MARS membership, the Library also provided residents with more than 121,000 eBooks, 65,000 audiobooks, 1,800 videos, and 4,100 magazine subscriptions. In addition, Lancaster residents were granted exclusive access to eBooks, audiobooks, graphic novels, and DVDs through the online services Hoopla and Kanopy.

PROGRAMS AND EVENTS

The Library scheduled nearly 270 programs which more than 3,750 citizens attended. These programs were funded using grant monies and gifts donated to the Library.

Thayer Memorial Library thanks the citizens of Lancaster for their continued support!



Children participating in Creative Drama



Wicked Good Henna



Children watching Jungle Jim perform at Halloween on The Green

LANCASTER HISTORICAL COMMISSION

Members:

Heather Lennon, Chair

Amy Brown, Judy Elwell, Marcia Jakubowicz, Joy Peach (deceased 9-2022), Joan Richards, Mark Schryver, Karen Silverthorn

Associate Member:

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:

Heather Lennon— Lover's Lane/Great Elm 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

Susan Worth -- Henry Chase Memorial Trough

The LHC would further like to especially thank Nolan, Todd and Barbara Stocker for continuing to do mowing, weeding and foliage control as well as fencing and signage maintenance around the ***Town Pound Historical Site*** on Langen Road.

Anyone wishing to adopt a marker should call the LHC office at (978) 365-3326 ext. 1057 or contact us via e-mail historical@lancasterma.gov. The Lancaster Historical Society (LHS) shows support for this effort through reimbursement for plantings upon request. The LHC also encourages all town agencies to maintain plantings with appropriate landscaping material to enhance the look of the town.

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 items relating to Lancaster as well as responding to queries pertaining to the history of the town. The office is staffed solely by volunteers.

Office Hours, Functions and Statistics:

The office is open most Tuesdays from 10:00 am to 12:00 pm and by appointment. Many office functions are conducted remotely. No less than 60 requests for information regarding Lancaster history were researched and answered during 2022. Most of the queries came through the Lancaster Historical Society (LHS) web page and some came through the Lancaster town website. Answers were provided using the archival resources of both the LHS and the LHC. Five tours of local historical sites were also conducted. Monthly meetings of the LHC continued through the year remotely via ZOOM.

Altogether, LHC members have contributed no less than 632 hours working on specific projects and attending monthly meetings. Throughout 2022 Marcia Jakubowicz has been clipping newspaper articles of local interest for future reference. Karen Silverthorn has been organizing and creating finding aids for a large donation of items relating to renowned landscape architect Horace Cleveland. Joan Richards has done research for historical queries as well as taking notes and producing drafts for

monthly meeting minutes. Joy Peach, who passed away in September, will be greatly missed for her assistance in fielding frequent genealogical queries.

Initiatives/Accomplishments in 2022:

1. Town Exhibit Room “Open House”:

A long awaited “Open House” was held in the Exhibit Room in the Prescott Building on Sunday, October 2, 2022 with fifty to sixty persons in attendance. John Schumacher-Hardy presented an illustrated lecture on Lancaster’s unique Herbert Hosmer who was an educator, historian, and collector of antique books, dollhouses, and toys relating to the joys of childhood. He was also a “Master Puppeteer and operated the “Toy Cupboard” Puppet Theater on his property in South Lancaster. We thank LHC member Marcia Jakubowicz and volunteer Martha Moore for the numerous hours they devoted to the project. We also thank LHS members Robert Quevillon for set-up and Timothy Kenny for preparation for viewing of an audio-visual book on Herbert’s life written by Paul L’Cuyer, his apprentice.

2. Massachusetts Historical Commission (MHC) Survey and Planning (S&P) Grant Award:

LHC members were pleased to receive a matching grant from the MHC to hire consultants to prepare four historic cemeteries for listing on the National Register of Historic Places (NHRP). Work on the Old Common, North Burial Field, North Village Cemetery and Eastwood Cemetery is scheduled for completion in August, 2023.

3. Community Preservation Act (CPA) Funds:

After considering several potential projects, LHC members support requesting funds for an overall condition assessment of the damaged grave markers in the Middle Cemetery (MC). This will be done by professionally qualified consultants in anticipation of having the markers repaired and cleaned for the upcoming nation-wide “Semiquincentennial” (250th) celebration of the reading of the Declaration of Independence in 2026.

The Changing Scene:

1. 679 George Hill Road AKA Hawthorn Hill Estate: After being on the market for numerous years, the property was finally sold and is occupied as a private residence.

2. 495 George Hill Road AKA the John Eliot Thayer (JET) Estate: After several years of private ownership and then a three-day estate sale, the property was put on the market for sale in November.

3. Former Atlantic Union College (AUC) Residential Properties:

Several dwellings in South Lancaster on the streets surrounding the core campus continue to be upgraded by new owners thus improving the appearance of the area. Among them is the historic former residence of the Reverend Edmund Hamilton Sears who wrote the lyrics for *“It Came Upon a Midnight Clear”*.

4. 2121 Main Street on Ballard Hill: An antique “saltbox” styled house (circa 1790) is currently undergoing a major remodeling project. The second floor roof line has been significantly altered thus eliminating the “saltbox” style.

5. 399 Sterling Road: The “Bowling Alley” house which was once part of the vast Parker family estate in South Lancaster is currently undergoing a remodeling to enlarge the living areas.

6. **793 Main Street:** In July, the *Evangelical Congregational Church* (first organized in 1839) reorganized as the *Mission of Grace*.

Demolitions:

The former Retreat House of the “Sisters of St. Clair” located at 2029 Lunenburg Road (near Fort Pond) has been taken down.

Accessions in 2022:

Items have been donated by the Luther Burbank Middle School, Denise Hawkins Aldrich, Michael Fantini, Richard Bartlett, Jeannie Gregory, Mission of Grace (former Evangelical Congregational Church) and Marie Sonia Nosek.

Detailed listings are available upon request.



EDUCATION

NASHOBA REGIONAL SCHOOL DISTRICT

To: The citizens of Lancaster and Nashoba Regional School District Families

On June 22, 2022 the Nashoba Regional School Committee voted to approve a strategic plan that will serve as the road map for our school district up to and through the 2026-2027 school year. Titled “Learning Along the Great Road” our plan is written in service to the young people of Bolton, Lancaster, and Stow. At the forefront of our plan is a letter to the community which I would like to share with you.

What is greatness? This was one of many questions our strategic planning team debated as we poured over pages and pages of artifacts in an effort to best understand the needs and wants of our school community. How does one measure greatness? Is greatness an intrinsic quality or an extrinsic result? Should "great" be the standard by which we measure success in our school system? Should "great" be the standard by which we measure success for our students? These philosophical questions may lead to thoughtful discourse, but they fall short in terms of any singularly defined answer. Instead, let us consider a universal truth about greatness. Greatness is not achieved by happenstance. It requires vision. It is forged from core values. It is intentional. It requires hard work, dedication, and a persistent spirit. Greatness is deeply personal.

The journey we embarked on in developing our strategic plan started months, even years, ago. This document memorializes the moment in time when we examined our organization with a deeply critical lens and asked, "What do we need to do to reach greatness as a Nashoba Regional School District, and how do we embrace the unique qualities of each individual to achieve personal greatness?"

The strategic planning team scrutinized our current mission and vision to craft a new mission and vision that reflects the updated core values of our organization. We also crafted a theory of action that represents what we need to do to ensure we reach our mission in the spirit of students first. Finally, we identified and prioritized the strategic initiatives to create a map of what we need to accomplish in the next five years. Our plan is intentionally ambitious because that is what our students deserve.

The resulting document is a dynamic strategic plan that will shift annually to reflect the progress of the organization as well as address unexpected challenges that may arise. It will be a five year journey that will shape our organization to become what we envision it to be. As the ancient Chinese proverb goes, “A journey of a thousand miles begins with a single step.” Let this be our first step in realizing a new vision for our school system.

The towns of Lancaster, Bolton and Stow are connected by Route 117, a road known as, “The Great Road.” It is along that road that all six of our schools are connected. It is my hope that we galvanize as one collective community around this plan to ensure our students have the skills, knowledge and confidence to make their dreams become a reality. After all, schools are learning; Learning Along the Great Road.

The first objective in our strategic plan outlines the priority initiatives identified as priorities relative to *Connections and Communications*. It is our goal to improve our communications methodologies

and further strengthen our partnerships with the community through civic engagement and collaboration.

At the core of our mission as an educational institution is learning and this is the driver for the second objective, *Learning, Teaching, and Leading*. This year we have stepped into the work of our plan by focusing on horizontal curriculum alignment across grade levels as well as vertical alignment in curriculum content areas. We have also instituted a K-9 assessment system, Renaissance Learning's Star 360 Math and Reading, which will be the backbone of student assessment portfolios that encompass a body of evidence relative to support learning and growth. Other initiatives will focus on professional development, professional collaboration structures, and civic engagement.

The third objective identifies the efforts we will make relative to *Culture and Belonging*. It is our goal to ensure all students in Bolton, Lancaster, and Stow have a strong sense of belonging in the school system. We will do the necessary work to remove barriers and provide students a fair opportunity to succeed by focusing on equity and the social/emotional development of our students. Our goal is to create a PreK-12 Nashoba identity which we can all be proud of.

The last objective in the plan addresses the *Human Resources, Finance, and Facilities* sectors of the organization. We know that the citizens of our community expect a high quality education system and they expect us to develop budgets that show fiscal responsibility. The proposed FY24 budget was constructed by applying consistent standards for class size, administration and support staff to ensure responsible staffing equity across all buildings. The results of our collective efforts is a reduction in 7.5 positions in the district while maintaining the full educational program for our students. We will be able to do this without laying off employees as expected retirements and natural annual attrition will outnumber the reduction in positions. This has helped us mitigate the challenges of increasing costs in energy and out of district special education services. If approved by our towns, we will be able to overcome these rising costs and keep high quality education standards in place.

At the end of the day, school systems are measured by how well we prepare our students for life after graduation. Whether our students choose college, career, or service after high school, we want our graduates to become lifelong learners who develop a personal voice, grow to understand how choices have impact beyond intention, and develop a strong sense of agency and responsibility. Those competencies thrive fully in safe, caring, and collaborative environments where a sense of belonging is felt by all. We strive to be an organization that fulfills our vision, "Be your best self. Pave your path. Impact the world."

Sincerely,

Kirk Downing
Superintendent, Nashoba Regional School District

The Mary Rowlandson Elementary School

For the students, staff, and families of Mary Rowlandson Elementary School, 2022 was a year that marked the beginning of a return to normalcy following the pandemic. As the 2021-22 school year drew to a close, many of the protocols associated with COVID were retired. We were pleased to be able to welcome families back to MRE in the spring for various school events such as the third grade wax museum project and the fifth grade year end celebration. As the new school year began in the fall we were excited to see our 5th grade students make their first trip back to Nature's Classroom

since 2019. Our ability to hold community based events and provide opportunities for students to grow and connect with each other are critical to the mission of our school and we are looking forward to holding more events such as these in the coming months.

In support of our students' continued academic growth and achievement we are constantly reflecting on our practices and looking for ways to improve. This year saw the adoption of a new math curriculum, Bridges in Mathematics, following a rigorous piloting and program selection process. With the adoption of Bridges we are focusing our math instruction on the development of mathematical thinking skills through a combination of direct instruction, structured investigation, and open exploration. As a result we are already seeing an increase in student math scores based on fall and winter formative assessments and look to build on that success as we transition into the spring trimester. In English Language Arts, we continue to focus on critical foundational reading skills in grades K-2 with our Foundations curriculum. In addition, through Reading Workshop, students at all grade levels are developing their reading accuracy, fluency, and comprehension. This work is complimented through the Writing Workshop, where students are taught specific strategies to help them express their ideas and share their voices in a variety of genres.

The 2021-22 school year also brought about a renewed focus on student learning data at MRE. With the adoption of new assessment and progress monitoring tools such as STAR Reading, STAR Math, and STAR Early Literacy, the staff of MRE has recommitted to the collection and analysis of student learning data. Through each assessment cycle MRE teachers generate and analyze data reports, in collaboration with colleagues, to identify specific areas of academic growth and achievement as well as areas that require more instruction, practice, and intervention. This data then informs their planning for upcoming units and lessons including differentiated learning tasks, student groupings, progress monitoring, and assessment.

In addition to the steps taken to support students' academic growth, the staff of MRE has also prioritized our students' social and emotional wellbeing. MRE educators continue to dedicate time in their weekly schedules to address the social and emotional needs of their students. In addition, our teaching staff have collaborated with our school counselors to make various tools and resources available to help students manage the sometimes complex and challenging feelings they have. Finally, using the teach, model, coach framework, the staff of MRE will continue to develop our capacity to embed social and emotional learning (SEL) within content instruction. Building off of the professional development of previous years, this will continue to be an area of focus throughout the 2022-23 school year and provide teachers with a framework for teaching SEL skills within the content areas. The results of these initiatives are reflected in the student survey data when nearly 90% of MRE students reported feeling a strong sense of belonging and well connected to the adults at MRE. While these scores are strong, we recognize that there is still work to be done to ensure all students feel that sense of belonging and support.

Our ongoing success and reputation for supporting students continues to draw new families to Lancaster and the Mary Rowlandson Elementary School community. In 2022, we welcomed 35 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.

Luther Burbank Middle School

The Luther Burbank Middle School's identity as an institution is defined by the robust, collaborative partnerships between students, staff, and the Lancaster community. It is no wonder that our mission statement aptly begins with the word "together." We, the LBMS community at large, work, learn, try, succeed, struggle, and grow together. It is this partnership that allows us to do our important work and to do it well, and the Lancaster community's unwavering support remains the bedrock of our collective success. It goes without saying, but let it be said--we are incredibly proud and grateful to be a part of this incredible community.

The important work referenced above is, perhaps, most succinctly described in our mission statement: Together, we inspire and challenge all learners to realize their unique potential and become active contributors to their community. As an institution, we strive to realize this mission in a variety of ways. First, teachers continue to offer robust, dynamic learning opportunities that actively engage students in the curriculum. Whether they are cooking empanadas in Spanish, completing a Data Jam Project in science, building robots in engineering, or experiencing new and exciting stories in ELA during First Chapter Fridays, our students continue to learn in active, authentic ways. Our work also extends outside of the classroom. We remain incredibly proud of the extracurricular opportunities our students engage in, ranging from clubs, sports, Student Council, drama, robotics, and jazz band, just to name a few. The opportunities provide clear avenues for students to grow their skills and passions and then showcase them to the community at large. Additionally, 2022 has brought with it the opportunity to return to past practices that enrich the curriculum and grow our school's culture. It has been very exciting to welcome back guest speakers, fully participate in celebrations like Field Day, Turkey Bingo, and Reindeer games, and offer the students the opportunity to experience field trips. Of particular note, it has been especially exciting to watch as our 8th-graders and 8th-grade teachers prepare for our first Washington D.C. trip since 2019.

All of this work is informed by our dedication to supporting the whole student. As a community, we understand that learning and growth are only really possible when a person feels safe, heard, and valued. As such, we continue to provide rich social and emotional learning opportunities for students--this learning happens in the classroom, during Advisory, and with our counselors. We emphasize cultivating relationships as an integral part of effective instruction, and we strive to ensure that every student feels like they have a trusted adult in the building. Employing practices such as sending positive notes home and the 2x10 relationship-building strategy helps to punctuate the relationship work that we do with students each and every day.

In 2022, LBMS continued to be nationally recognized for academic achievement. The U.S. News' ranking of the best middle schools in the nation currently ranks Luther Burbank Middle School as #34 of the 1006 Massachusetts middle schools included in their report. Rankings are calculated according to state-wide proficiency scores for mathematics and reading in the context of socio-economic demographics. Additionally, the 2022 MCAS data showed an impressive amount of student growth, with median SGPs increasing by an average of 12.3% across grade levels in math and ELA. We are incredibly proud of these metrics, and we are dedicated to achieving continued growth and achievement.

When taken in totality, the aforementioned aspects of our school community define what we call "The LBMS Way." Each and every day, we strive for excellence, and we do so together. As we head

into 2023, we remain committed to serving all members of our school community to ensuring that all students are provided with clear avenues to achieve greatness both as an individual and as a member of the larger communities that they are a part of.

Nashoba Regional High School

2022 was an exciting year for Nashoba Regional High School. We saw a significant reduction in Covid-19 restrictions which allowed our students and staff to end the year and begin the next school year experiencing school as it was pre-Covid. Many events and experiences that had been limited or prohibited were brought back.

We had seven concert performances in the spring season; two Spring Instrumental Concerts, two Spring Choir Concerts, one Senior Showcase Concert celebrating 22 seniors graduating from the music department; and two Spring Symphonic Band Concerts one of those was a 5 Year Celebration (celebrated a year late because of Covid) where we performed at Mechanics Hall in Worcester. Four of our students were accepted to the Massachusetts Music Educators All-State Festival Ensembles.

This fall, we hosted a very successful Nashoba Band Day (7-12 instrumental students from across the district) 114 musicians together for the Homecoming football game. We had five concerts, including choral, band, symphonic band and combined ensembles. Fifteen of our students were accepted to this year's CDMMEA Ensembles; 15 students participated in Central District Competitions, with 10 students receiving All State Recommendations. Ten students auditioned for the Massachusetts Music Educators All-State Festival, four students had successful auditions and one of our students was in the top two in the state. Our Tri-M Music Honors Society had a successful fundraising event, raising close to \$300 with a "Coffee House" at the Bolton Bean with all money going to "Give-A-Note Foundation", providing funds to underserved music programs across the country. Finally, our students participated in "AnyVoices" acapella competition at Chelmsford High School.

We had four very successful performances of "Chicago High School Edition" in the spring with fantastic attendance, and four successful productions of "The Play That Goes Wrong" this fall with two full casts and strong attendance such that we are excited to say "Broadway is alive and well at Nashoba!"

Our clubs and activities were active and successful in 2022. Our DECA club saw 104 total attendees at the State Career Development Conference with 13 state champions, and 43 students placing in the top 10 in Massachusetts. We had 11 students attend DECA Nationals and 10 out of 11 students were international qualifiers, ranking in the top 70th percentile at the International Career Development Conference. In the fall of 2022, DECA had 250 student participants who participated in a Mock Competition in December over 50 judges from the local community. Our Robotics team also had strong performances at regional and state competitions. Our Green Team environmental club planned and hosted a fun and educational Earth Day celebration right before April vacation. Our GSA hosted a well-attended regional/Central MA GSA conference and the Art Department and Art Club hosted an elegant student art show. Several NRHS students applied and were accepted to the Bridges to Malawi medical service learning trip, and our EMT program welcomed in a new crew of cadets.

This fall, we held a well-attended Homecoming Dance, a fun Pep Rally and very exciting Lip Dub organized by Student Council, which brought the community together. We held our Senior Sunrise event keeping with this tradition that was started over Covid.

In the spring of 2022, two of our NRHS students were recipients of the Worcester County Superintendent's Award and were co-valedictorians. We hosted a well-attended Future Freshman night for students and families in March. We held our annual scholarship and awards night where we gave over \$80,000 in scholarships to our students and hosted AP exams and SAT's. In addition, we held two successful proms, Senior Banquet and graduation where we proudly graduated 255 students.

This summer we hired many new staff including a new assistant principal and dean of students. We also welcomed our new ninth graders with freshmen orientation in August.

This fall, our students participated in National History Day, we celebrated several National Merit Scholars, we began a pilot for the Seal of Biliteracy, and we hosted Challenge Day, which is a community building experience for our current tenth graders. Our Nashoba News broadcast developed and aired student created news programs that were shared with the community.

Athletics

The Nashoba Wolves' athletic programs had a great year! Over 250 student-athletes participated each season across twenty-two different sports and fifty teams. Our student-athletes excelled on the playing surface and in the classroom, with over seventy-two percent of student-athletes named to the honor roll.

Some highlights from the winter season include our boys' and girls' basketball teams playing at the TD Garden. The boys' hockey team won the CMass Class A Championship, and the girls' co-op hockey team won the MIAA D2 State Championship. Dillan Lowe was selected as our conference's MIAA/Boston Bruins Sportsmanship award winner. Our wrestling team had two state champions - Lucian Perla and Josh Cordio. Cordio was also the MIAA All-State Champion and Outstanding Wrestler. The boys' indoor track team won the MIAA D3 State Championship, and Freddy Collins was the MIAA All-State Champion in the mile.

The success continued in the spring, with the track teams winning the league championship on our home track! The boys' lacrosse team won the CMass Class A Championship in a thrilling overtime win over perennial powerhouse Algonquin before bowing out of the statewide tournament in the Round of 16. The softball team joined with St. Paul to raise money for Autism Awareness. Connor Salmon represented NRHS in the CMass Football All-star game played in June.

The fall season was exciting, with the field hockey team winning the MIAA D2 Final Four trophy and making it to the state championship game for the second consecutive year! The team lost to Longmeadow, 2-1, in the finals but had a fantastic season overall. Adam Balewicz won the MIAA D2 State Cross Country qualifying meet and set a new home course record. In addition, Nashoba was named the MIAA District 3 Sportsmanship Award winner at a ceremony at Gillette Stadium.

Nashoba had numerous individual honors throughout the year as well. The Telegram & Gazette selects a "Super Team" and honors student-athletes across Central Mass. The following student-athletes were recognized as Players of the Year: Freddy Collins (Indoor Track), Josh Cordio (Wrestling), Ella Varnerin (Alpine Ski), Brayden MacLean (Boys' Lacrosse), and Abbie Zacchini (Field Hockey). Grace Glover and Reuben Nyasani won the 2022 MIAA Multi-media Sportsmanship contest. In addition, the Director of Athletics, Tania Rich, was recognized by the Massachusetts Secondary

Schools Athletic Directors Association as the State NFHS Citation Award winner. Also, Matt Biggs was honored as the MIAA Boys' Lacrosse Coach of the Year.

Overall, Nashoba's sports team had an amazing year! Over ninety percent of our varsity teams qualified for the statewide tournament, won nine league titles, one state finalist, and two state championships! Our programs continue to be highly competitive and school spirit has increased since our COVID-19 guidelines were lifted.

CENTRAL OFFICE DEPARTMENT REPORTS

Teaching and Learning Department

The Department of Teaching and Learning is committed to leading, supporting, and inspiring our Nashoba educators with clear and forward-thinking curriculum development, purposeful assessment methodology, innovative instructional practices, and high-quality professional development. The Department values the important role it holds in leading 21st-century learning within the Nashoba learning community and takes great pride in working diligently and strategically to ensure that the initiatives outlined in our NRSD Strategic Plan are actualized and implemented with intentionality and shared ownership.

This year, the Department of Teaching and Learning has led several academic initiatives. An audit of all Nashoba curricula, K-12, has been conducted for the purpose of analyzing current curriculum documents and instructional resources to ensure alignment and academic rigor across the district. The result of this audit has led to the updating of the majority of the District's current core curricular review processes and curriculum mapping documents, as well as the creation of a Vision for Learning aligned with the District's Strategic Plan and Portrait of a Nashoba Graduate competencies. Curriculum maps have been updated to reflect the intentional integration of transfer goals and learner competencies. Currently, teachers at the middle and high school levels are working within department and cross-district teams during districtwide early release days to update and document grade level and content core curriculum and develop forward-facing curriculum guides to be provided to families and posted on the district website.

At the elementary level, academic initiatives have focused on the implementation of high-quality mathematics curriculum, Bridges in Mathematics, in all classrooms, grades K-5. Bridges was selected using the IMplement MA Guide, the Department of Elementary and Secondary Education's (DESE) high-quality instructional materials adoption process. Implementation efforts have been designed to address multiple facets of implementation, including professional development for teachers and administrators, the development of a Bridges Success Team, instructional coaching in the classroom, and the creation of a Teacher Landing Page with quick links, pacing guides, and helpful resources unit by unit.

High-quality assessment is as important as high-quality curriculum and instruction. Building from the assessment pilot completed last year in our Lancaster schools, this year, a new assessment platform and universal screening tool, Star Assessments from Renaissance Learning, has been implemented in all schools, K-8 (Reading) and K-9 (mathematics) to complement and strengthen our understanding of student learning needs. Star Assessments allow our teachers the ability to quickly and accurately assess student progress, prioritize student needs, and plan for targeted instruction. The use of universal screeners for early identification, along with targeted instructional planning and progressing monitoring, is a proactive and responsive approach to supporting student learning and growth over time. We look forward to the continued benefits of this new assessment tool within our district assessment portfolio.

From curriculum and instruction to assessment, our Nashoba educators work tirelessly to meet the varied needs of our students. Professional development in support of these continual efforts is a priority. This year, Nashoba educators have engaged in professional development to support and strengthen instructional planning and pedagogy through the principles of Universal Design for Learning and the integration of social-emotional learning within lessons and across school settings. Our March full day of professional learning, Elevating Voice, Embracing Equity, provided Nashoba educators with an opportunity to learn from colleagues and outside presenters on topics ranging from centering equity and social justice to safe and inclusive learning environments. This year, we look ahead to building upon this foundation of learning with a robust day of learning in support of our NRSD Strategic Plan and vision for learning for the future focused on our Portrait of a Nashoba Graduate.

As we step forward, the Department of Teaching and Learning remains fully committed to supporting our districtwide efforts in providing rigorous, innovative, and clearly aligned curricula that inspire, engage, and challenge every student such that all students realize their unique potential and become active contributors to their community.

Technology

The Technology Department is committed to provide undivided support to help the district to achieve initiatives outlined in the NRSD Strategic Plan.

Our goal is to ensure that every student has access to the appropriate technologies based on his/her educational needs. In elementary schools, iPads are deployed in Grades PreK-2. Each classroom is equipped with six iPads and a 30 unit iPad cart can be shared when additional equipment is needed. 1-1 Chromebooks are deployed in all Grades 3-5 classrooms. Each elementary school is also equipped with a computer lab.

In Middle schools and High School, all students are issued Chromebooks and can take them home overnight. All students are assigned an NRSD email account and encouraged to use Google Suite to improve learning efficiencies. Advanced and specialized programs such as Graphics Design and Computer Aided Design are offered in computer labs to facilitate further learning.

The Chromebook 1-1 program provides a great opportunity for students to learn anytime, anywhere. To deliver a successful program, we continue to monitor and upgrade the network infrastructure in all buildings. We have worked diligently to ensure that all our equipment is up-to-date and fully functional. By taking full advantage of tools like Google Admin Console, Jamf Pro Management Suite and Symantec Ghost suite, the Technology department has gained significant efficiencies in supporting daily teaching and learning activities, managing individual apps, extensions and add-ons, and providing personalized content for individual teachers and classes.

Safety is always a top priority for us. For online activities, we have adopted and continued to update the Lightspeed web content filtering system to safeguard appropriate access. The Lightspeed system provides both in-school and at-home filtering for all 1-1 student Chromebooks and district assigned laptops. As cybersecurity threats become more pervasive and severe each day, the Technology department has also made great efforts to set up mandatory cybersecurity training for all teachers and administrators. For physical safety, we continue to add security cameras in critical locations to help improve the security measurements across the District.

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 nurses offered CPR and First Aid Training for employees regularly. Nashoba's Health and Wellness team provides a full time, certified registered nurse at each school building.

This year, all school nurses continued training and preparing for a health office response to a global pandemic. This included providing At-Home Antigen tests.

At-Home Antigen Testing allowed students to test once a week before attending school or when symptoms occur. Both vaccinated and unvaccinated individuals were strongly encouraged to opt-in to this program. Each school provided prerequisite at-home antigen test administration training materials, including instructions on when tests should be taken. The tests were sent home every two weeks.

In collaboration with the Nashoba Associated Board of Health, a flu vaccine clinic was held at Nashoba Regional High School along with a full scale Health Fair. Health plans continue to be modified as new guidelines have been provided with guidance from MA Department of Elementary and Secondary Education, Centers for Disease Control, Department of Public Health and our local boards of health.

Vaping diversion program and IDECIDE - Nashoba Regional High School, alongside nearly 100 schools across Massachusetts has launched an exciting new program called iDECIDE (Drug Education Curriculum: Intervention, Diversion, and Empowerment) that was developed in collaboration between Massachusetts General Hospital (MGH), the Massachusetts Department of Public Health, and the Institute for Health and Recovery. iDECIDE aims to provide students experimenting with substances and/or who got caught using substances at school the knowledge, skills, and motivation necessary to make healthier decisions. The iDECIDE program replaced our previous vaping/substance diversion program.

Youth Risk Behavior Survey (YRBS) - Every two years, Emerson Hospital and public school districts within Emerson Hospital's service area collaborate to conduct the Emerson Youth Risk Behavior Survey (YRBS), a comprehensive survey of youth in 6th grade, 8th grade, and high school, regarding risk behaviors in the following general areas: vehicular safety, social and emotional well-being, physical safety, sexual behavior, tobacco, alcohol, and drug use, diet, body image and physical activity, Sleep, school work, and screen time, and social media. This information is located on the Nashoba website and is reviewed with administration and each school council committee.

Extended Learning Program

The Extended Learning Program (ELP) continues to focus on its goal of creating a safe space for students to explore their interests, meet new friends, and learn to express themselves. After spending much of the 2021/2022 school year focused on rebuilding social emotional learning practices, the Extended Learning Program entered the 2022/2023 school year with the proper foundation to further increase enrichment offerings.

During Fall 2022, enrichment programming included: **Buildwave (formerly ImagArena)**, a building workshop that simulates a real life video game, and **Drama Out of the Box**, an improv drama class. These sessions, which were run at all four Extended Learning Program sites, came to a close at the beginning of December 2022.



An **Enrichment Interest Survey** was administered to all Extended Learning families in early January 2023 in order to pinpoint areas of interest. Results from the survey indicated an elevated interest in art, engineering/STEAM, drama, and sports-based programming. Results from the **Enrichment Interest Survey** were used as The Extended Learning Program built its internal and external Winter and Spring 2023 enrichment programming.



Winter 2023 enrichment offerings included: **Chess Wizards**, **Marcus Lewis Tennis Lessons**, **Art-Ventures: Penguins & Polar Bears**, and **Fun World Language French Lessons**. Upcoming Spring 2023 enrichment programming includes: **Fun World Language Spanish Lessons** and **Mad Science: Space & Beyond**.

In an effort to increase the enrichment programming that the Extended Learning Program is able to offer across all four elementary school sites, the Extended Learning Program is offering a **pilot program** that extends enrichment offering registrations to students both in, and out of the program. Extending registration parameters supports increased participation, which increases the likelihood of consistently running enrichment programming across all Extended Learning Program sites. The **Enrichment Pilot** programming includes: **Buildwave (formerly ImagArena)**, and **Drama Out of the Box**.

In addition to outside enrichment offerings, The Extended Learning Program staff continue to create new daily opportunities for students to explore their interests and refine their communication and social skills, all while building life-long friends along the way.



Nashoba Regional High School

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Michael Ronald Sutt
Caitlin Hannah Sweeney ** §
Benjamin Avidan Moshe Tadmor *
Rocco Alan Tata
Alia Catherine Tesini ** §
John Normand Theriault **
Emma Elizabeth Toland *
Madison May Tuck *
Elizabeth Molly Wachtel *** §
Elias Kentaro Webster ***
Devyn Alexandria Wells **
Veronica Autumn Wells ***
Michael Aaron White *
Cole Turner Williams
Quinn Tucker Willshire Rogers
Charlotte Jane Winiarski ** §
Benjamin Thomas Worden
Carley Jean Wright
Jacob Gezai Wyman
Maxwell Ming-Yuan Zhao
Olivia Ann Zinn *

§ NHS Senior Project
***Summa Cum Laude
**Magna Cum Laude
*Cum Laude

MINUTEMAN REGIONAL HIGH SCHOOL

Annual Report to the Town Minuteman Regional Vocational Technical School District Dr. Kathleen A. Dawson, Superintendent Submitted February 2023

Leadership Transition

Dr. Kathleen A. Dawson became the Superintendent-Director of the Minuteman Regional Technical School District on July 1, 2022, following the retirement of Dr. Edward Bouquillon, who led the district for 15 years.

Dr. Dawson was hired following a unanimous vote by the Minuteman School Committee on January 26, 2022. She arrived at Minuteman from her most recent position as Deputy Superintendent of the Orange County Schools in North Carolina. During her tenure with Orange County Schools, the district had the highest number of schools exceeding academic growth in the state, even during a pandemic. She also was integral in increasing the graduation rate and increasing the number of underrepresented students in advanced courses as part of her equity work. Her extensive professional background includes launching five career technical education academies in less than a year and increasing the number of students graduating with associate degrees during her tenure as Chief Innovation Officer for the Guilford County Schools in Greensboro, North Carolina. Dr. Dawson previously served as a public-school teacher and administrator in the Boston Public Schools, along with public school districts in Duluth, Minnesota, and Nashville, Tennessee. She received her master's degree in School Leadership from Harvard University in 2001 and her Ed.D. in Educational and Organizational Leadership from the University of Pennsylvania in 2015.

Minuteman Achieves All In-District Enrollment

For the first time in the Minuteman district's history, all ninth-grade students resided within the nine district member towns at the start of the 2022-23 school year. Across grades 9-12, in-district enrollment is at 88%; in the 2017-18 year, that figure was 59%.

According to the official October 1, 2022, figures, total student enrollment was 692 students, which included 58 from Lancaster. There are 15 freshmen, 16 sophomores, 14 juniors, and 13 seniors.

The total enrollment of 692 is over the school building's design capacity of 628 (at 85% capacity). Minuteman is progressing with the North Building project which will house the larger and advanced manufacturing equipment. The administration is exploring options for the renovation of the East Campus Building. The renovation of the East Campus Building will allow the school to increase its capacity to approximately 800 students; it will involve no additional borrowing to the member towns.

Expanding Future-Ready Programming

In July 2022, Governor Charlie Baker visited Minuteman, where he announced the allocation of \$32 million in grants from the Workforce Skills Cabinet for high school and adult career technical education programs statewide, which included more than \$1.2 million for Minuteman. This funding is being used for the high school's welding program, along with the Minuteman Technical Institute's adult evening programs in carpentry, CNC (computer numeric control) machine operation, facilities management, plumbing code, and welding. These grant-funded programs are free to individuals who are unemployed or qualify as "under-employed;" most recent high school graduates qualify.

Additionally, Minuteman continues to expand its new Animal Science career major that launched in the fall of 2021. Veterinary medicine is one of the fastest-growing industries in America with employment opportunities growing 16% by 2029, according to the U.S. Bureau of Labor Statistics. With program advisory partners such as Blue Pearl Pet Hospital and Zoo New England, students receive both classroom and hands-on field training.

Athletics Expansion

Minuteman launched the girls' volleyball team in the fall of 2022, following the full opening of the outdoor athletic complex in the spring of 2022 and a complete return to student athletics following the height of the pandemic. The boys' and girls' soccer teams qualified for their respective state tournaments in the fall of 2022.

The entire athletic complex, located at the former site of the old school building, is a state-of-the-art addition to the Minuteman campus. The multisport field includes an adjacent competitive running track. Two additional fields host a baseball complex with a multipurpose field, as well as a softball complex with an additional multisport field.

Minuteman has capitalized on rental opportunities with the new outdoor sports facilities, which are regularly used by the Boston Bolts, Leslie University, and other organizations.

Positive Student Outcomes

Each year for the past several years, about two-thirds of Minuteman graduates entered college/university and about one-third entered employment in their fields of study. Every student is required to graduate with at least one industry-recognized credential to demonstrate proficiency and/or certification to future employers; most students obtain multiple credentials.

Class of 2022 graduates enrolled in many distinguished higher education institutions, including Arizona State University, Bentley University, Clemson College, Colorado State, Emerson College, Johnson & Wales, Merrimack College, Regis College, Rochester Institute of Technology, Texas A&M, Tufts University, and many others.

Lancaster Student Success

There were seven Lancaster graduates in the Class of 2022, including these standouts:

- **Sarah Buchieri** studied Engineering Technology and is attending Rochester Institute of Technology after being accepted to three additional colleges/universities. She received two scholarships and the OSHA-10 General Safety and Health credential.

- **Carter Gruca** studied Environmental Science and began working full time for the Fitchburg Water Department immediately after graduation. He received the Environmental Science Scholarship and five credentials pertaining to Massachusetts wastewater treatment and OSHA safety standards.

Nicholas Soukaras studied Metal Fabrication and Welding and began working as a welder apprentice for The Hub Foundation of Chelmsford immediately after graduation. He received the Digital Credit Union Scholarship and two industry-recognized credentials in construction safety.

District Budget

The approved District Operating and Capital Budget for Fiscal Year 2023 is \$29 million, a 4.96% increase over the previous year. Lancaster's share is \$2,185,510, which is a decrease from the previous year (of \$97,266) and includes operating, capital, and debt assessments.



TOWN RECORDS

TOWN RECORDS

**WARRANT with MOTIONS
FOR
SPECIAL TOWN MEETING
MARCH 21, 2022
THE COMMONWEALTH OF MASSACHUSETTS**

Worcester, ss.

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

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Lancaster qualified to vote in the elections and Town affairs, to meet at **Mary Rowlandson Elementary School Auditorium, 103 Hollywood Drive, in said Lancaster on Monday, the Twenty-First of March 2022, at 7:00 o'clock in the evening**, then and there to act on the following Articles:

Voters of the Town of Lancaster met at the Mary Rowlandson Elementary School Auditorium according to legal notice on March 21, 2022. 76 legal voters and 4 quests were present.

Town Moderator William O'Neil began the 2022 Special Town Meeting at 7:00 pm with the Pledge of Allegiance, Mr. O'Neil introduced Select Board members Jason Allison, Jay Moody and Alix Turner, Interim Town Administrator Jeff Nutting, Town Counsel Ivria Glass Fried, Finance Director Cheryl Gariepy, and Michelle Vasquez Finance Committee Chair, Town Clerk Lisa J. Johnson.

**ARTICLE 1
Finance Committee
Select Board**

To see if the Town will raise and appropriate or transfer from available funds the following sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described herein:

a. Select Board		
Amount:		\$15,000.00
Funds to be expended by:		Select Board
Purpose:		Tree Cutting
Funding Source:		Free Cash

b. School Committee	
Amount:	\$150,000.00
Funds to be expended by:	Select Board
Purpose:	Boiler Replacement/Temp. Boiler
Funding Source:	Free Cash
c. Select Board	
Amount:	\$80,000
Funds to be expended by:	Select Board
Purpose:	Engineering Services related to Route 117/70 Project
Funding Source:	Free Cash
d. Select Board	
Amount:	\$45,000
Funds to be expended by:	Select Board
Purpose:	Costs associated with Order of Taking related to Route 117/70 Project
Funding Source:	Free Cash
e. Select Board	
Amount:	\$32,000
Funds to be expended by:	Town Administrator
Purpose:	Software Conversion
Funding Source:	Free Cash

or act in any manner relating thereto

Motion:

Move to approve Fiscal Year 2021 Capital Expenditures as printed in the warrant.

(Majority Vote)

Motion made by Alix Turner seconded by Jason Allison, with a change to b. School Committee amount from \$150,000.00 to \$135,000.00 and no discussion. Motion passed with 55 Yes and 2 No votes.

ARTICLE 2
Amend Fiscal Year 2022 Operating Budget
Select Board

To see if the Town will vote to amend the vote taken under Article 1 of the June 21, 2021 Annual Town Meeting appropriating funds to defray the expenses of the Town for the Fiscal Year beginning July 1, 2021, and, as necessary therefore, to raise and appropriate, 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 for

the purpose of supplementing departmental expenses, and/or to reduce certain departmental expenses or otherwise amend said vote; or act in any manner relating thereto.

Select Board	
Amount:	\$75,000
Funds to be expended by:	Select Board
Purpose:	Property and Casualty Insurance
Funding Source:	Free Cash

Select Board	
Amount:	\$15,000
Funds to be expended by:	Select Board
Purpose:	Legal Budget
Funding Source:	Free Cash

Planning Board	
Amount:	\$8,000
Funds to be expended by:	Planning Board Revolving Account
Purpose:	Reimburse
Funding Source:	Free Cash

or act in any manner relating thereto

MOTION:

Move to amend the vote taken under Article 1 of the June 21, 2021 Annual Town Meeting appropriating funds to defray the expenses of the Town for the Fiscal Year beginning July 1, 2021, as follows:

1. Transfer \$75,000 from Certified Free Cash for Property and Casualty Insurance, said funds to be expended by the Select Board; and
2. Transfer \$15,000 from Certified Free Cash to the Legal Budget, said funds to be expended by the Select Board.

(Majority vote)

Motion made by Jay Moody as written and seconded by Alix Turner. Planning Board of \$8,000.00 was excluded from Motion. No discussion and Motion passed with 46 Yes, 2 No and 2 Abstain.

ARTICLE 3

**Amend Water Enterprise Fund
Board of Public Works**

To see if the Town will amend the vote taken under Article 4 of the June 21, 2021 Annual Town Meeting to appropriate **\$1,137,367** (One Million OneHundred Thirty-Seven Thousand, Three Hundred Sixty-Seven Dollars) from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2021 (*detail below*), or act in any manner relating thereto. The operatingexpenses for the Water Enterprise are entirely funded by water revenue.

I. Water Enterprise Revenues	
User Charges	\$1,122,367
Connection Fees	\$15,000
Water Enterprise Available Funds	0
Investment Income	0
Total Revenues	\$1,137,367
II. Costs Appropriated in the Enterprise Fund	
Salaries and Wages	\$302,202
Expenses	\$416,913
Reserve Fund	\$0
Debt Principal	\$290,000
Debt Interest	\$129,252
Indirect Costs to General Fund	0
Total Costs Appropriated in E. F.	\$1,137,367

Motion:

Move to amend the vote taken under Article 4 of the June 21, 2021 Annual Town Meeting, as printed in the warrant.

(Majority vote)

Motion made by Jason Allison as written and seconded by Alix Turner. No discussion and Motion passed with 59 Yes, 3 No, 1 Abstain.

**ARTICLE 4
Pay Bills of Prior Fiscal Year**

To see if the Town will vote to transfer **\$371.75** (Three Hundred Seventy-One Dollars and Seventy-Five Cents) 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>
Fire Department	Schofield Power Equipment	\$ 86.75	6/22/21	Maintenance
Fire Department	UMass Memorial	\$ 70.00	12/15/20	Physicals
Fire Department	UMass Memorial	\$ 215.00	1/12/21	Physicals

MOTION:

Move to transfer \$371.75 from available funds to pay unpaid bills from Fiscal Year 2021 as specified in the warrant.

(4/5 majority vote)

Motion made by Alix Turner as read and seconded by Jason Allison. Correction made to Fiscal Year from 2019 to 2021. Moderator William O'Neil indicated that the Motion requires a 4/5 majority to pass. No Discussion and Motion passed with a 4/5 majority vote of 65 Yes, 4 No, 1 Abstain.

ARTICLE 5
Select Board

To see if the Town will vote to accept Massachusetts General Law Chapter 59 Section 21A or act in any manner relating thereto

MOTION:

Move to accept the Massachusetts General Law Chapter 59 Section 21A. (Majority Vote)

Motion by Jay Moody and seconded by Alix Turner. Jeff Nutting, Interim Town Administrator, explained what this MGL covers. Motion passed with 62 Yes, 6 No, 2 Abstain.

ARTICLE 6
Select Board

To see if the Town will vote to authorize the Select Board to grant an easement, on such terms and conditions as are acceptable to the Board, to National Grid over a portion of land located at 0 Main Street (Assessor's Parcel 030-0154), otherwise known as 103 Hollywood Drive, to install, construct, reconstruct, repair, replace, add to, maintain and operate for the transmission of high and low voltage electric current and for the transmission of intelligence, to consist of, but not be limited to, poles with wires and cables installed thereon, all necessary anchors, guys and appurtenances, and an underground distribution system, consisting of lines of buried wires and cables and lines of wires and cables installed in underground conduits, together with all equipment and appurtenances thereto for the transmission of intelligence and the furnishing of electric service, or act in any manner related thereto.

MOTION:

Move to authorize the Select Board to grant an easement at 0 Main Street, otherwise known as 103 Hollywood Drive, as printed in the warrant.

(Majority Vote)

Motion made by Jason Allison and seconded by Alix Turner. Jeff Nutting, Interim Town Administrator, explained what this is about. Motion passed with 60 Yes, 7 No, 2 Abstain.

ARTICLE 7 Select Board

To see if the Town will vote to authorize the Select Board to grant an easement, on such terms and conditions as are acceptable to the Board, to National Grid over a portion of land located at 1250 Lunenburg Road (Assessor's Parcel 014-0007) to construct, reconstruct, repair, maintain, operate and patrol, for the transmission of high and low voltage electric current and for the transmission of intelligence and telephone use, lines to consist of, but not limited to, two poles with wires and cables installed thereon, and all necessary foundations, anchors, guys, brace fittings, equipment and appurtenances over, across, under and upon the land, or act in any manner related thereto.

MOTION:

Move to authorize the Select Board to grant an easement at 1250 Lunenburg Road, as printed in the warrant.

Motion by Jason Allison and seconded by Jay Moody with explanation by Jeff Nutting, Interim Town Administrator. No questions. Motion passed with 62 Yes, 4 No, 1 Abstain.

ARTICLE 8 Select Board

To see if the Town will vote to:

1. Authorize the Select Board to:
 - a. petition the General Court for special legislation permitting the Commissioner of the Division of Capital Asset Management and Maintenance to convey a parcel or parcels of land located in the Town of Lancaster and owned by the Commonwealth of Massachusetts, including, but not limited to, 0 Old Common Road (Assessor's Parcel 039-0004), subject to the provisions of the special legislation; and
 - b. acquire, by gift, purchase, or eminent domain, on such terms and conditions as acceptable to the Select Board, said parcel or parcels of land;
- and
2. Raise and appropriate, transfer from available funds, or borrow a sum or sums of money to pay for all costs and expenses of the conveyance of said parcel or parcels of land to the Town of Lancaster pursuant to the special legislation, including but not

limited to the purchase price of said land, any additional consideration for the portion or portions of said land retained by the Town of Lancaster for municipal purposes, required appraisals and surveys, site studies, environmental assessment, and recording fees.

or act in any manner relating thereto

MOTION:

Move that the Town authorize the Select Board to petition the General Court for special legislation permitting the Commissioner of the Division of Capital Asset Management and Maintenance to convey a parcel or parcels of land located in the Town of Lancaster and owned by the Commonwealth of Massachusetts, including, but not limited to 0 Old Common Road (Assessor's Parcel 039-0004), as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approve amendments to the bill before enactment by the General Court; and provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition;

AN ACT AUTHORIZING THE COMMISSIONER OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE TO CONVEY A CERTAIN PARCEL OF LAND IN THE TOWN OF LANCASTER.

Whereas, the deferred operation of this act would tend to defeat its purpose, which is to forthwith authorize the transfer of a certain parcel of land in the town of Lancaster, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

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 sections 33 to 37, inclusive, of chapter 7C of the General Laws or any other general or special law to the contrary, the commissioner of capital asset management and maintenance may convey certain parcels of land in the town of Lancaster owned by the commonwealth to the town of Lancaster subject to the provisions of this act. The parcels are shown on plans on file with the division of capital asset management and maintenance. The exact location and boundaries of the parcels to be conveyed shall be determined by the commissioner of capital asset management and maintenance based upon a survey.

The use of the parcels to be conveyed to the town shall not be restricted to use for municipal or other specific purposes; provided, however, that the town may so restrict the use of one or more of the parcels at a later date, in accordance with any applicable general and special laws. The parcels shall be conveyed by deed without warranties or representations by the commonwealth.

SECTION 2. As consideration for the conveyance of the parcels described in section 1, the town of Lancaster shall pay the commonwealth \$1.

SECTION 3. If the town of Lancaster sells or leases any portion of the parcels described in section 1, the net proceeds from such sale or lease as determined by the town of Lancaster and agreed to by the commissioner of capital asset management and maintenance shall be allocated between the town of Lancaster and the commonwealth in equal shares; provided, however, that the commissioner may agree to reduce the commonwealth's share of net proceeds to not less than 40 per cent in order to provide certain incentives to the town to sell or lease the parcels expeditiously. If the net proceeds, as so determined, is a negative amount, the commonwealth shall not be required to make any payments to the town of Lancaster.

SECTION 4. If the town of Lancaster decides to retain all, or any portion, of the parcels described in section 1 for municipal purposes, the town shall give written notice of such decision to the commissioner of capital asset management and maintenance and shall pay the Commonwealth additional consideration for the portion or portions of the parcels retained by the town of Lancaster for municipal purposes. Such additional consideration shall be the fair market value of the portion, or portions of the parcels retained by the town of Lancaster for municipal purposes as determined by the commissioner of capital asset management and maintenance based upon an independent professional appraisal, taking into consideration the restriction on the use of the portion or portions of the parcels to be retained by the town of Lancaster pursuant to this section. The inspector general shall review and approve the appraisal. The inspector general shall prepare a report of such review of the methodology utilized for the appraisal and shall file the report with the commissioner of capital asset management and maintenance, the house and senate committees on ways and means and the joint committee on state administration and regulatory oversight.

In addition, the town of Lancaster shall agree, in a written document to be recorded with the Worcester registry of deeds, that the portion or portions of the parcels to be retained by the town of Lancaster pursuant to this section shall be used solely for municipal purposes, which document shall include a reversionary clause that stipulates that if the portion or portions of the parcels to be retained by the town of Lancaster for municipal purposes cease at any time to be used for municipal purposes, title to the portion or portions which is, or are, no longer used for municipal purposes shall, at the election of the commonwealth, revert to the commonwealth. Said reversionary clause shall contain provisions requiring that the town of Lancaster receive reasonable notice of and a reasonable time to cure any allegation that the parcel is not being used for the purposes set forth in this section.

SECTION 5. Notwithstanding any general or special law to the contrary, the town of Lancaster shall pay for all costs and expenses of the sale of the parcels to the town of Lancaster pursuant to this act as determined by the commissioner of capital asset management and maintenance including, but not limited to, the costs of any recording fees and deed preparation related to the conveyance and all costs, liabilities and expenses of any nature and kind related to the town's ownership of the parcel; provided, however, that such costs shall be included for the purposes of determining the net proceeds of the town's sale or lease of any portion of the parcels described in section 1.

The town of Lancaster shall also pay for any appraisal undertaken pursuant to section 4, the cost of which shall not be included for purposes of determining net proceeds.

SECTION 6. If the town of Lancaster does not complete the purchase of the parcels described in section 1 on or before December 31, 2023, then notwithstanding sections 33 to 37, inclusive, of chapter 7C of the General Laws or any other general or special law to the contrary, the commissioner may sell, lease for terms of up to 99 years, including all renewals and extensions, or otherwise grant, convey or transfer to purchasers or lessees an interest in the parcels described in section 1 or portions thereof, subject to this section and on such terms and conditions that the commissioner considers appropriate.

The commissioner of capital asset management and maintenance shall dispose of the parcels or portions thereof pursuant to this section using appropriate competitive bidding processes and procedures. Not less than 30 days before the date on which bids, proposals or other offers to purchase or lease the parcels or portions thereof are due, the commissioner shall place a notice in the central register published by the state secretary pursuant to section 20A of chapter 9 of the General Laws stating the availability of the parcels or portions thereof, the nature of the competitive bidding process and other information that the commissioner considers relevant, including the time, place and manner for the submission of bids and proposals and the opening of the bids or proposals.

Notwithstanding any general or special law to the contrary, the grantee or lessee of the parcels described in section 1 or any portions thereof pursuant to this section, shall be responsible for costs and expenses of such sale or lease of the parcels or portions thereof to such grantee or lessee, including, but not limited to, costs associated with deed preparation and recording fees related to the conveyances and transfers authorized in this section as such costs may be determined by the commissioner of capital asset management and maintenance.

Motion made by Alix Turner as read and seconded by Jason Allison. Section 2 was excluded from the motion. One question was asked and answered by Jeff Nutting and Alix Turner. A few people stood up in favor of this motion. Motion passed with 69 Yes, 2 No, 0 abstain.

Motion to Adjourn by Jason Allison and seconded by Jay Moody at 7:47 pm.

Respectively submitted.

Lisa J. Johnson
Lancaster Town Clerk

**WARRANT FOR
ANNUAL TOWN MEETING
FOR FISCAL YEAR 2023
May 2, 2022
THE COMMONWEALTH OF MASSACHUSETTS**

Worcester, ss.

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

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Lancaster qualified to vote in the elections and Town affairs, to meet at **Mary Rowlandson Elementary School Auditorium, 103 Hollywood Drive in said Lancaster on Monday, the second day of May 2022, at 7:00 in the evening**, then and there to act on the following Articles:

The meeting was opened by William O'Neil, Moderator, at 7:04 pm with the Pledge of Allegiance. Introductions were made of all seated Town Employees present including the Select Board Members and Town Counsel. The Moderator went over the ground rules for the meeting and also the use of voting clicker.

The meeting was opened by William O'Neil, Moderator, at 7:17 pm with the Pledge of Allegiance. Introductions were made of all seated Town employee including Select Board Members, Finance Committee and Town Counsel. Mr. O'Neil also went over ground rules and explanation of the voting clickers.

**ARTICLE 1
Budget for Fiscal Year 2023
Finance Committee
Select Board**

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, 2022, or act in any manner relating thereto.

The Budget for Fiscal Year 2023 will be available at Town Meeting

Select Board recommendation:

Finance Committee recommendation:

Summary: This article presents the proposed omnibus operating budget for the Town for FY2023, together with prior year appropriations and actual expenditures for comparison. The proposed FY 23 annual operating budget is available at Town Clerks office, online at www.ci.lancaster.ma.us and at Town Meeting.
Motion made by Jason Allison and second by Alexandra Turner.

Motion made by Jason Allison as read and second by Alix Turner. Mary residents asked questions and answers from town Administrator and NRSD Ass't principal regarding the school budget.

Motion made by Roy Rezac, 125 Harvard Road, with second received from the audience to amend the budget and increase by \$1.00 to improve process of communication so residents see the budget before Town Meeting night. Motion passes on majority vote via hand count.

Motion to approve article passes with a vote of 137 Yes, 20 No.

ARTICLE 2
FY2023 Capital Expenditures
Finance Committee
Select Board

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

I a. Thayer Memorial Library

Amount:	\$75,000
Funds to be expended by:	Library Trustees
Purpose:	hire architect/engineer to assess building needs of Library
Funding Source:	Free Cash

I b. Conservation

Amount:	\$25,000
Funds to be expended by:	Conservation Commission
Purpose:	make repairs to conservation land
Funding Source:	Free Cash

Select Board recommendation:

Finance Committee recommendation:

Summary: Part a. The Thayer Memorial Library - The propose of this item is to fund an architectural/engineering study for improvements to provide a cost estimate to make repairs to the library including but not limited to the roof, windows, HVAC, carpet, etc. A detailed cost estimate to complete all needed repairs and other costs will be presented at the FY23 Annual Town Meeting for the voter's consideration.

Part b. Conservation - These funds will be used to repair and maintain various Conservation Commission parcels in town.

Motion made by Jay Moody with a second by Jason Allison as read. Motion passes with a majority vote of 108 Yes, 21 No. Motion passes.

ARTICLE 3
Water Enterprise Fund
Board of Public Works

To see if the Town will vote to appropriate a sum of or any other sum of money, from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2022 (*detail below*), or act in any manner relating thereto.

I. Water Enterprise Revenues	
User Charges	\$1,000,000
Connection Fees	\$10,000
Water Enterprise Available Funds	0
Investment Income	0
Total Revenues	\$1,010,000
II. Costs Appropriated in the Enterprise	
Fund	
Salaries and Wages	\$321,337
Expenses	\$398,163
Reserve Fund	0
Debt Principal	\$175,000
Debt Interest	\$115,000
Indirect Costs to General Fund	0
Total Costs Appropriated in E. F.	\$1,010,000

Select Board recommendation:

Finance Committee recommendation:

Summary: This article presents the proposed Water Operating Budget for the Town for FY2023. A majority vote is required for passage of this article. The proposed FY 23 annual water enterprise budget is available at Town Clerks office, online at www.ci.lancaster.ma.us and at Town Meeting.

Motion may by Jason Allison and second by Jay Moody as read with error in addition noted, total is correct.

Motion passes with 122 Yes, 8 No and 1 Abstained.

ARTICLE 4
Water Line Replacement
Select Board

To see if the town will vote to raise and appropriate or transfer from the Water Department Enterprise Retained Earnings account, a sum of money for the engineering, construction, reconstruction, installation of water lines including all paving and all related costs or act in any manner relating to.

Select Board recommendation:

Finance Committee recommendation

Summary: This article is to fund all the costs related to the design and bid various water lines that need to be replaced including but not limited to Harvard Rd, Neck Rd, Chase Hill Rd, South Meadow Rd, Moffet St, Schumacher Rd, Ponakin Rd, Kilbourn Rd, Parker Rd. The Cost of construction of these lines will be placed on an article at the 2023 Annual Town Meeting.

Motion made by Alix Turner and second by Jason Allison as read.

Motion passes with 138 Yes, 23 No and 3 Abstained.

ARTICLE 5 Renewable Energy Enterprise Fund Finance Committee Select Board

To see if the Town will vote to appropriate \$145,000 or any other sum of money from the Renewable Energy Enterprise Fund to finance the operation of the Landfill Solar Array for the fiscal year beginning July 1, 2022 (*detail below*), or act in any manner relating thereto.

I. Renewable Energy Enterprise Revenues	
Sale of Solar Energy Certificates	\$130,000
Qualified Energy Bond Subsidy	\$15,000
Total Revenues	\$145,000
II. Costs Appropriated in the Enterprise Fund	

Maintenance Expenses	\$35,575
Debt Principal and Interest	\$109,425
Total Costs Appropriated in E. F.	\$145,000

Select Board recommendation:

Finance Committee recommendation:

Summary: *This article presents the proposed Renewable Energy Operating Budget for the Town for FY2023. A majority vote is required for the passage of this article. The sale of credits pays for the bond on the solar field. These bonds will be paid in 2033; and the Town receives a subsidy from the energy bond which helps pay for maintenance and security of the field through cameras.*

Motion made by Jason Allison and second by Alix Turner as read.

Motion passes with a vote of 134 Yes, 7 No, 4 Abstain. Motion passes.

<p style="text-align: center;">ARTICLE 6 Revolving Fund Account Finance</p>

To see if the Town will vote pursuant to G.L. c.44, §53E½, to take the following actions:

- Amend the row related to the Community Center Revolving Fund appearing in the table in Section 150-6 of the Town's General Bylaw, by inserting the bold and italics text and deleting the strike through text, as follow:

Revolving Fund Program or Purpose	Department Receipts to Be Credited to Fund	Representative or Board Entity Authorized to Spend
Community Center <i>Council on Aging</i> – program expenses	Fees and charges	Board of Selectmen <i>Council on Aging</i>

And to set the limit on the total amount that may be spent from this revolving fund for the fiscal year beginning July 1, 2022, at \$25,000;
and

- To set the limit on the total amount that may be spent from each departmental revolving fund for the fiscal year beginning July 1, 2022, as *follows*:

Revolving Fund Program	Fiscal Year 2023 Cap
Stormwater ManaQement	\$3,000

Library CharQes	\$10,000
-----------------	----------

Recreation Committee	\$35,000
Duval Road Sewer	\$5,000
M.A.R.T. Bus	\$45,000
Planning Board	\$25,000
Publications	\$2,500
Recycling	\$10,000
Community Development	\$2,500
Agricultural Commission	\$2,000
Police Department	\$1,000

or act in any manner related thereto.

Select Board recommendation:

Finance Committee recommendation:

Summary: *The Town Meeting is required to approve departmental revolving accounts to be collected and used to help pay for the various programs listed above.*

Motion made by Jay Moody second by Jason Allison as read.

Motion passes with vote of 149 Yes, 12 No, 2 Abstain.

<p style="text-align: center;">ARTICLE 7</p> <p style="text-align: center;">Community Preservation Annual Budget</p> <p style="text-align: center;">Community Preservation Committee</p>

To see if the Town will receive the report of the Community Preservation Committee and vote to appropriate from the Community Preservation Fund, in the amounts recommended by the Community Preservation Committee, for eligible community preservation projects, for community preservation reserve accounts for open space and recreational use, historic resources and community housing, and for the FY2023 Community Preservation Act budget, including the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee, with each item to be considered a separate appropriation: or act in any manner relating thereto.

Appropriations:

From FY 2023 estimated revenues for Committee Administrative Expenses **\$8,100**

Reserves:

From FY 2023 estimated revenues for Historic Resources Reserve From FY 2023 estimated revenues for Community Housing Reserve From FY 2023 estimated revenues for Open Space/Recreation Reserve From FY 2023 estimated revenues for Undesignated Budgeted Reserve

Total Estimated FY2023 Revenues: \$162,000

Select Board recommendation: Finance Committee recommendation:

Summary: *The Community Preservation Act (CPA) was adopted by the voters in 2021. The CPA adds a 1% surcharge on your property taxes with various exemptions. The funds may only be used for the categories listed above.*

This budget anticipates FY23 CPA revenue of \$120,000 from the local CPA surcharge and an estimated distribution of \$42,000 (35%) from the statewide CPA Trust Fund, for total revenue of \$162,000.

The CPA, MGL c. 448, allows reimbursement for administrative expenses up to 5% of annual collections. Any funds not spent for such purposes are returned to the Undesignated Budget Reserve each year.

The CPA allows for spending on projects approved by the Community Preservation Committee in the four areas noted above: Historic Resources, Community Housing, Open Space, and Outdoor Recreation. The CPA allows the transfer of revenues to the four established Community Preservation reserve accounts each year as shown above (ie: 10% Historic, 10% Housing, 10% OpenSpace/Outdoor Recreation, and 65% Undesignated Reserves).

The CPA reserve funds are established to provide funding for current and future community preservation projects.

Motion made by Alix Turner second by Jason Allison.

Motion passes with a vote of 142 Yes, 23 No and 1 Abstain.

<p style="text-align: center;">ARTICLE 8 Amend Finance Committee Bylaw Finance Committee</p>

To see if the Town will vote to amend Article I of Chapter 17 of the Town of Lancaster's General Bylaw, Finance Committee, by inserting the bold and italics text and deleting the strike through text, as follows:

§ 17-1. Membership; terms; vacancies.

There shall be a standing Finance Committee consisting of five members elected at large, none of whom shall hold public office concurrently vvith his service on the Committee. The members of the Finance Committee shall be elected for alternating three-year terms. Any vacancies in the Finance Committee shall be filled in accordance with MGL c. 41, § 11.

Any member of the Finance Committee, who shall be appointed or elected to any official body, shall forthwith upon that member's qualification in such office, cease to be a member of the Finance Committee. This provision shall not apply to the appointment of a Finance Committee member to serve as a member of any ad hoc board, commission or committee or to any board, commission or committee upon which a member of the Finance Committee shall

serve in an ex officio capacity. For purposes of this bylaw, ex officio shall refer to a member of the Finance Committee who serves by virtue of his or her office.

or act in any manner relating thereto.

Select Board recommendation:

Finance Committee recommendation:

Summary: *The proposed bylaw change would remove the current restriction of Finance Committee members to serve on other appointed boards or committees and allow them to serve as ex officio members, if so appointed.*

Motion made by Jason Allison second by Alix Turner as read.

Motion passes with a vote of 123 Yes, 19 No and 3 Abstain.

ARTICLE 9
Economic Development Committee Bylaw
Select Board

To see if the Town will vote to amend Chapter 17 of the Town of Lancaster's General Bylaw by inserting a new Article XI, as follows:

Article XI Economic Development Committee

§17-39 Membership.

The Economic Development Committee shall be comprised of five members appointed by the Select Board as follows: two members to be appointed for one year, two for two years, and three for three years. Thereafter, each member shall be appointed to a three-year term, as each term expires.

§17-40 Powers and Duties.

The Economic Development Committee is an advisory committee. It is charged with working collaboratively with the Town's Planning Director, private property owners, and businesses, to promote responsible business and residential development in Lancaster. The Committee shall also carry out any other task delegated to it by the Select Board or required by the Town's General and Zoning bylaws.

or act in any manner relating thereto.

Select Board recommendation:

Finance Committee recommendation:

Summary: Currently there is an ad-hoc EDC committee. This proposal would codify the committee in the town's bylaws and make it a permanent committee.

Motion made by Jason Allison and second be Alix Turner as amended in handout provided.

Two residents spoke out of their support of this article. Russ Willison made a motion to amend this article with second by member of audience. Vote on this amendment fails via hand count.

Motion passes with a vote of 127 Yes, 32 No and 4 Abstain. Motion passes.

ARTICLE 10
Amend Council on Aging Bylaw
Select Board

To see if the Town will vote to amend Article IX of Chapter 17 of the Town of Lancaster's General Bylaw, Council on Aging, Section 17-20, by inserting the bold and italics text and deleting the strike through text, as follows:

- A. Regular Members.** *Until June 30, 2023*, &said Council shall consist of nine ***regular members*** ~~citizens appointed at large by the Select Board, after which time said Council shall consist of five regular members. The terms of the first members of the Council shall be for one, two or three years, and so arranged that the term of not more than three of the members expires each year, and their successors shall be appointed for terms of three years each.~~ ***All members shall be at-large and appointed by the Select Board. Regular members shall be appointed on a rotating basis, each for a term of three years.***
- B. Associate Members.** *There shall also be four associate members of said Council, appointed by the Select Board, for terms of one year. The associate members may attend Council meetings, but shall not have voting rights and shall not count towards quorum of Council meetings.*
- C. Removal/Filling Vacancies.** Any ***regular or associate*** member of said Council may, after a public hearing, be removed for cause by the Select Board. *If* Any ***regular or associate*** member missesmg more than three meetings without cause, or without notification to the Chairperson of the need for the absence, ***it*** shall be considered cause for removal. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as the original appointment. The Chairperson and other officers shall be

A. Salary. No salary or compensation shall be paid to any **regular or associate** member of the Council on Aging for services rendered.

or act in any manner relating thereto.

Select Board recommendation:

Finance Committee recommendation:

Summary: *This article would reduce the number of members on the GOA from nine to five.*

Motion made by Jay Moody and second by Jason Allison as read.

Motion passes with a vote of 130 Yes, 9 No and 2 Abstain.

ARTICLE 11
Government Study Committee
Select Board

To see if the Town will vote to direct the Select Board to appoint a Government Study Committee pursuant to Section 304-21 of the Town of Lancaster's General Bylaw and consisting of seven members to (a) study the Town's form of government and governance, (b) examine models of government in comparable communities, (c) identify strengths and opportunities for growth and improvement in the Town's current government, (d) facilitate public engage on the committee's work, and (e) provide a written status report to the Select Board no later than March 15, 2023, and a final written report to Town Meeting no later than May 1, 2023, which recommends any amendments to the bylaws and governing practices so as to improve the Town's form of government and governance, or to act in any manner related thereto.

Select Board recommendation:

Finance Committee recommendation:

Summary: *The article directs the Select Board to appoint a committee to study Lancaster's form of government as outlined above.*

Motion made by Alix Turner and second by Jason Allison as read.

Motion passes with a vote of 146 Yes, 12 No and 0 Abstain.

ARTICLE 12 Unclassified Wage Schedule Select Board

To see if the Town will vote to accept the Unclassified Wage Schedule effective July 1, 2023, as shown on the below chart, or act in a manner relating thereto.

2.00%**UNCLASSIFIED WAGE TABLE**

FY23 GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
1	14.54	14.29	14.91	15.51	16.16	16.82	17.52	18.24
2	16.00	16.66	17.34	18.07	18.81	19.59	20.40	21.25
3	17.35	18.28	19.02	19.84	20.65	21.38	22.27	23.19
4	18.99	19.78	20.61	21.46	22.34	23.26	24.22	25.23
5	20.37	21.23	22.12	23.02	23.96	24.95	25.99	27.06
6	21.08	21.93	22.87	23.81	24.79	25.81	26.88	28.00
7	22.76	23.72	24.71	25.70	26.76	27.86	29.02	30.22
8	23.74	24.73	25.76	26.82	27.93	29.08	30.29	31.54
9	24.80	25.83	26.89	28.00	29.16	30.36	31.62	32.93
10	27.07	28.22	29.39	30.61	31.86	33.17	34.55	35.99
11	30.75	32.01	33.38	34.75	36.18	37.66	39.23	40.85
12	31.52	32.80	34.16	35.61	37.08	38.60	40.21	41.87
13	34.43	35.88	37.37	38.93	40.53	42.19	43.94	45.76
14	38.49	40.09	41.78	43.51	45.30	47.15	49.11	51.15
15	40.60	42.26	44.04	45.89	47.74	49.70	51.77	53.91
16	42.19	44.17	45.41	47.70	49.67	51.71	53.86	56.09

Select Board recommendation:

Finance Committee recommendation:

Summary: *This article adjusts the current wage plan to reflect Cost of Living Adjustment for non- union employees similar to union wages.*

Motion made by Jason Allison second by Jay Moody as read. Motion made by Jason Allison and second by Alix Turner to correct the changes to Grade, Steps 1 and 2 are reversed. passes via hand count.

Motion to pass as corrected passes with a vote of 146 Yes, 6 No and 1 Abstain.

<p style="text-align: center;">ARTICLE 13 Discontinuance of Old Lunenburg Road Select Board</p>

To see if the Town will vote to discontinue and abandon a portion of a public way consisting of that triangular portion of "Old Lunenburg Road 1883 Town Layout" north of a stone wall located on the way as shown on a plan entitled "Plan of Land in Lancaster, Massachusetts" prepared by Hannigan Engineering, Inc. dated July 30, 2013 and recorded with the Worcester District Registry of Deeds in Plan Book 902 as Plan 36, and to see if the Town will authorize the Select Board to convey the discontinued and abandoned portion of the way by quitclaim deed for nominal consideration to Lancaster Property Management, LLC, the abutter to the way, with the area to be conveyed being shown on a plan prepared and recorded at the expense of Lancaster Property Management, LLC, or to act in a manner relating thereto.

The Select Board recommendation:

Finance Committee recommendation:

Summary: *This article proposes to abandon a portion of Old Lunenburg Road and transfer some of the property in the fee to Lancaster Property Management, LLC while the town retains a portion of the land. A map of the proposed discontinuance is on file at the town clerk's office, on line at www.ci.lancaster.ma.us and at Town Meeting.*

Motion made by Alix Turner and second by Jason Allison as written.

Motion passes with a vote of 129 Yes, 33 No and 6 Abstain.

ARTICLE 14
Citizens Petition

To see if the Town will vote to amend the Planning Board Bylaw, Section 17-6, ESTABLISHMENT, by deleting:

"None of the Planning Board Members shall serve concurrently on the Lancaster Board of Appeals." and adding: "None of the Planning Board members shall serve concurrently on any other Lancaster Board or Commission."

The amended bylaw change shall read as follows:

Section 17-6 ESTABLISHMENT

A Planning Board of five members is established pursuant to MGL, C. 41, §§ 81A through 81J. None of the Planning Board Members shall serve concurrently on any other Lancaster Board or Commission.

Or act in any manner relating thereto.

Motion made by resident Jean Rich with a second received by member of audience. Jean Rich explains the article with many residents standing up to express their opposition to this article.

Motion fails with a vote of 54 Yes, 114 No and 2 abstain.

Motion to Adjourn at 9:13 pm by a member of the audience and second also made by member of the audience. Motion passes with majority hand count.

Lisa J. Johnson

Lancaster Town Clerk

**WARRANT FOR SPECIAL TOWN MEETING
IN THE TOWN OF LANCASTER**

**November 14, 2022
Mary Rowlandson Elementary School -- 7:00 PM**

Worcester, ss.

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

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Lancaster qualified to vote in the elections and Town affairs, to meet at **Mary Rowlandson Elementary School Auditorium, 103 Hollywood Drive in said Lancaster on Tuesday, the fourteenth day of November 2022, at 7:00 in the evening**, then and there to act on the following Articles:

Town of Lancaster

Warrant for Special Town Meeting

November 14, 2022

ORDER OF ARTICLES

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The Special Town Meeting was opened by Moderator William O'Neil at 7:26 P.M. A Total of Eight Hundred and Fifty-three (853) registered voters attended the opening of the meeting. The Moderator appointed and sworn in the following registered voters as Deputy Moderators: David R. Carr in the Gymnasium and Mark D. Renczkowski in the Cafeteria. The Moderator lead the meeting in the Pledge of Allegiance.

**ARTICLE 1
Pay Bills of Prior Fiscal Year
Select Board**

To see if the Town will vote to raise and appropriate two thousand five hundred and sixty-four dollars and eighty-two cents (\$2,564.82), or any other sum of money, from available funds to pay unpaid bills from Fiscal Year 2022 (detail below), or act in any manner relating thereto.

<u>Department</u>	<u>Vendor</u>	<u>Amount</u>	<u>Date</u>	<u>Purpose</u>
Public Buildings	Sterling Municipal Light	\$1,125.81	<u>1/01/22</u>	Maintenance
Public Buildings	Four Seasons Comfort	\$ 180.00	3/11/22	Maintenance
Fire Department	Central Mass EMS Corp	\$1,259.01	5/06/22	Maintenance

A motion was made and seconded to approve Article 1 as printed.

VOTED: The Town Voted Yes

The Moderator declared the Article Passed

**ARTICLE 2
Special Act to Affirm Results of the 2022 Annual Town Election
Select Board**

To see if the Town will vote to authorize the Select Board, on behalf of the Town, to petition the General Court for passage of a special law, as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments to the bill before enactment by the General Court; and provided further that the Select Board 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 Validating the Results of the Annual Town Election Held in the Town of Lancaster

SECTION 1. Notwithstanding any general or special law or bylaw to the contrary, all acts and proceedings taken by the town of Lancaster at the May 9, 2022, annual town election and all actions taken pursuant thereto are hereby ratified, validated, and confirmed, notwithstanding omissions with respect to the posting of the annual election warrant and related voter information.

SECTION 2. This act shall take effect upon its passage.

A motion was made and seconded to approve Article 2 as printed

VOTED: The Town Voted YES

The Moderator declared the Article Passed

ARTICLE 5, 6, 7, 8, 9, were voted at this point at the Special Town Meeting November 14, 2022

ARTICLE 3 was voted on after ARTICLE 9 at the Special Town Meeting November 14, 2022

ARTICLE 4 was voted on after ARTICLE 10 and 11 at the Special Town Meeting November 14, 2022

<p style="text-align: center;">ARTICLE 5 Scrivener's Error Section 220-8.1 GG Planning Board</p>

To see if the Town will vote to amend the Use Regulation Schedule of the Zoning Bylaw, 220 Attachment 1, at Section 220-8.1 GG "Accessory Uses" by (1) adding after the asterisk the phrase "May be permitted by special permit for lots within area less than 0.90 acres, provided all other conditions of this section are met."; and (2) striking the letter "Y" under the Residential Zoning District column and inserting, in place thereof, the letter "P", to be consistent with the abbreviation for a use permitted as a matter of right in the district, subject to all applicable dimensional and special regulations, so that the section reads as follows:

GG.	The raising and keeping of up to six (6) chickens (common, domestic female chicks and hens, but no roosters) for non-commercial use by the residents of any lot with a minimum area of 0.90 acres or more	P (SP)*	N	N	N	N	N	N	The chickens must be kept in a coop or pen enclosure that is no less than 20 (twenty) feet from any lot line, 50 feet from any existing dwelling, and 1600 feet from any commercial poultry farm producer.
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**May be permitted by Special Permit for lots with area less than 0.90 acres, provided all other conditions of this section are met.*

And which amendment was previously approved under Article 18 at the 2013 Annual Town Meeting, but which was not properly incorporated into the Town's Zoning Bylaw, or act in any manner relating thereto.

A motion was made and seconded to approve Article 5 as printed.

VOTED: The Town Voted YES

The Moderator declared a 2/3rds VOTE

<p align="center">ARTICLE 6 Scrivener's error Section 220-8.4A, 220-8.48 Planning Board</p>

To see if the Town will vote to amend the Use Regulation Schedule of the Zoning Bylaw, 220 Attachment 1, at Section 220-8.4A and Section 220-8.48 "Public, Health, Educational, and Institutional Uses", by moving the first line in Section 220-8.48 to the end of Section 220-8.4A, so that the sections read as follows:

A.	Underground or overhead communications, gas, electrical, sewerage, drainage, water, traffic, fire, and police system services, appurtenant equipment, and installations	SP	SP	SP	SP	SP	PB	If personal wireless service facilities regulated under Article XI of Ch. 220.
		p	p	p	p	p	p	If not regulated under Article XI and provided by a public service corporation or governmental agency.
		SP	SP	SP	SP	SP	PB	If not regulated under Article XI, and provided by other than a public service corporation or governmental agency.
B.	Religious and educational uses	p	p	p	p	p	p	If exempt from prohibition under MGL c. 40A, § 3.
		SP	p	N	N	N	p	If a use, such as a commercial school, not exempt from prohibition under MGL c. 40A, § 3.

And which amendments were previously approved under Article 12 at the 2013 Annual Town Meeting, but which was not properly incorporated into the Town's Zoning Bylaw, or act in any manner relating thereto.

A motion was made and seconded to approve Article 6 as printed

VOTED: The TOWN Voted YES The Moderator declared a UNANIMOUS VOTE

<p align="center">ARTICLE 7 Zoning Solar Photovoltaic and Standalone Energy Storage Systems Planning Board</p>

To see if the Town will vote to amend Article XVII of the Zoning Bylaw for the purpose of allowing Standalone Energy Storage Systems, and clarifying references to the electrical code, as follows:

Renaming Article XVII as follows:

ARTICLE XVII

Solar Photovoltaic and Standalone Energy Storage Systems

- (1) Striking Section 220-73 of the Zoning Bylaw and inserting, in place thereof, the following:

§ 220-73. Purpose.

A The purpose of this bylaw is to provide appropriate siting for solar photovoltaic energy systems for power generation and standalone energy storage systems for energy storage and distribution, while preserving the right of homeowners to install solar systems for residential use.

- A. Roof-mounted solar energy installations may be constructed in any zoning district without need for a special permit.
- B. Ground-mounted solar energy installations within a Solar Overlay District may be constructed without need for a special permit and according to the site plan criteria as set forth herein.
- C. Ground-mounted solar energy installations in the Residential and Neighborhood Business Zoning Districts are allowed by special permit through the Planning Board.
- D. Standalone energy storage systems may be constructed in any zoning district by special permit through the Planning Board.

B. The provisions in this section of the Zoning Bylaw shall apply to the construction, operation, repair, and/or removal of all solar energy installation and standalone energy storage system installations, and to physical modifications that materially alter the type, configuration or size of these installations or related equipment

- (2) Revising the definition of Adequate Screening and Buffer Strip in Section 220-74 of the Zoning Bylaw, to read as follows:

ADEQUATE SCREENING

Shall consist of a vegetative barrier, fencing and/or other appropriate materials to provide visual and aural protection to abutting properties.

BUFFER STRIP

A strip of land between a ground mounted solar photovoltaic installation or a standalone energy storage system, including any structures accessory thereto, and the boundary of a parcel, reserved for plant material, berms, walls or fencing to serve as a visual barrier.

- (3) Inserting a new definition for Standalone Energy Storage Systems in Section 220-74 of the Zoning Bylaw, as follows:

STANDALONE ENERGY STORAGE SYSTEM

A system that is capable of absorbing energy from the electric grid, storing it for

a period of time and thereafter distributing electricity, and having a nameplate capacity of less than ten (10) megawatts.

- (1) Striking the word "National" in Section 220-76.1(8) of the Zoning Bylaw and inserting, in place thereof, the word "Massachusetts", such that the provision reads as follows:

- (8) One- or three-phase line electrical diagrams detailing the installation, associated components and electrical interconnection methods with all Massachusetts Electrical Code-compliant disconnects and overcurrent devices;

- (2) Inserting a new Section 220-77 of the Zoning Bylaw, as follows:

§ 220-77. Standalone energy storage system installations

A. Purpose.

- (1) The purpose of this section is to facilitate the creation of new standalone energy storage system installations by providing standards for the placement, design, construction, operation, monitoring, modification and removal of such installations that address public safety, minimize impacts on environmental, scenic, natural and historic resources, and to provide adequate financial assurance for the eventual decommissioning of such installations.
- (2) Subject to the requirements below, standalone energy storage system installations are allowed by special permit from the Planning Board in all zoning districts.

B. Site plan review.

- (1) All standalone energy storage system installations shall require site plan review under the Zoning Bylaw. The Building Inspector shall not issue a building permit unless, and until, the Planning Board submits a site plan approval document to the Building Inspector.
- (2) A building permit will be issued by the Building Inspector that shows evidence the project is consistent with state and federal building codes, the findings and directives of the site plan approval, and local bylaws and regulations, including those set forth by the Conservation Commission. As-built plans shall be submitted prior to final inspection to the Building Inspector with copies to the Planning Board.
- (3) In addition to a building permit, standalone energy storage systems require an electrical permit, and a permit from the Fire Chief in accordance with 527 CMR 1.00, Chapter 52.

C. Conditions. The Planning Board may impose any conditions upon site plan approval deemed necessary to achieve the purpose of this bylaw, such as, but not limited to, the following:

- (1) Reduced setback and buffer strip requirements that allow such installations to be erected without causing impact to the character of the surrounding neighborhood.

- (2) Modification of exterior appearance;
 - (3) Limitation of size or extent of facilities;
 - (4) Regulation of traffic and site plan features;
 - (5) Screening of premises from view by use of appropriate walls, fencing or buffer strips;
 - (6) Limitation of sound levels;
 - (7) Control of the number, location, size and lighting of signs;
 - (8) Additional design and siting modifications where appropriate.
- D. Utility notification. Evidence shall be provided at the time of the application for the site plan review that the utility company that operates the electrical grid where the installation is to be located has been informed of the applicant's intent to construct a standalone energy storage system installation and that approval to connect to the grid has been granted or appropriate application(s) have or will be made to such utilities for interconnection. Off- grid systems shall be exempt from this requirement. Reasonable efforts should be made to place all utility connections underground, depending on appropriate soil conditions, shape and topography of the site.
- E. Fees. An application for a site plan review shall be accompanied by the required fee. The applicant will also be responsible for payment of any consultants requested by the Planning Board to provide professional review, including legal counsel. The Planning Board may require the applicant to deposit with the Planning Board in advance a reasonable amount to provide for such review, the use of which shall be governed by MGL c. 44, § 53G.
- F. Setbacks
- (1) Setbacks.
 - (a) Front yard. The front yard setback shall be at least 50 feet in all districts.
 - (b) Side yard. The side yard setback shall be at least 50 feet in all districts.
 - (c) Rear yard. The rear yard setback shall be at least 50 feet in all districts.
 - (2) All inverters, regardless of type, transformers or other equipment that have the potential to exceed allowed decibels will be located no less than 100 feet from property lines, regardless of the zoning district.
- G. Required documents. In addition to documents required for site plan review, the following will be required for energy storage system installations. The Planning Board may waive one or more of these requirements in its sole discretion under appropriate circumstances.
- (1) All plans and maps shall be prepared, stamped and signed by a professional engineer licensed to practice in Massachusetts;
 - (2) All plans and maps shall show property lines, physical features, and infrastructure, including roads used to access the property site;

- (3) Proposed changes to landscape of site, including grading, vegetation, tree removal, planting of screening vegetation, location of structures;
- (4) Locations of wetlands and priority habitat areas defined by the Natural Heritage and Endangered Species Program;
- (5) Locations of floodplains or periodically inundated areas subject to moderate- or high- hazard dams;
- (6) A list of any hazardous materials proposed to be located on the site plan to prevent their release to the environment as appropriate;
- (7) Drawings of the installation showing the proposed layout of the system and any potential shading from nearby structures;
- (8) One- or three-phase line electrical diagrams detailing the installation, associated components and electrical interconnection methods with all Massachusetts Electrical Code-compliant disconnects and overcurrent devices;
- (9) Documentation of the major system components to be used, including battery technology, mounting systems, inverters, etc.;
- (10) Name of property owner, address, telephone number, e-mail;
- (11) Name of lessor or lessee, address, telephone number, e-mail;
- (12) Name of contact person, address, telephone number, e-mail;
- (13) Name of design engineer, address, telephone number, e-mail;
- (14) Names of contractors, address, telephone number, e-mails;
- (15) Name of installer, address, telephone number, e-mail;
- (16) Zoning district designation for parcel of land, map and parcel;
- (17) Documentation of actual or proposed access to the project site sufficient to allow for construction and operation and maintenance of the proposed standalone energy storage installation;
- (18) Provision for water that may be needed for fire protection;
- (19) Description of the financial surety that is required in the following section: Financial security;
- (20) Sight line representations depicting in profile the view of the proposed installation, and any appurtenant structures, from the location upon any public road within 300 feet that would have the most unobstructed view of the installations, and from the closest wall of each residential building within 300 feet of the highest point of the installation;
- (21) A decommissioning plan that describes the removal of all structures, electrical infrastructure or other equipment, the location or repository for all demolition debris, and plans for site re-use or restoration; and
- (22) A security plan that depicts the appropriate security fencing, lighting, surveillance system and signage.

H. Design standards. The Planning Board may waive one or more of these requirements in its sole discretion under appropriate circumstances.

- (1) Lighting and security. Lighting of standalone energy storage system installations shall be consistent with local, state and federal law. Lighting of other parts of the installation, such as any appurtenant structures, shall be limited to that required for safety and operational purposes and shall be reasonably shielded from abutting properties. Where feasible, any required lighting shall be directed downward and shall incorporate full cutoff fixtures to reduce light pollution, in compliance with § 220-36 of the Zoning Bylaw. Surveillance and security cameras shall be shielded from viewing abutting private property or invading the privacy of any abutting residential property owner.
- (2) Signage. All signs shall comply with the Zoning Bylaw and shall not be used for displaying any advertising except to identify the owner and/or operator of the standalone energy storage system installation and a twenty-four-hour emergency contact telephone number.
- (3) Land clearing. Clearing of natural vegetation shall be limited to what is necessary for construction, operation and maintenance of the installation. Any land disturbance shall be subject to stormwater management criteria and by applicable laws, regulations and bylaws.
- (4) Safety, emergency service and environmental standards. The applicant shall provide a copy of the project summary, electrical schematic and site plan. The applicant shall develop an emergency response plan, including showing all means of shutting down the standalone energy storage system installation. The applicant shall submit the name of the person answerable to inquiries throughout the life of the installation. If the designated person changes, the name of the new designated person shall be submitted as an addendum.
- (5) Monitoring and maintenance.
 - (a) The applicant shall submit a plan for the operation and maintenance of the installation which shall include measures for maintaining the site, including safe access, stormwater control, structural repairs and the integrity of security measures. These measures must be acceptable to the Fire Chief and emergency medical services personnel. If needed, training of service personnel will be provided by the applicant. The owner/operator shall be responsible for the cost of maintaining the installation.
 - (b) The applicant shall also submit a Monitoring/Inspection Form under the site plan review during construction and shall further submit a report to the Building Inspector on the condition of the structure and site by January 15 each year.
- (6) Visual impact. Any energy storage system installation shall be

designed to minimize visual impacts, including preserving natural vegetation to the maximum extent possible, blending in equipment with the surroundings, and adding vegetative buffers to screen abutting residential properties whether developed or not. Siting shall be such that the view of the standalone energy storage system installation from other areas of Town shall be as minimal as possible.

- (7) Height. The height of any structure associated with a standalone energy storage system installation shall not exceed 15 feet.
- (8) Roads. All access roads and interior roads shall be constructed to minimize grading, removal of stone wall or trees, and to minimize impacts to environmental or historic resources.
- (9) Hazardous materials. Hazardous materials that are stored, used or generated on site shall not exceed the amount for a "Very Small Quantity Generator of Hazardous Waste" as defined by the Department of Environmental Protection (DEP) pursuant to 310 CMR 30.000 and shall meet all requirements of the DEP and Massachusetts Contingency Plan, including storage of hazardous materials in a building with an impervious floor that is not adjacent to any floor drains to prevent discharge to the outdoor environment. If hazardous materials are utilized within the energy storage equipment, then impervious containment areas capable of controlling any release to the environment and to prevent potential contamination of groundwater are required.
- (10) Noise.
 - (a) Noise generated by a standalone energy storage system installation, and by any associated equipment and machinery, shall conform to applicable state and local noise regulations, including the DEP's Division of Air Quality noise regulations, 310 CMR 7.10. The site shall not produce any other vibration, harmonics or interference which would be perceived or impact the normal function of electronics off site.
 - (b) The MassDEP noise regulation is contained in 310 CMR 7.10. According to MassDEP, a source of sound violates the Department's noise regulation, if the source:
 - 1. Increases the broadband sound level by more than 10 dB(A) above ambient; or
 - 2. Produces a "pure tone" condition: when a sound pressure level, at any given octave band center frequency, exceeds the levels of the two adjacent octave bands by three or more decibels.
 - (c) The MassDEP criteria are evaluated both at the property line and at the nearest inhabited residence or other sensitive land use. "Ambient" is defined as the background A-weighted sound level that is exceeded 90% of the time, measured during equipment operating hours.

- (d) Prior to the issuance of a certificate of occupancy, the applicant shall conduct a test of ambient conditions during startup and provide a report of decibel levels for the inverters. Facility noise level shall not exceed the existing DEP regulation. If necessary, mitigation measures will be determined by the Board and the costs of such measures will be borne by the applicant.

I. Modifications. All modification requests to a standalone energy storage system installation, including changes in technology, addition to number of energy storage containers or change in placement made after issuance of the required building permit, shall require review through the site plan review for compliance with this bylaw.

J. Discontinuance and removal. Absent notice of proposed date of decommissioning or written notice of extenuating circumstances, the standalone energy storage system installation shall be considered discontinued when it fails to operate for more than one year without the written consent of the Planning Board. Upon written request from the Building Inspector addressed to the contact address provided and maintained by the owner and operator as required *above*, the owner or operator shall provide evidence to the Building Inspector demonstrating continued use of the installation. Failure to provide such evidence within 30 days of such written request shall be conclusive evidence that the installation has been discontinued. The owner or operator shall physically *remove* the installation no more than 150 days after the date of discontinuance or the proposed date of decommissioning operations. The owner or operator shall notify the Planning Board and Building Inspector by certified mail of their proposed date of discontinued operations and plans for removal. The notification shall consist of the methodology of physical removal of all structures, equipment, security barriers and transmission lines, disposal of all solid and hazardous waste, and stabilization or revegetation of the site. If the owner or operator fails to *remove* the installation in accordance with the *above* criteria, the Town may, after the receipt of an appropriate court order or consent of the property owner, enter the property and physically *remove* the installation at the owner's expense. As a condition of the site plan review, a property owner shall agree to allow the Town entry to *remove* an abandoned or decommissioned installation. The cost for such removal will be charged to the property owner and shall constitute a lien upon the land in accordance with the provisions of MGL 139, § 3A, or other applicable law.

K. Financial security. Proponents of standalone energy storage system projects shall provide a form of surety, either through an escrow account, bond or otherwise, to *cover* the cost of removal in the *event* the Town must *remove* the installation and remediate the landscape, in an amount and form determined to be reasonable by the Site Plan Review Authority, but in no

event to exceed more than 125% of the cost of removal and compliance with the additional requirements set forth herein. Such surety will not be required for municipally or state-owned facilities. The project owner/operator shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal cost due to inflation. The Town shall deposit the surety in accordance with the requirements of MGL c. 44, § 5381/2.

- (7) Renumber the existing Section 220-77 of the Zoning Bylaw, "Inclusionary uses and conflicts", as Section 220-78;

And

- (8) Amend the Use Regulation Schedule at Section 220-8 of the Zoning Bylaw, 220 Attachment 1, by adding a new Section 220-8.6, Subpart J, in the appropriate alphabetical order, to read as follows:

		Zoning Districts						Notes
Item	Use	R	NB	LI	LI2	GI	EZ	
J.	Standalone Energy Storage Systems	PB	PB	PB	PB	PB	PB	

or act in any manner relating thereto.

A Motion was made and seconded to approve Article 7 as printed

VOTED: The Town Voted YES

The Moderator declared the Article Passed

ARTICLE 8
Amend Budget for Fiscal Year 2023
Finance Committee
Select Board

To see if the Town will vote to amend the vote taken under Article 1 of the May 2, 2022 Annual Town Meeting appropriating funds to defray the expenses of the Town for the Fiscal Year beginning July 1, 2022, and, as necessary therefore, raise and appropriate, transfer from, available funds from the Operating Budget, by borrowing, by transfer from Overlay Surplus, by transfer from fund balance reserved for school debt, or any combination thereof; for the purpose of supplementing departmental expenses, and /or to reduce certain departmental expenses or otherwise amend said vote, or act in any manner relating thereto.

APPROPRIATIONS	ANNUAL TM	SPECIAL TM	VARIANCE
TOWN FACILITIES - UTILITIES			
WASTE MANAGEMENT	\$ 10,000	\$ 11,000	\$ 1,000
ELECTRICITY	\$ 50,000	\$ 80,000	\$ 30,000
HEATING OIL	\$ 20,000	\$ 50,000	\$ 30,000
PROPANE	\$ 22,000	\$ 35,000	\$ 13,000
GASOLINE	\$ 45,000	\$ 55,000	\$ 10,000
WATER	\$ 2,700	\$ 5,000	\$ 2,300
SEWER	\$ 500	\$ 675	\$ 175
ALARM MONITORING	\$ 500	\$ -	\$ (500)-
NET	\$ 85,975		
STREETLIGHTS			
ELECTRICAL	\$ 7,500	\$ 10,000	\$ 2,500
NET	\$ 2,500		
DPW - SNOW & ICE			
VEHICLE SUPPLIES	\$ 25,000	\$ 15,000	\$ -
SUPPLIES (SALT)	\$ 50,000	\$ 25,000	\$ -
NET	\$ 83,685	\$133,685	\$ 83,685
LEGAL			
BILLING	\$ 145,000	\$204,000	\$ 59,000
NET	\$59,000		
TOTAL FY23 GF APPROPRIATIONS	Original \$25,841,636	Amended \$26,072,796	Increase \$231,160

A motion was made and seconded to approve Article 8 as printed

VOTED: The TOWN Voted YES

The Moderator declared the Article Passed

<p style="text-align: center;">ARTICLE 9 Amend FY2023 Capital Expenditures Board of Public Works</p>

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

Department:	Department of Public Works
Amount:	\$50,000
Funds to be Expended By:	Department of Public Works
Purpose:	10-Wheel Dump Truck with Plow
Funding Source:	State Reimbursement - Chapter 90 Funds

Department:	Department of Public Works
Amount:	\$10,000
Funds to be Expended By:	Department of Public Works
Purpose:	Loader Bucket with Hydraulic Sideways Dump
Funding Source:	State Reimbursement - Chapter 90 Funds

A motion was made and seconded to approve

<p>A motion was made and seconded to approve ARTICLE 9 as printed</p>

<p>VOTED: The Town Voted YES The Moderator declared the Article Passed</p>

A motion was made and seconded to Move the Question, ARTICLE 3

A hand count was conducted by the Board of Registrars of Voters and assistants

The TOWN Voted:

YES 676

NO 135

The Moderator declared a 2/3rds Vote

<p style="text-align: center;">ARTICLE 3 North Lancaster Smart Growth Overlay District Select Board</p>

To see if the Town will vote as follows:

- (1) Add a new Article XIX to the Town of Lancaster's Zoning Bylaw, entitled "North Lancaster Smart Growth Overlay District", as follows:

ARTICLE XIX: NORTH LANCASTER SMART GROWTH OVERLAY DISTRICT

Section 220-85. PURPOSE.

The purpose of this Article XIX is to establish a North Lancaster Smart Growth Overlay District in order to encourage smart growth in accordance with M.G.L. Chapter 40R. The North Lancaster Smart Growth Overlay District provides housing opportunities in one or more mixed-use developments that promote compact design and pedestrian-friendly access to retail, employment, and other amenities. Additional objectives of this Article XIX are to:

- A. Promote public health, safety, and welfare by encouraging and increasing a diversity of housing opportunities;
- B. Provide for a full range of housing choices for households of all incomes, ages, and sizes in order to meet diverse population needs;
- C. Help to ensure the Town of Lancaster meets the Commonwealth's affordable housing requirement of greater than 10% deed-restricted inventory, and to sustain this level to maintain local control over the Town's affordable housing program;
- D. Establish requirements, standards, and guidelines to ensure predictable, fair, and cost-effective review and permitting of development;
- E. Enable the Town to receive Zoning Incentive Payments and Density Bonus Payments in accordance with M.G.L. Chapter 40R and 760 CMR 59.06 arising from the development of housing in the Smart Growth Overlay District;
- F. Enable the Town to receive Smart Growth Educational Aid payments for school children living in residential developments within the Smart Growth Overlay District pursuant to M.G.L. Chapter 40S, which are available only for new developments in 40R Smart Growth Overlay Districts; and
- G. To the extent not in conflict with the permissible criteria for disapproval under Section 220-94 and provisions for As-of-Right development under the Governing Laws, to generate positive tax

revenue from mixed-use development where possible.

Section 220-86. DEFINITIONS.

For purposes of this Article XIX, the following definitions shall apply. All bolded terms shall be defined in accordance with the definitions established under the Governing Laws or Article XIX, or as set forth in the Plan Approval Authority (PAA) Regulations. To the extent that there is any conflict between the definitions or terms set forth in, or otherwise regulated by, the Governing Laws and those defined or used in this Article XIX, inclusive of any applicable Design Standards, PAA Regulations, or any other applicable associated local zoning requirement (e.g., zoning requirement contained in another section of the Zoning Bylaw that is nonetheless incorporated by reference), the terms of the Governing Laws shall govern.

AFFIRMATIVE FAIR HOUSING MARKETING PLAN (AFHMP) - A written plan of required actions that provide information, maximum opportunity, and otherwise attract eligible persons protected under state and federal civil rights laws that are less likely to apply for affordable housing.

AFFORDABLE HOMEOWNERSHIP UNIT -An Affordable Housing unit required to be sold to an Eligible Household.

AFFORDABLE HOUSING (AH) - Housing that is affordable to and occupied by Eligible Households.

AFFORDABLE HOUSING RESTRICTION - A deed restriction of Affordable Housing meeting the statutory requirements in M.G.L. Chapter 184, Section 31, and the requirements of Section 220-89E of this Bylaw.

AFFORDABLE RENTAL UNIT -An Affordable Housing unit required to be rented to an Eligible Household.

APPLICANT - The individual or entity that submits a Project application for Plan Approval.

AS-OF-RIGHT-A use allowed under Section 220-88 without recourse to a special permit, variance, zoning amendment, or other form of zoning relief. A Project that requires Plan Approval pursuant to Section 220-93 through Section 220-97 shall be considered an As-of-Right Project, subject to review and approval by DHCD of any Municipal 40R regulations, guidelines, application forms, or other requirements applicable to review of Projects by the PAA under the 40R Zoning and 760 CMR 59.00.

DEPARTMENT OR DHCD - The Massachusetts Department of Housing and Community Development, or any successor agency.

DESIGN STANDARDS - Provisions of Section 220-97 made applicable to Projects within the NL- SGOD that are subject to the Plan Approval process of the PAA.

ELIGIBLE HOUSEHOLD - An individual or household whose annual income is less than or equal to eighty percent (80%) of the area-wide median income as determined by the United States Department of Housing and Urban Development (HUD), adjusted for household size, with income computed using HUD's rules for attribution of income to assets.

FARMERS MARKET - A public market for the primary purpose of connecting and mutually benefiting mainly Massachusetts farmers, artisans, communities, and shoppers while promoting and selling locally grown, raised and/or crafted goods.

GOVERNING LAWS - M.G.L. Chapter 40R and 760 CMR 59.00.

MIXED-USE DEVELOPMENT PROJECT - A Project containing a mix of residential uses and non-residential uses, as allowed in Section 220-88B, and subject to all applicable provisions of this Article XIX.

MOBILE MARKET - Outfitted buses, trucks, vans, carts, or any other vehicle with space³⁴to display

and sell produce and/or prepared food.

MONITORING AGENT OR ADMINISTERING AGENT - The local housing authority or other qualified housing entity designated by the Select Board, pursuant to Section 220-89B, to review and implement the Affordability requirements affecting Projects under Section 220-89.

NL-SGOD - The North Lancaster Smart Growth Overlay District established according to this Article XIX.

PLAN APPROVAL - Standards and procedures which all Projects in the NL-SGOD must meet pursuant to Sections 220-93 through 220-96 and the Governing Laws.

PLAN APPROVAL AUTHORITY (PAA) - The local approval authority authorized under Section 220-93B to conduct the Plan Approval process for purposes of reviewing Project applications and issuing Plan Approval decisions within the NL-SGOD.

PAA REGULATIONS - The rules and regulations of the PAA adopted pursuant to Section 220-93C.

PROJECT - A Residential Project or Mixed-use Development Project undertaken within the NL-SGOD in accordance with the requirements of this Section Article XIX.

RESIDENTIAL PROJECT - A Project that consists solely of residential, parking, and accessory uses, as further defined in Section 220-88A.

SHALL- For the purposes of this bylaw, the term "shall" has the same meaning as "must" and denotes a requirement.

WATER SUPPLY AND DEVELOPMENT AGREEMENT-An agreement reached by and between the City of Leominster and 702, LLC and executed on December 4, 2020 wherein the City of Leominster provides water to the 702, LLC development project under the terms and conditions contained therein, including certain use restrictions. See also "Intermunicipal Agreement between the City of Leominster and the Town of Lancaster for the Provision of Water Service" executed on March 21, 2021.

ZONING BYLAW -The Zoning Bylaws of the Town of Lancaster

Section 220-87. APPLICABILITY OF NORTH LANCASTER SMART GROWTH OVERLAY DISTRICT- SCOPE AND AUTHORITY.

- A. **Establishment.** The North Lancaster Smart Growth Overlay District, hereinafter referred to as the "NL-SGOD", is established pursuant to the authority of M.G.L. Chapter 40R and 760 CMR 59.00 as an overlay district having a land area of approximately 38 acres in size shown on the Official Zoning Overlay Map of the Town of Lancaster, as amended, and appearing at 220 Attachment 3 to this Zoning Bylaw. This map is on file in the Offices of the Town Clerk and Community Development and Planning Department. The NL-SGOD contains no subdistricts.
- B. **Applicability.** An applicant may seek development of a Project located within the NL-SGOD in accordance with the provisions of the Governing Laws and this Article XIX, including a request for Plan Approval by the PAA. In such case, notwithstanding anything to the contrary in the Zoning Bylaw, such application shall not be subject to any other provisions of the Zoning Bylaw, including limitations upon the issuance of building pennits for residential uses related to a rate of development or phased growth limitation or to a local moratorium on the issuance of such permits, or to other building permit or dwelling unit limitations. To the extent that there is any conflict between the Governing Laws and this Article XIX, inclusive of the Design Standards, the PAA Regulations, and any applicable associated local zoning requirement (e.g., zoning requirement contained in another section of the Zoning Bylaw that is n3o4nethless

incorporated by reference), the Governing Laws shall govern.

- C. **Underlying Zoning.** The NL-SGOD is an overlay district superimposed on all underlying zoning districts. The regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the underlying zoning district(s) shall remain in full force, except for those Projects undergoing development pursuant to this Article XIX. Within the boundaries of the NL-SGOD, a developer may elect either to develop a Project in accordance with the requirements of the Smart Growth Zoning/NL-SGOD, or to develop a project in accordance with requirements of the regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the underlying zoning district(s).
- D. **Administration, Enforcement, and Appeals.** The provisions of this Article XIX shall be administered by the Building Inspector, except as otherwise provided herein. Any legal appeal arising out of a Plan Approval decision by the PAA under Sections 220-93 through 220-96 shall be governed by the applicable provisions of M.G.L. Chapter 40R. Any other request for enforcement or appeal arising under this Article XIX shall be governed by the applicable provisions of M.G.L. Chapter 40A.

Section 220-88. PERMITTED USES. THE FOLLOWING USES ARE PERMITTED AS-OF-RIGHT FOR PROJECTS WITHIN THE NL-SGOD.

- A. **Residential Projects.** A Residential Project within the NL-SGOD may include:
- (1) Single-family, 2- and 3-family, and/or Mixed-use multi-family Residential Use(s) through homeownership and/or rental;
 - (2) Parking accessory to any of the above permitted uses, including surface, garage-under, and structured parking (e.g., parking garages);
 - (3) Accessory uses customarily incidental to any of the above permitted as follows:
 - (a) Subject to Section 220-89F(7) and any other applicable provisions of Section 220-89 and the Governing Laws, rental of one or two rooms within a single family detached dwelling, without housekeeping facilities;
 - (b) Subject to Section 220-89F(7) and any other applicable provisions of Section 220-89 and the Governing Laws, accessory apartment in a single-family dwelling with no change in the principal use of the premises;
 - (c) Central dining, recreation and administrative facilities exclusively for the tenants of group facilities;
 - (4) Home occupation or professional office, provided as follows:
 - (a) The principal operator resides on the premises, employs not more than one other person, and sells no products prepared by others;
 - (b) There is no indication of such occupation visible on the exterior of the building or on the lot, except for required parking and permitted signs; and
 - (c) The activity does not produce noise, odor, traffic or other nuisances perceptible at the lot line at a higher level than is usual in a residential neighborhood.
 - (5) Accessory buildings for noncommercial use by residents of the premises only, such as garages, boathouses, storage sheds, greenhouses.
- B. **Mixed-use Development Projects.** A Mixed-use Development Project within the NL-SGOD shall include a mix of residential and non-residential uses and more specifically may include:
- (1) Single-family, 2- and 3- family, and/or Multi-family Residential Use(s), provided that the minimum allowable as-of-right density requirements for residential use specified in Section 220-90A shall apply to the residential portion of any Mixed-use Development Project;

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- (2) Any of the following non-residential uses (subject to the Water Supply and Development Agreement and any other existing restrictions):
- (a) Underground or overhead communications, gas, electrical, sewerage, drainage, water, traffic, fire, and police system services, appurtenant equipment, and installations;
 - (b) Religious and educational uses;
 - (c) Nonprofit community centers, places of public assembly, lodges, service or fraternal or civic corporations;
 - (d) Long-term care facility;
 - (e) Customary accessory uses if adjacent to the principal use or if permitted as a principal use;
 - (f) Other customary accessory uses;
 - (g) Retail stores; craft, consumer, professional or commercial establishments dealing directly with the general public, unless more specifically listed below;
 - (h) Shopping center;
 - (i) Gasoline service stations, including minor repairs only;
 - (j) Sales, rental, and repairs of motor vehicles, mobile homes, farm
 - (k) Car washing establishments;
 - (l) Dry-cleaning and laundry establishments;
 - (m) Funeral parlor, undertaking establishments;
 - (n) Hotels, motels, inns;
 - (o) Restaurants;
 - (p) Medical clinics;
 - (q) Administrative offices of non-profit organizations;
 - (r) Other offices, banks;
 - (s) Art galleries;
 - (t) Outdoor storage or display of goods;
 - (u) Manufacture, assembly, packaging or treatment of goods sold or handled on the premises in connection with the principal use;
 - (v) Retail sales or restaurant;
 - (w) Health and fitness center;
 - (x) Commercial indoor amusement or recreation place or place of assembly;
 - (y) Farmers Market or Mobile Markets;
- (3) Parking accessory to any of the above permitted uses, including surface, garage-under, and structured parking (e.g., parking garages); and
- (4) The total gross floor area devoted to non-residential uses within a Mixed-use Development Project shall not be less than ten percent (10%) of the total gross floor area of the Project and shall not exceed forty-nine percent (49%) of the total gross floor area of the Project.

Section 220-89. HOUSING AND HOUSING AFFORDABILITY.

A. Number of Affordable Housing Units.

- (1) For all Projects containing at least 13 residential units, not less than twenty percent (20%) of housing units constructed shall be Affordable Housing. A Project shall not be segmented to evade either the Affordability threshold set forth above or in Section 220-89A(2) below.
- (2) For all projects under 13 units, the following affordable units shall be required:

Total Units	Minimum Affordable Units
6 to 9	1
10 to 12	2

- (3) Unless the PAA provides a waiver on the basis that the Project is not otherwise financially feasible, not less than twenty-five percent (25%) of rental dwelling units constructed in a

Project containing rental units must be Affordable Rental Units pursuant to M.G.L. Chapter 40R. For purposes of calculating the number of units of Affordable Housing required within a Project, any fractional unit shall be deemed to constitute a whole unit.

- (4) Across all Projects containing at least 13 residential units, whether ownership or rental, not less than eight percent (8%) of all units shall be made affordable to eligible applicants at or below sixty percent (60%) AMI and the balance of the affordable units shall be restricted to eligible applicants at or below eighty percent (80%) AMI.

B. **Monitoring Agent.** The Lancaster Affordable Housing Trust, or its designee, shall be the Monitoring Agent designated by the Lancaster Select Board ("designating official"). In a case where the Monitoring Agent cannot adequately carry out its administrative duties, upon certification of this fact by the Select Board or by DHCD such duties shall devolve to and thereafter be administered by a qualified housing entity designated by the Select Board. In any event, such Monitoring Agent shall ensure the following, both prior to issuance of a Building Permit for a Project within the NL-SGOD, and on a continuing basis thereafter, as the case may be:

- (1) Prices of Affordable Homeownership Units are properly computed; rental amounts of Affordable Rental Units are properly computed;
- (2) Income eligibility of households applying for Affordable Housing is properly and reliably determined;
- (3) The AFHMP conforms to all requirements, has been approved by DHCD specifically with regard to conformance with M.G.L. Chapter 40R and 760 CMR 59.00, and is properly administered;
- (4) Sales and rentals are made to Eligible Households chosen in accordance with the AFHMP with appropriate unit size for each household being properly determined and proper preference being given; and
- (5) Affordable Housing Restrictions meeting the requirements of this section are approved by DHCD specifically with regard to conformance with M.G.L. Chapter 40R and 760 CMR 59.00, recorded with the Worcester Registry of Deeds.

C. **Submission Requirements.** As part of any application for Plan Approval for a Project within the NL-SGOD submitted under Sections 220-93 through 220-96, the Applicant must submit the following documents to the PAA and the Monitoring Agent:

- (1) Evidence that the Project complies with the cost and eligibility requirements of Section 220-89D;
- (2) Project plans that demonstrate compliance with the requirements of Section 220-89E; and
- (3) A form of Affordable Housing Restriction that satisfies the requirements of Section 220-89F.

These documents in combination, to be submitted with an application for Plan Approval, shall include details about construction related to the provision, within the development, of units that are accessible to the disabled and appropriate for diverse populations, including households with children, other households, individuals, households including individuals with disabilities, and the elderly.

D. **Cost and Eligibility Requirements.** Affordable Housing shall comply with the following requirements:

- (1) Affordable Housing required to be offered for rent or sale shall be rented or sold to and occupied only by Eligible Households.
- (2) For an Affordable Rental Unit, the monthly rent payment, including applicable utility allowances, shall not exceed thirty percent (30%) of the maximum monthly income permissible for an Eligible Household, assuming a family size equal to the number of bedrooms in the unit plus one, unless another affordable housing program methodology for

calculating rent limits as approved by DHCD applies.

- (3) For an Affordable Homeownership Unit, the monthly housing payment, including mortgage principal and interest, private mortgage insurance, property taxes, condominium and/or homeowner's association fees, parking, and insurance, shall not exceed thirty percent (30%) of the maximum monthly income permissible for an Eligible Household, assuming a family size equal to the number of bedrooms in the unit plus one, unless another affordable housing program methodology for calculating rent limits as approved by DHCD applies.

Prior to the granting of any Building Permit or Plan Approval for a Project, the Applicant must demonstrate, to the satisfaction of the Monitoring Agent, that the method by which such affordable rents or affordable purchase prices are computed shall be consistent with state or federal guidelines for affordability applicable to the Town of Lancaster.

- E. **Design and Construction.** Units of Affordable Housing shall be finished housing units. With respect to the minimum required number for a given Project, units of Affordable Housing shall be equitably integrated and proportionately dispersed throughout the residential portion of the Project of which they are part, across all residential buildings, floors and distinct unit types in accordance with the AFHMP approved by DHCD and be comparable in initial construction quality, size and exterior design to the other housing units in the Project. The Affordable Housing shall be indistinguishable from the unrestricted/market-rate units. Unless expressly required otherwise under one or more applicable state or federal housing subsidy programs, the bedroom-per-unit average for the Affordable Housing must be equal to or greater than the bedroom-per-unit average for the unrestricted/market-rate units.

- F. **Affordable Housing Restriction.** Each Project shall be subject to an Affordable Housing Restriction which is subject to approval by DHCD and recorded with the Worcester Registry of Deeds or district registry of the Land Court, and which contains the following:

- (1) Specification of the term of the Affordable Housing Restriction, which shall be in perpetuity or the longest time that is legally allowed;
- (2) Name and address of the Monitoring Agent with a designation of its power to monitor and enforce the Affordable Housing Restriction;
- (3) Description of each Affordable Homeownership Unit, if any, by address and number of bedrooms; and a description of the overall quantity, initial unit designations and number of bedrooms and number of bedroom types of Affordable Rental Units in a Project or portion of a Project that are rental. Such restriction shall apply individually to the specifically identified Affordable Homeownership Units and shall apply to a percentage of rental units of a rental Project or the rental portion of a Project with the initially designated Affordable Rental Units identified in, and able to float subject to specific approval by DHCD in accordance with the corresponding AFHMP and DHCD's AFHMP guidelines;
- (4) Reference to an AFHMP, to which the Affordable Housing is subject, and which includes an affirmative fair housing marketing program, including public notice and a fair resident selection process. Such plan shall be consistent with DHCD guidance and approved by DHCD. Consistent with DHCD guidance, such plan shall include a preference based on need for the number of bedrooms in a unit and a preference based on need for the accessibility features of a unit where applicable and may only provide for additional preferences in resident selection to the extent such preferences are also consistent with applicable law and approved by DHCD;
- (5) Requirement that buyers or tenants will be selected at the initial sale or initial rental and upon all subsequent sales or rentals from a list of Eligible Households compiled in accordance with the AFHMP;
- (6) Reference to the calculation defined in Sections 220-89D of Cost and Eligibility Requirements at which the rent limit of an Affordable Rental Unit, or the maximum resale

- price of an Affordable Homeownership Unit, will be set;
- (7) Requirement that only an Eligible Household may reside in Affordable Housing and that notice of any lease of any Affordable Rental Unit shall be given to the Monitoring Agent;
 - (8) Provision for effective monitoring and enforcement of the terms and provisions of the Affordable Housing Restriction (AHR) by the Monitoring Agent;
 - (9) Provision that the AHR on an Affordable Homeownership Unit shall run in favor of the Monitoring Agent and/or the municipality, in a form approved by municipal counsel, and shall limit initial sale and re-sale to and occupancy by an Eligible Household;
 - (I 0) Provision that the AHR on Affordable Rental Units in a rental Project or rental portion of a Project shall run with the rental Project or rental portion of a Project and shall run in favor of the Monitoring Agent and/or the municipality, in a form approved by municipal counsel, and shall limit rental and occupancy to an Eligible Household;
 - (11) Provision that the owner[s] or manager[s] of Affordable Rental Unit[s] shall file an annual report to the Monitoring Agent, in a form specified by that agent, certifying compliance with the Affordability provisions of this Bylaw and containing such other information as may be reasonably requested in order to ensure affordability; and
 - (12) A requirement that residents in Affordable Housing provide such information as the Monitoring Agent may reasonably request in order to ensure affordability.
- G. **Costs of Housing Marketing and Selection Plan.** The housing marketing and selection plan and/or any associated Monitoring Services Agreement may make provision for payment by the Project applicant of reasonable costs to the Monitoring Agent to develop, advertise, and maintain the list of Eligible Households and to monitor and enforce compliance with affordability requirements.
- H. **Age Restrictions.** Nothing in this Article XIX shall permit the imposition of restrictions on age upon Projects unless proposed or agreed to voluntarily by the Applicant. However, the PAA may, in its review of a submission under Section 220-89C allow a specific Project within the NL-SGOD designated exclusively for the elderly, persons with disabilities, or for assisted living, provided that any such Project shall be in compliance with all applicable federal, state and local fair housing laws and regulations and not less than twenty-five percent (25%) of the housing units in such a restricted Project shall be restricted as Affordable units.
- I. **Phasing.** For any Project that is approved and developed in phases in accordance with Section 220-93D, unless otherwise approved by DHCD at the request of the PAA, the percentage of Affordable units in each phase shall be at least equal to the minimum percentage of Affordable Housing required under Sections 220-89A or 220-89H, as applicable. Where the percentage of Affordable Housing is not uniform across all phases, the unit dispersal and bedroom proportionality requirements under Section 220-89E shall be applied proportionately to the Affordable Housing provided for in each respective phase.
- J. **No Waiver.** Notwithstanding anything to the contrary herein, the Affordability provisions in this Section 220-89 shall not be waived unless expressly approved in writing by DHCD at the request of the Plan Approval Authority.

Section 220-90. DIMENSIONAL AND DENSITY REQUIREMENTS.

- A. **Table of Requirements.** Notwithstanding anything to the contrary in this Zoning Bylaw, the dimensional requirements applicable in the NL-SGOD are as follows:

Lot Area	Minimum lot area = 44,000 square feet. At least 90% of the lot area requirement must be met without including any "wetland" as defined in M.G.L. Chapter 131, §40.
Lot Frontage	Minimum lot frontage = 100 feet.
Front Yard	Not less than 30 feet.

Setback	
Side & Rear Setback	Not less than 20 feet unless abutting a residential use, then the setback shall be not less than 40 feet.
Building Height	No building or portion thereof or other structure of any kind shall exceed 40 feet excluding chimneys, towers, spires, cupolas, antennas, or other projections of or attachments to a building that do not enclose potentially habitable floor space, provided that they do not exceed the height of the building by more than ten (10) feet or 20% of building height, whichever is greater.
Minimum As-of-Right Residential Density	(1) A density of at least eight (8) units per acre for Developable Land zoned for single-family residential use; (2) A density of at least fifteen (15) units per acre for Developable Land zoned for 2- and/or 3-family residential use; or (3) A density of twenty (20) units per acre of Developable Land multiplied by the minimum permissible percentage of the gross floor area of a Mixed-use Development Project that is devoted to residential use (51%).
Maximum As-of-Right Residential Density	A density of twenty (20) residential units per acre of Developable Land multiplied by the maximum permissible percentage of the gross floor area of a Mixed-use Development Project devoted to residential use (90%). This maximum by-right density shall apply even in cases where the actual percentage of gross floor area in a Mixed-use Development Project devoted to residential use is less than 90%.

Section 220-91. PARKING REQUIREMENTS.

The parking requirements applicable for Projects within the NL-SGOD are as follows.

- A. **Number of Parking Spaces.** Unless otherwise found to be unduly restrictive with respect to Project feasibility and approved by the PAA, the parking requirements set forth in Section 220-91 shall be applicable to all projects in the NL-SGOD by use, either in surface parking, within garages, or other structures. The PAA may allow for additional visitor parking spaces beyond the maximum spaces per unit if deemed appropriate given the design, layout, and density of the proposed residential or other development. The PAA may allow for a decrease in any required parking as provided in Section 220-91B and Section 220-91C below.
- B. **Shared Parking.** Notwithstanding anything to the contrary herein, the use of shared parking to fulfill parking demands noted above that occur at different times of day is strongly encouraged.

Minimum parking requirements above may be reduced by the PAA through the Plan Approval process if the Applicant can demonstrate that shared spaces will meet parking demands by using accepted methodologies (e.g., the Urban Land Institute Shared Parking Report, ITE Shared Parking Guidelines, or other approved studies).

- C. **Reduction in Parking Requirements.** Notwithstanding anything to the contrary herein, any minimum required amount of parking may be reduced by the PAA through the Plan Approval process, if the Applicant can demonstrate that the lesser amount of parking will not cause excessive congestion, or endanger public safety, and that lesser amount of parking will provide positive environmental or other benefits, taking into consideration:

- (1) The availability of surplus off street parking in the vicinity of the use being served and/or the proximity of a bus stop or transit station;
- (2) The availability of public or commercial parking facilities in the vicinity of the use being served;
- (3) Shared use of off-street parking spaces serving other uses having peak user demands at different times;
- (4) To the extent consistent with 760 CMR 59.04(1)(g) and 760 CMR 59.04(1)(i)l., age or other occupancy restrictions which are likely to result in a lower level of auto usage;
- (5) Impact of the parking requirement on the physical environment of the affected lot or the adjacent lots including reduction in green space, destruction of significant existing trees and other vegetation, destruction of existing dwelling units, or loss of pedestrian amenities along public ways; and
- (6) Any applicable transportation demand management strategies that will be integrated into the Project or such other factors as may be considered by the PAA.

- D. **Parking Location and Design Standards.** The PAA will review the parking design documentation and evaluate for the following:

1. Hazards. The parking area and access roads shall not create a hazard to abutters, vehicles, or pedestrians.
2. Placement of parking facilities. Parking facilities shall be at the rear or, where not feasible or otherwise preferred by the PAA, side(s) of the principal structure and shall not abut a public way for more than 20 feet. If site encumbrances make this requirement impossible to achieve, parking may be allowed to abut a public way only if the parking lot is buffered and screened from the public way using dense, native vegetation to the greatest extent possible. The design of the parking facility shall take into consideration natural, cultural and historical features and setting.
3. Pedestrian and bicycle access. Provisions for pedestrian and bicycle access shall be safe and convenient, so that the development as a whole enhances rather than degrades access by foot or bicycle. Parking areas shall accommodate pedestrian access through the use of raised crosswalks, usable landscaped islands, benches, and abundant shade trees, among other design attributes. Parking shall further ensure an inviting pedestrian environment by providing safe, landscaped connections between vehicles stationed in parking areas and building entrances and exits. Such landscaping connections may include sidewalks, terraces, decorative fencing, stone walls, site furnishings, grading and reshaping of earth contours, planting, and lawn areas. Dedicated bicycle lanes shall be included where possible.
4. Plantings. Landscaping meeting the requirements for plantings in parking area(s) under Section 220-97F of Design Standards shall be provided.
5. Emergency access. Appropriate access for emergency vehicles shall be provided to the principal structure. Such access need not be paved yet but shall be stable and constructed to

- withstand a fire vehicle.
6. Size of facility. Parking lots shall be configured so that no section of lot shall contain more than 50 spaces, and each section of the lot shall be visually separated from any other section of the lot on- or off-premises through the use of major landscaping, earthen berms or grade changes. No more parking than is required by this bylaw shall be provided unless the applicant demonstrates to the satisfaction of the PAA that unusual circumstances justify the amount of parking proposed as being necessary despite reasonable efforts at parking demand reduction.

Section 220-92. TRAFFIC IMPACT ASSESSMENT.

- A. **Objectives.** To document existing traffic conditions (both vehicular and pedestrian) in the vicinity of the proposed Project, to describe the volume and effect of projected traffic generated by the proposed Project, and to identify measures proposed to mitigate any adverse impacts on traffic.
- B. **Applicability.** The PAA may request an Applicant for Plan Approval to prepare a traffic impact assessment, provided, however, Projects with one or more of the following characteristics shall prepare a traffic impact assessment:
 - (1) Proposing 30 or more parking spaces;
 - (2) Proposing a vehicular service establishment, such as a gasoline service station; a facility for the sale, rental or repair of motor vehicles; or car wash establishment;
 - (3) Containing frontage and access on a state-numbered highway and proposing more than six parking spaces.
- C. **Qualifications.** The traffic impact assessment shall be prepared by a registered professional civil or traffic engineer in the Commonwealth of Massachusetts.
- D. **Format and scope.** All applications for Plan Approval shall provide the following documentation as part any required traffic impact assessment:
 - (1) Existing traffic conditions. Average daily and peak-hour volumes, average and peak speeds, sight distances, accident data, and levels of service (LOS) of intersections and streets likely to be affected by the proposed development. Generally, such data shall be presented for all streets and intersections adjacent to or within 1,000 feet of the projected boundaries or impacted by the development and shall be no more than six months old at the date of application. Further, information regarding existing pedestrian circulation and ways shall be provided.
 - (2) Projected traffic conditions for design year of occupancy. Statement of design year of occupancy, background traffic growth for the previous five years, impacts of proposed developments which have already been approved in part or in whole by the Town.
 - (3) Projected impact of proposed development. Projected peak-hour and daily traffic generated by the development on roads and ways in the vicinity of the development; sight lines at the intersections of the proposed driveways and streets; existing and proposed traffic controls in the vicinity of the proposed development; proposed pedestrian ways and design elements to maximize pedestrian safety and usage; and projected post-development traffic volumes and level of service (LOS) of intersections and streets likely to be affected by the proposed development.
 - (4) Proposed measures to minimize traffic conflict and mitigate any affected

intersections or ways.

- E. **Traffic impact standards.** The proposed site plan shall minimize points of traffic conflict, both pedestrian and vehicular. The following guidelines shall be used to achieve this standard:

- (1) Entrance and exit driveways shall be so located and designed as to achieve maximum practicable distance from existing and proposed access connections from adjacent properties.
- (2) Where possible, adjoining parcels shall have unified access and promote inter-parcel circulation.
- (3) Left-hand turns shall be minimized.
- (4) Driveways shall be so located and designed as to discourage the routing of vehicular traffic to and through residential streets.
- (5) Pedestrian and bicycle circulation shall be accommodated on and off site and shall be separated from motor vehicle circulation as much as practicable. Existing pedestrian ways shall be maintained and where no pedestrian ways exist, proposals shall create pedestrian ways and connections between streets, the proposed development, surrounding neighborhoods, and other surrounding uses. Said ways shall be landscaped and handicapped accessible.

Section 220-93. PLAN APPROVAL OF PROJECTS.

- A. **Plan Approval.** An application for Plan Approval shall be reviewed by the PAA for consistency with the purpose and intent of this Article XIX. Such Plan Approval process shall be construed as an As-of-Right review and approval process as required by and in accordance with the Governing Laws. The following categories of Projects shall be subject to the Plan Approval process:
- (1) Any Residential Project containing at least thirteen [13] residential units;
 - (2) Any Mixed-use Development Project; and
 - (3) Any Project seeking a waiver.
- B. **Plan Approval Authority (PAA).** The 40R Plan Approval Committee, consistent with M.G.L. Chapter 40R and 760 CMR 59.00, shall be the Plan Approval Authority (the "PAA"), and it is authorized to conduct the Plan Approval process for purposes of reviewing Project applications and issuing Plan Approval decisions within the NL-SGOD. The 40R Plan Approval Committee shall include one (1) representative member chosen by each of the following Town of Lancaster Boards from their membership: Planning Board, Zoning Board of Appeals, Conservation Commission, Affordable Housing Trust, and Economic Development Committee. Each board, commission and trust shall notify the Select Board in writing of their chosen representative member. The Select Board shall appoint the 40R Plan Approval Committee, constituted as described herein, for staggered terms of three (3) years with one (1) member first appointed for one (1) year and two (2) members first appointed for two (2) years.
- C. **PAA Regulations.** The Plan Approval Authority may adopt and from time to time amend reasonable administrative rules and regulations relative to Plan Approval. Such rules and regulations and any amendments thereof must be approved by DHCD.
- D. **Project Phasing.** An Applicant may propose, in a Plan Approval submission, that a Project be developed in phases, provided that the submission shows the full buildout of the Project and all associated impacts as of the completion of the final phase, and subject to the approval of the PAA. Any phased Project shall comply with the provisions of Section 220-891.

Section 220-94. PLAN APPROVAL PROCEDURES.

- A. **Pre-application.** Prior to the submittal of a Plan Approval submission, a "Concept Plan" may be submitted to help guide the development of the definitive submission for Project buildout and individual elements thereof. Such Concept Plan should reflect the following:

- (1) Overall building envelope areas;
- (2) Open space and natural resource areas;
- (3) General site improvements, groupings of buildings, and proposed land uses.

The Concept Plan is intended to be used as a tool for both the Applicant and the PAA to ensure that the proposed Project design will be consistent with the Design Standards and other requirements of the NL-SGOD.

- B. **Required Submittals.** An application for Plan Approval shall be submitted to the PAA on the form provided by the PAA and approved by DHCD, along with application fee(s) which shall be as set forth in the PAA Regulations. The application shall be accompanied by such plans and documents as may be required and set forth in the PAA Regulations. For any Project that is subject to the Affordability requirements of Section 220-89, the application shall be accompanied by all materials required under Section 220-89C. All site plans shall be prepared by a certified architect, landscape architect, and/or a civil engineer registered in the Commonwealth of Massachusetts. All landscape plans shall be prepared by a certified landscape architect registered in the Commonwealth of Massachusetts. All building elevations shall be prepared by a certified architect registered in the Commonwealth of Massachusetts. All plans shall be signed and stamped, and drawings prepared at a scale of one-inch equals forty feet (1"=40') or larger, or at a scale as approved in advance by the PAA.
- C. **Filing.** An Applicant for Plan Approval shall file the required number of copies of the application form and the other required submittals as set forth in the PAA Regulations with the Town Clerk and a copy of the application including the date of filing certified by the Town Clerk shall be filed forthwith with the PAA.
- D. **Circulation to Other Boards.** Upon receipt of the application, the PAA shall immediately provide a copy of the application materials to the Affordable Housing Trust [and Monitoring Agent, if already identified, for any Project subject to the Affordability requirements of Section 220-89], Select Board, Board of Appeals, Board of Health, Conservation Commission, Economic Development Committee (if mixed-use), Fire Department, Planning Board, Police Department, Building Inspector, Department of Public Works, and other applicable municipal officers, agencies or boards for comment, and any such board, agency or officer shall provide any written comments within 60 days of its receipt of a copy of the plan and application for approval.
- E. **Hearing.** The PAA shall hold a public hearing for which notice has been given as provided in Section 11 of M.G.L. Chapter 40A. The decision of the PAA shall be made by simple majority vote, and a written notice of the decision filed with the Town Clerk, within 120 days of the receipt of the application by the Town Clerk. The required time limits for such action may be extended by written agreement between the Applicant and the PAA, with a copy of such agreement being filed in the office of the Town Clerk. Failure of the PAA to take action within said 120 days or extended time, if applicable, shall be deemed to be an approval of the Plan Approval application.
- F. **Peer Review.** The Applicant shall be required to pay for reasonable consulting fees to provide peer review of the Plan Approval application, pursuant to M.G.L. Chapter 40R, Section 11(a). Such fees shall be held by the Town in a separate account and used only for expenses associated with the review of the application by outside consultants, including, but not limited to, attorneys, engineers,

urban designers, housing consultants, planners, and others. Any surplus funds remaining after the completion of such review, including any interest accrued, shall be returned to the Applicant forthwith.

Section 220-95. PLAN APPROVAL DECISIONS.

A. **Plan Approval.** Plan Approval shall be granted where the PAA finds that:

- (1) The Applicant has submitted the required fees and information as set forth in the PAA Regulations;
- (2) The Project as described in the application meets all of the requirements and standards set forth in this Article XIX and the PAA Regulations, or a waiver has been granted therefrom; and
- (3) Any extraordinary adverse potential impacts of the Project on nearby properties have been adequately mitigated.

For a Project subject to the Affordability requirements of Section 220-89, compliance with condition (2) above shall include written confirmation by the Monitoring Agent that all requirements of that Section have been satisfied or that approval is made subject to such satisfaction prior to any marketing, leasing, occupancy of the Project. Any Plan Approval decision for a Project subject to the affordability restrictions of Section 220-89 shall specify the term of such affordability, which shall be in perpetuity or the longest time that is legally allowed.

The PAA may attach conditions to the Plan Approval decision that are necessary to ensure substantial compliance with this Article XIX, or to mitigate any extraordinary adverse potential impacts of the Project on nearby properties.

B. **Plan Disapproval.** A Plan Approval application may be disapproved only where the PAA finds that:

- (1) The Applicant has not submitted the required fees and information as set forth in the Regulations; or
- (2) The Project as described in the application does not meet all of the requirements and standards set forth in this Article XIX and the PAA Regulations, or that a requested waiver therefrom has not been granted; or
- (3) It is not possible to adequately mitigate extraordinary adverse Project impacts on nearby properties by means of suitable conditions.

C. **Waivers.** Upon the written request of the Applicant and subject to compliance with M.G.L. Chapter 40R, 760 CMR 59.00 and Section 220-89I, the Plan Approval Authority may waive dimensional and other requirements of Section 220-90, and/or the Design Standards of Section 220-97, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the NL-SOOD, or if it finds that such waiver will allow the Project to achieve the density, affordability, mix of uses, and/or physical character allowable under this Article XIX.

D. **Project Phasing.** The PAA, as a condition of any Plan Approval, may allow a Project to be phased at the request of the Applicant, or it may require a Project to be phased for the purpose of coordinating its development with the construction of Planned Infrastructure Improvements (as that term is defined under 760 CMR 59.00), or to mitigate any extraordinary adverse Project impacts on nearby properties. Any phased Project shall comply with the provisions of Section 220-89I.

- E. **Form of Decision.** The PAA shall issue to the Applicant a copy of its decision containing the name and address of the owner, identifying the land affected, and the plans that were the subject of the decision, and certifying that a copy of the decision has been filed with the Town Clerk and that all plans referred to in the decision are on file with the PAA. If twenty (20) days have elapsed after the decision has been filed in the office of the Town Clerk without an appeal having been filed or if such appeal, having been filed, is dismissed or denied, the Town Clerk shall so certify on a copy of the decision. If a plan is approved by reason of the failure of the PAA to timely act, the Town Clerk shall make such certification on a copy of the application. A copy of the decision or application bearing such certification shall be recorded in the registry of deeds for the county and district in which the land is located and indexed in the grantor index under the name of the owner of record or recorded and noted on the owner's certificate of title. The fee for recording or registering shall be paid by the Applicant.
- F. **Validity of Decision.** A Plan Approval shall remain valid and shall run with the land indefinitely, provided that construction has commenced within two years after the decision is issued, which time shall be extended by the time required to adjudicate any appeal from such approval and which time shall also be extended if the Project proponent is actively pursuing other required permits for the Project or there is other good cause for the failure to commence construction, or as may be provided in a Plan Approval for a multi-phase Project.

Section 220-96. CHANGE IN PLANS AFTER APPROVAL BY PAA.

- A. **Minor Change.** After Plan Approval, an Applicant may apply to make minor changes in a Project involving minor utility or building orientation adjustments, or minor adjustments to parking or other site details that do not affect the overall buildout or building envelope of the site, or provision of open space, number of housing units, or housing need or affordability features. Such minor changes must be submitted to the PAA on redlined prints of the approved plan, reflecting the proposed change, and on application forms provided by the PAA. The PAA may authorize such changes at any regularly scheduled meeting, without the need to hold a public hearing. The PAA shall set forth any decision to approve or deny such minor change by motion and written decision and provide a copy to the Applicant for filing with the Town Clerk.
- B. **Major Change.** Those changes deemed by the PAA to constitute a major change in a Project because of the nature of the change in relation to the prior approved plan, or because such change cannot be appropriately characterized as a minor change as described above, shall be processed by the PAA as a new application for Plan Approval pursuant to Sections 220-93 through 220-96.

Section 220-97. DESIGN STANDARDS.

- A. **Adoption of Design Standards.** Any Project undergoing the Plan Approval process shall be subject to design standards as set forth below in this Section 220-97.
- B. **Purpose.** The Design Standards are adopted to ensure that the physical character of Projects within the NL-SGOD:
- (1) Will be complementary to nearby buildings, structures, and landscape;
 - (2) Will be consistent with the Housing Production Plan; and
 - (3) Will provide for high-density quality development consistent with the character of building types, streetscapes, and other community features traditionally found in densely settled areas of the Town or in the region of the Town.
 - (4) These standards are intended to be applied flexibly by the PAA as appropriate to the Project as part of the Plan Approval review process to enable the purpose of this District to be realized, and in recognition of the As-of-Right nature of Projects proceeding under this

article. Relief from design standard(s) shall be submitted in writing by the Applicant to the PAA and comply with the requirements of Section 220-95C, Waivers.

- (5) These standards apply to all site improvements, buildings and structures to enhance the appearance of the built environment within the NL-SGOD.

- C. **Building Placement.** Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment and adequate provision for utilities and stormwater drainage consistent with the functional requirements of Chapter 30I, Subdivision of Land, of the Code of the Town of Lancaster, currently in effect; and shall be so designed that for the given location and type and extent of land use, the design of building form, building location, egress points, grading, and other elements of the development shall be so as to:

- (1) Minimize the volume of cut and fill, the number of removed trees six-inch-trunk diameter and larger, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, soil erosion, and threat of air or water pollution;
- (2) Maximize pedestrian or vehicular safety and convenience within the site and egressing from it;
- (3) Minimize obstruction of water views; minimize the visibility of parking, storage, or other outdoor service areas viewed from public ways or premises residentially used or zoned; and minimize glare from headlights or area lighting; and
- (4) Assure that the design and location of structures on the site avoid damage to or incompatibility with historical and archeological resources, such as antique buildings and structures, barns, stonewalls, earthworks and graves.

- D. **Building Design.**

- (1) Exterior facade and roof surfaces appear similar to the materials commonly found on existing buildings within the Town;
- (2) Major dimensions of the building are approximately parallel or perpendicular to one or more nearby streets, if within 100 feet of such street;
- (3) The building is not made in effect a sign through painting with bold colors or other graphics devices, or through otherwise unnecessary use of unconventional building form;
- (4) There is some element of consistency with any buildings on abutting premises if facing the same street, such as eave height, exterior facade materials, or window proportions; and
- (5) If the building exceeds 35,000 cubic feet and contains at least twice the cubage of a principal building on any abutting lot, the building design uses breaks in massing, roof planes, wall planes, and other means to reduce the apparent difference in scale.

- E. **Disturbance Controls.** No activity shall be permitted unless the following are met:

- (1) Standard. No sound, noise, vibration, odor, or flashing (except for warning devices, temporary construction or maintenance work, parades, special events, or other special circumstances) shall be observable without instruments more than 40 feet from the boundaries at locations within the District. However, the PAA may authorize on special permit an activity not meeting these standards, in cases where the PAA determines that, because of peculiarities of location or circumstance, no objectionable conditions will thereby be created for the use of other properties.
- (2) Performance compliance. For a proposed facility whose future compliance with this requirement is questionable, the Building Inspector may require that the applicant furnish evidence of probable compliance, whether by example of similar facilities or by engineering analysis. Issuance of a permit on the basis of that evidence shall certify the Town's acceptance of the conformity of the basic structure and equipment, but future equipment changes and operating procedures must be such as to also comply with this standard.

- F. **Landscaping Requirements.**

- (1) Applicability. Street, sideline, parking area, and district boundary plantings shall be provided as specified below when any new building, addition, or change of use requires a parking increase of 10 or more spaces. In performing Plan Approval review, the PAA may authorize alternatives to the following specifications, taking into consideration existing vegetation, topography, soils, and other site conditions, provided that equivalent screening, shading, and articulation are achieved.
- (2) Plantings. Required plantings shall include both trees and shrubs and may include ones existing on the site. To be credited towards meeting these requirements, trees must be at least 2 1/2 inches in caliper four feet above grade, be of a species common in the area, and be ones which reach an ultimate height of at least 30 feet. To be credited towards meeting these requirements, shrubs must be at least 24 inches in height at the time of building occupancy, reach an ultimate height of at least 36 inches, and be of a species common in the area. Plantings shall consist of at least one tree per 30 linear feet of planting area length and at least one shrub per three feet. Plantings preferably will be grouped, not evenly spaced, and shall be located or trimmed to avoid blocking egress visibility. The planting area shall be unpaved except for access drives and walks essentially perpendicular to the area.
 - (3) Street planting area. Street planting is required for nonresidential premises abutting an arterial street. Required street planting shall be provided within 15 feet of the street property line along the entire street frontage except at drives.
 - (4) Sideline planting area. Sideline planting is required for premises abutting an arterial street. Required sideline planting shall be provided within five feet of the side lot line between the front lot line and the building setback (as built, not as required).
 - (5) Parking area plantings. A minimum of 2% of the interior area of parking lots containing 30 or more spaces must be planted. A minimum of one tree and four shrubs exclusive of perimeter plantings must be planted for every 1,500 square feet of parking lot. Planting areas must each contain not less than 30 square feet of unpaved soil area. Trees and soil plots shall be so located as to provide visual relief and wind interruption within the parking area, and to assure safe patterns of internal circulation.
 - (6) District boundary planting area. District boundary planting is required on any premises along the full length of any boundary abutting or extending into a residential area and being developed for a use not allowed in that residential area, unless abutting property is determined by the Building Inspector to be unbuildable or visually separated by topographic features. Required planting shall be located within 10 feet of the boundary.
 - (7) Existing vegetation. Wherever possible, the above requirements shall be met by retention of existing plants. Located within 25 feet of a street, no existing tree of six-inch-trunk diameter or greater (measured four feet above grade), dense hedgerow of four or more feet in both depth and height, or existing earth berm providing similar visual screening shall be removed or have grade changed more than one foot unless dictated by plant health, access safety, or identification of the premises.
 - (8) Exceptions. Where plant materials as required would harmfully obstruct a scenic view, substitution of additional low-level plantings which will visually define the street edge or property line may be authorized, provided that proposed buildings are also designed and located to preserve that scenic view.
 - (9) Maintenance. All plant materials required by this Article XIX shall be maintained in a healthful condition. Dead limbs shall be promptly removed, and dead plants shall be replaced at the earliest appropriate season.
 - (10) The Town Planner may provide a list of recommended plantings to achieve this purpose.

- G. **Lighting.** The regulation of outdoor lighting is intended to enhance public safety and welfare by providing for adequate and appropriate outdoor lighting, provide for lighting that will complement the character of the Town, reduce glare, minimize light trespass, and reduce the cost and waste of unnecessary energy consumption.

- (1) **Applicability.** The requirements of this Section shall apply to outdoor lighting on lots and parcels in the District but shall not apply to one- and two-family dwellings on lots on which they are the principal use, streetlighting, lights that control traffic, or other lighting for public safety on streets and ways.
- (2) When an existing outdoor lighting installation is being modified, extended, expanded, or added to, the entire outdoor lighting installation on the lot shall be subject to the requirements of this Section if twenty percent (20%) or more of the fixtures will be new or altered.
- (3) Nonconforming temporary outdoor lighting necessitated by construction, special nonrecurrent events, or emergency contingencies may be used upon issuance of a temporary lighting permit by the Building Inspector.
- (4) The following light sources are prohibited:
- (a) Neon signs;
 - (b) Mercury vapor and quartz lamps; and
 - (c) Searchlights.
- (5) **Definitions.** For the purpose of this Section, the following words and phrases shall have the following meanings:
- (a) **COLOR RENDERING INDEX (CRI)** - A measurement of the amount of color shift that objects undergo when lighted by a light source as compared with the color of those same objects when seen under a reference light source of comparable color temperature. CRI values generally range from zero to 100, where 100 represents incandescent light.
 - (b) **CUTOFF ANGLE** - The angle formed by a line drawn from the direction of the direct light rays at the light source with respect to the vertical, beyond which no direct light is emitted.
 - (c) **DIRECT LIGHT** - Light emitted from the lamp, off the reflector or reflector diffuser, or through the refractor or diffuser lens, of a luminaire.
 - (d) **FIXTURE** - The assembly that houses a lamp or lamps, and which may include a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor, lens or diffuser lens.
 - (e) **FOOTCANDLE** - A unit of illumination. One footcandle is equal to one lumen per square foot.
 - (f) **FULLY SHIELDED LUMINAIRE** <https://ecode360.com/13265871> - A lamp and fixture assembly designed with a cutoff angle of 90°, so that no direct light is emitted above a horizontal plane.
 - (g) **GLARE** - Light emitted from a luminaire with an intensity great enough to produce annoyance, discomfort, or a reduction in a viewer's ability to see.
 - (h) **HEIGHT OF LUMINAIRE** - The vertical distance from the finished grade of the ground directly below to the lowest direct light-emitting part of the luminaire.
 - (i) **INDIRECT LIGHT** - Direct light that has been reflected off other surfaces not part of the luminaire.
 - (j) **LAMP** - The component of a luminaire that produces the actual light.
 - (k) **LIGHT TRESPASS** - The shining of direct light produced by a luminaire beyond the boundaries of the lot or parcel on which it is located, or on-site lighting producing more than 0.3 footcandles horizontal brightness at ground level at any point off premises, except within a street.
 - (l) **LUMEN** - A measure of light energy generated by a light source. One footcandle is one lumen per square foot. For purposes of this bylaw, the lumen output shall be the initial lumen output of a lamp, as rated by the manufacturer.
 - (m) **LUMINAIRE** - A complete lighting system, including a lamp or lamps and a fixture.

- (6) Plan Contents. Wherever outside lighting is proposed, every application for a building permit, electrical permit, special permit, variance, or site plan shall be accompanied by a lighting plan which shall show:
- (a) The location and type of any outdoor luminaires, including the height of the luminaire;
 - (b) The luminaire manufacturer's specification data, including lumen output and photometric data showing cutoff angles;
 - (c) The type of lamp, such as metal halide, compact fluorescent, LED or high-pressure sodium;
 - (d) That light trespass onto any street or abutting lot will not occur. This may be demonstrated by manufacturer's data, cross-section drawings, or other means.
- (7) Control of Glare and Light Trespass.
- (a) Any luminaire with a lamp or lamps rated at a total of more than 2,000 lumens shall be of fully shielded design.
 - (b) All luminaires, regardless of lumen rating, shall be equipped with whatever additional shielding, lenses, or cutoff devices are required to eliminate light trespass onto any street or abutting lot or parcel and to eliminate glare perceptible to persons on any street or abutting lot or parcel.
 - (c) Section 220-97G(7)(a) above shall not apply to any luminaire intended solely to illuminate any freestanding sign or the walls of a building, but such luminaire shall be shielded so that its direct light is confined to the surface of such sign or building.
 - (d) All lamps subject to this Article XIX shall have a minimum color temperature of 2,000° K. and a maximum color temperature of 4,500° K.
 - (e) Control of illumination levels. All parking areas and pedestrian facilities serving nonresidential uses and open to the general public shall be provided with illumination during all hours from dusk to dawn while those facilities are open to the general public. Such illumination shall provide not less than 0.2 average maintained horizontal footcandles. However, in performing Plan Approval review, the PAA may approve alternative arrangements if it determines that, because of special circumstances or alternative provisions, the specified illumination is not necessary or appropriate for the protection of the public safety.
- (8.) Lamp Types.
- (a.) Lamp types shall be selected for optimum color rendering as measured by their color rendering index (CRI), as listed by the lamp manufacturer. Lamps with a color rendering index lower than 50 are not permitted. This subsection shall not apply to temporary decorative lighting which may include colored lamps, such as holiday lighting.
 - (b.) No flickering or flashing lights shall be permitted. Processes, such as arc welding, which create light flashes shall be confined within buildings or shielded to prevent either direct glare or flashing.
 - (c.) A luminaire attached to the exterior of a building or structure for area lighting shall be mounted no higher than 20 feet above grade and shall be shielded to control glare.
 - (d.) A luminaire attached to a pole shall be mounted no higher than 20 feet above grade and shall be shielded to control glare.
- (9.) Hours of Operations. Outdoor lighting shall not be illuminated between 11:00 p.m. and 6:00 a.m., with the following exceptions:
- (a.) If the use is being operated, such as a business open to customers, or where employees are working, or where an institution or place of public assembly is conducting an activity, normal illumination shall be allowed during the activity and for not more than 1/2 hour after activity ceases;

- (b.) Low-level lighting sufficient for the security of persons or property on the lot may be in operation between 11:00 p.m. and 6:00 a.m., provided the average illumination on the ground or on any vertical surface is not greater than 0.5 footcandles.

H. **Signs and Illumination.**

(1) General Regulations.

- (a) Interference with traffic. No sign shall be so placed or so worded, designed, colored or illuminated as to obscure or distract from signs regulating traffic.
- (b) Motion. Flashing or moving signs are prohibited throughout the NL-SGOD.
- (c) Setbacks and corner clearance. No sign, including temporary signs, shall be closer than 20 feet to any street or lot line unless affixed to a building.
- (d) Signs on Town property. All signs on Town property, except for temporary or directional signs, shall require a special permit from the Board of Appeals.
- (e) Sign content. Except for permitted directional signs, sign content shall pertain exclusively to products, services, or activities on the premises. Sign shall not display brand names, symbols, or slogans of nationally advertised products or services except in cases where the majority of the floor or lot area on the premises is devoted to that brand, product or service.
- (f) Permitted Forms of Illumination. Illumination of signs and outdoor areas shall be indirect.

(2) Limitations on sign location and size.

- (a) General Location of Signs. All signs shall be placed on the premises to which their message pertains, with the following exceptions:
 - [1] Municipal, state or federal signs;
 - [2] Permitted temporary posters or political signs;
 - [3] Directional signs pertaining to an institutional, educational or recreational use, provided a special permit is granted by the PAA for their location and indirect illumination, if any.
- (b) Freestanding signs. Freestanding signs shall be limited to one per premises, in the principal front yard only, and shall not be placed on a tree, rock, or utility pole. No such sign shall exceed three square feet in area on residential premises, nor 12 square feet on nonresidential premises or on premises for sale.
- (c) Attached signs.
 - [1] Attached signs may be placed only on the side of a building facing a street and shall not project more than three inches from the face of the building, nor above the line of the eaves, and shall not obscure any window, door, or other architectural feature. The maximum area of signs shall not exceed three square feet for each permitted family or home occupation on residential premises, or 12 square feet for each permitted nonresidential premises. The aggregate area of all signs on any face of a building fronting a street shall not exceed 10% of the area of that face or 30 square feet, whichever is smaller.

(3) Exemptions for temporary and directional signs.

- (a) Temporary posters for noncommercial events, political signs. Such signs are limited to a period of 45 days preceding and seven days after the relevant event and to not more than one, not to exceed 12 square feet, per residential premises in residential areas nor more than two, not exceeding 20 square feet each, on all other premises.
- (b) Directional signs. Accessory signs directing traffic to entrances or exits from the building or parking area are permitted in any district and all yards, provided:

- [1] No freestanding directional sign exceeds two square feet in area, or is placed higher than three feet above the ground;
 - [2] No such sign is closer than 10 feet to a street lot line;
 - [3] The number of such signs is limited to the minimum necessary to give clear directions;
 - [4] The sign bears no advertising matter.
- (4) Size, location, and illumination exceptions. The PAA may grant exceptions regarding the size, location and allowable illumination of signs (such as allowing direct illumination) upon its determination that the objectives of facilitating efficient communication, avoidance of visual conflict with the environs, and good relationships between signs and the buildings to which they relate are satisfied, considering the following among other considerations.
- (a) Sign size is appropriate in relation to development scale, viewer distance, speed of vehicular travel, street width, and signage on nearby premises.
 - (b) Visibility of other public or private signage on nearby premises is not unreasonably diminished.
 - (c) Sign content is simple and neat, with minimum wording to improve legibility.
 - (d) Sign placement, colors, lettering style, and form are compatible with building design.
 - (f) Sign design and location do not interrupt, obscure or hide architectural features of the building, such as columns, sill lines, cornices, or roof edges.
 - (f) Sign brightness is not inconsistent with that of other signs in the vicinity.
- (5) Permit required; fees.
- (a) Permits. No sign of three-square feet or more in area shall be erected, enlarged, or structurally altered without a sign permit issued by the Building Inspector.
 - (b) Fee. Signs shall be subject to an annual inspection fee as set forth in Chapter 1, General Provisions, Article III, Fees, of the Code of the Town of Lancaster

Section 220-98. SEVERABILITY.

If any provision of this Article XIX is found to be invalid by a court of competent jurisdiction, the remainder of Article XIX shall not be affected but shall remain in full force. The invalidity of any provision of this Article XIX shall not affect the validity of the remainder of the Town's Zoning Bylaw.

(2) Amend Section 220-4 of the Zoning Bylaw by adding the following abbreviation in appropriate alphabetical order:

Abbreviation	Name of District
NL-SGOD	North Lancaster Smart Growth Overlay District

(3) Amend Section 220-5.B of the Zoning Bylaw, by inserting a new subparagraph (7), as follows:

(7) The North Lancaster Smart Growth Overlay District (NL-SGOD) is defined on the Official Zoning Overlay Map, as specified at 220 Attachment 3.

And

(4) Amend the Town of Lancaster's Official Zoning Overlay Map, 220 Attachment 3,

to include the North Lancaster Smart Growth Overlay District, which district

shall be comprised of the Assessors' Map 14 Lots 4.A, 4.D, 4.F, 4.G, 4.H, 4.I, 4.J, 4.K, 4.L, 4.M, 4.N, 8.O, and 8.A;

Or act in any manner relating thereto.

A motion was made and seconded to approve Article 3 as printed

A Ballot vote was conducted by the Board of Registrars of Voters and assistants

The TOWN Voted:

YES	509
NO	228
BLANKS	2
TOTAL	739

A motion was made and seconded to reconsider ARTICLE 3

VOTED: The TOWN Voted NO The Moderator declared a NO VOTE

The Moderator declared the ARTICLE passed

<p style="text-align: center;">Article 10 Amend Water Enterprise Fund Board of Public Works</p>

To see if the Town will vote to amend the vote taken under Article 3 of the May 2, 2022, Annual Town Meeting to appropriate \$1,030,000.00 (one million thirty thousand dollars and no cents) from the Water Enterprise Fund to finance the operation of the Water Department for the fiscal year beginning July 1, 2022 (*detail below*), or act in any manner relating thereto. The operating expenses for the Water Enterprise are entirely funded by water revenue

REVENUES		ANNUAL TM	SPECIAL TM	VARIANCE
WATER ENTERPRISE				
USER CHARGES		\$1,000,000	\$1,020,000	\$ 20,000
CONNECTION FEES		\$ 10,000	\$ 10,000	\$ -
TOTAL FY23	REVENUES	Original \$1,010,000	Amended \$1,030,000	Increase \$20,000

EXPENSES	ANNUAL TM	SPECIAL TM	VARIANCE
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WATER ENTERPRISE			
<i>ELECTRICITY</i>	\$ 57,250	\$ 67,250	\$ 10,000
<i>GASOLINE</i>	\$ 6,000	\$ 16,000	\$ 10,000
TOTAL FY23 APPROPRIATIONS	Original \$1,010,000	Amended \$1,030,000	Increase \$20,000

A motion was made and seconded to approve Article 10 as printed

VOTED: The TOWN Voted YES

The Moderator declared the Article passed

<p align="center">Article 11 Re-Affirm Vote of ATM18, Art.9 Removal of Police Chief Position from MA Civil Service Select Board</p>

To see if the Town will vote to reaffirm the vote taken at the 2018 Annual Town Meeting under Article 9, to authorize the Select Board, on behalf of the Town, to petition the General Court for passage of a special law, as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments to the bill before enactment by the General Court; and provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition; or take any other action with respect thereto.

An Act exempting the position of Police Chief in the Town of Lancaster from the provisions of the civil service Jaw.

Section 1. Notwithstanding the provisions of any general or special law to the contrary, the position of Police Chief in the Town of Lancaster shall be exempt from the provisions of Chapter 31 of the General Laws.

Section 2. The provisions of Section 1 shall not impair the civil service status of any incumbent holding the office of Police Chief in the Town of Lancaster on the effective date of this act.

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

A motion was made and seconded to approve Article 11 as printed

VOTED: The TOWN Voted: YES

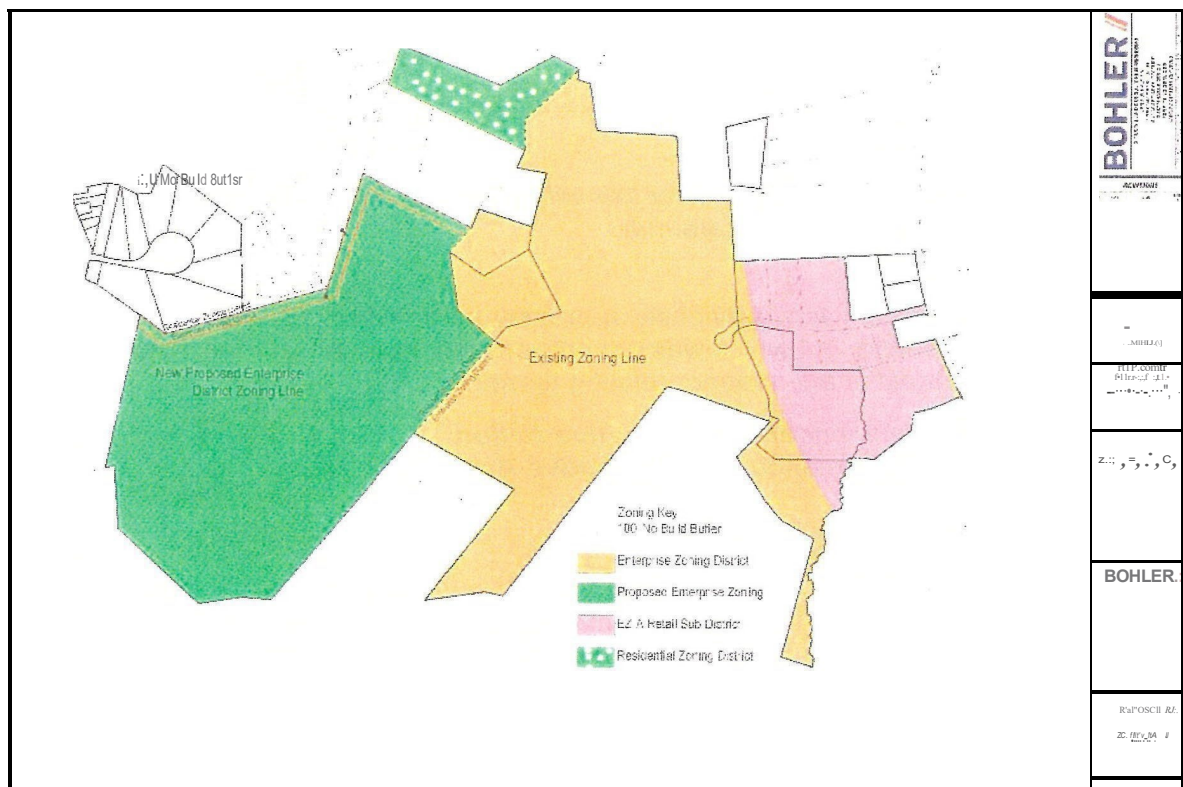
The Moderator declared the Article passed

A Motion was made and seconded to Move the Question ARTICLE 4

VOTED: The TOWN Voted YES The Moderator declared a 2/3rd Vote

ARTICLE 4
Enterprise Re-Zone
Select Board

To see if the Town will vote to amend the Official Zoning Map of the Town of Lancaster, 220 Attachment 2, by rezoning a portion of the parcel identified as Assessor's Map 8, Lot 45 of Lancaster, located within the Residential District, to the Enterprise District, such that the entirety of said parcel is located within the Enterprise District, and as further shown on a plan entitled "Proposed Re-Zoning Plan, Lancaster, MA," dated 08/31/22 and on file with the Town Clerk; or act in any manner relating thereto.



A Motion was made and seconded to approve ARTICLE 4 as printed

VOTED: The Town VOTED

YES 413
NO 229

The Moderator declared the Article lacked the 2/3rd VOTE and therefore Failed

A Motion was made and seconded to dissolve the Special Town Meeting

VOTED: The Town Voted: YES The Moderator declared the Special Town Meeting dissolved

The Special Town Meeting dissolved at 11:54 P.M. on November 14, 2022

James G. Mullen, Jr.
Interim Town Clerk

TOWN OF LANCASTER ANNUAL TOWN ELECTION--May 9, 2022

FINAL RESULTS

Town of Lancaster	Annual Town Election		5/09/22
	Pct. 1	Pct. 2	Total
Select Board 1 - 3 Year Term			
Blanks	4	4	8
C. Peter Christoph	178	188	366
Stephen J. Kerrigan	341	474	815
Write-ins:	2	3	5
Total	525	669	1194
Town of Lancaster	Annual Town Election		5/09/22
	Pct. 1	Pct. 2	Total
Board of Health 1 - 3 Year Term			
Blanks	464	549	1013
Write-in: Katherine A. Holden	17	26	43
Write-in: Denise Hurley	22	51	73
Write-in: Miscellaneous	23	42	65
Total	526	668	1194
Town of Lancaster	Annual Town Election	668	5/09/22
	Pct. 1	Pct. 2	Total
Planning Board 1 - 5 Year Term			
Blanks	9	27	36
Thomas J. Christopher	206	190	396
Kendra Dickinson	309	444	753
Write-ins:	2	7	9
Total	526	668	1194
Town of Lancaster	Annual Town Election		5/09/22
	Pct. 1	Pct. 2	Total

Library Trustees 2 - 3 Year Terms			
Blanks	309	354	663
Frank S. Streeter	285	376	661
Karen Sue Silverthorn	313	403	716
Adam A. Zand	145	203	348
Write-ins:	0	0	0
Total	1052	1336	2388
Town of Lancaster	Annual Town Election		5/09/22
	Pct. 1	Pct. 2	Total
Board of PW 1 - 3 Year Term			
Blanks	143	178	321
Douglas A. DeCesare	378	488	866
Write-ins:	5	2	7
Total	526	668	1194
Town of Lancaster	Annual Town Election		5/09/22
	Pct. 1	Pct. 2	Total
Board of PW 1 Yr Unexpired Term			
Blanks	148	186	334
Walter F. Sendrowski	371	473	844
Write-ins:	7	9	16
Total	526	668	1194

**SEPTEMBER 6, 2022
STATE PRIMARY ELECTIONS
REPUBLICAN BALLOT**

PRECINCT	1	2	TOTAL
GOVERNOR	Vote for ONE		
GEOFF DIEHL	117	114	231
CHRIS DOUGHTY	66	103	169
Others	1	0	1
Blanks	0	1	1
LIEUTENANT GOVERNOR	Vote for ONE		
LEAH V. ALLEN	92	90	182
KATE CAMPANALE	83	111	194
Others	0	0	0
Blanks	9	17	26
ATTORNEY GENERAL	Vote for ONE		
JAMES R. MCMAHON, III	147	171	318
Others	1	0	1
Blanks	36	47	83
SECRETARY OF STATE	Vote for ONE		
RAYLA CAMPBELL	144	167	311
Others	1	0	1
Blanks	39	51	90
TREASURER	Vote for ONE		
Others	6	2	8
Blanks	178	216	394
AUDITOR	Vote for ONE		
ANTHONY AMORE	142	155	297
Others	0	0	0
Blanks	42	63	105
REPRESENTATIVE IN CONGRESS	Vote for ONE		
DEAN A. TRAN	142	169	311
Others	1	1	2
Blanks	41	48	89
COUNCILLOR	Vote for ONE		
GARY GALONEK	139	148	287
Others	0	0	0
Blanks	45	70	115

**SEPTEMBER 6, 2022
STATE PRIMARY ELECTIONS
REPUBLICAN BALLOT**

SENATOR IN GENERAL COURT

Vote for ONE

KENNETH B. HOYT	139	156	295
Others	0	1	1
Blanks	45	61	106

REPRESENTATIVE IN GENERAL COURT

Vote for ONE

MICHAEL A. VULCANO	139	153	292
Others	0	0	0
Blanks	45	65	110

DISTRICT ATTORNEY

Vote for ONE

Others	3	0	3
Blanks	181	218	399

SHERIFF

Vote for ONE

LEWIS G. EVANGELIDIS	154	173	327
Others	0	0	0
Blanks	30	45	75

**SEPTEMBER 6, 2022
STATE PRIMARY ELECTIONS
DEMOCRATIC BALLOT**

GOVERNOR	Vote for ONE		
SONIA ROSA CHANG-DIAZ	37	41	78
MAURA HEALEY	217	379	596
Others	0	0	0
Blanks	5	6	11

LIEUTENANT GOVERNOR	Vote for ONE		
KIMBERLEY DRISCOLL	108	189	297
TAMI GOUVEIA	72	86	158
ERIC P. LESSER	65	132	197
Others	0	0	0
Blanks	14	19	33

ATTORNEY GENERAL	Vote for ONE		
ANDREA JOY CAMPBELL	113	187	300
SHANNON ERIKA LISS-RIORDAN	91	153	244
QUENTIN PALFREY	47	71	118
Others	0	0	0
Blanks	8	15	23

SECRETARY OF STATE	Vote for ONE		
WILLIAM FRANCIS GALVIN	187	336	523
TANISHA M. SULLIVAN	71	83	154
Others	0	0	0
Blanks	1	7	8

TREASURER	Vote for ONE		
DEBORAH B. GOLDBERG	221	374	595
Others	0	1	1
Blanks	38	51	89

AUDITOR	Vote for ONE		
CHRISTOPHER S. DEMPSEY	95	154	249
DIANA DIZOGLIO	143	246	389
Others	0	0	0
Blanks	21	26	47

REPRESENTATIVE IN CONGRESS	Vote for ONE		
LORI LOUREIRO TRAHAN	233	378	611
Others	0	0	0
Blanks	26	48	74

**SEPTEMBER 6, 2022
STATE PRIMARY ELECTIONS
DEMOCRATIC BALLOT**

COUNCILLOR	Vote for ONE		
PAUL M. DEPALO	213	351	564
Others	0	1	1
Blanks	46	74	120

SENATOR IN GENERAL COURT	Vote for ONE		
JOHN J. CRONIN	227	369	596
Others	0	0	0
Blanks	32	57	89

REPRESENTATIVE IN GENERAL COURT	Vote for ONE		
MEGHAN K. KILCOYNE	233	379	612
Others	0	0	0
Blanks	26	47	73

DISTRICT ATTORNEY	Vote for ONE		
JOSEPH D. EARLY, JR.	220	368	588
Others	0	0	0
Blanks	39	58	97

SHERIFF	Vote for ONE		
DAVID M. FONTAINE	208	358	566
Others	1	0	1
Blanks	50	68	118

STATE ELECTION 11/8/2022							
OFFICIAL RESULTS							
GOVERNOR/LT GOVERNOR				ATTORNEY GENERAL			
	P1	P2	Total		P1	P2	Total
Diehl and Allen	627	738	1365	Andrea Joy Campbell	650	950	1600
Healey and Driscoll	682	985	1667	James R. McMahon, III	667	786	1453
Reed and Everett	25	30	55	Others	0	0	0
Others	1	3	4	Blanks	31	49	80
Blanks	13	29	42	TOTAL	1348	1785	3133
TOTAL	1348	1785	3133				
SECRETARY OF STATE				TREASURER			
	P1	P2	Total		P1	P2	Total
William Francis Galvin	749	1085	1834	Deborah B. Goldberg	789	1084	1873
Rayla Campbell	557	626	1183	Cristina Crawford	395	491	886
Juan Sanchez	25	43	68	Others	2	6	8
Others	0	0	0	Blanks	162	204	366
Blanks	17	31	48	TOTAL	1348	1785	3133
TOTAL	1348	1785	3133				
AUDITOR				REPRESENTATIVE IN CONGRESS			
	P1	P2	Total		P1	P2	Total
Anthony Amore	624	767	1391	Lori Loureiro Trahan	704	993	1697
Diana DiZoglio	571	804	1375	Dean A. Tran	606	741	1347
Gloria A. Caballero - Roca	28	51	79	Others	1	0	1
Dominic Giannone, III	17	27	44	Blanks	37	51	88
Daniel Riek	41	47	88	TOTAL	1348	1785	3133
Others	1	2	3				
Blanks	66	87	153				
TOTAL	1348	1785	3133				
COUNCILLOR				SENATOR IN GENERAL COURT			
	P1	P2	Total		P1	P2	Total
Paul M. DePalo	668	973	1641	John J. Cronin	712	1021	1733
Gary Galonek	605	719	1324	Kenneth B. Hoyt	585	693	1278
Others	0	0	0	Others	0	0	0
Blanks	75	93	168	Blanks	51	71	122
TOTAL	1348	1785	3133	TOTAL	1348	1785	3133

REPRESENTATIVE IN GENERAL COURT				DISTRICT ATTORNEY			
	P1	P2	Total		P1	P2	Total
Meghan Kilcoyne	709	1048	1757	Joseph D. Early, JR.	929	1256	2185
Michael A. Vulcano	589	679	1268	Others	9	12	21
Others	0	1	1	Blanks	410	517	927
Blanks	50	57	107	TOTAL	1348	1785	3133
TOTAL	1348	1785	3133				
SHERIFF							
	P1	P2	Total				
Lewis G. Evangelidis	778	979	1757				
David M. Fontaine	511	724	1235				
Others	1	0	1				
Blanks	58	82	140				
TOTAL	1348	1785	3133				
QUESTION 1 - ADDITIONAL INCOME TAX				QUESTION 2 - DENTAL RATES			
	P1	P2	Total		P1	P2	Total
YES	597	792	1389	YES	946	1227	2173
NO	728	950	1678	NO	379	527	906
BLANKS	23	43	66	BLANKS	23	31	54
TOTAL	1348	1785	3133	TOTAL	1348	1785	3133
QUESTION 3 - ALCOHOL LICENSES				QUESTION 4 - NON CITIZEN DRIVER LICENSES			
	P1	P2	Total		P1	P2	Total
YES	589	731	1320	YES	622	841	1463
NO	729	995	1724	NO	699	911	1610
BLANKS	30	59	89	BLANKS	27	33	60
TOTAL	1348	1785	3133	TOTAL	1348	1785	3133
QUESTION 5 - HEALTH CARE				QUESTION 6 - LEGISLATIVE VOTES			
	P1	P2	Total		P1	P2	Total
YES	660	835	1495	YES	979	1254	2233
NO	530	715	1245	NO	202	293	495
BLANKS	158	235	393	BLANKS	167	238	405
TOTAL	1348	1785	3133	TOTAL	1348	1785	3133



FINANCIAL REPORTS

BOARD OF ASSESSORS

Michael Burke Sr, Chairman
Debra A. Sanders, Member
Kristen Fox, Member

Bobbi-Jo Williams, Principal Assessor
Adam Quigley, Assistant Assessor

The Assessors Department operates under the authority of the Department of Revenue (DOR). It has a full-time Principal Assessor, an Assistant Assessor and a Board that includes three members appointed by the Select Board. The Board of Assessors is responsible for administering Massachusetts property tax laws equitably by estimating the fair market value of all real and personal property in Lancaster. They are responsible for the calculation of the annual tax rate necessary to raise the tax dollars, in accordance with Proposition 2 ½, to fund the Town's annual operating budget. The Assessing staff and Board members annually set the tax rate, administer the State's RMV Motor Vehicle Excise tax program as well as acts on abatement, exemption and appeal applications.

The office is responsible for adhering to strict certification requirements of the Department of Revenue. To meet these requirements, under Chapter 40, Section 56 of the Massachusetts General Laws (MGL), the Assessors are obligated to revalue all properties yearly and, once every five years, undergo a full certification by the Department of Revenue. An analysis of market trends and current economic conditions, along with assessment level and uniformity must be done annually whether for an interim year adjustment or for quinquennial certification.

The Assessors are statutorily obligated to assess all property at its full and fair cash value as of January 1st of each year (MGL, Chapter 59, Section 38). Assessments must be maintained at or near their market valuation as per DOR guidelines. Properties are not individually valued or appraised, but are assessed through the use of a CAMA, Computer Assisted Mass Appraisal, system. In Massachusetts, the fiscal year begins on July 1st and ends the following June 30th. The fiscal year tax bill is based on the value of the property as of the previous January 1st. It is the ownership, condition and value of the property on January 1st that determines an assessment and to whom the tax bill is assessed. Assessors determine the physical status of taxable real and personal property, its ownership, fair cash value and usage classification as of that date. The Town of Lancaster accepted Chapter 653, Section 40, a provision that allowed cities and towns to assess new buildings, additions, demolitions, improvements and alterations that occur between January 2nd and June 30th for the fiscal year beginning on July 1st. However, the taxable unit, ownership and value of real estate parcels will still be determined as of January 1st.

The Registry of Motor Vehicles is responsible for motor vehicle valuations and supplies the data for excise bills several times throughout the year.

The Assessors' office is also responsible for maintaining files related to all chapter lands, charitable organizations and senior tax work programs. The Assessors are responsible for maintaining all property tax related records and ensuring public access to those records. GIS Tax Maps and Property Record Cards which contain real estate property data are available online. They can be accessed through the link on the town website at www.lancasterma.net. Taxpayers are encouraged to view property assessment data for accuracy annually.

During 2022, the Assessors completed the DOR's required certification standards resulting in a successful Fiscal Year 2023 certification. The residential market continues its upward trend of higher sales prices and this was reflective in final valuations for FY 2023, which have an assessment date of January 1, 2022.

Sales of real estate occurring in 2021 were used to determine assessments for the current fiscal year. The Lancaster real estate market continues to see an increase in sale prices. The tax rate for FY 2023 was set at \$17.19 per \$1,000 of assessed value, a decrease from FY 2022 tax rate which was \$19.45.

Seniors on fixed incomes can be particularly vulnerable in the current economy. The Town offers various exemptions to help with taxes. The 41C tax exemption of up to \$1,000 is available for those over the age of 65 that qualify with limited income and assets. Other exemptions are also available including disabled veterans, surviving spouses, minor children and the blind. Please visit our webpage or check in with the Assessors' Office to see if you qualify for any of these programs.

From time to time you may see the staff or a sub-contractor collecting data on property in Lancaster. Property inspections are conducted for abatement reviews, building permits, property sales, and cyclical data inspections as required by the Department of Revenue. Staff and contractors always carry proper identification. We hope you will allow these representatives of the Assessors' office to do their job as our property assessments are reliant on accurate data collection. If no one is home, an exterior inspection will be done and a notice left asking the homeowner to call the Assessors' office.

Please visit the Assessors' webpage at <https://www.ci.lancaster.ma.us/assessors-department> for additional information as it relates to our office or as always, if you have any questions regarding any assessing issues, please feel free to contact the Assessing Office at 978-365-2196 x 1000 or by email at assessors@lancasterma.gov. Office hours are Monday 9:00 AM-5:00 PM, Tuesday – Thursday 9:00 AM-4:00 PM.

Respectfully submitted:
Bobbi-Jo Williams, Principal Assessor

DEPARTMENT OF FINANCE & BUDGET

The following financial report summarizes Fiscal Year 2022 (ending 6/30/2022)

General Fund: The General Fund ended the year with a favorable fund balance, generating \$1,199,455 of “Free Cash”. This amount represents surplus funds certified by the DOR as available to the Town for future appropriation and the amount certified is at its lowest in the past 5 years. The Town received \$2,160,902 in local receipts which was down (\$138,423) as compared with FY21, while motor vehicle excise \$1,146,247 revenue decreased \$74,272. Local Meals Tax generated \$53,142, an increase of \$14,997 over the previous year. With a freeze implemented by our new Town Administrator Kate Hodges, town departments managed to close to fund balance \$176,326.76, a decrease of \$25,484.16 from FY21.

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 and Cares Act expenditures which remained unreimbursed at year end. As was expected, revenue sufficient to cover these deficits was received early in FY2023.

Enterprise Funds: Water and Solar Funds all ended the year with favorable balances and Free Cash certified at \$2,279,626 and \$653,333, respectively.

Reserves: The Town’s Stabilization Fund closed the year at \$1.862 million and the Capital Stabilization Fund at \$277,079. The level of reserves in these accounts are managed to meet or exceed 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 \$3,018,291 down \$117,891 from the previous year. 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

LANCASTER

Combined Balance Sheet - All Fund Types and Account Groups
as of June 30, 2022
(Unaudited)

	Governmental Fund Types					Fiduciary Fund Types	Account Groups	Totals
	General	Special Revenue	Capital Projects	WATER & SOLAR Enterprise	Internal Services	Trust and Agency	Long-term Debt	(Memorandum Only)
ASSETS								
Cash and cash equivalents	2,700,689.85	1,973,780.78	1,611,497.77	2,933,958.56		6,131,758.66		15,351,685.62
Investments								0.00
Receivables:								
Personal property taxes	54,705.46							54,705.46
Real estate taxes	214,351.28							214,351.28
Community Preservation Act		985.00						985.00
Allowance for abatements and exemptions	(461,101.12)							(461,101.12)
Apportioned betterments		2,620.15						2,620.15
Tax liens	243,282.18	11,615.06						254,897.24
Deferred taxes	12,795.44							12,795.44
Motor vehicle excise	240,903.64			9,754.97				250,658.61
Other excises								0.00
User fees								0.00
Utility liens added to taxes								0.00
Departmental	439,131.09			173,086.26				612,217.35
Special assessments								0.00
Due from other governments								0.00
Other receivables								0.00
Foreclosures/Possessions	474,654.67							474,654.67
Prepays								0.00
Due to/from other funds								0.00
Working deposit								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							6,515,693.00	6,515,693.00
Amounts to be provided - vacation/sick leave								0.00
Total Assets	3,919,412.49	1,989,000.99	1,611,497.77	5,931,508.79	0.00	6,131,758.66	6,515,693.00	26,098,871.70

ND FUND EQUITY

Liabilities:								
Warrants payable								0.00
Accounts payable								0.00
Accrued payroll								0.00
Withholdings						(115,945.43)		(115,945.43)
Accrued claims payable								0.00
Due to/from other funds								0.00
Due to other governments								0.00
Other liabilities	742.85			2,814,709.00				2,815,451.85
Deferred revenue:								

	Governmental Fund Types					Fiduciary	Account	Totals (Memorandum)
	General	Special	Capital	WATER & SOLAR	Internal	Fund Types Trust and	Groups Long-term	
		Revenue	Projects	Enterprise	Services	Agency	Debt	
Real and personal property taxes	(192,044.31)							(192,044.31)
Tax liens	243,282.18	11,615.06		9,754.97				264,652.21
Deferred taxes	12,795.44	2,620.15						15,415.59
Deferred CPA		985.00						985.00
Foreclosures/Possessions	474,654.67							474,654.67
Motor vehicle excise	240,903.64							240,903.64
Other excises								0.00
User fees				173,086.26				173,086.26
Utility liens added to taxes								0.00
Departmental	439,131.09							439,131.09
Special assessments								0.00
Due from other governments								0.00
Other receivables								0.00
Deposits receivable								0.00
Prepaid taxes/fees								0.00
Tailings								0.00
IBNR								0.00
Agency Funds						115,945.43		115,945.43
Notes payable							6,515,693.00	6,515,693.00
Bonds payable								0.00
Vacation and sick leave liability								0.00
Total Liabilities	1,219,465.56	15,220.21	0.00	2,997,550.23	0.00	0.00	6,515,693.00	10,747,929.00
Fund Equity:								
Reserved for encumbrances	558.40							558.40
Reserved for expenditures	803,086.00	1,973,780.78	1,611,497.77			6,131,758.67		10,520,123.22
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								0.00
Reserved for premiums								0.00
Reserved for working deposit								0.00
Undesignated fund balance	1,896,302.53			2,933,958.56				4,830,261.09
Unreserved retained earnings								0.00
Investment in capital assets								0.00
Total Fund Equity	2,699,946.93	1,973,780.78	1,611,497.77	2,933,958.56	0.00	6,131,758.6	0.00	15,350,942.71
Total Liabilities and Fund Equity	3,919,412.49	1,989,000.99	1,611,497.77	5,931,508.79	0.00	6,131,758.6	6,515,693.00	26,098,871.71
PROOF BALANCE SHEET IS IN BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PROOF FUND BALANCE DETAIL								
AGREES TO THE BALANCE SHEET	#REF!	0.03	0.00	0.00	#REF!	0.01		

	Governmental Fund Types					Fiduciary Fund Types	Account Groups	Totals
	General	Special Revenue	Capital Projects	WATER & SOLAR Enterprise	Internal Services	Trust and Agency	Long-term Debt	(Memorandum Only)
<div> PROOF RECEIVABLES DETAIL AGREES TO THE BALANCE SHEET </div>		0.00	0.00	0.00	#REF!	0.00		

LANCASTER
Special Revenue Fund Balance Detail
as of June 30, 2022
(Unaudited)

Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2022	Receipts thru 9/30/2022	BAN's	Remaining Deficit 6/30/2022
25	COMM DEV BLOCK GRANT			74,859.56			0.00
25	ARPA FEDERAL GRANT			1,169,118.38			0.00
							0.00
24	COMMUNITY PRESERVATION	985.00	985.00	156,745.00			0.00
							0.00
25	CARES ACT			(48,004.17)			
25	EXTENDED POLLING HOURS			3,482.90			0.00
25	MASS HOUSING			6,446.04			0.00
25	ENERGY EFFICIENCY BLOCK GRANT			330.59			0.00
25	TECHNICAL ASSISTANCE			0.00			0.00
25	SEPTIC PROGRAM			0.00			0.00
25	CULTURAL COUNCIL			2,689.59			0.00
25	COMPACT GRANT			6,300.00			0.00
25	COMPLETE STREET			6,310.16			0.00
25	IT COMPACT GRANT			554.70			0.00
25	BROCKELMAN CULVERT			0.00			0.00
25	GREEN COMMUNITIES			(931.26)			(931.26)
25	FY18 TRAFFIC			1,380.00			0.00
25	HR REVIEW			0.00			0.00
25	FY20 COVID			0.00			0.00
25	TOWN FOREST LAND ACQUISITION			(39,198.75)			(39,198.75)
25	COMMUNITY POLICING			3,842.39			0.00
25	COPS MOBILE			2,308.28			0.00
25	911 STATE GRANT			6,105.13			0.00
25	FIRE NASHUA RIVER			653.94			0.00
25	FIRE SAFE GRANT			16,662.92			0.00
25	FIRE EMP GRANT			2,650.00			0.00
25	SENIOR SAFE GRANT			7,683.00			0.00
25	MED PROJECT			4,550.00			0.00
25	GEORGIA PACIFIC			80.00			0.00
25	EDWARD BYRNE POLICE			0.00			0.00
25	FY21 FF SAFETY EQUIPMENT			0.00			0.00
25	FORMULA GRANT			21,834.34			0.00
25	ACCENT GRANT			310.54			0.00
25	HEALTHY FOOD			1,719.97			0.00
25	FALLON CARES			1,000.00			0.00
25	COA CARES ACT			470.05			0.00
25	LIBRARY STATE AID			35,081.11			0.00
25	LIBRARY SERVICES & TECH			1,184.46			0.00
25	LIBRARY PRESERVATION			4,200.00			0.00

Special Revenue Fund Balance Detail
as of June 30, 2022
(Unaudited)

Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2022	Receipts thru 9/30/2022	BAN's	Remaining Deficit 6/30/2022
25	COA THE WONDERS AROUND			1,050.00			0.00
							0.00
26	HISTORIC GIFTS			1,795.54			0.00
26	LIBRARY GIFTS			17,884.38			0.00
26	DISABILITY COMMISSION GIFT			99.72			0.00
26	VETERANS MEMORIAL GIFT			4,633.00			0.00
26	COA GIFT			3,164.35			0.00
26	TOWN FOREST GIFT			666.28			0.00
26	AMBULANCE GIFT			819.88			0.00
26	FIRE DEPT GIFT			8,261.31			0.00
26	POLICE GIFT			4,289.57			0.00
26	BOARD OF HEALTH GIFT			2,500.00			0.00
26	BLUE HERON MITIGATION			19,707.00			0.00
26	INSURANCE RECOVERY			5,117.73			0.00
26	ANN COMASKEY CONSERVATION			672.88			0.00
26	FARNSWORTH MEMORIAL			10.00			0.00
26	SELECTMEN CABLE			1,095.00			0.00
26	AGRICULTURE COMMISSION			3,482.22			0.00
26	AGRICULTURE SCHOLARSHIP			4,500.00			0.00
26	ZERO OLD UNION			2,013.34			0.00
26	438 OLD UNION			1,706.07			0.00
26	2038 LUNENBURG ROAD			352.00			0.00
26	702 LLC CAPITAL GROUP			2,426.44			0.00
26	7TH DAY ADVENTIST			140.00			0.00
26	HAWTHORNE HILLS ESTATE			9.60			0.00
26	PERKINS SCHOOL			805.00			0.00
26	BESTWAY OF NE			993.75			0.00
26	UNITED AG & TURF			0.00			0.00
26	201 HILL TOP ROAD			1,700.00			0.00
26	P. J. KEATING PEE REVIEW			(13,885.82)	13,940.00		0.00
							0.00
27	RECREATION ED			20.50			0.00
27	DRUG ENFORCEMENT			39,729.84			0.00
27	SEWER COLLECTION			34,176.94			0.00
27	FIREARMS RECORD			50,694.57			0.00
27	DUVAL ROAD			0.00			0.00
27	PORAS REALTY			147.65			0.00
27	COLONY LANE			1.04			0.00
27	BOH JONES CROSSING			5,392.50			0.00
27	BROCKELMAN RD SOLAR			1,100.00			0.00
27	MOBILE MART			6,000.00			0.00

Special Revenue Fund Balance Detail
as of June 30, 2022
(Unaudited)

Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2022	Receipts thru 9/30/2022	BAN's	Remaining Deficit 6/30/2022
27	TECHNICAL ASSISTANCE			647.75			0.00
28	LIENS	11,615.06	11,615.06	(16,633.67)			(16,633.67)
	APPORT BETTERMENT/INT	2,620.15	2,620.15				0.00
27	CLERK PUBLICATIONS			3,422.42			0.00
27	PLANNING BOARD			48,352.45			0.00
27	RECYCLING			3,950.56			0.00
27	MART			(4,961.32)	4,961.00		(0.32)
27	LIBRARY REVOLVING			9,369.61			0.00
27	BUILDING RENTAL DEPOSIT			1,205.00			0.00
27	COMMUNITY CENTER			0.00			0.00
27	CDP ADVERTISING			82.48			0.00
27	COA REVOLVING			8,861.31			0.00
27	CRUISER OUTSIDE DETAIL			3,667.50			0.00
27	STORMWATER MANAGEMENT			20,170.00			0.00
27	RECREATION			72,180.47			0.00
							0.00
29	CEMETERY SALE OF LOTS			30,147.87			0.00
29	WETLANDS			49,448.97			0.00
29	TOWN OWNED LAND			80,178.20			0.00
							0.00
							0.00
							0.00
Total Special Revenue Fund Balance		15,220.21	15,220.21	1,973,780.75	18,901.00	0.00	(56,764.00)

LANCASTER
Capital Project Fund Balance Detail
as of June 30, 2022
(Unaudited)

Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2022	Receipts thru 9/30/2022	BAN's 6/30/2022	BAN's / Debt Issued 7/1/2022 - 9/30/2022	Remaining Deficit 6/30/2022
23	CHAPTER 90			(285,063.47)				(285,063.47)
								0.00
30	VETERANS WAR MEMORIAL			9,580.39				0.00
	LIBRARY MATCHING GRANT			50,000.00				0.00
	POLICE CRUISERS			6,008.36				0.00
	HOT TOP CEMETERY			0.00				0.00
	OFFICE MOLD REMOVAL			13,457.40				0.00
	MRE/LBM BOILER			0.00				0.00
	DPW - DRAINAGE			15,296.24				0.00
	ASSESSOR'S ENCYCLICAL			30,152.89				0.00
	FIRE CUSTOM PUMPER			262.21				0.00
	PRESCOTT BUILDING RENOVATION			0.00				0.00
	FIRE CHIEF'S VEHICLE			372.85				0.00
	HWY ONE TON PICK-UP			0.00				0.00
	RTE 117 INTERSECTION			7,787.50				0.00
	PRESCOTT MOVE			0.00				0.00
	BARTLETT POND DAM			129,500.00				0.00
	LIBRARY REPOINTING			0.00				0.00
	MRE/LBM BOILER			1,843.86				0.00
	MRE/LBM SMOKE DETECTOR			0.00				0.00
	POLICE COMPRESSOR REPLACE			10,000.00				0.00
	FIRE RADIO BOXES			35,000.00				0.00
	LIBRARY HVAC			41,165.61				0.00
	MRLB SECURITY CAMERA			325.00				0.00
	LCC PLUMBING-ELECTRICAL			25,000.00				0.00
	BOS TREE CUTTING			15,000.00				0.00
	BOS FIELD UPGRADES			3,119.74				0.00
	ROUTE 117 BRIDGE			22,197.00				0.00
	VADAR CONVERSION			2,000.00				0.00
	SURVEY MEMORIAL SCHOOL			11,039.00				0.00
	FIRE DEPT WINDOW REPAIR			19,000.00				0.00
								0.00
	NECK ROAD WATER SOURCE			37,131.57				0.00
	CLEAN & RELINE MAIN STREET			206,332.09				0.00
	DESIGN & RELINE WATER MAIN			1,128,989.53				0.00
	MAPPING & MODELING SERVICES			46,000.00				0.00
	DESIGN & ENGINEERING NEW WATER			30,000.00				0.00

Capital Project Fund Balance Detail
as of June 30, 2022
(Unaudited)

Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2022	Receipts thru 9/30/2022	BAN's 6/30/2022	BAN's / Debt Issued 7/1/2022 - 9/30/2022	Remaining Deficit 6/30/2022
Total Capital Projects Fund Balance		0.00	0.00	1,611,497.77	0.00	0.00	0.00	(285,063.47)

LANCASTER
Trust Fund Balance Detail
as of June 30, 2022
(Unaudited)

Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2022	Receipts thru 9/30/2022	BAN's	Remaining Deficit 6/30/2022
	CEMETERY NON-EXP PRINC			270,937.31			0.00
	CEMETERY NON-EXP INT			79,286.16			0.00
	SELECTMEN NON-EXP PRINC			18,017.58			0.00
	SELECTMEN NON-EXP INT			32,977.21			0.00
	UNRESTRICTED PRINCIPAL			62,632.69			0.00
	UNRESTRICTED UNEXPEND INT			8,354.69			0.00
	TRUSTEES PRINCIPAL			21,904.91			0.00
	TRUSTEES UNEXPEND INT			968.38			0.00
	SPECIAL COLLECTIONS PRINCIPAL			32,103.67			0.00
	SPECIAL COLLECTIONS UNEXPEND			1,426.32			0.00
	MEMORIAL BOOK PRINCIPAL			1,244.13			0.00
	MEMORIAL BOOK UNEXPEND INT			457.11			0.00
	BOOKS PRINCIPAL			157,799.13			0.00
	BOOKS UNEXPEND INT			27,337.81			0.00
	JOHN ELIOT THAYER			24,159.92			0.00
	JOHN ELIOT THAYER UNEXPEND INT			1,505.03			0.00
	HENRY FITZGERALD			517.05			0.00
	WHITNEY LECTURE			4,711.59			0.00
	WELFARE			12,610.68			0.00
	BILLINGS			8,168.23			0.00
	McGURIE			1,722.00			0.00
	CEMETERY			53,154.84			0.00
	CEMETERY PERP CARE			58,675.91			0.00
	BOOKS			4,109.57			0.00
	UNRESTRICTED			2,378.09			0.00
	TRUSTEES			568.42			0.00
	SPECIAL COLLECTIONS			1,028.12			0.00
	MEMORIAL			25.28			0.00
							0.00
	LAND PURCHASE			13,749.25			0.00
	61A LAND PURCHASE			44,863.39			0.00
	DIGITAL LANC TECH PARK			639.06			0.00

Trust Fund Balance Detail
as of June 30, 2022
(Unaudited)

Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2022	Receipts thru 9/30/2022	BAN's	Remaining Deficit 6/30/2022
	PUBLIC SAFETY OFFICERS SURVIVOR			3,275.34			0.00
	LOCAL EDUCATION			247.37			0.00
	POLICE LAW ENFORCEMENT TRUST			589.71			0.00
	CONSERV GREENWAY			21.97			0.00
	ELDERLY DISABLE TAX			7,279.29			0.00
	CEMETERY FLOWERS			1,537.92			0.00
	CONSERVATION TRUST			14,008.71			0.00
							0.00
	EAGLE RIDGE ESCROW			9,959.92			0.00
	JONES CROSSING ESCROW			0.00			0.00
	WHITE OAKS ESCROW			556.00			0.00
	ERP MOUNTAIN LAUREL			4.26			0.00
	ERP KANIS			(49.20)			(49.20)
	ERP BALDARELLI			1,000.01			0.00
	ERP KEATING			(816.75)			(816.75)
	ERP LLEC			4,286.11			0.00
	ERP CENTRAL MASS			1,946.56			0.00
	GOODBRIDGE			0.00			0.00
	CONSERVATION SHORELINE			613.62			0.00
	FORT POND LLC			52,633.38			0.00
	DUVAL ROAD SEWER			32,985.92			0.00
	NO LANCASTER LLC			(725.46)			(725.46)
	J. B. HUNT			1,667.20			0.00
	SHIRLEY ROAD LANDSCAPING ESCROW			4,710.00			0.00
	F.C. STARS			2,934.00			0.00
	LIBRARY PARKER GIFT			3,306.02			0.00
	CONSERVATION PARKER GIFT			93.75			0.00
							0.00
	CAPITAL STABILIZATION			277,078.73			0.00
							0.00
	STABILIZATION			1,862,235.04			0.00
							0.00
OPEB	3,018,291.14						

Trust Fund Balance Detail
as of June 30, 2022
(Unaudited)

Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2022	Receipts thru 9/30/2022	BAN's	Remaining Deficit 6/30/2022
							0.00
							0.00
							0.00
							0.00
Total Expendable Trust Fund Balance		0.00	0.00	6,247,704.09	0.00	0.00	(1,591.41)

LANCASTER
Agency Fund Detail
as of June 30, 2022
(Unaudited)

Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Balance 6/30/2022	Receipts thru 9/30/2022	BAN's	Remaining Deficit 6/30/2022
	FEDERAL TAX			0.00			0.00
	STATE TAX			0.00			0.00
	MEDICARE			76.56			0.00
	DEFERRED COMP			(12,000.00)			(12,000.00)
	COUNTY RETIREMENT			(0.03)			(0.03)
	OBRA MANDATORY			173.40			0.00
	OBRA VOLUNTARY			(173.20)			(173.20)
	GROUP HEALTH			10,365.60			0.00
	EMPLOYEE FSA			0.00			0.00
	POLICE ACADEMY			0.00			0.00
	DISABILITY			2,316.94			0.00
	LIFE			265.94			0.00
	LEVY			269.77			0.00
	DENTAL			3,471.65			0.00
	POLICE UNION DUES			23.00			0.00
	DPW UNION DUES			228.88			0.00
	FIRE UNION DUES			224.72			0.00
	COMM OF MA FISHERIES			52.15			0.00
	POLICE OUTSIDE DETAIL			(163,631.47)			(163,631.47)
	FIRE OUTSIDE DETAIL			(976.59)			(976.59)
	SENIOR TAX WORKOFF			0.00			0.00
	RETIREE HEALTH LIFE INS			43,367.25			0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
Total Agency Balance		0.00	0.00	(115,945.43)	0.00	0.00	(176,781.29)
Please enter amount reported in the agency fund liability cell of the combined balance sheet.				115,945.43			
<u>Please enter amount reported in the fund balance section of the combined balance sheet.</u>				<u>6,131,758.67</u>			
Total Agency Balance & Trust fund balance				6,247,704.10			

ORG	OBJ	ACCOUNT DESCRIPTION	FY22 BUDGET	FY22 ACTUAL	OVER/(UNDER)	
01010000	411021	2021PERSONAL PROPERTY TAX	0	193.00	193	
01010000	411022	2022 PERSONAL PROPERTY TAX	640,808	589,239.85	(51,568)	
01010000	412014	2014 REAL ESTATE TAX	0		0	
01010000	412015	2015 REAL ESTATE TAX	0		0	
01010000	412016	2016 REAL ESTATE TAX	0		0	
01010000	412017	2017 REAL ESTATE TAX	0		0	
01010000	412019	2019 REAL ESTATE TAX	0		0	
01010000	412020	2020 REAL ESTATE TAX	0	1,881.12	1,881	
01010000	412020	2021 REAL ESTATE TAX	0	128,150.07	128,150	
01010001	412021	2022 REAL ESTATE TAX	21,022,273	20,775,777.56	(246,495)	
01010001	412520	2020 SUPPLEMENTAL TAX	0	0.00	0	
01010001	412522	2022 SUPPLEMENTAL TAX	0	1,906.75	1,907	
01010000	412600	ROLLBACK CONVEYANCE TAX	0	0.00	0	
01010000	414200	TAX LIENS REDEEMED	0	69,744.57	69,745	(96,188)
			21,663,081	21,566,892.92		
			FY22 BUDGET	FY22 ACTUAL	OVER/(UNDER)	
01010000	415000	2019MV	0		0	
01010000	415001	MV2019 CORRECTION ACCOUNT	0		0	
01010000	415012	2012 MOTOR VEHICLE EXCISE TAX	0		0	
01010000	415013	2013 MOTOR VEHICLE EXCISE TAX	0		0	
01010000	415014	2014 MOTOR VEHICLE EXCISE TAX	0		0	
01010000	415015	2015 MOTER VEHICLE EXCISE TAX	0		0	
01010000	415016	2016 MOTOR VEHICLE EXCISE TAX	0		0	
01010000	415017	2017 MOTOR VEHICLE EXCISE TAX	0		0	
01010000	415018	2018 MOTOR VEHICLE EXCISE TAX	0		0	
01010000	415020	2020 MOTOR VEHICLE EXCISE TAX	0	16,445.07	16,445	
01010000	415021	2021 MOTOR VEHICLE EXCISE TAX	0	205,227.48	205,227	
01010001	415022	2022 MOTOR VEHICLE EXCISE TAX	1,100,000	925,302.41	(174,698)	46,975
01010000	415050	FARM ANIMAL	800	806.76	7	7
01010000	416001	MEALS TAX	21,000	53,142.09	32,142.09	
01010000	416002	HOTEL/MOTEL TAX	1,100	1,241.68	141.68	32,284
01010000	417010	PENALTY/INTEREST PERSONAL PROP	25,000	254.87	(24,745)	
01010000	417020	PENALTY/INTEREST REAL ESTATE	25,000	29,247.97	4,248	
01010000	417030	PENALTY/INTEREST MOTOR VEHICLE	25,000	39,615.84	14,616	
01010000	417040	PENALTY/INTEREST TAX LIENS	25,000	35,777.02	10,777	4,896
01010000	422900	TAX LIEN LEGAL	0	2,111.53	2,112	2,112
01010000	418000	PAYMENTS IN LIEU OF TAXES	12,000	75,825.39	63,825.39	63,825
01082000	468100	RMV INFRACTIONS	0	34,796.00	34,796.00	
01010000	477020	PARKING FINES	500	980.00	480.00	
10161000	477000	DOG BY-LAW FINES	53,950		(35,776.00)	(500.00)
01023100	437100	AMBULANCE REVENUE ALL YEARS	255,800	341,552.78	85,752.78	85,752.78
01012200	440000	LICENSES PERMITS	7,000	9,835.00	2,835.00	
01024000	440001	PLUMBING PERMITS	10,000	22,305.00	12,305.00	

01024000	440002	WIRING PERMITS	20,000	29,005.45	9,005.45	
01024000	440003	WEIGHTS/MEASURE PERMITS	3,000	1,805.00	(1,195.00)	
01024000	440005	BUILDING PERMITS	240,250	131,243.90	(109,006.10)	
01022000	440000	LICENSES PERMITS	0	13,863.00	13,863.00	(72,192.65)
01012200	427000	CHARGES FOR SERVICES	0		0	
10179000	427000	CHARGES FOR SERVICES	0	2,530.00	2,530	
10161000	427000	CHARGES FOR SERVICES	200	185.00	(15)	
01014700	427000	CHARGES FOR SERVICES	50	82.86	33	
10176000	427000	CHARGES FOR SERVICES	2,000		(2,000)	
01022000	427000	CHARGES FOR SERVICES	0	390.00	390	
01042200	427000	CHARGES FOR SERVICES	0		0	
01010000	422900	TAX LIEN LEGAL FEES	0		0.00	
01014700	427003	BAD CHECK FEES	100	165.00	65.00	
01014700	427002	MUNICIPAL LIEN CERTIFICATES	10,000	11,800.00	1,800.00	
01016100	432000	BIRTH CERTIFICATES	0	1,025.50	1,025.50	
01016100	432002	MARRIAGE INTENTIONS	300	513.00	213.00	
01016100	432003	MARRIAGE CERTIFICATES	350	606.00	256.00	
01016100	432004	DEATH CERTIFICATES	4,400	5,342.00	942.00	
01016100	432005	BUSINESS CERTIFICATES	1,050	1,140.00	90.00	
01016100	432006	RAFFLE APPLICATIONS	0	10.00	10.00	
01016100	432007	PHYSICIANS REGISTRATION	200	180.00	(20.00)	
0116100	432008	DOG LICENSES	7,500	9,396.00	9,396.00	
01022000	432000	OUTSIDE DETAIL FEES	0	29,811.84	29,811.84	
01021000	427200	POLICE REPORTS	2,000	1,775.00	(225.00)	
01051000	432000	BOARD OF HEALTH FEES	2,000	1,315.00	(685.00)	
01051000	432001	TRASH HAULER FEES	4,000	4,285.00	285.00	
01069100	432000	HISTORIC COMMISSION FEES	0		0.00	
01049100	422800	FOUNDATIONS/BURIALS	10,000	13,225.00	3,225.00	47,127.20
01098000	480001	RENTALS	0		0.00	0.00
		MISC UNCLASSIFIED	24,000	30,925.96	6,925.96	6,925.96
01010000	414200	TAX LIENS REDEEMED	0		0.00	0.00
01098000	482000	EARNINGS ON INVESTMENTS	20,000	15,783.08	(4,216.92)	(4,216.92)
01098000	497000	TRANSFER IN	0			
RECAP						
Grand Total			1,913,550	2,100,870	212,994.48	212,994.48
FY22 BUDGET				FY22ACTUAL	SURPLUS/(DEFICIT)	
				23,667,763		
			23,576,631			
STATE ASSESSMENTS - State Owned Lan			125,086.00	148,572.00	23,486	
			67,187.00	62,741.00	(4,446)	
Unrestricted			1,015,030.00	1,055,250.00	40,220	
			0.00	9,975.00	9,975	69,235

FY22 BUDGET TO ACTUAL

OPERATING BUDGET

DEPARTMENT	ATM 6/21/2021	COMP/FINANCE RESERVE	ATM/STM 11/14/21	EXPENDED	CLOSED TO FUND BALANCE	ENCUMBER
113 TOWN MEETING						
Expenses	2,000.00	0.00	2,000.00	4,677.76	(2,677.76)	
122 SELECTMEN						
Personal Srv	213,451.00	7,715.00	221,166.00	221,165.57	0.43	
Expenses	9,253.00	0.00	9,253.00	18,727.76	(9,474.76)	
Norfold Agri	57,268.00	0.00	57,268.00	81,047.00	(23,779.00)	
131 FINANCE COMM						
Expenses	180.00	0.00	180.00	680.00	(500.00)	
Comp Rsrv	410,000.00	(347,914.00)	62,086.00	21,025.60	41,060.40	
Reserve Fund	145,000.00	(92,058.00)	52,942.00	0.00	52,942.00	
135 ACCOUNTANT						
Personal Srv	159,053.00	1,255.00	160,308.00	160,307.68	0.32	
Expenses	1,595.00	0.00	1,595.00	1,426.68	168.32	
Audit	30,500.00	0.00	30,500.00	25,180.00	5,320.00	
141 ASSESSORS						
Personal Srv	116,173.00	0.00	116,173.00	99,681.00	16,492.00	
Expenses	38,804.00	0.00	38,804.00	41,719.56	(2,915.56)	
147 TREAS/COLLECTOR						
Personal Srv	165,123.00	11,290.00	176,413.00	176,413.32	(0.32)	
Expenses	19,777.00	20,000.00	39,777.00	36,206.22	3,570.78	
151 TOWN COUNSEL						
Expenses	47,500.00	15,000.00	62,500.00	156,296.99	(93,796.99)	
152 HUMAN RESOURCES						

Personal Srvc	0.00	111,000.00	111,000.00	111,000.00	0.00	
Expenses	0.00	0.00	0.00	10,025.00	(10,025.00)	
FY22 BUDGET TO ACTUAL						
OPERATING BUDGET						
DEPARTMENT	ATM 6/21/2021	COMP/FINANCE RESERVE	ATM/STM 11/14/21	EXPENDED	CLOSED TO FUND BALANCE	ENCUMBER
155 TECHNOLOGY						
Personal Srvc	85,526.00	3,548.00	89,074.00	89,074.00	0.00	
Expenses	175,536.00	0.00	175,536.00	178,942.11	(3,406.11)	
161 TOWN CLERK						
Personal Srvc	120,681.00	0.00	120,681.00	118,909.71	1,771.29	
Expenses	1,750.00	0.00	1,750.00	2,167.16	(417.16)	
164 ELECTIONS						
Personal Srvc	5,000.00	0.00	5,000.00	1,660.25	3,339.75	
Expenses	8,577.00	0.00	8,577.00	12,510.88	(3,933.88)	
179 COMM DEV PLANNING						
Personal Srvc	66,960.00	43,834.00	110,794.00	110,793.81	0.19	
Expenses	4,375.00	0.00	4,375.00	11,010.12	(6,635.12)	
199 BUILDING MAINTENANCE						
Personal Srvc	74,380.00	248.00	74,628.00	74,627.00	1.00	
Expenses	282,944.00	0.00	282,944.00	351,760.00	(68,816.00)	
GENERAL GOVERNMENT						
Personal Srvc	1,416,347.00	-169,024.00	1,247,323.00	1,184,657.94	62,665.06	
Expenses	825,059.00	-57,058.00	768,001.00	932,377.24	(164,376.24)	
210 POLICE						
Personal Srvc	988,581.00	115,007.00	1,103,588.00	1,005,443.35	98,144.69	
Expenses	52,670.00	0.00	52,670.00	50,502.15	2,167.85	

FY20 BUDGET TO ACTUAL

OPERATING BUDGET

DEPARTMENT	ATM 5/6/2019	COMP/FINAN CE RESERVE	ATM/STM 10/21/19	EXPENDED	CLOSED TO FUND BALANCE	ENCUMBER
220 FIRE						
Personal Svc	501,163.00	0.00	501,163.00	487,595.35	13,567.65	
Expenses	196,906.00	0.00	196,906.00	213,306.54	(16,400.54)	
240 INSPECTIONAL SRVCS						
Personal Svc	101,786.00	12,539.00	114,325.00	114,324.86	0.14	
Expenses	2,670.00	0.00	2,670.00	1,520.40	1,149.60	
290 ANIMAL CONTROL						
Personal Svc	12,000.00	0.00	12,000.00	11,859.60	140.40	
Expenses	3,075.00	0.00	3,075.00	2,604.35	470.65	
296 COMMUNICATIONS						
Expenses	199,500.00	0.	199,500.00	199,500.00	0.00	
PUBLIC SAFETY						
Personal Svc	1,603,530.00	127,546.00	1,731,076.00	1,619,223.16	111,852.84	
Expenses	454,821.00	0.00	454,821.00	467,433.44	(12,612.44)	
340 EDUCATION						
MINUTEMAN	2,382,776.00	0.00	2,382,776.00	2,282,776.00	100,000.00	
NASHOBA REGIONAL	13,845,493.00	0.00	13,845,943.00	13,845,830.00	113.00	
422 DPW - HIGHWAY						
Personal Svc	267,532.00	5,172.00	272,704.00	272,704.28	(0.28)	
Expenses	61,800.00	0.00	61,800.00	38,039.33	23,760.67	
423 DPW - SNOW & ICE						
Personal Svc	52,500.00	5,229.00	57,729.00	57,729.27	(0.27)	

Expenses	66,200.00	92,058.00	158,258.00	158,258.41	(0.41)	
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
424 DPW - STREET LIGHTS						
Expenses	7,500.00	0.00	7,500.00	6,472.21	1,027.79	
429 DPW - HIGHWAY SAFETY						
Expenses	39,700.00	0.00	39,700.00	34,579.51	5,120.49	
491 DPW - CEMETERY						
Personal Svc	140,929.00	0.00	140,929.00	132,271.60	8,657.40	
Expenses	32,120.00	0.00	32,120.00	31,884.75	235.25	
PUBLIC WORKS						
Personal Svc	460,961.00	10,401.00	471,362.00	462,705.15	8,656.85	
Expenses	207,320.00	92,058.00	299,378.00	269,234.21	30,143.79	
510 BOARD OF HEALTH						
Personal Svc	6,614.00	871.00	7,485.00	7,484.89	0.11	
Expenses	38,904.00	0.00	38,904.00	40,335.96	(1,431.96)	
541 COUNCIL ON AGING						
Personal Svc	61,638.00	23,640.00	85,278.00	85,277.56	0.44	
Expenses	14,850.00	0.00	14,850.00	7,837.06	7,012.94	
543 VETERAN'S SERVICES						
Personal Svc	20,000.00		20,000.00	20,000.00	0.00	
Expenses	22,000.00	0.00	22,000.00	13,592.70	8,407.30	
560 DISABILITY						
Expenses	0.00	0.00	0.00	0.00	0.00	

Personal Srvc	88,252.00	24,511.00	112,763.00	112,762.45	0.00	
Expenses	75,754.00	0.00	75,754.00	61,765.72	13,988.28	
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
610 LIBRARY						
Personal Srvc	296,403.00	4,051.00	300,454.00	300,453.78	0.22	
Expenses	71,524.00	0.00	71,524.00	65,837.22	5,686.78	
630 RECREATION						
Personal Srvc	26,566.00	0.00	26,566.00	16,886.64	9,679.36	
Expenses	2,850.00	0.00	2,850.00	0.00	2,850.00	
691 HISTORIC COMMISSION						
Expenses	0.00	0.00	0.00	0.00	0.00	
692 MEMORIAL DAY						
Expenses	0.00	0.00	0.00	0.00	0.00	
694 COMMUNITY CENTER						
Personal Services	28,408.00	2,516.00	30,924.00	30,924.28	(0.28)	
CULTURAL & RECREATION						
Personal Srvc	351,377.00	6,567.00	357,944.00	348,264.70	9,679.58	
Expenses	74,374.00	0.00	74,374.00	65,837.22	8,536.50	
EMPLOYEE BENEFITS	1,723,760.00	0.00	1,723,760.00	1,599,924.74	123,835.26	
TOWN INSURANCES	156,557.00	75,000.00	231,557.00	207,591.72	23,965.28	
DEBT						
PRINCIPAL	931,000.00	0.00	931,000.00	927,900.00	3,100.00	
INTEREST	134,375.00	0.00	134,375.00	134,375.00	0.00	

