

TOWN OF LANCASTER
MASSACHUSETTS



WARRANT
for the
ANNUAL TOWN
TOWN MEETING

For the Fiscal Year 2023

Mary Rowlandson Elementary School Auditorium
103 Hollywood Drive, Lancaster, Massachusetts

Beginning Monday, May 2, 2022 at 7:00 P.M.

**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:

**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.*

ARTICLE 2 FY2023 Capital Expenditures Finance Committee Select Board
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To see if the Town will raise and appropriate or transfer from available funds the following sums of money, to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described; or act in any manner relating thereto.

a. 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

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.

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	\$1,000,00
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.

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.*

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.*

**ARTICLE 6
Revolving Fund Account
Finance Committee
Select Board**

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

- (1) 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

- (2) 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 Management	\$3,000
Library Charges	\$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.*

ARTICLE 7
Community Preservation Annual Budget
Community Preservation Committee

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	\$16,200
From FY 2023 estimated revenues for Community Housing Reserve	\$16,200
From FY 2023 estimated revenues for Open Space/Recreation Reserve	\$16,200
From FY 2023 estimated revenues for Undesignated Budgeted Reserve	\$105,300

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. 44B, 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.

ARTICLE 8 Amend Finance Committee Bylaw Finance Committee

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 with 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.*

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.*

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, ~~S~~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 Aany **regular or associate** member missesing 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 chosen by a majority vote of said **regular** Council members. No **regular or associate member** officer shall serve more than three one-year terms in succession.*
- D. 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 COA from nine to five.*

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.*

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.*

ARTICLE 13 Discontinuance of Old Lunenburg Road Select Board

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.*

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:

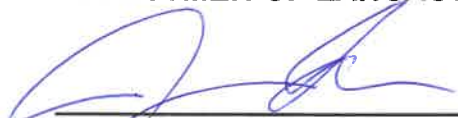
Section 17-6 ESTABLISHMENT

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.

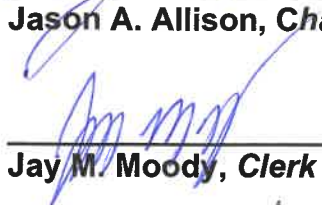
Or act in any manner relating thereto

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

SELECTMEN OF LANCASTER



Jason A. Allison, Chairman



Jay M. Moody, Clerk



Alexandra W. Turner, Member

Date of Execution 4/21/2022

CONSTABLE'S CERTIFICATION

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

Attest:



Constable Signature



Print

Date: 4-22-22

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

**Lyle W. Pierce
P.O. Box 374
Leominster, MA. 01453
Constable/Disinterested Person**