



**APPROVED**

**LANCASTER SELECT BOARD  
Meeting Minutes**

**of Monday, October 3, 2022**

**Nashaway Meeting Room, 2<sup>nd</sup> Floor, Prescott Building, 701 Main Street, Lancaster MA**

**I. CALL TO ORDER**

Chairman Stephen J. Kerrigan called the meeting to order at 6:01PM in the Nashaway Meeting Room located on the second floor in the Prescott Building, 701 Main Street, Lancaster, MA. He advised that the meeting was being recorded via ZOOM, and is being broadcast by Sterling Lancaster Community Television. He also noted that this is considered a Special Meeting and that residents have the ability to ask questions via ZOOM.

Join Zoom Meeting: <https://us02web.zoom.us/j/85873661701>  
Meeting ID: 858 7366 1701

Roll call vote taken, Jason A. Allison, present, Alexandra W. Turner, present, Stephen J. Kerrigan, present. Also present, Kate Hodges, Town Administrator.

**II. APPROVAL OF MEETING MINUTES**

Mr. Kerrigan asked for a motion to approve the Special Meeting minutes of September 27, 2022. Ms. Turner offered this motion, seconded by Mr. Allison. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Motion passed. [3-0-0]*

**III. SCHEDULED APPEARANCES & PUBLIC HEARINGS - NONE**

**IV. BOARDS, COMMITTEE AND DEPARTMENT REPORTS - NONE**

**V. PUBLIC COMMENT PERIOD**

*Opportunity for the public to address their concerns, make comments, and offer suggestions on operations or programs, except personnel matters. Complaints or criticism directed at staff, volunteers, or other officials shall not be permitted.*

Mr. Kerrigan recognized resident Rob Zidek, 103 Kaleva Road. Mr. Zidek talked about environmental justice, sharing take-aways from a conference that he recently attended and warning the Select Board that pursuing North Lancaster development as currently planned violates environmental justice principles.

Mr. Kerrigan recognized resident Lisa Engel, 522 Main Street. Ms. Engel expressed concern that in light of the Town's financial constraints, money has been found to clean and repair the Community Center. Secondly, she questioned a gift of \$15,000 made by the LIV Golf Tournament to the Friends of the Seniors, wanting to know how this money would be received and processed. Ms. Engel stated that the Friends of the Seniors already had funds in excess of \$40,000 and that this gift would bring their balance to over \$53,000. Ms. Engel objected to a recent cleaning project at the Community Center where many items that had been donated were discarded. Ms. Engel concluded by stating that she is concerned that the crucial needs of the seniors of Lancaster are not being met and that this discarded equipment needs to be replaced, and that the \$15,000 from the LIV Tournament should be (not audible).

## **VI. TOWN ADMINISTRATOR REPORT**

### **1. Chair Breakfast Proposal**

Ms. Hodges noted that since he has been hired, she has met many wonderful people in Lancaster, and that they unfortunately have shared a common issue, with many reporting lack of communication, or "silos" of information. She proposes a monthly meeting in hybrid format, where all departments, boards, and committees are represented (by the chair or designee) and could offer a brief update on their activities to others. One example cited is that many departments, boards, and committees are probably unaware of the Emergency Preparedness documentation that the Disability Commission has spent many months crafting. The first meeting toward this goal of increased communication was held last Friday, when many town staff members came together in "Building for a Cause," cleaning and performing maintenance at the Community Center. Much positive feedback has been received.

Ms. Hodges addressed several concerns raised by Lisa Engel during Public Comment. The HVAC proposed will be part of the Capital Plan; there is actually \$225,000 proposed for the Community Center as part of the Capital Plan. Some of the other expenditures would be data connection and noise-cancelling solutions. In 2017 the Town voted at town meeting for money for HVAC and some other items. Because some money is left, it can be used to replace carpet; quotes are currently being solicited. Town staff has done a huge amount of cleaning, with outstanding issues in the bathrooms and ceilings; a professional cleaning company will finish this at a cost of about \$3,200. Additionally, Ms. Hodges reports that both the Fire Chief and the Police Chief would like to have a satellite office in the Community Center, and that some of the gift money that will be accepted later in this meeting would go to that end. Ms. Hodges has not been directly involved with the LIV money, but it was based on being a 501c(3) and involved applying for a grant. Moneys received by a "Friends" group is independent of town spending.

### **2. Recruitment Updates**

- Health & Human Services

Ms. Hodges reported eight interviews were held last week for the Recreation Coordinator position. Win Clark, Monica Tarbell, Ms. Dolan, and Ms. Hodges conducted the interviews and have narrowed the applicants to two finalists.

Today was the final day for submitting applications for the Outreach and Activities Coordinator position. Sixty eight applications were received; Ms. Dolan will be reviewing this; the Police Department will be helping with interviews.

Ms. Hodges introduced Charlotte Steeves, who begins her position tomorrow as Assistant Planning/Conservation Agent.

## **VII. ADMINISTRATION, BUDGET, AND POLICY**

### **1. Continued Discussion on Special Town Meeting, potential articles, hearings & timelines**

Nothing addressed.

### **2. Continued Discussion on the Audit Committee, Policy, Scope & Charge updates (Turner)**

Mr. Kerrigan stated that this item would be tabled because Mr. Turner was unable to attend the meeting in person.

### **3. Public Records/FOIA Request Discussion/Policy Draft (Turner)**

Mr. Kerrigan stated that this item would be tabled because Mr. Turner was unable to attend the meeting in person.

### **4. Liaison Roles, Policies & Appointments (Turner)**

Mr. Kerrigan stated that this item would be tabled because Mr. Turner was unable to attend the meeting in person.

### **5. Accept Donation on behalf of the Fire Department in the amount of \$2,374.00 in memory of Sloan Lafferty.**

Ms. Turner moved to accept this generous gift on behalf of the Fire Department in the amount of \$2,374.00 in memory of Sloan Lafferty. Mr. Allison seconded the motion. *Vote taken, Jason Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. [3-0-0]. Vote passed.*

## **VIII. APPOINTMENTS AND RESIGNATIONS - NONE**

## **IX. LICENSES AND PERMITS - NONE**

## **X. NEW BUSINESS\***

*\*This item is included to acknowledge that there may be matters not reasonably anticipated by the Chair.*

Mr. Kerrigan read into the record a letter received from Fire Chief Hanson and Police Chief Moody expressing thanks for last Friday's event at the Community Center. They would like to donate \$5,000 to the Town for use in establishing a satellite office for police and fire at the Community Center, with \$2,500 from the Police Gift Account and \$2,500 from the Fire Gift Account. Ms. Turner moved to accept this donation; Mr. Allison seconded. *Vote taken, Jason Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. [3-0-0]. Vote passed.*

Ms. Hodges noted that in response to one more of Ms. Engel's concerns during Public Comments, one item of each kind of medical equipment was kept at the Community Center with overflow at the Town Hall and some additional wheelchair availability at the library.

## **XI. COMMUNICATIONS**

- Special Town Meeting will be held on Monday, November 14, 2022, 7pm, located at Mary Rowlandson Elementary School Auditorium
- Miscellaneous Correspondence & Memoranda

## **XII. ONGOING PROJECTS & OLD BUSINESS**

- **Division of Capital Asset Management and Maintenance Property (DCAMM) (Turner)**

Mr. Kerrigan stated that this item would be tabled because Mr. Turner was unable to attend the meeting in person.

## **XIII. ADJOURNMENT**

Mr. Allison moved to adjourn the meeting. Ms. Turner seconded. *Vote taken, Jason Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. [3-0-0]. Vote passed.*

Kathleen Rocco  
Executive Assistant

**APPROVED**

Approved and accepted, 10/17/22  
Alexandra W. Turner, Clerk