



**LANCASTER SELECT BOARD
Special Meeting Minutes
of Wednesday, May 3, 2023, 6:00 P.M.
Mary Rowlandson Elementary Auditorium**

I. CALL TO ORDER

Chairman Stephen J. Kerrigan called the meeting to order at 6:00PM and advised that the meeting was being broadcast by Sterling Lancaster Community Television. *Additional materials for Select Board meetings are available at <https://www.ci.lancaster.ma.us/administration-select-board> > Meeting Materials.*

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

Review and take action on the Select Board's Meeting Minutes of April 18, 2023.

Mr. Allison moved to approve the minutes of April 18, 2023. Ms. Turner seconded. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0]*

III. PUBLIC COMMENT

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 tolerated.

No public comment heard.

IV. ADMINISTRATION, BUDGET, AND POLICY

1. Memorandum of Understanding: Town of Lancaster and MassDevelopment, DCAMM Property Acceptance of Grant, Phase I and Assessment, DCAMM Property

Ms. Hodges reported that a final draft has been readied for a Memorandum of Understanding with MassDevelopment for work analyzing the DCAMM Property, and that a grant has been received in the amount of \$35,000 for professional assistance to put

together data for an environmental review. Ms. Turner asked if assessments should be done ahead of time or if assessments could be done by a potential buyer. Ms. Hodges explained that this will allow the Town to better assess whether they should take ownership of the property.

Mr. Allison moved to allow Town Administrator Hodges to enter into an agreement with MassDevelopment for purposes of establishing a Memorandum of Understanding. *Vote taken, Alexandra W. Turner, Aye; Jason A. Allison, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0]*

2. Open.gov platform, update/finances

Ms. Hodges explained that this has been discussed at the Finance Committee level for some time. This software was purchased several years ago, and some work was done to train staff. Shortly after Ms. Hodges started, she worked with Finance Director Cheryl Gariepy, and discovered that some of the procurement processes required were not followed, and therefore it becomes a legal matter. Open.gov has been notified that the contract was improperly executed and includes a number of issues that conflict with State Law, making the contract null and void. She will continue to inform the Board of developments. Ms. Turner would like information on whether Clear.gov or another software package would be more helpful and more economical. Ms. Hodges noted that Open.gov had been purchased using CARES funds.

3. Town Meeting, FY24 Budget or 2023 Election Matters (as needed).

Ms. Turner stated that her understanding is that the Town could use ARPA funding to defray the deficit should they choose to, although the Board has voted to use ARPA funding to fund capital projects. Ms. Hodges stated that the “linchpin” was that this could be true if the Board had chosen the designation; Mr. Kerrigan stated that the Board had not chosen the designation, that someone else did. Ms. Turner said that it was more complicated and there had been a lot of confusion about it. Ms. Hodges said, “It bottles down to if the Board were asked, back when you had to choose a designation, and this is sort of rhetorical, would the Board have chosen to make that designation, and would the Board have authorized whoever was the Town Administrator at that time to do so. Neither of those things happened.” Mr. Allison stated that he was never asked to choose that designation; Ms. Turner shares this recollection.

Mr. Kerrigan brought the discussion back, stating that he believes that one-time dollars should be used for one-time things. He stated that if ARPA funds were used to balance this year’s budget, then next year the Town would be in much worse shape financially.

Ms. Hodges noted that if the Board wishes to change their opinion on this use, they should revisit the votes taken in early 2022. The Town is no longer using the previous ARPA funds consultant; Ms. Hodges explained that another contractor could be contracted.

V. COMMUNICATIONS

- Annual Town Election will be held on Monday, May 8, 2023, from 7:00am-8:00pm at the Town Hall Auditorium
- Select Board's next Regular Meeting will be held on Monday, May 15, 2023, at 6:00pm

VI. ADJOURNMENT

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

Respectfully submitted,

Kathleen Rocco
Executive Assistant

APPROVED

Alexandra W. Turner, Clerk