



**APPROVED**

**LANCASTER SELECT BOARD  
Special Meeting Minutes  
of Wednesday, August 16, 2023  
5:30 P.M.  
Prescott Building – Nashaway Room**

**ZOOM:** <https://us02web.zoom.us/j/89631607239>

**Meeting ID 896 3160 7239**

**I. CALL TO ORDER**

Select Board member Alexandra Turner called the meeting to order at 5:30PM and advised that the meeting was being recorded and broadcast by Sterling Lancaster Community Television.

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

Mr. Allison moved that the Board go into recess until 5:45PM; Ms. Turner seconded. *Vote taken, Jason A. Allison, Aye, Alexandra W. Turner, Aye. Motion passed. [2-0-0].* This was to allow Mr. Kerrigan, who was running late, time to join the meeting.

Ms. Turner reconvened the meeting following the recess and proposed that some items could be covered before Mr. Kerrigan's arrival. Mr. Allison moved to enter recess again, reconvening at 5:51PM. Ms. Turner seconded the motion. *Vote taken, Jason A. Allison, Aye, Alexandra W. Turner, Aye. Motion passed. [2-0-0].*

The meeting was re-convened; Mr. Kerrigan was now present.

**II. ADMINISTRATION, BUDGET, AND POLICY**

**1. Close Special Town Meeting Warrant scheduled 09/18/23**

Ms. Turner offered a motion to close the Special Town Meeting Warrant scheduled on September 18, 2023. Mr. Allison seconded the motion. *Vote taken, Vote taken, Jason A. Allison, Aye, Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

Ms. Turner requested that the Board review the Warrant.

Mr. Kerrigan explained that Article 1 will vote on the new high school building project. Article 2 is to amend the Water Enterprise, making adjustments to the vote taken at the Annual Town Meeting; Ms. Hodges reported that the Water Commissioners will be present at

the Special Town Meeting to answer any questions. Article 3 is the Supplemental Classification Plan for Emergency Services personnel as discussed at the last Select Board meeting; because the Fire Department has come out of the Union, they need to be added to the Town's Classification Plan. Article 4 is sponsored by the Planning Board and has to do with Accessory Apartments.

**2. Discuss and vote to accept, or reject, ballot question for Special Town Election Ballot called for 09/25/23**

The ballot question, related to the prior week's Special Town Meeting Article about the high school building project, reads, "Shall the Town of Lancaster be allowed to exempt, from the provisions of Proposition 2-1/2 so called, the amounts required to pay Lancaster's allocable share of the Bond issued by the Nashoba Regional School District, for the purposes of paying costs of a new Nashoba Regional High School, 12 Green Road, Bolton, Massachusetts, 01740, including site work and athletic fields, including all costs incidental or related thereto."

Ms. Turner verified that the School Superintendent will attend the next Select Board meeting and will be attending the Special Town Meeting. She also clarified that this is not an override, but a debt exclusion, meaning that it is limited to a finite length of time. The length of time has not yet been determined.

Ms. Hodges reported that she had intended to create a flyer summarizing the School Building Project, but the School Committee, the Office for Campaign Finance, and Counsel for the State have said that this cannot be done. All information must come from the School District.

Mr. Allison said that we have a duly elected School Committee, and residents are encouraged to contact their School Committee representative with any questions.

Mr. Allison moved to approve the ballot question for the Special Town Election called for September 25, 2023. Ms. Turner seconded the motion. *Vote taken, Jason A. Allison, Aye, Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

Complaints were sent via email from several members of the audience, stating that they could not hear the proceedings. Some time was spent troubleshooting the issue. Mr. Kerrigan stated that the Board would re-take any votes taken to make sure that the meeting was in order:

Ms. Turner offered a motion to close the Special Town Meeting Warrant scheduled on September 18, 2023. Mr. Allison seconded the motion. *Vote taken, Vote taken, Jason A. Allison, Aye, Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

Mr. Kerrigan re-read the text of the proposed ballot question into the record. Mr. Allison moved to approve the ballot question for the Special Town Election called for September 25, 2023. Ms. Turner seconded the motion. Ms. Turner re-capped the previous discussion on this item. *Vote taken, Jason A. Allison, Aye, Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

**3. Discuss and vote to include Special Town Meeting Ballot Question on the Special Town Election Ballot called for 09/25/23.**

Ms. Hodges explained that the prior vote had accepted the language of the ballot question, and this agenda item pertains to voting to print the approved language on the ballot. Ms. Turner moved to include the Special Town Meeting Ballot Question on the Special Town Election Ballot called for on September 25, 2023. Mr. Allison seconded the motion. *Vote taken, Jason A. Allison, Aye, Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

**4. Vote to waive mail-in voting for 09/25/23 Special Town Election**

This item was not taken up as it has been decided to offer mail-in voting.

**5. Vote to allow early voting for Special Town Election, called for 09/25/23, during the following hours:**

Tuesday 09/29/23 – Thursday 09/23/23 between the hours of 9am-4pm

Friday 09/22/23 between the hours of 9am-1pm

All early voting will take place at the Prescott Building, 1<sup>st</sup> Floor, 701 Main St., Lancaster, MA

Mr. Allison moved to allow early voting for the Special Town Election, called for September 25, 2023, during the following hours: Tuesday, September 23, 2023, between the hours of 9am-4pm, and, Friday, September 22, 2023, between the hours of 9am-1pm, with all early voting to take place at the Prescott Building, 1<sup>st</sup> Floor, 701 Main Street, Lancaster, Massachusetts. Ms. Turner seconded the motion. Ms. Turner clarified that the first floor is the main floor where the Town Clerk's office is located. *Vote taken, Jason A. Allison, Aye, Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

Ms. Hodges reported that printing the warrant could happen in about a week and then it could be mailed. The cost is about \$4,500; in her professional opinion, this is important, and she would support this happening. Unfortunately, this is not in the budget, so money would need to be transferred from another line item or some cut would need to be made to have money available for this. Mr. Kerrigan agreed, stating that he would support this because residents need to be made aware of this critical issue. Mr. Allison moved to approve the printing and mailing of the Warrant for the upcoming Special Town Meeting. Ms. Turner seconded. *Vote taken, Jason A. Allison, Aye, Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

<b>III. NEW BUSINESS</b>
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**1. Discuss and vote to permit the Town Administrator to negotiate payment for services, up to a certain amount, for unscheduled services rendered on Town property.**

Mr. Allison moved to permit the Town Administrator to negotiate payment for services, up to \$3,000, for unscheduled services rendered on Town property. Ms. Turner seconded the motion for discussion. Ms. Turner asked if the Reserve Fund was still available; Ms. Hodges explained that the Reserve Fund is available but is not for this purpose, and that this is a one-time need to comply with procurement regulations per Town Counsel. Ms. Turner would move to amend the prior motion to include “one-time payment not to exceed \$3,000.” Mr. Allison said that he would prefer the original wording as presented by Counsel. Mr. Kerrigan suggested that the language might be, “in recognition of a one-time special circumstance.” Mr. Kerrigan moved to vote on the amendment; *Vote taken on the amendment, Jason A. Allison, No, Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [2-1-0].*

Ms. Turner moved to permit the Town Administrator to negotiate payment for services, up to \$3,000, for unscheduled services rendered on Town property, in recognition of a one-time special circumstance. Mr. Kerrigan seconded. Mr. Allison expressed concern about “trying to outsmart Town Counsel.” Mr. Kerrigan stated that he was comfortable. *Vote taken, Jason A. Allison, Aye, Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

## **2. Designate a fund or funding mechanism for payment of work for services rendered.**

Ms. Turner moved to designate a fund or funding mechanism for payment of work for services rendered. Ms. Hodges said that this money could be taken from ARPA, from a similar expense in another department’s line item, or from some other area. Some discussion was held about what area money could be moved from and whether or not the Reserve Fund could be used. Mr. Kerrigan suggested using money from the Select Board budget, and that if this left a shortage of funds in the Select Board budget later in the year, the use of the Reserve Fund could be explored. Mr. Allison moved to use the Select Board appropriation as a funding mechanism for payment of work for services rendered. Ms. Turner seconded. *Vote taken, Jason A. Allison, Aye, Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

## **NEW BUSINESS**

Mr. Allison reminded Ms. Turner that she needs to submit her input for the Town Administrator review.

Ms. Turner noted that comments need to be submitted regarding the impacts of freight and trucking for input to the Montachusett Regional Council Freight Subcommittee. She would like to include in their study small and feeder roads to the development/area. Mr. Kerrigan said that if the Board was going to submit written comments, then the Board needs to see the comments to be submitted in advance. Ms. Hodges reported that she and the Planning Director had asked for the entirety of Route 70 to be included in the study and that this had been agreed to. A draft map of the project was displayed, and discussion was held as to what roads were and/or should be included. Ms. Turner would also like the study to include counts of truck traffic at the rotary near the soccer fields. Mr. Kerrigan would like Ms. Turner to go back to the committee and request that the opening for comments be extended until after the

September 5 Select Board meeting, and that Ms. Turner have written comments prepared for discussion at the September 5 meeting.

Ms. Turner reported that on August 23, Lavendar D'Archangelo will appear on America's Got Talent. The Select Board extended good wishes.

<b>IV. ADJOURNMENT</b>
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Mr. Allison moved to adjourn the meeting; Ms. Turner seconded. *Vote taken, Jason A. Allison, Aye; Stephen J. Kerrigan, Aye; Alexandra W. Turner, Aye. Motion passed. [3-0-0].*

Respectfully submitted,

Kathleen Rocco  
Executive Assistant

**APPROVED**

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Alexandra W. Turner, Clerk