



APPROVED

**LANCASTER SELECT BOARD
Regular Meeting Minutes
of Monday, November 6, 2023, 6:00 P.M.
Prescott Building – Nashaway Room and ZOOM**

ZOOM: <https://us02web.zoom.us/j/88355378366>

Meeting ID 883 5537 8366

I. CALL TO ORDER

Select Board Chair Stephen Kerrigan called the meeting to order at 6:00PM and advised that the meeting was being recorded and broadcast via Sterling-Lancaster Cable 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 (via remote), Alexandra W. Turner, present, Stephen J. Kerrigan, present. Also present, Kate Hodges, Town Administrator.

I. APPROVAL OF MEETING MINUTES

Ms. Turner moved to accept the minutes of the October 2, 2023 and October 16, 2023 meetings; Mr. Allison seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS

6:05 PM MassDevelopment Presentation – final discussion image for Division of Capital Asset Management and Maintenance (DCAMM) redevelopment options.

Ms. Hodges introduced Amanda Gregoire, MassDevelopment's Director of Site Planning and Real Estate and BSC Group's Director of Planning, Heather Gould. Ms. Hodges noted that the presentation tonight was still far away from any final decision, and that Lancaster does need to move forward for many reasons, including potential holding costs. Ms. Gould gave a PowerPoint presentation of final concepts for the DCAMM property. Final concepts presented included:

1. New Construction Residential (Lower Density)
2. Adaptive Reuse + New Construction Mixed-Use
3. New Construction Mixed-Use Residential (Higher Density)
4. Adaptive Reuse + New Construction Mixed-Use

The next phase will be gathering community input. Ms. Turner asked questions regarding sewer capacity. Mr. Kerrigan noted that when the RFP is released, asking potential developers to discuss their plans for sewer capacity or septic will be important. Ms. Hodges was tasked with defining next steps.

IV. BOARDS, COMMITTEES, AND DEPARTMENT REPORTS

Police and Fire Department Update

Mr. Kerrigan recognized Fire Chief Mike Hanson and Police Chief Everett Moody. They brought forth several issues, their “Drive to Keep You Alive” Initiative, using a PowerPoint presentation. This new initiative would allow police officers to drive an ambulance. This program would operate under the existing Police and Fire department budgets; police officers will receive a stipend for calls when the service is used. The program would save significant money instead of relying on Mutual Aid; when Mutual Aid is used, the ambulance department cannot bill the patient. The program meets with the approval of the Police Union. Mr. Kerrigan would like to endorse this policy.

Mr. Allison moved to endorse the “Drive to Keep You Alive” Initiative as presented. Ms. Turner seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

Additionally, Chief Hanson advised the Select Board that two new recruits graduated from the Mass. Call Volunteer Academy last week, a 240 hour program. Congratulations were extended to new Firefighters Matt Watson and Zach Gordon. Firefighter Watson was presented the McNamara Award, named after fallen Lancaster Firefighter Martin McNamara, recognizing his position as first in his class.

Revitalization of Library Museum – Library Director Joe Mulé

Mr. Kerrigan introduced Library Director Joe Mulé. Ms. Hodges explained that this is another initiative to increase collaboration between departments. Currently, many historical records are not well organized and are not in metal bins; many records in the old Town Hall basement are at risk of damage. Some of these records have been moved or placed in plastic bins, which is an improvement, although not ideal.

Mr. Mulé spoke about the Library Museum and the value of the collection, explaining that the collection is probably only rivaled by Concord’s collection in the Commonwealth, and that without staff or a consultant, there is no way of fully addressing the needs of managing and storing the collection. He recommends applying for grants to help design and manage paper storage, and then to look at digitizing much of the collection. Lengthy discussion was held about different methods that might be used to digitize some or all of the assets.

It was also discussed that there needs to be a plan going forward to cull items that are not needed, and that just because things are old does not mean they need to be kept.

V. PUBLIC COMMENT

Opportunity for the public to address their concerns, make comments, offer suggestions, or ask questions.

The following public comment was offered:

Linnea Lakin Servey, 1394 Main Street. – Concerns regarding the Historical Commission and Historical Society.

Heather Lennon, 294 Nicholas Drive. – Disagrees that she resigned from Historical Commission. She concluded by asking the Select Board their motives in relation to the Historical Commission.

Victoria Petracca, 67 Woodland Meadow Drive. – Letter read aloud from Affordable Housing Trust.

George Frantz, 13 Highfield Drive. – Excited about DCAMM property; library should reach out to bring history to residents.

Roy Rezac, 125 Harvard Road. - Glad that DCAMM property is moving forward; would like Public Comment at beginning of meeting.

Rebecca Young-Jones, 94 Barnes Court and Martha Moore 131 Center Bridge Rd., - Would like Heather Lennon to still be on Historic Commission. Ms. Moore in favor of archiving town assets.

Sheila Mallette, 2748 North Main Street - Glad that traffic light project is almost complete, concerned about 35 miles per hour speed limit near elementary school.

Susan Munyon, 96 Grant Way. – Concerned about DCAMM project costs, situation with Heather Lennon/Historic Commission.

Kendra Dickinson, 402 Oetman Way, speaking as a private citizen. – Concerned about negative energy around town boards/committees.

Linnea Lakin Servey, 1394 Main Street. – Historic preservation disagrees about negative energy.

VI. TOWN ADMINISTRATOR REPORT - NONE

VII. ADMINISTRATION, BUDGET, AND POLICY

1. Historical Commission – Updates, Next Steps, Support Requests (Allison)

Mr. Kerrigan framed the discussion, explaining that one current action in process is that some items that the Historical Commission has are on loan from the Historical Society and have been requested back. The Commission will work to catalog these items and then vote on an approach moving forward.

Mr. Allison stated that as an individual member of the Select Board, he has some genuine concerns about the Lancaster Historical Commission. He thanked Karen Silverthorn for doing “yeoman’s work” to help. Mr. Allison stated that it is his understanding that mail and/or keys may be missing from the Lancaster United States Postal Service (USPS) Historical Commission mailbox. Based on this, Mr. Allison moved to authorize the Town Administrator to open an investigation into potential mail loss from the Historical Commission USPS town mailbox. Mr. Kerrigan seconded the motion for the purpose of discussion. Ms. Turner stated that this is the first she has heard of this and asked how Mr. Allison had heard this. Mr. Allison said that he will not reveal his sources.

Ms. Turner stated that if this is a legitimate concern there should probably be a broader scope and inventory of all mailbox keys and access. Additionally, if we think that mail is missing, this should involve the Postal Service to ensure the integrity of all the Town’s mail. Mr. Kerrigan asked if Ms. Hodges could present a policy for distribution of keys at the next meeting. Ms. Turner explained that smaller boards and committees often share mailboxes.

Mr. Kerrigan called for a vote; Mr. Allison reiterated that he is concerned about mail loss and loss of mailbox keys. Ms. Turner thought that a broader perspective of the issue is more appropriate. Mr. Kerrigan expressed concern about the scope, stating that it is difficult to prove a negative. Mr. Kerrigan asked if Mr. Allison would be amenable to tabling the motion; Mr. Allison said no. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, No; Stephen J. Kerrigan, No. Motion failed. [1-2-0].*

Next, Mr. Allison expressed concern about the contents of the Historical Commission office space. Specifically, he wanted to make sure that the contents of the Historical Commission are appropriate and do not contain anything it shouldn’t or that could put the Historical Commission or the Town at risk. Based on this, he moved to authorize the Town Administrator to lead the inventory of all contents of the area known to be the Historical Commission office, and to present this to the Select Board for review and disposition. Ms. Turner seconded the motion for purposes of discussion.

Mr. Kerrigan stated that he does not know that this is necessary because the Historic Commission and the Town Administrator are both appointed by the Select Board. Mr. Allison thinks it is in the best interest of the Town to make sure there is nothing inappropriate in the contents of the office. Mr. Kerrigan stated he agrees but is not sure that a motion is needed. Ms. Hodges asked if she could work with the Commission. Mr. Kerrigan said yes. Ms. Turner stated that “inappropriate” conjures up very dark images and that boards should have the ability to run themselves, and that she would task the Historical Commission with this, and that they could work in conjunction with the Town Administrator or her designee. Debate continued at great length. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, No; Stephen J. Kerrigan, Aye. Motion passed. [2-1-0].*

2. Government Study Committee (GSC) – Additional discussion re: vacancies and other business (continued from October 16 Select Board Meeting)

Several meetings ago, Mr. Kerrigan stated that he no longer wanted to be the Select Board Representative to the Government Study Committee (GSC). At the last meeting, Mr. Allison stated that he no longer wanted to be the Select Board Representative.

Mr. Kerrigan suggested that this Committee's charge was supposed to be to determine whether or not a Charter Commission should be formed, not to pre-suppose the conclusions of a potential Charter Commission. He asked the Board if they would consider having the GSC present their report at the next regularly scheduled meeting. After receiving this, the Select Board could thank them for their work and disband the GSC. Mr. Allison would support this plan. It was discussed that the GSC may have not moved quickly enough for a variety of reasons. Mr. Kerrigan believes that the GSC has the information that they need to make a recommendation and complete their charge. Discussion was held between Mr. Kerrigan and Ms. Turner as to the charge of the GSC.

Mr. Kerrigan recognized resident Emily Taylor, 634 Main Street, currently the Chair of the Government Study Committee. Ms. Taylor addressed issues that may have made the GSC take longer than desired. Currently there is a survey being conducted, and Ms. Taylor expressed her desire to complete this survey and compile the results in order to best complete the job of the GSC. She would like for the GSC to present a detailed work plan to the Select Board. It was decided that the GSC will provide a first draft by January 10.

3. Memorandum of Understanding (MOU) Update – North Lancaster Parcels (Turner)

Ms. Turner questioned how parcels would be given to the Town from the Capital Group. Mr. Kerrigan reported that while originally this was being given to the Town in pieces, it would now be given to the Town all at once. Ms. Turner also questioned current court proceedings between some of the parcel owners. Mr. Kerrigan explained that this has nothing to do with the Town, it is not relevant to land being transferred to the Town.

VIII. APPOINTMENTS & RESIGNATION NOTIFICATIONS (Resignation votes not needed)
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Resignations

Animal Control – Bob Foney

Community Preservation Committee – Karen Silverthorn

Mr. Kerrigan thanked Mr. Foney and Ms. Silverthorn for their service to the above referenced committees.

Appointments

Commission on Disability – Daryl Blaney, term to expire June 30, 2026

Mr. Allison moved to appoint Daryl Blaney as a member of the Commission on Disability, term to expire June 30, 2026; Ms. Turner seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

IX. LICENSES AND PERMITS - NONE

X. COMMUNICATIONS

- Town Offices will be closed on Friday, November 10, 2023, in observance of Veterans Day
- Select Board/Finance Committee FY25 Budget Meeting to be held on Saturday, November 18, 2023 at 8:30 AM.
- Next Select Board meetings will be held on Monday, November 20, 2023, and Monday, December 4, 2023, both starting at 6:00 PM.
- Miscellaneous Correspondence and Memorandums

XI. NEW BUSINESS – Unforeseen by the Board - NONE

XII. ADJOURNMENT

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

Respectfully submitted,

Kathleen Rocco
Executive Assistant

APPROVED

Alexandra W. Turner, Clerk