



**LANCASTER SELECT BOARD
Regular Meeting Minutes
of Monday, March 4, 2024, 6:00 P.M.
Prescott Building, Nashaway Room, and via ZOOM**

ZOOM: <https://us02web.zoom.us/j/87365942813>

Meeting ID 873 6594 2813

I. CALL TO ORDER

Select Board Chair Stephen Kerrigan called the meeting to order at 6:02PM and advised that the meeting was being recorded and broadcast via ZOOM and 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, Alexandra W. Turner, present, Stephen J. Kerrigan, present. Also present, Kate Hodges, Town Administrator.

II. APPROVAL OF MEETING MINUTES

Ms. Turner moved to approve the minutes of February 5, 2024. Mr. Allison seconded. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

III. SCHEDULED APPEARANCES & PUBLIC HEARINGS

Leveraging AI (Artificial Intelligence) to streamline government records.

Mr. Allison gave a PowerPoint presentation on the aforementioned topic. He has used proprietary technology and public records to streamline resident access to information and demonstrated how this application could improve information access in Lancaster.

IV. ADMINISTRATION, BUDGET, AND POLICY

1. Discussion of a date to close the Annual Town Meeting Warrant

Mr. Allison moved to close the warrant on Friday, March 29 at noon so as to have it closed prior to April 1. Ms. Turner seconded the motion for discussion. Ms. Turner asked if the warrant would be printed and mailed to all residents. Mr. Kerrigan explained that the expenses

for this mailing were part of the FY24 budget. Ms. Turner would like to meet again with the Finance Committee prior to closing the warrant. Mr. Kerrigan felt that there was no need for this since there had been no significant change to the budget since approved. Ms. Turner stated that there were other topics that need to be considered prior to closing the warrant. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

2. FY25 General Fund Budget Update

Ms. Hodges reports that little has changed except that some of the school numbers have been received and their final number should be reviewed on March 19. It is estimated that this will add about \$90,000 to the Town's budget, a lower number than was earlier anticipated. The number for Minuteman High School is about \$20,000 lower than was forecasted. Ms. Hodges expects that the net decline in the Town budget for FY25 will be about \$50-60,000. Another factor will be the General Fund/Free Cash, which has been certified at \$2.68 million, the highest in 29 years. Ms. Hodges suggested that discussions should start to take place about how to use this to lower the tax burden. She noted that the Memorial School money that was set aside for an assessment may be able to come from ARPA money in order to match a grant obtained by the Land Trust. This should be considered when the Capital Plan is addressed; it was agreed that this should be on an upcoming agenda.

Ms. Turner asked how the School Department debt would impact the budget. Ms. Hodges reported that in preparing the FY25 Budget she has included an estimated first payment of about \$895,000.

3. Verizon Equipment modification

Ms. Hodges explained that the terms of the lease agreement for one of Verizon's cell towers at 1053 Main Street asks that the Town update their FAA filing and that the Select Board needs to approve these changes. The change needed will reflect the location of the tower more accurately. Ms. Turner moved to approve the coordinates and changes to the FAA filing as requested and presented. 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. Review of correspondence from the Lancaster Historical Society and discussion of ownership of historical assets and damage to the Prescott Building

Mr. Kerrigan recognized Ivria Fried, Town Counsel. Attorney Fried stated that damage to the building should be discussed in Executive Session, as part of a discussion about whether it is appropriate to bring suit against the Lancaster Historical Society. She updated the Board, explaining that there have been discussions with the Lancaster Historical Society (LHS) with some back-and-forth to determine the ownership of various items. Both parties have agreed to a meeting, and the Town is waiting to hear from the LHS about a date for said meeting.

Ms. Turner suggested that the meeting needs a defined scope and should be facilitated by a neutral party. Mr. Allison said that the meeting is already set. Ms. Turner stated that tensions

around these issues are high; Mr. Allison disagreed. Mr. Kerrigan noted that both parties are working through Counsel.

Mr. Allison explained that ownership of many, many items has been determined and has required both parties to sort through reams of documentation to ensure that ownership is correct. Ownership of some few items remain in question. Attorney Fried stated that there are a few identified items that the Society believes they are the proper owners of, but they are claiming that there are other items stored in Town buildings, and the Town has been waiting for a list of these items since January 11. She is hopeful that this list will be provided prior to the meeting so that the meeting can be as productive as possible.

5. Request to participate in Hawthorne Lane Open Space Discussions from Conservation Commission member Tom Seidenberg

This item was pulled by Conservation Commission member Tom Seidenberg, so was not discussed.

V. NEW BUSINESS

Mr. Kerrigan noted that the Board is in receipt of a letter from Keith Kopley of Kalon Farms, offering the Town the Right of First Refusal on a plot of land. Because it is new business and therefore not subject to discussion at this meeting, this will be an agenda item at an upcoming meeting.

VI. APPOINTMENTS AND RESIGNATIONS

Resignations

Historical Commission:

- Karen Silverthorne, Member – effective immediately
- Marcia Jakubowicz, Member – effective February 29, 2024

Mr. Kerrigan acknowledged the resignations listed above, thanking the individuals for their service to Lancaster.

Appointments

Historical Commission:

- Kendra Dickinson, Member – term to expire June 30, 2024 (fill unexpired term)

Mr. Allison moved to appoint Kendra Dickinson to the Historical Commission with term to expire June 30, 2024; Ms. Turner seconded. Mr. Kerrigan recognized Ms. Dickinson. Ms. Turner asked Ms. Dickinson (402 Oetman Way) about her goals for serving on the Historical Commission. Ms. Dickinson would especially like to improve the historical knowledge for the Town's youth. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

Community Preservation Committee:

Housing Authority representative, Marilyn Largey
Historical Commission representative, Amy Brown

Mr. Allison moved to ratify the appointment of Marilyn Largey as the Housing Authority Representative and Amy Brown as the Historical Commission representative to the Community Preservation Committee; Ms. Turner seconded. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

VII. LICENSES AND PERMITS

Rental Application for use of the Town Green

Name of Organization: Thayer Memorial Library
Event: Educational presentations about wildlife with exotic animals – Animal Adventures
Event Details: To be held August 3, 2024, August 10, 2024, and August 17, 2024
Time: 10:30 am

Ms. Turner moved to allow the Thayer Memorial Library to use the Town Green on August 3, 10, and 17, 2024, at 10:30 am, for their Animal Adventures program. Mr. Allison seconded. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

Rental Application for use of the Town Green

Name of Organization: Thayer Memorial Library and Friends of Thayer Memorial Library
Event: Summer Concert Series
Event Details: To be held July 11th, 18th, 25th and August 1st and 8th, 2024.
Time: 6:30-8:00 pm

Ms. Turner moved to allow the Thayer Memorial Library and the Friends of Thayer Memorial Library to use the Town Green on July 11th, 18th, 25th and August 1st and 8th, 2024, from 6:30-8:00 pm, for their Summer Concert Series. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

Special (One Day) Liquor License Applications (Beer & Wine)

Name of Organization: First Church of Lancaster
Event: Community Fellowship Fundraising (St. Patrick's Day)
Event Details: To be held March 16, 2024
Time: 5:00 pm – 8:00 pm

Ms. Turner moved to approve a Special (One Day) Liquor License, Beer & Wine, for the First Church of Lancaster, Community Fellowship Fundraising (St. Patrick's Day), on March 16, 2024, from 5:00pm – 8:00 pm. Mr. Allison seconded. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

Rental Application for Use of the Town Green

Name of Organization: First Church of Lancaster
Event: Community Fellowship Fundraising (Bulfinch Bee Run)
Event Details: To be held May 4, 2024
Time: 10:00 am – 1:00 pm

Ms. Turner moved to approve the application for Use of the Town Green, for the First Church of Lancaster, Community Fellowship Fundraising (Bulfinch Bee Run), on May 4, 2024, from 10:00 am – 1:00 pm. Mr. Allison seconded. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

Rental Application for Use of the Town Green

Name of Organization: First Church of Lancaster
Event: Area-Wide craft fair; fund raising (Horse Shed Fair)
Event Details: To be held October 7, 2024
Time: 10:00 am – 4:00 pm

Ms. Turner moved to approve the Use of the Town Green, for the First Church of Lancaster, Area-Wide Craft Fair and Fundraising (Horse Shed Fair), on October 7, 2024, from 10:00 am – 4:00 pm. Mr. Allison seconded. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

Susan Munyon interjected from the audience, stating that the Horse Shed Fair should be October 5, 2024, rather than October 7. Mr. Allison moved to approve the Use of the Town Green, for the First Church of Lancaster, Area-Wide Craft Fair and Fundraising (Horse Shed Fair), on October 5, 2024, from 10:00 am – 4:00 pm. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

VIII. COMMUNICATIONS

- Next Select Board meetings will be held on Monday, March 18, 2024. Mr. Kerrigan noted that it is only nine weeks until Annual Town Meeting, asking the Board if April 1 and April 23 would work with everyone’s schedule. Annual Town Meeting will be held on May 6.
- Miscellaneous Correspondence and Memorandums

IX. EXECUTIVE SESSION

Ms. Turner moved for the Lancaster Select Board to meet in Executive Session pursuant to M.G.L. c30A, §21(a) for the following purposes:

- i. Discussion regarding strategy with respect to litigation in the matter of Lancaster Historical Society pursuant to Section 21(a)(3) as the Chair believes there is a detriment to bargaining in Open Session; and
- ii. To conduct a strategy session in preparation for negotiations for non-union personnel regarding the Police and Fire Departments pursuant to Section 21(a)(2); and

- iii. To discuss the reputation, character, physical condition or mental health, rather than professional competence of an individual pursuant to Section 21(a)(1),

And not to reconvene in Open Session.

Mr. Allison seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed; the Select Board entered Executive Session. [3-0-0].*

X. ADJOURNMENT

Respectfully submitted,

Kathleen Rocco
Executive Assistant

APPROVED

Alexandra W. Turner, Clerk