



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

*In accordance with the Open Meeting Law, please be advised that this meeting is being recorded and broadcast over Sterling-Lancaster Community TV*

**I. CALL TO ORDER**

Chair Stephen J. Kerrigan will call the meeting to Order at 6:00 P.M. in the Nashaway Room, located on the second floor of the Prescott Building, 701 Main Street, Lancaster, MA. Members of the public are welcome to attend this in-person or by the remote zoom connection which is provided as a courtesy. Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

Topic: Select Board Meeting

Time: Nov 6, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88355378366?pwd=eVNZS2lhZXMrUmRDmIh0a3pmT2FPUT09>

Meeting ID: 883 5537 8366

Passcode: 162292

One tap mobile

+1646588656,,88355378366#,,,,\*162292# US (New York)

+16469313860,,88355378366#,,,,\*162292# US

Find your local number: <https://us02web.zoom.us/j/88355378366?pwd=eVNZS2lhZXMrUmRDmIh0a3pmT2FPUT09>

Additional materials for Select Board meetings are available at:

<https://www.ci.lancaster.ma.us/administration-select-board/pages/meeting-materials>

Residents Have the Ability to Ask Questions via ZOOM.

**II. APPROVAL OF MEETING MINUTES**

Review and take action on the Select Board's Meeting Minutes: October 2, 2023 & October 16, 2023.

**III. SCHEDULED APPEARANCES & PUBLIC HEARINGS**

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

**IV. BOARDS, COMMITTEES AND DEPARTMENT REPORTS**

- Police and Fire Department Update
- Revitalization of Library Museum - Library Director Joe Mulé



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**V. PUBLIC COMMENT**

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

**VI. TOWN ADMINISTOR REPORT - NONE**

**VII. ADMINISTRATION, BUDGET, AND POLICY** (Vote may be taken)

1. Historical Commission - Updates, Next Steps, Support Requests (Allison)
2. Government Study Committee (GSC) – Additional discussion re: vacancies and other business, (continued from October 16th Select Board Meeting)
3. Memorandum of Understanding (MOU) Update – North Lancaster Parcels (Turner)

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

Resignations

Animal Control – Bob Foney  
Community Preservation Committee – Karen Silverthorn

Appointments

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

**IX. LICENSES AND PERMITS - NONE**

**X. COMMUNICATIONS**

- Town Offices will close 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 8:30am
- Next Select Board Meetings will be held on Monday, November 20, 2023 at 6:00pm & December 4, 2023 at 6:00pm
- Miscellaneous Correspondence & Memorandums

**XI. NEW BUSINESS – Unforeseen by the Board**

**XII. ADJOURNMENT**

## **APPROVAL OF MEETING MINUTES**

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**LANCASTER SELECT BOARD**  
**Regular Meeting Minutes**  
**of Monday, October 2, 2023, 6:00 P.M.**  
**Prescott Building – Nashaway Room and ZOOM**

**ZOOM:** <https://us02web.zoom.us/j/81115278189>

**Meeting ID 811 1527 8189**

**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 September 11, 2023 meeting; Mr. Allison seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

Ms. Turner moved to accept the minutes of the September 23, 2023 meeting, subject to discussion; Ms. Turner would like additional time to review the minutes against notes she had taken. Ms. Turner withdrew her motion to approve and offered a motion to table approval of the minutes. 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, Joint Meeting with Lancaster Historical Commission**

Representing the Historical Commission were Judith Elwell, Member, 140 Nicholas Drive; Karen S. Silverthorn, Member, 395 Goss Lane; Marcia Jakubowicz, Member, 500 Hill Top Road; Amy Brown, Member, 218 Sterling Road; John Foster, Member, 9 Otis Street.

Mr. Kerrigan explained that this joint meeting was to help the Historical Commission understand how to appoint new officers and to be able to convene a meeting. Questions were

taken about how to set an agenda and post a meeting, and the bylaw and Master Plan that in part define the role of the Historical Commission. It was verified that the Historical Commission has about a \$5,000 budget that falls under the Select Board budget, and that should the Commission need to use this, Ms. Hodges is available to help with procurement. Some confusion was expressed as to Heather Lennon's role on the Historical Commission; Mr. Kerrigan stated that Ms. Lennon has resigned, and the paperwork has been filed with the Town Clerk. The Commission tentatively decided to meet on October 25.

#### **7:00 PM, Joint Meeting with Lancaster Board of Health**

Jeff Pastor, Chair of the Board of Health, called their meeting to order at 7:04PM. Roll call was taken; Mr. Pastor and Ms. Apgar were present. The purpose of this joint meeting was to fill a vacancy created by the resignation of Denise Hurley. John Farnsworth, former member of the Board of Health, has submitted a letter of interest. This appointment will fill the role until the Annual Election next May. Mr. Kerrigan called for a joint vote. Mr. Pastor asked for a motion to appoint John Farnsworth as a member of the Lancaster Board of Health, term to expire at the next regularly scheduled election. Ms. Apgar made this motion; Mr. Pastor seconded. *Vote taken; Melinda Apgar, Aye; Jeff Pastor, Aye. Motion passed. [2-0-0].* Ms. Turner moved to appoint John Farnsworth as a member of the Lancaster Board of Health, term to expire at the next regularly scheduled election; Mr. Allison seconded. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

*Ms. Apgar moved to adjourn the Board of Health joint meeting with the Select Board. Mr. Pastor seconded. Vote taken; Melinda Apgar, Aye; Jeff Pastor, Aye. Motion passed. [2-0-0].*

### **IV. BOARDS, COMMITTEES, AND DEPARTMENT REPORTS**

#### **Government Study Committee – Town-Wide Survey, Deployment & Information**

Ms. Hodges reported that the Government Study Committee survey was launched online in mid-September. It will be active until the end of October and may be extended. Mr. Kerrigan, currently the Select Board's representative to the Government Study Committee, would like to relinquish his spot; Mr. Allison has expressed interest to Ms. Hodges. Ms. Turner suggested that it might be time to look at the Committee and re-evaluate timelines and charges. Mr. Kerrigan said that yes, he agrees, but would like to make changes now so that when the survey is complete the Committee is in position to react. Ms. Turner moved to appoint Jason Allison as the Select Board's Government Study Committee representative. Mr. Kerrigan seconded. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

#### **Set Date(s) for Joint Meeting Proposal with DPW Board/Commissioners**

It was agreed that a Joint meeting with the DPW Board/Commissioners will be scheduled for October 16 at 5:30PM prior to the 6:00PM regularly scheduled Select Board meeting.

## V. PUBLIC COMMENT

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

Linnea Lakin Survey, 1394 Main St.: Re. Historic Commission. Stated Heather Lennon did not resign from Historic Commission. Stated Mr. Kerrigan is in receipt of a registered letter in which she rescinded her resignation. Stated she would like to know how Select Board can move ahead when Ms. Lennon did not resign. Stated that she checked with Town Clerk's office and that Mr. Kerrigan submitted Ms. Lennon's resignation on the 8<sup>th</sup>. Stated that Ms. Lennon did not speak with Mr. Kerrigan until the 9<sup>th</sup>. Asked if Select Board voted to remove Ms. Lennon, in which case she would be entitled to a public hearing. Stated that there is confusion, things that need to be set straight. Troubling that a volunteer's time and effort can be negated. States that this needs to be answered publicly. Feel like a betrayal of public trust. Requests a formal answer.

Russ Williston, 4 Highfield Drive: Thanked Linnea Lakin for public comment at recent meeting. Shocked at what had been done to Ms. Lennon; following public comment he emailed and called her. Cannot believe that with all the problems in town that Select Board is kicking a member off a committee. States Ms. Lennon did not resign; she got upset on a phone call and said something she regretted immediately. States that per state law she must have submitted resignation in writing. Urged Historical Commission to pursue this issue and to get Ms. Lennon back on Commission.

Carol Jackson, 40 Farnsworth Way: Stated the way volunteers are treated in this town, and also employees, is terrible. Stated that Ms. Lennon has done much for the town and this treatment is deplorable. Stated this town has "a lot of crap" going on and that Board... is just awful. Would like to know how much money has been spent trying to get Ms. Lennon off the Commission. Stated we need Heather back on the Commission.

Wanda Rezac, 125 Harvard Road: Resignation process seems to be of dubious legality. Upset about how Ms. Lennon has been treated and having no response from Select Board is troubling.

Martha Moore, 131 Center Bridge Road: Was on Historic Commission and Town Clerk explained that she had to write to Town Clerk in order to resign. Stated Ms. Lennon did nothing but have a heated conversation with a Select Board member, does not see why it would be different for her.

Karen Silverthorn, 395 Goss Lane: Current member of Historic Commission. Has never worked with a group that had a leader as strong as Heather (Ms. Lennon). Will be greatly missed, a positive influence and a true lover of Lancaster.

Ralph Gifford, 861 George Hill Road: Passionate people bring energy, momentum, and get things done, and sometimes result in "wicked fights" and that sometimes we need to back down on ego. Stated we need to find a way to back off, to rescind Ms. Lennon's resignation and get her back to work.

Keith Kopley, owner of Kalon Farm, 339 Center Bridge Road: Wanted to ask if Board could appoint someone to look at the situation regarding Neck Road. He noted that he and the Town

will be incurring legal fees. Would make more sense to appoint someone to review chronology, as was done in the past with Stanley Starr, this would be helpful.

Rebecca Young-Jones, 94 Barnes Court: Stated she had been confused and dismayed about Heather's (Ms. Lennon's) basic dismissal. She has been a huge asset to the Town of Lancaster, known throughout Massachusetts. Expert in Lancaster. To have a contentious conversation, not witnessed by anyone, resulting in a supposed dismissal, is just awful. Would beg the Board reconsider this and put Ms. Lennon back on Commission.

## VI. TOWN ADMINISTRATOR REPORT

### • GRANT AWARDS: Memo Review

Ms. Hodges reported that thirteen grants have been applied for; some are rolling grants. Some of these include:

- Formula Grant Award – FY25 \$27,258 (COA)
- Housing Production Grant Award – FY24 \$46,600 (Affordable Housing Plan Update)
- Community Infrastructure Grant – FY24 \$80,000 (Community Center)
- Division of Local Services Community Planning Grant – FY24 \$32,000 (DCAMM)
- Community Compact Grant Award – FY24 \$25,000 (Class. & Comp. Update)
- Executive Office of Housing & Economic Development - FY24 \$25,000 (Downtown Revitalization & Wayfinding)

### • Human Resources Updates

- Treasurer/Collector - Marcia Sands, formerly Assistant Treasurer/Collector has taken the position.
- Community Development & Planning Director - Brian Keating is newly in this position; he sits on the Planning Board in his hometown of Pepperell. Mr. Keating was introduced to the Board and gave an overview of his background.
- Building Commissioner – Mike Silva was introduced to the Board.
- Budget & Purchasing Administrator - Dawn Foster has started in this position. Ms. Foster was introduced to the Board and gave an overview of her background.
- Management Analyst/Asst. Collector (combine proposal resulting in -.75FTE/- \$58K)
- New Initiative w/Enterprise Fund Accounts
- Memo of Agreement Draft – Lancaster Sewer District & Select Board

Ms. Hodges explained that since Ms. Sands was appointed to the Treasurer/Collector position, her prior position needs to be backfilled; the long-time assistant for DPW resigned. There has been consideration for a long time about assigning more collection responsibilities to the Finance team, understanding that funds would continue to be separate. This could save both the Sewer

Commission and the Town considerable money, although the operational complexity might be a problem.

Mr. Kerrigan recognized Sewer Commissioner Jonathan Gulliver, 131 Settlers Path, Chair of the Sewer Commission. Mr. Gulliver reported that the Sewer Commission met last week and thinks that this is a great idea and that they would like to proceed with an MOU/MOA; it appears that this would save \$20,000-\$30,000 annually.

Ms. Turner asked about the changes to existing positions. Ms. Hodges explained the new DPW position would be lower hours at a lesser rate than the position just vacated, because the Sewer Collection responsibility would move to the Finance offices. Ms. Turner asked about current arrangements with the Water Department; Ms. Hodges explained that currently the Water Department pays a share of salaries, and that this might be a topic for discussion when the Select Board meets jointly with the Water Commission.

Ms. Hodges will work with Counsel on drafting an agreement.

- Classification & Compensation Study, Update, Timeline for Report & Deliverables

The Collins Center has reviewed all positions in the municipality (excepting Town Administrator). Some interviews continue, analysis of job descriptions continue. They will update their report and will present it to the Board, probably early in 2024.

- DCAMM Property – Sale Partnership Agreement

- Legislative Update & Needs
- Initial Visioning Sessions/Ideas for Re-Use and/or Potential RFP to Developers

Ms. Hodges presented a PowerPoint presentation explaining the actions to-date regarding the DCAMM Property. Site constraints include areas potentially reserved for future water use, contamination from a former piggery, and a Brownfield site, formerly a power plant. Other topics covered included proposed concepts, reuse of existing/historic buildings, Ms. Hodges is looking for feedback from the Select Board, Planning Board and Finance Committee about what concepts are generally of the most interest; about \$42,000 remains in grant money to do some further design work of one or two options. It was noted that if the Town chooses to retain some of the land for open space, the Town would need to pay the State for that land.

At first glance, Mr. Kerrigan prefers Option 2 – with a few features from Option 3, with some diversification of tax base, preservation of three historic buildings, and the linear park. Mr. Allison also liked Option 2 with some reservations, perhaps with fewer single-family homes. He would especially like to hear from residents who live nearby. Ms. Turner is not in favor of these options because they may limit or restrict potential developers. Ms. Hodges stated that she believes that her charge for the last year is, in fact,



to provide concepts, and to bring these concepts forward to a developer. Ms. Turner would be in favor of more green space, preserving historic buildings, and low income senior housing.

- Division of Local Services – Financial Management Review & Update Report (Sept. '23)  
This review was conducted for the first time since 1999 and seems positive, many of the recommendations have already been put in place. Several areas need to be discussed, such as how Water and Sewer Enterprises integrate into the Town. (Report available for review at <https://www.ci.lancaster.ma.us/administration-select-board> > Meeting Materials). Mr. Kerrigan would like to have this as an agenda item at a future meeting.
- New Initiatives – Connections with Board & Staff, Availability to Public
  - Office Hours – Regular Hours & Open to Public Monday – Friday  
Effective October 1, hours for Town Hall will be 8:30-4:30 on Monday – Thursday and 8:30-12:00 on Friday. Ms. Hodges explained that this will take some re-scheduling since some departments, such as the Building Inspector or Assessors, have in the past used Fridays for necessary offsite work.
  - Goal Setting, Senior Management Team  
Currently initiatives being explored include strategic planning, education, increasing efficiencies, and meeting needs.
  - Regular Agenda Appearances – Pilot Program  
Ms. Hodges noted that some departments would like more opportunity to talk directly with the Select Board. The Board will look to bring in departments for updates at meetings from time to time.

## VII. ADMINISTRATION, BUDGET, AND POLICY

- Town Administrator Review – TABLED\*\*

Tabled to next meeting.

- Memorial School RFP (re. assessment & reuse potential) – updated financial information.

Ms. Hodges brought this topic back to the Select Board to discuss the scope of the RFP that she is scheduled to issue. As it currently stands, the RFP would include a structural analysis and survey. While this would be good for 1-2 years, given the cost of construction, and the fact that the Town has just approved the high school, Ms. Hodges questioned whether the Town should proceed with a structural analysis that will most likely come back with a construction price tag in the millions of dollars. To cover the number of robust uses looked at, the RFP will cost about \$60,000.

Mr. Allison said that he was not sure. Ms. Turner stated that this was a good point, noting that a space needs study had been done for the library, suggesting that Ms. Hodges might issue an RFP with a smaller and tighter scope. Mr. Kerrigan agreed. Ms. Hodges said that

if the RFP were only to deal with the proposal from the Memorial School Reuse Committee, that would be easy and relatively fast. Mr. Kerrigan would like to hear more from residents, especially having received legal clarification on what can be done. It was determined that this will be on a future agenda, at which time the Board will decide if this project should be managed by a facilitator, or by Community Development.

- **Kalon Farms – Right of 1<sup>st</sup> Refusal, continued from 9-18-23 meeting**

Ms. Hodges explained that there had been a house on the property that was lost to fire. A house was re-built, in a different spot. The building permit had been granted by a prior Building Inspector, prior to the ANR (Approval Not Required). Ms. Hodges asked Building Commissioner Mike Silva to explain further. Mr. Silva explained that when the house was built on the 4-acre lot, it was compliant. The issue arises with trying to divide the property into two lots. Mr. Kerrigan asked if there was a way to divide the 4-acre property that would be compliant; Mr. Silva said yes. Ms. Turner said that the complicating factor was the Chapter 61 status. Mr. Kerrigan said that the issue before the Board was whether or not the Town wants to buy the parcel or to assign this right. Lengthy discussion continued about whether or not the Select Board should address the right of first refusal at this meeting, and/or should address Chapter 61A. It was decided that Right of 1<sup>st</sup> Refusal will be determined at the next Select Board meeting.

- **Accounting/Budget Software (tabled from Select Board Meeting 9-5-23)**

Tabled to first meeting in November.

- **Update/Review Town-Wide Fees (tabled from Select Board Meeting 9-5-23)**

Tabled to first meeting in November.

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| <b>VIII. APPOINTMENTS &amp; RESIGNATION NOTIFICATIONS (Resignation votes not needed)</b> |
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**Resignations**

Board of Health – Denise Hurley

Community Preservation Act Committee – Kendra Dickenson, Planning Board Representative

Mr. Kerrigan thanked Ms. Hurley and Ms. Dickenson for their service to the above referenced committees.

**Appointments**

Affirm Planning Board 9/11/23 Appointment of Regina Brown as the Board's Community Preservation Act Committee Representative

Mr. Allison moved to affirm the Planning Board's appointment of Regina Brown as the Planning Board Representative to the Community Preservation Act Committee; Ms. Turner seconded, thanking Ms. Brown for her service. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

## IX. LICENSES AND PERMITS

\*\*\* Taken Out of Order prior to 6:05 meeting with Historical Commission \*\*\*

### Application for Town License, Public Entertainment on Sundays and Weekdays

Event: 4<sup>th</sup> Annual Lancaster Holiday Light Show to be held at the Lancaster Fairgrounds, 318 Seven Bridge Road, Lancaster

Sponsored by: Rose Darden, Bolton Fair, Inc., and EJ Dean, Fiesta Shows

Operating Dates: November 24, 2023 – December 31, 2023

Operating Hours: Sunday – Thursday, 5pm-10pm; Friday-Sunday, Holidays, 5pm-11pm.

Ms. Turner moved to approve the above mentioned application for Town License. Mr. Allison seconded. Ms. Turner asked for input from the Police Chief regarding the traffic plan; Chief Moody stated that he has approved the plan. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

## X. COMMUNICATIONS

- Town Offices will be closed on Monday, October 9, 2023, in observance of Columbus Day/Indigenous People Day
- Select Board's upcoming meetings will be held on Monday, October 16, 2023, and November 6, 2023, both starting at 6:00 PM.
- Ms. Turner noted that a group of women from Armenia will be in the area in two weeks hoping to meet with women in politics.
- Ms. Turner noted that the Board has been invited to an upcoming Open House at the former International Golf Course.
- Miscellaneous Correspondence and Memorandums

## XI. NEW BUSINESS – Unforeseen by the Board

Mr. Kerrigan mentioned that the 40R Project in North Lancaster was approved by the Attorney General's office this week. Ms. Turner noted that this will "kickstart" the North Lancaster MOA and requested that this topic is included in an upcoming Select Board agenda.

## XII. EXECUTIVE SESSION

Mr. Allison moved to enter Executive Session as described below; Ms. Turner seconded the motion.

- a. The Lancaster Select Board will meet in Executive Session pursuant to M.G.L. c.30A, §21(a) for the following purpose:
  - i. Purpose (3): to discuss strategy with respect to collective bargaining, specifically to deliberate regarding the response to a settlement agreement proposed by the American Federation of State, County, and Municipal Employees (AFSCME), Council 93, Local 3720 – AFL-CIO (Clerical) relative to former employee A. Martin.

As an open meeting may have a detrimental effect on the bargaining position of the Town and its Select Board and will not reconvene in open session thereafter.

*Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed; the Board entered Executive Session and would not reconvene in open session. [3-0-0].*

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| <b>XIII. ADJOURNMENT</b> |
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Respectfully submitted,

Kathleen Rocco  
Executive Assistant

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Alexandra W. Turner, Clerk



**LANCASTER SELECT BOARD**  
**Regular Meeting Minutes**  
**of Monday, October 16, 2023, 5:00 P.M.**  
**Prescott Building – Nashaway Room and ZOOM**

**ZOOM:** <https://us02web.zoom.us/j/86873998878>

**Meeting ID 868 7399 8878**

**I. CALL TO ORDER**

Select Board Chair Stephen Kerrigan called the meeting to order at 5:05PM and advised that the meeting was being recorded and broadcast via Sterling-Lancaster Cable Television.

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Roll call vote taken, Jason A. Allison, absent, Alexandra W. Turner, present, Stephen J. Kerrigan, present. Also present, Kate Hodges, Town Administrator. Chair Kerrigan noted that Mr. Allison would be joining the meeting in about 25 minutes, but since a quorum was present, the meeting would go forward.

**II. 5:05 PM – EXECUTIVE SESSION WITH DPW COMMISSIONERS**

Ms. Turner moved to enter Executive Session as described below; Mr. Kerrigan seconded the motion.

- a. The Lancaster Select Board will meet in Executive Session pursuant to M.G.L. c.30A, §21(a) for the following purpose:
  - i. Purpose (3): to conduct a strategy session in conjunction with the members of the Board of Public Works, the Town Administrator, and the DPW Superintendent, to prepare for negotiations with AFSCME Local 3720, the DPW Union.

As Executive Session is necessary to protect the bargaining position of the Town, the Select Board will reconvene in open session thereafter.

*Vote taken, Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed; the Board entered Executive Session and will reconvene in open session. [2-0-0].*

During Executive Session, Mr. Allison joined the meeting so that a full quorum was present. The Board reconvened in regular session at 6:05PM.

### III. APPROVAL OF MEETING MINUTES

Ms. Turner moved to accept the minutes of the September 18, 2023 meeting, tabled from October 2, 2023 meeting; Mr. Allison seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

### IV. BOARD, COMMITTEE, AND DEPARTMENT REPORTS

#### **Government Study Committee Discussion – Overview, Timeline, Charge, Priorities, and Membership**

Mr. Kerrigan, formerly Chair of the Government Study Committee, reviewed that this Committee had been formed by Town Meeting with the purpose of deciding whether there should enter into a Charter Commission and to make a recommendation. There is currently a survey being conducted. New Government Study Committee Chair, Jason Alison, noted that there have been many resignations, and it seems that not everyone is enjoying being on the committee. He is concerned that the committee may have been “weaponized” on social media, and asks the Board if they are satisfied with the committee as it stands.

Ms. Turner thinks that since the committee is already involved in their charge, it should be expeditious from here on, reminding the Board that the Board’s representative does not have voting rights. She asked what next steps would be. There was some conversation as to whether Ms. Turner would like to be the Select Board representative to the Government Study committee. It was decided to table the topic until the next meeting; no action was taken.

### V. PUBLIC COMMENT

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

Mr. Kerrigan reviewed the rules; per the Supreme Judicial Court, participants can say whatever they like. Participants are limited to two minutes and should state their name and address.

Daniel Gill, 233 South Meadow Road. Mr. Gill talked about a recent incident at 12-13 year old girls’ softball practice. Just prior to practice, an errant ball rolled into a driveway owned by Joseph Gleason, an elected School Committee representative. Mr. Lane reported that Mr. Gleason then yelled at the girls, including the use of profanity. The girls, players, and parents are upset and would like action taken against Mr. Gleason; Mr. Gill thinks that Mr. Gleason should resign, or minimally should apologize.

Sheila Mallette, 2748 North Main Street. Ms. Mallette is an active mom, and is distressed by Mr. Gleason’s actions, stating that as an elected official he should be held to a higher standard and he should step down.

Melinda Apgar, 134 Brockelman Road. Ms. Apgar is upset about Mr. Gleason’s behavior; she was at a nearby soccer field and witnessed the incident. Additionally, this issue had been brought to a recent School Committee meeting, but no action was taken, and, per Ms. Apgar both Mr.

Gleason and his wife refused to apologize or take any responsibility for the incident, stating that it is not a public matter.

John Babineau 725 Shirley Road. Mr. Babineau is assistant coach of the softball team involved in the issue and stated that his daughter was one of the girls verbally assaulted. He stated that action should be taken regarding Mr. Gleason.

Linnea Survey, 1394 Main Street. Stated that elected officials should be transparent and honest, and that Heather Lennon has been denied due process and did not resign from Historic Commission. Said Select Board is not working honestly, fairly, and transparently.

Kendra Dickinson, 402 Oetman Way. Ms. Dickinson said she was speaking as a private citizen, outside of her role in public service. Said Mr. Gleason's actions were outside the scope of normal behavior, and that high standards need to be held to public officials.

Emma Mayo, 13 Lee Street. Has a daughter on the softball team that was involved with Mr. Gleason. Stated that adults in town need to be held to at least the standard that our children are held to; if her daughter used language that Mr. Gleason had used during this incident, her daughter would be suspended.

Denise Hurley, 102 Bolton Road, is the President of the Friends of the Seniors. Ms. Hurley thanked Ms. Hodges, Kelly Dolan, and Caitlin Roy for all the work they do for the seniors behind the scenes.

Amanda Cannon, 5 Oetman Way. Stated people were seriously impacted by Mr. Gleason's actions and expected an apology that never happened. Taking out adult frustrations on children is not appropriate. She further stated about what good kids these girls are, and that Lancaster needs to stand behind them.

Melinda Apgar, 134 Brockelman Road (finishing earlier statement). Feels strongly that people need to have consequences for bad decisions, and Mr. Gleason needs to be held accountable. Encourages the Select Board to act on this situation.

Kendra Dickinson, 402 Oetman Way. Ms. Dickinson said she was speaking as a private citizen. Stated that an apology by Mr. Gleason should have been a teachable moment.

Daniel Gill, 233 South Meadow Road. Mr. Gill stated that he thinks it is important to explain what was actually said, quoting Mr. Gleason verbatim.

Mr. Kerrigan, noting that the Board does not generally speak to Public Comment, thanked the parents and coaches for coming in, saying that he understands how difficult this has been for them.

**VI. ADMINISTRATION, BUDGET, AND POLICY**

• **Select Board Representative/Liaison to the Strategic Master Plan Committee**

Ms. Hodges reports that the consultant working on this is anxious to have a decision on whether the Select Board will be represented. Community Development, Planning, Conservation, and Appeals Board will all be working on this. Ms. Turner thinks the Select Board should be represented, but realized this is usually driven by the Planning Board. Mr. Kerrigan notes that there will be many opportunities to contribute to this process. Mr. Kerrigan thinks that this is a Planning Board function, and he would prefer that the Select Board not participate at this early stage. Ms. Turner asked if the topic could be revisited at the end of the meeting.

\*\*\* Reconsidered at end of meeting \*\*\*

Mr. Allison moved to not include a Select Board member on the Strategic Master Plan Committee. Mr. Kerrigan seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, No; Stephen J. Kerrigan, Aye. Motion passed. [2-1-0].*

• **Town Administrator Review (Allison)**

Mr. Allison asked that this item be moved to the last item so that there is sufficient time to discuss this.

Mr. Allison sent the results to the Board today. There are two parts, the numeric rating and the narrative. The numeric rating is on a scale of 1 to 5. The cumulative rating given to Ms. Hodges was 4.82 out of 5.00. Some of her greatest strengths enumerated in the results include professionalism, financial management, aptitude, desire to be great, and her desire to empower those around her. The area of challenge discussed was the ongoing need to deal with Lancaster's "tiny population of mean people." Mr. Allison summarized the review. Ms. Turner agrees somewhat with the goals but thinks that without Board goals it is difficult to direct a Town Administrator. Ms. Turner would like to add goals focusing on additional budget efficiencies and cost savings, employee retention, and reducing toxicity and division in town. Mr. Kerrigan thanked Mr. Allison for his work on this project, stating that he disagrees with Ms. Turner's stated additional goals. Mr. Kerrigan stated that Ms. Hodges does an amazing job with budget efficiencies and cost savings, that Ms. Hodges has done an excellent job with employees, and some people moving on are not necessarily a reflection of Ms. Hodges. He stated that it is not Ms. Hodges' job to reduce toxicity in town, but to manage the team that she is managing, in which she is doing a fantastic job. Mr. Kerrigan suggested that the Select Board and the citizenry are responsible for improving the atmosphere in town.

Mr. Allison moved to endorse the Town of Lancaster Town Administrator Evaluation for the 2023 Town Administrator Performance Review. Ms. Turner seconded the motion.



*Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

- **Kalon Farms – Right of 1<sup>st</sup> Refusal, continued from 10/2/23 Select Board Meeting (Turner)**

Mr. Kerrigan stated that his hope is that a decision can be reached tonight on whether or not the Town wishes to purchase this land. Ms. Turner would like the issue to be discussed in greater detail. She stated that there are extreme circumstances, confusion, and miscommunication, and as a result it is in everyone's best interest to release this now. She continued, talking about the value and the strength of Chapter 61A. Ms. Hodges and Mr. Kerrigan clarified that the land in question has been out of Chapter 61A for eight months, and because it is less than a year, the Right of 1<sup>st</sup> Refusal came before the Select Board. Ms. Turner would like to take the time to look at the use of Chapter 61A more carefully.

Ms. Turner moved to waive Right of First Refusal for the Kalon/Kopley property. Mr. Allison seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

- **Building, Electrical, and Plumbing Fees Update and Acceptance (Town Administrator Hodges & Building Commissioner Silva)**

Ms. Hodges explained that she and Building Commissioner Mike Silva have been looking at fees as suggested by some of the sub-inspectors, such as Plumbing and/or Wiring Inspector. Historically, in Lancaster, these inspectors were paid a monthly stipend which generally averaged out to a fair wage. This system is no longer used in many communities, and in the interest of attracting and retaining qualified help, Ms. Hodges and Mr. Silva would like to review this process in Lancaster. Commissioner Silva has drafted a proposal that he suggests is fair to all parties. Ms. Hodges added that these positions are independent contractors and therefore are not covered by Personnel Bylaws or policies. Ms. Hodges has analyzed fees for the last two years, and this would be budget neutral.

Ms. Turner offered a motion to approve the fee structure as proposed. Mr. Allison seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

- **Town Meeting Day/Time Preference – Survey Results**

A non-binding survey was taken around the Annual Town Meeting and left open for a couple of months. The results have been compiled. About 230 people participated. First choice was a weeknight at 7:00PM. Second choice was a weeknight at 5:00PM. Third and fourth choices were close to tied, with Sunday at 10:00AM or Sunday at 1:00PM. Saturday choices (10:00AM or 1:00PM) were ranked fifth and sixth.

The question was asked as to whether people would be more likely to attend a multi-day meeting. 146 respondents said no; 49 respondents said yes.

- **Open Meeting Law Complaint - Heather Lennon filed complaint against Select Board Chair Stephen Kerrigan**

The complaint now needs to be reviewed and a vote taken as to whether to refer this to Town Counsel. Mr. Allison stated that he does not see an Open Meeting Law violation in this complaint and does not think it rises to the level that money should be spent on Counsel. Ms. Turner said that there are some concerns about policies and resignations, but she does not see an Open Meeting Law violation.

Mr. Allison moved to authorize Ms. Hodges to respond to Ms. Lennon's complaint, explaining the Board does not believe there is an Open Meeting Law violation; no second was offered. Ms. Turner moved to not support an Open Meeting Law violation filed by Heather Lennon against Stephen Kerrigan, and to authorize Kate Hodges to send a letter to Ms. Lennon stating such. Mr. Allison seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Abstain. Motion passed. [2-0-1].*

**VII. APPOINTMENTS & RESIGNATION NOTIFICATIONS (Resignation votes not needed)**

**Resignations**

Government Study Committee – Christine Burke

Mr. Kerrigan thanked Ms. Burke for her service.

**Appointments**

Government Study Committee – Susan Munyon (ad hoc committee; no term limit defined)

Tax Fairness Committee – Haidee LeClair (ad hoc committee; no term limit defined)

Mr. Allison moved to appoint Susan Munyon to the Government Study Committee and Haidee LeClair to the Tax Fairness Committee; Ms. Turner seconded. Ms. Turner noted that in the future, Policies and Procedures call for new candidates for boards and committees to come in and speak to the Select Board. Mr. Allison suggested modifying Policies and Procedures. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

**IX. LICENSES AND PERMITS**

**Application for use of the Town Gazebo/Town Green**

Event: Tree Lighting sponsored by Lancaster 4-H

Contact: Judy Kittler Zmijak

Operating Dates: Saturday, December 2, 2023, from 6:45PM-9:00PM

**Rental Application for Use of the Town Hall Auditorium**

Event: Lancaster Festival of Trees sponsored by Lancaster 4

Contact: Judy Kittler Zmijak

Operating Dates: November 29, 2023 – December 3, 2023

**Application for use of the Town Gazebo/Town Green**

Event: Easter Egg Hunt sponsored by Lancaster 4-H

Contact: Judy Kittler Zmijak

Operating Dates: Sunday, March 12, 2024, from 9:00AM-10:30AM

Ms. Turner moved to approve the three above described applications for use of the Town Gazebo/Town Green. Mr. Allison seconded. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

**Application for Special (One Day) Liquor License – Beer & Wine**

Event: Halloween on the Green

Contact: Sterling Street Brewery – Jesse Tarbell

Operating Dates: Sunday, October 29, 2023, from 4:00PM-8:00PM

Ms. Turner moved to approve the above described application for a Special (One Day) Liquor License – Beer & Wine. Mr. Allison seconded. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

**X. COMMUNICATIONS**

- Select Board’s upcoming meetings will be held on Monday, November 6, 2023, and Monday, November 20, 2023, both starting at 6:00 PM.
- Miscellaneous Correspondence and Memorandums

**XIII. NEW BUSINESS**

Mr. Allison offered a motion for the Select Board to endorse and express its gratitude to the entire Lancaster Girls’ Softball League, coaches and players, for being leaders in Lancaster who we can all value and look up to; Mr. Kerrigan seconded the motion. *Vote taken, Jason A. Allison, Aye; Alexandra W. Turner, Aye; Stephen J. Kerrigan, Aye. Motion passed. [3-0-0].*

**XIV. ADJOURNMENT**

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

Respectfully submitted,

Kathleen Rocco  
Executive Assistant

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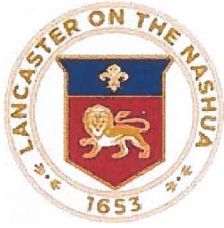
Alexandra W. Turner, Clerk

## PUBLIC COMMENTS

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## **BOARDS, COMMITTEES & DEPARTMENT REPORTS**

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# Town of Lancaster Department of Public Safety

1053 Main Street  
Lancaster, MA 01523



Everett L. Moody  
Chief of Police

Michael J. Hanson  
Fire Chief

## “Drive to Keep You Alive.”

The Lancaster Public Safety Team is excited to announce the “Cops Drive to Keep You Alive” initiative. The Lancaster Police Department and the Lancaster Fire Department are excited to announce a new era in public safety. Together, with support from our Union body and EMS staff, we have created an innovative solution to the staffing shortage issues impacting small-town public safety response. This partnership is a continuation of our commitment to the community. We consistently look for ways to increase service, decrease response time, and reduce costs to Lancaster residents. Did you know officers are trained as First Responders, and a Police Cruiser is sent on almost all medical calls, allowing our Officers to jump in the driver’s seat of the Ambulance seems like a natural extension of our service, one that has lifesaving possibilities. Check us out, we’re now in the drivers seat! Together we can!

Respectfully  
Chief Everett L. Moody  
Chief Michael J. Hanson

*Chief of Police Everett L. Moody*

*Chief Michael Hanson*

# TOWN ADMINISTRATOR REPORT

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## **ADMINISTRATION, BUDGET AND POLICY**

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## APPOINTMENTS AND RESIGNATIONS

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**RECEIVED**

OCT 18 2023

**Board of Selectmen**

October 18, 2023

Karen S. Silverthorn  
395 Goss Lane  
Lancaster, MA 01523

Town of Lancaster  
Select Board

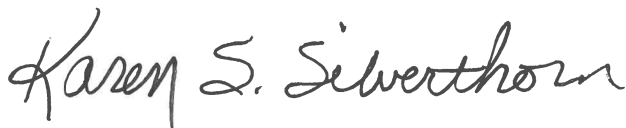
**RE: COMMUNITY PRESERVATION ACT COMMITTEE – RESIGNATION**

It has been a real pleasure being part of the team who worked so hard to establish the CPA in Lancaster. I've enjoyed working alongside the esteemed members of this group of Lancastrians. Linnea Lakin Servey has done a wonderful job leading us to our goal. However, for personal reasons, I find that I can no longer continue with this good work.

Please accept my resignation from the Community Preservation Act Committee.

Thank you all for your service to our community.

Respectfully,

A handwritten signature in cursive script that reads "Karen S. Silverthorn". The signature is written in black ink and is positioned above the printed name.

Karen S. Silverthorn

## Kathi Rocco

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**From:** Amanda Cannon  
**Sent:** Tuesday, October 17, 2023 12:49 PM  
**To:** Steve Kerrigan; Kathi Rocco  
**Subject:** FW: Appointment to Commission on Disability

Steve,

Is this sufficient to have him appointed at the next SB meeting?

*Amanda Cannon (Mandy)*  
*Town Clerk*  
*Justice of the Peace*  
*Lancaster, MA*  
*978-365-3326 X1090*

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**From:** Daryl Blaney <deblaneysr@icloud.com>  
**Sent:** Monday, October 16, 2023 3:31 PM  
**To:** Amanda Cannon <ACannon@lancasterma.gov>  
**Subject:** Re: Appointment to Commission on Disability

Hi Amanda,  
Thank you for reaching out to me. I would like to continue on the Commission on Disability. I look forward to being reappointed. Thank you.

Daryl Blaney

Sent from my iPhone

On Oct 16, 2023, at 11:43 AM, Amanda Cannon <[ACannon@lancasterma.gov](mailto:ACannon@lancasterma.gov)> wrote:

Hi Daryl,

After connecting with Mike via email, I realize that you should have been reappointed during Covid, but due to restrictions here at Town offices that did not occur. That said, you continued to serve, and that term expired in June of this year. I would like to get you on the agenda for the next select board meeting to have you appointed to a new term, assuming you wish to continue as you have on the commission. If you wish to seek reappointment, please reply to this email with a quick note expressing your interest. I will pass that on to the select board for their next meeting.

Thank you for your continued service on the Commission on Disability.

*Amanda Cannon (Mandy)*  
*Town Clerk*  
*Justice of the Peace*

## LICENSES AND PERMITS

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## **NEW BUSINESS**

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## **ON GOING PROJECTS & OLD BUSINESS**

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## COMMUNICATIONS

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## Kathi Rocco

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**From:** Kate Hodges  
**Sent:** Tuesday, October 24, 2023 10:54 AM  
**To:** Kathi Rocco  
**Subject:** FW:

Kathi,  
Can you put this in the SB Correspondence? Just redact the email address for Ms. Richardson.

Kate Hodges, ICMA-CM  
Town Administrator, Lancaster MA  
978-365-3326

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**From:** Mike Hanson <mhanson@lancasterma.gov>  
**Sent:** Tuesday, October 24, 2023 7:48 AM  
**To:** Kate Hodges <KHodges@lancasterma.gov>  
**Subject:** FW:

*Michael J. Hanson*  
*Fire Chief/EMD*  
Lancaster Fire-EMS Department  
1055 Main Street  
Lancaster, MA 01523  
Bus: 978-368-4003  
Fax: 978-368-4006  
[www.Lancasterfd.net](http://www.Lancasterfd.net)

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**From:** Julie Richardson <j.  
**Sent:** Tuesday, October 24, 2023 7:47 AM  
**To:** Mike Hanson <[mhanson@lancasterma.gov](mailto:mhanson@lancasterma.gov)>  
**Subject:**

Good morning:

Yesterday morning my son called me at work to tell me that the basement had 12 inches of water because the sump pump had stopped working. He called your department and two firefighters were there within 15 minutes. It was clear that the sump pump had burned out.

When one firefighter returned to pick up his equipment he took the time to show my son how to disconnect the old pump and connect the new pump. To me that was an example of service to a member of the Lancaster community that was above and beyond.

I don't know the firefighters' names, but please pass along my family's sincerest thanks for their help.

Best wishes,  
Julie Richardson



## ADJOURNMENT

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