



Town of Hanson
Finance Committee

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2015 SEP 14 A 11: 55

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TOWN CLERK
HANSON, MA

Minutes of: August 25, 2015

Meeting Opened: 7:00 PM
Adjourned: 8:00 PM

M: KN, (2nd) by JP - V: 5-0

	Mike Wojdag <i>Chair</i>	Steve McKinnon <i>Vice Chair</i>	Joe Pelligra	Michael Dugan	Kim Nourse
Present	✓	✓	✓	✓	✓
Expires	6/30/2016	6/30/2016	06/30/2018	6/30/2017	6/30/2018
Time					

Vice Chair, Steve McKinnon, chaired the meeting.
Mike Wojdag, Chair, joining meeting via remote participation.

2016 Opening Reserve Fund Balance: \$85,000

Also attending: Bob Brown, Highway Surveyor

Assignment of Department Liaisons ~

It was recommended that assignment of department liaisons be deferred until September.

Approve Prior Minutes ~

7/21/15 Minutes Approved as Written by KN, 2nd by JP - Vote: 5-0

New Business ~

There is no new business to discuss.

Discuss Warrant Articles of October STM ~

- #1 - BOS - \$2,600, unpaid bills - housekeeping
- #2 - BOS - \$0 – Create OPEB Fund - Further clarification required from BOS
- #3 - BOS -
 - Item 1 - Public Bldgs. - \$10K - Further clarification required from BOS
 - Item 2 - BOS - \$15K, Utilities - MW to obtain further clarification
 - Item 3 - Fire - \$55K, FF Salaries - Fire Chief to attend Fincom meeting in September to further clarify
 - Item 4 - Fire - \$5,500 - Fire Chief to attend Fincom meeting in September to further clarify
 - Item 5 - Tree Warden - \$20K – Removal of dead trees on Pleasant and Woodbine streets
 - Item 6 - BOS - \$10K – OPEB
 - Item 7 - (\$29,456) - reduce assessment

- #4 - FinCom - \$25K - Stabilization Fund. Further discussions will be held.
- #5 - Treasurer/Collector - \$3K - Drop Box - Discussions have been held to further clarify
- #6 - Hwy Bldgs. - \$30K - Engineering/Design of Highway Building Facility. It was stated by Mr. Brown that this involves the two Lite Control buildings regarding better utilization of space, offices and, in particular, sand/salt. MW asked Mr. Brown if this is for design or reconstruction. Mr. Brown stated it hasn't been considered as yet.
- #7 - BOS - \$17K - Cost for an unexpected early retirement.
- #8 - BOS - \$10K - Regional School Capital Stabilization Fund
- #9 - SC - \$12.1K - This is Hanson's share for installing high-end tankless water heater at Whitman-Hanson Regional High School.
- #10 - SC - \$79.8K - Balance of insurance claim, capped at \$100K, to repair waste pipe at Hanson Middle School, 1st floor classrooms.
- #11 - BOS - \$10K - Further discussions will be held regarding possible funding by Conservation or BOH to study Wampatuck Pond.
- #12 - Police - \$20K - Replace radio repeater
- #13 - Water - \$20K - Replenish emergency line from Water Surplus Account - NA
- #14 - Water - \$17K - Water survey/audit - NA
- #15 - Water - \$15K - New SCADA computer consists of upgrades required for monitoring.
- #16 - Hwy Surveyor - Highway front end loader lease. Mr. Brown stated that it should have been replaced last year. It will be a 3 year lease and the loader will have a minimum 10 year life.
- #17 - Hwy Surveyor - \$45K – Purchase and equip Highway pickup truck. Mr. Brown mentioned the current pickup truck hasn't had a sticker for six months, is rusted out and front end work has been done totaling \$3,000. The \$45K will be to purchase and equip as it is more cost effective.
- #18 - BOS - \$25K - Mapping underground system along Main Street. Further discussions are required.
- #19 - BOS - \$10K - Further discussions required on Food Pantry utilities.
- #20 - Fire - \$28K - Purchase 2 CPR compression systems. Further discussions are needed.
- #21 - Fire - \$9K - Replace hot water heater at Main Street Fire Station - to discuss further.
- #22 - Fire - \$20K - Redesign Liberty St. station - to discuss further.
- #23 - Fire - \$30K - Fire Station septic repair - to discuss further.
- #24 - W&P - Add 3 positions inadvertently omitted from May STM matrix - NA, refer to W&P
- #25 - BOS - Add Section 10 to General By-laws, Article 2-2 - NA, refer to Town Meeting
- #26 - Planning Board, Recodify Zoning By-law, Table of Contents - NA - refer to Town Meeting
- #27 - Planning Board, Zoning By-law, reduce setbacks - NA - refer to Town Meeting

Next Meeting Date: 9/8/15, 9/22/15

Adjourned: 8:00p – Motion to Adjourn by KN, 2nd by JP - Vote: 5-0

SPECIAL SPECIAL SPECIAL SPECIAL SPECIAL SPECIAL

TOWN MEETING

PLYMOUTH, SS.

To either of the Constables of the Town of Hanson, in the County of Plymouth
GREETINGS,

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Hanson, qualified to vote in Town affairs, and elections, to meet in the Hanson Middle School, Liberty Street in said Hanson on Monday the Fifth day of October 2015 at 7:30 o'clock in the afternoon, to act on the following articles, to wit:

ARTICLE 1: To see if the Town will vote to transfer a sum of money from Free Cash or available funds to pay unpaid bills from Fiscal Year 2015 or take any other action in relation thereto.

Proposed by the Board of Selectmen

Explanation: There are a few unpaid bills from various departments, which were received after the end of fiscal year 2015. Requires a 9/10 vote.

ARTICLE 2: To see if the Town will vote to authorize the Treasurer/Collector to establish a Other Post Employment Benefits (OPEB) Trust Account in accordance with Mass. General Laws, Ch 32B, Section 20, or take any other action in relation thereto.

Proposed by the Board of Selectmen

Explanation: The Federal Government requires municipalities to set aside funds to meet the unfunded liabilities for Other Post Employment Benefits for retirees.

ARTICLE 3: To see if the Town will vote to transfer from available funds a sum of money to supplement appropriations previously voted at the Annual Town Meeting of May, 2015 for the Fiscal Year beginning July 1, 2015 for various Town Departments,

Item #	Budget Line #	Department	Budget	Adjustment	Revised FY15 Budget	Funding Source
1	32	Dept. 192 - Municipal Buildings Expense	\$13,125	10,000	23,125	Free Cash
2	33	Dept. 196 - Utilities	\$109,145	\$15,000	\$124,135	Raise & Appropriate
3	39	Dept. 220 – Fire Salaries	\$1,607,276	\$55,000	\$1662,276	Raise & Appropriate
4	40	Dept. 220 – Fire Expense	\$175,353	5,500	180,853	Raise & Appropriate
5	55	Dept. 294 – Tree Warden, Expense	\$5,000	\$20,000	\$25,000	Raise & Appropriate
6	88	Dept. 914 – Group Insurance	\$1,534,127	10,000	\$1,544,127	Raise & Appropriate
7	58	Dept. 300 – Whitman Hanson, Debt Assessment	\$392,264	(29,456.00)	\$362,808	Raise & Appropriate

or take any action in relation thereto.

Proposed by the Board of Selectmen

Explanation: The purpose of this article is to supplement a number of line items in the current fiscal year’s budget (FY16) in order to fund a number of additional expenses associated with the following: **Item 1**, Municipal Buildings – roof the former Extension Service Building on High Street. **Item 2**, Utilities to cover anticipated shortfall in the utilities line; **Item 3**, Fire Salary – to fund for man staffing; **Item 4**, Fire Dept – promotional exams; **Item 5**, Tree Warden – removal of dead trees; **Item 6**, Group Insurance – Fund the OPEB Trust account. **Item 7**, Whitman Hanson Regional – reduce the debt assessment;

ARTICLE 4: To see if the Town will vote to transfer a sum of money from Free Cash to be added to Stabilization or take any other action in relation thereto.

Proposed by the Finance Committee

Explanation: This money will be used to increase the Stabilization Fund. A stabilization fund is a mechanism for setting aside money either for unforeseen needs or for capital projects. Such a fund is intended to equalize the effect of capital expenditures over time and to provide a “rainy day” fund. The dollar amount appropriated under this article will increase the Stabilization Fund to \$1,017,000 which represents 5% of the operating budget. The Town’s target has been to maintain close to 5% which is the industry standard minimum amount for Stabilization Funds as recommended by our auditors and will help to maintain a positive bond rating for future borrowing purposes. Estimated \$25,000. Requires a 2/3 vote.

ARTICLE 5: To see if the Town will vote to raise and appropriate, transfer from Free Cash, a sum of money for the purchase and installation of a secured exterior Drop Box for delivery of tax and bill payments or take any other action in relation thereto.

Proposed by the Treasurer/Collector

Explanation: These funds are used to purchase and install a permanent exterior drop box which will afford residents the convenience of delivering their payments and other Town Hall Departmental correspondence from their vehicles during regular and non-business hours. This Drop Box is not exclusive to payments. Estimated cost \$3,000.00.

ARTICLE 6: To see if the Town will vote to transfer a sum of money from Free Cash or available funds to fund the engineering and plan designs for a new Highway Building Facility or take any other action in relation thereto.

Proposed by the Highway Building Committee

Explanation: These funds are needed to develop plans to renovate the buildings at Hawks Avenue to accommodate the needs of the Highway Department.
Estimated \$30,000

ARTICLE 7: To see if the Town will vote transfer from Free Cash or available funds to be added to Article 8 of the May 2012 Special Town Meeting firefighter retirements or take any other action in relation thereto.

Proposed by the Board of Selectmen

Explanation: These funds are needed to fund sick time and vacation buy back of retiring employees. Approx \$17,000

ARTICLE 8: To see if the Town will vote to transfer a sum of money from Free Cash to be added to the Regional Schools Capital Stabilization fund as established by the October 2014 Special Town Meeting or take any other action in relation thereto.

Proposed by the Board of Selectmen

Explanation: This Stabilization Fund sets asides funds for the exclusive use of paying for capital improvements to the Hanson School Buildings and the Whitman Hanson Regional High School. Estimated \$10,000.00

ARTICLE 9: To see if the town will vote transfer a sum of money from free cash and/or available funds to reimburse Whitman-Hanson Regional School District to replace the 225 gallon PVI water heater at the regional high school with a high efficiency tankless gas unit or take any other action relative thereto.

Proposed by the School Committee

Explanation: The current water heater at the Whitman-Hanson Regional High School is unreliable for delivery of hot water due to equipment failure. The total cost is \$ 29,000 of which 41.71 % is Hanson's share. Estimated cost: \$ 12,100

ARTICLE 10: To see if the town will vote to transfer a sum of money from free cash and/or available funds to reimburse Whitman-Hanson Regional School District to complete the repairs to the Hanson Middle School first floor classrooms caused by the clogged waste pipe on April 13, 2015 or take any other action relative thereto.

Proposed by the School Committee

Explanation: The total cost of the repairs at Hanson Middle School was estimated at \$179,841.03. The insurance limit for clogged waste pipe is capped at \$100,000 per occurrence. Estimated cost: \$ 79,841.03

ARTICLE 11: To see if the Town will vote to transfer sum of money of not greater than, \$10K, from Free Cash or available funds to fund a study relative to the potential treatment of problematic algae, nuisance aquatic control for the Wampatuck Pond or take any other action in relation thereto.

Explanation: For services related to testing and potential treatment of Wampatuck Pond located behind the Town Hall in Hanson, MA. The interest is in obtaining an estimate for a Baseline biological assessment (Vegetation mapping, water quality sampling, reporting and permitting), nuisance aquatic vegetation control, problematic algae control and possible management scenarios (depending on the actual management needs). Amount not to exceed \$10,000. This study will allow for the future plan/determination of action to be taken, proposal to bring back to the residents of Hanson to vote on.

ARTICLE 12: To see if the Town will vote to transfer a sum of money from free cash and/or available fund for the purchase of a new analog/digital radio repeater or take any other action in relation thereto.

Proposed by the Chief of Police

Explanation: The current repeater is beginning to fail. This piece of equipment is crucial to the public safety network in Town. Estimated \$20,000.

ARTICLE 13: To see if the Town will vote to transfer \$20,000 from the Water Surplus Account to be added to the 1992 Town Meeting Water Emergency Fund Article 15 or take any other action thereto.

Proposed by the Board of Water Commissioners

Explanation This article is basically to replenish the Emergency Line which is used for unexpected expenses that are not budgeted for in our general budget line.

ARTICLE 14: To see if the Town will vote to transfer from \$17,000 from Water Surplus for a water audit/survey for the water department's renewal of the Water Management Act; or take any other action in relation thereto.

Proposed by the Board of Water Commissioners

EXPLANATION: The Department's Water Management Act is renewed every twenty years. This water audit/survey is part of this process. In our renewal process; DEP is requiring that water departments keep their unaccounted water under 10% of their total water withdrawal.

ARTICLE 15: To see if the Town will transfer from Water Surplus \$15,000 to purchase a new SCADA computer and software for the office; or take any other action thereto.

Proposed by the Board of Water Commissioners

EXPLANATION: This computer is an upgrade for the SCADA (Supervisory Control & Data Acquisition) system. It allows the water department operators full access, control, and monitoring of the pump station, chemical building; and water tank from the office. They can also view the status of the distribution system 24 hours a day remotely from the laptops; and monitor and answer all alarms that come in on the SCADA.

ARTICLE 16: To see if the Town will vote to raise and appropriate, transfer a sum of money from Free Cash or any available funding source, for the purchase or lease / purchase and to equip a Front End Loader for the Highway Department, or take any other action in relation thereto.

Proposed by the Highway Surveyor

Explanation: This will replace a 2005 Volvo Loader. The front end loader is the most vital piece of equipment to the Highway Department and it is used on a daily basis. The current machine has reached the end of its usable life expectancy, and will be traded in towards this purchase. Estimated \$170,000

ARTICLE 17: To see if the Town will vote to raise and appropriate, transfer a sum of money from Free Cash or any available funding source, to purchase and equip one F150 Pickup truck for the Highway Department or take any other action in relation thereto.

Proposed by the Highway Surveyor

Explanation: This truck will replace the current 2007 truck that is used by the Highway Surveyor with mileage of 103,000, and is becoming an expense for maintenance. Estimated cost: \$45,000

ARTICLE 18: To see if the Town will vote to raise and appropriate, transfer a sum of money from Free Cash or available funds a sum of money to investigate the water flow along Main Street between High Street and Philips Street or take any other action in relation thereto.

Proposed by the Board of Selectmen

Explanation: These funds will be used to map the underground viaduct system flowing from this area to the Great Cedar Swamp. Estimated cost \$25,000

ARTICLE 19: To see if the Town will vote to raise and appropriate or transfer from Free Cash or available funds a sum of money to be added to the amounts appropriated in Article 5, of the May 2015 Annual Town Meeting Line 33 Utilities to assist with the utilities costs for the Hanson Food Pantry Buildings or take any other action in relation thereto.

Proposed by the Board of Selectmen

Explanation: These funds will be used to offset the utility costs for the Hanson Food Pantry. Estimated cost \$10,000

ARTICLE 20: To see if the Town will vote to transfer a sum of money from ambulance account for two Lucas 2 compression systems for the ambulances or take any other action in relation thereto.

Proposed by the Fire Chief

Explanation: This system provides quality compressions during CPR while freeing up Firefighter / Paramedics to focus on other life saving tasks. Estimated cost \$28,000

ARTICLE 21: To see if the Town will vote to raise and appropriate or transfer from Free Cash or available funds a sum of money to replace the hot water furnace at the Main Street Fire Station.

Proposed by the Fire Chief

Explanation: The existing hot water furnace is over thirty years old and needs to be replaced. Estimated cost \$9,000

ARTICLE 22: To see if the Town will vote to raise and appropriate or transfer from Free Cash or available funds a sum of money for the reconfiguration of the front room at the Liberty Street Station to address operational needs.

Proposed by the Fire Chief

Explanation: This article was passed over last year to provide funding for the fire alarm installation at Hanson Middle and Indian Head School. Estimated cost \$20,000

ARTICLE 23: To see if the Town will vote to raise and appropriate or transfer from Free Cash or available funds a sum of money to article 8 of the October 7, 2013 Special Town Meeting, Fire Station Septic Repair.

Proposed by the Fire Chief

Explanation: Several items have hindered the installation of the new septic system such as the lease agreement for the cell tower and our floor drains not being in compliance. Estimated cost \$30,000

ARTICLE 24: To see if the Town will to amend Article 2 – 12, Classification and Compensation, Section 11 C Part time Positions by adding the following positions

7/1/14 7/1/15

Y. Facilities Manager	20,000 to 45,000	20,000 to 45,000
Z. Public Buildings custodian	18.00 to 24.00	18.00 to 24.00
AA. Assistant Health Agent	13.00 to 22.00	13.00 to 22.00

Proposed by the Wage & Personnel Board

Explanation: This is a housekeeping amendment. The three positions were inadvertently left off the matrix at the May 2015 Special Town Meeting when the plan was updated.

ARTICLE 25: To see if the Town will vote to amend the Hanson General By-laws Article 2 – 2 Board of Selectmen by adding a new Section 10 as follows:

A selectman may not hold any compensatory office or employment in Hanson Town Government during the term for which he/she is elected, nor hold any compensated appointive town office or employment for one year thereafter. Also, that any member of the Board of Selectmen serving in such capacity at the time of adoption of this section shall not be required to resign from any other position held and shall be allowed to complete his/her term of office on the Board. This Bylaw shall apply for all Town Compensated positions where the appointment or removal is recommended to the relevant Board, Committee, Commission or Dept. Head. of the Town Administrator under Chapter 41 of the Acts of 2006 (aka Hanson Town Administrator Act) and also any and all compensated offices or positions of employment in Hanson Town Government that are directly appointed by the Hanson Board of Selectmen under Massachusetts State Law.

Or take any other action in relation thereto

Proposed by Board of Selectman

Explanation: It is the opinion of the Board of Selectman that there is a incompatibility between selectman and any other government office within the town of Hanson. It does not make sense that a person may simultaneously serve as a town selectman and a compensated town employee who would report either directly or indirectly to the Board of Selectman. The rationale of this opinion is that incompatibility arises when the person holding two positions cannot perform the duties of each. In the situation of a town employee and selectman, it is obvious that the selectman would have power over the employee(s) in the areas of hiring, firing, and determining compensation, and as such these two offices are incompatible.

ARTICLE 26: To see if the Town will vote to delete in its entirety the existing Table of Contents section of the Town of Hanson, County of Plymouth, Massachusetts, Land Use Regulations Zoning Bylaw, and accept in its entirety the re-codified Table of Contents section dated July 16, 2015, of the Town of Hanson, County of Plymouth, Massachusetts, Land Use Regulations Zoning Bylaw, on file in the office of the Town Clerk.

Proposed by the Planning Board

Explanation: The current Zoning Bylaws were re-codified at the Special Town Meeting of October, 2014. This document did not include a new Table of Contents section. The Table of Contents has been revised to reflect the re-codified Zoning Bylaws and involves a change in the format, layout and numbering structure of the Bylaw. This is purely a housekeeping change; there are no amendments to the language of the Bylaw.

Copies of the re-codified Zoning Bylaw including the revised Table of Contents Section may be downloaded from the Town of Hanson website at and are also available at the Office of the Town Clerk, Hanson Town Hall, 542 Liberty Street, Hanson, MA.

ARTICLE 27: To see if the Town will vote to amend the Town of Hanson, County of Plymouth, Massachusetts, Land Use Regulations Zoning Bylaw, **Section 7.C and the Table of Dimensional Requirements, Note #4 Accessory Building** to reduce the rear or side yard setback requirements for Accessory Buildings from twenty (20) feet distance to property line to ten (10) feet setback from the rear or side property line. A copy of the proposed amendment to the Town of Hanson Zoning Bylaw may be viewed at the office of the Town Clerk, 542 Liberty Street, Hanson, Massachusetts.

Explanation: The current Town of Hanson Zoning Bylaws established a twenty (20) foot rear or side property line setback requirement for Accessory Buildings. This amendment will reduce the rear or side property line setback requirements to a distance of ten (10) feet.

A copy of the proposed Town of Hanson Zoning Bylaw may be downloaded from the Town of Hanson website at and are also available at the Office of the Town Clerk, Hanson Town Hall, 542 Liberty Street, Hanson, MA.