



Tuesday, August 15, 2023
Hanson Select Board
Select Board Meeting Room, Town Hall
Open Session

Members Present: Laura FitzGerald-Kemmett, Joseph Weeks, Edwin Heal, David George, Ann Rein

Members Absent:

Others Present: Lisa Green, Town Administrator; Lynn McDowell, Executive Assistant; Michael Miksch, Police Chief; Steven Moberg, IT; Terice Jordon; Gilbert Amado, Health Inspector

I CALL TO ORDER

Ms. FitzGerald-Kemmett called the meeting to order.

II PUBLIC ANNOUNCEMENTS AND UPCOMING MEETINGS

Ms. Rein read the public announcements and upcoming meetings.

III APPOINTMENT

1. Appoint Cameron Carpenter as a Town of Hanson full time police officer

Chief Miksch stated there has been a vacancy within the department that went unfunded last year. He now has the opportunity to fill the position and posted a few months back. He received about sixteen applicants, with ten having the qualifications for the role. After an extensive interview process, three were excellent. It was a difficult decision but it was agreed the best candidate would be Cameron Carpenter. He is from Hanson, having attended school in town and worked at Camp Kiwanee. He has not yet worked as a police officer. Through Merrimac College, where he attended, there is a partnership with Massachusetts Police Training Committee(MPTC), which oversees training and academy, to offer a program allowing students to complete the police academy as part of the college degree. With this, Mr. Carpenter has both his bachelor's and masters' degrees and completed the police academy. In addition, he worked previously for the Town of Duxbury, as a beach ranger, and the Town of Barnstable, as a natural resource office. Lastly, throughout his college career he volunteered at the Lawrence Boys and Girls' Club as well as coached youth hockey and youth lacrosse.

MOTION by Mr. Weeks, seconded by Ms. Rein, to appoint Cameron Carpenter as a full-time police officer in the Town of Hanson contingent upon successfully passing a medical exam, psychological exam, firearms qualification POST certification, and a background check, with an effective start date of August 28, 2023. ***Voted 5 – 0***

2. Appoint Terice Jordan as Town of Hanson IT Assistant

Ms. Green shared some of Mr. Moberg history since he began his time with Town Hall in September 2021, and how his workload progressively increased. May 2023 Annual Town

meeting passed the approval to fund and hire an assistant, working 19.5 hours weekly. This past month he interviewed several candidates and determine Terice Jordan to be the best fit.

Mr. Moberg introduced Ms. Jordan to the Board, stating she will be a great asset to the team and Town Hall. He noted she has strong background in IT, social media and graphic design. Ms. Jordan stated is very excited to join the team, as very happy to be working in the IT field again and strength her skillset.

The Select Board welcomed her aboard and look forward to working with her.

MOTION by Ms. Rein, seconded by Mr. Weeks, to appoint Terice Jordan as Town of Hanson part-time Information Technology Assistant, contingent upon background check, effective August 16, 2023. ***Voted 5 – 0***

3. Appoint Jessica Seeley as Camp Kiwanee Event Caretaker

Ms. Green updated that Camp Kiwanee interviewed several candidates and consider her to be the best candidate for the role. Ms. Seeley was presented to the Camp Kiwanee Commission and approved during its past meeting.

MOTION by Mr. Weeks, seconded by Ms. Rein, to appoint Jessica Seeley as a Camp Kiwanee Event Caretaker, effective August 16, 2023. ***Voted 5 – 0***

4. Appoint Pam Rasa as a member of the Open Space Committee for a one-year term

Ms. Green stated Ms. Rasa placed application as she is very interested in becoming more active in the Town. She currently works in the school system. Ms. Green shared she previously Ms. Rasa and her son while coordinating bus transportation.

MOTION by Mr. Weeks, seconded by Ms. Rein, to appoint Pam Rasa as a member of the Open Space Committee for a one-year term, expiring June 30, 2024. ***Voted 5 – 0***

5. Appoint Leonard Cipolla as a member of the Parks and Fields Commission for a three-year term

Mr. Cipolla included a resume stating his previously experience with the Town of Hanson and the Town of Whitman soccer boards as well as coordinating with Parks and Fields the needed maintenance for the fields. While he is very active in the community, Ms. Green has not yet met him. To be consistent with policy, the Select Board requested Ms. Green speak with him prior to appointing.

Motion tabled.

6. Appoint Arlene Dias for Transfer Station Taskforce

The Select Board stated it is not clear exactly whom the Board of Health determined will be the contact; Ms. Dias has offered to take the role. The next Taskforce meeting is scheduled after Labor Day weekend. The Board requested Ms. Green to reach out to the Board of Health to confirm Ms. Dias as the official appointee. Ms. Green noted that Ms. Dias is a member of the South Shore Recycling Cooperative as it is one of her passion projects.

Motion tabled.

7. Appoint Election Workers

MOTION by Mr. Weeks, seconded by Ms. Rein, to appoint Election Workers as listed in the attachment to the agenda for a one-year term, expiring August 31, 2024. ***Voted 5 – 0***

IV NEW BUSINESS

1. Vote to accept rescission and new terms of employment for Town Planner

The Select Board noted in July 2023, the Town Planner submitted a letter of resignation from. He is intimately involved in many of the ongoing projects the Town is moving forward with and the Board was greatly disappointed he would not see the culmination of his visions. The Board also believed hiring a person of similar qualifications and dedication and then getting up to speed with actually impede the progress currently happening. And, several of the surrounding towns are also interviewing for town planning positions. Thus, during its meeting with Ms. Green, the Board decided to try and retain Mr. DeFrias.

Ms. Green prepared a competitive analysis of the local area which showed Mr. DeFrias being underpaid. And through her conversations with Mr. DeFrias, they discussed what other compensation options would encourage him to stay in Hanson. After concluding executive session, the Board announced it entered into an agreement to retain Mr. DeFrias as the Town of Hanson Town Planner. Ms. Green stated the terms of the agreement, which Mr. DeFrias has accepted. He will receive a salary increase, retroactive to July 1, 2023, as well as an additional five days' vacation.

She noted for October Special Town meeting there will need to be an adjustment to the bylaw as the Town Planner salary is at the upper limit. She also shared she is reviewing the bylaw related to vacation time to update as well. She remarked how poaching of staff is happening across the board. As the Town often comes in on the lower end of salaries, providing strong work-life balance will keep valuable staff on board.

The Board also observed Mr. DeFrias does more than originally hired, especially with the drafting, writing and applying for most of the grants. His assistance to the Economic Development committee as well as his insight and vision for the Maquan development are invaluable.

While reviewing job descriptions, she noted there has been an unfilled grant writer position that encompass most of Mr. DeFrias ' tasks. She, along with the Planning Board, updated and revised the Town Planner job description to reflect what has been actually happening and include those tasks; she also moved the financial aspect to the Town Planner role.

Mr. Campbell, chair of the Planning Board, represented his board during executive session. He was pleased with the Board's decision to retain Mr. DeFrias. Last evening, during its meeting, the Planning Board voted to accept Mr. DeFrias recission of his resignation, voted 5-0. It also voted to accept the updated town planner job description drafted by Ms. Green. The Select Board will review that in detail during Wage and Personnel meeting, following the conclusion of this meeting.

MOTION by Mr. Weeks, seconded by Ms. Rein, to accept the recission of Mr. DeFrias' resignation, increase the Town Planner salary to \$90,000 (retroactive to July 1, 2023), with the contingency to increase to \$95,000 upon approval during October 2023 Special Town meeting (also retroactive to July 1, 2023), as well as an additional five days' vacation, also contingent upon approval during October 2023 Special Town meeting. **Voted 5 – 0**

2. Board of Health vacancy

With the resignation of Ms. Pinnetti, there is a need to fill the seat on the Board of Health. For a citizen interested, it is a great opportunity especially if having a related background. While it is an elected position, the Board needs to fill vacancy before the next Town election as Ms. Pinnetti resigned prior to the end of her term. It would provide an opportunity to trial run the role, including full voting rights, before seeking election. The application is posted online, under employment and volunteer opportunities.

Once applications are received there will be a jointly posted meeting with the Board of Health to determine who will fill the role until the next election.

MOTION by Mr. Weeks, seconded by Ms. Rein, move that the Town Clerk place on the May 18, 2024 Town Election ballot the one-year term for the Board of Health created by the resignation of Melissa Ann Pinnetti. **Voted 5 – 0**

3. Accept Water Department inventory as surplus

Ms. Green, on behalf of the Water department, presented a request for a 2015 Ford F350 Utility truck inventory be deemed as surplus to sell.

MOTION by Mr. Weeks, seconded by Ms. Rein, to declare the 2015 Ford F350 Utility truck, Serial Number 1FDRF3B68FEB07149 from the Water Department inventory as surplus. **Voted 5 – 0**

4. Accept donation to the Hanson Conservation Commission

MOTION by Mr. Weeks, seconded by Mr. Heal, to accept the donation of \$1500 from Paulo Miranda to the Hanson Conservation Commission. **Voted 5 – 0**

5. Accept donations to the Council on Aging

MOTION by Mr. Weeks, seconded by Ms. Rein, to accept the donation of \$100 from Miriam Sevigny to the Council on Aging. **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Ms. Rein, to accept the donation of \$50 from Lou-Ann Fuller to the Council on Aging. **Voted 5 – 0**

6. October Special Town meeting

At this point, there are no recommendations from the Finance Committee as it has not yet completed its review. The Select Board reviewed and placed articles for the Warrant. It will hold on recommendations until after the Finance Committee has offered its views.

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 1 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Ms. Rein, to place article 2 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 3 **Voted 5 – 0**

MOTION by Ms. Rein, seconded by Mr. Weeks, to place article 4 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 5 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 6 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 7 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 8 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 9 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 10 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 11 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 12 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 13 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 14- deferred until 08/29 meeting

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 15 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 16 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Ms. Rein, to place article 17 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 18 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 19 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 20 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 21 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Ms. Rein, to place article 22, contingent upon Board of Health vote of approval on August 29, 2023. **Voted 5 – 0**

Article 23 – need to delete

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 24 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 25 **Voted 5 – 0**

MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 26 **Voted 5 – 0**
MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 27 **Voted 5 – 0**
MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 28 – need to delete
MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 29 **Voted 5 – 0**
MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 30 **Voted 5 – 0**
MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 31 **Voted 5 – 0**
MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 32 **Voted 5 – 0**
MOTION by Mr. Weeks, seconded by Mr. Heal, to defer article 33 to Town meeting **Voted 5 – 0**
MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 34 **Voted 5 – 0**
MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 35 **Voted 5 – 0**
MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 36 **Voted 5 – 0**
MOTION by Mr. Weeks, seconded by Mr. Heal, to place article 37 **Voted 5 – 0**

For detailed discussions on each article, please view the meeting here:

<https://www.youtube.com/watch?v=2dJOgXAM5Wo> at 34:01

The Select Board noted Whitman-Hanson Regional School District article has not yet appeared before Capital Improvement to discuss these articles. These articles were to be presented in the May 2023 Town Meeting warrant but the District missed the deadline. Mr. Weeks also shared he spoke with Mr. Milisi and currently he has not had any conversations regarding any capital improvement requests from the School. Ms. Green stated Mr. Milisi is scheduled to speak with Superintendent Szymaniak on August 21. However, a meeting has not been scheduled as there have been no capital improvement requests forwarded.

Ms. Green requested a placeholder for an additional article, as she learned today of additional funding will continued to be necessary for student transportation for 2023-2024 school year. She is drafting the article; she needs to determine how much the cost will be and if the Town of Hanson needs to pay for the entire year. She also needs to confirm with Town Counsel if this is necessary still. Mr. Kinsherf suggested using article 3 for this request, as this is specifically for supplement appropriations.

The Board noted there are several money articles placed and concerned if the Town can support all. Mr. Kinsherf is still closing the accounts for FY23; he has not determined final numbers nor is the free cash amount certified. His plan is to submit his report on September 15, 2023. He did a quick calculation and estimated \$625,000 will be needed in free cash.

Mr. Kinsherf reminded the Board that free cash is generated by retained earnings that can be spent. Based upon the budgets for revenue and expenses, it is possible for revenue and/or expenses to actually be higher or lower than budgeted. If revenue is higher and expenses are lower, then the additional funds are carried to the next fiscal year. Also, once time sources (ex. tax titles, auctions, etc.) can also increase revenue.

7. Strategic Planning update

No updates to report

8. Goals for Town Administrator

Ms. Green submitted an update list of her completed projects for the past two years. The Board is differing in opinion in the best way to define goals for the coming year. It would like to know what are the top projects Ms. Green will be addressing over the next 12–15 months. There a discussion regarding the best way for her to present, including punch-lists and town administrator reports.

V COMMITTEE UPDATES

1. Economic Development Committee

No additional updates.

2. High Street Park Committee

Mr. Weeks stated the Committee requested to be added to the next meeting agenda to provide an update.

3. Highway Committee

No additional updates.

4. Maquan Property Reuse Committee

No additional updates.

5. Recreation Committee

No additional updates.

6. Transfer Station Taskforce

No additional updates.

7. Other Committee updates

No additional updates.

VI APPROVE OPEN SESSION MINUTES

1. July 25, 2023

MOTION by Mr. Weeks, seconded by Mr. Heal, to approve the meeting minutes as printed on the agenda. ***Voted 5 – 0***

VII TOWN ADMINISTRATOR REPORT

- Ms. Green updated the Board that the Master Plan update process began, meeting with Old Colony Planning Council on Monday, August 14, 2023. The Town was awarded a grant of \$60,000 through the work of the Town Planner through the Massachusetts one-stop for growth grant program. There will be social media posts as well as meetings with department heads and the Select Board. More details to come.
- The engineering work will begin on the pedestrian improvements at the Hanson commuter rail station. She noted the Town again received a \$90,000 grant due to the work done by the Town Planner through the Massachusetts one-stop for growth grant program. Verdantis did a drone survey for the overview and now are moving to the engineering design.
- She shared the great news that the Town was awarded a \$100,000 grant to move to conduct the SUE (Subsurface Utility Engineering) for the Maquan TIP (Transportation Improvement Project). Representative Cutler's office and State Senator Brady's office both stepped in by submitting an earmark request for the amount in the current budget; the governor signed off on the budget. This is an approximately \$13,000,000 roadway construction project that will be able to move forward once this SUE is conducted. She publicly thanked both Representative Cutler and State Senator Brady for their support.
- The auction for the Maquan Elementary School surplus contents completed last week, with the Town receiving \$2,300. Mr. Baker coordinated the pickup of items with the successful bidders and confirming receipts.
- Also, at Maquan, during the removal of the asbestos, some of the tiles were not removing due to a tar-like substance used as an adhesive. During the removal, the tar would reheat and seize up the machinery. As this was not anticipated, the demolition team submitted a change order of \$56,000 to cover the cost of additional machinery needed. Ms. Green noted the Town is still under the \$1M threshold. And anticipate demolishing of the building to start by mid-September.
- To follow up the conversation for the net metering solar agreements, she received a proposal from Beacon Integrated Solutions, an independent Massachusetts-based woman-owned energy management solutions firm specializing in energy procurement, management and savings performance. The company would be engaged to determine whether the net metering agreements the Town entered in 2018 are still providing any financial benefits. While the Board is intrigue, it would like Ms. Green to seek out additional bids for comparison.
- Regarding the roadwork on Route 27, Main Street, she stated it is known that the storm grates are in backwards. She confirmed with the Highway Inspector that the correct storm grates are on back order with the State. In the meantime, the Highway department inserted these to have something in place. It has now placed

barrels over the storm grates; please do not move these barrels. The Board shared it has received some negative feedback regarding the quality of the work being done there. There seems to be a lack of attention to detail in transitions to curbing and driveways. The Board would like Mr. Shave provide the feedback to the State.

- The latest Hanson Happenings Newsletter will be released both internally to staff and externally to residents. Ms. Green noted, during her interview she stated she would create a newsletter; it took a while but it is now here.
- Ms. Green reviewed and signed seven (7) contracts for The Southeastern Regional Services Group, a collaboration the Town of which is a member. SRSG conducts group procurements for supplies and services such as WB Mason office supplies, and highway supplies such as gravel, asphalt, crushed stone, gas and diesel, catch basin and manhole frames, concrete, providing scales of economy and bargaining power.
- She is participating in a joint weekly meeting with Fire, Building and Health Inspector, collaborating on codes, health and safety enforcement.
- She met with the Conservation Agent to discuss pond management. He suggested a study be implemented to determine the health of the ponds in Town as well as offering to find a company to engage in the Town's pond management. It will increase the budget line item.
- She and Ms. McDowell are interviewing candidates for the Administrative Assistant to the Select Board and Town Administrator. She will present the top candidates during the August 29, 2023 meeting.
- Lastly, she spent great deal of time working through personnel and union issues as well as procurement, legal, insurance and records requests.

IX ADJOURNMENT

MOTION by Mr. Weeks, seconded by Mr. Heal, to adjourn to Executive Session, will then reopen to Open Session to enter to Wage and Personnel. ***Voted 5 – 0***
Roll call – George-Aye; Rein-Aye; FitzGerald-Kemmett-Aye; Weeks -Aye; Heal-Aye

Respectfully submitted,
Lynn McDowell