



Tuesday, August 29, 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; Katherine Feodoroff, Town Counsel; Marianne DiMascio; Corine Cafardo, Donald Ellis

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.

The Select Board suggested including the start time, 6:30pm, for October Special Town meeting as well as advertising in the Whitman Hanson Express.

III NEW BUSINESS

1. Interview finalists for Administrative Assistant position
 - a. Teresa Jordan

Mrs. Jordan shared some of her background with the Select Board. She is a long-time resident of Hanson and would be very happy working for the Town. She expressed no concerns working in town she lives, as her children are grown.

She noted she can be flexible with the changes in priorities, as she is very good at multitasking. She acknowledged her computer skillset is not current, but is not concerned to learn programming. She understood it is a parttime role at 15 hours weekly, with the possibility to increase to 19 hours. She disclosed she is related to the newly hired IT assistant.

- b. Kimberly Lantz

Ms. Lantz withdrew as she was offered another position.

- c. Emily Sprague

Ms. Sprague shared her background with the Select Board, stating her interest in how governing in small towns. While she does not live in Hanson she grew up in the area.

Working in a confidential role posed no concerns as she has done so with previous positions. She also stated she is comfortable juggling priorities as she is used to multitasking; in her previous role she was the only person in the office. She understood it is a parttime role at 15

hours weekly, with the possibility to increase to 19 hours. Ms. Green shared they had a great conversation and appreciates her ability to juggle details.

Discussion –

Ms. Green and the Select Board discussed both candidates to determine which would be the best fit.

MOTION by Mr. Weeks, seconded by Mr. Rein to appoint Emily Sprague as the Administrative Assistant position with the Select Board office, contingent upon successfully passing a medical exam and a background check, with an effective start date of September 5, 2023. ***Voted 5 – 0***

2. Master Plan Steering Sub-committee Volunteer request

Ms. Green updated the Board that for the Master Plan, the Hanson Planning Board voted to create a Master Plan Steering Sub-Committee that will consist of five members, with two members of the public at large. Ms. Green stated a Select Board member would be needed; Ms. Rein offered to represent.

MOTION by Mr. Weeks, seconded by Mr. Heal, to appoint Ms. Rein as the Master Plan Steering Sub-Committee point person for the Select Board. ***Voted 5 – 0***

3. High Street Park Committee

Ms. DiMascio shared with the Board that the committee has been working hard and have an update to share. Her presentation highlighted the past along with the present and the future plans.

She shared pictures from 2016, showing the appearance of the grounds and buildings. She noted, after researching, it was determined the buildings were not salvageable and needed to be taken down. Now there are meadows and a community garden as well as an 8/10-mile perimeter walking trail that exits at Bonney Hill Lane and parking. She noted it is now part of the Bay Circuit Trail, which goes from Kingston to Newburyport. She also acknowledged this was able to happen due to funding received by the Division of Conservation Services, Community Preservation and the Conservation Commission.

She noted there are plans for a grand opening in mid-October. She anticipates that to be scheduled at the next High Street Park committee meeting. The past weekend Green Hanson hosted a corn hole tournament fundraiser behind the Food Pantry, highlighting a lovely place to hold events if the Town Hall Green is booked.

Moving forward, the committee is working on infrastructure related to traffic flow and parking, as well as developing sidewalks for foot traffic. The committee developed the location and

planned the initial clearing for a playground. It is also reaching out to all related departments within Town Hall to ensure it is working within the needed guidelines.

Next steps included prioritizing projects, with top on the list being a playground, creating a phased plan and develop funding. Ms. Gerherdt took on this task, researching for all development levels and interaction for all ages, including parents and seniors. Another project high on the list is an open event area, with a pavilion and stage for performing and picture taking, to provide an alternative to the Town Hall Green or Camp Kiwanee.

Other priorities include additional walking trails, a veterans' memorial, a dog park as well as a historical area, acknowledging Native Americans.

Some of the next steps for the committee include additional research for top priorities, determine how and who will manage all projects and how it will be financed (grants, CPC funding, friends' group). The project will be broken into several phases, to make it manageable towards completion.

Mr. Ellis updated the Board that the hospital well has been located. However, as it is a commercial well it will be challenging to renovate. He did leave plans with company in Kingston; it expressed interest and met with him. The company examined the well and stated it will need to bring a generator out to flush it out and check the depths. He addressed Ms. Green, asking if this needed to be procured under prevailing wage. Ms. Green said the company is only doing a survey or testing prevailing wage would not apply, but if it is doing actual work on it, then prevailing wage apply.

Lastly Mr. Ellis thanked the Highway department for clearing trees as well as taking off and reinstalling the top of the well pit as needed. He also thanked the Health Inspector for his assistance with the Title 5 approval.

He noted there was a redesign of the food pantry layout for parking. After meeting with the staff at the pantry, he drafted a temporary plan. The Select Board noted the plan needs to ensure privacy for clients remains intact, as the Covid protocol may change.

For the septic system. Mr. Ellis stated it is already installed in the Food Pantry, and will not be making any changes. He said, with the use of a grant, the committee intends to add a bathroom to the side of the building. The Board requested the High Street Park Committee follow-up with the Food Pantry Board, as they do have some concerns.

The High Street Park Committee meets in the Select Board meeting room, on either Monday or Wednesday, depending on the calendar. The next meetings are scheduled for Wednesday, September 13 and Wednesday, September 27, 6pm start time for both. It will post the schedule to better broadcast out for better community involvement. The committee will reach out to the Director of IT to update the website page.

All of the committee members are working very hard but there is a lot of work to be done. It is very close to finalizing plans, and thanked the Town Administrator, the Town Planner and the Interim Town Accountant for continued support.

MOTION by Mr. Heal, seconded by Ms. Rein, to conceptually approve the High Street Park Committee proposed layout as discussed tonight. ***Voted 5 – 0***

4. October Special Town meeting

The Select Board agreed to wait for the Finance Committee to make its recommendations before the Board did its own. It requested Ms. Green to discuss each, highlighting those articles that changed.

Article 1 – no change

Article 2 – Ms. Green noted there were a few changes

- After discussions with Town Counsel, the Administrative Assistant to the Select Board role was moved back to Section 11C, FF.
- There were parttime salaries in Section 11C that needed to be adjusted to cover annual increases. They included the Animal Inspector, the Sealer of Weights & Measurers, the Registrar of Voters and the Committee Clerical/Administrative Support Staff. She noted additional changes will need to be addressed in Wage and Personnel.

Article 3 – Ms. Green updated that there will be additional transportation needs for students to both Norfolk Agriculture High School and Bristol Agriculture High School. She combined them as one company will be providing the transportation. Ms. Green is also reviewing the School contract to see if the Town is eligible for reimbursement of direct costs.

Article 4 – Ms. Feodoroff discussed the previous Alden Way article that did not capture all plans related to the streets. This article rectifies that, allowing the Town to move forward without issue. There is a Layout hearing scheduled for September 5, 2023 in the Select Board meeting room.

Article 5 – Capital Improvement article for Whitman Hanson Regional School District as well as mixed dirt for Parks and Fields.

Article 6 – no change

Article 7 – no change

Article 8 – no change

Article 9 – no change

Article 10 – no change

Article 11 – no change

Article 12 – no change

Article 13 – no change

Article 14 – Ms. Feodoroff stated she spoke with Mr. Kemmett, discussing rehabilitation vs. maintenance; she is comfortable moving forward.

Article 15 – Ms. Green noted Town Counsel updated and reviewed.

- Language was updated to state five days instead of one week.

Article 16 – Ms. Green noted Town Counsel updated and reviewed. ; will update the section – 12 D (a) (7).

- The Select Board questions how to best move forward; it will be a case-by-case basis, for retention. The Board feels the language may create tension or subjective interpretation. Ms. Green will reach out to Town Counsel for alternate language.

Article 17 – no change.

Article 18 – Ms. Green stated the Interim Town Accountant recommended expense limit.

Article 19 – no change

Article 20 – no change

Article 21 – no change

Article 22 – This was accepted by Board of Health earlier today. It is a cost neutral update.

Article 23 – A language change by the Town Clerk and Interim Town Accountant, for salaries at the Cove. Ms. Green will confirm.

Article 24 – Ms. Green updated that this request has been increased from \$10,000 to \$20,000 as it will include a larger portion of the walkway and entrance to be repaired, preventing any possible liability to the Town.

MOTION by Mr. Weeks, seconded by Ms. Rein, to increase the request from \$10,000 to \$20,000 for Article 24. **Voted 5 – 0**

Article 25 – removed

Article 26 – no change

Article 27 – no change

Article 28 – no change

Article 29 – no change

Article 30 – no change

Article 31 – Citizens' petition

Article 32 – removed

Article 33 – removed

Article 34 – removed

Article 35 – removed

Article 36 – removed

Article 37 – removed

Article 38 – removed

5. Whitman Hanson Regional School District Audit

Ms. Green received two quotes for the audit. The first is from Mark Abrahams, who presented to the Select Board earlier this summer, totaling \$15,000; the second quote totaled \$175,000. The second quote is a substantially more robust than the first but not within the budget for the Town. She would like to move forward with Mr. Abrahams.

MOTION by Mr. Weeks, seconded by Ms. Rein, to allow Ms. Green to enter into a contract with Mr. Abrahams for the Whitman Hanson Regional School District forensic audit. **Voted 5 – 0**

6. Strategic Planning update

No update tonight

IV ONE DAY LIQUOR LICENSES

1. 09/09/2023 – 5:00pm – 9:30pm – Erin Lee Flynn McCarthy – Wedding
2. 09/29/2023 – 5:00pm – 10:00pm – Daniel Downey – Graduation Party
3. 11/12/2023 – 11:00am – 4:00pm – Tracie Scavongelli – Baby Shower

MOTION by Mr. Weeks, seconded by Ms. Rein, to approve the one-day liquor licenses as printed on the agenda. *Voted 5 – 0*

V COMMITTEE UPDATES

1. Economic Development Committee

Ms. FitzGerald-Kemmett reminded all that Hanson Day will be on September 16, from 11am-2pm, on Hanson Green. Several local businesses will be participating as well as food trucks for refreshments. The Plymouth County Sheriff will be also be in attendance. There will be tick racing as well.

2. High Street Park Committee

Discussed earlier in the evening.

3. Highway Committee

No additional updates.

4. Maquan Property Reuse Committee

There has been no response from the community for the citizens at large positions. The Board suggested adding a member from the specific committees/stakeholders to start the conversation, and create a public forum. This will allow the process to move forward, and keep the citizens positions open.

Ms. Green stated the asbestos removal is nearing completion. Once it is done, the building will be fenced off and demolition will start. She anticipates mid-September the building will start to come down.

5. Recreation Committee

The Board will create the mission for the committee, to give a better idea of what would be expected of those who wish to join. Mr. Weeks noted for the High Street Park Committee, this would be very helpful to obtain grants moving forward, as part of its mission would be providing oversight. Ms. Green also noted it cannot interfere with Parks and Fields oversight.

6. Transfer Station Taskforce

MOTION by Mr. Weeks, seconded by Ms. Rein, to appoint Arlene Dias as a member of the Transfer Station Taskforce, as the Board of Health representative.

Voted 5 – 0

7. Other Committee updates

Ms. Green stated the Whitman Hanson Regional School District is reconvening its Agreement committee in September. With the retirement of Mr. Hickey, the Select Board needs to appoint a new member to join Ms. Green for the committee. The meetings are on Mondays.

VI APPROVE OPEN SESSION MINUTES

1. August 15, 2023

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

VII TOWN ADMINISTRATOR REPORT

- With school beginning this week, Ms. Green spent her time coordinating needed transportation for the Norfolk and Bristol Agricultural high school students. The Town of Hanson has five students total attending the two schools, with the Town of Whitman having one student attending Bristol Agricultural.
- Ms. Green submitted a procurement request for elevator services as the Town currently has no contract. Unfortunately, it resulted in no bids from the state contract vendors. She intends to modify the dates and will resubmit.
- Ms. Green shared the personnel policies drafts will be ready for review by mid-September. She will forward copies once received. She and the Select Board agreed that needing a process to review each policy to ensure all understand what is being adopted. Ms. Green noted that the updates will reflect current union contracts.
- She also updated that the General Code bylaw codification preliminary draft is ready for review, and will need the Bylaw Review Committee to review the changes.
- The Collins Center Wage and Classification study is close to being complete, as interviews with the Department Heads are done. The Center is now working on the ratings portion.
- Lastly, Ms. Green applied for a Community Compact Grant for \$25,000, which would allow her to hire a consultant to draft and create a capital improvement plan. She spoke with Mr. Milisi and he thought it a great idea. She noted, with the assistance of Mr. DeFrias, the Town has two grant writers consistently working to secure grants for a variety of projects, covering different needs throughout the Town.

VIII **ADJOURNMENT**

MOTION by Mr. Weeks, seconded by Ms. Rein, to adjourn to Executive Session.

Voted 5 – 0

Roll call – George-Aye; Rein-Aye; FitzGerald-Kemmett-Aye; Weeks -Aye; Heal-Aye

Respectfully submitted,

Lynn McDowell