



Tuesday, December 13, 2022

Hanson Select Board

Select Board's meeting room, Town Hall

Open Session

Members Present: Laura FitzGerald-Kemmett, Ann Rein, James Hickey, Joseph Weeks, Edwin Heal

Members Absent: Lisa Green, Town Administrator

Others Present: Lynn McDowell, Executive Assistant, Jamie Mertz, Stalwart Productions; Roger Means, Camp Kiwanee; Robert O'Brien, Fire Department; Gilbert Amado, Board of Health; Philip Clemons, Conservation; Frank Milisi, Camp Kiwanee

I CALL TO ORDER

Ms. FitzGerald Kemmett called the meeting to order and led the Pledge of Allegiance.

II PUBLIC ANNOUNCEMENTS AND UPCOMING MEETINGS

Ms. Rein read the public announcements and upcoming meetings.

III NEW BUSINESS

1. Approve Stalwart Productions to use Camp Kiwanee for filming Invitation to Bonfire; Permission to use Maquan parking lot for production parking

Ms. Green shared that Stalwart Productions is filming at Camp Kiwanee. Mr. Mertz introduced himself as the assistant location manager for AMC production, Invitation to a Bonfire. The production company will be filming for two days, focusing primarily by and in the Frontier cabin. Included in filming is the simulation of burning down the cabin. The production team is working with the Deputy Chief to do this safely. It will also have its own special effects team onsite with appropriate emergency materials, as well as adding the Town to the production's insurance for any liability. Mr. Mertz has reached out to the Board of Health to ensure the production company is working within its guidelines as well.

In addition to creating a fire, the production company will also be simulating snowstorms. For the fake snow it will be using four types of products to create it, which will act similar to a blanket and tarp making it easy to remove and cleanup; all are temporary and should not create any issues to the property. Both the Board of Health and the Conservation Department have reviewed and are comfortable with the proposed plans and materials. Mr. Clemons did have questions; Mr. Mertz will follow-up offline and furnish the additional information Mr. Clemons needed.

Mr. Milisi stated the Camp has received a security deposit. He also met with Ms. Jamieson and Mr. Means. Both told Mr. Milisi that the production company was very responsive to all

questions and they are comfortable going forward with the filming. Mr. Milisi felt this would be a great opportunity for the Camp and the Town.

Mr. Weeks questioned what the process will be to return the Camp back to its original status and who will sign off that it is satisfactory. Mr. Mertz stated in the contract there is a location release, which includes both the production and property owners doing a walk through together to ensure it is clean up and replace. Once all are in agreement they then sign off release together. The contact would be Ms. Green or Lisa and a Camp Kiwanee staff member. The Board would like a small team working together that all points are covered. Ms. Green will confirm that availability of Mr. Clemons, Mr. Amado, Mr. Milisi and Mr. Means. Mr. Means has done some initial cleanup of leaves to make it easier. The Deputy Fire Chief shared that he and the Chief did a conference call with special effects team yesterday. They feel good about the discussions they had. The Water department has already been there to check the hydrants and water pressure. He will have fire personnel on site for pyrotechnics days. Production will be paying for both police and fire, including apparatus. Ms. Green read Chief of police's email, sharing he has no issues with the project.

MOTION by Mr. Hickey, seconded by Mr. Weeks, to approve Stalwart Productions to use Camp Kiwanee for filming Invitation to Bonfire. ***Voted 5-0***

MOTION by Mr. Hickey, seconded by Mr. Weeks, to approve Stalwart Productions use of the Maquan parking lot for production parking. ***Voted 5-0***

2. 2023 Annual Licensing
 - a. Liquor
 - i. All Alcohol
 - ii. Auto Amusement
 - iii. Live Entertainment
 - iv. Sunday Entertainment
 - b. Common Victuallers
 - c. Class II Auto Dealers
 - d. Junk Dealers
 - e. Lodging

MOTION by Mr. Weeks, seconded by Mr. Hickey, to approve 2023 Annual Licensing, contingent the Select Board receives an update regarding the new location for Specialty Auto. ***Voted 5-0***

3. Approve updated Select Board Calendar

Ms. Green presented the Select Board calendar for 2023. Once approved, she will share with the department heads at the next scheduled meeting (December 15), letting them know when they are expected to present to the Board. The May 6 date needs to be corrected to be May 9. The Board would also like to add strategic plan sessions. The consensus is to meet on Tuesday evenings at Camp Kiwanee. Mr. Milisi shared that Tuesdays are generally open nights, so the Camp should be available but best to confirm with Ms. Jamieson. Tentative dates are March 7,

May 30 and December 5. Once Ms. Jamieson confirms availability, Ms. McDowell will send calendar invites to the Board to hold the date. Ms. Green will update the department heads at the December 15 meeting, and inform committee members. Ms. Fitzgerald-Kemmett suggested changing May 23 for a regular meeting to reorganize the Board. Planning Board update will be rescheduled to May 9.

MOTION by Ms. Rein, seconded by Mr. Hickey, to approve updated Select Board Calendar with noted changes. ***Voted 5-0***

4. Accept donations for the following:
 - a. Town Hall of a picture of Town Hall by Ms. Cheryl Tott
 - b. Donations to Leah's Club in honor of Bill Shockley
 - i. Michele Barbagallo for \$25
 - ii. Cathy DiTullio for \$100
 - iii. Marlene Lolles for \$25

MOTION by Mr. Hickey, seconded by Mr. Weeks, to accept picture of Town Hall from Ms. Tott. ***Voted 5-0***

MOTION by Mr. Hickey, seconded by Mr. Weeks, to accept donations for Leah's Club in honor of Bill Shockley. ***Voted 5-0***

5. Capital Strategic Solutions

Ms. Green introduced Jennifer Thompson, Chief Development Officer, and Nichol Figueiredo, Chief Executive Officer, from Capital Strategic Solutions. Ms. Thompson is a consultant with ARPA and can provide assistance navigating the paperwork. Ms. Figueiredo is a communication specialist. They shared a presentation to give some background about them, the company and the work they do.

Ms. Thompson shared some background on ARPA, primarily need to obligate funding by December 2024 and spend said funding by December 2026. She highlighted the revenue loss category as municipalities have the option to calculate revenue loss/ use up to \$10 million. Hanson has received \$1.142 million and is able to use for any general service, except the Board need to be cautious as this funding is for one-time use. She will work with the Board to focus on the best use of the funds being directed to the most important needs of the Town. She will also create a reporting process to ensure it is done accurately.

Ms. Figueiredo focuses on communication and outreach. Her plan is to meet with the department heads, learn what is important to them and their respective departments and develop internal newsletter so all receive the same information. She also offers website support, including rebuilding the platform, and develop a non-emergency contact list. Lastly she will create a social media plan geared to Town Hall and its employees.

The Select Board was very impressed with the presentation. It had some questions related pricing and long term development. The ARPA piece seems to be breakout clearly; the

communication piece is a bit vague and general. The Board would like to include the Capital Improvement and Finance committees to strategically vet some of the proposed projects. The Board invited Ms. Figueiredo and Ms. Thompson to the January 10, 2023 meeting to present proposals for what they would do and the cost point. Ms. Figueiredo noted Ms. Green invited her to the department heads meeting. She will use the feedback from that meeting to help fine tune her proposal, as well as meet with the IT Director to get a better sense of his expectations. She reminded the Board that some of the needs related to IT infrastructure can be alleviated with ARPA funding.

Ms. Green will check if needing to bid out for services.

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Mr. Hickey wanted some clarity as why needing consultants. Ms. Rein reminded him that during the Strategic Planning Session in November, during the break out session it was suggested to use an outside consultant to assist with some of the social media issues. He also had questions to how this would be helpful for the ARPA funds since the Town has already been awarded. Ms. Green stated the paperwork process can become cumbersome. Hiring a consultant that is well versed on completing the application requirements and reporting will ensure the Town is compliant in the use of the funding. As an example, rebuilding and updating the Town’s website is covered by ARPA funding, maintenance of the website is not.

Back to resources, if the posting to the website is an easy upload, it may be possible for the administrative assistants to update their respective departments’ webpages. The Board, based on the Citizens’s survey, needs to address how this can best be maintained in a sustainable manner for the betterment of the Town. Hiring the consultants will lead to creating the protocol for a well-built platform and the process for maintaining timely updates. The current program for the website has been used for several years, and it greatly used by municipalities. The Board would like a scope of services before finalizing any agreements.

6. Discuss Hanson’s Goals for the Regional School Agreement Committee

Mr. Hickey will be attending on the Board’s behalf. The Board agrees it would like more representation overall.

7. Discuss possible Interim Town Accountant

Ms. Green shared that Mr. Hassett decided not to renew his contract and has tendered his resignation. He is well respected within Town Hall and will be greatly missed. To move forward, she received a proposal for interim accountant services from Eric Kinsherf. Before making any offers, she placed a call with the 30B hotline to confirm whether or not she need to work through procurement.

Mr. Hassett was concerned that this person would share materials with junior members of his firm. The Board stated Mr. Kinsherf will need to be the point person or have another senior member be his representative.

Mr. Weeks asked how many hours will the interim person be working. Ms. Green stated it will be a similar arrangement as currently in place – 4-8 hours in office and the remainder to be virtual/oncall. She is also created a salary survey if the decision is to use a fulltime dedicated staff member.

MOTION by Mr. Hickey, seconded by Mr. Weeks, to appointment and to enter to contract with Eric Kinshurf as Interim Town Accountant, contingent upon it not being a 30B issue. *Voted 5-0*

IV **ONE DAY LIQUOR LICENSES**

1. 01/15/2023 – 11:00am – 4:00pm – Graduation – Carolanne O’Kane
2. 02/11/2023 – 7:00pm – 11:00pm – Fundraiser – Jenna Gomes
3. 02/18/2023 – 6:00pm – 11:00pm – Birthday – Leanne Malfa
4. 11/04/2023 – 3:00pm – 8:00pm – Wedding – Mackenzie Chase

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

VI **TOWN ADMINISTRATOR REPORT**

- Ms. Green is leaving for vacation on Wednesday, December 21, 2022. She is returning earlier than initially plan due to unexpected day surgery on January 4, 2023. She will adjust her borrowed vacation days to 4.5; January 4 will be a sick day. After the surgery she and her doctor will evaluate what the next steps will be.

VII **ADJOURNMENT**

MOTION by Mr. Heal, seconded by Mr. Hickey, to adjourn to Executive Session. *Voted 5-0*

Respectfully submitted,
Lynn McDowell