



Tuesday, January 9, 2024  
***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; Emily Sprague, Administrative Assistant; Frank Milisi, Camp Kiwanee Commission; Robert O'Brien, Charles Barends, Fire Department; Gilbert Amado, Health Inspector; Animal Control Officer; Alexander Stewart, Joseph Kenney, Arlene Dias

**I            CALL TO ORDER**

Ms. FitzGerald-Kemmett called the meeting to order and wished all a Happy New Year.

**II            PUBLIC ANNOUNCEMENTS AND UPCOMING MEETINGS**

Ms. Rein read the public announcements and upcoming meetings.

Ms. FitzGerald-Kemmett requested a moment of silence in honor of Ms. Stephanie McSweeney.

**III          NEW BUSINESS**

**1. Camp Kiwanee lodge agreement**

Ms. Green shared with the Select Board the final draft of the lodge agreement, having been reviewed by the Camp Kiwanee Commission and Town Counsel.

***MOTION*** by Mr. Weeks, seconded by Ms. Rein, to approve the new and updated Camp Kiwanee lodge rental agreement as presented. ***Voted 5 – 0***

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

**2. Treasurer/Collector contract discussion**

Ms. Green shared with the Board that Ms. Clark expressed some concerns regarding the accrual of her vacation time. They discussed and decided to, instead of front loading all her time, would be to break vacation accrual into two six-month periods. Each period would accrue 12.5 vacation days. There would also be a clause added to her contract allowing the rollover of vacation time, up to ten days.

The Board agreed to this solution. It asked Ms. Green to review the contract as some of the dates did not match this change. She will update to reflect all three years of the contract. It also

suggested including the ability to borrow an additional five days vacation time, with the prior approval of the Select Board. Ms. Green will make the changes and present

**MOTION** by Mr. Weeks, seconded by Ms. Rein, to approve the Treasurer/Collector's employment contract, January 1, 2024 through December 31, 2026, with the modifications addressed during this evening's meeting. **Voted 5 – 0**  
**Roll call –George-Aye; Rein-Aye; FitzGerald-Kemmett-Aye; Weeks -Aye; Heal-Aye**

### 3. Animal Control Officer discussion

Ms. Green stated that the Town has shared animal control responsibilities with some of the surrounding communities. As the officers never know when something will occur – runaway dog, deer hit by a car, coyote attacking livestock – they are always on call. Mr. Kenney does not patrol as he, as a parttime employee, does not have the resources.

Ms. Green noted that the Town is growing, and, according to Massachusetts general law, towns are to have an animal control officer. And the Town is contracted with the Town of Lakeville for use of its animal shelter for those Mr. Kenney receives calls. She stated, as the Town develops multiunit housing, this increases the need for animal control as there are more pet owners. It could also lead to increased abandoned pets if tenants leave the residents and do not take pets with them. This becomes the burden of the Town. The Lakeville Animal Shelter only accepts dogs, if there is availability; not many places locally accept cats. With limited options, Mr. Kenney is often taking animals to his home until another option becomes available.

The Town has an animal shelter, but it sheltered in 2012. She stated it is time to revisit and possibly reopen. It is in need of some repairs but it is a functional building. She also noted that Mr. Kenney's current position as a sixteen-hour parttime role needs to be reviewed and revised to adjust to the changes in the Town. She suggested increasing FY25 budget to include increase hours for the Animal Control Officer from sixteen to thirty-two, and line items to include supplies and use of a vehicle.

She would also like to reopen the animal shelter. She is reaching out to South Shore Vocational School come to do repairs and cleanup to make it a functional space. She and Mr. Kenney intend to reach out to the Town of Abington to discuss possibility partnering, thus reducing the cost to the Town.

The Board queried the cost for rehabbing and cleaning up the old animal shelter. Ms. Green stated the roof needs repair as well as brush removal. The fencing and gating needs to cleaning; she hopes the vocational school will be able to provide this service. Power, heat and water are in place. She estimated a budget of \$15,000. She is investigating the use of ARPA funds. Once open, the shelter will be used as a temporary holding location; no adoptions. A logging system will be created to note where and when a dog or cat was picked; owners will be charged fines. While the intention is not to staff the space, she did have a conversation with the Town's Veterans Service Agent for possible volunteers. She is investigating security cameras as well.

Mr. Amado, on behalf of the Board of Health, stated the Board did not have any issue with this proposed project. It was noted that currently the Transfer Station does not have WIFI access; it will be addressed shortly. Mr. Amado stated that once the building is cleaned and ready to reopen, he will need to inspect to understand what animals and how many can be held.

The Board suggested to consider using it as an overflow from Lakeville. Ms. Green would investigate what this would entail and how to minimize overhead expenditures. It also suggested adding Animal Control under the Police Department. Ms. Green will have a conversation with Chief Miksch.

***MOTION*** by Mr. Weeks, seconded by Ms. Rein to support including an article with a correlating budget related to Animal Control in the May 2024

Annual/Special Town meeting warrant. ***Voted 5 – 0***

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

#### **4. Recreation discussion**

Mr. Weeks drafted a proposed Recreation Committee, including memberships, mission and vision statement and directive. He believes this will provide some guidance for other interested parties to have a better understanding to come forward and volunteer.

He queried if there should be specific oversight/jurisdictions. He noted that while the High Street Park Committee is overseeing the creation of space use, the committee is often asked for who will be maintaining the space as well as what will be the programming available.

Mr. Milisi stated Camp Kiwanee would expect to work with the Recreation Committee to present activities to that board to discussion and approval.

To create this new committee, the Board noted it will need to be a warrant article. It also suggested calling it a commission; Mr. Stewart was amenable to that change. Mr. Milisi noted when the Board adds it as a warrant article there will need to be a budget attached as it will cost money to run any type of programming. He also noted in the current budget, the Camp Kiwanee Commission is still listed as the Recreation Commission. The Board requested Ms. Green to work with the Town Accountant to make the change.

The Board suggested to Mr. Stewart coordinating with other committees in Town, particularly the Cultural Council and the Senior Center, when ready to start programming.

***MOTION*** by Mr. Weeks, seconded by Ms. Rein, to create the Town of Hanson Recreation Commission, to include an article with a correlating budget in the May 2024 Annual/Special Town meeting warrant in accordance with the proposed Recreation Commission statement, with the additional oversight of the High Street Park activities. ***Voted 5 – 0***

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

## 5. Inspectional Services Taskforce discussion

Ms. Green shared how she has been meeting weekly with the Fire Chief, the Deputy Fire Chief, the Building Inspector and the Health Inspector to discuss code violations, primarily commercial, in Town. With departments working together, it is presenting a strong coordinated unit, as all know what is going on and have the same story when meeting with commercial owners. On behalf of this team, she is requesting a formalized title – Inspectional Services Taskforce – and approval from the Select Board. This would lead to creating mission and vision statements as well as a list of goals/tasks.

Mr. Amado spoke to the support each department provides each other, making a stronger presence in Town.

The Board noted, during its executive sessions, the team work and support is impressive and incredibly powerful for enforcement. It is the best of Town Hall working together.

This is not a committee; it is part of the day-to-day tasks. It is defined as an operational taskforce; it does not change the scope of the respective job descriptions. The Board fully supports this operation

***MOTION*** by Mr. Weeks, seconded by Ms. Rein, to create the Inspectional Services Taskforce, to include but not limited to Health Inspector, Fire Chief/Deputy Fire Chief or respective designees, Building Inspector and the Select Board respective designee. ***Voted 5 – 0***

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

## 6. Open Annual Town Meeting warrant

Ms. Green shared with the Select Board the draft memo to be forwarded to departments and committees/commissions/boards tomorrow. Warrant articles will be accepted up to Friday, February 9, 2024. The memo also included guidelines for this year's process.

Mr. Milisi informed the Board that the Capital Improvement committee will meet in February 26, 2024. It will be forwarding placeholders for its articles. He is also meeting with the Regional School Capital subcommittee to review its requirements and its annual requests.

***MOTION*** by Mr. Weeks, seconded by Ms. Rein, to open the May 2024 Annual/Special Town meeting warrant. ***Voted 5 – 0***

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

## 7. 2024 Annual Licensing: Class II Auto dealer – Upscale Autos

Ms. Green noted that Upscale Auto did not complete its application until December 29, 2023. The Board state this business has a history of having more autos on the property than the license states. It requested confirmation from the Building Inspector that he reviewed the property and gave approval.

She also requested to a future meeting to discuss the possibility of charging late fees for businesses that do not comply timely in the process.

Tabled to next meeting.

**8. Appoint Eric Kinsherf as Town Accountant**

Ms. Green stated in November 2023, the Town resigned Mr. Kinsherf as the Town Accountant. However, prior to that he was designated as Interim Town Accountant and never took it away. This is a formality to update his title to Town Accountant.

***MOTION*** by Mr. Weeks, seconded by Ms. Rein, to appoint Eric Kinsherf as the Town of Hanson Town Accountant, with a term of December 1, 2023 through November 30, 2024. ***Voted 5 – 0***

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

**9. Appoint Kerry Glass as Hanson Local Building Inspector**

Ms. Green noted that Mr. Glass was listed as Alternate Building Inspector and Mr. Stack was also listed as Alternate Building Inspector. The Town Clerk noticed this discrepancy. Ms. Green is asking for the Board to update the reappointments to correctly reflect what is happening in the Town of Hanson.

Mr. Stack, as Mr. Glass needs to update his certifications, is signing off on occupancy permits. Mr. Glass is licensed by the Division of Occupational Licensing, the Board of Building Regulations and Standards. He is a valid Building Inspector, through December 2024. He can perform all inspections and provide Mr. Stack with verbal compliance updates. He is working to updates his commissioner status as he was not successful during the last set of exams.

The Board would like to have Mr. Glass attend a meeting in the future to discuss his status and timeline with his certification process.

***MOTION*** by Mr. Weeks, seconded by Ms. Rein, to appoint Joseph Stack, Building Commission for the Town of Hanover, as the Town of Hanson Alternate Building Commissioner, and to appoint Kerry Glass as the Town of Hanson Local Building Inspector, retroactive July 1, 2023 through June 30, 2024, until Mr. Glass is able to update his credentials for certifications. ***Voted 5 – 0***

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

**10. Discuss Town Administrator review:**

Ms. Green discussed the timeline for her review. She intends to complete her self-review for the first week in January. She and Ms. McDowell would like to have the Select Board's completed forms by the last week in January. She suggested, once Ms. McDowell gathers and compiles all reports, to discuss during the February 20, 2024 Select Board meeting. Prior to this meeting, Ms. McDowell will schedule times for each Select Board member to meet with Ms. Green independently to discuss the review and any other issues related privately.

**IV                    ONE DAY LIQUOR LICENSES**

1. 01/05/24 – 5:00pm – 9:00pm – Michael Minicucci – Football Banquet
2. 01/14/24 – 1:00pm – 6:00pm – William Smith – Party
3. 01/20/24 – 4:00pm – 11:00pm – Matt McArthur – Birthday
4. 01/28/24 – 12:00pm – 5:00pm – Kaylee Standish – Baby Shower
5. 02/04/24 – 10:30am – 2:30pm – Alison Dillon – Polar Plunge After-party

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

**V                    COMMITTEE UPDATES**

1. Economic Development Committee

Ms. FitzGerald-Kemmett announced the committee will be doing a PSA with WHCA the week of January 16, 2024, sharing details of the committee and how it will support local businesses in the community.

2. High Street Park Committee

Mr. Weeks shared the committee has met with park developers to provide a vision for landscaping options.

3. Highway Committee

Ms. Green noted the Town Planner received a copy of the report. She has it on her desk but after a cursory review the report stated there is no reason the Highway department cannot stay where it currently is located. She will have Ms. McDowell coordinate with the Highway Director to schedule a meeting.

4. Maquan Property Reuse Committee

Ms. FitzGerald-Kemmett stated there is now a full committee. She will reach out to Ms. McDowell to schedule a meeting.

5. Recreation Committee

Discussed earlier.

6. Transfer Station Taskforce

Ms. Dias announced she is the new chair of the taskforce and is working to schedule a meeting.

7. Whitman Hanson Regional School Agreement Committee

Ms. FitzGerald-Kemmett and Ms. Green attended the meeting last evening. The Massachusetts Association of Regional Schools (MARS) was in attendance to answer questions. Transportation for students is remaining an outstanding issue to be addressed. Mr. Stanbrook will forward a spreadsheet offering options that should be beneficial to both Hanson and Whitman by the next meeting, which is scheduled for February 12, 2024.

8. Other Committee updates

**VI APPROVE OPEN SESSION MINUTES**

1. December 5, 2023
2. December 12, 2023
3. December 19, 2023

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

**VII TOWN ADMINISTRATOR REPORT**

- Ms. Green wished everyone a Happy New Year and is looking forward to a productive year.
- The annual licensing process is complete for this year. Using PermitEyes was a step forward in streamlining the process and improve as more businesses become acclimated.
- The electronic time and attendance program is scheduled to go live January 29, 2024. Harpers prepared YouTube training videos; the links will be forwarded to staff shortly.
- Hanson will be receiving \$180,680 from the Chapter 90 program under the Fair Share apportionment for roadway repairs and maintenance, based upon MassDOT's formula, which is based on local road mileage, population and employment. The Chapter 90 formula is based strictly on road mileage of the Town, which is about 60.5 miles.
- Ms. Green noted that during the December 18, 2023 storm, traffic signal lights outside of Town Hall (Liberty and Winter Streets intersection) were out. The Town Clerk suggested integrating those traffic signals into the Town Hall generator. Ms. Green is coordinating with the Highway Director and the Facilities Technical to make it happen.
- She is working with auditing firms to meet the needs required by the Town's insurance carriers.
- Speaking with the Plymouth County Commissioners regarding ARPA money she learned the Town still has about \$1,542,000 available. As these funds are project

specific, she reached out to the Fire Chief about using some of the funds for a new ambulance. She is scheduled to meet with the Commissioner on January 10, 2023 to further discuss the available funds and project criteria.

- The Municipal Aggregate program received conditional approval from the Department of Public Utilities. The Town has thirty days to file a compliance filing for final approval. She is meeting with Patrick Roche of Good Energy on January 16, 2023 to assist with finalizing the document.
- Lastly, she reminded all that Town Hall will be closed Monday, January 15 in observance of Martin Luther King day.

## **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*