



Tuesday, March 14, 2023

Hanson Select Board

Select Board's meeting room, Town Hall

Open Session

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

Members Absent:

Others Present: Lisa Green, Town Administrator; Lynn McDowell, Executive Assistant;
Melissa Pinnetti, Frank Milisi, Michael Dugan; Becky Malamut

I CALL TO ORDER

Ms. FitzGerald-Kemmett called the meeting to order and led the Pledge of Allegiance and a moment of silence for Michael E. Wojdag, former member of the Finance Committee

II PUBLIC ANNOUNCEMENTS AND UPCOMING MEETINGS

Ms. Rein read the public announcements and upcoming meetings.

III NEW BUSINESS

1. Building Inspector update

Ms. Green shared that the Building Inspector was unable due to prior commitment, but did forward an update for review.

- Station Landing, 999 Main Street, Steve Egan
The foundation for the first phase has been set and the septic system and underground plumbing will start this month. The adjacent house located at 965 Main, Scheduled for demolition next month.
- 1139 Main Street; Demo of existing structure. Formerly a package store, Brookside Realty LLC. The Demo permit was issued and the structure was razed on Thursday, March 2nd• As of this date no building permits have been applied for.
- 1064 Main Street; Convenience Store, a Signage permit was issued for the store. The Building Dept. is waiting on an engineering plan for the renovation work being proposed.
- 1101 Main Street, Ken Marsden. Winterizing structure to be used as a warehouse, Installing new windows and doors.
- 40B, Cushing Trail, Spring Street, The water Main is installed and the base coat for the road is laid. Building Permits of four duplexes have been issued but no construction has commenced. The septic system plan is having some revision done to it. Installation of that will start upon approval from the Board of Health.
- 280 Liberty Street, Condominiums LLC; Cleared land for condominiums. Renewing the expired Disposal Works Construction Permit.

- 14 Acorn Road, Rich's Removals; Debris/Junk in the front yard,. A Court Hearing was held on February 6th, 2023 at the Plymouth County Court House, The defendant was ordered to clean up his yard and was given thirty days to comply, which would end on March, 8th 2023. I have been by the property and have witnessed improvement to the property.
- 16 Liberty Street, Gregory Heap, 37 Orchard Ave; Storage of vehicles and improper stored bulk materials, 16 Liberty Street, Gregory Heap 37 Orchard Ave. Violation of Article 3-11, town of Hanson General By-Law. He was ticketed on November 11, 2022. The return receipt letter was returned as undeliverable. He has notified the Plymouth County Sheriff's Office and they will be receiving the documents to serve him this coming week.
- 61 Ransom Road, Steven & Amanda Burke; Location of an accessory structure in the front yard. He has notified The Plymouth County Sheriff's Office and they will be receiving the documents to serve them this coming week

She also updated the Board that he is participating in weekly licensing courses and taking exams as they go along. The Board thanked Ms. Green and Mr. Glass for this general update and would like a detailed update of his licensing at the next meeting.

2. North & South Rivers Watershed Association (NSRWA) presentation

Ms. Malamut is the Indian Head River Restoration Coordinator. One of the charges of the Steering Committee was to do education and outreach program surrounding the Indian Head River Restoration project. It is at the beginning stages of a feasibility project reviewing of Luddam's Ford Dam and State St./Cross St. Dam. She is visiting the towns affiliated – Hanson, Hanover, Pembroke – to share this presentation and receive feedback.

Of the over 3000 dams located in Massachusetts, forty-three are flood control dams and forty-four are licensed hydropower dams. Another 100 are for reservoirs, the remainder left no longer serve their purpose. Often, they become ponds that creates warm water and prevents spawning for fish.

Work was done to create more regulations surrounding fishing. The allowed fish to come back in the ocean but cannot travel through the rivers due to dams. Currently NSRWA has removed 20 dams on the South Shore over the past 20 years as well as restoring about 17 miles of river. Removing the above-mentioned dams would add an additional 1.5 miles.

The Select Board asked if she is aware of Burrage Pond Wildlife Management, which is part of the Taunton Watershed; she is not. It was once the largest cranberry bog in the country; it is now an open space. The Board suggested she may want to reach out to coordinate services.

Ms. Malamut shared plans moving forward include –

- Community event/walks at both sites so residents understand
- Connect with Select Boards, Conservation Commissions and Historical Commissions between the three towns and towns that have already gone through the process.

She would like to return in September to give update on feasibility study and present the findings. The Board would like state representatives included, with the possibility of providing additional grant funding. Ms. Malamut agreed; she goal is to be as transparent as possible with the NSRWA's findings.

3. Discussion Regional School District Agreement

Mr. Hickey updated the Select Board of the last discussions in which he and Ms. Green participate. He shared he again suggested using two thirds vote as it will keep it simple for voting for any non-costing situation. He noted it was a long conversation but the group is working to get things done correctly – focusing what is best for District, instead of Town alliances, to ensure all students from both towns get the education they deserve. He reiterated that the contract is over 30 years old; changes are needed as well as the language used.

The Board questioned whether the contract will be completed due to the departure of Mr. Howard. Mr. Hickey stated the contract will need to be presented to the school board, then on to the respective select boards, DESI, respective Town Meetings, and finally to the Commissioner of Schools. His best estimate for finalizing is 12 – 18 months away. He requested it be in the agreement that the select boards need to appoint a representative in September of the third year to review. The School committee would be responsible to inform respective town administrators. The Board agreed and suggested including this language in the contract.

Ms. Green spoke about transportation. As it is a large part of budgeting, it was discussed over several meetings, particularly mandated (based on specific mileage from the school) vs nonmandated (outside mileage there is no state reimbursement).

A Whitman resident proposed an all-mileage charge, which will not be financial advantageous to Hanson. Mr. Szymaniak gave a presentation with all students being bussed; the formula did not impact Hanson greatly financially but Ms. Green wants to take a closer look at the numbers. The previous agreements put the cost on both towns; there is no language distinguishing the type of student needing travel. There is still a great deal of work to be done.

For comparison Ms. Green noted that the Raynham/Bridgewater school system eliminated nonmandated bussing. She asked what are the impacts, if any, due to this. Mr. Szymaniak offered to reach out to get some data. The Board would like this will be a continued dialogue.

4. Discuss creation of a Task Force for the Transfer Station

Ms. Pinnetti, chair for the Board of Health, wanted to provide an update from the last time she spoke about the plan for the transfer station's budget. Going through the budget process she learned quite a bit and felt educated to provide an update.

The contracts previously in placed expired several years back and pricing for disposing of the recycling was not consistent. She and Mr. Amado met with Waste Management and requested a quote for the transfer station. She also requested a quote for town wide pickup. At the same time, she requested a quote from EL Harvey and Sons for the same. As the budget is very tight

and the expenses are primarily disposal, the Board of Health discussed what would be some options to help reduce the expense. The swap is working very well and it hopes it will eventually be more financial rewarding. It also suggested adding volunteers to manage the site. Ms. Pinnetti met with South Shore Recycling for any advice. Through her meeting with the Interim Town Accountant, she learned there is grant money available to make some improvements. She also met with the Town Administrator to review the 2014 article that established the Enterprise Fund.

It was an eye-opening experience reviewing the quotes for waste management. After some discussion the Board of Health decided to enter a one-year contract with EL Harvey. Ms. Pinnetti will forward the contract to Ms. Green for signoff. She also attached to the article is a chart demonstrating the increases from the previous contract to now. The Town was not previously charged for recycling, nor fuel charges.

At this time the Board of Health believes the transfer station to never be self-sustaining. Ms. Pinnetti met with Mr. Kinsharf and Mr. Dugan to discuss next steps. It was suggested to creating a task force to assist with transparency. It will be a study to collect data, view pros and cons then come back for a full discussion. Currently, more than half the Town does not use the transfer station, so some may be being charged twice. Mr. Dugan plans to present several options, but anticipates it would be a two-year project once it starts. The budget is projecting revenues that cannot support its expenses. He suggests looking at other options.

The Select Board is very pleased with the forward movement from Board of Health working transparently with other departments within Town Hall. It would like other options explored. And would like the focus to be on the staff working there and how to best serve them.

Questions –

- What is the fuel cost and can it be negotiated? Has the Health Inspector been assisting?
 - Ms. Pinnetti is making calls
- For home pickup, are there any figures
 - Ms. Pinnetti spoke with Waste Management; it provided \$1.5M annual cost, which is divided by 3800 homes. She noted this is an estimate at this point; she requested a more definitive breakdown. This is not taking into consideration the fuel cost surcharge.
- Regarding the Swap, the Board suggested speaking with Ms. Green about utilizing Town seniors volunteering there for a tax break. Ms. Pinnetti is drafting an email blast to share on the social media and the website to advertise.

Mr. Dugan met with Mr. Kinsharf to examine the expenses and how to reduce the variables. The six-month average appears to be about 55 tons of solid waste and 22 tons of recycling; averages to approximately 40% of town. Mr. Dugan stated having a task force to review and dissect the numbers will give a realistic vision and possible solutions. Ms. Pinnetti's plan is to have a task force presentation by the October Town meeting. The Board emphasized that the final decision needs to be affordable for everyone, otherwise curbside will continue to be too expensive.

Mr. Dugan asked how big should the task force be? Currently there are three participants. The Board suggested keeping it lean and focused. It also requested posting meetings and meeting minutes, to keep conversations and discussions transparent.

MOTION by Mr. Hickey, seconded by Ms. Rein, to support the creation of the task force for the Transfer Station study. *Voted 5 – 0*

5. Establish a new Recreation Committee

During last week's strategic planning session, it was noted the need for a Recreation Committee.

For the composition of this committee, Ms. McDowell shared a former policy and procedure manual. Mr. Milisi suggested not to use as it is being used for Camp Kiwanee. He will forward that updated copy for the Select Board's records.

The Board would like to establish the Committee, be responsible for town wide activities, then have it come to the Board with programs. It also suggested compare other towns to create Hanson Recreation Committee's mission statement. Ms. Green will look at the surrounding towns for implementation and operation.

6. Discuss adding employee attendance to paystubs

Ms. Green updated the Board that, going forward, the Treasurer/Collector's office will have employee attendance tracking added to paystubs by the payroll company, at no additional expense. This will include vacation, sick and personal days, updating a time is accrued, which is updated on the employee anniversary date. The Assistant Treasurer will forward all current contracts and employees' start dates for the payroll company to populate; she is also responsible for ensuring all information is added correctly and will review reports for any errors. Ms. Green is drafting a policy covering any errors by payroll, and time off cannot supersede employee contracts. It will be updated prior to rollout for all employees to read, review, understand and sign off. The Board would like the department heads to receive reporting to review and sign off for accuracy. The payroll company has offered to provide training.

Ms. Green spoke with the Treasurer/Collector and the Assistant Treasurer for process implementation. They all agreed it would be best to do on a staggering basis to ensure accuracy as the Assistant Treasurer learns the process. The Highway Department and Administrative Union Professionals will be added first. Fire and Police Departments will follow. Department Heads will then be updated.

In addition, Ms. Green and Mr. Moberg met with a company regarding time and attendance software. It will be similar to the current paper forms but will calculate electronically, with a link for both the respective department head and the Town Administrator to approve. The employee will then receive an email confirming approval of time. Ms. Green believed the ongoing maintenance to be minimal. Mr. Moberg will be receiving the proposal, which will include training and support as well as the monthly cost, shortly. This will also create a color-

coded time-off calendar of who is off, which day(s) and why; no longer needing a manual calendar.

MOTION by Mr. Hickey, seconded by Mr. Weeks, to include employee vacation, personal, and sick time to employee paystubs. **Voted 5 – 0**

7. Discuss Select Board Town Meeting Warrant Articles

The Warrant needs to be closed during the March 21, 2023 Select Board meeting to ensure the constables will receive delivery by April 11, 2023.

The Board would like to close the Warrant for the next meeting. There is some cleanup to be done beforehand. Comments by the Select Board during its initial review:

- Articles 8 and 13 appear to be duplicates. The Planning Board is meeting on Friday to review and update the language. The revised article will be submitted by Monday, March 20, 2023. The Board suggested deleting article 13.
- Articles 18 and 20 also seem to be duplicates. It suggested deleting article 20.
- The Capital Improvement article will be submitted tomorrow afternoon. The Board noted that anything not supported will be struck.
- Article 25 needs to be deleted.
- Article 26 needs a completed explanation.
- Ms. Green is completing the draft article related to updating the Town's policies and procedures.

The Board stated the Warrant was to be closed two weeks ago. No more articles will be accepted.

a. Board of Health Articles

Ms. Pinnetti updated the Board regarding the plan to dissolve the Hanson Transfer Station Enterprise Fund. The Transfer Station will not be self-sustaining as expenses run twice as high as the revenue generated.

She is working with the Interim Town Accountant to provide a more detailed overlay of revenue vs expenses as a handout for Town Meeting.

Mr. Dugan stated it to be an internal accounting classification. It will not change to how the transfer station provides its services, but provides flexibility for reporting. By moving to a Town department, revenue and shortfalls will be resolved with line-item transfers instead of annual supplemental requests at Town Meeting.

For the second article, she requested keeping as a placeholder as she and Mr. Dugan are still determining if there is a deficit. It is highly likely will not need to ask, but not yet confirmed; she prefers a pass at Town meeting.

8. Discuss rejection of the ARPA application for the Library/Senior Center HVAC replacement

Ms. Green shared that the amount for the HVAC system is beneath the threshold for advanced approval. Instead, Ms. Green needed an updated quote, have the HVAC system installed, and then submit for reimbursement to Plymouth County. There is still no guarantee it will still be approved for ARPA funding. Ms. Green is working with Capital Strategic Solutions are drafting the language to for the best optics. She noted there is the option of using other ARPA money from the Treasury money instead, if needed. It was approved during October 2022 Town Meeting for the use of ARPA fund for general services.

MOTION by Ms. Rein, seconded by Mr. Hickey, to use ARPA funds distributed to the Town of Hanson through the Treasury portal, that is currently in the Town's possession, that can be used for any general government services. **Voted 5 – 0**

9. Request - Holy Apostles Parish reserving Town Hall Green for Saturday, October 14, 2023 for its annual public prayer

MOTION by Mr. Hickey, seconded by Mr. Weeks, to allow the Holy Apostles Parish to reserve the Town Hall Green for Saturday, October 14, 2023 for its annual public prayer. **Voted 5 – 0**

10. Accept donations to the Senior Center.
 - a. James and Kathleen Twoney \$50
 - b. Henry and Susan Mosca \$50

MOTION by Mr. Hickey seconded by Mr. Weeks, to accept the donations to the Senior Center. **Voted 5 – 0**

11. Accept Brian O'Neill's resignation as Public Library Custodian

MOTION by Mr. Hickey, seconded by Ms. Rein, to accept Mr. O'Neill's resignation from as the Public Library Custodian, with regret. **Voted 5 – 0**

12. Accept Malcolm Hession's resignation as Senior Center Custodian

MOTION by Mr. Hickey, seconded by Ms. Rein, to accept Mr. Hession's resignation as the Senior Center Custodian, with regret. **Voted 5 – 0**

13. Accept Antonio Santalucia's resignation from Parks and Fields

Mr. Santalucia is tendering is his resignation as he will be an interim member of the Finance Committee.

MOTION by Mr. Hickey, seconded by Mr. Weeks, to accept Mr. Santalucia's resignation from Parks and Fields Commission, temporary regret. **Voted 5 – 0**

IV

APPOINTMENTS

1. Appoint Frank Milisi as a member of the Cable and Internet Committee

MOTION by Mr. Weeks, seconded by Mr. Hickey, to accept Mr. Milisi as a member of the Cable and Internet Committee, for a period to expire on June 30, 2023. **Voted 5 – 0**

2. Appoint Carlos Caldas as a member of the Cable and Internet Committee

MOTION by Mr. Weeks, seconded by Mr. Hickey, to accept Mr. Caldas as a member of the Cable and Internet Committee, for a period to expire on June 30, 2023. **Voted 5 – 0**

3. Appoint Richard Bekerian as a full-time police officer in the Town of Hanson

MOTION by Mr. Hickey, seconded by Mr. Weeks, to appoint Mr. Bekerian as a fulltime police officer for the Town of Hanson, effective March 20, 2023. **Voted 5 – 0**

V

COMMITTEE UPDATES

VI

ONE DAY LIQUOR LICENSES

1. 03/17/2023 – 6:00pm – 11:00pm – Christopher Kelly – Anniversary Party
2. 03/25/2023 – 11:00am – 4:00pm – Nicole Boudreau – Birthday Party
3. 03/25/2023 – 6:00pm – 11:00pm – Michele Moore – Birthday Party
4. 04/08/2023 – 7:00pm – 11:00pm – Conor Keane – High School Reunion
5. 04/23/2023 – 1:00pm – 7:00pm – Lance Marple – Birthday Party
6. 04/28/2023 – 6:00pm – 11:00pm – Andrea Clifford – Fundraiser
7. 06/09/2023 – 6:00pm – 11:00pm – Celia Gonzalez – Birthday Party
8. 06/10/2023 – 2:00pm – 7:00pm – Paul Healey – Fundraiser
9. 03/18/2023 – 5:00pm – 10:00pm – Barbara Arena – Fundraiser

MOTION by Mr. Hickey, seconded by Ms. Rein, to approve the one-day liquor licenses as printed on the agenda. **Voted 4 – 0; 1 abstain**

VII

APPROVE OPEN SESSION MINUTES

1. February 21, 2023
2. March 7, 2023

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

VIII **TOWN ADMINISTRATOR REPORT**

- The pre-demolition asbestos survey for the Maquan is finished. Ms. Green received the report on March 6, and can now create the schedule for advertising for bids.
- For the budget update, Mr. Kinsharf is close to finishing. There is a shortfall is \$1.38M; a portion is directly related to the Transfer Station. He is based numbers upon the governor’s FY24 budget.
- There was a discussion to use ARPA funds to supplement the Veterans Services Officer position, starting July 1. She and Mr. White completed a first round of interviews and are scheduling the next round for next week.
- For the Assessment, She forwarded to the Superintendent numbers that the Town can work with, within the range of 3-4%. The School Committee will be addressing tomorrow evening at its’ meeting. Mr. Kinsharf will make revisions based on the outcome.
- Ms. McDowell scheduled a second set of interviews for Planning Board Administrative Assistant for this coming Thursday. If all goes well, should be able to make a decision soon.
- The Town receive correspondence related to Chapter 90 funds, totaling \$319,979, for highway repair and maintenance. It is an increased over last year.
- The Administrative staff was provided a refresher training for completing meeting minutes. Ms. Green shared that it went very well. Ms. Feodoroff led the training, answering many questions and updating new staff what is to be included in minutes as required by Open Meeting law.
- Ms. Green is focusing on several personnel and legal matters as well as public records requests.
- She and Mr. Moberg completed the renewal application for cyber coverage insurance. There are new requirements and training necessary to Town employees to complete to maintain the current level of insurance. Mr. Moberg will forward email that this training must be completed for all employees. He will receive reports stating who has and has not completed the training. For those who do not comply he can disable those accounts. He would like to speak with both chiefs prior to enacting. Ms. Green is drafting a new policy that will require sign off by employees that it was read and understood.
- Coordinated with WHRS transportation for a student who needed to be move out of current home situation to continue at Norfolk Agricultural. WHRS is working to see if any reimbursement for the town.
- Thank you to staff for doing a terrific job every day.

IX

ADJOURNMENT

MOTION by Mr. Weeks, seconded by Mr. Hickey, to adjourn to Wage and Personnel ***Voted 5 – 0***

Respectfully submitted,

Lynn McDowell