



Tuesday, November 7, 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; Emily Sprague, Administrative Assistant; Eric Kinsherb, Interim Town Accountant; Lisa Clark; Frank Milisi, Camp Kiwanee Commission; Frank Schellenger, Conservation Department; Gilbert Amado, Board of Health; Steve Moberg, Information Technology

**I            CALL TO ORDER**

Ms. FitzGerald-Kemmett called the meeting to order.

**II            PUBLIC ANNOUNCEMENTS AND UPCOMING MEETINGS**

Mr. Weeks read the public announcements and upcoming meetings.

**III          NEW BUSINESS**

**1. Interim Town Accountant Contract Discussion**

Ms. Green informed the Select Board that Mr. Kinsherb's contract with the Town is expired. She met with him to discuss staying on for another year and he agreed. She will update the contract, as there will be no difference in salary and work hours, other than his title will change to Town Accountant. At the Board's request, Ms. Green will have Town Counsel review the contract prior to signing.

***MOTION*** by Mr. Weeks, seconded by Ms. Rein to allow Ms. Green to enter into negotiations with Mr. Kinsherb as a permanent Town Accountant. ***Voted 5 – 0***

**2. Appoint Lisa Clark as Treasurer/Collector**

Ms. Green introduced Ms. Clark to the Select Board. She shared some of Ms. Clark's background and what led her to apply for the position. Mr. Kinsherb and Ms. Sullivan were part of the interview team. All were impressed with her knowledge and believed her to be a good fit within the Town. Ms. Clark has her certifications as both a treasurer and a collector. She is an executive board member of the Massachusetts Collectors and Treasurers Association

Ms. Clark worked previously with Mr. Kinsherb for the Town of Sharon. She expressed her excitement to work with him and in a small town. She worked in a similar role for over 25 years, thus very comfortable taking on this opportunity. The Board noted it is looking for stability within the role and the department. Ms. Clark shared her plan to make this role her own. She

shared she was searching for the right role to succeed and believed Hanson to steady with a great team to support her.

The Board questioned her experience in accepting payments and what she would suggest for modernizing the process. She noted Mr. Kinsherp approved of the current system and suggested she hold off making changes until she had a better understanding of all processes. For accepting payments, she noted Unipay is updating its system to accept Paypal and Venmo, making it easier for payment processing. She also noted she likes the opportunity of using inserts in excise tax billing, as it has a broader reach.

Ms. Clark's anticipated start date is December 18, 2023, overlapping with Ms. Sullivan to allow for training. She understands the overall process but is excited to have direct interaction with Ms. Sullivan to better understand the nuances of the position.

Ms. Green noted that the Town cannot have two Treasurer/Collectors. For the time period of December 18 – 29, Ms. Clark will be the Interim Treasurer/Collector. On January 2, 2024, Ms. Clark will be the fulltime Treasure/Collector. Ms. Green is drafting the contract to cover all this; it will be similar to Chief O'Brien's contract. Once it has been reviewed by Town Counsel, Ms. Green will present to the Select Board.

***MOTION*** by Mr. Weeks, seconded by Ms. Rein, to allow Ms. Green to create and present to the Select Board a contract with Lisa Clark, with review by Town Counsel, to be appointed Interim Town of Hanson Treasurer-Collector, contingent upon successfully passing a medical exam and a background check, with an effective start date of December 18, 2023. ***Voted 5 – 0***

### **3. Appoint Joyce Cameron to the Maquan School Reuse Committee**

Ms. Green has not had the opportunity to speak with her, but will reach by next meeting.

### **4. Camp Kiwanee Update**

Mr. Milisi presented a FY23 overview for the Select Board, acknowledging the camp is in a better fiscal position than last year. He noted the objectives and mission have not changed under the Camp Kiwanee Commission. However, it is still listed as the Recreation Commission as the commission has not yet updated and approved its policies and procedures.

Comparing revenue, FY23 tripled over FY22, and doubled the projected revenue for the year. Salaries and operating expenses moderately increased. Projected FY24 revenue is \$430,000, with expected expenses to be about \$150,800. Mr. Milisi explained the commission voted to increase the rates for both camping and weddings for FY24. Previously wedding parties that also camped was included as wedding revenue. Now, it will be separated out regardless, to provide a better understanding of how much of the campgrounds are in use the entire season as well as the revenue generated. He also noted weddings may decrease in FY24 as many from the past few years were due to rescheduled covid dates.

The Camp Kiwanee Commission proposed and agreed to update all its fees for FY24. All fees will be voted upon at the next meeting, scheduled for December. Then it will be forwarded to the Select Board for its review and approval, along with the updated policies and procedures.

By doing work with Town organizations, more Town residents know of the space and see the improvements that occurred, it is an appealing place to book. And, as a wedding venue, it is very affordable. There have also been conversations to market the camp for corporate retreats/planning/parties. Mr. Milisi met with the team at the camp to create an informational mailing to local businesses, suggesting it as a holiday party venue. Town of Hanson residents would receive a 25% discount; veterans would receive 10%. And it could be stacked, providing a 35% total discount. To date, December dates are booking well, as are dates well into next year.

The Select Board suggested Ms. Green reach out to Metro Chamber of Commerce to include Camp Kiwanee on its listing of rentable venues.

Some of the completed projects for the year include new mattresses for the camp; new electric cabin, landscaping on the front of the lodge and the cove, successful Cranberry Cove beach season and boathouse roof repair. There are a few more projects scheduled for next year, including repair of the inside of the boathouse and new picnic tables for the cove.

Mr. Milisi thanked all who helped made a very productive year, including the Select Board, Community Preservation, Conservation Commission, Ed Sheehan Landscaping, Representative Cutler, Senator Brady, and the Camp Kiwanee Staff and Commission.

## **5. Fireworks Site Discussion**

Ms. Green updated that a community forum for the towns of Hanson, Hanover and Pembroke is being scheduled in Hanover. However, the Environmental Protection Agency has conflicts and requested moving to January 2024. And as the Town of Hanover insisted on hosting, she requested a second night to be hosted by the Town of Hanson, inviting the Towns of Hanover and Pembroke as well as some of the surrounding communities that have not been generally invited to the discussions.

The Select Board questioned if it would be possible to have documented support from the DEP in providing the Town of Hanson would like a more prominent voice and place a signature to it. It also suggested Ms. Green to draft correspondence to the governor's office. Lastly, Ms. FitzGerald-Kemmett offered to reach out to the chair of the Town Hanover's Select Board for a collaborative conversation.

## **6. Surplus phones with IT Department**

Mr. Moberg shared all Town Hall, Library and Senior Center desk phones have been updated to the new phone system. Next step is to update the remainder for all Town employees. As there will no longer be a need for the old phones, he requested to have them marked as surplus.

**MOTION** by Mr. Weeks, seconded by Ms. Rein, to declare the 26 Town Hall and 6 Library landline telephones and two cordless phones from the IT department as surplus items to be sold through an auction. ***Voted 5 – 0***

**7. Secure Alarm proposal discussion**

Mr. Moberg noted, as he received the Secure Alarm quote earlier today, he would like some additional time to review it. He does have another quote from the vendor he is using for the camera system in Town Hall. He would like to reach out to his contact for additional detail to prepare a better analysis.

Tabled to next meeting.

**8. FY25 Budget discussion**

Ms. Green shared the draft memo that will be forwarded to departments, stating budgeting season is open. Budgets will be due December 1, 2023. At this time, the request is to level fund their departments. During her department head meeting, Ms. Green provided a free cash balance and asked it to be used lightly in requests. She also reached out to the Superintendent for a meeting. While he has received his enrollment numbers, they are not yet certified. He expects that to happen by November 10, 2023.

Mr. Kinshurf shared he expects this year's budget cycle to be similar to last year. He has met with Mr. Madden a few times to review numbers. ARPA funding will not be available for use as last year, unless reallocating from unspent projects.

He reviewed all articles for any funds still available. He noted there are \$84,000 in school articles that can be reappropriated as well as \$265,000 in the sale of land account that can be appropriated for a project needing borrowing.

Deadlines for May Town meeting are included in the Select Board calendar. Ms. Green reminded the Board there are union contracts to be negotiated as well, and will need to keep that in mind for budgeting.

**9. Review proposed 2024 Select Board calendar**

Ms. Green presented the draft meeting calendar for 2024. Additions included strategic planning sessions and Wage and Personnel meetings. The March strategic meeting can be added to a regularly meeting.

Warrant articles date need to be changed from March 8 to February 8. The Board suggested checking with the Town Clerk's office for any dates that may be on that calendar. Ms. Green will circulate to department heads for additional feedback.

**10. Review proposed 2024 Private Way Plow list**

Ms. Green noted the Highway Department reviews each year for the emergency services. Some of the roads usually on the list have been removed as they are now public.

Ms. Green will confirm Pine Grove Avenue to be confirmed. Mr. Heal noted the private way signage is missing from the same avenue. Ms. Green will inform Mr. Shave.

**MOTION** by Mr. Weeks, seconded by Ms. Rein to approved the private way plow list as presented. ***Voted 5 – 0***

**IV                    OLD BUSINESS**

**1. Strategic Planning recap**

The focus topics were communication – internal and external – and Town owned properties to optimize for resale. The meeting went very well, with good feedback as well as moving forward on topics each time the group meets. Ms. Green noted there is still a good amount of work to do but overall, going in a very good direction.

The Board noted there was a suggestion to have department heads give monthly updates to the Whitman-Hanson Express. Ms. Green offered using a portion of the Town Hall newsletter that is spotlighting a department or manager and share with the newspaper, as it is already written. .

For the Town owned properties, Ms. Green mentioned there are several thoughts about what to do, including development or grants for planning and site readiness. As the permitting and zoning is already approved, the Town will benefit with a higher sale price and additional revenue based on the taxes.

The Board would also like to review tax taking. Ms. Green mentioned that it has been slow due to a current court case related to the distribution of proceeds through auction. Currently when a town sells a property at auction, it generally keeps all the proceeds. The court is reviewing whether it is legal or not, as towns may only be able to keep what was owed in taxes with the remainder being returned to the original property owner. Ms. Green is following the case and will update the Board when she hears new details.

**V                    COMMITTEE UPDATES**

**1. Economic Development Committee**

A meeting is scheduled for later this week.

**2. High Street Park Committee**

Mr. Weeks reported there was an information session with park strategists from Plymouth, providing some tips on how to develop a park.

There was a site walk-through two weeks ago to address abutters questions. The open house is scheduled for November 18, 2023.

3. Highway Committee

No updates. Mr. Shave does not yet have the report back but expects it early December. A meeting will be scheduled then.

4. Maquan Property Reuse Committee

There are still openings for those who wish to voice an opinion on what is next to come for the property. There are several posts on Facebook following the demolition process, which is close to completion. Ms. Green reviewed the property with Mr. Glass. They were impressed with the work SMI is doing to keep the materials organized and clean. She expects all to be down within the month.

5. Recreation Committee

Mr. Weeks suggested providing a specific definition instead of an open guideline. He also noted it might be a good fit to link the committee to the High Street Park Committee, as that committee needs a committee to provide oversight and maintenance. He would like to add to the next Select Board agenda.

6. Transfer Station Taskforce

The committee is working to coordinate schedule for a tentative meeting in December.

7. Other Committee updates

The Regional Agreement Committee has been rescheduled for November 20, 2023. Ms. FitzGerald-Kemmett will represent the Board and report back.

**VI                    APPROVE OPEN SESSION MINUTES**

1. October 10, 2023
2. October 17, 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**

- The October newsletter was released on October 25 and is available on the Town website and social medial platforms. The November one is in development.

- The Green Communities Grant application was submitted for Town Hall heat pump system for two options:
  - new heating and cooling system and
  - a reimbursement of \$5000 toward the purchase price of each hybrid police cruisers.
- The Harpers program is closed to being finalize; it should be active in a few weeks.
- As Mr. Weeks mentioned, Ms. Green attended the High Street Park Committee meeting at the Plymouth County Hospital site to disclose the areas for the parking lots as staked out by the surveyors and answer abutter questions.
- She reminded all residents walking with their dogs at the Burrage, Smitty's Bog or anywhere else in the Town, that their dogs must always be on leashes to be in compliance with the Town Canine Control Bylaw. While the Animal Control Officer works on an on-call basis, if there is a concern with an animal, please contact the Hanson Police. The call will be forwarded to the Animal Control Officer.
- She received and started reviewing the first draft of the Hanson Personnel Policies. Once she completes her review, she will forward to Town Counsel for review.
- The Collins Center provided a draft report of the Classification and Compensation study report. She met with the Town Accountant to review the data. Mr. Kinsherf had concerns related to salaries ranges. The Collins Center will update and forward a second draft for review. It will then be forwarded to Department Heads, Wage and Personnel Board and Select Board.
- The budget memo will be emailed to Town Departments on November 8, 2023 with a due date of December 1, 2023 for draft budgets. She is coordinating schedules with the Superintendent to begin initial talks on assessment forecasts for FY25.
- She met with the Town's MIIA representative to review the Town's insurance policies. This included Town properties, the vehicle fleet and special property coverage that helps with budgeting insurance costs for the next fiscal year. While she expects a 10–15% increase in premiums, overall costs are still less than what the Town was paying when she started two years ago. The Board suggested she do some comparisons. Ms. Green noted MIIA specializes in municipalities, including focused benefits; it might be challenging to match.
- The Town received a Brownfields grant from the Old Colony Planning Council through the Environmental Protection Agency. Hanson has three properties being reviewed for the grant. Ms. Green was invited serve on the Grant Steering Committee, which oversees the grant administrative process. Also, Old Colony Planning Council invited her to be a member of the Comprehensive Economic Development Strategy Committee (CEDS). Its mission is to provide advice to the Council on economic development issues and serves as an idea and information exchange for agencies, firms and officials concerned with economic development.
  - The Select Board was pleased on her behalf but would like concrete addressing of needs. It noted Mr. DeFrias has repeatedly reached to little response back. Ms. Green will use her seat to speak for Hanson.

- She attended the Women Leading Government meeting; the guest speaker was Carrie Stack of the Say Yes Institute, which focuses on skills/tools building emotional intelligence, building a culture of support and balancing empathy with self-care. Also, she attended the MMMA bootcamp focusing on Municipal Management, multi-generational dynamics on the workplace. Both were very good workshops.
- Mr. Madden is close to completing his report and will present in December.
- She is following up with Mr. Abrams to complete the forensic audit. He has requested additional documentation from the schools.
- Ms. Green reviewed the draft annual review forms and will share with the department heads during her next meeting for their feedback. She will then present during the next Wage and Personnel meeting.
- Lastly, she will be on vacation the end of November and won't have limited email access.
- The Select Board addressed why it is not noting the votes occurring during executive session in open session. At this time, the Board is not taking votes in executive session except for approving minutes from the prior executive session. Discussions are related to litigation updates that are not requiring the Board to vote that needs to be disclosed in open session.

## 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*