

Town of Hanson
542 Liberty Street, Hanson, MA 02341

Community Preservation Committee (“CPC”)
Select Board’s Meeting Room, Town Hall
Minutes for July 12, 2023

Call to Order/Roll Call

Chairperson John Kemmett called the meeting to order at 7:03 PM.

[The meeting is being audio recorded.]

Members Present: John Kemmett, Chairperson and Planning Board
Diane Cohen, Vice-Chairperson and Member-At-Large
Karen Howes-Duclos, Member-At-Large
Teresa Santalucia, Housing Authority
Phil Clemons, Conservation Commission

Members Absent: Tom Hickey, Member-At-Large
Adam Valachovic, Parks & Fields Commission
Allan Clemons, Historical Commission

Others Present: Lisa Green, Hanson Town Administrator

Documents
referenced: Draft Apr. 12, 2023 CPC Meeting Minutes
Financial report & reserve balances as of July 11, 2023 from Accounting Dept.
Invoices from Conservation
Binder list

[John adjusted the meeting agenda for guest, Lisa Green.]

Chairman’s Update

UPDATING COALITION DATABASE

As Karen had previously volunteered to take over the Coalition database updating [CP-3] after Patty’s departure, John handed off documentation to her from a recent email. Shirley said that she will forward the full email to Karen.

New Business

COMMITTEE REORGANIZATION

MOTION by Teresa, seconded by Karen, to nominate John Kemmett as CPC Chairperson and Diane Cohen as Vice Chairperson. Voted 5-0-0.

DISCUSSION WITH TOWN ADMINISTRATOR, LISA GREEN

John had invited Town Administrator, Lisa Green, for a discussion to clarify the process when invoices are presented to the CPC for payment approval. He commented, in part, that invoices submitted should have the warrant article referenced. Phil remarked that a procedure does exist for this process, but it is not sufficiently

Town of Hanson
542 Liberty Street, Hanson, MA 02341

documented for all parties. Members agreed that a procedure should be in place as a guide to follow after an article is approved.

Teresa described a situation where a vendor, who has agreed to do work related to an approved CPC project, requires a deposit in order to begin the work. Teresa asked how that deposit payment is to be made. Ms. Green stated that normally municipalities do not make deposits and that fact is stated upfront before a vendor is hired. She said that permission would have to be granted by the Town Accountant to pay the deposit. Teresa said that she will speak to the Town Accountant about it.

Phil described the procedural difficulties in purchasing supplies for ongoing CPC projects when those purchases oftentimes involved multiple buyers, multiple vendors and the monies to pay for those supplies may not yet be forthcoming, as in the case of grants.

Concerning paying vendors, Ms. Green noted that the town is not in favor of using credit cards because of the procedures that have to be followed. She said that a few departments have cards, but are used in emergency situations only. Ms. Green added that the town does have accounts with some area businesses, which makes purchases easier.

In response to question, Ms. Green explained that for every receipt that is submitted for reimbursement, a warrant must be completed and submitted to the accountant's office. She added that there has to be a completed W-9 form from each vendor who performs a service and the vendor must be presented with the Town's tax-exempt certificate. Ms. Green said that Gina in the accountant's office can be emailed to find out if a vendor W-9 is already on file.

Pertaining to CPC project invoices submitted to the CPC for payment approval, John stated that his expectation was that all invoices would be submitted for a project after the project was complete. He noted that multiple invoices have been submitted in recent weeks and said a more streamlined, simplified process is needed.

There was additional conversation about varying levels of project complexity affecting how project purchases are made. And there was more discussion on the correct procedure when invoices are submitted to the CPC for payment approval. It was suggested that Stuart Saginor be contacted for guidance on how other municipalities process approvals.

After Committee members expressed suggestions about documenting payment procedures, Ms. Green asked that questions and suggestions on this matter be emailed to her and that she will forward them to Eric Kinsherf.

Ms. Green clarified to Diane from earlier discussion that a "validated" warrant is one that has gone through all the proper processes for an invoice to be paid. She emphasized that the approval by the CPC of an invoice occurs prior to the issuance of the warrant.

There was discussion that better payment itemizations, with instructions, should appear on the CPC application that would correspond with the invoices that are later submitted to the CPC.

John asked that this topic be placed on the next agenda to work out the details discussed this evening in order to achieve policies and procedures for paying invoices.

Teresa asked Ms. Green if she can find out if the Town Accountant has any best practices in place for Hanson that can be shared. And Ms. Green said she will reach out to the Coalition in terms of other towns.

Town of Hanson
542 Liberty Street, Hanson, MA 02341

Diane reiterated the need for procedures in writing, guidance for employees who need to make a town purchase with a credit card and feedback from Stuart Saginor regarding the procedures of other towns.

Old Business

UPDATE ON HANSON GROUP HOME (FOR FALL 2023 TOWN MEETING)

[It is noted that Teresa is recused from discussion of the Hanson Group Home project.]

John reviewed that the Committee had previously voted to accept the Hanson Group Home project that was proposed to them and that there will be a warrant article to meet the August 6 deadline for the October town meeting.

There was some discussion about whom from the Committee would advocate for the article at town meeting. It was noted by Phil that it would be the decision of the Town Moderator whether to allow the applicant, a non-resident, to speak on its behalf. Phil expressed that whomever from the Committee presents the article, the individual would likely read the applicant's rationale for requesting the funding, which was presented on their CPC application.

Points previously made concerning the project, which had contributed to Committee members' votes both for and against it, were expressed. There was also some general discussion about housing projects in Hanson going forward and the types that would be in the best interest of the town.

Minutes

MOTION by Phil, seconded by Teresa, to approve the minutes of the April 12, 2023 meeting. Voted 4-0-1.

Chairperson's Update (continued)

INVOICES

John stated that he has signed the Conservation invoices before him. Shirley said that she will place those invoices in Conservation's mail slot.

Old Business (continued)

BINDER DISCUSSION

Shirley presented to members a list of the pages that she intends to place in the binders, which would amount to a large amount of copying for ten binders. There were remarks from members noting ways to reduce the number of pages to copy.

MOTION by Phil, seconded by Diane, to grant permission for Shirley to pay for binder copies to be made, not to exceed \$300. Voted 5-0-0.

Next Meeting

John said there will be no August meeting. The next meeting will be held on September 13, 2023.

Adjournment

Town of Hanson
542 Liberty Street, Hanson, MA 02341

MOTION by Diane, seconded by Phil, to adjourn the meeting. Voted 5-0-0.

The meeting was adjourned at 8:40 PM.

Respectfully submitted,

Shirley Schindler, Clerk
Community Preservation Committee