



Tuesday, January 24, 2023  
**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:** Lynn McDowell, Executive Assistant  
**Others Present:** Lisa Green, Town Administrator, Joseph Kenney, Animal Control Officer; David Leighton; Philip Clemons, Conservation Commission; Eric Kinsherf, Interim Town Accountant

**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            DOG HEARING – Dog complaint of Charles Williams, 115 Leon Court on dogs owned by David Leighton of 73 Leon Court**

**MOTION** by Mr. Hickey, seconded by Mr. Weeks, to open the hearing regarding the dog complaint by Mr. Williams regarding Mr. Leighton's dogs. ***Voted 5-0***

Ms. Green stated the Town received a complaint regarding Mr. Leighton's dog Jhett, as it has been recorded out of its yard twice. The first was December 28, 2022; the second was on January 11, 2023. Mr. Williams requested the hearing, as the dog was in his yard each time. This is regarding a different dog owned by the Mr. Leighton. The previous hearing was regarding his dog Scout.

Ms. Green shared the law regarding a nuisance dog and conditions to fine as either nuisance or dangerous. She then shared the two videos forwarded by Mr. Williams of the dog wandering in his yard but not being aggressive, which would constitute dangerous. As for nuisance, cannot be deemed so if it is being reactive.

Mr. Kenney shared with the Board that the dog was not aggressive with him, nor has he received any reports of it being aggressive with others, but it has been out in the street. He fined Mr. Leighton for the second complaint of the dog being off leash. Mr. Leighton has paid the fine.

During the first complaint, it seems to be related to construction at the home. Mr. Kenney was not certain if the second complaint is related to that as well.

Mr. Leighton stated he felt his children were not being responsible when taking both dogs out for bathroom needs. He does have the fence. A part broke off during a recent storm, and it has been repaired. The Board shared that Mr. Williams is afraid his young children may be attacked. He understands that Mr. Williams will call each time, so he is working with his family to prevent this from happening again in the future. He has removed a swing door as well. Mr. Kenney confirmed the updates and repairs. Going forward, Mr. Leighton will be the primary caretaker when either dog is out of the yard.

The Board appreciates Mr. Leighton following the process to keep Scout safe. It hopes he does the safe for Jhett, especially with fines increasing each time. Mr. Weeks questioned when will it be elevated to outside the Board's control. Mr. Kenney shared that there are laws, once deemed either nuisance or dangerous, that will change the fining amounts. But it will stay within the Board's domain. And Mr. Kenney will continue fine. The Board would like Mr. Leighton to make a firm commitment to the Board that he will do everything possible to ensure both dogs will be secured, and work with Mr. Kenney for the best options to keep everyone in the neighborhood safe.

Going forward, Mr. Leighton will keep his property secured, Scout will be tethered in the yard and Jhett will stay in the yard. He spoke with his neighbor and understands that the shortcut is now blocked.

#### **IV                    NEW BUSINESS**

##### **1. Discuss draft Fraud RISK Policy**

Ms. Green shared the draft administrative policy; it was created due to recommendations of the auditors last year. It has been reviewed by the Treasurer/Collector; the Interim Town Accountant has not yet reviewed it. The Board would like him to review for additional input and comments prior to accepting.

Tabled for next meeting.

##### **2. Budget Presentation and Town Accountant Update**

###### **a. Discussion to share fulltime Accountant with the Town of Whitman**

Ms. Green and Mr. Kinsharf shared the 2024 Revenue forecast and preliminary budget numbers. State budget will be out March 1, 2023; the school department shared its budget.

Mr. Kinsharf the anticipated real estate taxes as well as local receipts. He will confirm real estate numbers with the Town Assessor. As the Town is now receiving meals tax income, he had that estimate to the budget, providing an additional \$4000 in revenue monthly. Local aid is based on last year's number, and will be updated in March. Anticipated new revenues is approximately \$945,000. For budget requests, all are in but not yet vetted. He is looking at preliminary numbers from the school and group insurance, which total \$1.7M. Once local aid is finalized and release, the revenue numbers should be closer in balance. He felt the Town is in a good position.

The Board questioned if there is any anticipated income from cannabis growth. Ms. Green stated there will be income from real estate and personal property taxes. For sales, Impress had two growth cycles for testing of quality. They are now waiting on the third growth. The Board requested a detailed update regarding their management status and certification process.

Regarding sharing Town Accountant with the Town of Whitman, Ms. Green received a request from the Interim Town Administrator from Whitman to share accounting services. He provided Whitman's budget and felt it would be a good match. She shared from previous experience she does not feel it would be the best option for the Town of Hanson but is interested in the Board's opinion. The Board agreed; they appreciate the partnership offer but feel the Town should have its own fulltime Town Accountant.

### 3. Open Annual Town Meeting warrant

Ms. Green it is time to open the annual warrant for the Annual May Town meeting, which will be held May 1, 2023. Departments will be able to submit articles, with a deadline of March 3, 2023.

***MOTION*** by Mr. Hickey, seconded by Mr. Weeks, to open the warrant for the Annual Town meeting to be held on May 1, 2023. ***Voted 5-0***

### 4. Accept Timothy White's resignation as Town's Veterans' Service Officer

#### a. Discuss sharing Veteran Service Officer with the Town of Hanover

Ms. Green informed the Board that Mr. White tendered his resignation as he will be going to a neighboring town as a fulltime veterans' service officer. She has posted for the position in the local paper as well as a virtual posting board.

***MOTION*** by Mr. Hickey, seconded by Mr. Weeks, to accept Timothy White's resignation as Town's Veterans' Service Officer, with regret. ***Voted 5-0***

Ms. Green also stated she received a request from the Town of Hanover to share a Veterans Service Officer. It currently has a parttime person. It suggests they create a fulltime role, covering payroll and benefits, then bill the Town of Hanson for 50% of the cost, which would be about \$30,000. Mr. White's salary was approximately \$29,000, with no benefits. It is budgeted currently to cover this expense. Ms. Green is meeting with the Town of Hanover to discuss further. The Board wants to be certain the person taking on the role will be as focused and dedicated to the veterans of Hanson, keeping their needs in the forefront, as Mr. White did. Ms. Green stated that Mr. White will be joining her during this meeting and make certain all concerns are covered.

The Board also suggested it may be preferred for the Town to have interim coverage and interview candidates for Mr. White's role. Ms. Green stated that Mr. White is willing to assist with the hiring process and training.

**5. Discuss Town Administrator review and timeline**

Last year the Board suggested having a review for Ms. Green in January 2023. The new form seems to cover most of the issues and questions the Board would like to discuss with Ms. Green for improvement and feedback.

The Board would like all evaluations to be consistent, so that department heads receive the same time of evaluation. Ms. Green said this form would be modified as appropriate. The Board would also like to see professional growth and development added to the form, to create a baseline to build and develop.

The Board also noted that employee evaluations are consistently done. Going forward, it requests department heads consistently give reviews to all that report to them, respectively, including the conversations for professional and personal development within the department. The Board also requests Ms. Green hold department heads accountable by having reviews with them that incorporate them reviewing their staff.

For Ms. Green, each board member will complete the evaluation and forward to Ms. McDowell by February 7 to compile. The Board will meet with Ms. Green and discuss the results on February 21. The Board would like Ms. Green to confer with Town Counsel to confirm there is no violation of open meeting law if giving constructive criticism and feedback offline, or if it should be covered under Executive Session.

***MOTION*** by Mr. Weeks, seconded by Mr. Heal, to accept the format for the Town Administrator's evaluation form and completion deadline. ***Voted 5-0***

**6. Revised Chris Hoffman's Conservation Committee appointment to be an Associate Member**

Mr. Clemons stated that the request for Mr. Hoffman is related to an incorrect label for his appointment. There are no alternative members on the Conservation Commission.

***MOTION*** by Mr. Weeks, seconded by Mr. Heal, to accept Chris Hoffman's Conservation Commission appointment to be an Associate Member. ***Voted 5-0***

**V ONE DAY LIQUOR LICENSES**

1. 02/04/23 – 7:00pm – 11:00pm – Parents Night out – Katie McPhail
2. 02/05/23 – 10:30am – 1:30pm – Polar Plunge – Alison Dillan

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

**VI APPROVE OPEN SESSION MINUTES**

1. January 10, 2023

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

## **VII            TOWN ADMINISTRATOR REPORT**

- Ms. Green updated the Board regarding the Planning Administrative Assistant role. The position has been advertised for two weeks externally and two resumes have been submitted to date. She will add to Indeed. The Board suggested Ms. Green review resumes received for the Executive Assistant position and reach out to those that said they would be interested in a parttime role.
- She has been focused on reviewing and signing off on several grant proposals/funding, including the OneStop Grants, Waste Site/Fireworks, Green Communities, Community IT, and Community Best Practices. In response to the Board's request, she and Mr. DeFrias are working to pull together the list of grants awarded in 2022. It would also like to have a completed list from all departments.
- Also from an awarded grant, the Economic Development manual for businesses interested in establishing routes in Hanson is complete and accepted by the Economic Development Committee. It will be posted to the website shortly as well as forwarding to the Division of Local Services.
- For Maquan, the pre-demolition survey is in process. Mr. Baker will be meeting with the engineers the second week in February.
- She attended the MMA conference over the weekend. The new governor spoke, stating she is focusing on partnerships with municipalities for services related to schools, housing, transportation in the new budget.

## **VIII          ADJOURNMENT**

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

*Respectfully submitted,*  
*Lynn McDowell*