



Tuesday, March 21, 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;
Karen Stolfer, Town Librarian, Antonio DeFrias, Town Planner; Corinne
Cafardo

I CALL TO ORDER

Ms. FitzGerald-Kemmett called the meeting to order and led the Pledge of Allegiance

II PUBLIC ANNOUNCEMENTS AND UPCOMING MEETINGS

Mr. Weeks read the public announcements and upcoming meetings.

III NEW BUSINESS

MOTION by Mr. Hickey, seconded by Mr. Weeks, to enter Executive Session.

Voted 5 – 0

Rollcall – Hickey-Aye; Rein-Aye; FK-Aye; Weeks-Aye; Heal-Aye

Ms. FitzGerald-Kemmett announced that the Town of Hanson entered into an employment contract with Deputy Chief Robert J. O'Brien, Jr. and the Town of Hanson. Chief Thompson is retiring, effective May 8, 2023. Deputy Chief O'Brien shall be the Acting Fire Chief for April 7, 2023 – May 8, 2023. He then enters a contract commencing April 2023 – June 30, 2026, unless sooner terminated, as the new Fire Chief. The Select Board is thrilled, gave its unanimous support and is looking forward to working with him. Congratulations to Mr. O'Brien.

MOTION by Mr. Hickey, seconded by Mr. Weeks, to enter into a contract with Robert J. O'Brien, Jr., for a period beginning April 2023 and ending June 30, 2026. ***Voted 5 – 0***

1. Library update

Ms. Stolfer shared that people are coming back to the library; increased in items borrowed – both hard copies and digital, use of meeting rooms as well as increased programming attendance. She distributed the March and April calendars, highlighting some up the upcoming events.

She introduced the Library of Things, which is a collection of nontraditional items available to borrow. The full list can be found on the Library's website. Most items are first come-first served, but there are some need to be reserved. Many of the items were donated from the community. Any suggestions to expand the collection are welcomed. If willing to donate new or gently used items, please reach out to the Library first to confirm the item can be stored properly.

She and Ms. Collins welcomed new custodian this week. They are looking forward to working with him.

Lastly, she shared the Library was awarded a Massachusetts Cultural Council Grant for \$42,500. She is determining the best way to use the funds, including programming and interactive play products, audio/visual system, replacing older furniture, etc.

The Board congratulated her and her staff for outstanding work finding a college textbook for a student in need.

2. Library Construction Grant update

Ms. Stolfer shared Massachusetts Public Library Construction Program and the new grant round recently announced.

For background, she noted that the program was created in 1987 and administered by Massachusetts Board of Library Commissioners. It provides financial support to municipalities for the improvement of library facilities from initial planning through construction. It is subject to annual spending cap; effective FY23, it was raised from \$20 million to \$24 million.

General overview, the program covers new construction, expansion/renovation, or adaptation/reuse; must include both planning & design with construction in its application process. This is an update from the previous application, thus reducing two years in the overall process and escalation charges. And it must meet projected 30-year needs of municipality for library service. She shared that the Library previously submitted an application that was denied; comments stated the library was not planned for 20 years and the children's area is not large enough.

Funding eligibility is limited to space designated for public library occupancy, but a proportion of shared common spaces is eligible. Thus, sharing the building with the Council on Ageing should not be a deterrent as it will cover the library and a portion of common area space.

For 2023-2024, grants fall into two categories – Standard (2,500 or greater) and Small Population (less than 2,500). Hanson fits the Standard category. Standard is then broken down into three areas, based on square footage. Ms. Stolfer shared that the Library is on track as there is a building program in place.

This grant round is focused on need, and will be more competitive. Ms. Stolfer shared it is anticipated 9-10 projects will be funded total. Funding for planning and design, the grant will cover 50% of costs up to \$100,000; required to appropriate local funding of \$150,000.

Next steps include submitting letter of intent and statement of need, both drafted by Ms. Stolfer, for an April 28, 2023 deadline; The full application is due May 31, 2024, which needs to include certified votes of approvals and appropriations for Planning & Design local funding. She also noted there are mandatory application workshops in May 2023. In October 2024, it will be announced funded and waitlisted grant recipients. If awarded, and able to complete the next step of guidelines, anticipated opening the of the new building will be in August 2029.

In the letter of intent, there is not monetary charge attached. Ms. Stolfer presented the application requirements, which does require the Library's strategic plan and building plan both be updated. The Library does have some grant money to hire a consultant to assist. She expects the cost to not exceed \$30,000. For the \$150,000 local funding due in June 2024, she would submit an article in the May 2024 Annual Town Meeting. The Board shared that through the auction of tax title properties, while it cannot be earmarked, it would be an option for funding the one time fee.

Ms. Stolfer is also issuing an RFP soon for a facility analysis to identify the best options related to expansion vs new construction. This will be funded with grant money the Library currently has.

As this works back to the some of the goals determined through the recent strategic planning session, the Select Board gives it support.

MOTION by Mr. Hickey, seconded by Ms. Rein, to support the Town Librarian applying with a letter of intent for the Massachusetts Public Library Construction Program. ***Voted 5 – 0***

3. Hanson Historical update

Mr. Tarvis sent word via email that due to work commitments he is unable to attend tonight's meeting. He did request the Select Board discuss and vote on photography workshops to be held at the Plymouth County Hospital property, particularly the Nurses Building. If accepted, there will be one or two workshops annually as long as the Town permits. Silver Crescent Photography carries its own insurance for any issues as detailed in the documentation provided.

The Board stated as the food panty on the property, to provide privacy it would prefer the workshops not happen on Tuesdays. And to be thoughtful and considerate of the property. Ms. Green will coordinate with Mr. Tarvis and Silver Crescent Photography to determine rates.

MOTION by Mr. Weeks, seconded by Mr. Hickey, to allow Silver Crescent Photography to hold photography workshops at the Plymouth County Hospital

Nurses Building, with hours that exclude Tuesdays, and for a fee to be determined by the Town Administrator, and proof of liability insurance. ***Voted 5 – 0***

4. Town Planner update

Mr. DeFrias provide an update from the last time he spoke.

First he updated the Board regarding the Community One Stop Grant Program-Expresses of Interest. He applied for 5 expresses of interest. Once he received the feedback, he was able to complete the application process. The Five projects are –

- 218 High Street: Food pantry and Beekeepers;
 - The project would fit in the Building category
 - It would provide up to \$1million grant to renovate existing buildings to meet current code requirements
- 100 Hawks Ave: Brownfields for redevelopment
 - The project would fit in the Site Preparation category
 - This would provide a \$90,000 grant for business creation
 - There were two specific caveats –
 - No municipal use of the site but it was not specific regarding leasing; Highway cannot take this space
 - Cannot use this space with the end use being for the cannabis industry
- 0 West Washington St; land adjacent to the Water Department
 - The project would fit in the Site Preparation category
 - It would provide up a \$100,000 grant for redevelopment and permitting for viable properties for businesses
- Pedestrian Improvements
 - The project would fit in the Infrastructure category
 - Aiming for a \$750,000 for creating sidewalks from the Thomas School to current existing sidewalks on High Street
 - While there are no specific budget limit or match requirements, the following guidelines should be considered –
 - Most awards are \$1M-\$2M range
 - Competitive awards have matching funds, 25%-50%
 - Applications with more substantial request will be more competitive by providing matching funds
 - The project will need to be under contract by June 2024 and completed within 1-2 fiscal years.
- Develop Smart Growth/Starter Homes District
 - The project would fit in the Planning and Zoning category
 - This would provide a \$75,000 to create affordable housing.

He received feedback on all five and the State agreed with his delineations and coding. It also requested the projects be completed by June 2024. The next step for Mr. DeFrias is to pursue actual grants, which need to be submitted by June 2, 2023. He will get some outside proposals to complete the applications.

Next, he updated where things stand with the grants received –

- For \$60,000 from Housing and Economic Development to update the master plan, he has executed a contract with OCPC to begin the process. He hopes to acquire and additional \$10,000 at Town meeting. The Select Board suggested using Community Preservation funding if possible.
- For \$90,000 grant from Housing and Economic Development for pedestrian improvements near the MBTA Commuter rail, Mr. DeFrias has executed contract with Verdantis. He is expecting them to do a site visit next week.
- The Technical Assistance grant for MBTA zoning with Mass Partnership, he is reviewing the tool kit and compliance needs. He also met with a representative from OCPC, as they will be assisting with the creation of regulations and districts.
- For the Earmarks received –
 - \$25,000 came from the DCR for recreational improvements. He suggested using this for the park on Hancock Street. He needs to touch base with Parks and Fields before implementing.
 - From the Executive Office of Executive Development, there is \$170,000 for Plymouth County Hospital site, he received a proposal from Verdantis for boardwalk for \$45,000. The remaining funding will be split between the Bonney House and Plymouth County site.

Others project he is working on include –

- With the Planning Board
 - He proposed nine zoning amendments to be included in the in the Annual Town Meeting warrant.
 - Creating affordable housing and coordinating with Hanson housing. There is a Massachusetts Housing grant assists towns in creating affordable housing.
- Assisting the High Street Park Committee to keep it moving forward. Currently the committee hired a consultant to do a survey of the proposed layout.
- He is working with the Economic Development Committee for local business outreach.
- He is moving forward Maquan/library plan; anticipating how to best reuse the land after the building is demolished.
- He is thinking of proposing an article to appropriate funding to create a survey plan for the Highway Department, which would lead to feasibility plan.
- Also related to the Highway department, he is reviewing the MS4 to see if he could assist.
- He worked with the Building Inspector to update the General Bylaw regarding inground pool demolition.
- He also is addressing the General Bylaw related to Stormwater that refers to a form and fee structure, but neither exists.
- He is reaching out to developers with incomplete projects in Town to get a status update and offer assistance, if appropriate, to get them the complete the projects.

- For the TIF project with Maquan, he met with members of Mass DOT and Environmental Partners as well as local state representatives to plead the Town's case with the waterline issues. He had no response but Ms. Green noted they are waiting for responses for federal grant money.
- The administrative assistant interviews are completed and plans to make a final decision soon.

5. Updating Town's Policy and Procedure Manual Discussion

Ms. Green shared there is quite a bit of work needed to update the Town's policies and procedures manual. She would like to pursue a community compact grant, enabling her to hire a consultant to create and update as well as be mindful of language and compliance of labor and human resources laws.

The Board questioned whether this needed to be an article in the warrant. Ms. Green noted she has not yet applied for the funding. She suggested keeping the article in the warrant as a placeholder for funding if the grant is not approved. She could not give a specific number but felt the cost would be run about \$50,000-\$60,000.

MOTION by Mr. Hickey, seconded by Mr. Weeks, to have the Town Administrator apply for community compact grant for the purpose of updating the Town's policies and procedures manual ***Voted 5 – 0***

6. ARPA funding for Town's website Discussion

As there was some confusion regarding Capital Strategic Solutions role for updating the Town's website, Ms. Green provided some clarity. She stated that Capital Strategic Solutions' role is similar to a mechanic, and the purchase of the Revise software is the part needed to complete the servicing.

Mr. Moberg researched Revise and considered it to be the best option for the new platform. The proposal he received will be about \$18,900. He spoke with a couple local town IT departments and all were very happy with the program. He also heard the it is easy to use and the service support is very good. Mr. Moberg will work with Capital Strategic Solutions to complete the process.

The Board remained split with expectations of this additional charge and would like to relisten to that portion of the meeting. Ms. McDowell will coordinate with WHCA to locate the clips and distribute to the Board.

7. Review Annual and Special Town Meeting warrant articles

The Select Board will vote to close the Warrant. Ms. Green stated no additional articles were accepted. While the Board does not need to vote to Place the articles, it would be best to do.

The Board was pleased overall with the warrants but offered some formatting and editing suggestions. The Board asked if the articles proposed by the Whitman-Hanson Regional School District were shared with the Capital Improvement Committee. Ms. Green stated they were not.

Prior to reviewing each article, Mr. DeFrias discussed his bylaw requests –

- Article 7
 - This is a follow-up from a previous discussion with the Stormwater and Drainage committee. The Planning Board met with Stormwater and Drainage to discuss and finalize the article. Mr. Mansfield brought this version to his committee; it accepted as written. The Planning Board meets Monday to vote; committee members are in agreement.
- Article 8
 - Good as is
- Article 30
 - This is also on the agenda for the Planning Board meeting next Monday to vote. There are still questions regarding funding and reviewing options that need to be discussed prior to the vote.
- Article 37
 - Mr. DeFrias shared why there are language changes, which will provide clarity going forward.

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ARTICLES for ANNUAL TOWN MEETING:

- 1 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. ***Voted 5 – 0***
- 2 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. ***Voted 5 – 0***
- 3 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. ***Voted 5 – 0***
- 4 - MOTION** by Mr. Hickey, seconded by Ms. Rein, to place and recommend. ***Voted 5 – 0***
- 5 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place. ***Voted 5 – 0***
- 6 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. ***Voted 5 – 0***
- 7 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place. ***Voted 5 – 0***
- 8 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place. ***Voted 5 – 0***
- 9 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place. ***Voted 5 – 0***
- 10 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place. ***Voted 5 – 0***
- 11 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place. ***Voted 5 – 0***
- 12 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. ***Voted 5 – 0***
- 13 - MOTION** by Mr. Hickey, seconded by Ms. Rein, to place and recommend. ***Voted 5 – 0***
- 14 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. ***Voted 5 – 0***
- 15 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. ***Voted 5 – 0***
- 16 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. ***Voted 5 – 0***
- 17 - NO MOTION** ***HOLD - need more detail and dollar amount, check with Mr. DeFrias***
- 18 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place. ***Voted 5 – 0***
- 19 - MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. ***Voted 5 – 0***

- 20 - **MOTION** by Ms. Rein, seconded by Mr. Weeks, to place and recommend. **Voted 5 – 0**
21 - **MOTION** by Mr. Weeks, seconded by Mr. Heal, to place and recommend. **Voted 5 – 0**
22 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. **Voted 5 – 0**
23 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place. **Voted 5 – 0**
24 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place. **Voted 5 – 0**
25 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place. **Voted 5 – 0**
26 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. **Voted 5 – 0**
27 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. **Voted 5 – 0**
28 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place. **Voted 5 – 0**
29 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. **Voted 5 – 0**
30 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place. **Voted 5 – 0**
31 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. **Voted 5 – 0**
32 – 35 - **MOTION** by Mr. Hickey, seconded by Ms. Rein, to remove articles 32, 33, 34, 35 from the Warrant. **Voted 5 – 0**
36 – **NO MOTION** *Legal counsel needs to review.*
37 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place. **Voted 5 – 0**
38 - **NO MOTION** as not needed by the Select Board

MOTION by Mr. Hickey, seconded by Mr. Weeks, to close the May Annual Town Meeting Warrant. **Voted 5 – 0**

ARTICLES for SPECIAL TOWN MEETING:

- 1 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. **Voted 5 – 0**
2 – *strike*
3 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. **Voted 5 – 0**
4 – *strike*
5 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. **Voted 5 – 0**
6 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. **Voted 5 – 0**
7 - **MOTION** by Mr. Hickey, seconded by Mr. Weeks, to place and recommend. **Voted 5 – 0**

MOTION by Mr. Hickey, seconded by Mr. Weeks, to close the May Special Town Meeting Warrant. **Voted 5 – 0**

8. Harbor to the Bay Ride scheduled for September 23, 2023

MOTION by Mr. Hickey, seconded by Mr. Weeks, to allow the Harbor to Bay Ride, scheduled for September 23, 2023. **Voted 5 – 0**

9. Approve Waiver of Permit Fee application for the Camp Kiwanee Boat House work

MOTION by Mr. Hickey, seconded by Mr. Weeks, to approve the Waiver of Permit Fee application for the Camp Kiwanee Boat House work. **Voted 5 – 0**

10. Approve Waiver of Permit Fee application for the Town Hall repair of existing trims/sills work.

MOTION by Mr. Hickey, seconded by Mr. Weeks, to approve the Waiver of Permit Fee application for the Town Hall repair of existing trims/sills work. **Voted 5 – 0**

11. Award Certificate for Patty Norton

The Select Board praised Mrs. Norton for her dedication to the Town through her extensive volunteer work.

IV APPOINTMENTS

1. Vote to reappoint Ruthann Fleming as Board of Registrar for a 3-year term, ending March 31, 2026

MOTION by Mr. Hickey, seconded by Mr. Weeks, to reappoint Ruthann Fleming as Board of Registrar for a 3-year term, ending March 31, 2026.
Voted 5 – 0

V COMMITTEE UPDATES

- Ms. Rein shared that the Highway Building Committee will be having its first meeting next Tuesday. She looks forward to providing an update.
- Regarding the Senior Center repair, Mr. Hickey spoke with Mr. Glass. The electrical work and insulation are expected to be completed by week's end. He expects another week to ten days before the building will be ready to reopen. He praised the work of Mr. Glass and Mr. Baker; they are both doing a great job, as well as the team at Camp Kiwanee.

VI ONE DAY LIQUOR LICENSES

1. 04/29/2023 – 4:00pm – 9:00pm – Jeffrey Price – Celebration of Life
2. 04/30/2023 – 12:00pm – 5:00pm – Amanda Reardon – Birthday Party
3. 06/04/2023 – 3:00pm – 8:00pm – Donna Pineau – Graduation Party
4. 10/28/2023 – 4:30pm – 9:30pm – Katey Pestilli – Wedding
5. 08/24/2024 – 5:00pm – 10:00pm – Samantha Cushman – Wedding

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

VII APPROVE OPEN SESSION MINUTES

1. March 14, 2023

Tabled for next meeting.

VIII TOWN ADMINISTRATOR REPORT

- Ms. Green had further updates from Mr. Glass.
 - Mr. Glass completed the coursework and will take his first exam Friday, March 24. There are two more following. He anticipates completing the process by the end of May.
 - He also provided Building department updates –
 - 16 Liberty Street – the complaint is with the Plymouth County Sheriff to be served
 - Ransom Road – as Town Counsel was previously involved, it will file the complaint with the Plymouth County Sheriff.
- Continuing to work on warrant preparation for Annual Town and Special Town Meetings. Following tonight's motions, she will cleanup and update the missing pieces. Ms. McDowell did an excellent job drafting and reviewing her first Annual and Special Town Meeting Warrants.
- She is working with the Interim Town Accountant to finalize the budget, based on the WHRSD School Committee certified assessment from March 15, 2023. They are adjusting the budget to reflect those numbers. The deficit has been reduced from \$1.38M to \$616,000, and they continue to work to balance the budget. Mr. Kinsherb will be in attendance for the next Select Board meeting.
- Ms. FitzGerald-Kemmett noted she spoke with the chair of the Whitman Select Board. It expressed similar concerns related to the School's assessment being a 7-8% increase when both towns stated neither can exceed 4% maximum. One of the concerns is related to the District's repeated use of one-time grant monies in the budget. She suggested a joint meeting with both Select Boards only to talk about these issues and how they effort both towns.
 - It would provide an opportunity for both boards to present a united front as well as discuss the competing needs of each town. Polling the Board, all agreed.
 - Ms. Green already reached out to Whitman's Town Administrator.
 - The Capital Improvement and Finance Committees have also reached out to their respective counterparts to discuss best practices for both towns.
 - After meeting, would then speak with the School Committee and Superintendent to address what to do for this year.

- She devoted several hours this past week to legal matters as well as several public records requests, including appearing in court last Friday.

IX ADJOURNMENT

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

Respectfully submitted,
Lynn McDowell