



Tuesday, March 7, 2023

Hanson Select Board

Camp Kiwanee

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;
Ann Donner

See sign in sheet for attendees

I CALL TO ORDER

Ms. FitzGerald-Kemmett called the meeting to order.

II NEW BUSINESS

1. Discuss Christopher Howard's resignation from the Whitman-Hanson Regional School Committee
 - a. Vote to place the remainder of Mr. Howard's term as a School committee member to the May 20, 2023 ballot

The Select Board recognized Mr. Howard's resignation from the Whitman Hanson Regional School District Committee Pre-K-12 with regret.

MOTION by Mr. Weeks, seconded by Ms. Rein, to allow the Town Clerk to place on the May 20, 2023 Town Election ballot the remaining two-year term for the Whitman Hanson Regional School District Committee Pre-K-12 created by the resignation of Christopher Howard. ***Voted 5 – 0***

2. Strategic Planning update session

Ms. FitzGerald-Kemmett welcomed department heads and committee members. She noted this meeting is an opportunity to touch base and update each other from what was discussed in November 2022. She stated that the group will review the goals from that meeting and develop action steps to continue to move the process forward. She introduced Ms. Donner to moderate the general discussion.

Ms. Donner reviewed the points that brought everyone together as well as the goals. She reminded the group what the key action goals are, some of the action points previously discussed and the leads. She then opened the floor for updates of goals already in process and making some changes.

- Ms. Green updated the group that the Town hired Capital Strategic Solutions to develop and strengthen the Town Hall's civic engagement and communication. Step one was to

develop a process for how the Town will be posting information on social media. To date feedback has been very positive but still in the early stages. More to come.

- Mr. De Frias shared that Economic Development manual is complete and posted on the Town's website. The manual provides step by step guidance for new businesses coming to Hanson of whom to meet with in Town Hall to start a business.

Ms. Donner noted in the packet distributed is a Strategic Planning Dashboard. She suggested it be used to create a quick status report and what are the next steps. She then asked everyone to join in teams. For the next 70 minutes the teams focused on what is done, what is in process and what can be done next.

Ms. Donner then asked each team to share with the entire group what the next steps will be.

KEY ACTIONS UPDATES

1. Public Facilities – Corinne Carfado presented:
 - a. Facilities subcommittee - Hire a consultant for guidance
 - b. Identify all public facilities current and future
 - i. What actually exists and what needs to be addressed
 - ii. Which is related to Town Hall departments and what is committees use of each public facility
 - c. How does each facility fit in the Capital Improvement Committee's matrix
 - d. What are the ancillary support groups, such as a foundation or friends group
 - e. Gather information related to all studies that have been done previously and catalog as appropriate for easier public access.
 - f. Group comments/suggestions:
 - i. There has been a previous survey of all facilities, but not certain all were included.
 - ii. For the Bonney House, the previous town planner did extensive to review the property for revitalization. This group would be interested in reviewing that documentation to move it forward.
2. Public Programming and Recreation – Frank Milisi presented:
 - a. Create committee
 - i. Five members with one year term initially; Members need to make a good business plan
 - ii. It needs to be separate from Parks and Fields, as it is from Camp Kiwanee.
 - iii. It will utilize Town fields, providing gaps to more affordable activities with resources already available.
 - b. Create its own policy and procedures, then establish programs
 - i. Previously there was a recreation survey distributed that provided great feedback
 - ii. Establish a business plan, leading to eventually hiring staff and being self-sustaining
 - c. Create a revolving account
 - d. Develop a Townwide master calendar -
 - i. Sports
 - ii. Conservation

- iii. Green communities
 - iv. Facebook page, etc.
 - e. Execute, monitor and reassess
 - i. Member terms will be stretched to 3-5 year terms
 - f. Group comments/suggestions:
 - i. Youth programs will not be included, as they are nonprofits. This committee will work more as an umbrella for coordinating facilities and registration.
 - ii. Offer opportunities that are more affordable within the community.
3. Economic Development – Laura FitzGerald-Kemmett presented:
- a. There is already an active Economic Committee in place. It would be interested in partnering with Planning and Conservation to increase ownership.
 - b. The MBTA 40R overlay is already in process. As well as extending the flexible overlay along Main Street, to create inviting frontage for residents. This is something to address at the October Town meeting.
 - c. Review zoning bylaws to be more friendly to businesses
 - d. Reconvene the TIF committee. Mr. Dugan and Mr. Ellis were originally part of the team. It would be useful to restart.
 - i. Create a pitch book for those interested in renovating a space to provide details of what to do.
 - ii. Review and update current policies and procedures booklet
 - e. Would like to visit local businesses, introduce themselves and foster relationships as well as provide guidance for growing and maintaining the business. Will need to review what resources are available.
 - f. Work with the Metro Chamber of Commerce
 - i. Highlight the availability of property in the industry park
 - ii. Highlight the High Street Park area as well as the Bonney House as eco-green spaces for residents to use.
 - iii. Create a boardwalk that will connect Main Street to the Burrage. Currently there is already an earmark in place, and the Town Planner is working on the plan.
 - g. Group comments/suggestions:
 - i. Review the current bylaws, making things easier to be in town as well as signage. Will take this back to the Economic Development committee for further research and discussion.
 - ii. There are signage regulations and it depends upon the situation as multiple types of signs allowed.
4. Citizen Engagement – Ann Rein presented:
- a. Capital Strategic Solutions is updating and revitalizing the Town's website. With an additional update all departments and most committees will have access with individualized webpages.
 - b. Social media training will follow, which would give everyone a better understanding of how and what to post.
 - c. Recruiting new members for committees' engagement
 - i. Hosting a booth during Hanson Day.
 - ii. Attending the schools to speak with students and share what it means to volunteer. Use the opportunity to mentor student council.

- iii. Have committee review their current size and decide is a warrant article is needed to make changes; would it be helpful to have alternative members.
 - d. Review Signage bylaw for electronic signs
 - i. There is regulation related to how often and how bright.
 - ii. Possible to place one on Town Hall similar to the Police station
 - e. Group comments/suggestions:
 - i. Reach out to the school department about participating in civic day. Youth engagement needs to happen again, giving them a better understanding of what is happening around town.
 - ii. Invite student council to attend meetings, whether it be Select Board or committee.
 - iii. Try to create a volunteer opportunity within the Town, as students are always looking for community service opportunities.
5. Town Administration – James Hickey presented:
- a. Create a Human Resources department
 - i. Present to Town meeting a change with the unhired parttime administrative assistant role be expanded to a 25-hour human resources generalist position.
 - ii. Funding source needed. The group suggested using revenue generated from meals tax or cannabis. Although these monies go to a general fund, enough would be generated to cover this position.
 - iii. Create an updated policy and procedure manual that is easy to read and understand for all Town Hall employees. And to have both printed and virtual manuals available.
 - b. Address issue related to the Town’s senior citizens, who at this point are 33% of the population and expected to greatly increase over the next 5-8 years.
 - i. Focus on housing issues by developing affordable housing that will allow downsizing for seniors and home purchasing for new families.
 - c. Group comments/suggestions:
 - i. Create a plan of projected growth related to the projected growth of the Town.
 - ii. Proposal of a Town grant writer, which would increase the number of grants/proposals to be submitted on behalf of the Town, as well as being a funding source for the salary.

The Select Board will tabulate all lists, take ownership of its pieces and distribute to the respected committees their pieces. It praised all in attendance for taking this work seriously and thoughtfully. The next meeting is tentatively scheduled for May 30, 2023, at Camp Kiwanee. It was suggested the Select Board reach out and invite local and state representation.

III ADJOURNMENT

MOTION by Mr. Weeks, seconded by Ms. Rein, to adjourn. ***Voted 5 – 0***

Respectfully submitted,
Lynn McDowell