



Tuesday, May 30, 2023

Hanson Select Board

Camp Kiwanee

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; Ann Donner; See sign in sheet for attendees

I CALL TO ORDER

Ms. FitzGerald-Kemmett called the meeting to order.

II EXECUTIVE SESSION

MOTION by Mr. Weeks, seconded by Ms. Rein, to adjourn to Executive Session, pursuant to Open Meeting Law, Chapter 30A Section 21 (a)(3)), Chapter 30A Section 21 (a)(3)), Chapter 30A Section 21 (a)(7)), and will return to Open Session upon completion of that meeting. ***Voted 5 – 0***

Roll call – Weeks -Aye; FitzGerald-Kemmett-Aye; Rein-Aye; Heal-Aye; George-Aye

The Select Board returned from Executive Session to enter into Wage and Personnel at 5:38pm, then from Wage and Personnel at 5:46pm to continue Open Session.

III PUBLIC ANNOUNCEMENTS AND UPCOMING MEETINGS

Ms. Rein read the public announcements and upcoming meetings.

IV APPOINTMENTS

1. Appointment of Charles Barends as Town of Hanson Deputy Fire Chief

The Select Board recognized the appointment of Charles Barends as the Town of Hanson Deputy Fire Chief.

2. Appointment of Tyler Bryant as Town of Hanson Fire Lieutenant

The Select Board recognized the appointment of Tyler Bryant as the Town of Hanson Fire Lieutenant.

3. Appointment of Thomas White as Town of Hanson Fire Lieutenant

The Select Board recognized the appointment of Thomas White as the Town of Hanson Fire Lieutenant.

V ONE DAY LIQUOR LICENSES

1. 06/03/2023 – 5:00pm – 10:00pm – Amanda Levangie – Wedding
2. 06/11/2023 – 1:00pm – 5:00pm – Robin Sullivan – Graduation
3. 06/17/2023 – 4:00pm – 9:00pm – Jill Hennessey – Wedding
4. 06/18/2023 – 1:00pm – 6:00pm – Jason Amado – Graduation
5. 07/09/2023 – 10:00am – 3:00pm – Carol Ennis – Baby Shower
6. 07/16/2023 – 10:00am – 3:00pm – Stephanie Davis – Bridal Shower
7. 07/28/2023 – 5:00pm – 10:00pm – Malissa Chelmo – Graduation
8. 08/11/2023 – 5:00pm – 10:00pm – Carol Ennis – Birthday Party
9. 08/27/2023 – 11:00am – 4:00pm – Sherrie Wright – Wedding Shower
10. 11/18/2023 – 5:00pm – 11:00pm – Kurt Piccuito – Birthday Party

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

VI NEW BUSINESS

1. Strategic Planning update session

Prior to the Strategic Planning session, the Select Board discussed the best uses of the attendees' time. While the previous meeting demonstrated some forward movement on all points, it was agreed to focus on two main issues this evening – Facilities Updates and Citizen Engagement – and highlight the movement of them as well as facilitating further feedback.

For this Board some next steps include –

- a) Scheduling a TIF Committee meeting
- b) Creating a Recreation Committee
- c) High Street is still under discussion
- d) Renaming/creating a committee for the new use of the Maquan property
- e) Facilities buildings, with focus on Hawks Avenue and potential new Highway building
- f) Increased Social Media presence
- g) Increased Memorial Day parade engagement

2. Discussion regarding filling vacancies on boards/committees

The Board discussed how to move forward with boards and committees, particularly if removed from said board or committee. The members were in strong agreement to not appoint or reappoint a person that was removed from a board or committee previously served. Particularly if a member of a board or committee is removed due to the outcome of a public hearing. A person resigning due to time constraints and family issues is not in the same discussion.

3. Town Administrator's report

- Ms. Green commended the Town's new Veterans' Service Officer, Joe Gumbakis, for his work coordinating this year's annual Memorial Day Parade. It was a great day and he did a great job with his first Memorial Day Parade. She will work with him to increase future attendance both at the parade and the American Legion.
- Ms. Green noted that with the grant of \$60,000 from the Massachusetts One Stop for Growth program, \$30,000 technical grant from Old Colony Planning Council and the Town approved \$10,000 in ARPA funds at Town Meeting, she engaged Old Colony Planning Council to begin the Master Plan update.
- Ms. Green happily updated the Board that due to the collaborative efforts of the Town's legislative officials and Old Colony Planning Council; funding has been secured for the Subsurface Utility Exploration survey in the FY2024 Budget. This will allow the approximately \$11.5 million Maquan Transportation Improvement Program to move forward. She stated this is wonderful news and gave much appreciation to the Town's legislative partners who work very hard for their municipalities.

=====

Ms. FitzGerald-Kemmett welcomed department heads and committee members and thanked for the support to the Town. She shared that the meeting will be a bit different to keep productivity moving forward. The focus of this meeting will be on two key areas– Facilities Updates and Citizen Engagement. She also shared that the pace of these meeting is changing, with the next meeting being in four months, immediately following Town meeting in October 2023.

Also, she noted at the next Select Board meeting, creating a Recreation Department/Committee will be included on the agenda to execute the discussions items from the previous meeting. Town administration will be a continued discussion point as well.

Ms. FitzGerald-Kemmett welcomed Ms. Donner, who facilitated past meetings and is here to lend any guidance/supported needed. Ms. Donner thanked for the invitation and is pleased to hear the updates as well as next steps and ideas from the group.

PUBLIC FACILITIES

A. General Discussion

Mr. DeFrias shared the latest update for the use of the Maquan area once demolition is complete. It is very much in the early stages, with changes expected as the Town moves forward. It highlights the expansion of the Council on Aging and the Library, creation of new ballfields as well as a new building for the Highway Department. There is also conservation land that needs to be reviewed. Ms. FitzGerald-Kemmett noted that the current committee is no longer reflective

of the property and the Select Board will discuss naming options that reflect this new direction. She also encouraged all stakeholders to step forward as committee members.

For the Highway Department, he noted that for the needs of the community, it would be best for the department to maintain its central location within the area it currently sits. By moving the current ballfields, and the components affiliated with them, to sit within the 17 acres of the Maquan location, a new building can be erected next door with the Highway Department maintaining operations in its old space until completion. Once it moves into the new building, the old buildings can be renovated or demolished, depending upon the need.

This plan will also provide acreage to the current Library and Council on Aging buildings and double their respective footprints. They too will be able to stay in their respective spaces during the renovation process.

For the newly created ballfields on this site, there will also space for a building for concession stands for Parks and Fields. The old police station would be available for renovation as well, possibly additional office space.

For the Hawks Avenue property, it was initially thought the Highway Department would move into those buildings. The donation deed attached to the property limits what can be done with the property. The previous owners did some cleanup of the contamination, but the property still has issues that will be very costly. Mr. DeFrias submitted a grant request for the property. The stipulations attached are no municipal use and no cannabis use; it specifically requests it be for housing or the creation of jobs. However, if the grant is not received, all options are on the table for discussion.

Mr. Shave added that he is waiting on the engineering and property line surveys. Once he receives that information, he will move forward with construction. Mr. DeFrias stated the proposal was executed last week. He noted that the Planning Department does have an unapproved Form A Plan that created two lots – one being where the current ballfields and Highway building sit – totaling 9 acres. He would like to contact the company that created the form and present an updated version to the current Planning Board for review/endorsement.

Mr. Clemons stated the Form A was a joint presentation with the Conservation Commission. He walked the property during that survey and stated there was a lack of certainty with the boundaries. He was disappointed that there were only two signatures at that time and offered his services to Mr. DeFrias to reexamine. Also, he stated there are extensive public records for Hawks Avenue related to the cleanup. He would like to be included in any review/discussion moving forward.

Mr. Baker suggested some alternatives for Hawks Avenue property, primarily for dry storage for police, fire and highway. It would need cameras to monitoring but electrical and heat are already in the spaces. Chief O'Brien and Mr. Shave both agreed to it would be useful to the Town. Mass Wildlife Fisheries reached out to Ms. Green to express its interest in leasing some of the space for classes and lectures.

Ms. FitzGerald-Kemmett, on behalf of the Select Board and Town Hall, thanked the students at South Shore Vocational Technical High for the landscaping performed at Town Hall; they all did an amazing job and the work is deeply appreciated.

Mr. Baker also addressed some issues with Town Hall. The roof is close to 30 years old and siding will need updated to prevent further rotting of the wood underneath. While the building is historical it needs comprehensive and continual maintenance.

Mr. DeFrias stated, for the front of the Food Pantry, he is waiting on budget numbers to complete the One Stop grant application. This would be a \$1M grant to cover renovations and updating of the buildings on the High Street property, which includes the Food Pantry. With that completion the Town would have the opportunity to repurpose and lease the spaces. For the Bonney House, depending upon the results of his grant applications, he intends to address in FY25. He will be working with Mr. Tarvis for direction.

Ms. Cafardo shared that the Trustees rehired for an updated strategic plan for the Library as the current plan is out of date. The Trustees are now meeting with focus groups and distributing surveys to find out exactly what is expected and wanted at the Library. The primary goal is higher percentage of community involvement. While not seeing as much foot traffic in the Library there is a great deal of use, including virtual downloading, crafting projects, movie nights, etc. at no charge to the patron. The Trustees are plan to reach out to various community groups and learn how to better serve their needs. She also noted that the Massachusetts Board of Library Commissioners previously required the strategic plan to be 20 years out in its grant applications; it is not required to be 30 years out. She and the Library Director are working together to update. They are also hosting focus groups on Monday/Tuesday evening and Wednesday morning. The Library Director is working closely with the Council on Aging Director to coordinate services.

Mr. Mansfield shared a brief update for the Bonney House. Currently there are quotes to replace the broken windows, repair the ceiling and additional salve in the back of the building. From his conversation with Mr. Tarvis, there is be money to complete these projects, paint the trim and make it look fresh. For additional funding, Mr. Tarvis is reviewing and will provide an update in the future. Mr. Clemons noted the Hanson Historical could create a campaign for donations.

Mr. Campbell discussed, from his conversations with Hanson constituents, is the need to move forward; he suggested using this group to look at the work already in motion and complete it. Mr. Milisi questioned what are the next steps to take actionable movements. Mr. DeFrias stated that Ms. Green is implemented the demolition of the building for Fall 2023. He is working with the Highway Inspector to review the current space and determine all needs to be included for a new space. He reminded all this is just the beginning of many steps; there is a checklist and will need to attach cost to each item. He cannot give definitive costs as there is still not a definitive plan. Chief O'Brien suggested including Parks and Fields and Community Preservation Committee in these discussions for compiling needs and pricing. Ms. FitzGerald-Kemmett noted the Select Board intends to create a committee; it will also request specific stakeholders be on the committee to get the best ideas and needs on the property. Ms. Green updated the group, stating there was a bid process with the winning bid coming in under one million dollars to demo the

building and flatten the property. She is working with both Mr. Kinsherf and the Finance Committee to use ARPA funding to cover the expenses. She is also investigating the possibility of offering the fields to traveling teams, providing additional funding to the Town. Mr. Santalucia offered a word of caution as the Town is currently receiving rental income but don't count on it to recoup costs.

Mr. Clemons reminded everyone the Town has an open space and recreation plan, with an approved life of seven years; Hanson's expires in 2024. He noted keeping this plan updated will enable the Conservation Commission to apply for grants. Both the Planning Board and the Conservation Commission need to determine how to renew and keep current. And with Mr. DeFrias complying with the MBTA Communities deadlines, the Town is also able to apply for grants through this as well.

B. Key Actions Updates

1. Mission Statement – To strategically repurpose the existing Town of Hanson buildings with shareholders' input.
2. Identify existing structures
 - a. Old Fire station on Main Street, and Station 2, which holds items that need to be heated
 - b. Hawks Avenue – would provide storage for a Town department, has a good roof. Would also resolve issues related to utility and CCTV costs as well as gas/water in the road
 - c. High Street – extension related to the Food Pantry, BeeKeepers and Nurses building
 - i. The front of the building could be used for conference area
 - d. Library – looking to expand with a common room
 - e. Former Police station – could be used also for meeting and office space
 - f. Bonney house – would like to highlight it as a historical center as well as an educational center. Could also use for storage,
3. Would need to review all Town buildings to determine which are the most taxing to the Town and which are the priority.
 - i. Highway is at the top of the list
 - ii. Day One needs focus is Hawks Avenue
 1. Review the buildings to determine which building to use for storage, what kind of storage, and how quickly utilities can be turned on.
 - a. Possible to add solar panels; Ms. Green and Mr. Baker will determine the costs, find possible grant funding and/or article for October Town meeting.
 2. Review what needs to be done to ready as a rental property.
 3. Fiber connection from police, municipal internet, town data and security could be the hub. Part of one of the buildings is partitioned; need to turn on heat for that area.

COMMUNITY ENGAGEMENT

A. General Discussion

Ms. Green provided the update for Citizens Engagement, starting with the Town administration update. She shared she hired Human Resources Inc. to review and update the Town's policies and job description as well as create a new employee manual for all staff members to better understand what is expected. In addition, she engaged the Collins Center to perform a wage and classification survey for the Town's department heads, ensuring the Town remains competitive to the current market and retain staff.

She and Mr. Moberg are working with Revize to build a new Town website. It is in the beginning stages and expect it to be completed within three to six months. The new version will be easier to navigate, allowing boards and committees to easily update their respective pages. She did remind everyone to keep their respective webpages updated with correct information – current committee member, contact information, meeting schedules, agendas and minutes, etc. – as it improves citizen outreach. Ms. Rein, as she is very interested in the development of the website, offered her time to assist. She reiterated the need for it to be easy for the Town's citizens to find what is needed. Ms. FitzGerald-Kemmett requested Ms. McDowell review the current open committees/boards and reach out to the respective chairs to develop committee descriptions for them to post.

Ms. Green updated the work of Capital Strategic Solutions has implemented to date for the Town's social media presence. The company developed eye catching graphics and phrases to share on Facebook and created the Town's new newsletter. Ms. Green noted an improvement of communication and anticipates it continuing, especially with the consistent department head support. Ms. Dias noted she saw on Facebook a well-done call for volunteers at the Senior Center, highlighting what is needed there; she complemented the work done. Ms. FitzGerald-Kemmett shared, overall, the departments are doing a great job getting information out to the public; now want to be consistently reliable across the board, with unified messaging.

She stated all of this, implemented through the use of ARPA funding, will give Town Hall an updated professional and welcoming appearance.

Lastly, Ms. FitzGerald-Kemmett reminded all that during the October 2021 Special Town meeting, a bylaw was passed requiring all committees and boards need to record all their meetings and forward the recording to WHCA, who will then post online. She also reminded all that Ms. Dias is on the board of WHCA-TV, and is a valuable resource for the Town to utilize. WHCA has the capability to interview members of staff, individually or in a roundtable discussion, to share what is happening. Time can be scheduled with staff at the studio or a recorder will be provided for the committee/board do it on its own. Ms. Diaz confirmed with Chief O'Brien that PSAs can be placed as well.

B. Key Actions Updates

1. Filling Committee vacancies – Define the committees and the roles for them. Then the respective committees update their respective pages on the Town’s website.
2. Committee Meeting recordings –
 - a. All Committees/Boards are required by Town of Hanson bylaw to record their meetings, either voice and video/voice. Those in violation will participate in a Select Board hearing.
 - b. Provide training for all Committee/Board chairs on how to use the recording device and upload directly to YouTube.
3. Recruiting volunteers and providing Social Media training as well as new member mentorship
4. Working with Whitman-Hanson Community Access and the Whitman-Hanson Express for advertising committee and board vacancies.
5. Working with Town of Hanson departments to include information flyers in billing and notices.
 - a. strategically repurpose existing Town of Hanson buildings with shareholders’ input.
6. Using Hanson Day or hosting an Open House at Town Hall to have a community fair with Town department heads and committee/board chairs discussing the needs and activities of the respective committee/boards. This would also help develop a list of possible volunteers.
7. Policy and conduct of behavior training
 - a. Provide the difference between public hearing and public meetings, and how Freedom of speech will overrule policy.
 - b. MMA is currently offering a training session for those who run the meetings. Participation is encouraged but all are being taped forever.
8. Immediate needs include –
 - a. Conversation with the Treasurer-Collector for adding inserts to water and tax bills
 - b. Update of the Town website
 - c. Creation of committee job descriptions to add to respective committee/boards websites.

The next meeting is scheduled for Tuesday, October 17, 2023 at Camp Kiwanee. Ms. McDowell will forward a calendar invite to save the date.

Mr. Campbell briefly discussed the impact related to the 40B development and the developers that will be working in the Town. He also mentioned at the May Town meeting the acceptance of private roads to becoming public and how that cost will impact the Town going forward, with the possibility of other homeowners creating similar petitions in the future. His thought process was to have a committee with stakeholders from the various departments in Town Hall meet to determine what will be the cost, what is the vision and how it might be easier moving forward.

Mr. Kinsherf noted other towns have created financial models for development, but it is easier to work from a specific project. Mr. Dugan noted other communities have commissioned studies to project what the respective community may look like in five or ten years, with metrics including project populations, and what it does to overall budgeting. Mr. Kinsherf stated the Madden report would be able to incorporate some of these concerns

Mr. Milisi questioned the possibility of a committee of various stakeholders that would create an impact statement of possible outcomes to possible situations; not a voting committee, purely for discussion purposes. Mr. Kemmett noted, in the Town of Braintree, all departments were required to submit an impact report prior to any permits issued for new development. The Town was then able to chose which part of the overall report it would highlight for the new development.

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.

On behalf of the entire Select Board, Ms. FitzGerald-Kemmett thanked everyone for taking the time and work every day for the Town. It was extremely grateful to see everyone here, taking the time to work on these projects and cross sharing of ideas.

VII ADJOURNMENT

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

*Respectfully submitted,
Lynn McDowell*

Strategic Planning Session Attendance

Name	Department	Attend
Adam Valachovic	Parks and Fields	
Ann Rein	Select Board	yes
Arlene Dias	Board of Health	yes
Corrine Cafardo	Library	yes
David Mansfield	Conservation	yes
Diane Cohen	Hanson Community Preservation	
Don Ellis	Planning Board	
Edwin Heal	Select Board	yes
Elizabeth Sloan	Town Clerk's office	
Eric Kinsharf	Accounting Office	yes
Frank Milisi	Capital Improvement committee	yes
Frank Schellenger	Conservation	yes
Gilbert Amado	Health Department	yes
David George	Select Board	yes
Jamison Shave	Highway	yes
Jeanne Sullivan	Treasurer-Collector Office	
Jerry Davis	Water Department	
Joe Campbell	Planning Board	yes
Joe Gumbakis	Veterans Department	
John Kemmett	Hanson Community Preservation	yes
Joseph Weeks	Select Board	yes
Karen Stoller	Library	
Kerry Glass	Building Inspection	yes
Kurt Tarvis	Historical Commission	
Laura Fitzgerald-Kemmett	Select Board	yes
Lee Gamache	Assessors Office	
Lisa Green	Select Board	yes
Lynn McDowell	Select Board	yes
Mary Collins	Council on Ageing	yes
Melissa Pinnetti	Board of Health	
Michael Miksch	Police Department	
Michael Dugan	Finance Committee	yes
Peggy Westfield	Hanson Cultural Council	
Pepper Santalucia	Finance Committee	yes
Phil Clemons	Conservation	yes
Robert O'Brien	Fire Department	yes
Shirley Schindler	Hanson Community Preservation	
Scott Davis	Facebook liaison	
Sean Buckley	Zoning Board of Appeals	
Steve Moberg	IT Department	
Teresa Santalucia	Hanson Housing	
Tony DeFrias	Planning Department	yes