



MEETING NOTICE POSTING & AGENDA

TOWN CLERK'S STAMP

TOWN OF HULL

Pursuant to MGL Chapter 30A, § 18-25 all Meeting Notices must be filed and time stamped in the Town Clerk's Office and posted at least **48 hours prior to the meeting** (excluding Saturdays, Sundays and Holidays). Please be mindful of the Town Clerk's business hours of operation and make the necessary arrangements to ensure this Notice is received and stamped in by the Town Clerk's Office and posted by at least **30 minutes** prior to the close of business on the day of filing.

Board or Committee	Select Board
Date & Time of Meeting	Wednesday, January 10th, 2024 at 7:00 pm
Meeting Location	Hull Town Hall, 253 Atlantic Ave
Requested By:	Jennifer Constable, Town Manager

AGENDA

DISCUSSION

1. **Select Board Goals and Priorities**
2. **Select Board Policies and Procedures**
3. **Town of Hull Organizational Commitments/Pledge**

Discussion #1

1/10/2024

CATEGORY

GOAL

Economic Development/Community Development Planning

- 1 ~~Complete & Adopt Unified Work Plan; begin implementation (parking benefit district, road configuration, zoning, marketing)~~ *Completed*
- 2 Support year-round business incentives – *Ongoing - EDC*
- 3 ~~Continue pursuing collaborative relationship with DCR (land swap, Trust Fund, Reservation Master Plan)~~ *Completed & ongoing*
- 4 *Review Vacant Commercial Property Bylaw*

Transportation Planning

- 1 Work with the MBTA to support efforts for more reliable ferry & bus service -*Ongoing*
- 2 Encourage neighborhood/ civic groups and business leaders to maintaining & improve public spaces. Consider adopt a Park *program Beautification Committee*
- 3 Continue Signage and Wayfinding Program incorporate street furniture ie., benches etc
- 4 ~~Incorporate Complete Streets in planning~~
- 5 ~~Designate liaison to MBTA/MPO and seek Board seat on MPO~~
- 6 Review South Shore Mobility Study to identify opportunities for Hull including seeking a demand shuttle
- 7 Determine scope for a Town Transportation plan
- 8 *Railroad Bed M St. – XWZ St.*
- 9 *Traffic Advisory Committee*

Housing Planning - Affordable Housing Committee

- 1 ~~Create New Committee responsible for creating strategy for affordable housing with representatives from all three housing committees~~
- 2 ~~New Committee to create a strategy to implement the Housing Production Plan~~
- 3 ~~New Committee to work with COA to promote & protect affordable and senior housing units throughout town~~

Open Space and Recreation Planning

- 1 Implement update of Open Space and Recreation Plan
- 2 ~~Plan for full complement of recreational facilities (skatepark)– Capital Plan~~
- 3 ~~Continue our efforts to replace playground structures, courts & fencing in our parks~~ *Capital Plan*
- 4 ~~Seek Trail Grants (Dike, intra-municipal trails Hull—Nan-Jet)~~ *Capital Plan*
- 5 Refine and revisit Pemberton EDP (set deadlines for completion)
- 6 *Work with DCR to secure Fort Revere catacombs*
- 7 *Open Gym & Recreation Director*
- 8 *Fort Revere Committee*

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Capital Planning

- 1 Update 5 year Capital Improvement Plan (focus areas public facilities, resiliency & mitigation measures, public works, parks and recreation, *road pavement plan*)
- 2 Review Capital Funding Policies
- 3 *Historical Asset Planning*

Resiliency Planning

Board of Selectmen Goals and Objectives January 10, 2024

- 1 Identify areas at greatest risk from climate change and begin to develop mitigation strategies – CAC
- 2 Continue policy to fortifying continuous dune system – CAC
- 3 Promote green infrastructure - CAC
- 4 *Beach Management Plan*

Operations

- 1 ~~Study departmental workloads to identify strengths & weaknesses to see where we need help and how to improve efficiency~~
- 2 ~~Develop better coordination and execution of Board and Committee Appointments~~
- 3 ~~Feasibility of hiring HR Director, Asst Town Manager~~

Communications

- 1 ~~Annual review of communications policy~~ *Update Communication Policy*
- 2 Improve communications amongst Board and Board and committees (semi-annual reporting/review)
- 3 Bi-Annual Legislative Updates (Rep. & Senator)
- 4 Improve quality of communication with citizens ~~by sending quarterly news letter in Light Bill~~
- 5 Add resources for communications position

General Planning

- 1 ~~Succession Planning for Town Manager's Office~~
- 2 Seek Funding for Master Planning Effort
- 3 ~~Schedule Discussion with HRA~~
- 4 ~~Seek Community input on Goals and Objectives (Master Plan & Select Board Meeting)~~
- 5 Select Board to work with COA to implement Study recommendations
- 6 Community Use of Public Buildings Policy
- 7 Review/Update Select Board Policy

ANNUAL PRIORITY AND GOAL REVIEW PROCESS



TOWN OF HULL

~~BOARD OF SELECTMEN~~ SELECT BOARD POLICIES AND
PROCEDURES

[Adopted October 1996;
Amended June 4, 2002; Amended August 21, 2012]

Preamble: These Policies and Procedures are intended as guidelines for the general conduct of the Board's business. They may be waived by the Board by majority vote from time to time. A failure to comply with said Policies and Procedures, with or without a waiver, shall not affect the validity of any actions taken or not taken by reason of said failure to comply with these Policies and Procedures.

Section 1. Meetings

a. General

All meetings of the Select Board ~~of Selectmen~~ shall be conducted in accordance with Chapter 30A, sections 18-25, Massachusetts General Laws (Open Meeting Law) and any other applicable law.

b. Regular Meetings

board The board shall meet on alternate weeks or as the defines, except as follows

- (1) When a conflict exists with scheduled annual or special town meetings.
- (2) Legal holidays.
- (3) The first regular meeting following election shall be to give outgoing members a proclamation thanking them for the service they have rendered the community. A small party, e.g., coffee and cake, shall be provided by the board members. This will generally be a reorganization meeting only.
- (4) A separate meeting will be held to review town meeting warrants.
- (5) When the Board directs otherwise.

c. Special Meetings

Special meetings of the board may be called by the ~~chairman~~-Chair with the concurrence of a majority of the remaining members of the board; however the required statutory forty eight hour public notice of such a meeting may not be waived, except as otherwise permitted by law.

d. Emergency Meetings

- (1) The ~~chairman~~-Chair may call an emergency meeting of the board in accordance with the Open Meeting Law.
- (2) Matters acted upon by the board at emergency meetings shall be made an agenda item at the next regular scheduled meeting of the board for the purpose(s) of discussing decisions rendered at emergency meetings.
- (3) A member of the board can act in an emergency provided such actions are affirmed by the other members as soon as possible.

e. Executive Sessions

- (1) Executive sessions of the board shall be conducted in strict accordance with M.G.L. Chapter 30A, sections 18-25 and any other applicable law.
- (2) Any member of the board may make a motion to allow the board to convene in executive session; however, the motion shall be made while in open session and shall clearly state the statutory basis for executive session deliberations.
- (3) A roll call vote shall be taken on all motions which call for executive sessions and such roll call vote shall be duly recorded in the minutes of the open session at which the motion was acted upon.
- (4) All executive sessions shall be scheduled at the end of the agenda to the extent practicable.

f. Time of Meetings

- (1) All board meetings shall normally be scheduled to commence promptly at 7:00~~30~~ p.m. and terminate not later than 11:00 p.m. However, in the event official business remains to be transacted at the scheduled adjournment time, the board may continue to complete said business then before the Board and thereafter vote to suspend this requirement for any additional business.
- (2) Items on the agenda which are put on hold should be pulled by the board members and automatically placed in their following weeks' agenda until such time as the issue comes up again.
- (3) Any board member who expects to be absent from a scheduled board meeting or delayed for more than one hour, shall notify the Town Manager and/or Chairman of the Board in advance of the scheduled meeting.
- (4) Recesses shall be kept minimal as determined by the Chair.

g. Meeting Notice

- (1) A written notice of all scheduled meetings of the board, except as precluded by section 1d, above, shall be filed with the Town Clerk at least forty- eight hours in advance of the meeting for posting on the official town bulletin board and for providing notice as required by law.
- (2) Copies of the meeting notices shall be made available to members of the media and the general public.

Section 2. Agenda for Regular Meetings

- a. Items requested for placement on the meeting agendas, other than from board members or staff, shall be in writing stating the subject matter, individual(s) expected to be present and accompanied by a concise statement as to the essence of the subject matter and relevant materials in order to permit the members of the board an opportunity to review the statements and materials prior to the meeting.

Before appointments are scheduled, the Town Manager and/or Chair~~man~~ will review the subject matter.

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b. Agenda items may be received until 12:00 noon of the Thursday preceding the scheduled regular meeting.

c. Agenda items received after Noon of the Thursday preceding the scheduled regular meeting may, within time constraints and at the discretion of the Chair~~man~~ or Town Manager, be included under "new business" or scheduled at the next succeeding or another regular or special meeting.

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~~e-d. The Chair will reach out to each member of the Select Board individually by 4:30pm on the Thursday preceding a Select Board meeting to communicate the agenda items that can be expected at the next meeting. The Chair will also communicate why any board member's requested agenda item(s) were added or not.~~

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~~d-e. Agendas for a regular scheduled meeting shall be posted and available to the general public and media no later than 4:30 p.m. each Thursday-Monday preceding the meeting or as otherwise require by law.~~

e-f. Agendas for special and emergency meetings may be modified by the Chair~~man~~ and/or the Town Manager to conform to the purpose(s) for which such meetings are called.

~~f-g. Each board member shall be given 10 minutes to bring up and discuss new business. If a particular subject will require lengthy discussion the member should schedule him/herself on the agenda.~~

Section 3. Procedures During Meetings

a. The meetings may be informal and the Board is not bound by any particular set of parliamentary text (including Roberts Rules of Order), relying on instead statutory, common law and such rules as may be adopted by the Board.

b. When deemed necessary and appropriate, the ~~chairman~~ Chair may offer a motion and/or second a motion and may vote on any matter.

c. When a member is about to make a motion, second a motion, speak in debate or deliver any matter to the

Board, they shall first be recognized by the Chair. They shall
confine themselves to the question under debate and avoid
personalities.

~~board, he shall first be recognized by the chairman. He~~
~~shall confine himself to the question under debate and~~
~~avoid personalities.~~

- d. No member in debate shall make reference to any other member but in respectful terms.
- e. No person shall address a public meeting of the board

without permission of the chairman or other designated presiding officer.

f. Petitioners shall be limited to the time allotted on the agenda unless permission to speak for a longer period of time is requested and granted by a majority vote of the board.

g. Items which appear on the meeting agenda shall be considered as properly before the board for action without benefit of a specific motion to that effect. However, any member of the board may reserve the right to move that an agenda item be stricken from the agenda. Such a motion, if made, shall be subject to action by the other members of the board as would be appropriate to action on routine motions.

h. Board members who wish to speak on an agenda item properly before the board shall attempt to limit their comments to not more than ten minutes and not more than twice on each issue.

~~i. Any display of disrespectful behavior or personal attack or verbal abusive conduct toward any individual citizen, town employee or member of the board will not be tolerated and will be dealt with appropriately by the chairman. (Amended June 4, 2002)~~

Section 4. Hearings

a. All hearings are to be kept on schedule. If the next appointment on the agenda comes due and the hearing in process has not been completed, the hearing in process will be tabled until all other scheduled appointments have been heard unless the Board decides otherwise.

b. Each speaker at a hearing shall be limited to 3-4 minutes. At the discretion of the chairman, a person may speak again for one minute, but only when others have been allowed to speak. The foregoing shall not apply to those proceedings where due process provides otherwise.

c. A time keeper may be designated for each hearing.

Section 5. Minutes of Meetings

a. The proceedings of all open and executive session board meetings shall be reflected in minutes as required by law.

b. Written minutes of board meetings shall set forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes. They may also contain the names of other members of official boards, committees, commissions, and others present who may have participated in any particular discussion. In addition thereto, votes of executive sessions shall be recorded by roll call votes in the minutes. Written minutes need not include verbatim or otherwise lengthy records of discussion on agenda items, but shall contain an appropriate summary of the discussion.

c. Written minutes shall be prepared as expeditiously as possible to allow the board to act upon at a subsequent regularly scheduled meeting. Following the board's approval, the written minutes shall become the permanent and official record of meetings.

d. For executive sessions the board's clerk will prepare an accurate record of such proceedings to include the date, time and place, the members present or absent, names of others present, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes, which shall be by roll call.

e. The Town Manager and Office Manager shall be custodians of and keepers of records for the ~~Board of Selectmen~~ Select Board, including regular and executive session minutes. Said executive session minutes shall not be released until the board determines that the purpose of the executive session is no longer applicable or as may be required by.

f. To insure their release to the public, the Town Manager shall review all executive session minutes quarterly for the previous year.

Section 6. Miscellaneous

a. All correspondence is to be made available to the public after it has been opened by the board's designee, unless it is marked "Confidential" or "Personal" in which

event it shall be delivered unopened to that person.

Correspondence sent to the Board may be listed on the agenda and such correspondence may be noted, read or summarized.

~~b. Smoking is not allowed in the selectmen's meeting room or Municipal Building.~~

Comment [jc1]: No smoking permitted in any public building.

~~e. Each sitting Board may at its discretion sponsor advertisements, trophies, etc. However, each member may do as he/she wishes.~~

Comment [jc2]: Not sure what this is supposed to refer to...but should be reworded for clarity.

~~d.b. A majority vote of the board is required to give a directive to a department head under the jurisdiction of the Board of Selectmen. However, any member may discuss any issue with any department head.~~

Comment [jc3]: In conflict with the Charter. Department Heads and staff are under the authority of the Town Manager.

~~e. Individual members who receive complaints concerning the Police Department are authorized to contact the Police Chief without waiting for the board's authorization.~~

Comment [jc4]: Also in conflict with the Town Charter.

~~f. The board shall request the Police Chief's advice before issuing a license or permit for fund-raising activities.~~

Comment [jc5]: ???

~~g.c. The board shall send letters of condolence to families of deceased town officials.~~

~~h.d. The Board of Select Boardmen shall evaluate the Town Manager's performance for his/her merit raise. Consistent with the Town Manager's contract terms.~~

Comment [jc6]:

Section 7. Decorum

a. Relations with Community

~~Selectmen~~ Members of the Select Board in their relations with the community should:

- (1) realize that their primary responsibility is to the Citizens and the Town;
- (2) remember that a ~~selectman~~ Select Board member is only one member of the board and must abide by all board decisions once they are made;
- (3) be well informed concerning the responsibilities

| of a ~~selectman~~Select Board;

- (4) not benefit personally from his or her ~~selectman~~
Select Board activities.

Comment [jc7]: Reference State COLL

b. Relations with Town Manager

~~Selectmen~~ Members of the Select Board in their
relations with the Town Manager should:

- (1) endeavor to establish sound, clearly defined
policies which will direct and support the
manager;

Comment [jc8]: Consistent with the
Town Charter

~~(2) recognize and support the administration chain of
command and refuse to act on complaints or
requests as an individual outside this
administrative chain;~~

- ~~(3)~~ (2) give the manager full responsibility for
discharging his professional duties, as defined
by Chapter 8 of Acts of 1989, as amended and hold
him responsible for acceptable results;

Comment [jc9]: Is this a current
reference?

~~(4) (3) refer all complaints to the manager for
solution and only discuss them at board
meetings if such solution fails.~~

Comment [jc10]: Consistent with the
Personnel Bylaws and Contract

c. Relations with other ~~Selectmen~~ Select Board Members
and General Conduct

~~Selectmen~~ Select Board members in their relations
with fellow members should:

- the (1) recognize that action at official meetings is
binding and that a selectman alone cannot bind
the board outside of such meetings;
- (2) uphold the intent of ~~e~~Executive ~~S~~essions and
respect the privileged communications and sharing
of information that exist in executive sessions
and in non-public records;
- (3) ~~make decisions only after all facts on a question
have been presented and discussed;~~
- and (4) be knowledgeable of and adhere to the Policies
Procedures.

Comment [jc11]: Reference OML

Comment [jc12]: Reword?

Comment [jc13]: Which policy and
procedures?

- (5) not improperly disclose materials or data within the exemptions to the definition of public records as defined by section seven of M.G.L. C. 4 or otherwise exempt from mandatory disclosure, and were acquired by him in the course of his official duties nor use such information to further his personal interest.

Comment [jc14]: Is this a current reference?

Section 8. Suspension of Procedures

These standing procedures may be suspended by an affirmative majority vote of the board members present and voting. The failure to so vote however shall not affect the validity of any actions taken.

Section 9. Reconsideration of Votes

Any vote taken may be reconsidered without limitations as to time or person making said motion upon a proper motion before the board and a favorable majority vote of the members present and voting.

Comment [jc15]: Check with Jim L.

Section 10. Interview of Appointees and Applicants for Licenses

It shall be the practice of the board to interview persons and parties being considered for appointment to town boards, committees and positions, and to be awarded licenses or permits (except routine renewals) from the board, unless the board by majority vote determines otherwise.

Comment [jc16]: Not entirely accurate

Section 11. Review of Policies and Procedures

These policies and procedures shall be reviewed annually following the normal reorganization of each new Board of Selectmen or more often if necessary and dictated by changes in the board's composition if occurring prior to the normal electoral process.

Section 12. Amendments to Policies and Procedures

- a. These policies and procedures may be amended by a majority vote of the members present and voting at a regular scheduled meeting provided, however, that the proposed amendment has been submitted in writing at least one week prior to the date the amendment is to be voted upon.
- b. An amendment shall be construed to mean any addition

or a new procedure or a deletion or modification of an existing procedure.

Section 13. Effective Date

These policies and procedures are effective October, 1996, and as properly amended.

Section 14. Distribution

A copy of these policies and procedures, a Selectmen's Handbook and keys to Town Hall and the Selectmen's Office will be provided to each newly elected selectman upon that individual's assumption of office.

TOWN OF HULL ORGANIZATIONAL COMMITMENTS

Select Board:

- Be responsive to the needs of the Hull Community by providing proactive visionary and strategic leadership and focusing on the future rather than the past
- Recognize its responsibility to the future generations by developing goals that address the interrelatedness of the social, cultural, and natural characteristics of the community
- Communicate and serve with respect, dignity and courtesy in relations all Board members, members of duly elected boards, commissions, committees and the public
- Endeavor to keep the community informed on municipal affairs and encourage communication between citizens, the Board, and Town Manager
- Strive to develop strong working relationships amongst elected Boards & appointed Committees
- Be committed to improve the quality of life for the individual and the overall community; and be dedicated to the faithful stewardship of the public trust and continuously strive to improve the quality and image of public service
- Respect the roles and responsibilities of the Board and Town Manager as set forth in the Town of Hull Town Charter

Town Manager:

- Serve with dignity and continuously demonstrate the highest ideals integrity and ethical standards
- Be a resource to the Select Board and Staff ensuring cohesiveness and communication in advancing shared goals and priorities
- Serve in the role with courtesy in relations with staff, elected Board members, commissions, committees and the public
- Maintain responsibility for the integrity of the Board's processes and represent the will of the Board as appropriate
- Town Manager is responsible for dissemination of ongoing information on Board procedures, current agenda items, and other related meeting items in a timely manner
- Town Manager shall advise the Board and provide guidance on all matters requiring action by them and enable all Board Members to participate in policy and necessary decision making under their authority in an informed manner
- Town Manager shall coordinate and facilitate the orientation of new Board members
- Town Manager shall provide regular updates to the Board, consistent with communication expectations established during the Annual Retreat Meeting
- Town Manager shall delegate Board action and/or direction to staff and shall coordinate appropriate staff responses to appropriately requested Board actions
- Town Manager shall serve as the liaison between the Select Board and Staff