



TOWN OF KINGSTON
BOARD OF SELECTMEN
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 200 & VIA ZOOM
NOVEMBER 29, 2022

6:00 pm – CALL TO ORDER – ROOM 200

Chairman Kimberley Emberg called to order the meeting of the Board of Selectmen at 6:00 pm. Selectmen in attendance: Donald Alcombright, Sheila Vaughn, Jessica Kramer, and Tyler Bouchard.

Staff Present: Keith Hickey, Town Administrator, and Patricia Tucker, Assistant to the Town Administrator.

ANNOUNCEMENTS:

This meeting is being recorded by PACTV. Anyone intending to make an audio or video recording of the meeting should notify us at this time.

Financial assistance applications are available on the Town's website or by calling the Selectmen's office.

The Town is still recruiting for plow drivers with the few drivers we have, clearing the streets will not be at the level that we are accustomed to - this is not a problem only in Kingston but is an issue in other communities and for the state.

Announcement from the COA

A time that is traditionally filled with joy and merriment can feel very different when you're experiencing grief. There will undoubtedly be some challenging moments within this season of holiday cheer. We want to support you through this time and give permission to allow this holiday season to be both a tender and precious time. Our monthly bereavement group for November and December will focus on how we can travel through this season well, including practical tips to help support your unique needs, how gratitude, joy, and grief can co-exist, and how to use ritual and tradition to stay connected to your lost loved one this holiday season.

The next session will be Friday, December 16, at 10 am.

Announcement from the Historical Commission

The Kingston Historical Commission announces the launch of a historic house plaque program to encourage an awareness of Kingston's many historic structures.

Those interested in researching their homes and acquiring a historic house plaque can complete one of our applications. They are available online at the Historical Commission's page on the Kingston Town website and via email at khc@kingstonma.gov or by attending one of our meetings, generally held on the second Wednesday of each month.

Mark your calendars for Luminaries Saturday, December 17, 2022, and some roads will be closed for this event.

OPEN FORUM:

There was no one in attendance for an open forum.

APPOINTMENTS:

LEGISLATIVE UPDATE FROM SENATOR MORAN

Ms. Emberg introduced Senator Moran, who was in person to present to the Board. Senator Moran started by saying thank you for your support and collaboration with my office. The Senator touched upon collaboration with the Town and State regarding the migrants brought to Kingston hotels, and the challenges this creates for the Town, and the financial

relief will be expedited as soon as it can. Also mentioned was focusing on affordable housing and working directly with the Town.

REQUEST BY THE BOARD OF ASSESSORS TO DESIGNATE A BOARD OF ASSESSOR MEMBER A SPECIAL MUNICIPAL EMPLOYEE

Ms. Emberg introduced Michael Martin, the chair of the Assessors, who explained that this item had come before the Selectmen a little bit over a year ago in which Scott DeSantis, who is a member of the Board of Assessors, was requesting to do some needed consulting work for the Town through the Assessing Department. Mr. Martin explained that the Assessor's office has had challenges and requires someone who will prioritize Kingston. When using an agency mass appraisal company, the Town may receive several different individuals, causing a gap in information for the Town.

It was explained that Mr. DeSantis contacted the Ethics Commission to inquire about any conflict regarding consulting work. The Ethics Commission indicated that Mr. DeSantis must complete a Disclosure by a Special Municipal Employee of Financial Interest in a Municipal Contract for the Board of Selectmen's consideration. Mr. DeSantis has been a Massachusetts municipal assessor for several years and has a great deal of knowledge of Kingston.

Ms. Emberg inquired about the abatement process, how Ms. Clarke would review it, and whether Mr. DeSantis would recuse himself. Mr. Martin answered that it would be on a case-by-case basis.

Ms. Vaughn stated that Ms. Clarke would still oversee the process, which would be great.

Finance Director Ms. McCoy stated that there was a discussion about finding an outside source and hiring one person to do this job, and there are few people out there to do this job.

Ms. Emberg asked what new information was brought forth from the last time the Board had reviewed it, and Mr. Martin stated that while the information was the same from State Ethics, the letter with it written out from the State Ethics was new that said State Ethics was okay with it if the Selectmen are okay with it.

Mr. Hickey stated that the assessment records are inconsistent due to the number of different people handling these items and that by having one person filling this role, there would be consistency.

Ms. Clarke mentioned that the state brought up their concerns regarding inconsistencies in their letter from December 2021 as one of the issues that needed to be resolved.

The Board discussed this in length.

Motion by Ms. Vaughn, second by Ms. Kramer, and a 4-1-0 vote, Ms. Emberg voted against,

VOTE: I move the Board of Selectmen to approve the Disclosure by Special Municipal Employee of Financial Interest in a Municipal Contract as Required by G.L. 268A, Sec. 20(d)

REQUEST TO CREATE KINGSTON'S 300TH COMMITTEE

Mr. John Bartlett, a member of the Kingston Historical Commission, was in attendance to discuss the letter in the packet and the request for a 15-person member committee for Kingston's 300th.

Mr. Alcombright expressed an interest in serving on the committee to represent the Selectmen.

Motion by Ms. Vaughn, second by Mr. Bouchard, and a 5-0-0 vote,

VOTE: I move the Board of Selectmen to approve the request to create the Kingston 300th Committee. Further, I motion to appoint Donald Alcombright to the committee as a representative of the Board of Selectmen.

Ms. Kramer asked how quickly Mr. Bartlett would like this committee filled, and he answered that it would be as soon as possible so they can get started.

JOINT MEETING WITH THE COUNCIL ON AGING ADVISORY BOARD FOR A PRESENTATION ON THE AGE/DEMENTIA

Council on Aging Director Marybeth Lawton introduced herself and explained that she read the master plan and that within that, the Town needs to make sure the community is age-friendly.

Ms. Lawton would like to create a community that the younger generation will be able to benefit from when they reach the age of older.

Ms. Lawton introduced Dr. Caitlyn Coyle from UMass Boston will make a presentation on the process of becoming an Age/Dementia Friendly Kingston.

Ms. Coyle shared her screen to present her overview, which is also in the meeting packet.

Ms. Vaughn asked about the process, and Ms. Lawton explained that the money for this project would come in the new fiscal year and that the mailings for the survey would happen in the fall of 2023.

Motion by Ms. Vaughn, second by Mr. Bouchard, and a 5-0-0 vote,

VOTE: I move the Board of Selectmen to approve the Council on Aging to pursue a Community Compact Grant through the Commonwealth of Massachusetts to fund a needs assessment for the COA and approve the chair sign a letter of support on behalf of the Board.

ADDITIONAL ITEMS:

APPOINTMENT OF ALTERNATE PLUMBING AND GAS INSPECTOR

Ms. Emberg explained that Jason Silva, Building Inspector, requested that the Board vote for an Alternate Plumbing and Gas Inspector. His recommendation is George Greenwood.

Motion by Mr. Alcombright, second by Ms. Kramer, and a 5-0-0 vote,

VOTE: I move the Board of Selectmen to appoint George Greenwood as the Alternate Plumbing and Gas Inspector effective immediately.

DISCUSSION OF ADOPTING TOWN PROPERTY NAMING POLICY

Ms. Emberg discussed that a few Selectmen have asked to place a formal policy for naming Town buildings/property.

Ms. Emberg stated that the hope is that having a policy will foster more public discussion and input from all town Departments in the naming process.

Ms. Vaughn mentioned that within the packet is an example from Duxbury, which she would like to use as a format.

The Board discussed whether or not this would need to go before Town Meeting for all boards/committees to comply or if setting a policy would be applied Town-wide.

Mr. Hickey discussed that this could come before the Board for policy approval after speaking with town counsel and adding more specific wording for all boards/committees to comply with and then have a bylaw presented at Town Meeting, if the Board would like to pursue a bylaw rather than a policy.

REQUEST TO DEEM TOWN PROPERTY AS SURPLUS - FIRE DEPARTMENT CROWN VICTORIA

Ms. Emberg explained that the Fire Department requests the Board to deem a 2011 Ford Crown Victoria/Police Interceptor, a former Police Patrol Vehicle, as surplus. Once declared surplus, the property will be advertised and sold.

Motion by Mr. Alcombright, second by Mr. Bouchard, and a 5-0-0 vote,

VOTE: I move the Board of Selectmen to declare the 2011 Ford Crown Victoria/Police Interceptor, a former Police Patrol Vehicle, as surplus and to be sold to the highest bidder.

CONSIDERATION OF FINANCIAL ASSISTANCE APPLICATION

Ms. Emberg explained that a resident had submitted a Financial Assistance Application asking for help with oil this winter. Selectman Vaughn reviewed the paperwork and provided comments in the meeting packet, ultimately recommending this one-time assistance for the applicant.

Motion by Mr. Alcombright, second by Ms. Kramer, and a 5-0-0 vote,

VOTE: I move the Board of Selectmen to approve the Financial Assistance Applications submitted in the amount of \$1,600.00 from the Arthur F. Wadsworth Charity Fund.

ACCEPTANCE OF FULL-TIME CDL/LABORER POSITION WITH STREETS, TREES, AND PARKS

Ms. Emberg explained that the position of CDL/Laborer was vacant after a resignation. The Superintendent of Streets, Trees, and Parks recruited for the job, and after interviews, Mr. Basler is requesting the hiring of Timothy Bates to fill the position of CDL/Laborer.

Motion by Mr. Bouchard, second by Ms. Kramer, and a 5-0-0 vote,

VOTE: I move the Board of Selectmen to appoint Timothy Bates to the position of CDL/Laborer, a Grade L3, Step 3, a nonexempt position as part of the Kingston Town Employee Union – Labor, with the Streets, Trees, and Parks Department with an anticipated start date of December 5, 2022, with the following conditions:

1. Provision of the necessary identification forms to satisfy the requirements of the U.S. Immigration Reform Act.
2. Satisfactory CORI check;
3. Satisfactory results from a Town appointed physician stating you can perform the functions of the position based on the description in the posting you applied to, including drug screening.
4. Successful completion of a six-month probationary period.

APPROVAL OF ANNUAL LICENSE RENEWAL

Ms. Emberg explained that this is the annual renewal for Center Repair and Machine Co for a Motor Vehicle Class 2 license.

Motion by Ms. Kramer, second by Mr. Bouchard, and a 5-0-0 vote,

VOTE: I move the Board of Selectmen to approve the annual license renewal for Center Repair and Machine Co.

PRESENTATION OF TOWN ADMINISTRATOR FY24 BUDGET

Town Administrator Keith Hickey presented his FY24 budget to the Board. Mr. Hickey shared his screen and presented his PowerPoint presentation of the Fiscal Year 2024 Budget Presentation.

Mr. Hickey discussed that all documentation including the budget, will be uploaded to the website by the end of the week.

The budget is set up as it was last year. This is a balanced budget that meets the needs of the community without impairing the financial condition of the Town in future years. Mr. Hickey has asked the Board, if they have any questions, to reach out before next week's budget meeting so that the department heads can answer questions.

There was discussion regarding modifying the budget bylaw. In an upcoming Town Meeting as the timelines are currently earlier than they need to be, which requires much estimation.

TOWN ADMINISTRATOR'S REPORT:

REPORT OF THE TOWN ADMINISTRATOR - NOVEMBER 29, 2022

Mr. Hickey read from his report:

The Capital Plan is being distributed to the Capital Planning Committee, and they will begin reviewing the Capital Improvement Plan in late November or early December.

Data collection for the pedestrian improvements at the Pembroke Street (Route 27) / Wapping Road (Route 106) / Main Street (Route 106) / Evergreen Street intersection will be collected in early December. Once all data collection has been completed and preliminary design is underway, a public meeting will be set up. The anticipated timeframe for the meeting will likely be Feb/Mar 2023.

Mulliken's Landing project is nearly complete. However, the pier was incorrectly positioned, sticking further into the river corridor than it was supposed to. The contractor will be back in early December to remove the last set of pilings and cut the pier decking back ten feet, which places the end of the pier roughly where it was supposed to end (within

~1'). The contractor will remove the ramp and float when they're done and bring them to the Harbormaster's lot for winter storage. Two weekends ago, volunteers built a boardwalk section connecting the pier with the existing trail (need to clean up the curved edges). The next and final step is dressing the path with stone dust. We will submit for reimbursement by year's end.

Collective bargaining with two of the unions is underway. Additional negotiation sessions are scheduled through December. The other three unions will be ready to begin negotiations shortly. Human Resources Manager Tina Betti and I will attend the next Wage and Personnel meeting in December to discuss the May 2023 Town Meeting warrant article they will present.

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MEETING MINUTES: There were no minutes for approval at this meeting.

SELECTMEN COMMENTS:

Ms. Vaughn added to support Kingston this holiday season by shopping local!

Ms. Kramer mentioned that the Veteran's Memorial is looking for a letter of support, however, they need it before our next meeting so there wouldn't be time to vote on it. Ms. Emberg recommended that each Selectman write a letter of support if they would like. Mr. Hickey stated that based on the vote from a prior Board meeting where the Board of Selectmen supported the project, he could write a letter of support for them which should be sufficient.

Motion by Mr. Bouchard, second by Ms. Kramer, and a 5-0-0 vote, by roll call vote

VOTE: I move to adjourn.

The meeting adjourned at 8:25 pm.

NEXT MEETING:

DECEMBER 8, 2022

Respectfully submitted,

Patricia Tucker
Assistant to the Town Administrator/Board of Selectmen

Documents used at the meeting:

Agenda
Agenda Addendum
Letter from State Ethics Committee
Request for Kingston's 300th Committee
Presentation on the Age/Dementia
Alternate Plumbing and Gas Inspection Recommendation
Examples of Town Property Naming Policy
Request to deem Town Property as surplus
Recommendation for Financial Assistance Application
Resumes
Annual License Renewal

Presentation of the Town Administrator's FY24 Budget
Report of the Town Administrator