



TOWN OF KINGSTON
BOARD OF SELECTMEN
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 200 & VIA ZOOM
DECEMBER 13, 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 by roll call vote. Selectmen in attendance: Donald Alcombright, Sheila Vaughn, Jessica Kramer, and Tyler Bouchard. Jessica Kramer attended virtually.

Staff Present: Keith Hickey, Town Administrator; Gloria Mitchell, Assistant 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.

We are sad to announce the passing of Doris Johnson. Doris was a well-loved and well-respected member of Kingston for many years, and she and her husband Charles raised ten children here. She was the town historian and also served on other committees and boards. Our thoughts are with the family in this difficult time.

OPEN FORUM:

Tree Kuharich and Nathan Hedberg of 5 Post Court attended to provide an update regarding the 40B development at May Ave and Post Court. Ms. Kuharich discussed the process, which began back in 2019. They were before the Board for their continued support of the ZBA decision of 4 units.

Priscilla Bracket from the Veteran's Office was in attendance to talk about the fantastic donations their office has received. She read to the Selectmen:

"Recently, the Veterans office has received several acts of generosity and donations from citizens and businesses in Kingston. We continue to receive numerous monetary and gift card donations to help our most vulnerable veterans, and we greatly appreciate every donor.

On Veterans Day, was a luncheon for 140 veterans and guests. This was a catered luncheon from Plymouth Bay Catering Company. For the 4th year in a row, Mark Beaton and Plymouth Bay Catering donated all food for the luncheon. We have once again received a very generous yearly donation from the Arbor Hill Neighborhood Association. This neighborhood has donated over \$13,000 to our local veterans in the past four years.

The Kingston Collection recently donated \$1,500 in Target gift cards to help needy veteran families with children during the holiday season. We greatly appreciate David Gilmore and the entire Management Team at the Kingston Collection for continuing this important tradition.

Lastly, thanks to the Maribett Farm for one of our most popular donations. Ron and Connie have donated several dozen eggs every Wednesday for distribution to veterans for many months."

Mr. Hickey spoke briefly about what a fantastic job Priscilla does in that office and how much work she does for the Veteran community.

APPOINTMENTS: There were no appointments on the agenda.

ADDITIONAL ITEMS:

CONTINUATION OF DISCUSSION ON PROPOSED FY24 BUDGET AND POSSIBLE VOTE TO RECOMMEND SELECTMEN'S BUDGET TO FINANCE COMMITTEE

Ms. Emberg stated that at the budget review meeting on December 8, Board members requested additional information before making a final decision on the budget being recommended to the Finance Committee.

Ms. Emberg asked if the Board had questions, and Ms. Vaughn stated that the grant the fire had put in for was not awarded to Kingston. Chief Douglass was in attendance; he said that he believes the following grant may be available early next year. Chief Douglass provided the information to the Board that was requested at the last meeting and discussed the information in great detail.

Ms. Emberg supports the TA recommendation as provided, except for fire and police. Ms. Vaughn supports a full-time admin within facilities.

Mr. Alcombright agrees with Ms. Emberg and supports the Town Administrator budget except for fire and police.

Mr. Bouchard is conflicted and sees the benefit of increasing budgets with public safety.

Ms. Kramer supports the budget requested by the Fire Department.

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

VOTE: I move the Board of Selectmen to approve the FY24 budget as amended with the addition of 4 firefighters in the amount of \$51,781,012

Motion by Ms. Vaughn and second by Mr. Alcombright, and a 2-3-0 vote by roll call (Mr. Alcombright, Mr. Bouchard, and Ms. Kramer voted against)

VOTE: I move the Board of Selectmen to approve the FY24 as amended with the addition of the police officer in the amount of \$51,882,174

The Board discussed that the Police Department didn't provide enough information to support this request.

APPROVAL OF INCREASE TO MATTRESS DISPOSABLE RATES

Ms. Emberg explained that the Superintendent of Streets, Trees, and Parks stated he was informed late last month that the current mattress disposal vendor, Green Mattress, is increasing their disposal rates for mattresses and box springs from \$ 20.00 per item to \$ 35.00 per item, effective immediately.

Mr. Paul Basler was in attendance to discuss that this increase is necessary and added that they are also starting to charge a \$425.00 transportation fee for each pick up at the Transfer Station, which is about 40- 50 mattresses per pick up. When combining the per-item fee and the transportation costs, Mr. Basler recommends that starting January 1, 2023, the new price for the disposal of mattresses and box springs be increased to \$ 45.00 per item. He added that typically he would not recommend changing any fees mid-year but if this item is not addressed immediately, there will be a shortfall in the budget before the end of the fiscal year.

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

VOTE: I move the Board of Selectmen to approve the increase of disposal rates of mattresses and box springs be increase to \$45.00 per item starting January 1, 2023.

REQUEST BOARD OF SELECTMEN AUTHORIZE A POLICE PROMOTIONAL PROCESS

Ms. Emberg discussed that the Police Chief is seeking the Board of Selectmen's approval to conduct a promotional process within the Police Department to fill open supervisor positions.

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

VOTE: I move the Board of Selectmen to authorize the Chairman of the Board of Selectman, as the Civil Service Appointing Authority for the Town of Kingston, to file two separate Civil Service Requisitions (Form-13) for a certification list from an existing department promotional examination for two Permanent Full-time Police Lieutenant

Positions and two Permanent Full-time Police Sergeant Positions for the Kingston Police Department.

ACCEPTANCE OF COA OFFICE AND TRANSPORTATION ASSISTANT AND TOWN CLERK, ADMINISTRATIVE ASSISTANT, AND WASTEWATER ADMINISTRATIVE ASSISTANT

Ms. Emberg explained that after resignations within each department, the position of COA Office and Transportation Assistant, Town Clerk Administrative Assistant, and Wastewater Administrative Assistant has been vacant. The Director of Elder Affairs and the Town Clerk recruited for the positions, and after interviews, Ms. Lawton is requesting the hiring of Patricia Waitkevich to fill the COA Office and Transportation Assistant position. Mr. Gallagher is asking to hire Andrea Cunningham as the Administrative Assistant in the Clerk's Office, and Robert Monaghan is requesting the hiring of Jennifer Ering as the Administrative Assistant in Wastewater.

Motion by Ms. Vaughn, second by Mr. Alcombright, and a 5-0-0 vote, by roll call vote,

VOTE: I move the Board of Selectmen to appoint Patricia Waitkevich, to the position of COA Office and Transportation Assistant, a Grade C2, Step 5, a nonexempt position as part of the Kingston Town Employee Union – Clerical, with the Council on Aging with an anticipated start date of December 30, 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 letter from your primary care physician that you can perform the functions of the position based on the attached job description.
4. Successful completion of a six-month probationary period

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

VOTE: I move the Board of Selectmen to appoint Andrea Cunningham to the position of Administrative Assistant in the Town Clerk's Office, a Grade C1, Step 3, nonexempt position as part of the Kingston Town Employee Union – Clerical, with the Town Clerk's Office with an anticipated start date of December 14, 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 letter from your primary care physician that you can perform the functions of the position based on the attached job description.
4. Successful completion of a six-month probationary period.

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

VOTE: I move the Board of Selectmen to appoint Jennifer Ering to the position of Administrative Assistant in the Wastewater Office, a Grade C1, Step 3, nonexempt position as part of the Kingston Town Employee Union – Clerical, with the Town Clerk's Office with an anticipated start date of December 27, 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 letter from your primary care physician that you can perform the functions of the position based on the attached job description.
4. Successful completion of a six-month probationary period.

ACCEPTANCE OF DONATIONS TO THE VETERAN DEPARTMENT

Ms. Emberg explained that the Veteran's Department requests that the Board of Selectmen accept the following donations.

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

VOTE: I move the Board of Selectmen to accept the following donations to the Veteran's Services Department

\$3,744 donation from Arbor Hill Neighborhood Association
\$100 donation in grocery gift cards from Eileen Tobin
\$100 donation to an anonymous donor
12 turkeys and fixings from Halifax VFW Post #6258

ACCEPTANCE OF RESIGNATION OF PUBLIC HEALTH NURSE FOR THE SOUTHERN PLYMOUTH HEALTH EXCELLENCE COLLABORATIVE GRANT AND TEEN AND EMERGING TECHNOLOGY LIBRARIAN WITH THE LIBRARY

On November 21, 2022, Leanne Cole submitted her resignation as the PHE Grant Public Health Nurse. On December 6, 2022, Kaitlin Stacy submitted her resignation letter as the Teen and Emerging Technology Librarian.

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

VOTE: I move the Board of Selectmen to accept the resignation of Leanne Cole as the Public Health Excellence Public Health Nurse effective November 21, 2022, and Kaitlin Stacy the as the Teen and Emerging Technology Librarian effective December 17, 2022.

ESTABLISH THE ANNUAL TOWN ELECTION DATE AS APRIL 22, 2022

Ms. Emberg stated that the Town Clerk requested the Annual Town Election Date as Saturday, April 22, 2022. Ms. Emberg read the bylaw, which states the following:

“The annual election of such officers and the determination of matters of law as are required to be elected or determined by ballot shall be held on the fourth Saturday of April or a Saturday before or after, to accommodate holidays and other days not particularly conducive to participation.”

Ms. Vaughn would like to recommend the Board consider setting the election date for a weekend that does not fall during school vacation.

The Board discussed tabling this item for future discussion.

ESTABLISH THE ANNUAL TOWN MEETING DATE AS MAY 6, 2022

The Board tabled this item for discussion in a future meeting.

APPROVAL OF ANNUAL LICENSE RENEWALS

Ms. Emberg discussed that included in your Board materials is a summary of all annual license renewals submitted by Kingston businesses. The overview also consists of the types of licenses that have been applied for by each company.

Motion by Mr. Alcombright, second by Mr. Bouchard, and a 4-0-1 vote, by roll call vote, Ms. Kramer abstained.

VOTE: I move the Board of Selectmen to approve the annual licenses as printed in the agenda addendum

ANNUAL APPOINTMENT OF SPECIAL POLICE OFFICERS AND MATRONS

Ms. Emberg explained that these are annual appointments of Special Police Officers and Matrons. Chief Splaine sent a memo with the information.

Motion by Ms. Vaughn, second by Mr. Alcombright, and a 5-0-0 vote, a roll call vote,

VOTE: I move the Board of Selectmen to appoint the following individuals to the position of Police Matron for the Kingston Police Department. The term of the appointment shall be from January 1, 2023, through December 31, 2023.

Michelle E. Beck
Ashley L. Odell
Taylor A. O'Neill

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

VOTE: I move the Board of Selectmen to appoint the following individuals as Special Police Officers for the Kingston Police Department. The term of the appointment shall be from January 1, 2023, through December 31, 2023.

Darren J. Martin
Marks J. Brenner, Jr.
Peter E. Pateline
Sean S. Percy
Ashley L. Odell

Mr. Hickey discussed that Mr. Gallagher, the Town Clerk, has sent a message and asked that the Board vote on the Town meeting date this evening.

ESTABLISH THE ANNUAL TOWN ELECTION DATE AS APRIL 22, 2022

The Town Clerk is requesting that the Board vote this evening on the election due to timing and is requesting that.

Motion by Mr. Alcombright, second by Mr. Bouchard, and a 2-3-0, by roll call vote (Ms. Emberg, Ms. Vaughn, and Ms. Kramer voted against),

VOTE: I move the Board of Selectmen set the 2023 Annual Town Election for Saturday, April 22, 2023.

Motion by Ms. Vaughn, second by Mr. Alcombright, and a 4-1-0 vote, by roll call vote (Mr. Bouchard voted against),

VOTE: I move the Board of Selectmen set the 2023 Annual Town Election for Saturday, April 29, 2023, pending the school's available and using the backup date of April 22, 2023 if the school is unavailable.

REQUEST TO MAKE PUBLIC HEALTH NURSE SPECIAL MUNICIPAL EMPLOYEE

Ms. Emberg stated that Kingston's current Public Health Nurse position is less than part-time. This position needs to be designated as a Special Municipal Employee as they will be working as the Public Health Nurse for multiple municipalities for the Public Health Excellence Grant Program. The duties will be performed during hours.

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

VOTE: I move the Board of Selectmen to approve the designation of the Public Health Nurse as a Special Municipal Employee.

TOWN ADMINISTRATOR'S REPORT:

Mr. Hickey read from his report that is in the packet.

- The next quarterly property tax bill will be mailed by December 30th
- This bill will reflect the new 2023 property tax rate.
- The fiber project connecting Town and School buildings has begun. Funding came from a state grant and ARPA funds. The project will take approximately two years to complete.
- Chief Splaine, Detective Sergeant Skowrya, and I taped a PACTV show recently discussing. The Kingston Police Department provides a wide range of services. The Police Department will make pedestrian safety a priority in the future.
- Council is working on a naming policy for the Board's review. A discussion on the draft will be part of the following Board agenda.

MEETING MINUTES:

APPROVAL OF NOVEMBER 1, 2022, NOVEMBER 15, 2022, AND NOVEMBER 29, 2022 OPEN SESSION MEETING MINUTES

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

VOTE: I move the Board of Selectmen to approve November 1, 2022, November 15, 2022, and November 29, 2022, Open Session Minutes as amended.

SELECTMEN COMMENTS:

Ms. Vaughn, thank you to Kingston Police and Fire, who paraded around Town with Santa! Over 500 toys were donated. Mr. Bouchard discussed bathrooms at the election.

Ms. Vaughn said that she thought that the public safety video on safety initiatives with PACTV was great! She wished everyone a Happy Hanukkah and Merry Christmas!
Ms. Kramer wished everyone a Happy Holidays!

Motion by Mr. Alcombright, second by Mr. Bouchard, and a 5-0-0 vote, by roll call vote
VOTE: I move to adjourn.

NEXT REGULAR MEETING:

The Board will meet again on January 3, 2023.

Respectfully submitted,

Patricia Tucker
Assistant to the Town Administrator/Board of Selectmen

Documents used at the meeting:

Agenda
Agenda Addendum
Cost Analysis FY24 for four additional firefighters
Mattress cost increase
Promotional Hire information for police
Hiring Information
Donation Letter

Report of the Town Administrator