



TOWN OF KINGSTON
BOARD OF SELECTMEN
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 200 & VIA ZOOM
JANUARY 17, 2023

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, Tyler Bouchard, and Jessica Kramer (who attended virtually)

Staff Present: Keith Hickey, Town Administrator; Gloria Mitchell, Assistant Town Administrator; and Patricia Tucker, Assistant to the Town Administrator & Board of Selectmen.

ANNOUNCEMENTS:

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

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

There is a Republican vacancy on the Board of Registrars. Anyone interested in filling this appointment, please contact the Selectmen's office.

The Board of Health asked that I announce they are hosting a vaccination clinic on January 19 at the Town Hall from 12 PM-2 PM.

Dog licensing is available for 2023, and dogs must be registered by March 15 to avoid an at the Town Clerk's office. Dogs must be registered by March 15 to avoid a \$20 late fee. You can register your dog online, by mail, or by visiting the Town Clerk's office here in the Town House. It is \$10 for spayed or neutered dogs and \$20 for intact dogs, and you must provide proof of rabies vaccination and a spay/neuter certificate from the Veterinarian.

The Town Clerk asked that I share dates for the upcoming Election:

- Nomination papers are available now. The positions that are on the ballot are listed on the Town's website, KingstonMA.gov.
- The last day to obtain nomination papers is Thursday, March 2.
- The last day to submit nomination papers and file with the Board of Registrars is Friday, March 3.
- The last day to object or withdraw is Tuesday, March 23.
- The last day to register to vote in the Annual Town Election is Saturday, April 1 - if you'd prefer to register in person, come into the Town House to the Town Clerk's office on Friday, March 31 but keep in mind that the office closes at 11:30 AM.
- The Annual Town Election is Saturday, April 22, and all voting occurs at Kingston Elementary School.

Anyone interested in serving on the Kingston 300th committee, please contact the Selectmen's office, as we will likely make those appointments in the next several meetings.

Applications for abatements are due to the Assessors by Wednesday, February 1. You can find more information on the Board of Assessors page on the Town's website or by calling the Assessor's office at 781-585-0509.

The Elizabeth B. Sampson Memorial Fund applications, are due by Friday, January 27. Requests should include identification of the entity requesting the funds, the amount of the request, a concise statement detailing the intended use of the requested funds, the anticipated benefit or benefits to the Town, and the amounts and sources of other funds, if any, that will be expended with the requested Sampson Fund grant. This information is on the Town website, and you are welcome to contact the Treasurer's office if you have any questions.

OPEN FORUM:

Paul Basler, Superintendent of Streets Trees and Parks, asked the residents not to park on the streets due to snow removal. Along with that, he asked that basketball hoops be removed.

APPOINTMENTS:

REQUEST FROM PAUL CURLEY TO HOLD THE 24TH ANNUAL BEST BUDDIES CHALLENGE CYCLING EVENT ON JUNE 3, 2023

Ms. Emberg explained that Paul Curley received a request to hold their 24th Annual Best Buddies Challenge Cycling Event on June 3, 2023, along the streets of Kingston. The proposal was sent to the Police and Fire Chiefs and the Superintendent of Streets for review. Ms. Emberg explained that the race had been held since 1989.

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

VOTE: I move the Board of Selectmen to approve the request from Paul Curley to hold their 23rd Annual Best Buddies Challenge Cycling Event on June 3, 2023, according to the traffic control plan presented with the following conditions:

- Best Buddies successfully acquired the proper permits from MassDOT.
- Best Buddies contacts the Kingston Police Department for the scheduling of detailed officers as outlined in the event's traffic plan.

APPROVAL OF A ONE-DAY LIQUOR LICENSE FOR A CHARITY HOCKEY EVENT ON JANUARY 28, 2023, FROM 5:30 PM-9 PM AT THE BOG ICE RINK

Ms. Emberg explained that Michael Snowdale from Stellwagen Beer Co requested a one-day liquor license for a Charity Event at the Bog Ice Rink on January 28, 2023.

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 approve the request for a Day Liquor License to Michael Snowdale of Stellwagen Beer Co for a Charity Event at the Bog Ice Rink, located at 188 Summer Street, on January 28, 2023, from 5:30 PM -9:00 PM.

PRESENTATION BY THE AFFORDABLE HOUSING TRUST

Ms. Emberg introduced Jean Landis Nauman from the Affordable Housing Trust, who will present to the Board this evening.

Ms. Naumann explained that Kingston only has 4% of the 10% affordable housing required by the state.

The first educational video was shown to the Board. Ms. Naumen explained that the video will be uploaded to the Affordable Housing Page on the Town's website.

REVIEW AND ADOPT A NEW DOG POLICY FOR THE COUNCIL ON AGING

This item is being skipped over and will be on a future agenda.

ADDITIONAL ITEMS:

REQUEST TO EXPEND ARPA FUNDS

Ms. Emberg explained that the Town Administrator requests the Board approve a request to expend ARPA funds for three purposes.

Mr. Hickey explained the need for Microsoft and the request for funds for the funding as there has been a significant increase in public records, which will help with handling those.

Mr. Hickey discussed the need for a dishwasher at the senior center.

Chief Douglass was in attendance to discuss that over the last several months, the Fire, Police, Highway, Sewer, and Water Departments have been working together to update and upgrade the Towns communication infrastructure.

Chief Douglass stated that they had provided two proposals, including supporting documentation, that will allow our departments to achieve the goal of interoperability, not only with each other but with our mutual aid partners.

Project 1: Convert the Police Channel and Fire Channel 2 to digital, \$150,206.50

Digital radio is the transmission and reception of sound processed into patterns of numbers, or "digits, in contrast to traditional analog radios, which process sounds into electrical signals that resemble sound waves.

Digital radio reception is more resistant to interference, eliminates many imperfections, and has several additional benefits, including the ability to carry more signals or data within particular bandwidths.

What it means to us in Public Safety is that we can communicate with each other using the same radio with many more channels.

Project 2: Creation of a Municipal Radio System, \$218,043.50

For many years, Kingston's Town Departments communicated with one another on a municipal low-band radio frequency. As time and technology moved forward, the low band frequency was abandoned, and the Highway, Sewer, and Water Departments each contracted with outside vendors for radio service.

These contracts provide each Department with an individual radio channel requiring annual lease payments totaling approximately \$16,000. Additionally, the Town purchases and maintains all of the mobile, portable, and base station radios rather than the vendor.

This situation has created a significant gap in Department's ability to communicate directly with each other and with the Emergency Communications Center.

Interoperability and reliable communication between Departments is crucial, not only during natural disasters and large-scale incidents but daily when crews work independently in the field.

This proposal establishes a Town-wide digital radio system and replaces all the aging radios owned by the Highway, Sewer, and Water Departments. It also eliminates the fees associated with radio leasing.

The system infrastructure will reside with the Fire and Police Department equipment at the Industrial Communications Tower Site on Monks Hill Road and will be maintained and supported by Industrial Communications, the vendor that handles Police and Fire.

In addition to the benefits provided to the Highway, Sewer, and Water Departments, this system will provide the Public Safety Departments with a backup plan should any of the primary equipment suffer a catastrophic failure, or a large-scale incident develops requiring an additional radio channel.

As with the digital upgrade, this system's estimated delivery and installation time is August 2023. We

request ARPA Funds for \$368,250.00 to complete these projects.

Mr. Hickey added that it is important that the residents know that Department Heads met to discuss the projects most in need of ARPA spending. Available funding of \$2.2 million was not allocated to other projects.

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

VOTE: I move the Board of Selectmen to approve the expenditure of ARPA funds as presented this evening.

Ms. Lawton, the Director of Elder of Affairs, asked that the COA be included in the radio upgrade.

ACCEPTANCE OF TOWN MEETING TIMELINE

Ms. Emberg explained that a draft Town Meeting timeline is included in the Board materials. The proposed timeline meets all the state law time requirements and keeps the warrant open until March 14.

Ms. Emberg mentioned that, according to their bylaw, the Capital Planning Committee has to vote 45 days in advance and requested that the Town Administrator add that date into the schedule.

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

VOTE: I move the Board of Selectmen to accept the Spring Town Meeting Timeline as amended with the capital planning update,

APPROVAL OF ADOPTING TOWN PROPERTY NAMING POLICY

Ms. Emberg explained that the Board of Selectmen was recently made aware that the Town does not currently have a formal policy for naming Town buildings/property. There was discussion of whether the intent of the policy was to require Selectmen approval or whether the purpose would be to require public hearings be held prior to any future naming of Town property.

The Board discussed the requirements if they chose to adopt a policy requiring signatures from residents before a public hearing. Also discussed was that a town meeting bylaw will supersede the policy so that the Board will focus on the bylaw.

This item was not voted on this evening as more discussion is needed.

CONSIDERATION OF FINANCIAL ASSISTANCE APPLICATION

Ms. Emberg explained that a resident had submitted a Financial Assistance Application asking for help. Ms. Vaughn provided the Board with her comments as she reviewed the application.

Ms. Vaughn explained that this was difficult because after it was reviewed it was determined that once the bills are paid, the circumstances will not change. Ms. Vaughn stated that she is only recommending the necessities are paid. The Board discussed the process and that a discussion item will be on a future agenda.

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

VOTE: I move the Board of Selectmen to approve the Financial Assistance Applications submitted in the amount of \$1,599.25 from the Arthur F. Wadsworth Charity Fund and those further resources be made available to the applicant.

ACCEPTANCE OF RESIGNATION FROM ASSISTANT CONSERVATION AGENT AND EXECUTIVE SECRETARY FOR THE FINANCE COMMITTEE

Assistant Conservation Agent Michael Perrin and Finance Committee Executive Secretary Michelle Vitagliano have submitted their resignations.

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

VOTE: I move the Board of Selectmen to accept the resignations of Assistant Conservation Agent Michael Perrin, effective January 20, 2023, and Finance Committee Executive Secretary Michelle Vitagliano, effective December 26, 2022.

APPROVAL OF ANNUAL LICENSE RENEWALS

Ms. Emberg explained that two annual license renewals submitted by Kingston businesses and the information is included in the Board materials.

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

VOTE: I move the Board of Selectmen to approve the list of annual licenses presented in the Board materials as presented

ACCEPTANCE OF DONATIONS TO THE VETERAN'S DEPARTMENT

Ms. Emberg explained that the Veteran's Department requests that the Board accept the following donations. Also in the board packet is a list of all donations from August 2022 through January 2023 made to the Kingston Veteran's Memorial.

Motion by Mr. Bouchard, second by Mr. BOuchard, 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.

- \$100 donation in grocery gift cards from Len and Linda Warner
- \$200 donation of gift cards from an anonymous donor
- Donations to the Kingston Veteran's Memorial to date are listed in the meeting packet.

TOWN ADMINISTRATOR'S REPORT:

REPORT OF THE TOWN ADMINISTRATOR, JANUARY 17, 2023

Both the Finance and Capital Planning Committees have had their initial meetings and have set schedules for their reviews. Both committees will be meeting alternating Tuesday evenings from January 18th until sometime in March. Plymouth County has released additional ARPA funds to each community in the county.

Construction drawings and RFP information is being created for the municipal boat ramp. An application has been submitted with the Community Preservation Fund.

The Board of Health will be holding a Bivalent booster clinic on Thursday, January 19th from noon to 2:00 pm at the Town House. Anyone age 5 and up are eligible to be vaccinated.

A reminder to dog owners that dog licensing is now available for 2023. You can register your dog at the Town Clerk's office, from the town website or by mailing a check to the Town Clerk. Dogs must be registered by March 15th to avoid a fine. For more information visit the Town website or contact the Town Clerks office.

Mr. Hickey mentioned he will be attending the annual MMA conference in Boston on Friday and Saturday.

MEETING MINUTES: There were no minutes for approval.

SELECTMEN COMMENTS:

Mr. Alcombright discussed that the 300th committee will have an update shortly.

Ms. Vaughn discussed that Sarasticks.com is holding a play at the Reed building to benefit Sara Emerick and proceeds will go to help end domestic violence.

It was discussed that volunteer opportunities are on the website.

NEXT REGULAR MEETING:

TUESDAY, JANUARY 31, 2023

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

VOTE: I move to adjourn.

The meeting adjourned at 7:28 PM.

Respectfully submitted,

Patricia Tucker
Assistant to the Town Administrator/Board of Selectmen

Documents used at the meeting:

Agenda
Agenda Addendum
Request for Road Race
Request for One Day Liquor License
ARPA funding backup
Town Meeting Timeline
Resignations
License Renewal Backup
Veteran's Donation
Report of the Town Administrator