TOWN OF KINGSTON
BOARD OF SELECTMEN
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 200 & VIA ZOOM
JANUARY 3, 2023

5:30 pm – CALL TO ORDER – ROOM 200

Chairman Kimberley Emberg called to order the meeting of the Board of Selectmen at 5:30 pm. Selectmen in attendance: Donald Alcombright (virtual), Sheila Vaughn, and Tyler Bouchard.

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

Ms. Emberg opened the Board of Selectmen's meeting with a roll call vote of 5-0-0.

APPOINTMENTS:

JOINT MEETING WITH SILVER LAKE REGIONAL KINGSTON SCHOOL COMMITTEE FOR APPOINTMENT DUE TO RESIGNATION

Ms. Emberg explained that Emily Davis resigned from the Silver Lake Regional School Committee as of December 12, 2022, leaving a vacancy. The School Committee requests a joint appointment with the Selectmen and the School Committee to fill the vacancy until the next Annual Town Election. Two candidates were interested in filling the position, but one pulled out. Therefore, leaving only one candidate, Laurie Casna.

The Kingston members of the School Committee in attendance were: Chris Eklund, Vice Chairman; Amy Cortright; and Michael Shekane.

Vice Chairman Eklund called the meeting to order.

Motion by Mr. Shekane, second by Ms. Cortright, and a 3-0-0 vote, by roll call vote:

> VOTE: I move to open the Silver Lake Regional School Committee meeting.

Ms. Casna gave her background and looks forward to serving on the School Committee.

Ms. Cortright and Mr. Shekane stated they were very impressed with Ms. Casna's resume.

Motion by Ms. Cortright, second by Mr. Shekane, and a 7-0-0 vote by a roll call vote:

> VOTE: I move to appoint Laurie Casna to the Silver Lake Regional School Committee effective immediately until the next Annual Town Election.

The Selectmen and School Committee congratulated Ms. Casna and thanked her for coming in and volunteering.

Motion by Ms. Cortright, second by Mr. Shekane, and a 3-0-0 vote, by roll call vote:

> VOTE: I move to adjourn the Silver Lake Regional School Committee meeting.

ADDITIONAL ITEMS:

APPROVAL OF PROMOTION OF TWO POLICE LIEUTENANTS AND TWO POLICE SERGEANTS

Ms. Emberg stated that at a previous meeting, the Board of Selectmen authorized the Police Chief to file a civil service positions list to start the exams and process for Sergeant and Lieutenant to start the promotional process. With Lieutenant Wells's retirement creating one opening and another with Lieutenant Kelly's pending retirement in FY24, we have recommendations before us this evening. Police Chief Maurice Splaine stated that Officer Bateman's Father, Officer Skowyra's father, Officer Berna's wife, and Officer LaNatra's wife would be pinning the badges. Chief Splaine noted that the promotions are well-earned and deserved as the officers spend many hours studying for exams. He congratulated all promoted officers and thanked all the other officers and firefighters for their support. Chief Splaine requested that an additional vote be taken to determine seniority for each promotion which is based on the referred rank as established by Civil Service.

Motion by Ms. Vaughn, second by Mr. Bouchard, and a 4-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen appoint John M. Bateman to the position of Permanent Full Time Civil Service Police Lieutenant. The effective date of the promotion to be Sunday, January 8, 2023.

Motion by Mr. Bouchard, second by Ms. Vaughn, and a 4-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen appoint Michael G. Skowyra to the position of Permanent Full Time Civil Service Police Lieutenant. The effective date of the promotion to be Sunday, January 8, 2023.

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

VOTE: I move the Board of Selectmen establish that John M. Bateman shall have seniority above Michael G. Skowyra. The Determining factor for seniority is based on the referred rank as established by Civil Service.

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

VOTE: I move the Board of Selectmen appoint Steven C. Berna to the position of Permanent Full Time Civil Service Police Sergeant. The effective date of the promotion to be Sunday, January 8, 2023.

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

VOTE: I move the Board of Selectmen appoint Michael LaNatra to the position of Permanent Full Time Civil Service Police Sergeant. The effective date of the promotion to be Sunday, January 8, 2023.

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

VOTE: I move the Board of Selectmen establish that Steven C. Berna shall have seniority above Michael LaNatra. The determining factor for seniority is based on the referred rank as established by civil service.

The Police Officers were then sworn in by the Town Clerk, Paul Gallagher.

REQUEST FOR CHANGE OF OFFICERS FOR LIQUOR LICENSE

Ms. Emberg stated there was a request for a change of officers for a liquor license.

Motion by Mr. Bouchard, second by Ms. Vaughn, and a 4-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen approve the request from Regal Cinemas, Inc. dba Regal Cinemas Independence Mall 14 & RPX for a change in officers for their Common Victualer All Alcoholic Beverages License.

REQUEST FROM WATERFRONT COMMITTEE TO AMEND WATERWAY REGULATIONS

Jared Waitkus, Chairman of the Waterfront Committee, requested minor changes in the Waterways Regulations that were reviewed by the Harbormaster and received full support from the Waterfront Committee. Mr. Waitkus reviewed the changes in the regulations. Mr. Bouchard mentioned that he did not see the changes regarding the fees list that did not strike out the last line in Appendix A. Mr. Waitkus stated that he would add that to the list of changes. Mr. Hickey asked when the Waterfront Committee would like the new regulations to take effect. Mr. Waitkus stated they should be effective immediately to be included with the statements being mailed out for this season.

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

VOTE: I move the Board of Selectmen approve the amendments to the Waterway Regulations as amended, effective immediately.

APPOINTMENT TO HISTORICAL COMMISSION AND ALTERNATE TO ZONING BOARD OF APPEALS

Ms. Emberg stated that requests were received for appointment from the Historical Commission and an Alternate of the Zoning Board of Appeals.

Motion by Ms. Vaughn, second by Mr. Bouchard, and a 4-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen appoint the following:
Lynne Carreiro on to the Historical Commission effective immediately through June 30, 2025.
Brian Woods to the Zoning Board of Appeals as an Alternate effective immediately through June 30, 2023.

ESTABLISH THE ANNUAL TOWN MEETING DATE

Ms. Emberg stated that By-Law states Town Meeting should be held on the first Saturday in April. The Town Administrator is recommending Saturday, May 6th. The Town Clerk, Town Counsel, and Moderator have all stated they are available that day. Mr. Hickey that the school is available and has been reserved.

Motion by Mr. Bouchard, second by Ms. Vaughn, and a 4-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen set the Spring Town Meeting for Saturday, May 6, 2023, at the Kingston Intermediate School Auditorium.

APPROVAL OF ANNUAL LICENSE RENEWALS

Ms. Emberg stated that more licenses need to be renewed.

Motion by Ms. Vaughn, second by Mr. Alcombright, and a 4-0-0 vote, by roll call vote

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

REQUEST TO AUTHORIZE THE HIRING OF TOWN EMPLOYEES

Ms. Emberg stated that a few hires of new employees were being brought forth for Assistant Animal Control Officer, CDL Labor, as well as a Public Health Food and Restaurant Inspector and Public Health Nurse, which are both being funded through the Public Health Excellence Collaborative grant. Ms. Emberg wanted clarification on the position of the Health Inspector, asking if that was separate from the inspections the Health Agent position does. Mr. Hickey explained that the inspector would be doing inspections above what the Health Agent has been doing and will continue to do. Therefore, there will be no redundancy.

Motion by Ms. Vaughn, second by Mr. Bouchard, and a 4-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen appoint Sonya Buckner to the position of Assistant Animal Control Officer, a Schedule B-1, Grade H-3, Step 3, a nonexempt position as part of the Wage and Personnel By-law, with an anticipated start date of January 5, 2023, with the following conditions:

1. Provision of the necessary identification forms to satisfy the requirements to 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.
5. Animal Control Officer Certification within 1st year of employment.

Motion by Ms. Vaughn, second by Mr. Alcombright, and a 4-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen appoint Jack Phillips, 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 Street, Trees, and Parks Department, with an anticipated start date of January 9, 2023, with the following conditions:

1. Provision of the necessary identification forms to satisfy the requirements to 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 4-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen appoint Patrick McGettrick to the position of Public Health Food and Restaurant Inspector, funded through the Public Health Excellence Collaborative grant. This position is on a less than part-time, 17.5 hours/ week, at an hourly rate of $26.00/hour, with an anticipated start date of January 16, 2023, with the following conditions:

1. Provision of the necessary identification forms to satisfy the requirements to 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 4-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen appoint Leanne McGuinness to the position of Public Health Nurse funded through the Public Health Excellence Collaborative grant. This position is on a less than part-time, 17.5 hours/ week, at an hourly rate of $39.00/hour, with an anticipated start date of January 16, 2023, with the following conditions:

1. Provision of the necessary identification forms to satisfy the requirements to 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.
5. Provide a copy of the Special Municipal Status and Conflict of Interest Form 20D, both approved by the Board of Selectmen, to the Grant Committee.

And further, to accept the Conflict-of-Interest Form 20D.

ACCEPTANCE OF RESIGNATION

Ms. Emberg stated that there was a resignation that needed to be accepted.

Motion by Ms. Vaughn, second by Mr. Bouchard, and a 4-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen accept the resignation of Susan Munford, effective December 26, 2022.

ACCEPTANCE OF DONATIONS TO COUNCIL ON AGING, ANIMAL SHELTER, AND LIBRARY

Ms. Emberg mentioned that there are donations to be accepted.

Motion by Ms. Vaughn, second by Mr. Bouchard, and a 4-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen accept the following donations to the Kingston Council on Aging:

$50 donation to the COA Gift Fund from Robert Tassinari

$25 donation from Suzanne Adduci

$50 donation from Roberta Reed

$200 donation from Bill and Mary Alberti

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

VOTE: I move the Board of Selectmen accept the following donation to the Kingston Animal Control:

$1,000 donation from A Dog's World Unleashed.

Motion by Mr. Bouchard, second by Ms. Vaughn, and a 4-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen accept the following donation to the Kingston Public Library:

$66,000 donation from the Estate of Mary Hathaway earmarked per G.L. c 44, s 53A to the library and is limited to library purposes.

<u>CONSIDERATION OF VOIDING THE REMAINDER OF TOWN ADMINISTRATOR'S CURRENT CONTRACT AND APPROVING A NEW THREE-YEAR CONTRACT FOR THE TOWN ADMINISTRATOR</u>

Ms. Emberg stated that the Town Administrator has requested that the board consider a new three-year employment contract. They had met in executive session and negotiated the terms of the new contract. Counsel has reviewed the draft, and all proposed changes were redlined in the materials for this evening's meeting except for two changes. On page two in section two, Ms. Emberg recommended adding "or with the requisite notice as set forth in section 13, and then on page four, and we need a coma instead of a period after 184. And on page 8, in section 13, two sentences were stricken by counsel being added back in.

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

VOTE: I move the Board of Selectmen approve a new three-year contract between the Town of Kingston and Town Administrator Keith Hickey for the period January 1, 2023, to December 31, 2025, as amended.

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

VOTE: I move the Board of Selectmen void the remainder of the Town Administrator's current employment agreement with a contract end date of January 31, 2024.

TOWN ADMINISTRATOR'S REPORT:

<u>TOWN ADMINISTRATOR'S REPORT, January 3, 2023</u>

Mr. Hickey reviewed his report.

<u>Financial Updates</u>

- Town Treasurer Carl Pike had several conversations with the bank that holds most of the Town's funds about increasing the interest earnings. Rockland Savings has agreed to increase our rates to 3.75% on the general operations account, where we consistently have been maintaining a balance averaging $6-10 million, and to 3.25% on most of our other accounts with a total balance of over $8 million. Thus, based upon a total average balance of $17 million in the various Rockland Trust accounts, we should earn about $50,000 per month, or $600,000, in total interest income during calendar 2023. This will be a significant increase in interest revenues for the Town.

<u>Project Updates</u>

- The solar project on the former landfill is nearly complete. A date for the array to begin producing energy has not been set.
- Streets, Trees, and Parks has received the updated road condition survey from StreetScan. Additional training on the software will occur on January 6th. I hope to have a presentation for the Selectmen that provides an overview of road conditions and a road improvement recommendation for FY24 at your second meeting in February. A proposal was made for $500,000 to be appropriated at Town Meeting for road improvements.

Personnel Update

- I have met with three of the five unions to begin collective bargaining. Overall, the tone of the negotiations has been encouraging. KTEU has indicated they are not prepared to begin negotiations. I expect negotiations with KTEU to begin in January.

Miscellaneous Updates

- The Capital Planning Committee will begin meeting weekly in January to review the proposed FY24 Capital Improvement Plan.
- At the January 17th Board meeting, requests to expend ARPA funds for public safety radio enhancements, a Council on Aging dishwasher, and the migration costs to move to Microsoft Office 365 GCC (Government community compliance). This version of Office more closely meets the needs of a municipality, especially when responding to the ever- increasing public records requests being submitted.

Ms. Emberg asked about the monitors installed downstairs. Mr. Hickey explained that the monitors are set up for online permitting or access to other online Town services in the Town House.

SELECTMEN COMMENTS:

Ms. Vaughn mentioned that everyone is thinking of the family of the Silver Lake senior that passed away and read a poem.

Motion by Ms. Vaughn, second by Mr. Bouchard, and a 4-0-0 vote, by roll call vote

VOTE: I move to adjourn to Executive Session.

The meeting adjourned at 6:54 pm.

NEXT MEETING:

JANUARY 17, 2023

Respectfully submitted,

Gloria Mitchell
Assistant Town Administrator

Documents used at the meeting:
Agenda
Agenda Addendum
Letters of Interest from Silver Lake Regional School Committee Candidates
Letter from Police Chief for Police Lieutenants and Sergeants Promotions Recommendation
Kingston Harbor and Waterway Regulations with Tracked Changes
Volunteer Forms for Appointments
List of License Renewals
Donation Letters from Council on Aging, Animal Control, & Library
Draft Revised Copies of Town Administrator Contract
Town Administrator Report