



TOWN OF KINGSTON
BOARD OF SELECTMEN
OPEN SESSION
TOWN HOUSE-26 EVERGREEN ST. ROOM 203 & VIA ZOOM
AUGUST 9, 2023

6:00 PM – CALL TO ORDER – ROOM 203

Chairman Kimberley Emberg called to order the meeting of the Board of Selectmen at 6:02 PM—selectmen in attendance: Donald Alcombright, Sheila Vaughn, and Tyler Bouchard attended virtually, and Eric Crone attended in person.

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

ANNOUNCEMENTS:

- This meeting is recorded. Anyone intending to make an audio or video recording of this meeting should notify the Chair at this time.
- Financial Assistance Applications are available on the Town's website or by calling the Selectmen's Office.
- The following Boards/Committees are looking for volunteers. Please reach out to the Board of Selectmen's office for more information.
- Work to improve pedestrian safety begins at the Evergreen Street/Wapping Road/Pembroke Street intersection. Minor traffic delays are expected. The project is anticipated to take up to mid-October. Mr. Hickey added that the Town reached out to the police department to handle the details for this project, and nobody from the Kingston Police Department took the shifts. The Town reached out to the flag company; they indicated that with traffic lights being operational, they need the authority to do flagging at traffic signals. From now on, the lights will be turned off during construction, and then when the activity is over, they will be turned back on for the night.
- The Agricultural Commission has started the vegetable sharing with fresh vegetables in the town gazebo (behind the Town House). Anyone interested in donating vegetables places the items on the shelves in the gazebo for others who want fresh vegetables.

OPEN FORUM:

No one was in attendance for an open forum.

APPOINTMENTS:

ADDITIONAL ITEMS:

REVIEW OF FINANCIAL ASSISTANCE APPLICATION

Ms. Emberg explained that a resident submitted a Financial Assistance Application asking for help with their mortgage payment. COA Outreach Coordinator reviewed the paperwork and provided comments in the meeting packet along with an additional note that the resident did come back to say they do not qualify for SNAP; they have tried to apply for this a few times.

Motion by Mr. Crone, seconded 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 Application submitted in the amount of \$3,000 for payment to the mortgage company.

APPOINTMENT OF THE ASSISTANT DIRECTOR OF ELDER AFFAIRS AND ADMINISTRATIVE ASSISTANT IN THE WATER DEPARTMENT

Ms. Emberg explained that a few hires were before the Board this evening. The Assistant Director of Elder Affairs position is vacant as has been in the Wage and Personnel bylaw but still needs to be filled. The program coordinator position that is also vacant has yet to be filled, and the responsibilities were rolled into this position. Also mentioned Wage and Personnel Board voted in favor of this.

After the recruitment process, Marybeth Lawton recommended the promotional transfer of Holly Nighelli to the position of Assistant Director of Elder Affairs.

Ms. Emberg explained that due to an internal transfer, the position of Administrative Assistant in the Water Department is vacant. After the recruitment process, Chris Veracka recommends hiring Laurie Whitley for the position.

Motion by Ms. Vaughn, seconded by Mr. Crone, and a 5-0-0 vote, by roll call vote,

VOTE: I move the Board of Selectmen to appoint Holly Nighelli to the position of Assistant Director of Elder Affairs, an FY24 Grade 5, Step 5, exempt position as part of the Wage and Personnel Bylaw, with the Council on Aging with an anticipated start date of August 28, 2023, consistent with the terms of the offer letter.

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

VOTE: I move the Board of Selectmen to appoint Laurie Whitley to the position of Administrative Assistant, an FY24 Grade 2, Step 2, nonexempt position as part of the Kingston Town Employee Union – Clerical, with the Water Department with an anticipated start date of August 16, 2023, consistent with the terms of the offer letter.

DISCUSSION OF INTERVIEWING FIRMS TO CONDUCT POLICE CHIEF SEARCH

Ms. Emberg began by saying that she requested this discussion so the Board could discuss hiring a firm, and they want to interview the firms. Ms. Emberg stated she spoke with Mr. Hickey, and the Board could request three bids from different firms.

Ms. Emberg asked the Board; if they would like to pick a firm or interview firms that a bid process would receive.

Mr. Crone asked what the downside is to have an RFP vs receiving three quotes, and Mr. Hickey stated it would just be a timing issue with an RFP vs requesting three forms.

RFP Timeline - Return date of August 31, Interview soon after that date.

Mr. Bouchard stated that the option could also go with the recommendation of the Town Administrator and use the firm he suggested.

Mr. Bouchard is on the side of not doing an RFP and the other Board members agreed. Ms. Emberg expressed an interest in interviewing more than one firm and the Board members agreed.

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

VOTE: I move the Board of Selectmen to instruct the Town Administrator to invite at least three search firms that have completed Police Chief searches in the past to a future Board of Selectmen meeting to be formally interviewed to perform the employment search of the Police Chief.

MEETING MINUTES:

APPROVAL OF OPEN SESSION MEETING MINUTES: JULY 18, 2023, AND AUGUST 1, 2023

Ms. Emberg explained that there are two sets of minutes for approval.

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

VOTE: I move the Board of Selectmen to accept the open session meeting minutes of July 18, 2023, and August 1, 2023

TOWN ADMINISTRATOR'S REPORT:

There was no report provided.

SELECTMEN COMMENTS:

The Board agreed that National Night Out was a successful event this year, and with the date change, the event had a record number of participants and activities.

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

VOTE: I move to adjourn.

The meeting adjourned at 6:32 PM.

NEXT REGULAR MEETING:

August 15, 2023

Respectfully submitted,

Patricia Tucker

Assistant to the Town Administrator/Board of Selectmen

Documents used at the meeting:

Agenda

Agenda Addendum

Financial Assistance comments

Hiring information

Minutes

Report of the Town Administrator