



TOWN OF KINGSTON
BOARD OF SELECTMEN
OPEN SESSION
MINUTES
TOWN HOUSE-26 EVERGREEN ST. ROOM 200 & VIA ZOOM
APRIL 23, 2024

6:00 p.m. – CALL TO ORDER – ROOM 200

Chairman Kimberley Emberg called to order the meeting of the Board of Selectmen at 6:03 p.m.—selectmen in attendance: Donald Alcombright, Sheila Vaughn, Tyler Bouchard, and Eric Crone.

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

ANNOUNCEMENTS:

- This meeting is being recorded by The Local Seen. 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.
- As of Monday, March 25th, you will be able to watch past recorded meetings online within 48 hours at the Local Seen's YouTube channel.
- The Agricultural Commission is sponsoring the following events:
 - Presentation on Blue Stem Natives at the Senior Center on Tuesday, April 30th at 7:00 pm.
 - Native Plant Order and Delivery – Shop online at bluestemnatives.com between May 14-May 28th. Orders can be picked up at the Highway Barn on Saturday, June 1st.
- Kingston Farmers Market begins on May 5th and will run on the 1st Sunday of each month through October from 10am-2pm at Gray's Beach.
- The Annual Town Meeting is scheduled for Saturday, May 11th.
- The last day to register to vote in the Annual Town Election is May 8th.
- The Annual Town Election is scheduled for Saturday, May 18th.
- For anyone interested in volunteering, there are several vacancies on various committees and boards. To see a complete list of the openings, please visit our website at kingstonma.gov.
- FY25 Recycling and Disposal Center stickers are on sale starting on June 1, 2024
These are available at the Highway Department window on Monday - Friday from 7am-3pm
Weekend hours begin on June 22nd from 8am-4pm through July 14th excluding holidays.
- At August 23, 2023, Board of Selectmen meeting the Board approved the Snow Removal Policy that is affected beginning on April 1, 2024. This has been uploaded to the Streets, Trees and Parks page and will be set as a reminder in early winter on the front page of the website.
- For anyone interested in volunteering, there are several vacancies on various committees and boards. To see a complete list of the openings, please visit our website at kingstonma.gov. One of the openings is on the Old Colony Elder Services Board of Directors. Some communities choose to appoint their Director of Elder Services or employees within the COA department, others decide to appoint someone who serves on their Council on Aging Board, and others choose residents. Ultimately, the OCES Board of Directors aims to support the independence and dignity of older adults and individuals with disabilities by providing essential information and services that promote healthy and safe living. If that sounds like something you might be interested in doing, please contact the Selectmen's office.
- Thank you to everyone who participated in the 3rd annual Keep Kingston Clean event.

OPEN FORUM:

Dorothy MacFarlane of 17 Wapping Road is in attendance to talk about the proposed 10% increase to the school budget. She believes that what is being proposed is not sustainable.

Rui Santos of 67 Pembroke Street operates the farm of 68 Pembroke Street spoke about the avian influenza that is spreading through chickens and other farm animals in Barnstable County. He added that Kingston has about 800 chickens and he wanted to make people aware.

Michaela Colon of 155 Summer Street was in attendance and spoke to support the teachers, adding that she has three children in KES. She said that her family chose Kingston for the school system for the number of services they offer to the students. She said that she feels that these educators are fantastic, they deserve all the money they can get, and that she empathizes with the Seniors of the town.

Ms. MacFarlane responded that the budget as proposed must be examined to make sure the 10% increase is necessary. There must be a way to cut it and make it reasonable.

Beth Barra of 23 Three Rivers Drive is an educator with a different district and has two children in the Kingston school system. She was in attendance to support the school budget. Ms. Barra read a statement on her experiences of her previous school district and shared that she is nervous of what will happen if the budget is cut. She asked the Board to think of the impact if the budget is cut.

Sheila Vaughn of 7 Frank Street stated she is appreciative of everyone coming out tonight, she was on the school committee for 10 years and she has known about these budget issues for the last 2 years. She wanted to say that it is important to support each other and encouraged everyone to come to Town Meeting.

Discussion and Possible Vote on Amending FY25 Budget to Adjust Kingston Police Department Staffing Needs

Ms. Emberg introduced Police Chief Brian Holmes who read from his memo that he had provided to the Town Administrator and Board Chair requesting the funding for three patrol officers and one dispatcher be included in the FY25 budget.

Chief Holmes has amended his original request for FY25 to fund one dispatcher for the entire year and one police officer for nine months.

Chief Holmes stated he understands the timing of this is terrible. When he was hired, he was asked to map out what is needed in the police department and feels like he needs to request.

Mr. Crone asked if this request is being asked for due to a standards requirement or due to increased calls and Chief Holmes answered that it is due to increased activity.

Mr. Hickey discussed the original request, and this current request is significantly reduced.

Police Officer	\$112,556
Dispatcher	<u>\$107,618</u>
Total	<u>\$220,174</u>

Ms. Vaughn asked when the last time an addition of patrolman was added and the Chief stated that it had been approximately 25 years since additional staff has been added.

Mr. Crone is in support of an additional patrolman.

Mr. Bouchard mentioned during the search process issues it was noted the issued the Town has with traffic, and schools and he is in favor and additional patrolman.

Ms. Emberg stated that regarding the budget cuts from other departments they do not go unnoticed and listed a number of cuts that were made from the initial budget request to the budgets that Mr. Hickey presented to the Board for consideration. She explained that the recommendation/best practice to have two dispatchers per shift is a safety issue and the Town currently has one dispatcher now on the midnight shift. Ms. Emberg stated the Board discussed adding an additional patrolman last year and she supported adding that position last year so it should come as no surprise to anyone that the Town needs another patrolman. She added that knowing the need existed, the Board should have advocated to have that position added into the budget earlier in the budgeting process.

The Finance Committee called their meeting to discuss the budget.

Mr. Pike noted that if the school budget is a 10% increase it limits what the Town can afford on the other end.

Ms. Fiore asked about a memo the Town Administrator sent on January 9th and she asked the Board if the cuts were going to happen.

Ms. Emberg stated to Ms. Fiore if the Finance Committee wanted to recommend cuts, they had every opportunity to do so throughout the budget review process, which is why the recommendations for potential cuts were given so early in the process. She added the Board of Selectmen reviewed the recommendations from the Town Administrator but never had a discussion or voted on whether or not they supported making those cuts.

Mr. Hickey stated the memo had proposed cuts as options that he does not support but wanted to provide options if necessary.

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

VOTE: I move the Board of Selectmen to include the request for additional police staffing in the proposed FY25 budget in the amount of \$220,174.

The Finance Committee discussed and voted separately on the police requests. They voted in favor of an additional dispatcher, and they voted in favor of an additional patrolman.

The Finance Committee motioned to reduce the budget by \$128,142 and voted not in favor of the reductions.

Tim Lewis called the Kingston School Committee to order. Sarah Hickey from the School department discussed cuts that have been made to the school budget which she described as a level service budget.

The Finance Committee asked the School Committee to attempt to get to 8% and what would that look like if they got to those numbers.

The Finance Committee voted on the budget as presented and it passed recommended approval of school budgets as presented.

The Finance Committee voted the approval of the proposed Operating budget.

Motion by Ms. Vaughn, seconded by Mr. Alcombright, and a 4-1-0 vote, Ms. Emberg opposed.

VOTE: I move the Board of Selectmen approve the budget at \$57,658,693

Paula Hatch, the Chair of Silver Lake School Committee was asked what happens at the regional level the Budget goes before three town meetings, and it passes with 2 of 3 the remaining school must support.

Mr. Alcombright recused himself and left the table.

Ms. Emberg stated that a new application for a Motor Vehicle Class I License to sell Mew Motor Vehicles was received from MotorWorld Sports Corp. Golf Cart Dealer. The only department that has not signed is Conservation. The application was reviewed by all necessary departments. This also required approval from the Planning Board and the Zoning Board, and these were reviewed in March of 2024.

Mr. Micheal Coward introduced himself and explained the need of the Class I License.

Jason Silva Community Development was in attendance and discussed the Planning Board and ZBA findings.

Motion by Mr. Crone, seconded by Mr. Bouchard, and a 4-0-0 vote,

VOTE: I move to approve the Motor Vehicle Class I License for MotorWorld Sports Corp. effective immediately through December 31, 2024, contingent receipt of the Liability Insurance Certificate.

Mr. Alcombright returned to the table.

Joint Meeting with Wage and Personnel Committee to Review their Recommended FY25 Bylaw and Warrant Article

Jim Soule Chair of the Wage and Personnel Committee called his meeting to order.

Reviewed the warrant with the changes that they are presenting.

1. In Section 7, Compensation –

a. For (d) Promotion, the attached (d) Promotion. Purpose: To provide a 5 to 7 percent increase for a promotion or reclassification without Board authorization.

b. For (g) Entrance Rate for New Appointments, the attached (g) Entrance Rate for New Appointments.

Purpose: To reflect current practice.

2. In Section 11, Sick Leave –

a. For (f), the attached (f).

Purpose: To reflect similar wording found in the KTEU contract.

3. In Section 14, Personnel Appeals –

a. For Section 14 in its entirety, the attached Section 14 with title change to Grievance Procedures.

Purpose: To provide a grievance procedure for Wage and Personnel employees.

4. In Section 15, Miscellaneous Provisions –

a. For (a), the attached (a).

Purpose: To reflect current practice.

5. In Section 16, Classification and Rates of Compensation Schedules –

a. For Schedule A, the attached Schedule A.

Purpose: (1) To change Office Administrator – Water (FT) to an exempt position; (2) To change the grade of Wastewater Superintendent (FT) (E) from 12 to 13; and (3) To provide the positions of Water Superintendent and Wastewater Superintendent a stipend equal to what is negotiated in the KTEU contract for each professional license required for the position or by the state to reflect current practice.

- b. For Schedules B-1, C-1 and C-2, the attached Schedules B-1, C-1 and C-2.

Purpose: To provide a 3.5% cost of living adjustment for all positions.

- c. For Schedule C-3, the attached Schedule C-3.

Purpose: To provide a 3.5% cost of living adjustment for all positions except that of the entry-level Counselor/Instructor position.

- d. For Schedule D, the attached Schedule D.

Purpose: To provide a 3.5% cost of living adjustment for all positions.

6. For the Table of Contents –

- a. A new Table of Contents, with the appropriate headings and page numbers, to reflect changes made to the Bylaw.

Purpose: To update the Table of Contents with changes voted at town meeting.

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

VOTE: I move the Board of Selectmen approve the Wage and Personnel Bylaw recommended by the Wage and Personnel Committee. Further, I move the Board vote to favorable action Article 24, the Wage and Personnel Bylaw, on the Annual Town Meeting warrant.

Consideration and Possible Approval of a Five-Year Employment Contract with Fire Chief Mark Douglass

Ms. Emberg stated that the Board has successfully negotiated a contract between the Town of Kingston and Fire Chief Mark Douglass. There was no discussion from the Board.

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

VOTE: I move to approve the employment contract between the Town of Kingston and Fire Chief Mark Douglass, as presented.

APPOINTMENTS:

Request from Tami Herchel to hold Ragnar Relay event on Saturday, May 18, 2024

Ms. Emberg explained that a request was received by Tami Herchel to hold the Ragnar Relay through Kingston on Saturday, May 18, 2024, between 3:30 a.m. and 1130 a.m. through the streets of Kingston. Ms. Emberg explained the event. The request was sent to the Police and Fire Chief's along with the Superintendent of Streets, Trees and Parks for review, their recommendations are in the meeting packet.

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

VOTE: I move the Board of Selectmen approve the request from Tami Herchel to hold the Ragnar Relay Event on May 18, 2024, according to the traffic control plan presented with the following conditions:

- Ragnar Relay successfully acquired permission to utilize the Silver Lake School District Campus as an exchange point.
- Ragnar relay contacts the Kingston Police Department for the scheduling of detail officers.

6:00 PM Continuation of Public Hearing: Petition from Verizon New England Inc. and NSTAR Electric Company dba Eversource Energy, proposing to place new facilities on Maple Street

Ms. Emberg explained that Mr. Hickey spoke with Verizon New England Inc. and NSTAR Electric Company dba Eversource Energy, who is seeking to install one mid span pole on Maple Street. proposing to place new facilities – Pole 119/1.5 on Maple Street. Eversource has requested a continuation until May 7, 2024, at 6pm, as there are outstanding questions.

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

VOTE: I move the Board of Selectmen to continue the public hearing until May 7, 2024, at 6:00 pm.

Review and Board Cote of the 2024 Annual Town Meeting Warrant Articles

Article 10 – Renewable Energy

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

VOTE: I move the Board of Selectmen reconsider Article 10.

Article 10 – Renewable Energy

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

VOTE: I move the Board of Selectmen favorable action on Article 10 FY25 Renewable Energy Enterprise Fund Budget as amended.

Article 11 – Revolving Funds

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

VOTE: I move the Board of Selectmen favorable action on Article 11 – Revolving Funds.

Article 20 – FY25 Equipment Purchase/Project funding

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

VOTE: I move the Board of Selectmen favorable action of Article 20 – FY25 Equipment Purchase/Project funding 1, 2, 4, 5, 6, 7, 8, 9, 10.

Article 20 – FY25 Equipment Purchase/Project funding

Motion by Ms. Vaughn, seconded by Mr. Alcombright, and a 3-2-0 vote, (Mr. Crone, Mr. Bouchard voted against)

VOTE: I move the Board of Selectmen favorable action of Article 20 – FY25 Equipment Purchase/Project funding project 3.

Article 25 – Council on Aging Needs Assessment for Age/Dementia Friendly Kingston

Motion by Ms. Emberg, seconded by Ms. Vaughn, and a 5-0-0 vote,

VOTE: I move the Board of Selectmen reconsider Article 25 Council on Aging Needs Assessment for Age/Dementia Friendly Kingston.

Article 25 – Council on Aging Needs Assessment for Age/Dementia Friendly Kingston

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

VOTE: I move the Board of Selectmen favorable action of Article 25 Council on Aging Needs Assessment for Age/Dementia Friendly Kingston

Article 34 – Establish an Attached Accessory Housing Unit Bylaw (Planning Board Article)

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

VOTE: I move the Board of Selectmen recommend approval of Article 34 – Establish an Attached Accessory Housing Unit Bylaw.

ADDITIONAL ITEMS:

Close Annual Town Meeting Warrant and Authorize Town Clerk to Post

The annual Town Meeting Warrant is scheduled to be closed this evening.

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

VOTE: I move the Board of Selectmen to close the 2024 Annual Town Meeting warrant.

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

VOTE: I move the Board of Selectmen close and authorize the Town Clerk to post the May 11, 2024, Annual Town Meeting warrant.

Approval of One Day Liquor Licenses

Ms. Emberg explained that Independent Fermentations Brewing LLC is requesting a One Day Beer and Wine Liquor License for a Food Truck and Artisan Fest on May 18, 2024, at Kingston Collection. This was reviewed by Police and Fire with no objections. Chief Holmes requested that a police detail be scheduled, and Kingston Collection responded they will be hiring two details for the day.

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

VOTE: I move to approve the request from Independent Fermentation Brewing LLC is requesting a One Day Beer and Wine Liquor License for a Food Truck and Artisan Fest on May 18, 2024, at Kingston Collection from 9:00am – 3:00pm

Recommendation of 2024 Transfer Station Sticker Fees from Streets, Trees, and Parks Superintendent

Ms. Emberg introduced Streets, Trees and Parks Superintendent, Paul Basler, who requested that the Transfer Station Fees remain the same as last year.

Regular Transfer Station sticker	\$ 240.00
Senior sticker 62-65 years old	\$ 120.00
Senior sticker 66 years old or older	\$ 100.00
Veteran sticker	\$ 120.00
Second sticker	\$ 20.00
Replacement sticker	\$ 20.00
One day pass	\$ 20.00
Recycling only sticker	\$ 40.00

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

VOTE: I move the Board of Selectmen accept the recommendation form the Superintendent of Street, Trees and Parks as presented and listed above.

Discussion of Outsourcing Information Technology Department

Ms. Emberg explained that with the impending retirement of Kingston's IT Manager, the Town Administrator researched outsourcing the responsibilities of the IT Manager. After consulting with the current IT Manager and interviewing two firms interested in contracting with the Tonw, the Town Administrator is recommending MX Consulting Services Inc. at a cost of \$111,000 annually. The cost to outsource is slightly less than the wages and benefits of the current IT Manager. Ms. Emberg also mentioned that this was in the proposed budget.

Mr. Hickey explained that MX Consulting has been assisting the IT Manager with a variety of network-related projects and upgrades including the installation of a fiber network, including configuration of network hardware in all town buildings connected to the network. He added that MX will provide 24/7 remote coverage along with an MX employee being on site eight hours per week. MX will provide IT support to the Town House, Water and Sewer Departments, Recreation and Library, as well as the Fire Department. The Police Department is considering moving their IT needs to MX as well.

Motion by Mr. Alcombright, seconded by Mr. Crone, and a 5-0-0 vote,

VOTE: I move the Board of Selectmen approve a one-year contract for IT support services for the FY25 fiscal year.

Request to Declare Town Property as Surplus

The Wastewater Superintendent is requesting the Board to deem the following Town property as surplus.

- 2006 F350 Gas Powered Pickup with a Utility Body and Hydraulic Lift Tailgate.

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

VOTE: I move the Board of Selectmen declare the 2006 F350 from the Wastewater Department as surplus and approve this to go to auction.

Renewal of Annual April Bowling and Billiard Licenses

Included in your Board materials is a summary of all annual April license renewals that have been submitted by Kingston businesses. The Summary also includes the type licenses that have been applied for by each business.

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

VOTE: I move the Board of Selectmen approve the annual licenses as printed in the meeting packet.

TOWN ADMINISTRATOR'S REPORT:

Mr. Hickey read from his report

He said that he is thankful the budget process is nearing the end and thanked everyone for their support.

The Wastewater Vehicle that will be coming to the Board for surplus as it is not road worthy. The Building Department has money in the revolving fund to purchase a new vehicle for the building department and its current vehicle used for Town House Employees for Town Staff to use.

Lt. Tom Kelley is retiring on May 13th.

SELECTMEN COMMENTS:

Ms. Vaughn mentioned the exit near old exit 8 and was looking for an assessment of the light. Mr. Basler spoke to DOT to include the right turn lane and DOT is working on it.

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

VOTE: I move to adjourn

The meeting was adjourned at 8:54pm

Respectfully submitted,

Patricia Tucker

Assistant to the Town Administrator/Board of Selectmen

Minutes Approved at the June 18, 2024 Meeting

Documents used at the meeting:

Agenda

Agenda Addendum

Town Meeting Warrant
Recommendation from Highway Superintendent
Liquor License Information
Board of Registrar memo
Election Information
Town Administrator Report