



TOWN OF KINGSTON
BOARD OF SELECTMEN
OPEN SESSION
MINUTES
TOWN HOUSE-26 EVERGREEN ST. ROOM 200 & VIA ZOOM
June 11, 2024

6:00 p.m. – CALL TO ORDER – ROOM 200

Chairman Eric Crone called to order the meeting of the Board of Selectmen at 6:00 p.m.—selectmen in attendance: Kimberley Emberg (virtual), and Donald Alcombright.

Staff Present: Patricia Tucker, Assistant to Town Administrator.

Mr. Crone began the meeting by a roll call vote.

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.
- 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.
- Upcoming Events
 - FY25 Recycling and Disposal Center stickers sales started on June 3, 2024. These are available at the Highway Department window on Monday - Friday from 7:00 am-3:00 pm. Weekend hours begin on June 22nd from 8:00 am-4:00 pm through July 14th excluding holidays.
 - Kingston Farmers Market will run on the 1st Sunday of each month through October from 10:00 am-2:00 pm at Gray's Beach.
 - Music Nights at the Beach begin tonight and will be multiple dates throughout the summer. Please check town website for more information.
- Town buildings (Town Hall, Library, COA, Highway Barn and the Transfer Station) will be closed on Wednesday, June 19th in observation of Juneteenth Day. Please check our website for any additional information.

OPEN FORUM:

Jean Landis-Naumann, wanted to let everyone know that this year with your transfer station sticker they will be providing a handout on organic disposal. Also providing a 4 way can opener for residents.

Chief Brian Holmes provided an update that the police department just had an evidence audit and it passed. Chief Holmes discussed that he will be coming back before the Board for support of a full-time clinician for mental health which is funded by the Department of Mental Health. Also, he is looking to create a traffic safety officers position, that can focus on traffic studies.

Chief Holmes thanked the Board for the initiatives that they have supported.

APPOINTMENTS:

Request from Agricultural Commission to use the Town House Property for September 29, 2024

Mr. Crone stated that the Agricultural Commission is requesting the use of the Town House Property on Sunday, September 29, 2024. The Town Administrator suggested using the Gray's Beach property rather than the Town House. However, the Agricultural Commission prefers the Town House property.

Mr. Alcombright stated he sees an issue now that the Veteran's Memorial is now on the front lawn. Ms. Emberg has reservations as she is not sure how the completed project will be.

Ms. Jean Landis Naumann of the Agricultural Commission believes that there will not be an issue.

Ms. Emberg asked if a school would be possible, there was nobody in attendance to speak to the schools.

Mr. Bob Ketter from the Veteran's Memorial Group stating that the project would be completed prior to September. Ms. Emberg would like to see the layout prior to a vote.

Mr. Alcombright asked if they could come back next week.

Proposal by Agricultural Commission to Use Town House Gazebo for Produce Sharing Program for Residents

Mr. Crone explained that the Agricultural Commission is again proposing a sharing program for excess produce grown by residents. This would allow home gardeners a way to share their bounty with others who may not be able to grow their own fresh produce. They are requesting the gazebo at the Town House to place a small bookcase where residents can leave extra produce for others to pick up. The members of the Agricultural Commission would monitor the produce on a weekly basis to remove all spoiled items. The anticipated dates for this program would begin in late June and end mid-September.

Ms. Naumann is hoping to have more participation this year. Ms. Naumann had a conversation with the Health Agent who is concerned with an issue with possible animals as well as the town staff had to remove spoiled items from the gazebo last year. Ms. Naumann stated that she would have more volunteers to check the gazebo.

Motion by Mr. Alcombright, seconded by Ms. Emberg and a 3-0-0 vote by roll call,

VOTE: I move to approve the request of the Agricultural Commission to use Town Property for a Produce Sharing Program for Residents.

Request to Reinstatement of ARPA Funds for the Fire Department

Mr. Crone stated that at a recent Board meeting, the Selectmen rescinded their approval of the remaining balance of previously approved ARPA projects. One of the projects, Anticipated Fire Dept. COVID expenses had the remaining balance of \$24,122.87 mistakenly rescinded. The Fire Department needs those funds. The Town Administrator is requesting the Board approve \$24,122.87 be approved again for the same purpose, Anticipated Fire Dept. COVID expenses.

There were no comments from the Board.

Motion by Mr. Alcombright, seconded by Ms. Emberg and a 3-0-0 vote by roll call,

VOTE: I move to approve providing ARPA funds in the amount of \$24,123 to the Fire Department COVID related expenses.

ADDITIONAL ITEMS:

Set Special Fall Town Meeting Date

Mr. Crone stated that there is a need to hold a Special Fall Town Meeting this year. The primary reason for the meeting is to present MBTA zoning amendment for voter consideration. The Water Department may also have a funding request to construct a new well on the property that has been acquired for that purpose. The proposed date is Tuesday evening, November 19th. The auditorium has been tentatively reserved and all necessary staff are available.

There were no comments from the Board.

Motion by Mr. Alcombright, seconded by Ms. Emberg and a 3-0-0 vote by roll call,

VOTE: I move the Board of Selectmen approve the proposed Tuesday, November 19, 2024, Special Fall Town Meeting date.

Appointment to Affordable Housing Trust

Mr. Crone stated that the Board of Selectmen needs to appoint a Board member to the Affordable Housing Trust. After discussion, if a Board member is willing to serve, the following motion should be made. Mr. Crone discussed that this will be tabled until there is a full Board.

Request to Approve End of Year Line-Item Transfers

Mr. Crone that there are several transfers being requested this evening. The Finance Committee will review these transfers at their June 5th meeting. The Town Administrator will update the Board on the Finance Committee votes prior to discussion on this agenda item.

Ms. Emborg stated that if residents want to know more about this, to watch the Finance Committee from June 5th for more information.

	Account	Amount
From:	COA Wage & Personnel 01541-51112	\$30,000
To:	IT Internet Service 01155-52349	\$8,000
	IT Consultant Services 01155-52304	\$14,000
	IT Telecommunications 01155-52344	\$4,000
	IT Copier Leases 01155-58851	\$4,000

Reason: Unanticipated expenses from upgrading to fiber connections between buildings.

From	COA Wage & Personnel 01541-51112	\$23,000
	General Operations 01192-54481	\$ 7,000
To:	Legal Services 01151-52312	\$30,000

Reason: Due to costs incurred that were associated with personnel investigations.

From:	Collector Clerical 01146-51113	\$14,500
To:	Treasurer Professional Svc 01145-52304	\$ 7,000
	Collector Postage 01146-52342	\$ 6,000
	Collector Training 01146-52319	\$ 750
	Treasurer Training 01145-52319	\$ 750

Reason: Due to an unanticipated absence in the Treasurer's office, an outside consultant was hired. Postage increased due to the increased amount of bills being mailed. More training expenses for new employees.

From	COA Wage & Personnel 01541-51112	\$1,000
To:	HR Travel/Meetings 01154-57711	\$1,000

Reason: HR Travel expenses/conference hotels, meals and mileage were more than expected.

From	General Operations 01192-54481	\$14,100
To:	Police Department Uniform 01210-54585	\$ 5,400
	Police Dept Property Repairs 01210-52244	\$ 3,500
	Police Dept Equipment 01210-58850	\$ 5,200

Reason: Uniform expenses for Police Chief and Class A Uniforms for the Sergeants. Property Repair funding for an audit of the Department's Evidence Room. Purchasing a traffic tracking device.

From	Solid Waste Rubbish	01433-52296	\$13,000
To:	Animal Control	01292-51112	\$12,000
	Animal Control Vehicle	01292-52245	\$ 1,000
	Repairs		

Reason: The department has seen an unprecedented increase in calls for service, animal surrender, dog bite and two high profile euthanized dog cases. The department is still waiting for a retrofitted/transfer vehicle from the Police Department.

From	General Operations	01192-54481	\$1,200
To:	Veteran's W&P	01543-51112	\$1,200

Reason: Budget error on salaries

From	General Operations	01192-54481	\$14,000
To:	Board of Selectmen W&P	01122-51112	\$5,000
To:	Board of Selectmen Contract	01122-51114	\$4,000
To:	BOS Expenses	01122-57700	\$5,000

Reason: There was a budget error on salaries. Police Chief search costs were more than Town meeting approved.

Motion by Mr. Alcombright, seconded by Ms. Emberg and a 3-0-0 vote by roll call,
VOTE: I move the Board of Selectmen approve the transfers presented this evening as presented.

Appointment of Tax Title Custodian

Mr. Crone stated that the Town Administrator is requesting the Selectmen appoint a Tax Title Custodian. In the past, the Treasurer was appointed Custodian.

Mr. Crone stated that a resident showed interest, so they will hold off on this vote. If anyone would like to be considered a letter of interest should be sent by Thursday, June 13th at 5pm to Patricia Tucker @ ptucker@kingstonma.gov stating their intentions. This will be discussed at the June 18th meeting.

Add Additional Signer for Weekly Warrant

Mr. Crone stated that Pursuant to MGL c. 41, sec. 52 in the absence of the member designated by the (the Chair) the Board can designate one member as a substitute in the event of the absence of the designated member to act. Town Counsel's response: The Selectmen may vote, at an open meeting, to designate one of its members as a substitute in the event of the absence or other inability of the designated member to act, there can only be one member designated to act for the Board at any one time. Therefore, the board's vote should clearly indicate that the back-up may only act when the designated member is unable to do so.

Motion by Ms. Emberg, seconded by Mr. Alcombright and a 3-0-0 vote by roll call,
VOTE: I move to add Donald Alcombright as an additional signer of the weekly warrant in the event that the Chair is unable to do so.

Discussion on Creating a Working Group for Privately Owned Transfer Station

Mr. Crone would like to table this until the full Board is in attendance.

Authorize use of Transportation Infrastructure Funds

Pursuant to Massachusetts Statute (St. 2022, c. 176, §27), The Town of Kingston has received the sum of \$3,471.80 which represents Kingston's 2023's municipal assessment of the transportation infrastructure distribution. These funds are to be used by the town to "address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town, including, but not limited to, the complete streets program established in section 1 of chapter 90I of the General Laws and other programs that support alternative modes of transportation.

The balance remaining in the fund is \$5,977.50 and can be used to fund road maintenance.

There was no discussion from the Board.

Motion by Mr. Alcombright, seconded by Ms. Emberg and a 3-0-0 vote by roll call,

VOTE: I move the Board of Selectmen accept Kingston's 2023 transportation infrastructure distribution in the amount of \$3,471.80 and authorize the use of the balance of the fund in the amount of 5,977.50 for road improvements in FY25."

Request to Declare Town Property as Surplus

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

- 2009 Ford Escape

Motion by Mr. Alcombright, seconded by Ms. Emberg and a 3-0-0 vote by roll call,

VOTE: I move the Board of Selectmen declare the 2009 Ford Escape from the Wastewater Department as surplus and approve this to go to auction.

Appointment of Substitute Circulation Assistant and Substitute Librarian

The positions of Substitute Circulation Assistant and Substitute Librarian are standing positions at the library, the Director recruits individuals when the pool of individuals runs low, and these are filled on an as needed basis. After the recruitment process, Donald Colon is requesting the hiring of Lynne Welsh for the position of Substitute Circulation Assistant and Maureen Maney and Jean Todesca to the position of Substitute Librarian.

There was no discussion.

Motion by Ms. Emberg, seconded by Mr. Alcombright and a 3-0-0 vote by roll call,

VOTE: I move the Board of Selectmen appoint Lynne Welsh, to the position of Substitute Circulation Assistant, a FY24 Schedule C1, as needed position as part of the Wage and Personnel Bylaw, with the Kingston Public Library with an anticipated start date of June 17, 2024, consistent with the terms of the offer letter.

Motion by Ms. Emberg, seconded by Mr. Alcombright and a 3-0-0 vote by roll call,

VOTE: I move the Board of Selectmen appoint Maureen Maney and Jean Todesca, to the positions of Substitute Librarian, a FY24 Schedule C1, as needed position as part of the Wage and Personnel Bylaw, with the Kingston Public Library with an anticipated start date of June 17, 2024, consistent with the terms of the offer letter.

Appointment of a Temporary Assistant Harbormaster and Deputy Harbormaster

Mr. Crone stated that with the recent resignation of Deputy Chief Harbormaster Rick Krueger, the Harbormaster is requesting the Board appoint an Interim Deputy Chief Harbormaster while the recruitment process is completed. Harbormaster Tom Taylor and Police Chief Brian Holmes are recommending the Interim Assistant Harbormaster position be filled by current Assistant Harbormaster Glen Cavicchi. If Mr. Cavicchi is approved as Assistant Harbormaster, a recommendation to appoint Luke Barron as Interim Deputy Harbormaster.

Motion by Mr. Alcombright, seconded by Ms. Emberg and a 3-0-0 vote by roll call,

VOTE: I move the Board of Selectmen appoint Glen Cavicchi Assistant Harbormaster and Luke Barron as Interim Deputy Harbormaster until the positions are filled permanently.

MEETING MINUTES: - April 9, 2024, April 23, 2024, and May 21, 2024

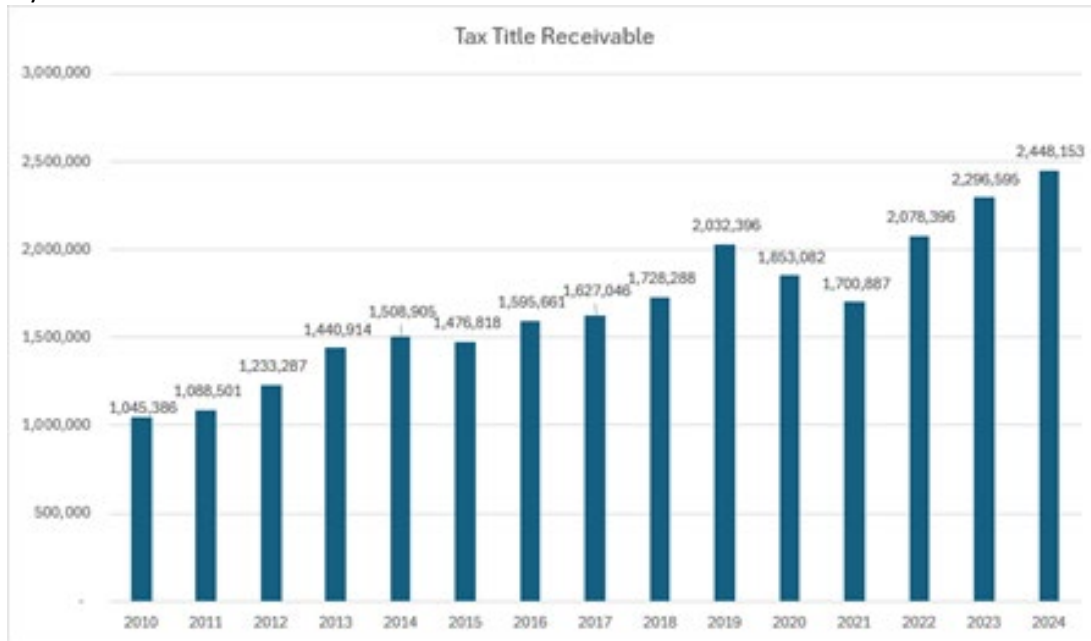
Mr. Crone stated that these were tabled as Ms. Emberg has edits.

TOWN ADMINISTRATOR'S REPORT:

Mr. Crone read from Mr. Hickey's read from his report:

Financial Updates

- Health insurance open enrollment has recently completed. Six employees have moved from the Traditional Plan to the High Deductible Plan. In addition, nine employees have opted out of town offered insurance in lieu of the stipend.
- Below is a chart showing the total tax title receivable amount due at the end of each fiscal year. As you will see, the total amount due has increased from \$1.045 million to \$2.4 million from 2010 to 2024. Former Tax Title Custodian Carl Pike tried to reduce this liability by auctioning some properties to get those properties to begin paying taxes once again. Unfortunately, Mr. Pike didn't get the support to hold an auction. When a Tax Title Custodian is appointed they are hoping to support the auction of surplus properties during the FY25 fiscal year.



Project Updates

- Through Town Planner Valerie Massard, an application was submitted for a Municipal Americans with Disabilities Act (ADA) Improvement Grant in the amount of \$66,300 for an ADA Self-Evaluation and Transition Plan. If awarded, this grant will update Kingston's existing 1994 ADA plan to continue to be eligible for a variety of grants issued by the state. Below are the properties that would be included in the updated plan.

FACILITY	LOCATION	YEAR BUILT	SIZE (gross SF; acres)
DPW Building	32 Evergreen Street	2002	12,300
Town Hall	26 Evergreen Street	2001	18,000; 13.18 A "campus"
Senior Center	30 Evergreen Street	2011	Est 10,000
Animal Control & Shelter	28 Evergreen Street	2002	2,038
Fire Station 1, Headquarters	105 Pembroke Street	1998	11,884; 1.2 A
Fire Station 2, aka Smith's Lane Station	82 Kingston Collection Way	1988	5,284; 2.2 A
Wastewater Treatment Plant	8 Cranberry Road; pump station on Marion Drive	2001; expansion upgrades 2023	25,476
Water Department and pumping station on Jones River	22 Elm Street	1886; upgrades 2001	2,042; 0.15 A
Library	6 Green Street	1971; upgrades 1994	12,802; 1.28 A

Faunce School (used as a recreational building)	16 Green Street	1880; renovations 1990	1,340; 0.4 A
Reed Community House building	33A Summer Street	1920; renovations 1990	17,284
Adams Heritage Building	33 Summer Street	1898; renovations 1972 & 2010	5,392
Police Station	244 Main Street & 6 Maple St	1986; renovations 1990	11,966
Harbormaster Office	45 River Street	1972; renovations 2001	1,000
Water Dept Pump Stations	6 stations: South Street, Millgate, Soule's Pond, Grassy Hole, Richard W. Loring Trackle Pond, Winthrop Street, Well	1951-2017	n/a

Personnel Update

- Rick Krueger has resigned as the Deputy Harbormaster. Rick served the Town in a variety of capacities for the harbormaster for over thirty years. The job will be posted shortly.
- The Veterans Administrative Assistant position will also be advertised shortly.

Miscellaneous Updates

- There are no miscellaneous updates this week.

SELECTMEN COMMENTS:

Ms. Emberg mentioned some updates on the website if residents wanted to take a look at.

- Sewer Department provided an update on the Davis Property
- Mosquito Spraying
- Route 3 Road work is scheduled at Landing Road
- Water Restrictions

Motion by Mr. Alcombright, seconded by Ms. Emberg and a 3-0-0 vote by roll call,
VOTE: I move to adjourn

The meeting was adjourned at 6:43pm

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
Line Item Transfer
Memo regarding TNC Funds

Offer Letters

Town Administrator Report