



TOWN OF KINGSTON
BOARD OF SELECTMEN
OPEN SESSION MINUTES
TOWN HOUSE-26 EVERGREEN ST. ROOM 200 & VIA ZOOM
December 17, 2024

6:00 p.m. – CALL TO ORDER – ROOM 200

Chairman Eric Crone called to order the meeting of the Board of Selectmen at 6:02 p.m.—selectmen in attendance: Tyler Bouchard, Kimberley Emberg, Donald Alcombright, and Melissa Bateman.

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

ANNOUNCEMENTS:

1. This meeting is being recorded by The Local Seen. Anyone who intends to make an audio or video recording of this meeting should notify the Chair at this time.
2. Financial Assistance Applications are available on the town's website or by calling the Selectmen's Office.
3. For anyone interested in volunteering, there are several vacancies on various boards and committees. Please check the website for a listing. There is an opening on the Wage and Personnel Board, Capital Planning and Finance Committee.
4. Please check our website for any additional events or notices www.kingstonma.gov
5. Christmas Eve hours will be as follows:
Town House will close at 12pm.
COA will close at 12pm.
Transfer Station will close at 12pm.
Highway Department will close at 11am.
Library will close at 1:30pm.

OPEN FORUM:

There was nobody in attendance.

APPOINTMENTS:

ADDITIONAL ITEMS:

Approval of Annual License Renewals

Mr. Crone discussed that included in your Board materials is a summary of all annual license renewals that have been submitted by Kingston businesses. The summary also includes the types of 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 agenda addendum.

Review of Proposed Town Meeting Timeline

Mr. Crone stated that included in your Board materials is a draft Town Meeting timeline for 2025 Annual Town Meeting. On the December 3rd meeting the Board voted at that meeting to hold the Annual Town Meeting on April 26, 2025. The timeline has

been modified to reflect the April 26th date. Town Clerk Paul Gallagher is recommending the annual election be held on Saturday, May 17th.

Ms. Emberg discussed that typically we don't add the committee meetings to the timeline so she would like to have an asterisk that these dates could change based on boards/committees availability and check the Town's website for the most up to date information.

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

VOTE: I move the Board of Selectmen accept the proposed Town Meeting Timeline as presented this evening.

Acceptance of Donation

Mr. Crone stated that the Library, Animal Shelter, and Veterans Departments all received the following donations and are requesting the Board of Selectmen accept.

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

VOTE: I move the Board of Selectmen accept the following donations:

- A \$1,000 donation made to the Kingston Public Library for books from Leonice Freeman.
- A \$10,000 donation made to the Kingston Animal Shelter from the Sauer Family Foundation to provide essential animal welfare services.
- A \$100 donation made of grocery gift cards to the Veterans Department from Janet Holmes.
- A \$1,100 donation made of grocery gift cards to the Veterans Department from an anonymous donor.

Annual Appointment of Special Officers and Matrons

Mr. Crone discussed that these are annual appointments of Special Police Officers and Matrons. Chief Holmes sent a memo with the information.

Chief Holmes was in attendance and stated that at a future meeting he will be requesting the Board authorize the addition of permanent interment civil service part timers and there is a functional difference between that and special police officers which he will discuss at a future meeting.

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

VOTE: I move the Board of Selectmen appoint following individuals to the position of Police Matron for the Kingston Police Department. The term of the appointment shall be from January 1, 2025, through December 31, 2025.

Michelle E. Beck

Taylor A. O'Neill

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

VOTE: I move the Board of Selectmen appoint the following individuals to the position of Special Police Officer for the Kingston Police Department. The term of the appointment shall be from January 1, 2025, through December 31, 2025.

Darren J. Martin

Marks J. Brenner, Jr.

Sean Percy

Appointment of Veterans Agent

Mr. Crone stated that due to the recent vacancy the Veterans Agent position was vacant. After the recruitment process the Town Administrator is requesting the appointment of Sara Lansing for the position.

Mr. Crone stated that the Board received a memo today explaining that at the Wage and Personnel Board meeting last night the vote did not pass to support the hiring at a step 9, in the memo it states that the Town Administrator is now requesting a step 7.

Ms. Emberg discussed she watched the Wage and Personnel meeting to which they had concerns with the step request. It is a two-member board, and the vote was split causing it to fail. Ms. Emberg asked the Board of Selectmen if it is not approved by

the advisory board of Wage and Personnel do, they want to move forward, Ms. Emborg stated she does not support a step 7. Mr. Bouchard asked if this should go back to Wage and Personnel to see if they would like to vote on the new step of 7. The Board discussed possibly having a joint meeting with Wage and Personnel to discuss.

There was no vote this evening.

Reappointment to Cultural Council

Mr. Crone discussed stated that Ms. Milliken's appointment expired in June of 2024; she is requesting her reappointment to the committee. Per the bylaw there should be no more than 2 consecutive terms with Cultural Council. This would be Ms. Milliken's 5th consecutive term. There are multiple vacancies with the Cultural Council and currently the office has not received any requests for appointments to those vacancies.

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

VOTE: I move the Board of Selectmen appoint Corrina Milliken to the Cultural Council effective immediately through June 30, 2028.

Discussion of 2025 Board of Selectmen Meeting Schedule

Mr. Crone discussed that the next regularly scheduled meetings are New Years Eve, then January 14, 2025. A suggestion was made at the December 3rd meeting to move the December 31st meeting to January 6th and then meet every two weeks from January 6th. Or retain the existing schedule and meeting January 14th, 28th etc. Room 200 and The Local Seen are available for both options.

Mr. Crone stated that he would prefer not to meet on the 31st and not meet again until January 14th.

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

VOTE: I move the Board of Selectmen to schedule their meetings every other Tuesday evening beginning on January 14th.

Open Session Meeting Minutes

Mr. Crone stated that the following meeting minutes need approval December 3, 2024

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

VOTE: I move the Board of Selectmen approve the open session meeting minutes of December 3, 2024

TOWN ADMINISTRATOR'S REPORT:

Mr. Hickey read from his report:

Financial Updates

- The Assessing, Tax Collector and Accounting Departments are currently preparing property tax bills. Bills are anticipated to be mailed during the week of December 23rd.
- The Town of Halifax requested the grant awarded to study the options/impacts of regionalizing the grades K-12 to be transferred to the Town of Kingston. The reason given was the concern of losing the grant if Halifax does not approve MBTA zoning. I agreed to be the receiving community. Additionally, I have asked Superintendent Proulx to add an item on the January 16th joint meeting agenda to discuss the process to be used to perform the study.
- The Sewer Department was notified by the Massachusetts Clean Water Trust that \$373,280 would be forgiven from their \$7 million leaching field loan. This amount will be reduced from the total loan amount applying the forgiven amount to each annual payment.

Project Updates

- Town Planner Valerie Massard has updated the Zoning Bylaw through the 2024 Annual Town Meeting. The update does not include the MBTA Zoning or the sunseting Section 9.7, Residential Phasing approved at the 2024 Fall Town Meeting. The updated Zoning Bylaw is not posted on the Town website.
- Town Clerk Paul Gallagher has completed the codification of Kingston's Bylaws and General Legislation. The updated codification is available on the Town's website under the Bylaws and Regulations tab. The entire document is searchable using key words.
- The flashing school zone lights at Silver Lake will be installed December 26th and 27th. Weather permitting all necessary signage will be in place notifying the school zone by December 30th.

Personnel Update

- The Department of Public Works Working Group met on December 11th to continue their discussions. Due to the Wage and Personnel deadline of December 23rd, the Working Group agreed to submit a draft job description for a Public Works Director position to Wage and Personnel prior to their submission deadline.

Miscellaneous Updates

- Town buildings will be closing early on Tuesday, December 24th for Christmas. All Town buildings will reopen on Thursday, December 26th.
- The Council on Aging held their annual Christmas lunch on December 12th. Over 100 meals were served to its members. Everyone in attendance seemed very pleased with the event. Great job by Acting COA Director Holly Nighelli and her staff for hosting the event.

SELECTMEN COMMENTS:

Ms. Emberg thanked everyone involved with the Santa ride through Town. The Police and Fire Departments did an amazing job. Luminaries are on Saturday; parking information is on the Town's website.
Happy Holidays!!!!
Budget discussion will be at the January 14th meeting

Motion by Ms. Emberg, seconded by Ms. Bateman and a 5-0-0 vote,
VOTE: I move to adjourn

The meeting was adjourned at 6:28 PM
Respectfully submitted,

Patricia Tucker
Assistant to the Town Administrator and Board of Selectmen