TOWN OF KINGSTON
BOARD OF SELECTMEN
OPEN SESSION MINUTES
TOWN HOUSE-26 EVERGREEN ST. ROOM 200 & VIA ZOOM
August 5, 2025

6:30 p.m. – CALL TO ORDER – ROOM 200

Chairman Eric Crone called to order the meeting with a roll call vote of the Board of Selectmen at 6:30 p.m.—selectmen in attendance: Kimberley Emberg, Donald Alcombright began the meeting virtually, and Carl Pike.

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 us at this time.
2. Financial Assistance Applications are available on the town's website or by calling the Selectmen's Office.
3. There are several Boards and Commissions with vacancies. To see a complete list of the openings, please visit our website at kingstonma.gov. If you are interested in serving, please contact the Selectmen's Office at 781 585-0501.
4. Please check our website for any additional events or notices www.kingstonma.gov

OPEN FORUM:

There was no one in attendance for open forum.

APPOINTMENTS:

Next Steps on Filling Town Administrator Position
Mr. Crone discussed that the Board received Keith Hickey's resignation last Wednesday. Mr. Crone discussed that the Board needs to discuss the steps.
Ms. Emberg spoke regarding the current Town Administrator's contract, which states that the Town Administrator shall give the Town three months' written notice.

The Board discussed at length.
Mr. Crone feels like it makes sense to have an interim town administrator.

Ms. Emberg feels it would be ideal to have someone start before the 90 days.

Mr. Crone and Ms. Emberg are against hiring a search committee due to budget constraints.

Mr. Pike would like to see the Board work with Mr. Hickey and release him earlier, by October 1st, with an interim overlapping for a few weeks during the transition.
Mr. Pike does not agree with hiring a search committee right away but possibly in a few months if it is needed.

The Board discussed options regarding timing on interim.

Mr. Pike noted that the Board has already received a resume and asked what he should be communicating on timing to the individual.

The Board briefly discussed the job description.
Ms. Emberg noted the job description provided was from 2020. Mr. Pike noted the grammar is bad and there are duplications on the job description provided.

6:49pm Mr. Alcombright joined in person.

Mr. Hickey asked the Board if they would like to join a Department Head meeting one or two at a time, for the Board to speak to department heads to see what they have to say.

Mr. Alcombright stated that he would like to start without a search firm, he feels that a working group/committee should be extremely tight and small, that is employee or board driven.

The Board discussed upcoming conversations will be:

- Finalize Job Description
- Hire Interim
- Executive Session negotiate with Interim Town Administrator (open session interviews)

Mr. Crone stated that the Board should send Ms. Betti their notes on the job description.

ADDITIONAL ITEMS:

Add Additional Signer for Weekly Warrant

Mr. Crone noted 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.
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 Mr. Crone, seconded by Mr. Alcombright and a 4-0-0 vote,

VOTE: I move to add Carl Pike as an additional signer of the weekly warrant in the event that the Chair is unable to do so, replacing Donald Alcombright

TOWN ADMINISTRATOR'S REPORT:

SELECTMEN COMMENTS:

Motion by Ms. Emberg, seconded by Mr. Alcombright and a 4-0-0 vote, by roll call vote

VOTE: RECESS TO EXECUTIVE SESSION, to not return to open session, for the purpose of:

To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel.

The meeting was adjourned at 7:13 PM

Respectfully submitted,

Patricia Tucker

Assistant to the Town Administrator and Board of Selectmen

Documents used at the meeting:
Agenda
Agenda Addendum
Town Administrator Report