



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

6:00 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 6:02 p.m.—selectmen in attendance: Kimberley Emberg, Donald Alcombright and Melissa Bateman (Ms. Bateman joined at 7:21pm it is noted in the minutes)

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

ANNOUNCEMENTS:

1. This meeting is being recorded. 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
5. Town buildings, with the exception of public safety, will be closed on Monday, September 1st to celebrate Labor Day.
6. Due to a recent resignation from the Kingston School Committee, the Kingston School Committee and Board of Selectmen are seeking candidates interested in filling the open seat until the next town election in the Spring of 2026.

Interested candidates must submit a letter of consideration and qualifications no later than September 25th at 4:00 PM. Please submit your information by mail to:

Town of Kingston
Board of Selectmen
26 Evergreen Street
Kingston, MA 02364

or by email to PTucker@KingstonMA.gov

All candidates will be interviewed at a joint Kingston School Committee/Board of Selectmen Meeting on Tuesday, October 7th at 6:30pm.

Mr. Hickey discussed that road sealing and paving has begun, crack sealing will begin next week. Updates will be updated on the town's website.

OPEN FORUM:

Will Cushman, 273 Main Street reminded everyone that school starts this week, so leave yourself time when traveling in town.

APPOINTMENTS:

Recognition of Police Personnel – Police Chief Brian Holmes would like to recognize department members with the following

Mr. Crone handed the floor to Chief Brian Holmes, who introduced Officer Hurley and Support Dog Mabel to everyone.

Chief Holmes continued to present the police commendation and civilian support award as well as the presentation of mission

statement and core values.

- Police Commendation; Recognizing Lt. Michael Skowyra, Officer Tyler Potrykus, Officer Brian Hurley and Dispatcher Ashley O'Dell for their performance during a high-speed pursuit and the apprehension of a felony suspect
- Police Commendation and Civilian Support Award; Recognizing Harbor Master Tom Taylor and Assistant Harbor Master Glen Cavicchi with a police commendation and residents of 17 Jones River Drive Shelly Fantoni and Thomas Connors for their actions on July 21, 2025, involving a water rescue.
- Presentation of Mission Statement and Core Values; The department has worked to establish a mission statement, and we have identified our core values. These items will be memorialized with a plaque that will be on display in the station lobby.

The Board took a 2-minute recess.

Acceptance of Donation – Police Department

Mr. Crone read that the Police Department received a donation from Plymouth County District Attorney Tim Cruz that included- a LifePak 1000 AED, wall mounting case and two (2) NaloxBoxes (Narcan). These items will be provided to the Recreation Department.

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

VOTE: I move the Board of Selectmen accept the donation of a LifePak 1000 AED, wall mounting case and twin NaloxBoxes from Plymouth County District Attorney.

Consideration of Approval of One Day Liquor Licenses for Librewery Event on Sunday, September 14th at the Kingston Public Library

Mr. Crone stated that the Kingston Library Foundation is requesting one day liquor licenses for the Librewery Event they are holding on Sunday, September 14, 2025, in the parking lot of the Kingston Public Library. Both the Police and Fire Departments have reviewed and signed off on the licenses.

Ms. Debbie Grace and Ms. Jessica Fitzgerald from the Library Foundation were in attendance to talk about the event.

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

VOTE: I move the Board of Selectmen to approve the following One Day Liquor Licenses for the Librewery Event on Sunday, September 14, 2025, from 1:00 pm-to 5:00 pm,

- Kingston Library Trustees
- Forty Second Brew Co
- Independent Fermentations Brewing LLC
- Mayflower Brewing Co

Proposal to Upgrade Existing EV Charging Station to Level 2 32A Dual-Port EVSE Chargers

Mr. Crone stated that the Town Administrator was approached by representatives from EVSE Solutions to upgrade the two existing EV charging stations located at the Town House and Kingston Library to Level 2 32A Dual-Port chargers at no cost to the Town. EVSE Solutions would obtain grants for the charging station upgrades. EVSE would own and be responsible for maintaining the charging stations. In lieu of retaining ownership, EVSE would receive 75% of the fees generated by the chargers with the remaining 25% being retained by the Town. For comparative purposes, the Town received \$1,132.69 in revenue in FY25.

Mr. Hickey stated that Mr. Ed McQuillan was in attendance to answer any questions.

Derek Billnitzer, a resident, asked about this as he feels the chargers being presented are not sufficient for the Town.

Mr. McQuillan stated the discussion of adding these to other town properties was had with the Town prior and that these

would replace the current EV Stations.

Mr. Crone interrupted the conversation with resident, Mr. Billnitzer, and suggested this be continued until the Board received more information.

Nick Valorie, who works with Mr. McQuillan, discussed a different charging network and discussed some different options to bring forward to the Board at a future meeting.

Mr. Hickey mentioned why these specific ones were being presented tonight as there is no cost to the Town.

The Board decided to move this to a future meeting.

Request from MacFarlane Farms Development to Place Stone Marking Neighborhood Entrance on Town Property

Mr. Crone stated that Christine Maiorano, a resident from MacFarlane Farms neighborhood, is requesting that an engraved stone be placed on Town Property at the entrance of the neighborhood. There is a photo of the stone marker that has been included in the Board materials. Mr. Hickey discussed he spoke with counsel; there is limited liability exposure if a vehicle of some kind left the roadway and hit the marker. Interim Superintendent of Streets, Shawn Turner has reviewed the plans and is in favor of this request.

Ms. Maiorano asked about the Town providing a truck to clean up the island, to which Mr. Hickey stated they would not be able to provide at this time.

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

VOTE: I move the Board of Selectmen to approve the request from MacFarlane Farms residents to place a stone marking the neighborhood on Town Property.

Complete Streets Plan 2025 Update – Complete Streets Plan 2025 Update

Mr. Crone discussed that the updated Complete Streets Prioritization Plan is in the Board materials for review. Town Planner Valerie Massard, who has worked closely with Shawn Turner, is requesting the Selectmen review, and if comfortable, accept the updated Complete Streets Prioritization Plan. Once approved, the updated Prioritization Plan will be uploaded to the MassDOT Grant Central website, keeping the Town of Kingston eligible for Complete Street grant consideration.

Ms. Massard was in attendance to discuss the updates with the plan.

The updated plan includes:

- Revisions to the project priority list, reflecting a full review of the Town-Wide Transportation Prioritization Plan, site visits, and additional review by Apex Engineering with the Highway and Planning Departments.
- Clarified project descriptions are in the Top 10 prioritized projects. The revised priority list also addresses issues flagged during review such as constructability, relationships to the Town-Wide Transportation Prioritization Plan including some additional projects not in the original Complete Streets Plan, the new Highway Superintendent's input, and updates of completed work.
- A separate tab in the excel document shows the completed (or ineligible) projects removed from the previous list, so that work done already is kept track of by the Town. This part of the spreadsheet will not be uploaded to the MassDOT website and is not a part of the Prioritization Plan.

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

VOTE: I move the Board of Selectmen approve the updated Complete Streets Prioritization Plan as presented

Discussion and Possible Vote of Kingston Cannabis Social Equity Policy

Mr. Hickey stated that Attorney Elizabeth Lydon was in attendance to answer any questions regarding this item.

Mr. Crone read that on August 11, 2022, Governor Charlie Baker signed S. 3096, An Act Relative to Equity in the Cannabis Industry, into law. The new law requires host municipalities to establish initial policies to promote Equity in the cannabis industry no later than July 1, 2023, or be subject to monetary penalties. On June 29, 2023, the Massachusetts Cannabis Control Commission ("CCC") issued guidance on how to create a model a Social Equity policy that encourages cities and towns in Massachusetts to consider incentives for increased participation by Social Equity applicants in their local cannabis ecosystem.

Mr. Crone stated that more information is in the meeting materials.

Mr. Hickey stated that this was forwarded to him notifying him that the Town had not adopted or taking action on this policy.

Attorney Lydon stated that this policy relates to the municipality's ability to grant a host community agreement and then subsequent approvals for zoning or building. This policy states is that when you're deciding whether or not to grant a host community agreement the town will consider social equity as one of the components in granting an HCA. There's another portion of this policy that and regulations that you are required to comply with under 935 CMR 500.1813 and that is the town either has to create a bylaw or adopt the model bylaw that the CCC put out or adopt a policy where by host communities choose to administer a one to one local approval process until such time as 50% of the license and in the municipality are social equity businesses. Attorney Lydon discussed that she put in a third piece in recently to address the compliance with this without having to go to town meeting because by putting it in the policy and adopting the policy, then the Town would have to comply with that next piece as well. Once this policy is adopted, then the Town would have to create a web page on the town's website that gives a contact person to reach out to for any social equity businesses that are looking to establish a new marijuana business in town and then link all of your applications.

Mr. Crone stated that his understanding that of this, is they're saying social equity means is that the CCC's social equity programs provides training and technical assistance to applicants who've been disproportionately impacted by war on drugs, marijuana prohibition, arrests, and incarceration. Mr. Crone asked, does this mean someone who was in jail and Attorney Lydon stated only for marijuana related offenses such as if they had if they were in possession of marijuana before it was legal and were arrested for possession or distribution of marijuana, then they would be considered a social equity applicant. It also means minority and women owned businesses.

Ms. Emberg discussed policies from other communities, and she noted that their policies are much shorter as it just states that the law that was enacted and states they follow the guidelines.

Chief Holmes asked does this creates an exemption for convicted felons, Attorney Lydon believes that this does not rise to the level of a felony.

The Board discussed that this would table until there is a full board.

ADDITIONAL ITEMS:

Town Administrator Position Statement/ Job Description Review and Finalize

Mr. Crone discussed the Town Administrator's job description.

Ms. Emberg and Mr. Crone discussed some changes and Ms. Emberg discussed that in 2022 a position statement which they used as job posting. That was created after interviewing residents, and employees to gather feedback on the position. The Board discussed some specific changes to the document that need to be made prior to posting.

Ms. Emberg discussed some edits that can be made to the document.

Ms. Bateman joined at 7:21pm

Mr. Hickey discussed the bylaw that many towns hold discusses the responsibilities of the Town Administrator, Kingston does not have that so it is important in Kingston that is the level of detail be noted so that all interested in the position know what the job entails.

Mr. Crone thinks this should be posted soon after it is reviewed by town council.

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

VOTE: I move the Board of Selectmen approve the Town Administrator's position statement and job description as amended contingent upon review and approval of the Finance Director, Town Administrator, HR Director, and Town Counsel and further, designate Chairman Crone to review any edits in order to post.

Establish Town Administrator Screening Committee

Mr. Crone discussed that at the August 5th Board meeting it was discussed creating a working group for the Town Administrator Search. Ms. Emberg stated that she feels, it should be 2 Selectmen, Police Chief, Fire Chief and HR Manager. Ms. Emberg asked who on the board would like to volunteer and Mr. Crone volunteered, as well as Ms. Bateman. Ms. Emberg explained to the screening committee and how it worked previously.

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

VOTE: I move the Board of Selectmen create a Town Administrator Screening Working Group consisting of the following positions: 2 Selectmen, Police Chief, Fire Chief and HR Manager and further the 2 Selectmen representatives are – Mr. Crone and Ms. Bateman

Resignation of COA Advisory Board Associate Member – Deb Bruno

Mr. Crone mentioned that Deb Bruno sent an email resigning from the COA Advisory Board as an associate member.

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

VOTE: I move the Board of Selectmen accept the resignation from Deb Bruno effectively immediately from the Council on Aging Advisory Board.

Appointment to Zoning Board of Appeals, Associate Member – David Pflaumer

Mr. Crone stated that the office received a volunteer application from David Pflaumer requesting to be appointed to the ZBA. The ZBA discussed this at their last meeting and voted in favor of recommending Mr. Pflaumer to the position. ZBA associate member is a one term.

Motion by Mr. Alcombright, seconded by Ms. Bateman and a 4-0-0 vote,

VOTE: I move the Board of Selectmen appoint David Pflaumer to the position of Zoning Board of Appeals, Associate Member effectively immediately through June 30, 2026.

Discussion on Agenda Topics for Joint Meeting with School and Finance Committees

Mr. Crone stated that included in the board materials is a draft agenda for the tri-board meeting of the Board of Selectmen, Finance Committee and School Committee in preparation for the meeting, to ensure any topics the board would like to discuss is included on the agenda.

Ms. Emberg stated that the goal would be everyone is a united front, and all agree on how to approach moving forward. Mr. Crone discussed the draft agenda and the Board discussed how they would like the joint meeting to go.

Update on the Status of Establishing a Department of Public Works

Mr. Crone discussed that this will be at the Spring Town Meeting. Ms. Emberg asked how long they want to keep someone in the interim seat of the as the discussion keeps getting pushed out.

MEETING MINUTES:

Approval of Open Session Meeting Minutes – August 5, 2025, and August 12, 2025

Motion by Mr. Alcombright, seconded by Ms. Bateman and a 4-0-0 vote,

VOTE: I move the Board of Selectmen accept the open session meeting minutes of August 5, 2025, and August 12, 2025 as presented.

TOWN ADMINISTRATOR'S REPORT:

Mr. Hickey ready from his report:

Financial Updates

- The Facilities Department submitted a grant application for three Green Community Grants. The grants will provide energy improvements at the Intermediate and Elementary Schools in the following manner:

Kingston Elementary School

Insulate 4,170' LF of the foundation and windows that are currently inefficiently insulated.

Insulate 24 air conditioning units

Weather Striping 37 doors

Kingston Intermediate School

Insulate 52 air conditioning units

Weather Striping 18 doors

Insulate all domestic hot water pipes with ASJ fiberglass insulation and PVC fitting covers.

Project Updates

- Crescent and River Streets have both been recently paved. Grove Street is scheduled to be paved on September 2nd.
- Crack Sealing was completed August 24th and 25th on Lake and Evergreen Streets as well as Dillingham Way and Old Mill Estates.

Personnel Update

- Library Technician Kathleen McDougall has submitted her resignation, effective August 1st.

Miscellaneous Updates

- Letters have been sent to all property owners on unaccepted street identifying what improvements need to be completed to have the roads maintained this winter, with the exception of Country Club Way. I have asked Streets, Trees, and Parks to wait to send those letters until the peer review being performed as part of the agreement between the subdivision owners and the Town is completed to determine if any unknown improvements need to be addressed to safely provide winter maintenance for that roadway.
- The new Town website now offers a new way to notify Streets, Trees and Parks of a repair or concern to be addressed. There is an icon entitled Request Tracker-Highway Department that allows users of the website to notify the department of a needed road repair, drainage issue, traffic signal outage and many other issues. Your name, telephone number, and e-mail address are not required, but it could be helpful if questions arise. Please visit www.kingstonma.gov to report a concern.

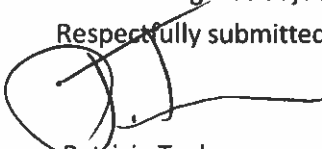
SELECTMEN COMMENTS:

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

VOTE: I move to adjourn to executive session 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 8:17 PM

Respectfully submitted,



Patricia Tucker

Assistant to the Town Administrator and Board of Selectmen

Documents used at the meeting:

Agenda
Agenda Addendum
Police Memo regarding Recognition
One Day License
Cannabis Social Equity Policy
Complete Streets Plan
Donation
TA Job Description
Resignation and Appointment Information
Draft Joint Meeting Agenda

