



TOWN OF KINGSTON
BOARD OF SELECTMEN
OPEN SESSION MINUTES
ZOOM
January 4, 2022

Chairman Kimberley Emberg called to order the meeting of the Board of Selectmen at 5:30 PM. Selectmen in attendance: Donald Alcombright, Sheila Vaughn, and Jessica Kramer. Ms. Emberg and Mr. Arruda joined virtually.

Staff Present: Keith Hickey, Town Administrator, Gloria Mitchell, Assistant Town Administrator, Patricia Tucker, Assistant to the Town Administrator.

The Board of Selectmen began with a roll call vote.

OPEN FORUM

There was no one in attendance for Open Forum.

APPOINTMENTS

Request from Fire Department to expend ARPA Funds for COVID-related overtime and medical expenses.

Mr. Hickey spoke with the Fire Chief last week; a few employees at the Fire Station are out with COVID-related issues. These shifts are being filled with employees working overtime. The vote before the Board is to approve the request for \$50,000 of ARPA Funds to help with the overtime expenses along with COVID-related supplies.

Motion by Ms. Kramer, second by Mr. Alcombright and a 5-0-0 vote, by roll call vote,

VOTE: I move the Board of Selectmen expend \$50,000 of ARPA Funds for COVID related expenses.

FY23 Budget Review

Mr. Hickey began the discussion by stating that a few items were left off the budget in error.

- Within the Harbormaster budget, a line item for postage was added in the amount of \$277 due to the extra mailings they will do this year.
- Within the Transfer Station budget under wages, there are stipends that some employees are contractually obligated to receive, and these were inadvertently left out in the amount of \$1,250.
- Veterans' Administrative Assistant line was increased by .5 hours a day, three days a week due to the change of hours at the Town House. The total amount is \$2,067.

Ms. Kramer asked for a point of clarification on the increase of snow removal and asked if a future increase in this budget, will the Town able to deficit spend? Mr. Hickey stated that this is increasing the threshold to appropriate on an annual basis which is far less than what the Town spends. We know the Town spends more than \$460,000; we are trying to proactively budget more appropriately to what we have spent so far rather than having to transfer from Free Cash every year. Finance Director, Carol McCoy will provide the Board with the last 5 years' worth of data for review.

Ms. Emberg asked if the increase request covered the potential cost for not having enough plow drivers? And stated that many other communities are paying a higher rate, therefore, Kingston has a

tough time getting plow drivers. In the future, Mr. Basler will reconsider the amount of money paid to outside plow drivers to help with the competition.

Ms. Kramer asked about understanding the capital plan regarding the amount being spent, as historically, we stuck to a strict budget.

Mr. Hickey asked the Board to review the spreadsheet provided in the packet and went over the details on the spreadsheet regarding the capital plan. The spreadsheets detailed the capital requests as well as FY23 Capital Budget. The second spreadsheet is the funding recommendation of the department heads' capital items requested. Funding options were discussed regarding leasing or ARPA funding.

Ms. Vaughn asked about the principal long-term debt, which has consistently gone down and asked if there a reason for this.

Mr. Hickey stated that generally, the long-term debt carried by the Town is being paid down. Town Treasurer Mr. Carl Pike joined the conversation to state that the major item being carried year to year was the 20-year bond on the Elementary School, and minor items have dropped off.

Ms. Kramer asked about the new process of the Board reviewing the budget.

Mr. Hickey stated that the budget is the Administration's budget. The Selectmen vote on the budget to move it forward to the Finance Committee, who then recommends the budget in which the Selectmen vote.

Mr. Hickey also stated that due to it being so early in the budget process, this budget will change as pieces of the budget are estimates and currently unknown. This budget will come back to the Selectmen after the Finance Committee reviews it.

Mr. Hickey explained that the three items mentioned at the beginning of the discussion will need to be added, increasing the budget from 2% to a 2.01% increase.

Motion by Mr. Arruda, second by Ms. Kramer and a 5-0-0 vote, by roll call vote,

VOTE: I move the Board of Selectmen support the budget as amended.

Adjourn.

Motion by Mr. Arruda, second by Mr. Alcombright and a 5-0-0 vote, by roll call vote

VOTE: I move to adjourn

The meeting adjourned at 6:21 PM

Respectfully submitted,



Patricia Tucker
Assistant to the Town Administrator/Board of Selectmen

Documents used at the meeting:

Agenda

Budget Book