



TOWN OF KINGSTON
BOARD OF SELECTMEN
OPEN SESSION MINUTES
ROOM 200/ZOOM
April 19, 2022

Chairman Kimberley Emberg called to order the meeting of the Board of Selectmen at 6:00 pm. Selectmen in attendance: Donald Alcombright and Richard Arruda. The Board did a roll call vote as Sheila Vaughn is attending remotely.

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

Announcements Ms. Emberg read:

- This meeting is being recorded by PACTV. 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.
- Mooring fees are due May 1 (list the Harbor Master hours). Call the Harbormaster with questions.
- Annual Town Election this Saturday, from 8 am-6 pm at the Kingston Elementary School.
- The second annual Town-Wide Cleanup is happening on election day; please contact the Selectmen's office for more information.
- Town Meeting is Saturday, May 14 at 9 am at the Kingston Intermediate School.

OPEN FORUM

Jean Landis Naumann of 84 Wolf Pond Road was in to address additional item number 3. This is the disposal of the property on Howlands Way. Ms. Naumann is looking to use this property for Affordable Housing.

Jim Conley of 243 Main Street talked about the traffic on Main Street. Mr. Conley wanted to discuss the speeding issues he sees on Main Street. Mr. Conley believes that the Board of Selectmen has not addressed the issue.

Megan Hickey of Winthrop Street wanted to announce that the Open Space Survey for the Open Space Plan is available on the website that needs to be completed by April 30.

APPOINTMENTS

Joint Meeting with Finance Committee and Capital Planning Committee for a Presentation of the Proposed Capital Plan

The Finance Committee started with a roll call vote to begin their meeting.

Mr. David Kennedy, chairman of the Capital Planning Committee, attended to discuss Article 10 for Capital Planning.

Mr. Kennedy briefly went through each article.

Project	Description	Department	Recommendation
1	\$96,000 Refurbish Brush Truck (74)	Fire	Board of Selectmen – 0-0-0 Finance Committee – 0-0-0 Capital Plan Committee – 4-0-0
2	\$65,000 Repair Station 2 Siding and Trim	Fire	Board of Selectmen – 0-0-0 Finance Committee – 0-0-0 Capital Plan Committee – 3-1-0
3	\$130,746 Replace Two (2) Patrol SUVs	Police	Board of Selectmen – 0-0-0 Finance Committee – 0-0-0 Capital Plan Committee – 4-0-0
4	\$55,130 Replace Pickup Truck	Police	Board of Selectmen – 0-0-0 Finance Committee – 0-0-0 Capital Plan Committee – 4-0-0
5	\$100,000 Engineering/Design for construction of a public safety complex	Police/Fire	Board of Selectmen – 0-0-0 Finance Committee – 0-0-0 Capital Plan Committee – 4-0-0
6	\$62,000 Replace 2008 Ford F350 4WD and Plow	Streets, Trees & Parks	Board of Selectmen – 0-0-0 Finance Committee – 0-0-0 Capital Plan Committee – 4-0-0
7	\$94,000 Replace the 2005 Ejection Trailer	Solid Waste	Board of Selectmen – 0-0-0 Finance Committee – 0-0-0 Capital Plan Committee – 4-0-0
8	\$41,747.52 Replace Intercom and Clock at KES	Schools	Board of Selectmen – 0-0-0 Finance Committee – 0-0-0 Capital Plan Committee – 4-0-0
9	\$36,029 Fifth year of a five-year lease that purchased a Volvo Front End Loader	Streets, Trees & Parks	Board of Selectmen – 0-0-0 Finance Committee – 0-0-0 Capital Plan Committee – 4-0-0
10	\$18,995 Fourth year of a seven-year lease that purchased a Backhoe	Streets, Trees & Parks	Board of Selectmen – 0-0-0 Finance Committee – 0-0-0 Capital Plan Committee – 4-0-0
12	\$205,910 Second year of a seven-year lease that purchased a ladder truck	Fire	Board of Selectmen – 0-0-0 Finance Committee – 0-0-0 Capital Plan Committee – 4-0-0
13	\$155,037 First year of a five-year lease that will purchase a replacement for Engine 1	Fire	Board of Selectmen – 0-0-0 Finance Committee – 0-0-0 Capital Plan Committee – 4-0-0
14	\$47,730 First year of a five-year lease that will purchase a replacement for the 1995 Mack Truck	Streets, Trees & Parks	Board of Selectmen – 0-0-0 Finance Committee – 0-0-0 Capital Plan Committee – 4-0-0
15	\$51,273 First year of a five-year lease that will purchase a replacement for the 2002 Sterling Dump Truck, Plow & Sander	Streets, Trees & Parks	Board of Selectmen – 0-0-0 Finance Committee – 0-0-0 Capital Plan Committee – 4-0-0

Articles 18 and 19, the Capital Planning also voted these as capital projects.

The Board of Selectmen did not have any comments or questions. Ms. Emberg asked that all backup provided to the Capital Planning for these projects be provided to all for review. Mr. Hickey stated that the information would be added to the website by the end of the week.

The Finance Committee had multiple questions for the Town Administrator, the Fire Chief, and the Superintendent of Streets, Trees and Parks that were asked and answered

There will be no votes this evening regarding the Articles. The Selectmen will meet next week to vote.

Joint Meeting with Finance Committee for a Presentation of the Community Preservation Committee Warrant Article

Chairman Dan Shropshire was in attendance to discuss the CPC articles. Mr. Shropshire went through each project and allowed for questions after each description.

Budget

ARTICLE 21

Reserve:

Open Space	\$ 39,267
Historic Preservation	\$ 39,267
Community Housing	\$ 39,267
Total	\$ 117,801

Appropriate:

Administrative Expenses

Personal Services	\$ 7,321
Expenses	\$ 12,312
Total	\$ 19,633

Total-Reserve and Expenses \$ 137,434

Community Preservation Fund Appropriation to fund the Restoration of Revolutionary War Veteran's Graves in the Old Burying Ground

Community Preservation Fund Appropriation to fund a New Sail for the Baclaju

Ms. Landis-Nauman was in attendance to talk about the sail, and this is a George Shiverick catboat, Baclaju. It was stated that approximately \$80,000 on the Baclaju.

Community Preservation Fund Appropriation to fund Kiosk and Signage for Select Conservation Properties

Community Preservation Fund Appropriation to Fund the Construction of a Gaga Pit at Gray's Beach

Ms. McLean asked if CPC funded any other Eagle Scout projects. To Mr. Shropshire's knowledge, there have been no other projects.

Mr. Alcombright asked if there could be a better use of the space, and Mr. Shropshire stated that there had been no other requests to use that space to the Recreation Commission.

Community Preservation Fund Appropriation to fund the Affordable Housing Trust General Fund

Ms. Landis Naumann was in attendance to talk about this project. She stated that they have been talking to 5-6 developers to add additional affordable units to developments.

Once the funds are moved to the Affordable Housing Trust, they will have more flexibility to spend on Affordable Housing within the Town.

Community Preservation Fund Appropriation to fund the Rebuild of the Community Playground at Gray's Beach Park

Mr. Shropshire spoke that this playground is in disrepair.

Ms. Woodworth was in attendance to answer any questions.

Ms. Emberg asked how often audits are done on playgrounds. Ms. Woodworth responded that low-frequency audits are done yearly while more extensive audits are done every other year.

Ms. Emberg asked how much it would cost to fix the issues raised on the audit, if we wanted to move in that direction. Ms. Woodworth answered that she could not give you a number. There is a general liability of fixing some items on an 18-year-old structure, and already some equipment has been removed.

There were no other questions from the Board of Selectmen.

Mr. Andy Davis of the Recreation Commission mentioned that parking always comes up, and there are no parking issues at the beach unless there is a function.

Finance Committee adjourned.

Public Hearing for Alteration of Premise Hilltop Athletic Club

Ms. Emberg read the public hearing notice:

In accordance with MGL, Chapter 138, a public hearing will be held on April 19, 2022, at 6:00 pm at the Town House, 26 Evergreen St, Kingston, on the application of Ken Moalli for Hilltop Athletic Association for adding an outside pavilion to the current alcohol license. The pavilion is a large open-air structure located next to the main building. Said license shall be located at 65 Pottle Street, Kingston. A copy of the application is available for viewing in Selectmen's Office.

Motion by Mr. Alcombright, second by Mr. Arruda and a 4-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen to open the Public Hearing

Mr. Ken Moalli discussed that the outside pavilion was not included in referencing the file for the Hilltop, and he is working on correcting this.

The Board had no questions.

Motion by Mr. Arruda, second by Mr. Alcombright, and a 4-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen to close the Public Hearing

Ms. Vaughn left the meeting.

Motion by Mr. Alcombright, second by Mr. Arruda and a 3-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen to approve the request from Hilltop Athletic Club to amend its existing Alcohol Licenses to extend the ability to sell alcohol at their pavilion.

Request from Sean Gill for a New Class II License (Used Car Dealer License)

Ms. Emberg explained that Sean Gill of Classic Motorcars by SG, LLC is requesting a new Motor Vehicle Class II license (used car dealer license) to sell classic motor cars. Mr. Gill attended to talk about his class II license and explained that he could not pass the title between purchaser and seller. He continued to say there would be no car lot. Classic Motorcars by SG, LLC will serve as an advisor, and most business matters are conducted off-premises. The need for a class II license is to lawfully pass title from one owner to another and sometimes using a Massachusetts Dealer Reassignment Form which is only available to class II license holders.

Motion by Mr. Alcombright, second by Mr. Arruda and a 3-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen to approve the new class II license for Classic Motorcars by SG, LLC

Request from Robert Erlandsen & Kelly Brotzman for a One Day Liquor License for a Private Event

Ms. Emberg explained that Ms. Brotzman was in attendance requesting a one-day liquor license for a wedding held at the Beal House/Sampson Hal, 222 Main Street, on May 28, 2022, from 11 am-4 pm. Provided with the application signed off by the Chief of Police and Fire is a certificate of insurance and TIPS certificates of the bartenders.

The Board had no questions.

Motion by Mr. Alcombright, second by Mr. Arruda and a 3-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen to approve a One Day Liquor License for a private being held at the Beal House, 222 Main Street, on May 28, 2022, from 11 am-4 pm.

Request from Kenny Semcken of Second Wind Brewing Company for a One Day Liquor License for a Private Event

Ms. Emberg Kenny Semcken was in attendance requesting a one-day liquor license for a Tire Flip for a Kids charity event at Crossfit Takeoff Gym at 37 Main Street #7 in the parking lot outside the gym April 24, 2022, from 10am-5pm. The Chief of Police and Fire has reviewed the application.

Motion by Mr. Alcombright, second by Mr. Arruda and a 3-0-0 vote, by roll call vote,

VOTE: I move the Board of Selectmen to approve a One Day Liquor License for a Private event at Crossfit Takeoff, 37 Main Street #7 on April 24, 2022, from 10am-5pm.

Presentation from Kingston 300th Inc

Ms. Emberg introduced Kingston 300, Inc, and Ken Brack spoke on their behalf; he stated that this is not a Town entity.

Kingston 300, Inc. is a nonprofit corporation whose purpose is to publish an illustrated history of Kingston for the 300th anniversary in 2026.

They aim to compile an easily readable account that people enjoy while discovering new things about our remarkable community. The timeline is to publish a full-color book in the fall of 2025 and provide more in-depth historical resources online in concert with the Town's 300th commemorative events.

They hope to present Kingston's compelling history in new ways. The book will feature short personal narratives and new accounts from primary sources that add to established town histories, chronicling our townspeople's participation in defining events and daily life through different eras. The content will be story-oriented wherever possible, drawing from the lives of Kingston's founders to its patriots and shipbuilders, exceptional women, civic and religious leaders, craftsmen, entrepreneurs, and artists.

Once the book is completed, Kingston 300 Inc asks the Town to own the copyright of this book.

Mr. Tom Vendetti told a story about the Town Green, and they are trying to make the resident's story come alive.

The Town Administrator is recommending the Selectmen inquire about what owning the copyright responsibility of the book involves.

Mr. Brack explained that, essentially, the Town would have the right to republish another version.

Motion by Mr. Arruda, second by Mr. Alcombright and a 3-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen to approve the request of Kingston 300 to have the Town of Kingston own the copyright of the 300th-anniversary book once published.

Request from Ken Brack to hold Hope Floats Memory Walk on Saturday, October 1, 2022

Ken Brack spoke about this event. Hope Floats is looking to hold their 8th Annual Memory Walk on Saturday, October 1, 2022, through the streets of Kingston. The request was sent to the Police and Fire

Chief and the Superintendent of Streets, Trees and Parks for review; their recommendations are in the meeting packet.

Motion by Mr. Alcombright, second by Mr. Arruda and a 3-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen to approve the request from Ken Brack at Hope Floats to hold their 8th Annual Memory Walk on Saturday, October 1, 2022, contingent upon:

- Scheduling of two police officers at the designated high traffic intersections.
- Secure all permits from MassDOT to utilize State Highway Route 3A

ADDITIONAL ITEMS

Consideration of the Finance Committee's FY23 Budget Adjustments

Ms. Emberg suggests that the Board skip over the following two items. The Finance Committee is still voting, so the Board will discuss them once they are completed.

Review Proposed Fall Town Meeting Warrant, Make Recommendations and Determine which Board Member will move each article.

This item is going to be moved to next Tuesday.

Discussion on Future Use of Town Owned Land Located at 4 Howland's Lane

Ms. Emberg handed this item off to Mr. Hickey to talk about this.

Mr. Hickey discussed that this property was taken due to delinquent taxes; the Town of Kingston has acquired the old Hillside Club at 4 Howlands Lane.

Several Town staff, along with Selectman Arruda, visited the Town-owned Howland's Lane property, formerly known as the Hillside Club, to determine the structural condition of the building.

The Town owns multiple lots surrounding this property which could increase the lot size.

Mr. Arruda reiterated that Mr. Hickey also stated that if the property owner pays the back taxes, they could get their property back.

Mr. Arruda also discussed that many items within the building would be of much value.

Request Authorization to have the Board of Selectmen Chair review and approve the Job Analysis Questionnaire for the Police and Fire Chiefs

Ms. Emberg explained that as part of the wage and benefit study, each job description is reviewed by the employees for accuracy and completeness; once completed, they are submitted to their supervisor for review and approval. Because both Police and Fire are Strong Chiefs, they report directly to the Board of Selectmen; therefore, the Town Administrator is requesting the Board of Selectmen to authorize the Board Chair to review and submit the Police and Fire Chiefs JAQ to the HR Manager.

Motion by Mr. Alcombright, second by Mr. Arruda and a 3-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen to authorize the Board of Selectmen, Chair to review and submit the Job Analysis Questionnaire for the Police and Fire Chief to the HR Manager.

Annual Evaluation of the Town Administrator

Ms. Emberg explained that all Board of Selectmen members provided their review to Town Counsel.

Ms. Emberg broke out the vote so that the evaluation and the bonus could be voted separately.

The Board had no comments on the evaluation.

Additionally, the contract allows the Board to award the Town Administrator a bonus of up to \$3,000 annually if the results of his evaluation reflect that he exceeded expectations. Below is the paragraph in the Administrator's contract that addresses the bonus.

Motion by Mr. Alcombright, second by Mr. Arruda and a 3-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen to approve the annual evaluation of the Town Administrator as presented this evening.

Motion by Mr. Arruda, second by Mr. Alcombright and a 3-0-0 vote, by roll call vote

VOTE: I move the Board of Selectmen to authorize a bonus of \$3,000 based on the Administrator scoring an exceeding expectation on his evaluation.

Mr. Hickey thanked the Board for a rewarding year. The evaluation will be posted on the website tomorrow morning. Mr. Hickey thanked Mr. Arruda and wished him well as this is his last meeting, and he is not seeking re-election.

Town Administrator Update Mr. Hickey read from his report:

The Finance Department has received the annual financial audit. A copy is posted on the Accounting Department webpage if anyone is interested in viewing it.

Streets, Trees, and Parks have begun their annual spring cleanup. Street sweeping and lawn repairs from plowing are ongoing.

Keep Kingston Clean is seeking volunteers to participate in the roadside cleanup on April 23 from 8:00 to 6:00. Let Ms. Emberg know if you plan on participating so bags can be picked up. Bags and gloves will be provided at the Kingston Elementary School.

Applications are now available for seasonal Parks & Recreation Positions.

Brush Chipping is happening on the 3rd Saturday of each month, starting April 16th and ending October 15, 2022.

MassDOT has been notified that the Town of Kingston has adopted the Thickly Settled Mass. General Law town-wide.

SELECTMEN COMMENTS

Ms. Emberg discussed changing the name of Streets, Trees, and Parks to the Highway Dept. Mr. Hickey will look into this.

Ms. Emberg presented Mr. Arruda with a plaque and recognized him for all his years of service.

Mr. Arruda added that this has been very fun and fortunate.

Motion by Mr. Arruda, second by Mr. Alcombright, and a 3-0-0 vote, roll call vote.

VOTE: I motion to adjourn

The meeting adjourned at 9:11pm.

Respectfully submitted,



Patricia Tucker
Assistant to the Town Administrator/Board of Selectmen

Documents used at the meeting:

Agenda
Agenda Addendum
Kingston 300th
Hope Floats Memory Walk
Town Meeting Information
One Day Liquor License Information
Howlands Lane Memo
Evaluation of the Town Administrator
Report of The Town Administrator