

**Kingston Town Government Study Committee**  
**August 5, 2010**  
**Town House, Room 203**  
**7:00 p.m.**

Members in attendance: Paul Tura, Keith Elder, Wendell Chamberlain, Ken Stevens, Robert Ward, Richard Dennehy, Fran Hoeg, Mary O'Donnell

Members absent: Jean Landis Naumann

Public members attending Mary Lou Murzyn, Priscilla Palombo

Minutes were approved as written on a motion by Paul Tura, seconded by Robert Ward. Vote 6 yes, 1 abstention

The chairman gave a brief report. John Haas has resigned from the committee due to time constraints. Paul Tura is now an official member of the Committee and is no longer an alternate.

Selectmen gave the Committee an extension on the timeframe and the Committee will now present a report at the Town Meeting in 2012.

**Discussion of Town Administrator Position:**

Pembroke Policies and procedures are outlined as followed:

Policies and Procedures:

The Town Administrator:

Develops and updates Town Policy and Procedural Manual

Develops policies for ratification by the Board of Selectmen

Implements and enforces policies consistently and uniformly

Holds monthly meetings with department heads to keep them apprised of new policies, programs, and events

Kingston Wage and Personnel Bylaw gives the TA the responsibility of interviewing, and presenting candidates for hire.

In the discussion, concerns regarding hiring of personnel were raised. For future discussion:

Town Administrator will hire all office personnel

Department Heads will interview candidates

Top candidates will be presented to TA

TA will recommend a candidate for hire

Public Safety Professional Personnel (Fire Chief/Police Chief) will be recommended through Committee consisting of TA and Selectmen appointees. Selectmen will hire from Committee recommendations

Who is the "decision maker" on hiring. Do we want a two level review?

**Motion** by Dick Dennehy to have a **two level hiring process** consisting of Department Heads (excluding public safety, and schools) interviewing and choosing the top two candidates for a position. These candidates will be presented to the Town Administrator for a final interview and hiring decision. Seconded by Mary O'Donnell. The motion passed on a unanimous vote.

Discussion took place regarding Collective Bargaining. In Hanover the TM has all collective bargaining authority. In Kingston, the TA bargains on behalf of the Selectmen.

Should department heads have a say in collective bargaining?

**Motion** by Robert Ward, **seconded** by Dick Dennehy: The TA will negotiate collective bargaining

contracts on behalf of the Board of Selectmen, which contracts shall be subject to approval ratification and execution by the Board. The Board of Selectmen may authorize use of additional counsel, as requested by the Town Administrator to assist the Town Administrator in the negotiations process. The TA shall involve the affected Department Heads in this negotiation process. Passed on a unanimous vote.

**Motion** by Paul Tura, seconded by Fran Hoeg: The TA shall conduct monthly meetings with the department heads or their designee in each calendar month for the purpose of maintaining effective communication and improved operations within all departments. Motion passed on a unanimous vote.

**Human Resources Duties:**

TA will meet/consult on a regular basis with the Wage and Personnel Board

TA will function as the Town's Resource Manager and maintain up to date data and personnel files of all town employees.

TA will coordinate, and conduct annual evaluations of employee performance and goal setting for employees under Wage and Personnel bylaw and will participate in the annual evaluation process of union employees as outlined in their negotiated contracts.

On a **motion** by Mary O'Donnell, seconded by Dick Dennehy to accept the Human Resources duties for the TA. **Motion passed** on a unanimous vote.

Motion by Dick Dennehy, seconded by Paul Tura, to adjourn. Motion passed unanimously and the meeting adjourned at 9:00 p.m.

There was a discussion on the TA and unfunded liabilities to be addressed at a later date and included in the final report.