

TOWN OF KINGSTON

Memorandum

Office of the  
Board of Selectmen and Town Administrator

TO: Honorable Board of Selectmen

FROM: Jill R. Myers, Town Administrator

DATE : December 17, 2009

SUBJECT: Town Administrator's Report for the BOS Meeting of December 22, 2009

Emergency Response; Pandemic Planning Manual

As you are aware, the Town of Kingston Emergency Response Pandemic Planning Manual has been provided for your review and circulated to Departments. The Manual provides staffing strategies, tools, advice and directives departments should follow in the event the BOS proclaims a pandemic influenza emergency for the Town. This will ensure that any pandemic will not disrupt the provision of services to the community. While the Board of Health would coordinate the community/emergency response and has a separate Continuity of Operations Plan (COOP), the Manual is meant to complement department operational plans. I asked KEMA Patricia Steed to assist departments with the form that notes the personal contact information for employees in each department and line of succession in the event of a pandemic. That information will remain confidential similar to other emergency planning manuals and continuity of operation plans (COOPS). *If there are no objections, I respectfully request that the Board vote to adopt Town of Kingston Emergency Response Pandemic Planning Manual.*

2010 Annual/Special Town Meeting Warrants

Reminder that the warrants close on 1/8/10 and the BOS will set the warrant at its meeting of 1/19/10. Electronic submissions are much appreciated.

FY2011 Planning

The FY11 Department Budget submittals and narratives were compiled and notebooks were submitted to the BOS and FinCom by the 12/15 due date as required in the Town's Bylaws. I also included a transmittal memo which provided a revenue and economic forecast in addition to summary snapshot of Department impacts. Departments provided detail budget narratives noting staffing history, mission/goals, and workload indicators (initial benchmarking services quantification). As you are aware, the Budget Advisory Board provided a directive for FY11 submissions to be based on a 3% reduction to FY10 total Department budgets. This progressive approach based on anticipated available revenues will provide for a balanced budget through each stage of the budget deliberations and State Aid estimates. My transmittal memo provides details and caveats as the local and Regional School Committees are at similar preliminary stages of budget review, so that the figures included in the required 12/15 submission are estimates. The

Governor's House 1 budget with initial State Aid figures will be released by the third week in January.

A joint FinCom/BOS meeting is scheduled for Thursday, January 21, 2010 and that will provide an opportunity to review and establish budget and service priorities for FY11.

#### DOR Financial Management Review

The on-site schedule was pushed out to early February 2010. The DOR staff liaison noted he would be happy to receive any questions in advance relating to operations or best practices before their visit, as well as attend an initial meeting of the Town Government Study Committee if requested. Any questions may be emailed to me and I will forward a compiled listing.

#### Ethics Training

Town Counsel Lisa Mead conducted two training sessions/group test administration for staff and Town officials on December 16. We had a total of 58 participants. To date, more than 60 employees/officials have taken the on-line test, so we are well on the way for compliance by April 2010. State Ethics Commission will conduct spot audits of municipalities and if employees/officials are not in compliance with the testing requirements (printed certificates are on file in the Town Clerk's office) a fine as much as \$10,000 may be imposed on the individual.

#### Area/Regional BOS Meeting

Kingston is hosting the next meeting of the Regional Boards of Selectmen on Thursday, January 14, 2009 at 6:30pm. The topic is solid waste and recycling

#### Miscellaneous:

- A meeting was held in Boston, hosted by Representative Calter relating to status of the Elm Street Bridge (second longest serving "temporary bridge" in MA). This item is included in the Governor's Capital Plan under the Accelerated Bridge Program for potential funding in November 2010. Engineers have been on-site surveying, and public hearings on the design are tentatively scheduled for April 2010. A formal notification will follow from MDOT and the hearing(s) will be held in Kingston.
- Rte 44/80 interchange/exit/on ramp – Senator Murray's office hosted a conference call to discuss exploration of this issue. A letter from the BOS would initiate the feasibility of revisiting this project, but no funding source has been identified at the State or Federal level. *I respectfully request the Board to provide me direction.*
- Aquaculture lease agreements – I provided a draft for Town Counsel to review. It is based on the Duxbury model.
- Wind Turbine Stakeholders follow-up meeting was rescheduled to 1/7/10.
- Town offices close at 12noon on 12/24; regular schedule for 12/31.

*Should you have any questions regarding the foregoing, please do not hesitate to contact me. Thank you!*