

TOWN OF KINGSTON  
BOARD OF SELECTMEN

MINUTES  
September 1, 2009

Chairman Sandra D. MacFarlane opened the meeting of the Board of Selectmen held on September 1, 2009 at 7:00 p.m. in Room 200 at the Town House, 26 Evergreen Street, Kingston. Present were Vice Chairman Dennis N. Randall, Richard J. Arruda, Mark S. Beaton, and Town Administrator Jill R. Myers. Mr. Gallagher was absent.

Chairman MacFarlane noted the passing of Senator Kennedy with a moment of silence.

The Chairman announced the Open Forum. Jim Moran of 5 Cedar Lane requested the Board's approval to close the road on September 5th for an annual block party involving 5 homes on Cedar Lane. Mr. Moran stated that he had contacted the Police, Fire and Highway Departments and coordinated the event with all. Upon motion made by Mr. Beaton and seconded by Mr. Arruda, following a discussion and a 4-0-0 vote, it was—

VOTED: To approve the closure of Cedar Lane on September 5, 2009 for the residents to hold a block party.

Paul Basler, Superintendent of Streets, Trees, and Parks came forward during Open Forum to request that the Board lift the hiring freeze so that he may fill a position in the Highway Dept. which will become vacant when the Board votes to transfer an employee from Highway to Recreation later in the meeting. Mr. Basler advised the importance of having the vacancy filled since the Department is already down one employee and the need to have a snow plow driver. Ms. MacFarlane agreed to take the agenda out of order to address the transfer request at the same time as considering to lift the hiring freeze. Members of the Board expressed their reluctance to fill the vacancy since other similar request had been denied. Mr. Beaton stated that if needed, Mr. Basler could use a contract snow plower. Mr. Basler stated that he and his Department take great pride in the conditions of the streets in Town and if the position was not filled, a sander or plow would sit unused. Mr. Beaton suggested cross-training employees to fill in when they are needed in other areas. Ms. MacFarlane stated she wanted to hear from the Finance Committee prior to considering filling the position. Mr. Randall stated that even though it may be worthy, other Departments were also understaffed and one of the Goals and Objectives of the Board was to show fiscal restraint.

Upon motion made and seconded, following a discussion and a 4-0-0 vote, it was—

VOTED: To approve the transfer of Joseph Colby from the Highway Department to the Recreation Department as Head Custodian at K9, Step 3 - \$19.25 per hour.

The Chairman read the Public Hearing notice for the joint petition of Verizon and N/Star to locate a pole on Elm Street. Darryl Crossman was present representing the Verizon. Mr. Crossman stated that the pole was necessary to provide support to a pole on the opposite side of the street. He added that it would only hold a guidewire. Mr. Randall and Ms. MacFarlane both expressed concern for the closeness to the road and the potential to be a hazard when traveling down Elm Street. Mr. Crossman stated that they were required to keep within the road layout and could not put it further back without obtaining an easement from the property owner. Mr. Randall asked what the alternatives were to putting this pole in this location. Mr. Crossman stated it would have to go to the engineering department to be reviewed. Craig Dalton, an abutter to the pole location was present to find out why the guide pole was needed since

the poles on the opposite side of the street were there for a long time without the guidelines. Mr. Crossman stated that when a situation is discovered, they move forward to make the correction and it was Verizon's job to maintain the lines. Upon motion by Mr. Beaton made and seconded by Mr. Randall, following a discussion and a 4-0-0 vote, it was—

VOTED: To continue the hearing until the next meeting in order for Mr. Crossman to get information from the Engineering Dept. on alternatives to the guide pole at this location.

Mr. Beaton expressed his concern to Mr. Crossman for the amount of trees that had had cut and trimmed by the utility along the right-of-way on Grove and Elm Street. Mr. Crossman stated he would convey the concerns to the Engineering Dept.

Priscilla Palombo was present to request that the Board grant approval for the placement of three signs on Town property for the Community Flea Market charity event being held on September 12, 2009. Upon motion made by Mr. Beaton and seconded by Mr. Randall, following a discussion and a 4-0-0 vote, it was—

VOTED: To grant permission for 3' X 8' banners to be placed at the Smith Lane Fire Station, corner of Pembroke Street and Wapping Road, and the junction of Route 106 and Route 3A.

The Board discussed setting a policy for the placement of signs on Town property at future meeting.

The Board reviewed the Town Administrator's report. Items discussed were: Interviews scheduled for the Owners Project Manager for the Senior Center and Consultant for the Wind Turbine Project by their respective Committees; road construction meeting for the drainage project on Route 106; RFPs issued for Cellular Communication on the Pembroke Street Water Tank and designer for the Adams Library Building; DOR Financial Management Review Study and a sign policy for placing of temporary signs on town property.

Ms. Myers provided the details of other Town's policies on such signs. Mr. Beaton stated that it should be limited to non-profit Town sponsored events. Ms. MacFarlane stated that she was in favor of not allowing any signs. The Board concurred that they would discuss the policy at its next meeting.

Ms. Myers asked the Board to support the free study for a Financial Management Review. Upon motion made by Mr. Randall and seconded by Mr. Arruda, following a discussion and a 4-0-0 vote, it was—

VOTED: To request the DOR to conduct a Financial Management Review.

Upon motion made by Mr. Beaton and seconded by Mr. Randall, following a discussion and a 4-0-0 vote, it was—

VOTED: To approve the minutes of the public session meeting of August 18, 2009 with corrections, and further

VOTED: To approve the minutes of the executive session meeting of August 18, 2009 as written.

The Board reviewed the request to close Park Street and a portion of Landing Road for the Duxbury Beach Triathlon on September 8, 2009 from 8:15 a.m. to 9:45 a.m. It was noted that this was an annual event and that two detail officers would be at the location.

Upon motion made by Mr. Beaton and seconded by Mr. Randall, following a discussion and a 4-0-0 vote, it was—

VOTED: To approve the request to close the roads as requested on September 8<sup>th</sup>.

The Board reviewed the final listing of Goals and Objectives prepared by the Town Administrator from the Boards responses. Mr. Randall suggested that the listing be posted on the website. Upon motion made and seconded, following a discussion and a 4-0-0 vote, it was—

VOTED: To accept the list of Goals and Objectives as submitted and attached to these minutes and to place the listing on the website.

The Board reviewed the Committee appointments and vacancies. Upon motion made by Mr. Beaton and seconded by Mr. Arruda, following a discussion and a 4-0-0 vote, it was—

VOTED: To appoint Carol McGilvray and Karen M. Rooney to the Recycling Committee and Ryan J. Overholt to the Conservation Commission, and further;

VOTED: To accept with appreciation, the resignation of A. Daniel Sapir from the Council on Aging and William D. Underhill from the Community Preservation Commission as the Conservation Commission Representative.

Mr. Randall stated that the Council on Aging meets during the daytime and it may be a hindrance to filling the vacancy.

The Board reviewed the donations submitted to the COA Building Fund and upon motion made by Mr. Arruda and seconded by Mr. Beaton, following a discussion and a 4-0-0 vote, it was—

VOTED: To accept the donations for the COA Building Fund from Barbara D. Costa, Phyllis Ponte, Helen & Vincent Riccardi, and Nancy Hauge, with great appreciation.

The Board reviewed the site plan for the South Shore Medical Center on Tarkiln Road. The Board expressed concerns for the porous type of pavement being used and the dangerous intersection near the exit of the parking lot. Upon motion made by Mr. Beaton and seconded by Mr. Randall, following a discussion and a 4-0-0 vote, it was—

VOTED: To request that the Planning Board pay particular attention to the environmental and safety issues when reviewing the site plan.

The Board reviewed the listing of Consultants and fee that were recommended to comprise the Consultant list to be utilized under the Consultant ByLaw. Upon motion made by Mr. Beaton and seconded by Mr. Randall, following a discussion and a 4-0-0 vote, it was—

VOTED: To accept the list of Consultants and the fee schedule as follows:

**CONSULTANT BY-LAW FEE SCHEDULE**

<b>PERSONNEL</b>	<b>HOURLY FEES</b>
Principal/Partner	150.00
Sr. Project Manager	130.00
Sr. Engineer	118.00
Engineer	95.00
Jr. Engineer	80.00
Traffic Engineer	115.00
Road/Highway Engineer	110.00
Title V Engineer-Site/Drainage	100.00
Geotechnical Engineer	125.00
Electrical Engineer	120.00
Structural Engineer	120.00
Civil Engineer	110.00
Environmental Engineer	110.00
Hydrogeologist/Modeler	100.00
Scientist/Planner	95.00
Land Surveyor	95.00
Landscape Architect	110.00
Wetlands Analyst	85.00
Graphics	75.00
CAD Operator	80.00
Survey Party (2)	140.00
Administrative Support	60.00
Lab Technician	60.00

**1. SURVEYING AND MAPPING/  
CIVIL ENGINEERING**

AECOM  
Beals & Thomas, Inc.  
BSC Group  
Coler & Colantonio  
Field Engineering  
GEOD Consulting  
Green-Pederson, Inc. (GPI)  
Horsley & Whitten, Inc.  
New England Environmental, Inc.  
Norfolk-Ram Engineering  
Seacoast Engineering Company  
Tibbetts Engineering  
Webby Engineering Assoc., Inc.  
Weston & Sampson Eng. Inc.

**2. ZONING ISSUES**

AECOM  
Beals & Thomas, Inc.  
BSC Group  
Coler & Colantonio  
Field Engineering  
GEOD Consulting  
Green-Pederson, Inc. (GPI)  
Horsley & Whitten  
Norfolk-Ram Engineering  
Seacoast Engineering Company  
Tibbetts Engineering  
Webby Engineering Assoc., Inc.  
Weston & Sampson Eng. Inc.

**3. ROADWAY ENGINEERING**

AECOM  
Beals & Thomas, Inc.  
BSC Group  
Chessia Consulting  
Coler & Colantonio  
GEOD Consulting  
Green-Pederson, Inc. (GPI)  
Seacoast Engineering Company  
Tibbetts Engineering  
Webby Engineering Assoc., Inc.  
Weston & Sampson Eng. Inc.

**4. ENVIRONMENTAL &  
WETLANDS SCIENCE**

AECOM  
Beals & Thomas, Inc.  
BSC Group  
Chessia Consulting  
Coler & Colantonio  
Field Engineering  
GEOD Consulting  
Green-Pederson, Inc. (GPI)  
Horsley & Whitten  
LEC Environmental Consultants, Inc.  
New England Environmental, Inc.  
Norfolk Ram Group  
Nover-Armstrong Associates, Inc.  
Seacoast Engineering Company  
Tibbetts Engineering  
Webby Engineering Assoc., Inc.  
Weston & Sampson Eng. Inc.  
Woods Hole Group

**5. SUBDIVISION REVIEW**

AECOM  
Beals & Thomas, Inc.  
BSC Group  
Chessia Consulting  
Coler & Colantonio  
Field Engineering  
GEOD Consulting  
Green-Pederson, Inc. (GPI)  
Horsley & Whitten  
New England Environmental, Inc.  
Norfolk Ram Group  
Nover-Armstrong Associates, Inc.  
Seacoast Engineering Company  
Tibbetts Engineering  
Webby Engineering Assoc., Inc.  
Weston & Sampson Eng. Inc.  
Woods Hole Group

## **6. LANDSCAPE ARCHITECT**

Beals & Thomas, Inc.  
BSC Group  
Field Engineering  
Green-Pederson, Inc. (GPI)  
LEC Environmental Consultants, Inc.  
New England Environmental, Inc.  
Norfolk Ram Group  
Nover-Armstrong Associates, Inc.  
Tibbetts Engineering  
Weston & Sampson Eng. Inc.  
Woods Hole Group

## **7. LONG RANGE PLANNING**

AECOM  
Beals & Thomas, Inc.  
BSC Group  
Chessia Consulting  
Field Engineering  
Green-Pederson, Inc. (GPI)  
Horsley & Whitten  
LEC Environmental Consultants, Inc.  
New England Environmental, Inc.  
Norfolk Ram Group  
Nover-Armstrong Associates, Inc.  
Tibbetts Engineering  
Weston & Sampson Eng. Inc.  
Woods Hole Group

## **8. WATER SYSTEM ENGINEERING**

AECOM  
Beals & Thomas, Inc.  
BSC Group  
Coler & Colantonio  
Field Engineering  
GEOD Consulting  
Green-Pederson, Inc. (GPI)  
Horsley & Whitten  
Norfolk Ram Group  
Tibbetts Engineering  
Weston & Sampson Eng. Inc.

## **9. HAZARD MONITORING & EVALUATION**

AECOM  
Coler & Colantonio  
Horsley & Whitten  
LEC Environmental Consultants, Inc.  
New England Environmental, Inc.  
Nover-Armstrong Associates, Inc.  
Woods Hole Group

## **10. GIS & COMPUTER SCIENCE**

Horsley & Whitten  
Norfolk Ram Group  
Nover-Armstrong Associates, Inc.  
Weston & Sampson Eng. Inc.

## **11. STRUCTURAL ENGINEERING**

BSC Group  
Coler & Colantonio  
Green-Pederson, Inc. (GPI)  
Tibbetts Engineering  
Webby Engineering

## **12. WASTEWATER ENGINEERING**

AECOM  
Chessia Consulting  
Coler & Colantonio  
Field Engineering  
GEOD Consulting  
Green-Pederson, Inc. (GPI)  
Horsley & Whitten  
New England Environmental, Inc.  
Norfolk Ram Group  
Nover-Armstrong Associates, Inc.  
Seacoast Engineering Company  
Tibbetts Engineering  
Webby Engineering Assoc., Inc.  
Weston & Sampson Eng. Inc.

Ms. Myers advised that Mr. Gallagher requested that due to his absence from the meeting that evening, that the Executive Session scheduled for discussion of a Contract for Non-Union personnel be postponed until the next meeting so that he could participate in the discussion. The Board agreed.

Upon motion made and seconded, following a discussion and a 4-0-0 vote, it was—

VOTED: To adjourn at 8:20 p.m.

Respectfully Submitted:

Nancy M. Howlett, Assistant to the  
Town Administrator/Board of Selectmen

## **FY2010 Kingston Board of Selectmen Goals (Adopted on 9/1/09)**

### *Economic Development*

- Encourage and explore economic development that is a net benefit to the Town. Seek opportunities to sustain and attract revenue building businesses.
- Work to complete the ETA designation with Plymouth.

### *Town Services*

- Review recommendations and reconvene Town Government Study Committee to review form of government, consolidation of services, and efficiencies.
- Seek bi-lateral and regional partnerships to reduce the cost of government and/or improve upon service offerings and delivery.

### *Environmental*

- Work to enhance solid waste reduction/recycling efforts; investigate SEMASS contract renewal or alternatives.
- Seek Green Initiatives and grant funding.

### *Information/Communication*

- Work to enhance communications and transparency among boards, commissions, committees, and departments. Review and consolidate committees and boards.
- Enhance the use of technology for greater efficiencies and communication.

### *Policy/Regulatory Issues*

- Review BOS policies.
- Create temporary sign policy.

### *Fiscal Management*

- Exercise budget restraint; develop fiscal and program priorities to guide strategies for budgeting and collective bargaining.
- Work to reduce expenses while maintaining the highest level of service possible for education and municipal government.

## **FY2010 Kingston Town Administrator Goals (Adopted on 9/1/09)**

### *Economic Development*

- Monitor 40R (Kingston Place) project and track financial items and milestones in development agreements.
- Work to complete the ETA designation with Plymouth.

### *Town Services*

- Assist the Town Government Study Committee with its review of form of government.
- Work to set goals and objectives with Departments.
- Review job functions and conduct performance Reviews of staff under the BOS purview.
- Seek bi-lateral and regional partnerships to reduce expenses and/or improve service offerings/delivery.

### *Environmental*

- Work to enhance solid waste reduction/recycling efforts; investigate SEMASS contract renewal or alternatives.
- Assist Green Energy Committee with Green Initiatives and Wind Turbine project; seek grant funding.

### *Information/Communications*

- Similarly inform BOS of activities, progress, or concerns.
- Work with Department Heads to review functions and ways to enhance professionalism, communications and transparency.
- Enhance the use of technology for greater efficiencies and communication. Evaluate software/hardware technology.

### *Policy/Regulatory Issues*

- Review and update Administrative policies and distribute to all.
- Assist Boards, Commissions, and Committees on compliance with new open meeting, ethics, and other MGLs.

### *Fiscal Management*

- Work to present a balanced budget without the use of reserves, and develop multi-year fiscal projections to guide strategies for budgeting and collective bargaining.
- Seek opportunities to have inter/intra departmental cost sharing, staff sharing, and other ways to control costs and reduce expenses town-wide, and avoid job loss.

Solicit ARRA or other grant funding