

TOWN OF KINGSTON  
BOARD OF SELECTMEN

MINUTES  
July 28, 2011

Chairman Richard J. Arruda opened the meeting of the Board of Selectmen held on July 28, 2011 at 4:35 p.m. in Room 207 at the Town House, 26 Evergreen Street, Kingston. Present were Vice Chairman Joseph F. Casna, Jr., Mark S. Beaton, Sandra D. MacFarlane, Ronald A. Gleason and Town Administrator Jill R. Goldsmith.

The Chairman asked how the Board wanted to proceed with the appointing the members to the Town Administrator Search Committee. Mr. Beaton suggested taking the Finance Committee Rep., Regional School Rep. and Public Safety Department Head first and save the Citizen-at-Large for last.

Finance Committee Rep.

Upon motion made by Mr. Beaton, and seconded by Mr. Gleason, after a discussion and a 5-0-0 vote, it was—

VOTED: To appoint Paul Ricci as the Finance Committee's Rep. on the Search Committee.

Regional School Rep.

Ms. MacFarlane nominated Mr. Tuffy, Mr. Beaton seconded the nomination. Mr. Gleason nominated Mr. Creed, Mr. Casna seconded the nomination. Mr. Arruda called for a roll-call vote and upon receiving 3 votes for Mr. Creed (Mr. Casna, Mr. Arruda and Mr. Gleason) and 2 votes for Mr. Tuffy (Mr. Beaton and Ms. MacFarlane); Mr. Creed was appointed as the Regional School Rep.

Public Safety Dept. Head

Upon motion made by Mr. Casna and seconded by Mr. Gleason and a 5-0-0 voted, it was—

VOTED: To appoint Police Chief Joseph Rebello to the Search Committee.

Mr. Arruda read the name for the Citizen-at-Large. Ms. MacFarlane nominated Mary Lou Murzyn and was seconded by Mr. Gleason. Mr. Beaton suggested taking up the Board of Selectmen appointment first and with two former members of the Board on the list for the Citizen-at-Large, he would consider appointing one as the Selectmen's designee. Mr. Casna stated that is exactly what he had suggested at the last meeting and nominated John Veracka as the Selectmen's designee and to change the parameter of the composition of the Committee. Ms. MacFarlane stated that the Board decided on a sitting Selectman. Mr. Beaton said he would support a sitting for former Selectman and that either Mr. DeMacedo or Mr. Veracka could serve as the designee and one as Citizen-at-Large.

Mr. Gleason asked if they needed to reconsider the composition as a member of the Board or the designee first. Mr. Gleason said Mr. Casna and Ms. MacFarlane should withdraw their motions. Ms. MacFarlane stated she did not agree with changing the composition to a designee of the Board but would withdraw her motion and Mr. Gleason withdrew his second. Mr. Casna changed his motion to change the composition from a member of the Board of Selectmen to a designee of the Board of Selectmen; the motion was seconded by Mr. Beaton, following a discussion and a 4-1 vote, it was—

VOTED: To change the composition to a designee of the Board of Selectmen.

Ms. MacFarlane did not support the motion.

Selectmen's Rep.

Mr. Casna nominated Mr. Veracka; seconded by Mr. Gleason. Mr. Beaton nominated Mr. DeMacedo and did not receive a second. Ms. MacFarlane nominated herself and Mr. Arruda seconded.

Upon roll-call vote in which Mr. Verack received 3 votes (Mr. Gleason, Mr. Beaton, and Mr. Casna) and Ms. MacFarlane received 1 vote (Ms. MacFarlane); it was—

VOTED: That John C. Veracka, Jr. would serve on the Search Committee as the Selectmen's designee.

Mr. Arruda abstained from voting.

Citizen-at-Large

Mr. Casna made a motion to appoint Mr. DeMacedo as the Citizen and it was seconded by Mr. Arruda. Ms. MacFarlane made a motion to appoint Ms. Murzyn as the Citizen and it was seconded by Mr. Gleason. Mr. Beaton made a motion to appoint Mr. Calderaro as the Citizen and it was seconded by Mr. Arruda.

The Chairman called for a roll-call vote. Mr. Beaton and Mr. Arruda voted for Mr. Calderaro, Mr. Casna voted for the DeMacedo and Ms. MacFarlane and Mr. Gleason voted for Mrs. Murzyn.

Mr. Arruda stated that since there was no person with a majority, they have to revote.

Mr. Gleason, Ms. MarFarlane and Mr. Casna voted for Ms. Murzyn and Mr. Beaton and Mr. Arruda voted for Mr. Calderaro.

VOTED: That Mary Lou Murzyn was the Citizen-at Large.

Chief Rebello was present and offered to call for the first meeting the week of August 15<sup>th</sup>.

The Board discussed the charge of the Search Committee and Mr. Beaton stated they should bring 3-5 names to the Board of Selectmen. He further stated that the Committee should be given the Town Administrator's job description and a process for scoring from 1-10. Mr. Beaton asked Ms. Goldsmith if she would introduce the process to the Committee and the need for confidentiality. Ms. Goldsmith agreed.

The Board discussed setting a special meeting on September 6<sup>th</sup> at 5:00 p.m. to receive the Committee's recommendation with interview of the finalists to be on September 13<sup>th</sup>.

The Chairman stated that for the transition plan there would be no Interim Town Administrator but the Board could authorize certain things to be handled and signed by the Assistant to the Town Administrator/Board of Selectmen with a compensation adjustment. Ms. Goldsmith said that it would be necessary to appoint Nancy Howlett as the Chief Procurement Officer to issue bids/and proposals and sign contracts and to give her signatory authority for payroll and bill schedules under the purview of the Town Administrator/Board of Selectmen's office.

The Board discussed the time frame that it would take to have a new Town Administrator on board and Ms. Goldsmith said it would be approximately mid October, depending on notice needed by the selected Town Administrator. Mr. Beaton stated with strong Police and Fire Chiefs; they could handle their respective Department matters. Mrs. Goldsmith stated that Town Counsel was available as a back up and could come out weekly if needed, at no additional charge.

Upon motion made by Mr. Beaton and seconded by Mr. Arruda, following a discussion and a 5-0-0 vote, it was—

VOTED: To appoint Nancy Howlett as the Chief Procurement Officer to issue bids/and proposals and sign contracts and to give her signatory authority for payroll and bill schedules under the purview of the Town Administrator/Board of Selectmen's office, effective August 15, 2011 and to serve until the appointment of a permanent Town Administrator

Mr. Beaton asked Ms. Howlett how much compensation she was seeking and she advised that she thought \$75 per day for the increased responsibilities. Mr. Beaton stated that he always looked to save money and made a motion for an additional \$200.00 per week, which was seconded by Mr. Casna, and following a discussion and a 5-0-0 vote, it was—

VOTED: To compensate Nancy Howlett and additional \$200.00 per week effective August 15, 2011 and continue until the appointment of a permanent Town Administrator.

Ms. Goldsmith stated that she wished to discuss protocol for the direction of Department Heads. She stated that no one member of the Board should direct Department Heads in any matter and if there was an issue it should be brought to Nancy Howlett or the Chairman who could schedule a meeting before the Board if needed. Mr. Gleason stated that the Board would be acting as the Town Administrator and Mr. Arruda stated that we cannot have five individuals acting alone on matters.

Mr. Beaton stated that Nancy would be the CPO and the Board would act as the Interim Town Administrator.

Upon motion made by Ms. MacFarlane and seconded by Mr. Beaton, following a discussion and a 5-0-0 vote, it was—

VOTED: That the Board would serve as the Town Administrator in the Interim period.

Upon motion made by Ms. MacFarlane and seconded by Mr. Beaton, following a discussion and a 5-0-0 vote, it was—

VOTED: To adjourn at 5:26 p.m.

Respectfully submitted:

Nancy M. Howlett  
Asst. to the TA/BOS