

TOWN OF KINGSTON

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# Memorandum

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Office of the  
Board of Selectmen and Town Administrator

TO: The Honorable Board of Selectmen  
FR: James H. Thomas, Town Administrator  
DT: November 17, 2011  
RE: Town Administrator's Report to the Board of Selectmen – November 22, 2011

Tour of Town with Streets, Trees & Parks Supt.

Last week, I went on a tour of the Town with Paul Basler. Included in the tour was the Sewer Treatment Plant, Transfer Station, KES, KIS, Water Dept., Reed Community Building, the area near the former location of Nick's Rock, Camp Nekon, Opachinski Field Complex and the Conservation and Open Space properties owned by the Town. I hope to continue to acclimate myself further by visiting buildings and departments that I was unable get to on the first tour.

Budget Review

Departmental Budgets are under review. They will be transmitted to the Finance Committee by November 28<sup>th</sup>. I will be undergoing the review process and meeting with the major Department Heads in order to prepare a Budget presentation to the Board of Selectmen.

Meeting with Bill Hamilton, Independence Mall Manager

At our meeting, Mr. Hamilton advised that the fourteen screen theater complex was moving forward with an estimated completion in June 2012. He feels this will be a tremendous draw to the Mall.

At the Board's last meeting, Mr. Beaton requested information on a new store being located at the Mall. Mr. Hamilton advised that he was not at liberty to give the name of the store, because they were still negotiating a lease but said that the store would be a major anchor store occupying 85,000 square feet of space. We agreed that the Mall and the Town would work together on an announcement to the media, once the information is to be made public.

Mr. Hamilton also stated that the Mall was here to stay in Kingston and I expressed that the Town was committed to assisting the Mall in its efforts to revitalize and attract new businesses.

Selectmen's Meeting Schedule

I reviewed the Board's meeting schedule for 2012. In order to streamline the planning of the Board's meetings, I recommend that the Board change the meetings, commencing in January, from alternating weeks to two meetings per month to be held on the second and fourth Tuesdays. I also recommend that the Board start the meetings at 6:00 p.m.

### Town House Office Hours

I had the opportunity to walk through the Town House at different times of the day and viewed when offices are open and closed. I have issued a directive to all offices in the Town House that offices are to be opened from 8:30 a.m. to 4:30 p.m. with no lunch hour closings. Department Heads have been directed to stagger lunch hours to insure that the offices are opened to serve the public. Department Heads are to notify me if there is a scheduling problem due to illness or vacation. Every effort will be made to assign someone to cover the office so that it can remain open. It is my understanding that the Clerical Assistant in the Town Clerk's office was to be available to float to other offices when needed and could be utilized for this purpose.