

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: September 23, 2010**

**SUBJECT: Town Administrator's Report for the BOS Meeting of September 28, 2010**

FY12 Budget Preparations: The Budget Advisory Board met on 9/22, per the Town's General By-Laws, Chapter 3, Article 2. The membership consists of the chairmen of the BOS, FinCom, KES, SLRSD, and Capital Planning with participation of the Town Accountant, Schools Supt., and Town Administrator. After review of the revenue projections, it was unanimously voted to level fund (0% to current FY11) expenses and salaries, with the exception of contractual and/or step increases to be determined. There are further exceptions to departments with small capital outlay funded in FY11 to be adjusted downward or upward for lease payments. Also voted was a goal to allocate \$300,000 to Capital, and \$100,000 to Stabilization funds with so-called free cash. We expect that free cash will be certified by the DOR next month. Other contingency items discussed included:

- Potential (negative) impact to State Aid if the Nov. Ballot initiatives pass
- Timing of the House 1 (Gov.) Budget release – usually the third week in January, but possibly in February due to the election year
- Date of the ATM (Sat. 4/2) finalizing the budget using State Aid figures of FY09 similar to FY11 budget forecasts and no adjournment to June
- Sending a letter to our Legislators to provide funding for any State mandates

A memo to all Departments/Boards, and Commissions will be send by me on or before October 15 to provide specific instructions and details. Similar to last year, we will kick-off the process with a Department Head meeting. It is important for any Boards, Committees, or Commissions with an operating budget to submit a request; otherwise the line items will automatically be funded at \$0. I'm happy to assist in any way.

Kingston Community Wind and Solar Projects – Request for Proposals (RFP) for Lease of Public Property for the Construction, Operation, and Maintenance of Renewable Energy Facilities: The due date for the RFP responses is Friday, 9/24/10 – 2:00pm for the Wind Project and 3:00pm for the Solar Project. A joint Green Energy Committee and Finance Committee meeting is scheduled for 7:00pm on 9/30 to review the responses with the Consultant.

Rte 27 Project; School Zone

At a meeting on 9/21 coordinated by Rep. Calter with Town officials and MDOT, the approval process was further clarified and this matter will be handled separately from the Project. It is under the purview of the Reg. School District as they had previously appropriated funds for the purchase and installation. I have spoken to the Consulting Engineer and now that the approval process has been clarified, he will present a plan to School and Town officials at a meeting to be held during the week of 9/27. This is of great priority to all, and hopefully it will be resolved very soon.

Howland's Lane Bridge Repair Project: A final project review meeting was held with MDOT bridge engineers, contractor, owner of the private ways, and Town officials on 9/21. The repair will consist of replacing the rotted timber and structures, and further eliminate any reduced weight limits. The repair work will provide for the bridge to be closed with a detour on Old Orchard Lane and Bay Breeze Way. Gray's beach parking lot access will be limited by the project as well. It is anticipated that work will commence on or about 9/24/10 for approximately 11 weeks, and end on or before 12/11/10.

Elm Street Bridge: Coordination with MDOT for an informational meeting with the Kingston Historical Commission and Town officials is still in progress. We are now looking at the week of October 4 during regular works hours at MDOT's request.

Surplus Auction: The Town will conduct a public auction at 3:00 p.m. on Wednesday, 9/29/10 at the Highway Barn, 32 Evergreen Street. A list of vehicles and items included in the auction is available at the Selectmen's office or on the Town's website [www.kingstonmass.org](http://www.kingstonmass.org). All trucks, vehicles and other items are being sold as is with no warranty expressed or implied. Cash and checks drawn on local banks will be accepted for payment. Items must be removed at time of purchase and vehicles within seven days. The vehicles may be viewed at the Highway Barn, weekdays from 7:00 a.m. to 3:30 p.m.

#### FY 11 CPA Projects:

- Hall Property: The transaction has been completed. The CPC questioned how the BOS wants to "control" the property as in the "use" delineation/determination for conservation, historic, and recreation purposes and oversight. *It was suggested and reaffirmed by ConCom that the BOS convene an ad hoc subcommittee to determine the use(s) for the site.*
- Leigh-Larsen: The closing is scheduled for the week of 9/27, with the last property owner signing the P&S and deed on 9/21.
- Calista: Having received the generous donation from L Knife and Sons, we are awaiting notification on the LAND grant submittal before the closing (and borrowing), likely in November which the property owner is aware.
- Reed Building Patio: I met with the Recreation Director and we will seek assistance from the Permanent Building Committee in developing the scope of work.

#### Other Items:

- T.L. Edwards/Camp Nekon: Terry Edwards hosted a site visit with the Conservation Commission Chairman, ConCom Agent, ZEO, Supt. of ST&P, Town Planner, and me to view the disturbance of activity by the former property owner who encroached on Town property. The Conservation Land Review Committee will provide a recommendation on how to proceed/next steps as they had arranged for the area to be surveyed.
- Gray's Beach Design/Engineering for Low Impact Development Storm Water Management Measures: There will be a site meeting on 9/30 with potential consulting engineers.
- Community Farming: ConCom has designated a representative to participate in exploring this topic. We are awaiting other Committee/Board designees.
- Landing Road: Staff reviewed the files for background information, and I will work to schedule a meeting as requested by the abutters.
- Hurricane Earl Reimbursement: The EOC/Shelter was activated although the storm was not as strong as forecasted. The Town is eligible for FEMA reimbursement and the Fire Chief is coordinating the submittal.
- Fire Prevention Week; 10/3 Open House at the Fire HQ from 12noon-2:00pm.