

**TOWN OF KINGSTON, NEW HAMPSHIRE  
MUNICIPAL BUDGET COMMITTEE MEETING  
NOVEMBER 18, 2018  
DRAFT MINUTES**

**1. CALL TO ORDER/ POSTINGS**

Chair Lynn Gainty called the meeting to order at 4:05 P.M.

**2. ATTENDANCE**

Present:

Lynn Gainty, Sandy Seaman, Ed Conant, Carol Croteau, Larry Heath, Mary Fidler, Kevin St. James, Stanley Shalett, Sandi Rogers-Osterloh, Sean Murray, Gary Finerty

Absent: Rick Russman was excused, Axl Prophett was not excused.

**3. APPROVAL OF MINUTES**

Nov 4, 2018: Larry Heath made a motion to approve the minutes from Nov 4, 2018. Ed Conant 2nd the motion. All in Favor. No Opposed votes. No abstain. Motion Carried. Minutes will be submitted to the town clerk to place on file.

**4. OLD NEW BUSINESS**

Calendar and Updates- Museum Committee will attend Dec 9<sup>th</sup> instead of this evening.

**5. NEW BUSINESS**

Members were asked if they had the last weeks budget package which included the KMBC calendar and liaison list. Provide are the 11/18/18 agenda and draft Minutes from Nov 4<sup>th</sup> meeting.

**CIP:** We did receive an updated CIP document. Motion made by Ed and 2<sup>nd</sup> by Larry to take Planning Board out of order and allow Glenn Coppleman to present. No further discussion, all in favor, no abstain, motion carries.

30 **Planning Board:** The submitted budget was read and the amount  
31 submitted for consideration was \$68,679.00. Salary line will probably  
32 need to be adjusted, engineering consultant has off setting revenue.  
33 Sean asked about grant funds requests and if the money is returned if  
34 not expended and the answer was it goes back into the general fund  
35 and is most normally used to buy down the tax rate. There were many  
36 folks who volunteered this past year and those historic volunteers  
37 allowed us to be paid by the state in a volunteer match program.

38 Glenn Greenwood is our town planning and we cover his mileage and  
39 trips to the registry of deeds. This line item has gone up from \$29,000  
40 to \$35,000 to account for additional work hours and more availability  
41 to the public. 8 hours per week for 50 weeks, 2 monthly meetings of 4  
42 hours for 12 months, 4 times site walk which are 2 hours a piece,  
43 special meeting attendance 2 hours/mo. x 12 months, salary averages  
44 \$67 per hour.

45 There was an increase in the line item for training because of turnover  
46 from \$250 to \$400.

47 The office equipment line item is increased to account for a new  
48 laptop purchase, question was asked if we need computer  
49 maintenance line item and maybe it should be \$1 for this year since a  
50 new computer has been ordered. Revisit during deliberative. Glenn  
51 did mention that they had discussed the purchase of an LCD projector  
52 and that maybe the selectmen would purchase one.

53 Motion was made by Ed and 2<sup>nd</sup> by Larry to take Historic District out of  
54 order since Glenn Coppleman was currently in front of the committee  
55 and Virginia Morse could not attend. All in favor, no abstain, motion  
56 carries.

57 **Historic District:** The budget submitted is 5% less than the prior year  
58 and the ask is \$1,350.00. Most if not all of the notices are offset by  
59 revenue. Question to Cindy/Susan about whether the 2018 budget was  
60 missing a line item for Abutter Notices of \$150.00, it is showing blank.

61 Motion was made by Ed and 2<sup>nd</sup> by Gary to take heritage Commission  
62 out of order. All in favor, no abstain, motion carries.

63 **Heritage:** Deb Powers presented the Heritage Commission budget.  
64 Budget for 2018 was \$3,610, budget request for 2019 was \$14,455.  
65 Increase of 250% over the prior year. Note: The Heritage group was  
66 able to raise funds for the signs and those will be put up shortly, they  
67 were created by the Dept of Corrections, the High School built the  
68 frames and the town will supply the posts. They will also be asking for  
69 funds for a matching grant of \$4500 from NH Preservation for Federal  
70 Registry for the Museum building. There is masonry, window work and  
71 basement issues that must be resolved. Publication line is for RSA  
72 Education and for videos of the town. Seminars & Training has gone  
73 from \$140 to \$510, supplies will increase to \$2500, there is play that  
74 will be attended at the 325<sup>th</sup> celebration directed by Carol  
75 Meisenheimer. There is work being done on a presentation on the  
76 Plains Cemetery and design and work to be done to support the  
77 upcoming Seminary Proposal. There is a request to add a \$5,000-line  
78 item for NH Listens which will help our Heritage Committee to hold 3  
79 public meetings regarding, facilitation, property and public meetings.  
80 They will also continue to work on the town brochure which will show  
81 all our historic buildings. The current Heritage Fund has a \$12,000  
82 balance.

83 Ed made a motion to take Zoning Board of Adjustment out of order and  
84 Larry 2<sup>nd</sup>, no further discussion, all in favor, no one abstained and the  
85 motion carries.

86 **Zoning Board:** Submission from the Zoning Board is to level fund their  
87 budget at \$1,680.00.

88 Motion was made to move the **Museum Committee** to December 9<sup>th</sup> by  
89 Ed and 2<sup>nd</sup> by Sean. All in favor, no abstains, motion carries.

90 **Forest:** No changes to the Forest budget, request was made to level  
91 fund it at \$3,000.00. Ed Conant asked if we could combine the Forest  
92 and regular Fire Budget, he will check on it with Cindy.

**Emergency Management:** The request is less this year since there is no Homeland Security drill. RERP community planning has 3 drills with Seabrook Station, the budget line is for salaries. The state will reimburse us for the drill in 2019. The ask is for \$15,752.00 vs the \$29,464 the prior year.

**Fire Department:** There were reduced calls for the full-time fire fighters, increased is being asked for with capital equipment to \$5,000 for a truck with a cap. This request is to allow the crew to leave the contaminated clothing in this cab after an event and reduce the chances of cancer. They are picking up a new ambulance and the maintenance cost will be reduced from 7,000 to 5,500.00. EMT refresher classes will go down from \$8,750 to \$5,000 because of exchange program with Steve Turner. The old ambulance is now for sale, the revenue derived from that sales will go to the general fund. There will be several warrant articles: \$85,000 for apparatus replacement and \$75,000 for building fund.

**Trustees:** Brad Maxwell presented the trust fund balances, they will appear in the yearly town report.

**Cemetery:** Brad Maxwell discussed the cemetery budget and did note that Roger Clark would be resigning as Sexton. The ask for the budget is level funded from 2018 and they are asking for \$37,212.00. To date approx. \$17,000 has been spent. There is a new gate at North Road on Greenwood Cemetery, they will need to do some logging to expand.

**ADDITIONAL NEW BUSINESS:** Vote on the by-laws during the December 9<sup>th</sup> meeting.

## **6. Next Meeting**

Next meeting is December 9<sup>th</sup> at 4:00 p.m.

## **7. ADJOURNMENT**

Larry Heath made a motion to adjourn. Sandy Seaman 2nd the motion. All in Favor. Motion Carried. Meeting Adjourned at 5:50 P.M.