

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of January 9, 2017  
MINUTES**

The meeting was called to order at 7:00 pm. In attendance were Chairman Mark Heitz and Selectmen Peter Broderick and George Korn.

**Recreation Department Discussion**

Recreation Director Paul Butler was present to discuss with the Board his proposal to contract with an on-line payment and scheduling company to handle summer camp registrations and payments. Mr. Butler believes that the system will be more professional and allow for better tracking of registrations and attendance as well as of fees collected. An initial payment of \$500.00 - to be recovered through a \$4.00 per camper fee charged along with registration fees - will include development of application forms, acceptance of payments via credit or debit card or electronic check, and tracking of payments received, applications accepted, subsequent attendance at field trips, etc. The system will ensure that pre-registration is complete and paid for before campers arrive, and will eliminate the problem of collecting money on site during camp.

Selectman Korn asked that Mr. Butler look into the company to make sure they have references from similar programs and are reputable. Mr. Butler advised that he will do so and email his findings to the Board.

The Board agreed that camp fees won't be increased for 2017, but that the discount for non-resident families will be 25% for each camper beyond the first rather than 50%.

Mr. Butler then advised that it's his hope to be able to take more time off during the coming summer, as long as he can line up an Assistant Director and Head Counselor that he feels confident can supervise the camp. Selectman Korn requested that, once the counselors have been selected and Mr. Butler knows how the staff will perform, he put forth a proposal relative to coverage compared to that provided during 2016.

Mr. Butler then discussed his plans for paving areas on three sides of the building, removal of trees to open up play space, and installation of new flooring in the building. He noted that he's received an estimate for the flooring of \$18,000.00. Chairman Heitz advised that the Board will need to see a minimum of three project bids for an expenditure of that amount.

Mr. Butler also advised that he's been in discussion with Camp Lincoln and the local Lions Club about a possible teen center at the Recreation Center. Selectman Broderick suggested that all parties involved develop a proposal to address costs, staffing and logistics for the program and return to the Board with a presentation.

In closing, Mr. Butler noted that the playground equipment at Comeau Field is nearing the end of its lifespan and will need replacement.

**Emergency Management Discussion**

Fire Chief Bill Seaman and Paul Hatch of the state Emergency Management and Homeland Security Office were present to discuss with the Board the need to identify a location for a Continuity of Operations site, to be incorporated into the town's overall Hazard Response Plan and Radiological Emergency Response Plan. Chief Seaman advised that Seabrook has identified a location in Methuen and has offered to include Kingston at the same site. Mr. Hatch noted that FEMA requires that such a location be identified and included in the emergency plans.

**MOTION:** Upon motion of Selectman Korn and second of Selectman Broderick, it was unanimously voted to authorize Chief Seaman and the other Emergency Management Directors to pursue the Methuen site as the stated location for the Continuity of Operations plan.

**Fire Department Discussion**

Chief Seaman then presented to the Board three proposed Warrant Articles for consideration of the 2017 Town Meeting, requesting that the Board support the articles. Two of the articles are annual funding requests for the department's apparatus replacement and buildings upgrade Capital Reserves. The third proposes a fourth full-time Firefighter/EMT position. The position will be the first added since 2005. Because of the number of shifts to be filled among available employees, there are times when only one employee is on hand to answer calls during the daytime hours, when most calls for service are received. Chief Seaman explained that most of the personnel who used to be on call to cover have retired or are working out of town. Although the department still participates in automatic mutual aid agreements with area towns, the increasing volume of calls combined with difficulty in filling daytime shifts necessitates that a fourth full-time position be filled. He's been covering shifts left vacant due to sick or vacation time with overtime hours, which strains the department budget and isn't a reliable method of ensuring coverage. He noted that the department hasn't missed a call yet, but that it's only a matter of time as call volume increases and available coverage decreases.

Chairman Heitz noted that, at some point, the town may need to choose between adding additional full-time employees and moving to an outside ambulance service. While he can support adding a position at this time, he can do so only if he's assured that the department won't be requesting additional employees or expanded shift coverage for a minimum of two or three years.

**MOTION:** Upon motion of Selectman Korn and second of Selectman Broderick, it was unanimously voted to support the Fire Department request for an additional full-time employee.

#### **Heritage Commission Discussion**

Debra Powers and Ernie Landry of the Heritage Commission, Virginia Morse of the Historic District Commission and Glenn Copleman of the Planning Board were present to present to the Board a letter advising that attempts to find third parties who could repurpose the Grace Daley House were unsuccessful. The Building is set to be razed according to a 2013 Town Meeting vote.

The group also presented a Warrant Article requesting that the Selectmen designate someone to negotiate with the School District to acquire the Seminary Building property on Main Street. The property is an important piece of the Envision Kingston II plans coming out of the summer of 2016's charrette program. At this point the committees want to gauge voter support for moving ahead with the plan.

**MOTION:** Upon motion of Selectman Korn and second of Selectman Broderick, it was unanimously voted to support the Heritage Commission's Warrant Article authorizing negotiation with the School District concerning acquisition of the Seminary property.

Mr. Coppelman then advised that the group will be seeking a Certified Local Government grant to develop an Historic Resources chapter for the Master Plan. The town's matching contribution to its \$10,000.00 share of the total cost will be realized partly through in-kind efforts and partly through the grant lines of several of the committee and commission budgets. They will be requesting a letter of intent from the Board in the near future.

#### **Review of Previous Meeting Minutes**

**MOTION:** Upon motion of Selectman Korn and second of Selectman Broderick it was voted to accept the minutes of the December 2, 2016 meeting as printed. Chairman Heitz abstained from the vote.

**MOTION:** Upon motion of Selectman Korn and second of Selectman Broderick, it was voted to accept the minutes of the December 19, 2016 meeting as printed. Selectman Broderick abstained from the vote.

#### **Administrative Issues**

An Intent to Cut was signed for a Ball Road property.

The quote for monitoring of test wells at the former landfill site was approved pending a favorable review from the town's engineers for the site.

A copy of a letter from the Planning Board to a company whose site plan has been revoked for non-compliance issues was read.

A compliance request from the Planning Board for a Penniman's Grove Road property was reviewed. Selectman Korn will discuss the matter with the property owner.

A report of complaint about plowing on Iris Road was reviewed.

A request from the Tax Collector for a wording change to the annual article authorizing a discount on tax bills paid by the due date was reviewed and approved.

**Adjournment**

There being no further business before the Board the meeting was adjourned at 9:51 pm.

**Respectfully submitted,**

**Catherine Grant  
Administrative Assistant**

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