

**Kingston, New Hampshire
Board of Selectmen
Meeting of January 28, 2019
FINAL MINUTES**

The meeting was called to order at 6:00 PM.

PRESENT: Chairman Mark Heitz; George Korn, Phillip Coombs, Kevin St. James, Donald Briggs, Jr., Selectmen

ADMINISTRATIVE:

Applications, Purchase Orders, Correspondence:

The Board reviewed the following, some of which were discussed later in the meeting:

- Abutter notice for well installation in Town of Hampstead. Referred to Planning Board for comment.
- PA-42 applications (4) for granting continued status as residence in commercial zone. All approved.
- Recycling/Solid Waste collection totals for 2018 (Waste Management)
- Library request for budget funds. Selectmen would like to address questions on this to the Library Trustees.
- Letter from NH Lottery, informing of need for Public Hearing prior to vote on keno.
- Parade safety packet created for 325th celebration parade (information).
- Letter from Planning Board regarding Berkshire Dominion Holdings (Saddle Up Saloon).
- Purchase orders for payment approval

Non-Public Session

MOTION: Upon motion of Selectman St. James, **SECOND** of Selectman Coombs, it was voted by roll call to adjourn to Non-Public session under the provisions of NH RSA NH RSA 91-A:3,II (c), Matters which would likely affect adversely the reputation of any person other than a member of this Board.

In Favor: Heitz, Korn, Briggs, St. James, Coombs; **Motion passed.**

The Board adjourned at 6:20 PM

MOTION: Upon motion of Selectman Briggs, **SECOND** of Selectman Coombs, it was voted by roll call to return to public session at 7:02 PM.

In Favor: Heitz, Korn, Briggs, Coombs, St. James; **Motion passed.**

MOTION: By Selectman Briggs, to seal the minutes of the non-public session for the period of five years, as releasing the minutes would affect adversely the reputation of any person other than a member of this board.

SECOND: By Selectman Coombs

In Favor: Heitz, Korn, Briggs, Coombs; **Opposed:** St. James; **Motion passed.**

APPOINTMENTS

KRT Appraisal:

Rob Tozier, Ken Rodgers and George Lickiss of KRT Appraisal met with the Board to introduce themselves. KRT Appraisal has been awarded the 5- year Assessing contract with the Town, which will include the next revaluation in 2023.

Mr. Rodgers, the President of the firm, said that they have been in business since 2010. Mr. Lickiss is assigned to Kingston to handle assessing, and will be in the office the second Wednesday of each month to do maintenance work and be available to meet with residents as needed.

Community Recreation Center: Information on proposed new playing field and parking:

Recreation Director Paul Butler and Road Agent Rich St. Hilaire were present to share information and answer questions about this proposed project, which would be at the corner of Wadleigh Point Road and Main Street, where there are currently many large pine trees. Mr. Butler said that this area would fill the need for a clean, safe place for kids to play. He said that currently they play in the parking area behind Bolton's restaurant; they no longer play at the High School as it is not safe to walk there.

Mr. Butler presented a printed plan prepared by Town Engineer Dennis Quintal and described the proposal, which would be to remove most if not all of the trees and create a grassy, fenced playing area. In addition, a parking area of possibly 10-12 spaces is proposed (gravel), and a basketball court (paved). As shared at the January 14th meeting, Mr. St. Hilaire said that the Highway Department could do the tree and stump removal and level the ground. He said that loam stored at the old fairgrounds could be used for planting grass. Costs would include gravel for the parking area, and paving and fencing, which would need to be done by contractors. Selectman Coombs asked if the major cost would be for the fencing, and Mr. St. Hilaire said yes, and estimated the cost for the fence and gates to be around \$15,000. He said the paving for the basketball court area and gravel for the parking area would also need to be paid for, and estimated total cost to be roughly \$25,000.

How to pay for the project was discussed, including amending the budget at Deliberative session on Saturday or using money already in the budget for Buildings and Grounds. Selectman Coombs asked if Mr. St. Hilaire was comfortable using his budget money for this purpose, and he said he thought using his current budget would be fine, as 75% of the Buildings and Highway budgets are discretionary.

Mr. St. Hilaire said that he is aware there were concerns when the lot was proposed as a site for the firehouse, that there would be drainage into the lake. He said that the lot is flat and sandy, and there is no runoff. Selectman St. James said that many of those concerned about the fire house plan said that the area was supposed to be for future use of the recreation department. He said he thinks this meets the intended use, and is in favor of the plan. He added that if there is concern about the clear cutting of trees, the loss of trees can be mitigated by planting new and better quality trees.

The Chairman opened the floor for public comment, but no one wished to be heard.

The Board was in favor of moving forward with this project. Mr. St. Hilaire said that the work of clearing up to 150 trees, removing stumps and placing loam for seeding will take most of this summer, so the playing area would be ready to use in 2020. The basketball court can be put up this year.

Heritage Commission: Community Revitalization Tax Relief:

This topic was taken out of order. Glenn Coppelman of the Heritage Commission said that as there were a lot of questions on this Warrant Article at the Budget hearing, the commission is seeking answers from the NH Preservation Alliance. As a conference call with the Preservation Alliance will not take place until Wednesday, this matter is not ready for discussion this evening.

(Deborah Powers came in later and affirmed this. Ms. Powers also mentioned to the Selectmen that this year there will be a new signage project, this time for the Museum, and that the Commission will be asking permission to use Heritage funds.)

Heritage Commission/Road Agent re: work to be done at Nichols Museum

Ernie Landry of the Heritage Commission spoke to the Board about masonry work that had been put out to bid in 2018 but not acted on. Mr. Landry said that Mr. St. Hilaire had planned to call the three bidders back for more information, but as the three bids were so different, a different tack is proposed. SFC Engineering has been contacted to develop a proposal for preparing an analysis of the building and repair needs, and prepare a new Request for Proposals. SFC would then review the proposals and make a recommendation to the Board. Mr. Landry said that they are taking this route as he and Mr. St. Hilaire felt they do not have the technical expertise to do this right. The proposal from SFC was distributed to the Selectmen for their review. Mr. St. Hilaire said that they had been in to see the building before, and also had worked with the Planning Board in the past. He said that he does not have the expertise to prepare an effective RFP for this job; he said it is an old historic building and if not cared for properly it will come down.

The proposal from SFC is for \$22,800. Mr. St. Hilaire said that the work needed on the building will likely exceed \$100,000 and perhaps go as high as \$150,000. He said if the job is to be done right it is going to cost more than anticipated.

Selectman St. James said that the three initial bids were wildly different, and he felt the Town should not blindly go with one contractor as each is limited. He agreed that if the Town wants the job done right, engineering expertise is needed.

Selectman Korn said he thought that going with SFC is the right decision and he is not surprised by the cost. He said if the work is not done now there will be further problems down the road.

Selectman Coombs suggested making a "critical" list of work needed, in order to prioritize the work and spread out the cost. Critical items could be sent out to bid individually. Mr. St. Hilaire said that the bid could be developed in this way, citing the steps and the chimney as priority items. He said decisions can be made once the analysis is done and costs are known.

MOTION: by Selectman St. James, to approve contracting with SFC Engineering, at the estimated fee of \$22,800, to perform site investigation, create contract documents, perform contract administration and construction monitoring at the Nichols Museum building, as described in the agreement dated January 14, 2019.

SECOND: by Selectman Korn

In discussion it was affirmed that there is \$300,000 in the building maintenance fund, and that an additional \$50,000 is being asked for in this year's warrant.

In favor: Korn, St. James, Coombs, Briggs; **Abstain:** Heitz; **Motion carried.**

APPROVAL OF MEETING MINUTES:

MOTION: by Selectman St. James to approve the public and non-public session minutes of January 14, 2019, as written.

SECOND: by Selectman Coombs.

In favor: Heitz, St. James, Coombs, Briggs; **Abstain:** Korn; **Motion carried.**

Water usage/quality on Kingston Plains during events:

Health Officer Pete Broderick and Road Agent Rich St. Hilaire were present to discuss this topic. The Chairman said there is concern about the use of water on the Plains during Kingston Days, given the issue with PFOAs in the water. He said that there is a filtration system at the firehouse, but not on the Plains where the water is used by vendors. Mr. Broderick said that the water on the Plains has never been potable; he said hoses are stored in a shed and used by vendors to access water but for rinsing or washing only, not consumption. He said that all vendors should be handed these restrictions in writing, or else water should not be supplied at all.

Mr. St. Hilaire said that some vendors have been using the water for mixing lemonade or cola. He said if the water is going to continue to be used, a treatment system should be added. He said that the electric service on the Plains needs upgrading as well, and suggested that both could be housed in the same area in a 6' x 8' shed.

There was a discussion of various options, such as retaining water usage only for the Committee's food tent, having all vendors sign to say they understand the water is strictly for non-potable uses, or having no access to water at all. Selectman Korn said that the matter should be tabled until a Kingston Days representative can be present to talk about how much water is used and how the event would be affected by different solutions. All were in agreement to contact Kingston Days Chair Lynn Gainty and have her send a member of her committee to the next meeting if she can't make it.

NEW BUSINESS

Fire Station floor drains:

The Chairman read from a letter received from the NH Department of Environmental Services approving the Work Plan for Groundwater Quality Monitoring Program prepared for the Town by Stantec Engineering. The approval was subject to several comments, including that the Town has not yet contacted the NHDES to discuss options for managing discharges to the dry well, and Chairman Heitz asked Mr. St. Hilaire about that point.

Mr. St. Hilaire said that he has in fact contacted NHDES and after speaking with Mitch Locker was directed to block off the floor drains at the firehouse. There was a discussion of how this will impact the fire department, and options for where the fire trucks can be washed, such as outside or at the Highway building. That a new tank needs to be installed for a new fire station was also mentioned, and Mr. St. Hilaire said that a tank could be bought once and moved to the new location when the time comes. Selectman

St. James asked if all options for keeping the drain open until spring had been exhausted. Mr. St. Hilaire said he had tried but was told this could not be done.

Employee annual reviews:

Review packets have been distributed earlier this year with the goal of having decisions made in time for the budget and not have salaries put in place retroactively. There was a discussion how to improve the process of the evaluations and how to make more informed decisions.

Selectman Coombs suggested that each Selectman should be responsible for certain departments, and spend time with those employees in order to know what they do.

Selectman Briggs said they could start with a discussion with Department heads, then fan out from there. Chairman Heitz said each Selectman could act as liaison with certain departments heads.

Assignments were made, and a meeting set for Thursday morning, January 31, to hold a workshop with department heads and explain the process.

Non-Public Session

MOTION: Upon motion of Selectman St. James, **SECOND** of Selectman Coombs, it was voted by roll call to adjourn to Non-Public session under the provisions of NH RSA 91-A:3,II (I), Consideration of legal advice.

In Favor: Heitz, Korn, Briggs, St. James, Coombs; Motion passed.

The Board adjourned at 9:30 PM.

MOTION: Upon motion of Chairman Heitz, **SECOND** of Selectman Coombs, it was voted by roll call to return to public session at 9:45 PM.

In Favor: Heitz, Korn, Briggs, Coombs, St. James; Motion passed.

MOTION: By Selectman Briggs, to seal the minutes of the non-public session for the period of five years, as releasing the minutes would affect adversely the reputation of any person other than a member of this board.

SECOND: By Selectman Coombs

In Favor: Heitz, Korn, Briggs, Coombs; Opposed: St. James; Motion passed.

Adjournment

MOTION: by Chairman Heitz to adjourn at 9:46 PM.

SECOND: by Selectman Coombs

All in favor.

Respectfully submitted,

Susan Ayer
Administrative Assistant