

Kingston, New Hampshire
Board of Selectmen
Meeting of October 15, 2018
Draft MINUTES

The meeting was called to order at 6:32 PM in the Selectmen's Office at the Kingston Town Hall.

PRESENT: Phillip Coombs, Kevin St. James and Donald Briggs, Jr., Selectmen.

ABSENT: Mark Heitz, Chairman; George Korn, Selectman

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 (d) Consideration of the acquisition or sale of real property.

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

The Board adjourned at 6:33 PM.

MOTION: Upon motion of Selectman Briggs, **SECOND** of Selectman St. James, it was voted by roll call to return to public session at 7:00 PM: **In Favor: Briggs, Coombs, St. James; Motion passed.**

Regular session meeting was called to order at 7:05 PM in the Meeting Room at the Kingston Town Hall. In the absence of Chairman Heitz, Selectman Coombs was named acting Chairman.

APPOINTMENTS:

Cornerstone Energy re: Eversource Access License Agreement, Rowell Road

Brian Emerson and Patty Quinn of Cornerstone Energy were present to answer any questions about access requested by Eversource Energy (Public Service Company of New Hampshire) over a discontinued portion of Rowell Road. Mr. Emerson gave background, including that the two abutters to the utility right-of-way Eversource needs access to are the Town of Kingston and NH Fish and Game. A 10-year access license has been obtained from NHF&G and one is also needed from the town. Eversource has revised the draft access license for the town to mirror that of NHF&G, at the request of Town Counsel. Eversource also has agreed to reimburse the town for attorney fees and other associated costs, in the amount of \$1,500.

MOTION: by Selectman St. James, to approve the Access License Agreement with Eversource Energy for access over Rowell Road.

SECOND: by Selectman Briggs

All in favor

OLD BUSINESS:

Assessing Contract Proposals

MOTION: by Selectman Briggs to table this discussion until the next meeting, October 22.

SECOND: by Selectman St. James.

All in favor

Wage and Salary Study - Municipal Resources, Inc.

There was a brief discussion of the pros and cons of having a wage and salary study done. Selectman Coombs said that he would like to talk to Finance Officer Cindy Kenerson before making any decisions. He said part of the cost of the study would be preparing job descriptions, which he understood the Town already has. Selectman St. James said he would like to see the job descriptions in order to see if they need to be updated. The Administrative Assistant was asked to send all current job descriptions to the Selectmen via email.

Surplus Equipment

This topic was also put off pending more items to be identified by the departments that are eligible to be sold.

APPROVAL OF MEETING MINUTES:

October 5, 2018, Public and Non-public:

MOTION: by Selectman St. James, to approve the minutes of October 5, 2018 as written.

SECOND: by Selectman Briggs

All in favor.

325th Celebration - Parade Application

Gordon Gainty, Chair of the Parade subcommittee, was present to answer any questions about the completed draft Parade Application and Parade Rules and Regulations. He provided a copy of RSA 265:108-a, Parade Vehicles.

Mr. Gainty said that he had one minor tweak to the documents before the Board, that being to revise the second bullet point under "Floats" on the Parade Safety page to read, "...and *no more than 8'6"* feet wide."

Selectman Briggs recapped the process of preparing and reviewing the Parade application to date. This included the Selectmen sending the original draft application to the Town's insurance provider for input, which generated more legal wording than the committee was prepared to handle. Selectman Briggs said he then helped the committee go through the legal aspects, and obtained a copy of the application used by the City of Portsmouth for their holiday parade to use as a template.

Mr. Gainty pointed out that Primex is the insurance carrier for Portsmouth as well as Kingston.

MOTION: by Selectman St. James to approve the application form and safety sheet for the August 3, 2019 Kingston 325th Celebration parade as presented.

SECOND: by Selectman Briggs.

Mr. Gainty said that RSA 265:108-a will be included. He said that Primex was mainly interested in the floats, and that the committee had done a trial with a large float along the probable parade route to see how it handled corners and stayed on the road away from where people would be standing. He said no issues were found.

Mr. Gainty said that issues to be worked on next include mainly noise control and sequencing. He said that depending on the number of participants, the parade route may need to be changed from the current plan.

Mr. Gainty then thanked Selectman Briggs for his help, saying that 20 to 25 volunteers are needed for the subcommittee, and there are now only 5. He said support of the Selectmen is needed.

All in favor.

OLD BUSINESS:

Fire Department Water Treatment System

Graham Pellerin of the Fire Department provided the Board with three proposals for water treatment systems for the Fire Station.

- Allied Clearwater, \$2,995
- Epping Well and Pump, \$3,800
- Allied Clearwater, \$4995

Questioned about the two Allied proposals, Mr. Pellerin clarified that the first was for the potable water for faucets and showers, while the second, higher cost proposal was for a higher volume of water, to be used to fill the tanker and fire trucks. He said that the Fire Department was only recommending treatment of the potable water to start.

MOTION: by Selectman St. James, to award the water treatment system installation at the Fire Station to Allied Clearwater, at an amount not to exceed \$2,995.

SECOND: by Selectman Briggs

All in favor

Mr. Pellerin will convey this information to the Road Agent.

ADMINISTRATIVE:

Applications, Correspondence, Executive, Other

- Notification/request by Eversource to access transmission lines off New Boston Road to replace pole. The Board agreed that no further permission is necessary.
- Snow and ice removal procedures 2018: tabled for full Board review
- Veterans' tax credit: approved and signed
- Warrant for the 2018 General Election: to be signed and posted by October 23
- Notice of Intent to Cut Wood or Timber: signed
- Whitney's Garage junkyard permit (signed; site walk showed no issues)
- Information has been relayed by surveyor Kevin Camm regarding lots west of Rte. 125, ownership of which was questionable. Research done by Mr. Camm produced Warrant Article 26, 1972, which authorized the Selectmen at that time "to sell to adjoining landowners....that portion of real estate abandoned by the State of New Hampshire between the old and new Route 125 in the Bayberry Pond area..."
- Town Engineer Review - Hawks Ridge plan before the Planning Board.
- From Town Clerk: Information regarding a request for refund of Town fees: The Selectmen will invite Clerk Tammy Bakie to speak to them on the matter.

Non-Public Session

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

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

The Board adjourned at 7:45 PM.

MOTION: Upon motion of Chairman Heitz, **SECOND** of Selectman St. James, it was voted by roll call to return to public session at 7:54 PM: **In Favor: Briggs, Coombs, St. James.**

TOWN CLERK:

Request for refund of Town fees

Town Clerk Tammy Bakie joined the Selectmen to discuss a matter she had referred to them as she is not authorized to issue refunds. She said a car dealership had sent a runner to title and register a car in January of 2018. Paperwork produced by the runner stated that he was authorized to title and register the car. In September the dealership sent a letter saying that the car was supposed to be titled only, not registered, and they would like the Town's portion of the registration fee, \$1,067, refunded to them.

After some discussion in which it was affirmed the registration was for the entire year, the Selectmen directed Ms. Bakie to send a letter to the dealership offering to refund the balance of the year's registration upon return of the vehicle's plates.

Adjournment

MOTION: by Selectman Coombs, to adjourn at 8:00 PM

SECOND: by Selectman Chairman Heitz

All in favor.

Respectfully submitted,
Susan Ayer
Administrative Assistant