

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of August 29, 2022  
FINAL MINUTES**

The meeting was called to order at 8:30 AM by the Chairman.

**PRESENT:** Chairman Richard Wilson; Kevin St. James, Vice Chair; Electra Alessio, Charles Hart, Christopher Bashaw, Select Board Members

**NON-PUBLIC SESSION:**

**MOTION:** by Selectman St. James, to enter non-public session under RSA 91-A:3, II (a): Compensation of public employees

**SECOND:** by Selectwoman Alessio

**Meeting adjourned to non-public session at 8:30 AM.**

**MOTION:** by Selectwoman Alessio, to return to public session at 9:02 AM

**SECOND:** by Selectman St. James

**All in favor**

**Discussed in non-public session: Employee matters**

**Motion made to seal minutes of non-public sessions?**

Motion made by Selectman Wilson, seconded by Selectman Hart, because it is determined that divulgence of this information likely would...

XX Affect adversely the reputation of any person other than a member of this board.

     Render a proposed action ineffective

     Pertains to preparation or carrying out of actions regarding terrorism

**Roll Call Vote to Seal Minutes:**

Richard Wilson	Y	Charles Hart	Y
Kevin St. James	Y	Electra Alessio	Y
Christopher Bashaw	Y		

**Motion: PASSED**

**DEPARTMENT INFORMATION AND DISCUSSION:**

**Department Heads present:** Fire Chief Graham Pellerin, Police Chief Joel Johnson, Interim Finance Director Tammy Bakie, Interim Town Clerk Caitlin Milhomme, Library Director Melissa Mannon, Recreation Director Paul Butler, Human Services Director Marissa Federico, and DPW Director Phillip Coombs

Chairman Wilson began by speaking about the 2023 budget. He said that many of the recent new hires fit into this year's budget because there have been so many vacancies, but the new budget could show as much as a 15% increase, which will be a hard sell. He encouraged the departments to shine, to show that they are in service to the Town residents, and not the other way around. Discussion followed, after which Chief Pellerin said that he appreciated that the Board is asking them to showcase what they do for the town, rather than just asking them to cut expenses.

## **Police**

Chief Johnson said that his department is fully staffed, including two women, and that none of his employees are looking to leave. He reported that a cruiser has been found to park by the school, and that the school resource officers are in place at the High School and Middle School. At Bakie Elementary, Kingston officers will take turns until a permanent SRO can be found. He said there will be a promotion ceremony for Officers Hein and Garvin, who are being promoted to the rank of Sergeant, on Friday at 6:00 PM at the police station.

Chief Johnson said that they are putting signage up to designate a parking space at the police department as a safe exchange spot for internet purchases.

The Chief thanked Mr. Coombs for helping to renovate the locker rooms at the police station. There are also plans to build a carport, which will allow for keeping cruisers under cover in the winter, and to make the garage a training room. He said these changes can add 10 years to the usefulness of the building.

Chief Johnson said that he responded to complaints about guns being shot at 2 Beaver Pond Road. He said there is a legal shooting range there, that the owners are within their rights, but it is annoying to the neighbors. He suggested that changes need to be made to the ordinance, as there are now three shooting ranges and a lot of complaints. There was then a discussion of the cost of the new cruiser, which Chief Johnson said had gone up from \$38,000 last year to \$44,000 now. He said it is within his budget overall, but this is next year's cruiser. He will see what parts may be in inventory and buy parts on this year's budget if possible.

## **Library**

Ms. Mannon said that after having 300 people for the touch a truck event, she and the Trustees are hoping for another good turnout for the Imagination Festival on October 8, featuring 4 comic artists, activities, and Spider Man. On October 16<sup>th</sup> they are planning a Sunday brunch and art auction to raise money for fuel for veterans. The brunch tickets will cost \$50, which is part of the donation.

The director said that they have rearranged the children's room, and added guinea pigs, which she said have generated a lot more excitement than she had anticipated. The WiFi has been upgraded. Ms. Mannon then said they are approaching other libraries in the state to talk about electric car chargers; she said there is grant money available for installing them, but she would like the opinion of the Board. There was a discussion of how people would pay for the electricity.

## **Human Services**

Marissa Federico introduced herself as the new Human Services Director. She said she has met with Adam Faulconer over the last three weeks to get up to speed. She said she is looking ahead to Thanksgiving and needs to get started right away; she said there is a lot of cranberry sauce on hand, and she would like to post a wish list so that people can donate the most needed items. She also said there are a lot of gift cards that have been donated, so these will be put to use as well. She said she is looking at the budget. Chairman Wilson said the Board will see that she gets help as needed.

## **Town Clerk/Tax Collector**

Ms. Milhomme reported that all dogs have been registered except for two. She also said the clerks have been discussing how to make Recreation payments received in their office more efficient; rather than having the counselors come over on a constant basis, she suggested that they may go over to pick up payments 2 times per week.

As for the upcoming Primary election, she said she and Holly Ouellette attended election law training. She said the ballots are in and will be tested on Wednesday. She said that each ballot needs to be tested 800 times.

Ms. Milhomme said that she will be gone on September 6 and 7 for the Tax Collectors' conference, and in October for the Town Clerk's conference.

Ms. Bakie noted that the warrant needs to be signed and posted for the primary election taking place on September 13. She also reminded the Board that they all need to be in attendance all day or appoint a pro-tem. She asked DPW Director Phil Coombs to have his department help with election setup and noted that a police officer will be needed to bring the results to the police barracks at the end of the night.

### **Recreation**

Mr. Butler thanked Ms. Mannon for helping with camp activities, and the Police and Fire departments as well, for coming in to do programs. He thanked Ms. Milhomme for her patience with the various Recreation payments being processed through the Clerk's office.

Mr. Butler shared a list of upcoming events with the Board.

Selectman St. James asked Mr. Butler's opinion regarding Kingston Days and said that he thought a good idea would be a town-wide New Year's Eve party instead. Selectman Bashaw said there is a lot of volunteer burnout. There was a brief discussion of the idea of a New Year's party, and various concerns were raised, such as alcohol use.

### **Finance Director**

Ms. Bakie said she had created a reimbursement sheet to be used when anyone has spent personal funds on town expenses; she will email this to all.

She also said that the new Finance Director will be ordering an updated version of Quickbooks software.

### **Public Works**

Mr. Coombs said that he is preparing to auction off surplus equipment; he has met with the Police and Fire chiefs, and they have a good amount of items to sell. He said that anyone with items to auction should let him know by September 7, so he can include them in the flyer. Selectman Bashaw asked if Mr. Coombs had considered a municipal auction instead, which he said would make more money. Mr. Coombs said that when he checked into those type auctions there were minimum bid amounts which would disqualify some smaller items. Selectman Bashaw will send information to Mr. Coombs. Mr. Coombs then said that paving will take place on September 6- 9 on Country Pond and Wilders Grove roads, and as they are narrow, they will need to be shut down for 3-4 hours. This will be posted on the website.

Mr. Coombs said that the department has received an additional \$144,000 in state block grant funds. Additional paving may not be able to be done this year as the paving companies are booked.

One-way traffic on the Plains, which was helpful during Kingston Days, has been proposed to be a permanent solution. There was a brief discussion in which it was agreed that there will be no sidewalks, but instead lanes delineated by striping, with no differences in elevation. Mr. Coombs will bring a proposal to the Board.

Mr. Coombs has been in touch with CMA Engineers via email about the scope of services for the Main Street bridge project and will get a proposal as soon as possible. The Town will be liable for 10% of the cost of this project, the rest paid by a grant.

Mr. Coombs also reported that the flags were taken out of the cemeteries. He said that highway employees are training on cemetery work; their time will be tracked.

Mr. Coombs then said he had priced a scanner that will handle plot plans and other large documents, that can be used for all departments. It will cost between \$2,800 and \$3,600; to have this size plan scanned by Records Management (the company doing the document digitization project for the Town) is 90 cents per page, so he feels this is a worthwhile expenditure.

A large Christmas tree has been offered to the Town; anyone interested in it should let him know.

The DPW will be putting up signs for the Police Department's internet exchange parking area.

Mr. Coombs then brought forward the subject of water coolers that are provided by Crystal Hills for all town buildings. He said it seems a lot to pay, and that stocking too many is a bad idea if they are not in a high traffic area, as the water will get bad. He said he has also looked into water bottle filling sites, at the Library and Recreation department, as the water in those buildings is a public water source tested by the NH DES.

Lastly, Mr. Coombs said he had contacted the free legal service through New Hampshire Municipal Association, to ask about the change from Road/Highway Agent to DPW Director and was told nothing legally needs to be done. He was referred to an organizational chart used by the Town of Hookset.

The Highway Department is now fully staffed.

### **Fire and Emergency Management**

Selectman St. James asked if the water at the Fire Station should be tested. Mr. Coombs said that the DES needs samples from the same site every time. He also said that samples need to be taken to Concord, so this should be timed to coincide with the other samples that are brought there. He also said that new "non-potable" signs are being prepared for town buildings to replace the old ones that are deteriorating.

Fire Chief Pellerin said that the generator grant is to be approved by the governor's council as long as it gets back from FEMA by the end of September. He said that Janet Stevens was helpful in getting this to move forward.

The Chief said that he has two new potential call members and needs more. He said due to low staffing, his overtime budget is \$6,000 over.

### **BOARD BUSINESS:**

- **The next Department Heads meeting is set for September 26 at 11:00 am. A lunch will follow to welcome all new employees; Selectman Wilson asked that the Departments let him know how many they expect to attend.**

- The Building and Permitting office hours will be changed back to 9:00 am - 4:00 pm (noon on Fridays) starting September 1.
- Selectwoman Alessio asked for feedback on Kingston Days. She said she thinks the public would support two large events, but more volunteers will be needed. In discussion, use of a Survey Monkey survey was suggested, to find out how many would be willing to volunteer. She would like feedback to bring to the Kingston Days Committee's next meeting.
- Changes coming with the new Waste Management contract, and how to get information to residents, was discussed. The Solid Waste and Recycling Committee would like to have a table at the election, and also will be placing a flyer in the tax bills.

#### **Tax Map Upgrade and GIS Services: Open bids**

Six bids had been received; the Board members opened them and read the company names and total bids:

PMC, Dearborn MI: Parcel mapping: \$79,000; GIS system: \$2,500

Canopy Mapping, Casper, WY: Total \$6,360

LiRo GIS, Boston MA: Parcel mapping and conversion: \$21, 967; GIS system: \$10,880

CAI Technologies, Littleton NH: Map conversion: \$33,600; GIS set up and hosting: \$5,000

Sebago Technics, So. Portland ME: Map conversion and GIS development: \$17,500; annual update and hosting: \$8,500

SAM, LLC, Moorestown, NJ: Total: \$72,000

**MOTION:** by Selectman St. James, to authorize the Select Board Administrative Assistant to review the bids with a committee of her choosing.

**SECOND:** by Selectwoman Alessio

**All in favor.**

#### **Sale of Town Land**

Three parcels were sent for review to the Planning Board and Conservation Commission; Conservation had no opinion on them; one was approved for sale by Planning, and one other was tabled due to uncertainty about possible right-of-way conflicts with Rowell Estates. This will be researched before a decision is made. The Town's assessor will be contacted to review the values to help set minimum bids. The next steps will include two public hearings and notification of abutters.

#### **PUBLIC COMMENT:**

Rick Russman, Beach Drive, asked about the status of the purchase of the Kinney property, which was approved by the voters in March. He said that if the approved funds are not encumbered, the town would have to start all over again. He said that there could also be title issues that will take time to resolve.

Mr. Coombs said that he had been trying to reach Mr. Kinney, but he is hard to contact and does not return calls.

There was a brief discussion of the land purchase and how to proceed.

**APPROVAL OF MEETING MINUTES:**

**MOTION:** By Selectman St. James, to approve the meeting minutes of August 15 and August 19, 2022, Public and Non-public, as written.

**SECOND:** by Selectman Alessio

**In favor: Alessio, Hart, St. James, Wilson; Abstain: Bashaw; passes**

**NON-PUBLIC SESSION:**

**MOTION:** by Selectman St. James, to enter non-public session under RSA 91-A:3, II (a): Compensation of public employees and (b) hiring of public employees

**SECOND:** by Selectman Hart

**Meeting adjourned to non-public session at 10:52 PM.**

**MOTION:** by Selectman St. James, to return to public session at 11:23 AM

**SECOND:** by Selectwoman Alessio

**All in favor**

**Discussed in non-public session: Employee hiring and compensation**

**Motion made to seal minutes of non-public sessions?**

Motion made by Selectman Wilson, seconded by Selectman Hart, because it is determined that divulgence of this information likely would...

☐ Affect adversely the reputation of any person other than a member of this board.

☒ Render a proposed action ineffective

☐ Pertains to preparation or carrying out of actions regarding terrorism

**Roll Call Vote to Seal Minutes:**

Richard Wilson	Y	Charles Hart	Y
Kevin St. James	Y	Electra Alessio	Y
Christopher Bashaw	Y		

**Motion: PASSED**

**Meeting Adjourned at 11:24 AM**

Respectfully submitted:

Susan H. Ayer

Administrative Assistant to the Select Board