

**Kingston, New Hampshire
Board of Selectmen
Meeting of February 27, 2023
FINAL MINUTES**

The meeting was called to order at 9:00 AM by the Chairman.

PRESENT: Chair Richard Wilson; Vice Chair Kevin St. James; Electra Alessio, Chris Bashaw, Charles Hart, Select Board Members
Phil Coombs, Graham Pellerin, Joel Johnson, Paula Mahoney, Marissa Federico, Melissa Mannon, Department Heads

DEPARTMENT HEADS INFORMATION AND DISCUSSION

Department of Public Works:

Mr. Coombs asked when it was decided to change the payroll system, saying that his employees are unhappy about the change (that limits direct deposit to two accounts). It was pointed out that this was discussed during at least two Department Head meetings. Mr. Coombs said that a casual conversation was not the same as a change in policy.

There was a discussion of progress with the new meeting room sound system, and that the new microphones are still not in. Mr. Coombs will use the old stand microphones for tonight's Meet the Candidates event.

Discussion then took place on proposals submitted for cameras to be placed on the outside of the Public Works building and the Town Hall. Asked if this could wait until after Town Meeting, to see if the budget passed, Mr. Coombs said he had proposed that this be paid with ARPA funds. Selectman Hart said he would prefer if there was a firm price rather than a contract for hourly work; Mr. Coombs said that this is because if they need to drill into the block walls of the Town Hall it is uncertain how long this will take. He said he would like to get this done before the end of March in order to take advantage of special pricing on the cameras.

Human Services:

Ms. Federico said she is revising the Welfare guide. She said she is also networking with the library and Recreation to share services and has created a Facebook page for Human Services.

Finance and Personnel:

Ms. Mahoney said that she had obtained all the employee emails, which was necessary for implementing electronic pay stubs and direct deposit. She said for the most part, employees are happy with the change.

Police:

Chief Johnson said all has been going well. He said that while it's been fairly quiet, there was one major incident on Saturday, a domestic violence incident with gunshots. He said the person was arrested and is facing 9 felony charges.

Library:

Ms. Mannon distributed library activity calendars for March. She said that the main thing she has to report is that the Age Friendly Community survey is out, and they had 35 respondents the first week. She said the survey is available on the library website, on social media, and in paper form.

Town Clerk-Tax Collector:

Town Clerk Tammy Bakie had left a statement of her activities for the Chair to read. This included that dog licensing is under way; 1,170 dogs still need to be registered by April 30th. The Clerk-Collector's office will be closing at 5 PM on March 13th, the night before the election.

Fire and Emergency Management:

Chief Pellerin reported on progress with repairs and mold mitigation after a leak in the shower room at the Fire Station.

The topic of an unexpected fire truck repair was also discussed; Chief Pellerin said there are two identical engines, one 2009 and one 2016; the 2009 truck needed its turbo replaced 4 years ago, at a cost of \$14,000. The turbo is now going on the 2016 truck; two estimates have been obtained:

Durham Bus: \$9,720.54

Mahoney: \$9,500.00

In discussion, it was noted that while Durham is slightly higher, and Mahoney is also reliable, Durham knows the trucks and the Departments use them for normal upkeep.

MOTION: by Selectwoman Alessio, to award the bid for fire truck repair to Durham Bus.

SECOND: by Selectman Bashaw

All in favor

Hazard Mitigation Plan:

Chief Pellerin said that there is a grant available to pay for June Garneau (Mapping and Planning Solutions) to update the Town's Hazard Mitigation Plan.

The Select Board, in a majority vote, accepted the terms of the Hazard Mitigation Grant Program as presented in the amount of \$9,000 for updating the local hazard mitigation plan. Furthermore, the Board acknowledges that the total cost of the project will be \$12,000, in which the town will be responsible for a 25% match (\$3,000).

(Motion: Selectman St. James; Second: Selectman Hart; all in favor.)

Emergency Operations Plan:

Chief Pellerin said that this plan lays out the responsibilities and contacts in the event of a major emergency. He said the plan itself is not changing, but that some contacts if named may need to be updated.

MOTION: by Selectman Bashaw, to update and readopt the Emergency Operations Plan.

SECOND: by Selectman Hart

All in favor

Miscellaneous:

Selectman Bashaw asked if there is a Town-wide organizational chart, and suggested there should be one. Mr. Coombs recently did a chart for the Public Works Department. It was suggested that all departments should create their own, to be included in the Town-wide chart.

PUBLIC COMMENT 1: None

BOARD BUSINESS

IT Proposals:

Two proposals had been received in response to the RFP posted. The Board opened and briefly reviewed the proposals from Block 5 and Softsages; at first glance the total contract prices were \$46,350 from Block 5 and \$40,000 from Softsages. As there are differences in the details, Selectman St. James moved that the proposals should be reviewed by the Chair, the Finance Officer, Town Clerk and Select Board Administrator, who will submit a recommendation to the Board.

Purchase of desktop scanners:

Select Board Administrator Susan Ayer had begun research on scanners for use of various employees to scan documents to the new document management system. She said she had been trying one owned by the Finance Director that would be suitable, and the cost for scanners in this category would be around \$250 each. She will speak with Block 5 and come back with more information.

FOIL request:

A request for information pertaining to PFAS well testing has been received from Dan Doyle, 156 Main Street. The Administrative Assistant said she had already informed Mr. Doyle that all hard copy records are available for his review at the Town Hall. She also guided him to the NH DES One Stop website for documents submitted to that agency on the Town's behalf.

Special Event Permit, Draft House:

This permit, for outdoor acoustic music on the restaurant's patio on specific dates and times, was signed.

2022 Equalization Data Certificate:

This form to be submitted to the Department of Revenue Administration by the Assessor, was reviewed and signed by the Board. It represents sales data used to set this year's equalization rate.

Life jacket station project:

This request, for a life jacket loaner station to be placed near the Town boat ramp, has been recommended for approval by the Lakes Association. There was a discussion of the property line with the state in that area. Mr. Coombs said that the Dam Bureau is responsible for much of the area, as they own the Great Pond dam. He said there is already a lean-to and kiosk there, and he doesn't think it should be a problem. It was agreed to send the proposal to Primex for a review for liability to the Town.

Mr. Coombs then said that if the Board would like to see fencing or other upgrades to the boat launch area, there is grant money available, but he needs guidance on what should be done. In discussion, Selectman Bashaw said it is hard to get in and out, and Ms. Mahoney concurred, saying that kayaks and other small boats drift in toward the dock, making it harder to launch a larger boat. There was discussion of the condition of the ramp, and possibly putting in a dock.

PUBLIC COMMENT 2: None

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- Notice of intent to cut timber, Map R37 Lot 1
- Notice of intent to excavate, Map R19 Lot 32
- Application for Veterans Tax Credit, Map U5 Lot 15

APPROVAL OF MEETING MINUTES:

MOTION: By Selectman St. James, to approve the meeting minutes of February 13, 2023, public and non-public, as submitted.

SECOND: by Selectman Bashaw

All in favor

MOTION: by Selectman Bashaw, to adjourn public session and enter non-public session at 9:50 AM, to discuss legal matters.

SECOND: by Selectman St. James

All in favor

MOTION: by Selectman St. James, to adjourn non-public session and return to public session at 10:30 am

SECOND: by Selectman Bashaw

All in favor

Discussed in non-public session: Legal advice

Motion made to seal minutes of non-public sessions.

Motion made by Selectman St. James, seconded by Selectwoman Alessio, because it is determined that divulgence of this information likely would...

X 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	Chris Bashaw	Y
Kevin St. James	Y	Electra Alessio	Y
Charles Hart	Y		

Motion: PASSED

Meeting Adjourned at 10:30 am.

Respectfully submitted:

Susan H. Ayer, Administrative Assistant to the Select Board