

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

The meeting was called to order at 8:00 AM by the Chairman.

**PRESENT:** Chair Richard Wilson; Vice Chair Kevin St. James; Chris Bashaw, Charles Hart, Glenn Coppelman, Select Board Members

**REORGANIZATION OF THE BOARD**

**MOTION:** by Selectman Bashaw, to re-appoint Richard Wilson as Board Chair

**SECOND:** by Selectman Hart

Selectman St. James said that for the sake of discussion, he fears that Selectman Wilson is in the Town Hall too much as a de facto Board representative, and that a lot of decisions are being made out of the public eye. He said that he just wants there to be a healthy discussion of matters that come up, here at a Board meeting. Selectman Bashaw said that all members need to be aware that everything needs to come before the entire Board for discussion. Selectman Coppelman said this is certainly how the Board has operated through the years.

**In favor: Bashaw, Coppelman, Hart, Wilson; Abstained: St. James; Motion passes**

**MOTION:** by Selectman Hart, to nominate Selectman Bashaw as Vice Chair

**SECOND:** by Chairman Wilson

**All in favor**

The Board then discussed appointments as Representatives to Committees and Boards, and liaisons to Departments. List is as follows:

**Committee/ Board Representatives:**

Planning Board/CIP:	Chris Bashaw
Budget Committee:	Chuck Hart; Kevin St. James
Historic District Commission:	Glenn Coppelman
Heritage/Stained Glass:	Richard Wilson
Conservation Commission:	Chuck Hart
Inspectors:	Chris Bashaw; Richard Wilson
Solar Committee:	Glenn Coppelman
Cable Station Committee:	Chuck Hart
Recycling Committee:	Kevin St. James
Kingston Days Committee:	Kevin St. James
MS-4 Committee:	Glenn Coppelman
79-E Committee:	Glenn Coppelman
Benefits Committee:	Kevin St. James; Chris Bashaw
Salary Study Committee:	Kevin St. James; Chris Bashaw
IT Committee:	Kevin St. James

**Liaisons:**

Highway Department:	Chuck Hart
Fire Department:	Chuck Hart
Police Department:	Chris Bashaw
Recreation Department:	Glenn Coppelman
Town Clerk/Tax Collector:	Kevin St. James
Finance/Administration/Assessing:	Kevin St. James
Human Services/Welfare:	Richard Wilson
Library:	Glenn Coppelman
Museum:	Glenn Coppelman

**OLD BUSINESS****Lifejacket Loaner Station:**

In discussion, the Board acknowledged that the Lakes Association has agreed to oversee the life jacket station, and that indemnification language acceptable to Primex will be posted.

**MOTION:** by Selectman Bashaw, to authorize placement of a lifejacket loaner station near the Town boat launch, with the understating that the Lakes Association will do routine maintenance inspections, and that indemnification language approved by Primex will be posted.

**SECOND:** by Selectman St. James  
**All in favor**

**Fieldstone Construction Bond reduction:**

The Board reviewed the bond reduction worksheet prepared by Town Engineer Dennis Quintal. The reduction of the bond to \$13,565 was approved by the Planning Board and signed by Planning Board Chair Lynne Merrill. It was agreed to authorize the Chair to sign.

**Watershed Management Plan grant**

Selectman Hart said he is concerned about the Town agreeing to pay the contractor's fees ahead of the grant money being received, not knowing how much that might be. Finance Director Paula Mahoney said that she also would like to know how much, and when the Town could expect to be reimbursed. The engineering firm will be contacted to get these answers. Chairman Wilson has been authorized by the Board to sign the paperwork for the grant and the contract, and will do so once all questions are satisfactorily answered.

It was noted again that this Management Plan dovetails with the MS-4 permit; FB Engineering will be put in touch with the MS-4 Committee.

**NEW BUSINESS****Tax Map Maintenance contract for 2023:**

The Administrative Assistant explained that the initial work by Cartographic Associates, Inc. is nearly complete, a maintenance contract is needed to continue updating the maps going forward. The first contract was to convert the maps to GIS and to update

them up to April, 2022 (they had not been updated since 2018). The new contract will allow them to continue through April 2023.

**MOTION:** by Selectman St. James, to approve the tax map maintenance contract with CAI in the amount of \$1900, to be paid with ARPA funds.

**SECOND:** by Selectman Coppelman

**All in favor**

**Constellation Energy/Rockingham Planning Commission Electricity Aggregate:**

The Board reviewed the information provided by RPC as the time approaches to lock in electricity rates for the group in April. This is a 3-year contract, for which only a portion of the rates were initially locked, due to the high costs at the time. In discussion, it was noted that the rates look very competitive, in the 8 to 9 cent range.

**MOTION:** by Selectman St. James, to authorize Finance Director Paula Mahoney to sign on to the new rates on behalf of the Town.

**SECOND:** by Chairman Wilson

**All in favor**

**Purchase of Document software:**

Ms. Mahoney explained that the Town has become aware that in order to keep records in electronic form, they need to be saved to pdf-a. Software is needed to do this. Two quotes have been solicited; she said that Adobe is much cheaper than the alternative and includes other useful applications such as electronic document signing, that are needed as the Town gradually goes paperless.

For 9 users, Adobe Pro will cost \$199 per month.

**MOTION:** by Selectman Coppelman, to approve the purchase of Adobe Pro software for 9 users.

**SECOND:** by Selectman Hart

**All in favor**

**Meeting with Hawks Ridge Association President**

Chairman Wilson said he has a meeting with Duane Brown of the Hawks Ridge homeowners association, at Mr. Brown's request, on Thursday March 30 at 11 am. Selectman Hart and Planner Glenn Greenwood will also attend.

**PUBLIC COMMENT 1:**

Outgoing Select Board member Ellie Alessio addressed those present to express her appreciation for the help she had received during her three years on the Board, saying she had enjoyed working with the departments and that it has been a great learning experience. She said she especially appreciated all the departments did to keep the Town functioning during COVID.

**DEPARTMENT HEADS INFORMATION AND DISCUSSION:**

As had been requested by the Board, the Board's Administrative Assistant, the Finance Director and the Town Clerk each spoke about various policies and procedures that the Town's boards and committees and administrative assistants should be aware of. There followed a brief question and answer period.

Eileen Clifford spoke to the Board about renewing her appointment to the Heritage/Stained Glass committees.

**APPOINTMENT:**

**Nick Golan, Until re: access to Solar project proposed at 24 Towle Road**

Mr. Golan and an associate spoke with the Board about the proposed project, and presented a conceptual design. He explained that they hope to build a 5-megawatt photovoltaic facility on the 33-acre parcel. He said they are here to introduce the project, and to see if there will be any problem accessing the project via the existing Class 6 Town road.

Selectman Coppelman said that the facility will produce a lot of electricity, which is cause for concern about fires, so the road will need to be adequate for use by emergency vehicles. Mr. Golan agreed that they would expect to address this. Selectman Bashaw said that it is not incumbent on this Board to determine what will be required, but that this will be part of the Planning process. All agreed that solar projects are to be encouraged.

There was some discussion of the next steps, as Mr. Golan was under the impression a building permit was not needed. This will be needed, but first the project will need to go to the Planning Board for site plan review.

The meeting then moved into the regular end-of-month roundtable discussion.

**Finance and Personnel - Paula Mahoney:**

Ms. Mahoney said that the auditors will be at the Town Hall on June 5 through June 8. She then suggested that there should periodically be joint lunches at the Town Hall kitchen to include administrative assistants from Fire, Police and Public Works departments, so that everyone can get to know one another and interact. She also suggested an employee cookout that might take place at the Recreation Center. There was some discussion of this, as a summer event similar to the employee picnics held over the last 2 years. Ms. Mahoney said there is money in the budget to cover food, etc.

**Town Clerk-Tax Collector- Tammy Bakie:**

Ms. Bakie said that the election went well in spite of the weather and the fact that there was only one contested race. She said the recount also went smoothly. Volunteers for elections are needed.

Dog license renewals are due at the end of April and Ms. Bakie said to date there are 897 dogs remaining that need to renew. She said there is a rabies clinic on Saturday April 1 at the Fire Station, and she will be there to license dogs that come through.

Ms. Bakie noted that \$314,000 in taxes remain due, and 4 properties are in danger of being deeded to the Town.

Finally, Ms. Bakie said that her office will be closed on April 12 and May 3 so that she and her staff can attend conferences.

**Library - Director Melissa Mannon:**

The Director distributed the library's calendar of activities for April. She said it's a full calendar, and that the new children's librarian has planned a lot of programs. She said that they are planning another "Touch a Truck" event for this summer.

Ms. Mannon said that the Aging Communities survey has received 200 responses so far, and a big concern of residents is getting around. The Aging Communities group will plan to meet with the Select Board when the survey is completed.

Chairman Wilson said he has heard many compliments about all the activity at the library.

**Human Services- Director Marissa Federico:**

Ms. Federico said that she has also been working with the Aging Communities Survey, and continues to work to upgrade the Welfare guidelines.

She said that state housing funding is running out on April 1. She is looking into whether any local residents have been using this funding.

**Recreation - Director Paul Butler:**

Mr. Butler reported that summer camp is now full, with a long waiting list. He said he has a good staff in place.

Pickleball continues to be very popular. Selectman Hart asked how many are Kingston residents, and he said about 60-70%; the cost to play is \$50 per year for residents and \$60 for non-residents, or \$5 per day. He said the rule is that at least one player from Kingston needs to be present every time they play.

Other Recreation events planned include restaurant lunches for seniors, cards and coffee, and an adult Easter egg hunt which has 100 people signed up already.

**Department of Public Works- Director Phil Coombs:**

Mr. Coombs said that the application for FEMA funds for the Main Street bridge project has passed state review.

He has looked into improvements that may be made to the boat launch with grant funding, such as putting in a dock. Fencing may also be included.

Mr. Coombs said that the Hazard Mitigation program is not an easy application; there are numerous projects possible to apply for. Selectman St. James asked if the Town might apply for a generator for the Town Hall.

Mr. Coombs said he has not had any input from departments on items to include in the online auction. He then said if anyone has items at the state shed, to please remove them as he will be clearing out the area.

Mr. Coombs said that Eversource has requested permission to put a right-of-way across the Sargent property. He said this is in the area where the path is flooded, and Eversource would pay for construction of a bridge over the flooded area in return for the use of the land for a right of way.

Mr. Coombs noted that the town receives \$60,000 per year in Comcast franchise fees and it is not used for related expenses. He said that right now about \$6,000 is needed for repair to a faulty item in the audio/visual room, and further repairs are probably inevitable. Chairman Wilson said that the cameras need to be addressed as well. He suggested that Adam Faulconer should receive training to be better able to work through some of these issues.

A presentation on all Town buildings will be given by Mr. Coombs on April 24. Mr. Coombs then said he will be sending a letter to the Dog Park association, as the dogs are clearly not being kept within the fenced area; he is finding dog feces in the lay down yard. Finally, Mr. Coombs said that he met with the Fire Chief on Emergency Management, and they will need a letter of appointment for the Police Chief.

Chairman Wilson asked that Mr. Coombs bring a paving list to the Board.

**Fire and Emergency Management - Chief Graham Pellerin:**

Chief Pellerin said that the command vehicle is out for repairs. Insurance will cover most of the cost, but the Town will need to pay \$1,000.

Chief Pellerin then said that he would like to send a firefighter for paramedic training, the total cost being \$10,500. An agreement between the firefighter and the town will be prepared and sent to the town's attorney for review.

Chief Pellerin addressed the matter of defibrillator machines that are out of date. He said that the ones at the library and the Town Hall are 20 years old. In all, for the machines in fire apparatus and Town buildings, 15 new defibrillators are needed. He said the total cost, after trading in 9 of them, will be \$27,975, and he requested that this cost be covered by ARPA funds.

Selectman St. James said that the Board needs to review an updated list of ARPA proposals and expenditures.

**Police - Chief Joel Johnson:**

Chief Johnson said that the new officers have 4 weeks left of training, and are all at the top of their class.

He thanked Mr. Coombs for the help with the new garage, which is now 90% complete. He said the next step is to move the training room to the old garage.

**BOARD BUSINESS:**

**Stained Glass window project at Museum building**

Chairman Wilson said that funds continue to be collected for the new windows; he said six have been sold. Forms for anyone interested in funding a window, or donating any part of the cost, are available.

**Pay for Performance Procedures for Department Heads**

Selectman Bashaw said that a pay/salary study is needed, and it was suggested that a committee should be formed, to include two Department heads, a Select Board representative and two members of the public. It was agreed this needs to be done, but in the meantime there is \$43,878 budgeted for performance raises, which is separate from the 4% cost of living increase that is automatic for all employees. After some discussion of the process, it was agreed that the Finance Director will inform the departments of their portion of the Performance pay allocation, which they will distribute to their employees based on their annual evaluations.

Non-public sessions will be planned at upcoming meetings in order to discuss evaluations and raises for each department.

### **Agreements and Contracts**

Selectman St. James said he believes the Town should put the contract for legal services out for bids and get a formal signed contract. Ms. Mahoney added that the auditors' contract is expiring this year as well.

### **Select Board calendar**

Selectman St. James requested that the Administrative Assistant extend the calendar of meetings through the next Town meeting in March, rather than just to the end of the year.

**PUBLIC COMMENT 2: None**

### **CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:**

- **Junkyard licenses (3):** It was confirmed that inspections had been done and all three junkyards were compliant.
- **Veterans Credit application (1) - approved.**
- **Land Use Change Tax:** four parcels on LeFevre Drive have been taken out of Current Use and will be assessed a Land Use Change Tax of 10% of the current value.
- **Facilities Use:** Applications were approved for the Congregational Church to hold an annual day of prayer on the Plains, as well as a daylong athletic event. The Southshore Outboard Association also was approved for its annual September regatta.

### **APPROVAL OF MEETING MINUTES:**

**MOTION:** By Selectman Hart, to approve the meeting minutes of March 6, 2023, public and non-public, as submitted.

**SECOND:** by Selectman Bashaw

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

**MOTION:** by Selectman Coppelman, to adjourn public session and enter non-public session at 11:16 am, to discuss legal matters.

**SECOND:** by Selectman Bashaw

**All in favor**

**MOTION:** by Selectman St. James, to adjourn non-public session and return to public session at 11:40 am

**SECOND:** by Selectman Coppelman

**All in favor by roll call vote**

### **Discussed in non-public session: Legal advice**

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

Motion made by Selectman St. Bashaw, 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	Glenn Coppelman	Y
Charles Hart	Y		

**Motion: PASSED**

**Meeting Adjourned at 11:41 am.**

Respectfully submitted:

Susan H. Ayer, Administrative Assistant to the Select Board