

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of April 24, 2023  
FINAL MINUTES**

The meeting was called to order at 9:00 AM by Selectman Hart, Acting Chair.

**PRESENT:** Kevin St. James and Glenn Coppelman, Select Board Members

**APPOINTMENTS:**

**Public Works Director Phil Coombs: Presentation on Town Buildings**

Director Coombs presented a work plan for 2023 and beyond, using a Power Point presentation. This Power Point can be seen on the recording of the meeting on You Tube.

The buildings specifically addressed, with responses to questions:

1. **The Recreation Center** - Mr. Coombs commented that as the Recreation Center is a certified drinking water source, it is a target to receive a water bottle filling station, so that kids at summer camp, for instance, can bring their own bottles to fill and cut down on the amount of purchased bottled water.
2. **The Police Department** - Selectman St. James asked whether the solar panels planned for the carport would be able to help power the Highway garage because of the proximity. Mr. Coombs said that it would not produce a lot of excess power, it will just "backfill" power and help pay the account, going to the grid rather than a direct feed.
3. **South Station** - Mr. Coombs mentioned that land is supposed to be given to the Town from an adjacent lot on Route 125.
4. **Nichols Building**
5. **Public Works Building**
6. **Maintenance Barn** - Selectman Coppelman asked about the supply vs. demand for the recycled household oil collected by the department. Mr. Coombs said that they have not had to use the household oil furnace unless the other furnace was down. He said he is looking at waste oil furnaces for other buildings.
7. **Grace Daly Barn**
8. **Library**
9. **Fire Station**
10. **Town Hall**

Other projects being considered or that are in process included:

- The Plains traffic plan
- Plains Cemetery well head
- Collection point at the Town Shed (recycling of cardboard and glass)
- Boat launch grant

Selectman Coppelman said that this is a lot and asked about funding. Mr. Coombs said that the Buildings Capital Reserve Fund is intended to offset larger items such as roofs, while the Capital Improvement line item was used for Police Station work. The Grace Daly barn roof is being repaired with Reserve Fund money plus a grant. Mr. Coombs

said that the Town Hall heating system work should be a minimal expense, as the systems are already in place, so labor will be the main cost. He said that given the current economic climate the Reserve Fund should be able to fund projects over the next five years, barring any catastrophic expenses that need to be addressed. He said renovations to the Town Hall were intended to be paid for with ARPA funds; he said this conversation needs to get started about specific needs, as it is getting toward the end of the time to use those funds.

Selectman St. James asked if a contractor has been chosen to do the energy audits; Mr. Coombs said that they are getting the information to Unitil, who will advise the Town on how involved it needs to be and who to call. Paul Butler, Recreation Director, asked if the Rec Center will be audited as well; it will be.

Selectman St. James said he did not see a generator on the list of Town Hall improvements, and he thought this had been discussed as possibly part of a grant. Mr. Coombs said it had been suggested that it could be included in the Hazard Mitigation grants but he needed to look into this as the grant for the Main St. bridge was already going through this fund. He said he had learned that the State is still taking grant applications, so the generator is a candidate.

#### **DEPARTMENT HEADS INFORMATION AND DISCUSSION:**

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

Chief Pellerin said the Fire Station Building Committee will be meeting next month to finalize the building project. He thanked the Board for approving the purchase of new AED (automated external defibrillator) machines. These will arrive in 8 weeks and be placed in all buildings, police cruisers and emergency vehicles.

Chief Pellerin then said that he had talked with the Finance Director about raising the limit on the Town credit cards to a suggested amount of \$5,000. He said she did not have an issue with that, and that the current policy allows the Select Board to set the limit.

**MOTION:** by Selectman St. James, to raise the spending limit per Town credit card from \$1,000 to \$5,000.

**SECOND:** by Selectman Coppelman

**All in favor**

##### **Police Department - Chief Joel Johnson**

Chief Johnson said that a NH Highway Safety Grant is available for enforcement (DUI and speed) on Route 125 between Plaistow and Barrington. He said this is an opportunity to get a new radar system; the one they have is 20 years old. He said the cost is \$2,456, out of which the state grant will repay 75%, leaving a balance of \$575 that the Town is responsible for. He said this purchase order will be paid out of the Emergency Detail account.

**MOTION:** by Selectman St. James, to approve the expenditure of \$2456 and the Town's responsibility for 25%, or \$575, and to have the Police Chief apply for the grant.

**SECOND:** by Selectman Coppelman

**All in favor**

##### **Department of Public Works - Director Phillip Coombs**

Director Coombs reported that his department is doing winter cleanup, filling potholes and patching dirt roads. He will be reporting on road work to the Board on May 15. He said he is working on the Boat Launch grant.

Mr. Coombs said that cleanup of the cemeteries is complete. He said his employees took a class on stone restoration to be able to handle gravestone damage or potential damage.

#### **Code Enforcement/Building Department - Code/Building Officer Jess Nisbet**

Selectman Hart introduced Mr. Nisbet and Dave Field, the Plumbing Inspector, who will also now be filling the role of Health Officer (Mr. Nisbet is Deputy Health Officer).

Mr. Nisbet reported that there are a lot of permits out for additions and remodeling. He said he would like to simplify the application process, and is working on that with Mr. Field and Tom Soterakopoulos, the Electrical Inspector. He said he will bring these proposals to the Board next month. As for Code issues, Mr. Nisbet said there are a couple of residences with nuisance issues.

Asked if he had gone to check the lighting at the Fire Station for compliance, Mr. Nisbet deferred to Chief Pellerin, who said that the DPW had come down and adjusted the lights; he said he has not had any complaints since then.

Mr. Nisbet said he has called Bresnahan Storage about lighting issues there and will be meeting with the owner when he is available. Selectman Coppelman said that Bresnahan has passed the last extension date for planting trees, and the lights need to be checked for conformance with the ordinance.

#### **Human Services - Director Marissa Federico**

Ms. Federico said that the office has been quiet as to appointments lately, but the food pantry is very busy. She said she has gotten a lot of good donations for the food pantry. Ms. Federico also said that she is helping with payroll while the Finance Director is out of the office and reminded all to send in their timesheets.

Selectman Coppelman asked if there are certain items that are particularly needed; Ms. Federico said that she updates her webpage and Facebook page regularly with a list of needs.

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

Ms. Bakie thanked the Fire Department and Auxiliary for holding the recent rabies clinic. She said there are still some dogs that need to be licensed.

Ms. Bakie also reported on the property deeding process; she said that two properties are in danger of being deeded to the Town. The deadline for payment is May 9. She said also that she will be executing liens on 56 other properties on April 29 if they have not paid their 2022 taxes by then.

After attending the tax collection conference, Ms. Bakie said she had checked the DRA site to check the Town's permanent file, and found several documents missing; she is working on gathering the information to be uploaded.

The Town Clerk-Tax Collector's office will be closed on May 3 so that staff may attend the Town Clerks conference.

### **Recreation - Director Paul Butler**

Mr. Butler thanked Deputy Clerk Caitlin Milhomme for her help with flyers for events. He also thanked the Fire and Police Departments for their help with the egg hunt events, and the DPW for cleaning up the driveway at the Recreation Center. He said the adult egg hunt raised \$1800, which he plans to use for benches for the new grassy area near the courts. Mr. Butler also said that the Age Friendly survey went well and the meeting was well attended. He said it gave the town many good ideas.

Mr. Butler then reported on pickle ball activity, saying it continues to be very popular but a code of conduct is needed. He said there are a couple of players that cast a dark shadow. He said a code of conduct is one thing but wondered how to respond to problems. He said he can't be there all the hours that the games are being played, but complaints come in. There was some discussion surrounding removal of disruptive players, and what to do if they refuse to leave.

Selectman St. James said kudos are due to Mr. Butler for all he does to coordinate field use along with all his other duties and said he doesn't feel he should have to get caught up in these problems as well. He said the leagues should be controlling their own issues, and have their own boards, such as the softball leagues and teams do. He said Mr. Butler's responsibility should end at setting up the use of the facility.

Selectman Hart said there is time before the next season to set up a code of conduct and have more structure.

Police Chief Johnson said that if someone is barred from play, a no trespass order can be issued, if necessary.

Selectman Coppelman said that the conduct code is for the premises, not just for pickle ball; it's for anyone that uses the facility. He said that examples of a document for all users to sign can be found online.

### **BOARD BUSINESS:**

#### **Recycling flyer to be included in tax bills**

This draft flyer was reviewed by the Board, and a revised copy with pictures was given to them by Solid Waste and Recycling Committee Chair Stacy Dion. The flyer includes information on the total amount the Town pays for trash and recycling; DPW Director Coombs said this is over \$50,000 per month, which is a huge problem. He said everyone needs to look at reducing the amount that goes in the trash, that this is something people can have an effect on.

There was a brief discussion of information contained in the flyer, such as items that cannot be recycled. Ms. Dion noted that shredded paper is trash, not recycling, as are small plastic items such as "nip" bottles. Mr. Coombs said he had seen first-hand what happens when plastic wrap or grocery bags are put in recycling; they get wrapped around the machinery in every area of a recycling facility. He said that the library is a collection point for grocery bags, as are grocery stores.

Resident Jef Flanders-McDougall commented that this information should be shared in the schools, and the kids will teach the parents. Mr. Coombs said community education is one of the main targets. The Town Clerk said the flyers can be folded with her folding machine and inserted into the tax bills.

### **LIAISON REPORTS:**

Selectman St. James reported on the Aging Communities committee, saying that when a representative of Rockingham Planning Commission came out to introduce the topic of this study, the Select Board was not too supportive, but the committee, which included Paul Butler, Library Director Melissa Mannon and ZBA Chair Peter Coffin, went forward. There were 200 responses to the survey, and a meeting last week turned out 60 people. He said Kingston had the best response in the area and he wants to recognize the committee members for their work.

Selectman St. James then said that the past practice for Kingston Days has been that all vendors on the Plains need to have liability insurance. However, a newer car show group has backed out because they have no liability insurance. Selectman Hart called forward Stacy Dion, Chair of the Kingston Days Committee, to talk about this. Ms. Dion said there needs to be a consistent policy, and she would like guidance about whether to require insurance or to just have the vendors sign an indemnification form.

Ms. Dion said it is strange because this is a Town committee hosting a Town event with vendors. After some further discussion it was decided to have the Board's Administrative Assistant contact Primex for guidance.

Selectman Hart said that the Fire Station Committee will be meeting for what is probably their final meeting.

#### **PUBLIC COMMENT 2: None**

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

- Application to use the Plains for the Fire Association's Brewfest will be held until the DPW Director gets some questions answered.
- Application to use the Plains for a yoga class was approved for June 23. A fee of \$50 suggested after some discussion and voted on (Motion: Coppelman; Second: Hart; In favor: Coppelman and Hart; Opposed: St. James; passes)

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

**MOTION:** By Selectman St. James, to approve the meeting minutes of April 17, 2023, both the special afternoon meeting and the regular meeting, with one correction: to add a sentence missing from his statement under the Public Comment section in the evening meeting.

**SECOND:** by Selectman Coppelman

**All in favor**

**Meeting Adjourned at 10:45 am.**

Respectfully submitted:

Susan H. Ayer, Administrative Assistant to the Select Board