

**Kingston, New Hampshire
Board of Selectmen
Meeting of May 22, 2023
FINAL MINUTES**

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

PRESENT: Chris Bashaw, Acting Chair; Electra Alessio, Glenn Coppelman, Chuck Hart and Laurie Szwed, Board Members

BOARD BUSINESS:

Reorganization of the Board

Selectman Bashaw opened the floor for voting on Chair and Vice Chair positions, noting that he would be willing to continue as Chair.

MOTION: by Selectman Hart, to name Selectman Bashaw as Chair until the March 2024 election.

SECOND: by Selectwoman Alessio
All in favor

MOTION: by Selectwoman Alessio, to name Selectman Hart as Vice Chair until the March 2024 election.

SECOND: by Selectman Bashaw
All in favor

The Board then made liaison and Select Board representative appointments to committees, boards and departments. Selectman Coppelman suggested that for the three boards for which an ex-officio appointment is required, an alternate should be named. It was noted in discussion that the ZBA does not have a board member assignment, as there is no RSA to that effect. Appointments assigned through March 2024:

REPRESENTATIVES:

Planning Board/CIP: _____ Chris Bashaw; Alternate Laurie Szwed _____

Inspectors: _____ Chris Bashaw _____

Historic District Commission: _____ Glenn Coppelman; Alternate Ellie Alessio _____

Budget Committee: _____ Chuck Hart _____

Heritage/Stained Glass: _____ Glenn Coppelman; Alternate Chuck Hart _____

Conservation Commission: _____ Chuck Hart _____

Solar Committee: _____ Glenn Coppelman _____

Library Trustees: _____ Ellie Alessio _____

Kingston Days: _____ Laurie Szwed _____

SW & Recycling Committee: _____ Laurie Szwed _____

Cable Station Committee: _____ Chuck Hart _____

MS-4 Committee: _____ Glenn Coppelman _____

79-E: _____ Glenn Coppelman _____

Benefits Committee: _____ Ellie Alessio _____

LIAISONS:

Highway:	Chuck Hart
Fire:	Chuck Hart
Police:	Chris Bashaw
Town Clerk:	Ellie Alessio
Finance:	Laurie Szwed
Recreation:	Glenn Coppelman
Library:	Ellie Alessio
Museum:	Glenn Coppelman

Building/Code Officer Vacancy

This topic will be covered in non-public session at the end of the meeting.

APPOINTMENTS:

As the one appointment is not present, the Chair moved on to other business.

Public Comment 1: None heard

DEPARTMENT HEADS INFORMATION AND DISCUSSION:

Town Clerk-Tax Collector - Tammy Bakie

Ms. Bakie introduced the new full-time clerk in her department, Holly DeRusha. She distributed a list of tasks that are the responsibility of the Clerk-Tax Collector's office. Ms. Bakie then said that there has been a resignation from the Supervisors of the Checklist, and she has appointed Stacy Dion to serve in this capacity until March 2024. Other items shared by the Clerk:

- 376 dogs remain unlicensed. Between June 1 and 20, she will prepare a list of the dogs and the Board will then issue a warrant so that she can add a \$25 civil forfeiture, which will be sent to the owners. Ms. Bakie outlined all the efforts made to inform the owners and to get them to respond.
- There are no properties to be deeded for non- payment of taxes this year.
- Tax bills are being prepared and will be in the mail on Wednesday.
- On May 30 there will be a DMV audit; in June the regular audit will take place.
- Caitlin Milhomme will be going to the Rec Center twice per week to collect money received for Rec activities.

Fire and Emergency - Chief Graham Pellerin

Chief Pellerin said that oral boards met last week to interview candidates for the two full time openings in his department, and conditional offers have been made to two of them. He said that with the new hires, he will be using per diem employees less. He said the goal is to have two full time people on duty 24/7.

Chief Pellerin said that Fire Department Administrative Assistant Kelly Muldoon and Finance Director Paula Mahoney went through the Medicare audit, which involved records going back 15 years.

One ambulance is in the shop for repairs, so the department is relying on mutual aid when a second ambulance is needed.

Finance and Human Resources - Director Paula Mahoney

Ms. Mahoney said she needs another QuickBooks license, for the use of her assistant. She said that this is not in the budget, however, without another license only one person can work at a time. She said that it will be less than the \$900 cost of the initial license. Selectman Hart pointed out that since the expense is under \$1,000, Board approval is not needed.

Ms. Mahoney said she is preparing for the audit. She then said that, as she reported in a memo to the Board last month, the Block 5 contract was signed after the budget was in place, and the budget is short \$18,000 on that line. She said she has gone through what Block 5's plans for the year include and can eliminate \$5,000 for computer replacements that are not urgent, but on a replacement schedule. In discussion, it was agreed that there should be no rushing into contracts and expenditures, and that all contracts need to be reviewed by the department head, legal counsel, and Primex.

Ms. Mahoney said that she is starting an "onboarding" committee to consist of herself and one employee from each department. The purpose will be to prepare a binder of information that every new employee should receive, as an initiative to retain employees. This would include contacts, maps, local restaurants, etc.

Human Services - Director Marissa Federico

Ms. Federico said she is working on a regular process for accepting fresh produce for the food pantry. She will be contacting clients to distribute the produce items.

Ms. Federico then said that she has observed that some of her clients need help with filling out forms, and she is partnering with the library on this. There will also be a follow up on June 8 to the age-friendly communities survey.

Asked about the needs of her department, Ms. Federico said she has started a regular feature in the Carriage Towne News, and also has updated information on the department's web page.

Library - Director Melissa Mannon

The Director reported that Seniors travel once per month to the Vic Geary Senior Center, and that she has observed that the library and recreation department are already doing many things that the Center does. However, the Center does provide free wheelchairs and canes and offer other services, and since Kingston pays in to support them, citizens should be aware they can participate.

Ms. Mannon said she attends a seminar once per month, and on May 25th Partner's Bank will host a seminar on avoiding fraud.

The library is planning for outdoor education spaces, which will help with space issues due to the popularity of library programs. They will be working with a landscape architecture firm and looking for funding. She said they will be moving slowly and seeing what people want; a pavilion is the main goal.

Ms. Mannon concluded by saying that the summer reading program is coming soon, and that the new children's librarian is doing a great job.

Recreation - Director Paul Butler

Mr. Butler said that they are getting ready for summer camp, and he has plenty of counselors.

The pickle ball players have signed a code of conduct, which will be used for any activities at the Recreation Center.

Senior lunches at local restaurants are ongoing; 25 people attended the one at the Saddle Up Saloon. On June 21 there will be a lunch at the high school. Mr. Butler said they are trying to do one per month.

Police Department - Chief Joel Johnson

Chief Johnson said that he has put out a request for proposals to hire a new prosecutor, as that contract will expire at the end of the year.

Two officers have graduated from training and are now able to be on the road on their own; he said he is fully staffed, one of the only agencies in the area that is.

Bike helmets and brake lights have been received from a state grant, which the department is distributing.

The Chief reported on some recent incidents involving gun fire. There has also been a search warrant executed during which evidence was collected.

A laser radar gun has been ordered at a cost of \$2400, for which there will be a 75% reimbursement.

Chief Johnson then asked the Board's permission to raise the detail rate from \$50 per hour to \$55. He said other towns are a little higher, but he likes to stay a little less than others. He said if the costs get too high, people will put unqualified flaggers on the street, which he does not want to see. Selectman Bashaw said that he will also have to increase the administrative fee. The Chief will work with the Finance Director on the associated costs and then the Board will vote on it.

Department of Public Works - Director Phillip Coombs

In Director Coombs absence, the Chair read an email from him in which he brought forward information about paving contracts and the bidding process for them. He said that Bell and Flynn, who won the competitive bid last year, have offered a contract extension. The company has offered approximately \$2 less per ton if the Town goes this route. Mr. Coombs informed the Board that many towns are going to a 3-year contract on paving, and his intent would be to do that for next year, but in the interim, he would like to extend the current contract. He cited benefits to the Town of doing this, including saving the 4 weeks it would take to go out for bids, awarding and scheduling. He also stated that Bell and Flynn is the best paving contractor the Town works with, and he is happy to take board members to look at some of the work various large contractors have done in town.

MOTION: by Selectman Coppelman, to extend the paving contract with Bell and Flynn for one year, conditioned upon review by the Finance Director.

SECOND: by Selectman Alessio

All in favor

PUBLIC COMMENT 2:

Jef Flanders-McDougall, Vice Chair of the Museum Committee, said that there will be a celebration on June 10th commemorating the library's anniversary. She also said that the museum is now open every second Saturday of the month from 1:00 - 4:00, through October. She added that the committee is very happy to have a Board liaison now.

APPOINTMENT:

Bob Pagliarulo, Saddle Up Saloon re: Special Event permit request

Chairman Bashaw pointed out that the Board had concerns about the request, as the dates are open-ended, and would have allowed for an event at any time all summer. He said this type of use was not approved by the Planning Board in the site plan process. Mr. Pagliarulo said he is looking for permission to hold fundraisers, most likely with the Lions Club, on the first and last Tuesday of the month from 5- 10 pm, and every Sunday to have entertainment on the deck from 1-4 pm. He said that he spent a lot of money last year to prepare the area per recommendations of the town and barely used it due to excessive heat. He said he would like to get some use out of it this year.

Chairman Bashaw said that the Planning Board had not approved regular outdoor music, and instead stated that the owners have to go to the Select Board for a special event permit. He said the problem is that there are no guidelines for how many events the Board can allow before it becomes a change to the site plan. He said in discussion last week, it was decided that approvals need to at least be consistent. He said that the Board had recently approved another venue for a series of acoustic music events outdoors, a total of 10 dates. He said that doing the math on what Mr. Pagliarulo is requesting, that would total 26 dates.

In discussion, Mr. Pagliarulo stated his reasons for wanting music for fundraisers, saying music is part of the event and people don't show up if there is no music. He said they have helped the Lions Club raise a lot of money that goes to children. He said that they do plan to go back to the Planning Board for Site Plan review after this summer. He also said that Saddle Up had paid for the Town to hire a sound engineer to measure the sound, and that the engineer had never had a reading over the ordinance limit.

Selectman Coppelman said that regular activities are not special events, they are a recurring part of commercial activity, and this needs site plan approval. Chairman Bashaw concurred that this level of activity really needs to be addressed on the site plan.

Selectwoman Alessio said that the Board should afford some latitude to local restaurants. She said that as another restaurant has been granted 10 dates, the same should be granted to Saddle Up for consistency. She said anything more needs to go through the Planning Board.

Mr. Pagliarulo said his sound system has been improved, and suggested that he could put in for specific dates but might want to follow up with more, and that it is possible some would be cancelled due to weather.

Selectwoman Szwed commented that she agreed the Board needs to be consistent. She said clarification is needed on what is a special event and what goes back to Planning; she said this is a policy issue, to lay out expectations.

Selectman Hart said he did not think Sunday afternoon music is an issue, but that the evenings could be. On the other hand, he said he would hate to see the Board cause someone to not be able to make money.

It was noted that the Special Event Licenses include language that states the Board may revoke the permit if there are violations. Mr. Pagliarulo was advised to be very cognizant of his neighbors. Two dates were identified to begin, and more may be requested.

MOTION: by Selectwoman Alessio, approve a Special Event license for Saddle Up Saloon to have outdoor acoustic music on May 28th from 1-4 pm and on June 6 from 5-10 pm.

SECOND: by Selectman Bashaw

In favor: Alessio, Bashaw, Hart, Szwed; Opposed: Coppelman; passes

Chairman Bashaw advised Mr. Pagliarulo that he should start the process with the Planning Board if this is to be a part of the business going forward.

OLD BUSINESS

Grant funding for PFAS Mitigation

Selectman Coppelman said he had had two conversations with the DES Administrator for PFAS and also conversations with Sanborn Head, to determine what the Town is eligible for. He said there is some money left at the state, probably enough to cover 20 new filtration systems, possible reimbursement for the 6 already installed, and the maintenance on all for the first year, and also possibly to include administrative costs. Selectman Coppelman had copied the board on the email including his application which is the first step, to confirm eligibility. He does not have a reply yet, but once that goes through the state will earmark the funds while the town continues with the formal application that will include budget numbers.

Selectman Coppelman said that the application asks about anticipated scheduling, and Selectman Bashaw said that as soon as it is known that the funding is available the Town will want to move aggressively.

Selectwoman Szwed asked if the town knew who would be installing the systems.

Selectman Coppelman said that will be part of the next step, to put out a request for proposals.

The Administrative Assistant said that Amy Bryant of Water Techs had contacted her, asking if the Board would like to meet with her about the installation and maintenance of systems; Water Techs is the company that installed the first 6 systems. Chairman Bashaw said he thought it would be premature for them to come in before the RFP process has taken place.

There was further discussion on funding; it was agreed that with grant funding there will be time to move forward with future plans and sources of funding. Selectman Coppelman said that he still thinks it would benefit the town to pursue a town water system. In the past the voters gave the Board the authority to establish a water district; step two, to actually create a water district, has not yet been done.

Test wells are still being considered to learn more about the movement of the water and possibly to be able to prove the Fire Station is not responsible for some of the contaminated wells.

Facilities Use packet: Revised event vendor requirements

The Administrative Assistant reported that some of the wording on the insurance requirements for vendors was cleared up after discussion between Stacy Dion, Leslie Hume, and Selectwoman Szwed. She said that basically, there are now two categories for food vendors, and also that in answer to the question of whether crafters need liability insurance, the line will read, "where required by the state of New Hampshire". In this way, the responsibility is pushed onto the vendor to know if they need to provide insurance. Ms. Dion was present and said that it is left vague because there are Agriculture laws and Commerce laws that affect a vendor depending on what they are selling, how much they are selling, etc. In discussion it was clarified that if the state does

not require insurance, the crafters would still need to file an indemnity form. Ms. Dion said that when the Town is audited by the state, it can be shown that the vendors were notified to provide insurance where needed.

There was a discussion of the fee schedule and whether any of the fees need revision.

MOTION: by Selectwoman Alessio, to approve the revised facilities use packet, including attachments A, B and C.

SECOND: by Selectman Hart

All in favor

NEW BUSINESS

Communication outside of a legal meeting

Selectwoman Szwed asked for clarification on what business can be conducted via email versus in person. The right-to-know restrictions were discussed.

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- Various invoices were briefly discussed.
- The CPA checklist from the town's auditors was given to the Board to complete. This checklist has to do with awareness of fraud, for example. The Chairman went through the checklist with the Board and replied to the questions.

APPROVAL OF MEETING MINUTES:

MOTION: By Selectman Coppelman, to approve the meeting minutes of May 15, 2023.

SECOND: by Selectman Hart

In favor: Bashaw, Coppelman, Hart, Szwed; Abstain: Alessio; passes

There was a discussion of the summer schedule, which is set to begin in June with meetings only on alternate weeks. Some adjustments may need to be made. Board members will notify the Administrative Assistant of any meetings they will be absent for.

MOTION: by Selectwoman Alessio, to adjourn public session and enter non-public session at 11:15 am, to discuss personnel matters under RSA 91-A:3, II (b), and legal matters under (I).

SECOND: by Selectman Hart

All in favor via roll call vote

MOTION: by Selectwoman Alessio, to adjourn non-public session and return to public session at 11:58 AM

SECOND: by Selectman Hart

All in favor

Discussed in non-public session: Personnel

MOTION: by Selectman Hart, to post the position of Building Inspector/Code Enforcement Officer, at a salary range of \$65,000 - \$85,000, dependent upon certifications and qualifications, with the language and content to be approved by the Board before posting.

SECOND: Selectwoman Alessio

All in favor

Meeting Adjourned at 12:02 PM.

Respectfully submitted:

Susan H. Ayer, Administrative Assistant to the Select Board