

**Kingston, New Hampshire
Board of Selectmen
Special Meeting of May 31, 2023
FINAL MINUTES**

The meeting was called to order at 3:00 PM by the Chairman.

PRESENT: Chair Chris Bashaw; Charles Hart, Vice Chair; Glenn Coppelman, Laurie Szwed, Electra Alessio, Select Board Members

Chairman Bashaw stated that the purpose of this emergency meeting is to fill the vacancies in the Building department. He said that this could not wait as there is urgent need for help in that department. He said the Town is lucky to have found people willing and able to fill the roles of interim Building and Code Enforcement Officer as well as Health Officer. Present to talk with the Board were Mike Dorman (Health) and Kyle McManus (Building).

Mr. Dorman came forward and said he lives in Sandown and worked in Plaistow for 33 years as the building and code officer. He said he retired from Plaistow and currently works part time as the Health Officer in Atkinson. He said that as Atkinson is not very busy he is looking for another part-time Health Officer job to add more hours.

Selectman Bashaw said that he understands Mr. Dorman is used to working on a per-inspection basis; Mr. Dorman said he feels that is the cleanest way to handle it. For attendance at meetings that may be requested, it was agreed the pay would be hourly.

Selectman Coppelman said that aside from the primary duties of septic and well permitting and inspecting, there would also be response to Health complaints, and wondered how these would be handled. Mr. Dorman said that often the state or the board of health would take care of complaints, but that if he needed to respond, he would consider it as one inspection unless it became more dragged out.

Mr. Dorman was cautioned that there is no administrative secretary covering the Building and Health Officers, so that he would be responsible for inputting his own permits and writing letters.

Kyle McManus then came forward to talk with the Board. Selectman Bashaw said that Mr. McManus had learned the Town was in a bind and offered his help in a conversation with the Select Board Administrative Assistant. Selectman Bashaw said he and Mr. McManus have mutual friends and he is aware of his extensive construction background. He said he had followed up with a conversation prior to inviting him to this meeting.

Mr. McManus is offering to work with the Town on a part-time basis, to include office hours (2 hours twice per week). He said that he owns his own construction company and at this point he manages the work, which leaves him some control over his schedule. He said he is accessible and good at getting back to people.

The arrangement for the interim position was discussed. He would be paid hourly, part-time, with no benefits. He would be the interim inspector only until a full-time employee is found and is not interested in filling the full-time position himself. Asked if he is licensed in New Hampshire, he said officially he is not, but it would not be a problem to take the test if needed.

The Chair said that the Board would go into non-public session to discuss details and then call Mr. McManus and Mr. Dorman back in individually; they also have a personnel issue to discuss with the DPW Director.

Non-Public Session

MOTION: by Selectman Coppelman, to adjourn public session and enter non-public session at 3:20 PM, under RSA 91-A:3, II (a), to discuss personnel.

SECOND: by Selectman Hart

All in favor via roll call vote

MOTION: by Selectman Coppelman, to adjourn non-public session and return to public session at 3:53 PM

SECOND: by Selectman Hart

All in favor

Discussed in non-public session: Personnel

MOTION: by Selectwoman Alessio, to hire Mike Dorman as part time Health Officer at the terms discussed in non-public session: \$50 per inspection and \$25 per hour when appropriate.

SECOND: Selectman Hart

All in favor

MOTION: by Selectwoman Alessio, to hire Kyle McManus as part time interim Building Inspector/Code Officer at the terms discussed in non-public session: \$40 per hour to include office hours, per the conditional offer drafted by the Finance Director.

SECOND: Selectman Hart

All in favor

MOTION: by Selectman Coppelman, to authorize the hiring of a part-time temporary employee by the DPW Director, at \$40 per hour until the full-time employee who is out returns.

SECOND: by Selectman Hart

All in favor

Meeting Adjourned at 4:00 PM

Respectfully submitted:

Susan H. Ayer, Administrative Assistant to the Select Board