

**Kingston, New Hampshire
Board of Selectmen
Meeting of June 26, 2023
Draft MINUTES**

The meeting was called to order at 8:30 AM by Chairman Bashaw

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

ABSENT: Chuck Hart, Vice Chair

APPOINTMENTS

Dave Field and Brian Fitzpatrick re: Plumbing Inspector backup

(Mr. Field and Mr. Fitzpatrick were not yet present so this topic was revisited later in the meeting):

Brian Fitzpatrick and Dave Field met with the Board to discuss the option of having Mr. Fitzpatrick as Mr. Field's backup for Plumbing Inspection. Mr. Fitzpatrick said has been in business for 27 years and has been a Master Plumber for 30 years, doing residential and light commercial work. There was some discussion of scheduling and payment arrangements.

MOTION: by Selectwoman Alessio, to approve hiring Brian Fitzpatrick as backup Plumbing Inspector under the same agreement and conditions as for the regular Plumbing Inspector.

SECOND: Selectman Coppelman

All in favor

Interim Building Inspector Kyle McManus re: 13 Lefevre Drive

Mr. McManus reported on follow up to the Cease-and-Desist letter sent to the owners of this property by the Town. He said he had done a courtesy inspection; all other inspections had been done except by Public Works, and the DPW Director then signed off on Friday. He said at issue are how the home was built, and what the intentions were for the living space; he said the builder had submitted an amended application, which he had denied. He said that the first permit needs to be closed out first.

Mr. McManus said that he had given Robert Pellegrino, the builder, time to take care of some life safety issues he had pointed out, and that he will re-inspect today. He said that if those items are taken care of, a Temporary Certificate of Occupancy can be issued, which will have an expiration date. Conditions of receiving an occupancy permit will be to complete construction of a rear deck between sliding doors, complete a spiral stairway system, and to cover the basement stairwell wall. The deadline will be September 7, 2023; if the deadline is not met, the TCO will be revoked, and all residents of the property will need to move out.

Mr. McManus said that the accessory dwelling unit, which had reportedly been started without a permit, is possible once the main house is complete; the owner will need to

come in for permits and show that the addition meets the accessory dwelling unit ordinance.

Mr. McManus reported on several other pending issues he is following up on. There was then a discussion of backup for the Plumbing Inspector and for Building and Code as well.

Agreement and bond for demolition at 13 Wadleigh Point Road

No one was present to discuss the agreement, which requires the owners of this property to demolish the existing home on the property as soon as they have occupancy of the new home they are building. A bond is required by the Town in the amount of \$25,000 to cover the expense of the demolition should the owner not do it himself. Chairman Bashaw said that if the Board is ready to sign the agreement it will be up to the owners to sign their part once they have secured a bond.

MOTION: by Selectwoman Alessio, to sign the agreement and require that the owners post a bond at the time they sign it.

SECOND: by Selectwoman Szwed

All in favor

Later in the meeting Andrew Elwarner joined the meeting and was advised that the Board had signed the agreement. He said he had submitted a sample bond. The Board members were in agreement that the example was not specific to this matter, but that whatever form of bond the owners secure will be fine as long as it guarantees payment.

Public Comment 1: None heard

BOARDS AND COMMITTEES

Zoning Board of Adjustment

Peter Coffin, Chair of the ZBA, brought the Board up to date on ZBA activity surrounding Unitil's appeal of the Select Board's decision denying them permission to apply herbicides in the utility right-of-way. He said that the ZBA had determined that the Board was correct to deny permission, as Unitil had not proven that they are using less than the 25- gallon limit imposed by the Town Aquifer ordinance, and their attorneys had not chosen to attempt to show they are exempt from the ordinance due to having a State permit. Unitil was advised they could apply for a variance, but in the meantime, records were obtained that show they do use a lot less than the limit specified in the Aquifer ordinance. He said at this point the Board has no reason to deny the herbicide treatment, and Unitil will re-post the notice.

Planning Board

Chair Lynne Merrill was present and requested permission for the Town Planner, Glenn Greenwood, to contact the Town's attorney regarding two issues: 186 Main Street, the owners of which have changed their plans again, and an applicant, C J & J, who are proposing a refrigerated truck facility. There is a question about whether this facility should be considered as a "vehicle sales, rentals or leasing and service repair facility", which would mean it can't be located any closer than 1,000 feet from another such

facility. Ms. Merrill said the ordinance is vague on this point, and “vehicle” needs to be better defined.

MOTION: by Selectman Coppelman, to authorize Planner Glenn Greenwood to contact Town Counsel with reference to these two issues.

SECOND: by Selectwoman Alessio

All in favor

Historical Museum Committee

Jef Flanders-McDougall thanked the Board members for attending the recent celebration at the Museum.

Town Policies

Selectwoman Szwed reported that she had met with Administrative Assistant Susan Ayer and Finance Director Paula Mahoney to discuss creating a template and review process for Town Policies. She said as first step will be to contact all departments and ask them to share any policies they have in place that are not strictly internal; i.e, that impact any other department or the Town as a whole. She also said that there should be a “Policy on Policies” to outline who reviews them, etc. She said input is welcome.

Kingston Days Committee

Selectwoman Szwed said that Kingston Days Committee has received requests from sponsors that want to hang banners from the bandstand. This would be a fundraising opportunity. The reaction of the Board was that while they understand the potential for revenue, there should be a better place for signs than on a historical structure. Also, it was confirmed that the buntings are up on the bandstand from Memorial Day through Labor Day.

DEPARTMENT HEADS INFORMATION AND DISCUSSION:

Fire and Emergency - Chief Graham Pellerin

Chief Pellerin said that three new Fire Fighter EMTs have been hired and he is fully staffed as far as available positions. He said that Engine 3 has been repaired; there was a discussion on which account(s) the money will come from to pay for it.

Chief Pellerin said that the Brewfest went well, and thanked DPW Director Coombs for his department’s help with setup and Police Chief Johnson for detail officers.

Interim Building Inspector - Kyle McManus

Mr. McManus said that there should be backup for Building Inspection and suggested that the Health Officer, Mike Dorman, has relevant experience. He said he will ask about terms and put together something for the next meeting.

Mr. McManus said he will be attending an online meeting along with the Finance Director and Permitting Clerk with one company that offers permitting software. He said if it is viable, he will put it forward. Selectman Coppelman said that his question as for the Public Works software is how well it will integrate with the rest of the Town. Mr. McManus said this is open access training such as is used in Portsmouth and most of Massachusetts. It involves the use of iPads with Teams communication, which the Town already has as part of Microsoft 365.

Human Services - Director Marissa Federico

Ms. Federico reported that fresh produce will be available soon via the food pantry, and that the Food Pantry newsletter will be out this week. She said there is a new food pantry at Kingdom Awakenings, and that she will be working together with them so that they won't duplicate. The comedy show to benefit the food pantry takes place on July 27 in Amesbury.

Library - Director Melissa Mannon

Director Mannon distributed the draft Kingston Age Friendly Community Assessment Report, the project that the library had agreed to take the lead on, with a newly completed appendix. She said there was good participation, and definite interest among Seniors. She said the biggest take-away is that more communication is needed about what is available. She said that she, Recreation Director Paul Butler, and Human Services Director Marissa Federico are meeting monthly to address this need.

Ms. Mannon said there is now a monthly newspaper column, and the library is setting up a senior Facebook site. There is a bulletin board in the library. There is also a website for seniors to share health information, tax help, etc., at www.kingstonseniors.org. She said the library has many of the same programs as the Vic Geary Center, but it is not billed as a Senior Center, and there is no place for seniors to come and hang out. The other need identified was senior transportation, and they are looking into options such as seniors driving seniors, with the help of Scott Bogle, who is the transportation expert for the Rockingham Planning Commission.

Ms. Mannon said they continue to look into an outdoor space project; a pavilion had been proposed in the past for kids' programs and would be preferable to renting a tent every year. They are currently conducting a survey to see what people want. She said this is a priority, and they are looking into a 3-season room that can be heated in the winter, with sides that open, which could be used as a senior center. They are also working with a landscape architect on better handicapped access, given the lack of sidewalks, and hope to connect their trail to the Kings Landing development. Grants are being sought.

Ms. Mannon also shared calendars for the summer reading programs for kids, teens and adults.

Department of Public Works - Director Phillip Coombs

Director Coombs said he had found that the fee for driveway permits is still shown as \$25 in the ordinance that is handed out with driveway permit applications, which is a discrepancy with the permit fee schedule. He also said he believes there need to be two public hearings when adopting new fees, but only one was held. This will be checked on.

Mr. Coombs said that he has been asked if he would conduct the perambulations of bounds that are required by RSA to be done every 7 years on each town boundary with a neighboring town. However, he said he needs to be appointed by the Board to do this. Brentwood has reached out, so they will be first.

Mr. Coombs said he is down one employee, so the department is a little behind. They will be working on the floor of the Grace Daly barn.

The acoustical panels have been placed on the walls of the meeting room, and Mr. Coombs said he thought the sound is better at the back of the room. Selectman

Coppelman asked if panels are to be placed on the ceiling; Mr. Coombs said that the ceiling plaster is very crumbly, so they are waiting to see if the new microphones make enough improvement to avoid dealing with that.

Mr. Coombs then said that the owner of 58A/58B Main Street is requesting a second trash bin, as this parcel has two separate houses. It was agreed a second bin may be provided.

Police Department - Chief Joel Johnson

Chief Johnson said that there have not been any more scams reported since the scam alert flyer went out in the tax bills.

Chief Johnson then said that the increased detail rates that he has requested would be rounded off to \$18 for administration, \$55 for the officer, and \$20 for the cruiser. The cruiser fee can be waived for residents.

MOTION: by Selectwoman Alessio, to approve increases to police detail fees as requested by the Police Chief.

SECOND: by Selectman Coppelman

All in favor

Finance and Human Resources - Director Paula Mahoney

Selectwoman Szwed had met with Director Mahoney to discuss additional budget shortfalls that had been identified. A chart of these items was shared and discussed.

Water analysis was one area where the budget was too low, and Ms. Mahoney said there is also some question about the timing of the bills and if some were double billed. A contract is being prepared, because this company was hired verbally in the beginning of the PFAS testing and mitigation, for the few filtration systems required.

Contracted services are also low; this budget had been set at \$100,000 but lowered to \$80,000 by the budget committee. The projected outlay is up to \$123,000. This work is state mandated.

Selectman Coppelman said that the grant for the installation of point of entry filter systems can cover some of this cost, not prior to receiving the grant, but going forward. It will have to be determined how much the state allows.

Selectman Bashaw spoke to the Department Heads, advising them that this is not the year to spend all leftover money. He said any unused budget funds need to be returned. He said he does not want to deplete the ARPA funds because of errors in the budget.

Ms. Mahoney said that the benefits committee has almost completed its work, and then will finalize and present to the Board. She said the audit went well.

Town Clerk-Tax Collector - Tammy Bakie

Ms. Bakie said that about 200 dogs remain unlicensed and are now overdue. A civil fee will go into effect next week.

Tax bills are being collected; Ms. Bakie said that 6.6 million has been collected to date. Caitlin Milhomme now goes to the Recreation Center to collect payments, which makes it easier to do the accounting.

The DMV audit took place two weeks ago and everything was great.

The Clerk-Collector's office will be open on July 3, which is the last day to pay tax bills, but only until 4 pm. They will be closed on July 4.

Recreation - Director Paul Butler

Mr. Butler thanked the DPW Director for help getting camp ready to open. He said it is off to a good start.

Mr. Butler then said he is interested in using the car that had been used by the prior Code Officer, as it is currently unused. He said he would like to use it for transporting small groups of Seniors on outings such as for ice cream. There was a discussion of usage and that Primex should be contacted. The car's battery is currently dead, so the Fire Department will jump it. Selectwoman Alessio shared Selectman Hart's concern about the budget and whether it would be better to take the car off the road to save insurance costs. It was agreed the insurance is so minimal it doesn't really matter. It was suggested that riders be asked to contribute toward gas.

OLD BUSINESS

CTAP: Coaching and Technical Assistance Program

Selectman Coppelman said that this is a pilot program through the Municipal Association, which pairs a coach with a Town to identify federal funds available for projects. He said the application to be a part of the program is due on July 5, and that he doesn't know the level of interest, but in his opinion the Town may as well apply. He said he has talked with Library Director Melissa Mannon about a possible tie-in with the outdoor space project she is seeking grant money for; he said it would not interfere with using any other grant in process. Ms. Mannon would then be the contact and this would also be under the Library Trustees.

MOTION: by Selectman Coppelman, to approve authorizing him to apply for the NHMA CTAP program on behalf of the project at the Kingston Community Library.

SECOND: by Selectwoman Alessio

All in favor

PRESENTATION ON IWORQ PUBLIC WORKS SOFTWARE

There was a Teams meeting online with representatives of the iWorq company, to show the Board and other departments what the DPW proposes to utilize for software. There was a point-by-point demonstration of various components of the software, for example, a mapping capability that could be used by a contractor to access catch basins, for location of signs, or plow routes.

Mr. Coombs said that he had gotten two quotes but looked at multiple companies. He said that iWorq was the lowest priced option he looked at and has what is needed for a town this size. He said there would be a lot of benefits for the price, including improving the workflow for the MS-4 stormwater permit.

The Board requested that a formal request for proposals be posted.

NEW BUSINESS

Employee training

Director Coombs then informed the Board that DPW Administrative Assistant Lisa Perreault is applying to participate in the Certified Public Manager Program, a 12-month training course offered by the NH Bureau of Education and Training. He said that Ms. Perreault has applied for scholarships to cover the cost, the total of which will be \$3,056.

As part of the application process, the Board needs to be notified and agree that if sufficient scholarship funds are not secured, the Town will pay the balance. There was a discussion of budget concerns, although Mr. Coombs stressed that this training is of direct benefit to the Town, to improve public sector management and retain employees. Ms. Mahoney asked the Board to read what the course is for. Mr. Coombs said that he can find money within his budget for any shortfalls, should the scholarships not cover the course.

MOTION: by Selectwoman Alessio, to accept notification of Ms. Perreault's application to the course, and to provide documentation of where the payment will come from within the budget should scholarships not be obtained to cover the entire cost.

SECOND: by Selectwoman Szwed

All in favor

Solid Waste Contract

Selectwoman Szwed said that the Solid Waste Committee has been looking at the contract with Waste Management and some changes to recycling policy and other adjustments. She said this should be sent to Primex for review and then negotiated.

Assessing Request for Proposals

This RFP was briefly reviewed and there were no changes suggested.

Sanborn Head Proposal for ongoing Site Investigation Support

MOTION: By Selectman Coppelman, to approve this proposal pending review by the Finance Director

SECOND: by Selectwoman Alessio

All in favor

Fire Department Raises

The list of Fire Department employees receiving raises due to completion of training was read.

MOTION: By Selectwoman Alessio, to approve all raises as outlined by the Fire Chief

SECOND: by Selectman Coppelman

All in favor

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- Abatement signed to correct tax bill mistakenly sent to SELT for Town owned land
- A facilities use request by the Recreation Department for a Music on the Plains event was approved.

APPROVAL OF MEETING MINUTES:

MOTION: By Selectwoman Alessio, to approve the public meeting minutes of June 12, 2023.

SECOND: by Selectwoman Szwed

All in favor

MOTION: by Selectwoman Alessio, to adjourn public session and enter non-public session at 11:53 am, to discuss legal matters under RSA 91-A:3, II (I)

SECOND: by Selectwoman Szwed

All in favor via roll call vote

MOTION: by Selectman Bashaw, to adjourn non-public session and return to public session at 12:07 pm

SECOND: by Selectwoman Alessio

All in favor

Discussed in non-public session: legal advice

MOTION: by Selectwoman Alessio, to approve the non-public minutes of June 12 as amended in non-public session

SECOND: Selectman Coppelman

All in favor

Meeting Adjourned at 12:08 PM.

Respectfully submitted:

Susan H. Ayer, Administrative Assistant to the Select Board