

**Kingston, New Hampshire
Board of Selectmen
Meeting of September 11, 2023
FINAL MINUTES**

The meeting was called to order at 6:00 PM by the Chairman.

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

MOTION: by Selectman Hart, to adjourn public session and enter non-public session at 6:00 PM, under RSA 91-A:3, II (a), Personnel

SECOND: by Selectwoman Alessio

All in favor via roll call vote

MOTION: by Selectwoman Alessio, to adjourn non-public session and return to public session at 6:26 PM

SECOND: by Selectwoman Szwed

All in favor

Motion made to seal minutes of non-public sessions.

Motion made by Selectwoman Alessio, seconded by Selectman Hart, 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:

Chris Bashaw	Y	Charles Hart	Y
Laurie Szwed	Y	Glenn Coppelman	Y
Electra Alessio	Y		

Motion: PASSED

APPOINTMENTS

Kelly Cawthron, Live Free and Run Dog Park

Ms. Cawthron and Sandy Ranfone, Director of the Park, were present. Ms. Ranfone said that they like to keep the Town updated annually, and to give the Board a copy of their current insurance policy. She said that they are looking into putting a manual keypad lock on the front gate and want to be sure this is okay with the Town. This is to ensure that people entering the park are registered members. Ms. Ranfone said that there is an annual membership that helps to pay for maintenance of the park, and they try to build up a surplus for items like these locks. She said that most problems are with people who are not members. She said the problems have been minimal, but they want to take precautions.

Chairman Bashaw suggested that the information on the locks should be given to the DPW Director for his input before they proceed. Ms. Ranfone added that the exit on the door is a panic bar, so people can get out, and also that they know they can't lock the

side gate, which would block access by ambulances and other Town personnel. The information on the locks will be relayed to the DPW Director.

Jef Flanders-McDougall re: unnamed road on Plains

Ms. Flanders-McDougall read a statement about Elaine VanDyke, listing her many contributions to the Town as a volunteer in many capacities, including for the Recreation Commission, Heritage Commission, and library. She said she headed up the senior lunch program, was involved in various nutrition councils, associations, and forums, and was a founding member of NH Hunger Solutions. Ms. Flanders-McDougall concluded by saying she feels Ms. VanDyke's actions and dedication to the town should be memorialized. She requested that the small unnamed roadway on the north end of the Plains be formally named, "Elaine VanDyke Way".

There was a discussion of the process by which road names can be changed; it was decided to bring the topic to the Department Heads meeting on September 24 so that matters such as 9-11 compliance can be aired, and then hold a public hearing on October 2.

PUBLIC COMMENT 1:

1. Lesley Hume, 21 New Boston Road, thanked the Board for supporting the road name memorial, and said that during the Museum's Autumn Fest there will also be a food drive held in Elaine VanDyke's honor.
2. Dan Doyle, 156 Main Street, said that he had spoken to Chairman Bashaw about getting information on Town employee salaries, and whether a Right to Know request was needed. Chairman Bashaw said that while the information is not in an existing document to share, since a wage study is currently being compiled in committee, the current salary information should soon be available in a readily accessible document and will be shared with Mr. Doyle as soon as it's complete.

LIAISON REPORTS

Starting with Human Services, Selectwoman Szwed said she will be involved in a Social Services meeting on Wednesday morning. She said Director Marissa Federico is talking about expanding the food pantry, which will likely be a topic of conversation. She then read an email from one of the Director's clients, who was very grateful for the help she received.

Selectwoman Szwed then reported on the Solid Waste and Recycling Committee, saying that the DPW will begin collecting glass and cardboard every other Saturday from 9 am to noon, corresponding with recycling weeks. This will take place at the State shed, across from the boat launch.

Discussion then turned to Kingston Days, and all expressed thanks for the hard work done by the committee and volunteers, and that it was a great success despite some severe weather challenges. Selectwoman Szwed commented that it was readily apparent that the electrical system on the Plains needs upgrading, that a lot of the food trucks used generators and that not all of the outlets on each panel work.

Chairman Bashaw said that thanks are owed to Eric Thompson (Assistant Electrical Inspector), who came in at short notice to help with the electrical when it was learned that the Electrical Inspector was away, and arrived in a major thunderstorm. He said he had learned from Mr. Thompson that the electrical system was brought over from the old

fairgrounds by he and his father, former Electrical Inspector Joe Thompson. Chairman Bashaw said that he had a conversation with Eric Thompson about the electrical needs, and said in light of the increased interest in events on the Plains, it's time to take care of this. He said it should be addressed in a warrant article. DPW Director Phil Coombs said that as directed at the last meeting, he has been soliciting quotes for the electrical work. Selectman Hart said the Budget Committee will begin their meetings at the end of October; the schedule is not yet set. He said that the Fire Department is working on a better set up for ambulance billing. He said they are also talking about setting up a separate detail account, as well as collecting fees for inspections. The Fire Chief was present and clarified that the fees they are talking about have to do with fire alarm and sprinkler inspections. He said the hope is that they may be able to take in the permits at the fire station, and retain the fees in the department, as an avenue for money to come in to a detail account.

Chairman Bashaw said that it was nice to see Police officers interacting with families at Kingston Days. He said he is glad the town took the effort to increase salaries and retain officers. He said that the Planning Board has a lot going on, and will also begin working on land use warrant articles, as these are on a more advanced schedule than the other articles.

Selectman Coppelman said that the Friends of the Museum were very busy with activities for Kingston Days, and also have an event on October 14, that is on the agenda to be discussed for approval. He said that is starting to be promoted, and a car show has been added.

Selectman Coppelman said that the DPW Director has plans together for work on the Grace Daly barn, which will be happening in the fall, including the roof. He said special local timbers were ordered to replace rotted supports. Work on the museum heating system is to be done at the end of the month.

Selectman Coppelman said that the restructuring of the application process for HDC to include zoning determination by the Town Planner is only meant to apply to those applications regarding use.

Selectwoman Alessio said that the benefits committee is in the final stages of work on updating the benefits policy. She said the Wage Matrix study committee is running into a lot of different job categories in different towns.

OLD BUSINESS

Unitil LED Lighting Incentive

DPW Director Phil Coombs said that at the last meeting he presented the Board with a spreadsheet of the costs and savings of participating in the Unitil LED lighting incentive. He was asked to provide more information, and he has sent the quotes for all 6 Town buildings involved. He said that this is part of an overall program to make Town buildings more energy efficient, which he worked on together with Rick Russman of the Budget Committee, who has been involved in these programs before.

Mr. Coombs said that this is a first step, and a "no-brainer", to replace incandescent bulbs with LED bulbs, and in the future heating upgrades and insulation can be looked at as well. He said the window is closing on Unitil's incentive offer for the lighting, so he needs a decision from the Board to commit to the Town's share of the cost. This is to come from ARPA funding.

MOTION: by Selectman Coppelman, to expend up to \$19,042.01 of the Town's ARPA fund to implement LED lighting upgrades to the six Town buildings identified by the DPW Director as eligible; additionally, to authorize the DPW Director and Board Chair to sign any documents required for this purchase and implementation.

SECOND: by Selectwoman Alessio

All in favor

Memorial Tree Planting

Following up on a discussion at the last meeting on a memorial for former Electrical Inspector Joe Thompson, Selectman Coppelman reported on discussion that has taken place in the meantime on options for a tree planting or other memorial, and locations to consider.

It was decided that Selectwoman Alessio will talk to the Thompson family to see if they have ideas about what would be most appropriate.

New/Revised Town Policies

Two policies discussed at the last meeting were back with revisions that were recommended by the Board.

MOTION: by Selectman Hart, to adopt both the Purchasing Policy and the Contract Review and Adoption Policy, as revised.

SECOND: by Selectwoman Alessio

All in favor

NHDES/ARPA Grant: Update

Selectman Coppelman updated the Board on the status of this grant funding, awarded to the Town to finance the installation of Point of Entry Treatment (POET) systems to remediate PFAS on 20 private wells affected by these substances. The funding will also cover the cost of maintenance for these wells for the first year as well as for 6 additional systems that are already installed. He said that he and the Administrative Assistant had met via Teams with a project manager assigned by NHDES who will be advising the Town on the process. Work is underway on creating an RFP to hire a contractor. The Board also has a justification form to sign, for Sanborn Head to include this project in their consulting duties, as needed. It is hoped to complete this process quickly so that the systems can be installed before winter.

Bresnahan Site Plan Issues

Chairman Bashaw said he has been in touch with the town's inspectors to find out if Bresnahan Storage has complied with site plan requirements, and to see if they will recommend action by the Planning Board. He said this matter had been dropped and is being taken up again.

NEW BUSINESS

Assessing Contract: Open bids

Only one bid had been received; the Administrative Assistant stated that KRT, the company currently completing a five-year contract, has chosen not to bid as they are too low on personnel.

Chairman Bashaw opened the bid from Corcoran Consulting Associates and said the total cost over 5 years would be \$253,000. He gave the breakdown of the annual costs for 2024 through 2028; the first year would be \$37,500, second \$38,620, third \$38,620, fourth \$39,780, and fifth, \$40,980. On the fifth year the statistical update would be done, costing an additional \$57,500.

It was noted that this is a substantial increase, and that some point of comparison would be helpful.

MOTION: by Selectwoman Alessio, to reject this bid and publish another RFP to solicit further bids.

SECOND: by Selectwoman Szwed

Director Coombs suggested that additional funding should be included in the budget for consulting on specialized properties, as the generic appraiser knows about residential properties but not necessarily industrial properties.

All in favor

Selectman Coppelman said as a point of information, it should be clear that this bid is not being rejected due to price, but because more proposals are needed for the Board to make an informed decision. He said this does not eliminate Corcoran from re-submitting their bid.

DPW: Recycling Collection Point

Director Coombs said that the DPW will be operating a collection point for glass and cardboard at the State shed starting on Saturday and continuing on Saturdays of recycling collection weeks, from 9 am to noon. He said permission has been received from the Dam Bureau who oversee the state's property that is leased by the Town.

Tax Map Updates: 2024 maintenance contract with CAI

CAI has updated the Town's maps and upgraded them to GIS format; this contract covers the maintenance going forward to make changes to the tax maps over the period from April 2023 to April 2024.

The Administrative Assistant pointed out that the related contract with CAI for maintenance of the AxisGIS system online will be an additional \$3,000 per year, already included in the initial contract for this year.

MOTION: by Selectwoman Szwed, to approve the 2023-2024 maintenance contract for the tax maps in the amount of \$1900.

SECOND: by Selectman Hart

All in favor

Building/Assessing Office hours

Chairman Bashaw said that per a 2022 decision of the Board, the Assessing and Permitting window is open to the public starting at 8 am from April through August and starting at 9 am from September through March. Selectwoman Alessio said it would not be fair to change the hours now, but that when they change back to 8 am in April, she would submit that the window should open at 8 am year-round.

Facilities Use Application - October event on the Plains

Lesley Hume, of the Friends of the Historical Museum, spoke about this event, set for October 14 from 8 am through 8 pm. She said the car show is going to come back and

will be in the central area, and corn hole and the beer tent will be near the bandstand. She said they are contemplating family activities to take place after the car show ends. All Fire and Police detail fees were agreed to.

MOTION: by Selectman Coppelman, to approve the use of the Plains by the Museum Friends on October 14 and authorize the Chair to sign the permit.

SECOND: by Selectwoman Szwed
All in favor

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- The Board chose to review purchase orders before going into Board Business for budget review, while some Department Heads are still present.
- A Timber Intent for Map 37 Lots 24A and 26 was approved.

PUBLIC COMMENT 2:

- Director Coombs said that the Solid Waste and Recycling Committee has a lot of information they would like to put out, and have requested a new bulletin board for this use across from the Town Clerk's window. The Board had no objection to this.
- Director Coombs said that he would like the DPW to have its own mailbox.
- Lesley Hume, 25 New Boston Road, requested that the zoning warrant articles be printed in full on the ballot in March. She said the money should be spent to have a full ballot.
- Lesley Hume also commented that she thought the Town Report should be mailed out as it was in the past.
- Mr. Coombs said that people signed up for information blasts through the Town Clerk could get the full text of the warrant articles. He said he agreed that the money should be spent to be sure as much information as possible gets out to the voters.
- Jef Flanders-McDougal of the Historical Museum Committee, said that the museum and the Kingston Community Library are collaborating and sponsoring a volunteer fair at the library on Oct. 12 for Kingston committees, boards and organizations to have a table with information for community members interested in volunteering.

BOARD BUSINESS

- **ARPA Expenditures update:** Finance Director Paula Mahoney said that the balance available to spend in this account is \$278,261. These funds need to be committed by December 2024, and spent by December, 2026. There was a discussion of Town Hall renovation projects that had been proposed for funding. Interior projects geared to increase office space were discussed, including the ideas to utilize the stage area of the meeting room, and to better utilize the meeting room. Use of an architect to explore some of these areas was suggested. Mr. Coombs said that he had gotten 2 quotes in the past for an architect, and that would be over \$27,000. Mr. Coombs also said that heating and ventilation are very uneven in the building and also that he is trying to switch the heating systems from oil to propane, which will afford long term savings.

The front steps were mentioned, as they have been partially unusable for years. This was acknowledged to be a very expensive project, as they need to be completely removed. Insulating the back wall of the stage area alone was suggested to improve comfort and heating costs.

- **2023 Budget Review:** The Board went over the Profit & Loss Budget vs. Actual document provided by the Finance Director.

APPROVAL OF MEETING MINUTES:

MOTION: By Selectwoman Alessio, to approve the public and non-public meeting minutes of August 21, 2023 as written

SECOND: by Selectwoman Szwed

In favor: All

Meeting Adjourned at 9:01 PM

Respectfully submitted:

Susan H. Ayer, Administrative Assistant to the Select Board