

**Kingston, New Hampshire
Board of Selectmen
Meeting of October 23, 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

NON-PUBLIC SESSION:

MOTION: by Selectwoman Alessio, to adjourn public session and enter non-public session at 6:00 PM, under RSA 91-A:3, II (c), matters which, if discussed in public, would likely affect adversely the reputation of a person other than a member of this board.

SECOND: by Selectman Coppelman

All in favor via roll call vote

Chairman Bashaw re- opened the public session at 6:30 PM.

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
Ellie Alessio	Y		

Motion: PASSED

APPOINTMENTS

DPW Director re: MS-4 Stormwater support contract (Verdantas)

This matter was tabled pending the arrival of the DPW Director.

PUBLIC COMMENT 1: None

COMMITTEE LIAISON REPORTS

Selectwoman Alessio said that the Wage Matrix committee is making good progress and will be meeting with the Budget Committee and Select Board to review their findings. She said that different towns do things differently throughout the state with regard to job descriptions and duties, so that has been a bigger job than anticipated, but that they wanted to avoid paying \$75,000 to \$100,000 to bring in a consulting firm. For this reason they do want to bounce things off the Budget Committee and the Board.

Selectman Coppelman asked if the committee is not only going to determine if the wages are equitable, but also come up with salary ranges for positions. Selectwoman Alessio said that yes, they are looking at a 5-year plan so that it would be known where the wages would move forward. She said the Budget Committee did not like the Pay for Performance raises, and they think it will be more equitable to have a matrix; there will still be a cost of living raise to keep things up to date. Employees transferring into Town could be placed in the pay step that is appropriate to their experience rather than starting at the bottom. As for implementing the payment matrix, Chairman Bashaw said that it may be that it can't all be done in one year. He said it may be a budget item or it could be done via warrant article with incremental increases.

Chairman Bashaw said that he had brought up the Capital Improvement Plan at the Planning Board meeting, and Planner Glenn Greenwood is working on getting the forms out to departments. He said the process is definitely behind schedule.

Selectman Hart said that the Police, Fire, and Public Works departments had all gotten their budgets in to the Budget Committee. He said he thinks they are in better shape than last year.

Selectwoman Szwed suggested that the CIP should be discussed at the next Department Heads meeting on October 30. Chairman Bashaw said that all budget topics will be discussed at that meeting.

OLD BUSINESS

Assessing Contract

The Board had received a breakdown of costs for each of the four companies that had submitted proposals for this contract. In addition, references had been called and the comments were also shared with the Board.

Selectman Coppelman said that there is one that stands out as lowest bidder, but he wouldn't want the Board to make this decision on price alone. There was a brief discussion of the references and other reasons the lowest bidder also seemed the best choice overall.

MOTION: by Selectman Hart, to award the 5-year Assessing Contract to Corcoran Consulting Associates, Inc., for the total amount not to exceed \$253,000.

SECOND: by Selectman Coppelman

All in favor

APPOINTMENTS

DPW Director re: MS-4 Stormwater support contract (Verdantas)

Director Phil Coombs discussed the draft contract he had received from Verdantas for MS-4 Permit Years 7 and 8. He said this is \$14,000 more than the current contract, but it is an estimate. He also said that as meetings are now via Zoom rather than in person the cost could come down. He said the lake phosphorous control plan is the most expensive component, as it will involve finding out where the phosphorous is coming from and what to do to mitigate it.

Selectman Hart asked how much of a burden it would be if the Town started over with a new contractor. Mr. Coombs said that it would be a burden but worth it if the difference in price is significant. Chairman Bashaw said that he would feel better about putting this out for bids.

Mr. Coombs said that the contract runs from July through June, so funds are encumbered to carry forward at the end of the budget year. He said a lot does not get billed out, that the total is a worst-case scenario of what might potentially come up. He said each permit year is different so it's hard to put a number on the contract. Selectman Coppelman said that if the Town did switch to a new company, there would still be access to the information from previous years.

Mr. Coombs was asked to post a Request for Proposals for the storm water support contract.

NEW BUSINESS - None

BOARD BUSINESS

Review ARPA expenditures worksheet

The Board discussed the various costs projections vs. money spent out of the American Rescue Plan Act funds.

PUBLIC COMMENT 2: None

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- A veterans credit application was approved for 2024.
- The MS-1 form was signed for submittal to the NH DRA.

APPROVAL OF MEETING MINUTES:

MOTION: By Selectwoman Alessio, to approve the meeting minutes of October 2 and 16, 2023, public and non-public, as submitted.

SECOND: by Selectman Hart

All in favor

Solar Committee

Selectman Coppelman said that the Solar Committee will be meeting Thursday, October 26 at 7 pm at the Town Hall. Rick Russman of the Solar Committee explained that new legislation means that other towns can be included in the project, meaning a larger system can be installed. He said Revision will be present to explain the legislation and the options, and it will be easier if Board members attend rather than have the committee explain afterward. It was decided that the meeting will be posted as a Select Board meeting so that three or more members may attend.

Town Hall closed November 24

As in other years, the Board decided that the Town Hall should be closed to the public on the Friday after Thanksgiving. The Clerk-Collector's office will be closed. Employees will have the option of working with the building closed, or taking a vacation day/day off without pay.

Meeting Adjourned at 7:15 PM

Respectfully submitted:

Susan H. Ayer, Administrative Assistant to the Select Board