

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of April 29, 2024  
FINAL MINUTES**

The meeting was called to order at 9:00 AM.

**PRESENT:** Chair Electra Alessio; Vice Chair Glenn Coppelman, Charles Hart, Laureen Szwed, Select Board Members

**ABSENT:** Peter Bakie, Select Board Member

**BOARDS AND COMMITTEES Information and Discussion - None**

**DEPARTMENT Information and Discussion:**

**Library**

Director Melissa Mannon distributed the library's adult and children's program calendars for May. She said the Friends of the Library's annual plant sale fundraiser will take place on May 18 starting at 10:00 am. On June 22<sup>nd</sup> the summer reading program will kick off with a Frisbee dogs event on the Plains. Other programs include a walking club led by a physical therapist who has been trained by the Arthritis Foundation to help people wear the proper footwear and avoid falls.

**Recreation**

Director Paul Butler said that there will be a Black Bears event at the Rec on June 1<sup>st</sup> put on by New Hampshire Fish and Game. Following there will be a performance by the Seacoast Ukulele Players. He said that the Liberty Group will be coming on the 10<sup>th</sup> and the 17<sup>th</sup> to help clean up the Rec, by rearranging and adding lockers for staff as well as painting the inside of the building.

Mr. Butler said they are also offering a surfing program that would be a week-long summer session, two hours per day, for \$299. He said he hopes there will be some interest in this.

The Director then revisited the topic of the Trunk or Treat event, saying he did not think the questions about parking and safety had been resolved. He said it seems far away, but any adjustments or planning should be thought about now. He said safety is the most important concern, and his idea would be to block off Main Street from the boat launch to Danville Road for parking for a couple of hours.

Police Chief Johnson said that if he was going to do this, he would keep the eastbound lane open for westbound traffic, so no one would be driving in the lane closest to the event, leaving it open for a walking area. The DPW Director added that another part of that could be opening up the State shed area for parking. Mr. Butler said they definitely need additional parking, and that parking along Wadleigh Point is a concern for the Fire Department.

The Police Chief said they would set up the radar board sign to inform people ahead of time of the traffic changes.

**Finance and Human Resources**

Director Paula Mahoney informed the Board and Department Heads of the status of Employee and Supervisor evaluation forms. She said she will be away at a seminar next

Thursday and Friday, as well as the following Tuesday. She said the audit is to take place the week of June 3. She said that there is some conversation taking place with the Budget Committee about possibly changing the Town's budget year to July 1 - June 30.

### **Fire Department**

Fire Chief Graham Pellerin said that he is looking at ordering a new ambulance, and depending on which one he orders it could be as long as three years before it is delivered. He said he should have enough money in the ambulance fund, but if not, he will be using impact fees, which need to be used within a certain time frame. Chief Pellerin noted that there will be a public hearing on May 3 regarding use of the Fairgrounds.

Chief Pellerin gave an update on preparations for the Fire Association's Summerfest, which is to take place June 28-June 30. He said there will be another meeting this afternoon. He said he is coordinating with other departments on several details, and that Magnusson Field is available for the carnival employees to camp there as in the past. He said they don't need drinking water or electricity, but a porta potty will be provided (is already there).

**MOTION:** by Selectman Coppelman, to allow the Fire Association to use Magnusson Field for the purpose of carnival employee camping before and during Summerfest, on the dates June 23 through July 1<sup>st</sup>.

**SECOND:** by Selectman Hart  
**All in favor**

### **Police Department**

Police Chief Joel Johnson thanked the clerk's office for sharing an employee with his office for cross training. He then reported that it has been a very busy year so far; arrests are at 105, up from 75 at the same time last year. He said motor vehicle stops are at 1410, up from 897.

### **Public Works Department**

Director Phil Coombs said that they have been implementing their iWorqs software and reported on the number and types of work order requests they have fielded thus far on the maintenance portal. These work orders included internal requests at Town buildings and public complaints and storm cleanup. He asked that work order requests for indoor work be put off until late fall, or they will be scheduled on rainy days as the crew has a lot of outdoor work to do.

Mr. Coombs also said that they have been gathering a lot of electronic waste items such as computers and monitors and have found an avenue for disposal. He said if anyone has such items, they can put in a facilities request and his department will pick them up. He reported on the spring Household Hazardous Waste Day that took place in Plaistow. He said information about how to dispose of various items is available on the DPW's website page under trash and recycling. He said this is a living document that changes as questions come in and places are found for items to be disposed of.

Mr. Coombs then reported on the status of electrical upgrades on the Plains; after meeting with the Electrical Inspector and others last week. He said it will be done in two phases, the first phase being the main panel directly in front of the fire station and everything directly across from that main panel. He said the estimate for this first phase

is about \$9,000. The second phase would cover the further end of the Plains, toward Rick's restaurant. This second phase would cost an estimated \$6,000. He said the first phase could potentially be done before the Summerfest at the end of June; the second phase would be planned for later this summer. He said this does not include lights although the one light out there will remain; it would be to place panels at various locations, from which lights could be run later.

The first phase will include bringing the main panel and wiring up to code, burying the electrical lines, removing excess poles, and clean up.

**MOTION:** by Chair Alessio, to approve the expenditure of \$9,000 from ARPA funds for Phase 1 of electrical upgrades on the Plains.

**SECOND:** by Selectman Hart

**All in favor**

Mr. Coombs then gave an update on renovations on the Grace Daly barn and said the barn work can be done without removing the "ell". However, he said that while working around it can be done by raising the building from the inside, some problems will not be addressed by this project. He said that the connecting door from the barn to the ell impacts a moderately important structural piece of the building, and also that with the ell there, water runoff toward Depot Road hits the side of the barn constantly and has caused the siding and sill on that side to rot.

Mr. Coombs said that the barn will stand, it will have a new roof and plenty of other issues will be taken care of, but that these two issues will remain as long as the ell is attached. He said it is not a 100% solution but meets the desires of those who attended the meeting.

Chair Alessio asked Mr. Coombs how the recycling program is going, and if it has reduced the tonnage of recycling the Town needs to pay for. He answered there have not been huge shifts, but that the tonnage for trash is up and for recycling is down. He said the recycling collection point has averaged 50-70 people per event. He said that the prices paid for some recycled commodities have gone up, so the costs overall are slightly down.

### **Building and Code**

Building and Code Enforcement Officer Pedro Avila began by pointing out that there are codes that cover such things as the events being planned, that ensure the safety of the vendors and the public, so the Board may want to look into requiring permits and inspections for those.

He then said that he has been working on a revised fee schedule using comparisons with other towns and gave some examples of "per thousand" amounts. He said he is suggesting a conservative fee increase for building permits but adding a non-refundable application fee of \$67.50. Mr. Avila said that this is to pay for the time that is being put into reviewing permit applications. He said working through non-compliance issues, and details that need to be inspected in the field, is very time consuming and not accounted for in the permit fee structure.

The Board agreed that a written list is needed, for their review, and then a public hearing will be set. Mr. Avila will prepare a list for the next meeting.

Selectwoman Szwed asked about the status of the Cloudpermit online permitting system. Mr. Avila said he has commenced communications with the company, and they are communicating with the town's GIS resource so that the two platforms can be merged. This will allow people applying for a permit to pull property information directly from the GIS platform. He said the implementation will take about four weeks and the fees can come last.

Lynne Merrill, Planning Board Chair, asked that the Board consider waiving new fees for any projects that have already been through the Planning Board, as applicants have been told of the costs to plan on.

#### **DPW: Second trash receptacle 11 Church St.**

Director Coombs outlined a situation involving a resident wanting a second trash barrel. He said this property owner came before the Board in 2022 to request a Town trash barrel even though his building has more than 4 apartments and therefore he would be required to supply a dumpster. The Board granted this exception due to the building being owner-occupied, and the owner had said they do not generate enough trash to warrant a dumpster. Mr. Coombs said that this owner had come into the Clerk's office and paid for a second barrel, which has not yet been delivered pending his conferring with the Board about whether they want to extend this exception to a second barrel. After discussion of the process by which additional trash barrels are obtained, the board agreed that this second barrel is not appropriate for an apartment building on the merits of the original exception, so the payment will be refunded.

#### **Public Comment 1 None heard**

#### **OLD BUSINESS:**

##### **Update on Water Treatment RFP**

The Administrative Assistant and Selectman Coppelman had joined Verdantas representatives on a Zoom call to discuss the status of the preparation of the Request for Proposals documents. These have not been finalized, but Verdantas believes they are down to the final review by NH DES. Selectman Coppelman said they had wanted to talk to town contacts before getting back to the DES with a final revision of the RFP. He said the revisions are fairly small at this point. He said at the end of the meeting Verdantas gave a prospective schedule for releasing the RFP, based on DES turning the document around fairly quickly; they hope the Town will be able to release the RFP the first week in May, after which a deadline is given for answering questions bidders may have. The final deadline for submittals is thought to be sometime in June. There was a discussion of the difficulties this process has faced, and that this might have gone a little quicker if Verdantas had more experience in New Hampshire rather than Massachusetts, but the town had hired them for their expertise and because they had worked on other Town projects. It was also noted that the project involved federal money, which means more details and hoops to jump through.

##### **Fire Warden appointments**

Chief Pellerin explained that these appointments, for three fire fighters to be authorized to issue fire permits, are back before the Board due to a change of form. The Board had already authorized the appointments but needs to sign them again.

## NEW BUSINESS (None)

### Public Comment 2 (None heard)

## BOARD BUSINESS:

### Budget YTD

Selectman Hart went through the budget's first quarter numbers and pointed out some areas that are running over budget or have been overspent already. He said the overall budget is at 28%, which is on target.

Some items were discussed that looked very high but did not show the offsetting revenue. It was agreed that a cross-reference of revenue would be helpful for these areas.

Confusion over how the library transfer accounts are reported was also discussed.

### Board Initiates: Assign follow-up

The Chair supplied a final copy of the Board's 2024 short term and long term initiatives and assigned Board member(s) that will be responsible for follow up:

#### Short Term:

1. Repair and replace front steps – **L. Szwed**
2. Develop concept, guidelines, and timeline for a Volunteer Memorial – **G. Coppelman**
3. Increase community involvement and engagement in town affairs  
(increase BOS visibility at other club/community events) – **L.Szwed, P. Bakie, ALL**
4. Update and improve social media communications -**L. Szwed (nearly done)**
5. Continue progress on PFAs remediation – **C. Coppelman**

#### Long Term:

1. Develop and plan for remodeling and updating Town Hall, including HVAC, technical infrastructure, office space, etc. – **C. Hart**
2. Continue and complete process to establish a Municipal Water Utility -**G. Coppelman**
3. Explore community power options - **G. Coppelman**
4. Continue progress on Wage Matrix - **E. Alessio**
5. Continue updating and creating town policies – **L. Szwed**

Selectwoman Szwed suggested adding development of a point of contact for the elderly community, similar to Human Services functions. She said this is a unique need, the Human Services Director does not have enough time to address this, and the work being done by the library focuses on library patrons and programs.

It was agreed that if Selectwoman Szwed has time to explore this, by talking with other towns about how they handle senior services, she will do so, but it will not be added to the list of initiatives.

## **CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS**

- One report of timber cut was received and signed for processing by the tax collector.
- One report of excavation was received and signed for processing by the tax collector.
- Preservation easement deed for 108 Exeter Road was signed and will be filed at the Registry of Deeds.
- Two appointments to Budget Committee were approved and signed.
- One Facilities Use application, for use of Comeau Field by a softball league, was approved and signed.

### **APPROVAL OF MEETING MINUTES:**

**MOTION:** by Selectman Coppelman, to approve the public and non-public minutes of April 22, as written.

**SECOND:** by Selectwoman Szwed

**All in favor**

**Meeting adjourned at 10:41 AM**

Respectfully submitted:

Susan H. Ayer, Administrative Assistant to the Select Board