

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of February 22, 2010  
MINUTES**

The meeting was called to order at 7:00 pm by Selectman Mark Heitz. Also in attendance was Selectman Peter Broderick.

**MOTION:** Upon motion of Selectman Broderick and second of Selectman Heitz, it was unanimously voted to authorize Chief Donald Briggs to enter into an Agreement with the N. H. Department of Fish & Game to allow personnel of the Town of Kingston to provide traffic control, crowd control, or event management services relating to operation of Kingston State Park during 2010.

**Review of Previous Meeting Minutes**

**MOTION:** Upon motion of Selectman Broderick and second of Selectman Heitz, it was unanimously voted to accept the Minutes of the February 8, 2010 meeting as printed.

**Department of Labor Inspection Report Reviewed**

The Board reviewed a list of items identified by an Inspector of the Department of Labor as requiring attention by the Town. The inspection was conducted on February 18<sup>th</sup> and included each of the town buildings. Selectmen requested that Road Agent Richard St. Hilaire undertake the required structural changes in order to comply with the Department of Labor within the 30-day period.

Assistant Human Services Director Ellen Faulconer, noting the alterations meant to be undertaken in the Human Services Office, expressed the opinion that the changes may create as many problems as they solve, particularly as regards the present staff. She questioned whether the town is required to make changes with which it disagrees and under what authority the Department of Labor issues its mandates. Road Agent Richard St. Hilaire advised that the Joint Loss Management Committee is scheduled to hold a meeting within the next week to discuss the inspection and develop a plan of action to enact the changes. He noted that while the identified improvements may provide a somewhat higher level of workplace safety, there are additional changes that should be considered for a longer term, more comprehensive safety improvement program. One consideration may be partial replacement of the food pantry with a voucher system, which would free up more space for resident interviews and provide a safer overall environment. Ms. Faulconer asked that any action taken be more on the side of making the fewest changes necessary to satisfy the Department of Labor rather than enacting major changes that will radically change the operations of the office.

**Capital Improvements Plan Discussion - Fire Department**

Capital Improvements Committee members Glenn Coppelman, Debra Powers, Ernest Landry and Ellen Faulconer were present to discuss some departmental contributions to the draft Capital Improvements Plan. Fire Wards Kevin Schea and John Merrill and Fire Chief Bill Seaman were present from the Fire Department to review their entries. Selectman Heitz explained the purpose of the discussion to be to get all parties involved on the same page and to make clear each board's position relative to Capital Improvements Plan entries.

Chief Seaman noted that entries from the Fire Department include the Fire Station expansion, Chief's Vehicle, Utility Vehicle, Engine 3 replacement, Ambulance 2 replacement and SCBA replacements.

It was noted that the first step toward the Fire Station expansion is being taken this year, with a request for funding of conceptual drawings of the proposed addition. Once those are available, the department will attempt to build voter support for the estimated \$1.7M project. A request will be made in 2011 for approximately \$25,000 to expand on the drawings, with an existing conditions plan that may be able to be undertaken by UNH at no cost to the Town. Debra Powers noted that questions had arisen as to the suitability of the site for a septic system sized for the larger building. It was noted that the septic design will be addressed in the second phase of the design plans. Selectman Heitz advised that, while he can support the concept of an addition so long as he is assured that it will meet department needs for the foreseeable future, he would like to also be assured that the site will

support the addition prior to spending \$9,500.00 on conceptual plans. Chief Seaman explained that he won't be signing the contract for plans until the engineers have come in and assured the Selectmen and CIP Committee that the site will work. Mr. Merrill advised that all of the professionals they've spoken with have had no concerns with the suitability of the property. Road Agent Richard St. Hilaire suggested that a Site Assessment or Septic Design could be done prior to proceeding to the planning stage, just to ensure that the site is adequate. Ms. Powers agreed that the investment would be money well spent. Ms. Faulconer stated that having the assurance that the site can be used in advance is preferable to purchasing and presenting completed plans for a project that's not able to be constructed. It was agreed that a Site Assessment to determine lot loading capacity can be done at minimum expense and will be a wise investment. Selectman Heitz asked if there will be any demolition on the existing building. Chief Seaman explained that there will be some minor structural and cosmetic changes, and some work in tying the addition in, but no demolition. They also intend to tie into the Bakie School sprinkler system shared with the Library and Town Hall, thereby saving substantially over a stand alone system. Chief Seaman advised that the department hopes to begin construction no later than 2016.

Discussion was held over possible funding scenarios for the Fire Department project as well as for the other large projects being planned. The Highway Garage is scheduled to be replaced, as is the Library. Discussion as to whether the \$6M Landfill Fund might be available to partially fund some portion of the projects was held. Selectman explained that they had intended when the fund first was established to use interest earnings to complete some of the infrastructure projects that need to be done, and then determine the best use for the principle. Selectmen Heitz cautioned that if a proposal to fund specific projects with the principle is put to voters, there's a possibility that a counter proposal calling for the fund to offset general expenses and reduce taxes may be introduced. He advised that Capital Reserves be built up, that voters be made familiar with the projects being proposed, and that funding mechanisms be further examined when actual proposals are ready to be presented and costs are firmly established, rather than trying to get projects approved too quickly without the proper groundwork having been done.

Mr. Merrill advised that the Fire Wards hadn't been able to discuss with Selectmen the actual need for the proposed addition because the Selectmen continue to be preoccupied with the amount of money involved. Selectman Heitz took issue with that statement, noting that until the Board had been presented with the draft CIP, they'd been under the impression that the goal of the department was to construct a new facility at the YWCA property purchased in 2008. The Board has informed the Fire Wards that it will support the addition concept, and has supported the development of a conceptual plan for the addition. They do, however, want to ensure that any proposal is realistic concerning cost and timing. Improvements were made to the existing facility in 2008 and 2009 which they had been assured would increase the useable life by ten years, and they assumed the goal for completion of a facility - new or addition - was 2018. Chief Seaman advised that the department has been looking at 2013 and suggested that the gap needs to be narrowed. Mr. Schea advised that the department also wants to have the project firmly established in order to present in grant applications a "shovel ready" project that will be more eligible for funding. They intend to have 2013 as they goal date, realizing that actual approval of funding could be somewhat beyond that date.

Discussion then was held regarding the vehicle replacement timeline. Mr. Merrill noted that there were some years when funding requests were reduced, withdrawn or not approved by voters, so the capital reserve fund for vehicle replacement is not on schedule. The schedule may be adjusted or, if necessary, the department may consider lease-purchase for future equipment acquisitions. Selectman Broderick questioned the need to replace the existing utility vehicle when the utility vehicle was only a fleet vehicle scheduled for replacement that had no resale value and was kept only for the purpose of transporting hose. Chief Seaman advised that the utility vehicle had been made a part of the department fleet by the Selectmen and is therefore subject to replacement. He noted that it's the only vehicle that can be used to transport hose. Selectman Broderick asked if the replacement vehicle for the Chief could be a pickup truck that could serve both purposes. Chief Seaman advised that he needs to have an enclosed utility vehicle because of the equipment and supplies he transports.

Replacement of SCBA units was discussed. NFPA sets replacement standards of five years, requiring that units be replaced no less often than every two standards. Tanks can't be tested beyond 15 years. Costs have been divided over two years, and the department is starting early on planning due to the possibility of funding not being immediately forthcoming.

Selectman Heitz requested of the CIP Committee clarification that the CIP will be approved by the Planning Board as an advisory document only. Ms. Faulconer affirmed that to be the case. She noted that, in the first year of the plan's development, the CIP Committee had taken no position on the cost or timing of various projects, although

as they become increasingly familiar with the overall financial picture of the town and the various needs, their function will become increasingly participatory. Mr. Coppelman agreed, and noted that future project worksheets submitted by departments will include a section where Selectmen will sign off or provide input relative to proposed projects. Selectman Heitz advised that he wouldn't want to leave either the Committee or the Fire Wards with the misconception that the Selectmen are necessarily in agreement with the cost amounts or timelines of the projects included in the CIP. Ms. Faulconer assured Mr. Heitz that he hadn't given that impression.

#### **Capital Improvements Plan Discussion - Highway Department**

Road Agent Richard St. Hilaire shared with the Board a plan for a proposed metal frame building to serve as the new Highway Garage. The 80' x 80' metal structure, previously used, will include three drive-through bays for equipment, office space, storage space, and a locker room area with bath and shower. The cost would be \$320,000.00. Selectman Heitz noted that the proposed \$50 /s.f. cost is in stark contrast to the nearly \$300/s.f. cost of the library proposal and to the greater than \$200/s.f. cost of the Fire Department proposed addition.

Upon review of the Highway Department's equipment and vehicle entries to the Capital Improvements Plan, it was agreed that a proposed maintenance vehicle, excavator, and farm tractor all will be deleted from the draft CIP, reducing the entry for vehicles by \$400,000.00. The entry for Highway Department equipment was agreed to be entered at \$75,000.00.

#### **Office Space Discussion**

Discussion was held about possible renovation of the Meeting Room stage area to serve as office space for the Human Services and Planning Board offices. The various aspects of the proposal, including cost, will be further discussed and weighed against other options to address the space and safety needs of the offices.

#### **Adjournment**

There being no further business, the meeting adjourned at 10:47 pm and the Board retired to address administrative issues.

Respectfully submitted,  
Catherine Grant  
Administrative Assistant