

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of July 12, 2010  
MINUTES**

The meeting was called to order in the Selectmen's Office of the Town Hall at 7:00 pm by Chairman Mark Heitz. Also in attendance were Board members Peter Broderick and Charles Hart.

**Website Discussion**

Health Officer Larry Middlemiss, who developed and has been maintaining the town's website, was present at the request of the Board. Chairman Heitz explained that the Board had received several comments from members of the public and from town officials suggesting that the information on the site is not always up to date. He noted that Mr. Middlemiss had been requested some time ago to train the Administrative Assistant in the operation of the website but had not done so, and advised that a volunteer had stepped forward who has some training in the area. The Board had invited Mr. Middlemiss in to open a dialog about the future operation of the website.

Chairman Heitz asked how often Mr. Middlemiss reviews the site for its accuracy. Mr. Middlemiss advised that he tries to look over the site on a weekly basis but noted that, due to the multiple layers of information, it's possible that information might be overlooked.

Chairman Heitz asked why the Administrative Assistant had never been trained in operation of the site as had been requested. Mr. Middlemiss advised that the platform on which the site is based is very complex and that it would have taken several weeks to train someone who's not familiar with website operation.

Chairman Heitz asked if Mr. Middlemiss will be willing to work with the volunteer to familiarize him with the site. Mr. Middlemiss advised that if the gentleman is familiar with websites in general, he should only need to provide the log in information, which he is willing to do. He advised that the site is on the town's computer server so will be available from any of the stations in the Town Hall.

Chairman Heitz asked if there is a procedure for the submittal and acceptance of information for the site, and who decides what is appropriate for posting. Mr. Middlemiss advised that there is no formal procedure for submittals; that information of community interest need only be submitted. He decides on the basis of the material submitted whether it's appropriate to be posted on the site.

It was noted that there are three licenses for the website and that those appropriated to the Police and Recreation Departments have never been used, so there won't be a problem in assigning access to a new operator.

It was agreed that Mr. Middlemiss will contact the volunteer this week to arrange a meeting with him.

The Board then discussed with Mr. Middlemiss whether the cameras in the broadcast booth of the Town Hall can be positioned to cover Board and Committee meetings without an operator present. Mr. Middlemiss advised that a fixed camera setup could be arranged, but that someone would need to turn on the system and turn it off during non-public sessions and following the meetings. It was noted that there also could be situations where angry and unruly participants would need to be blocked from broadcast. Selectman Broderick asked if there could be a control feature at the main meeting table from which the cameras could be temporarily shut down if necessary. Mr. Middlemiss advised that such a feature would be quite expensive.

## **Emergency Management Director's Resignation Submitted**

Norm Hurley, who has served the town as its Emergency Management Director for several years and is a former Fire Chief, submitted to the Board his resignation from the position of Emergency Management Director. Mr. Hurley noted that he and his family will soon be moving to Hampton. He offered to be available for any future assistance that may be needed and expressed his appreciation at having had the opportunity to be of service to the town.

Chairman Heitz expressed on behalf of the Board the town's appreciation for Mr. Hurley's service and asked if any thought had been given to a replacement for the position. Mr. Hurley suggested several possible replacements, citing their experience and ability. He suggested that whomever the Board chooses, he feels the position should be filled by someone already in the Emergency Management field. He noted that some towns have co-directors from among their different emergency response departments, which is an option the Board may want to consider. He also noted that, in the event of an emergency, the Director likely will be at the site of the event or in some other way responding as the event progresses. During recent events, responders and town officials held daily meetings at which planning and scheduling were set, but there had been no dedicated staff to respond to the public, arrange for the flow of equipment and services, or provide a central information source, so this may be an area to address. He stated that Kingston had been held as a model for emergency response in each of the last three severe weather events, but that areas for improvement had been identified. He advised that there are funds available through the Radiological Emergency Response Program to provide or supplement a stipend to an Emergency Management Director, and noted that an area-wide or regional arrangement with surrounding towns might be investigated. He also noted that there is substantial paperwork involved in the position, some of which he'd been unable to keep up with, and suggested that a familiarity with that paperwork would be an asset to the new Director.

## **Highway Department Updates**

Road Agent Richard St. Hilaire advised that he has no firm bids on the renovations to be made to the Main Street Recreation Building. The bids obtained by Recreation Commission Chairman Roger Clark did not correspond with one another well enough to be able to make a proper determination as to which will best suit the town's needs. He has a professional contractor coming in to meet with him and the Building Inspector to help formulate specifications for the work, and bids then will be solicited based on those specs.

No word has been received on award of the Hazard Mitigation funds for which the town applied last summer for the Great Pond Road and Ball Road culvert replacement projects. Mr. St. Hilaire and the engineers agree that it will be 2011 at the earliest before work can begin even if the awards are made this month. The Department of Environmental Services is backed up 4 months on permit applications now, which brings approval into the winter months. Chairman Heitz asked if, because the work has been on the town's Hazard Mitigation Plan for several years, work might begin prior to the grant funds being awarded. Mr. St. Hilaire advised that the grants will not cover work that's already been completed.

Application for additional Hazard Mitigation funding of projects at the Kingston Lake outlet and Mill Road crossing are moving forward. The projects have been under review by the state as well as the town and it's the state that controls the Trickling Falls dam that exacerbates the situation, so it may be worth asking that the state contribute toward the 25% match that will be required of the town.

Chairman Heitz asked if Mr. St. Hilaire has any concerns over the town's use of the former state highway garage on Main Street for salt storage. Mr. St. Hilaire advised that, as far as he's aware, the site is suited to salt storage per the state's guidelines because deposits tend to leach out of the soils rather than contaminating them long term.

Mr. St. Hilaire advised that he will meet with the Town Engineer on 7/13/10 to discuss the new highway garage, site preparation, etc.

### **Non-public Session**

**MOTION:** Upon motion of Selectman Broderick and second of Selectman Hart, it was unanimously voted to adjourn to non-public session under the provisions of N. H. RSA 91-A:3, II-e. The Board adjourned at 8:05 pm.

The Board returned to public session at 8:10 pm.

### **Review of Previous Meeting Minutes**

**MOTION:** Upon motion of Selectman Broderick and second of Chairman Heitz, it was voted to accept the minutes of the June 7<sup>th</sup> meeting as printed. Selectman Hart abstained from the vote due to his not having been present at the meeting.

**MOTION:** Upon motion of Selectman Broderick and second of Chairman Heitz, it was voted to accept the minutes of the June 14<sup>th</sup> meeting as printed. Selectman Hart abstained from the vote due to his not having been present at the meeting.

**MOTION:** Upon motion of Selectman Broderick and second of Selectman Hart, it was unanimously voted to accept the minutes of the June 21<sup>st</sup> meeting as printed.

### **Correspondence / Review of Documents**

Selectmen agreed that they have no objection to a local vendor offering leather pet accessories for sale to patrons of the Dog Park located at the former fairgrounds. The vendor will be advised that he needs to obtain a permit from the Town Clerk and that he should contact the Dog Park organizers to request their permission.

Selectmen approved a request by the Joint Loss Management Committee to include SAU employees in an upcoming training event relative to back injury and seat belt safety.

Selectmen approved and signed the appointment of Alicia Robinson to serve on the Conservation Commission.

Selectmen approved use of the Town Hall meeting room for snowmobile safety classes to be held in December.

Selectmen approved use of the Town Hall kitchen area for a Youth Soccer Association meeting on August 10<sup>th</sup>.

Various correspondence items were reviewed and noted.

### **Adjournment**

There being no further business before the Board, the meeting adjourned at 9:10 pm and the Selectmen retired to address administrative duties.

Respectfully submitted,  
Catherine Grant  
Administrative Assistant