

**Kingston, New Hampshire
Board of Selectmen
Meeting of February 7, 2022
FINAL MINUTES**

The meeting was called to order at 6:38 PM by the Chairman.

PRESENT: Chairman Phillip Coombs; Richard Wilson, Vice Chair; Electra Alessio, Donald W. Briggs, Kevin St. James, Select Board Members.

APPOINTMENTS

The Board met with newly hired Code Enforcement Officer Chester Dzioba. Selectman Wilson gave a brief introduction and Town Clerk Tammy Bakie conducted an official swearing-in.

PUBLIC COMMENT 1

Rick Russman, 18 Beach Drive, addressed the Board and said he hopes that they will consider writing a letter to the editor of the newspaper, opposing petition Warrant Article 11 (that was placed to reinstate the right to own roosters in the Single Family Residential Zone, but is worded such that it would allow all Agricultural and Farming use). Mr. Russman said that this change could be a real problem and could affect property values.

There was a discussion of the article; Selectman Wilson said that the Planning Board plans to write a letter and he thinks the Select Board should too. Asked if the language in the article was a mistake, he said that he had contacted the writer of the article to give him the chance to correct the wording, but was told this was the intent. Chairman Coombs said he is concerned about this board weighing in on another board's issue. Selectwoman Alessio said she has seen letters to the editor from Select Boards in the past, but doesn't remember if any related to Zoning articles. Selectman Wilson will bring a draft letter to the next meeting.

COMMITTEE LIAISON REPORTS

Selectwoman Alessio said that the **personnel policy** committee had begun work on a "sick bank" provision, but it needs more work. **Kingston Days** Committee has not pursued donations for fireworks yet, but will. The money for the fireworks, less donations received, will come from Other General Government in the budget.

Selectman Briggs said that the **Conservation Commission** had discussed the timber harvest at Acorn Forest, and that there was a spill of hydraulic fluid when a hose broke on a skidder. Rich St. Hilaire has been out to look at the spill.

Chairman Coombs said he had talked with Muriel Ingalls about her request for better maintenance of trash and porta-potties at the Town boat launch area, and also about the signs she has suggested to remind people when they are in a wetlands or aquifer protection zone. She will be working with Conservation to design a sign and propose potential locations for it.

Selectman St. James reported on Saturday's Deliberative Session; thirteen members of the public were present, and the only change was to add a tax impact (\$5.21 per thousand) line to the default budget. He said that he had received a call questioning how the tax impacts are reported, and that he was told it should not show the total tax impact but rather the change from last year. He said that had been the intent of the person who put in the warrant article to show tax impacts. There was some discussion on this matter, with the Selectmen leaning toward keeping the current method of posting the full impact, as less confusing.

Chairman Coombs said there have also been requests to include the balances of reserve funds, which he said would be helpful but might be put instead on an informational sheet on the bulletin board during Town meeting. Selectman Wilson said that including the fund balances could be misleading, if people see there is a lot of money in an account and don't realize how much a fire truck or plow truck costs. Chairman Coombs said that there are always suggestions on election day, and the Board should meet immediately afterward to record requests and possible changes for next time.

OLD BUSINESS

Personnel Policy

The Board had taken this policy home to review changes made by the committee. Selectman Wilson suggested revisions to page 4 under "Reporting Procedure for Sexual or other Unlawful Harassment...". He said he thinks that Sections 1 and 2 should include the Board of Selectmen in the list of who to report harassment to, where it currently reads, "your supervisor, department head or the Chief of Police. He said that there should be this option in case the harasser is the supervisor or Department Head, or the Chief of Police. Selectman Briggs suggested it should be "any department head".

MOTION: by Selectman Wilson, to amend Sections 1 and 2 on page 4 of the Town Personnel Policy to read, "your supervisor, any department head, the Chief of Police or the Select Board", and to approve all other revisions made.

SECOND: by Selectwoman Alessio

All in favor

MOTION: by Selectwoman Alessio, to reaffirm that this draft policy will go to legal review before final approval.

SECOND: by Chairman Coombs

All in favor

Employee evaluations

Caitlyn Milhomme of the Clerk's has updated the existing evaluation form and it is now available digitally. Finance Director Cindy Kenerson has researched self-evaluation forms and copied a draft form for the Board's approval. A draft timeline for the evaluation process has been prepared by the Administrative Assistant. The timeline suggests the second Friday in February as a deadline for turning in evaluations; it was agreed this is too early for this year as the form needs to be approved first.

MOTION: by Selectwoman Alessio, to approve the performance appraisal self-assessment form as printed.

SECOND: by Selectman St. James

Selectman Wilson said there should be time to review it; it was agreed that this could be revised as needed after using it this year.

All in favor

There was a discussion of the process and timeline for performing evaluations on Department Heads and for the Department Heads to submit evaluations for their employees. It was decided that the Board will not evaluate individual Department employees, but that they may have input during the pay-for performance discussion. Chairman Coombs said at that time he would like the individual evaluations to be available for review. Selectman St. James said the only evaluations the Board will make will be for Department Heads.

Selectwoman Alessio said that there should be two separate sessions, one for meeting with the Department Heads and one for meeting with the Department Heads with regard to Pay for Performance raises.

For this year, it was agreed that all liaison and Department Head self-evaluations should be submitted by the third Friday of February. It was decided that the Board will meet with Department Heads immediately following the Inspectors meeting on Thursday, February 24 (9 am). The second meeting, to discuss raises, will be at a later date.

Selectman St. James said that the time frame may need some tweaking, but all agreed the process is good.

MS-4 information fliers

The Administrative Assistant reported that the Town Clerk has done some research and found that including fliers for public benefit in tax bills is legal. This information was requested in trying to find the best way to distribute information recommended by the EPA for the MS-4 Stormwater permit. Chairman Coombs said that the recycling committee is also looking at ways to get recycling information out to residents, and as all of this information is "pertinent information to the town" it is legal to put it in with the tax bills. Selectman Wilson said he thinks it may be cheaper to go through the local paper. The size of the fliers or pamphlets will make a difference in what is cheapest. Selectman Wilson said that the MS-4 committee would like fliers to go out by June, and these are important as they are part of the grading system for the MS-4 permit.

Streetlighting Expense Detail update

Selectman St. James said that he had been seeking information from the Finance Director about savings realized from changing the streetlights to LED bulbs, for budgeting purposes. For several months no savings had shown on the billing, so he had a conversation with Tim Noonis of Unifil, who said they must have not converted the lights in their system yet. Subsequently, Selectman St. James called back to ask why the Town is not realizing any savings, and Mr. Noonis did some research and sent the updated numbers to the Finance Director. At this time, significant savings are shown. A

presentation on converting lighting at Town buildings to LED will take place at the Board's February 28 meeting.

NEW BUSINESS

Consulting Services Agreement: Town Planner

This topic will be discussed in non-public session.

BOARD BUSINESS

Annual Town Report

The Board reviewed drafts of the cover, dedication and Select Board pages for the annual report.

PUBLIC COMMENT 2: None heard

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- Application for Facilities Use was received from the Kingston Fire Association, for use of the Plains for a Brewfest. On a **Motion** by Selectman Briggs, **Second** by Selectwoman Alessio, all were in favor of authorizing the Chairman to sign the form pending approval of Fire, Highway and Police Departments.
- Application for Facilities Use was received from the First Congregational Church, for use of the Plains and gazebo on April 17 for an Easter sunrise service. This was approved.

APPROVAL OF MEETING MINUTES:

MOTION: By Selectwoman Alessio, to approve the meeting minutes of January 28th and 31st, public and non-public, and the public minutes of January 24, as written.

SECOND: By Selectman Briggs

In favor: Alessio, Briggs, Coombs, Wilson; **Abstained:** St. James; **passes**

Candidates Night

Candidates night will take place on February 24th at 7:00 pm at the Town Hall meeting room.

Policy of meeting with Committee appointees

The Board will resume its practice of meeting with all appointees to Committees when they are first appointed or when re-appointed.

NON-PUBLIC SESSION:

MOTION: by Selectman St. James, to enter non-public session under RSA 91-A:3, II (I) Legal, and (a) Personnel

SECOND: by Selectman Briggs

All in favor

Meeting adjourned to non-public session at 8:03 PM.

MOTION: by Selectman Wilson, to return to public session at 8:13 PM

SECOND: by Selectwoman Alessio

All in favor

Motion made to seal these minutes: Motion made by Selectwoman Alessio, seconded by Selectman Wilson, because it is determined that divulgence of this information likely would...

XX Affect adversely the reputation of any person other than a member of this board.

Roll Call Vote to Seal Minutes:

Phillip Coombs	Y	Richard Wilson	Y
Kevin St. James	Y	Electra Alessio	Y
Donald Briggs	Y		

Motion: PASSED

Discussed in non-public session: Personnel; Legal advice received

Adjournment:

Meeting Adjourned at 8:14 PM

Respectfully submitted,

Susan Ayer, Administrative Assistant