

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of October 25, 2021: Special Meeting with Department Heads  
Final MINUTES**

The meeting was called to order at 8:45 am.

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

**NON-PUBLIC SESSION**

**MOTION:** by Selectman Wilson, to adjourn to non-public session per RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect the reputation of any person, other than a member of this Board.

**SECOND:** by Selectwoman Alessio

**All in favor; Meeting adjourned to non-public session at 8:46 AM**

**MOTION:** by Chairman Coombs, to return to public session at 9:13 AM.

**SECOND:** by Selectwoman Alessio

**All in favor**

**Discussed in Non Public session:**

Finance and personnel

**Motion made to seal these minutes?** If so, motion made by Selectman St. James, seconded by Selectwoman Alessio, 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.

     Render a proposed action ineffective

     Pertains to preparation or carrying out of actions regarding terrorism

**Roll Call Vote to Seal Minutes:**

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

**Motion: PASSED**

**Meeting with Department Heads**

**Present:** Highway Agent Richard St. Hilaire; Fire Chief Graham Pellerin; (Police Chief Donald Briggs); Town Clerk-Tax Collector Tammy Bakie; Stephanie Hasselbeck, Interim Library Director; Finance Director Cindy Kenerson; Highway Administrative Assistant Lisa Pereault

**TOPICS BY DEPARTMENT:**

**Finance**

Ms. Kenerson outlined options for credit cards to be used by department heads, who are currently using personal credit cards and then being reimbursed by the Town when a credit purchase is necessary. She said that Partner's Bank offers a third-party credit card and will require Social Security numbers from the Town, an executive, and each

card holder. She said this will not impact the credit of the card holders, but the Social Security number information will be in a data base. TD Bank, on the other hand, has its own card and will only require the Town's tax number.

Chairman Coombs said that it was the Board's position to support a community bank. But the choice will be for each employee to make. No decision will be made today.

Discussion then turned to bank accounts; Ms. Bakie said that a small account at Partner's Bank would be helpful for getting change and also for deposits; money could then be transferred electronically. It was decided to move small accounts to Partners Bank now, and make a decision on credit cards at the next Department Heads meeting.

Ms. Kenerson had also asked the Board for input on the employee evaluation form and the Personnel Policy. Committees were formed to look at these documents:

Evaluation forms: Selectwoman Alessio, Ellen Faulconer, Chief Pellerin, Ms. Kenerson. Examples from two other towns were supplied by Ms. Kenerson.

Personnel Policy: Selectwoman Alessio, Selectman St. James, Ms. Kenerson. A lawyer is already reviewing this policy.

### Library

Ms. Hasselbeck reported that interviews are being conducted in the search for a new Library Director. She said over 30 people had applied, though not all were relevant.

With reference to a proposed outdoor pavilion, Ms. Hasselbeck had been asked about insurance costs. She said that a pavilion would add \$21 per year to the library's insurance. A discussion then took place on the cost and merits of building a pavilion on library grounds. Selectman Wilson said he had checked with two people and found that the cost of building it would be thousands of dollars less than the quote shared by another town initially. Ms. Hasselbeck said a request of proposals would be posted. Chairman Coombs said that any plans for a pavilion should be reviewed by the Highway Agent, as it will be maintained by his department.

Mr. St. Hilaire said that it seems that Library and Recreation programs are fragmented, and the two should work together to consolidate the activities. Chairman Coombs said that Recreation Director Paul Butler will be taking on more responsibilities, and one area will be to coordinate the various programs and activities.

Ms. Hasselbeck spoke of various IT needs of the library, and possible funding through ARPA funds. She said the library has a quote from Block 5 for IT services, and is also looking into upgrading the phone system. The IT services quote is \$19,980, which she said is a significant increase. There was a brief discussion of whether the library could be added to the Town's security system. Selectwoman Alessio said that the library is in a different category, as the computers are open to the public.

Budget vs. ARPA funding was discussed. Chairman Coombs said that the library phone system should not be submitted for ARPA funding as the idea is to connect the Town as a whole. Selectman St. James said that Block 5 should be consulted.

### **Town Clerk/Tax Collector**

Ms. Bakie said that the third service window for her office has been installed by the Maintenance department; this will be used during tax time.

Ms. Bakie then asked if signs could be made to identify certain areas for “Authorized Personnel Only”. This would be helpful if the person with a camera who has been visiting Town Halls trying to intimidate staff with a “First Amendment audit” visits Kingston. She said that her office has documents that include sensitive personal information on them.

Two new voting booths have been ordered; Ms. Bakie said they are flimsy but they will try them. She also said that she has upgraded the candidates application form; copies of the old and new forms were reviewed. Contact information will be required from all candidates.

Ms. Bakie said that she would like to start a new policy of not printing out the entire Zoning articles on the ballots, but instead print a topical description and post the full text before the election and at the polling place. She said that it is expensive to print the long zoning articles. There was a discussion of how the descriptions would be created; the Planning Board would create and vote on them and they should have legal review, and/or DRA review. Ms. Bakie said other towns use this method, such as Danville.

Ms. Bakie said that the State printer in her office has been acting up, and Block 5 will be giving her a new one to use while the old one is sent out for repair. She said if the new one works well, it will stay and the other one will go to Block 5 once it's repaired.

Lastly, Ms. Bakie said she is creating a Personnel Policy of her own to cover her own department employees.

### **Fire/Emergency Management**

Chief Pellerin gave a report on the new Fire Station project. He said all is going according to plan. He said he has been hearing that people want to save the old station, but he has done the research and it would cost a lot more money to preserve it. There was a discussion of building needs, Mr. St. Hilaire noting that there is no long term planning; Selectman Coombs said that saving the fire station is not the answer.

Chief Pellerin said he is almost out of budgeted overtime pay and would like to mandate that vacation time be submitted by October 31<sup>st</sup>. Per diem pay surplus may be used to cover overtime.

The Fire Chief then opened a discussion of the amount of paper generated by purchase orders; currently, several copies are required even for expenses that are routine maintenance or already spent in some cases. Ms. Kenerson said that a blanket purchase order can be used if the same vendor is used repeatedly. The Highway Department already does this for salt and sand purchases. Chief Pellerin also

suggested that the Town could use docusign rather than creating paper for signatures. Discussion continued on the topic, and it was suggested that changes may be implemented for 2022, once the Select Board has laptops. Ms. Kenerson will check with the Department of Revenue Administration to be sure no laws would be violated by using electronic signatures.

### **Highway/Building Maintenance**

Mr. St. Hilaire introduced the new Highway Administrative Assistant, Lisa Pereault. Ms. Pereault spoke briefly on her activities thus far. Block 5 has been asked to provide a new laptop for the Highway office, with a firewall to link to the Town Hall server. It will have two monitors and a docking station. Currently, she can't scan from the Highway office, and instead has to come to the Town Hall to use the copier. Ms. Pereault said she has merged Mr. St. Hilaire's iPad calendar with Outlook in order to keep track of his whereabouts and appointments.

Mr. St. Hilaire said that paving will begin soon, and he is working on plow routes. He also said that there is a significant increase in the price of road salt.

There was a general discussion of the increase in budgets. Selectman St. James said that the Budget Committee is concerned at the increases. Chairman Coombs said there are a lot more variables now than last year, when the Board gave departments more guidance on holding down budgets. He said that the reality is that this year costs are up. It was agreed that the public needs to be educated about the difficulties, and also that Board liaisons should support their department by attending the Budget Committee meeting with them.

### **Police Department**

Chief Briggs said he had met with his Budget liaison on Friday, and explained his budget matters. Personnel is a large component, and he needs to replace tasers this year, among other things. He said ways to fund the increases were discussed.

### **All Departments:**

The Board has discussed the idea of holding an employee cookout to recognize the employees. It was decided to hold this event at the Recreation Center on November 19. All volunteer boards and committees will be invited as well. RSVPs will be required so that food can be ordered; Paul Butler will be asked to help.

## **BOARD BUSINESS**

### **Museum Computer**

Selectman Wilson said that this computer was approved contingent upon the money to buy it being available. He said he had checked the pricing and the same computer through Best Buy was comparably priced.

There was a discussion of the recent purchase of two computers for the Museum. It was clarified that the computer requested now was not approved, but that a vote on it was put off until research could be done. It was agreed to hold off on this a little longer until Selectman Wilson can get more information from the committee about the other

computers purchased. There was a suggestion that there should be a more comprehensive assessment of museum needs, and also the multiple budgets of Heritage, Museum and Historic District Commission will be looked into.

### **Perambulations of Bounds**

The Board's Administrative Assistant reported that no bids were received in response to the Request for Proposals that expired on Friday. Selectman Wilson said he would talk to surveyors that he works with, to find out what the problem is. It was acknowledged that surveyors and engineers in general are very busy. There will also be an inquiry made to find out if this law is still relevant. Bordering towns that have expressed an interest in working with Kingston in 2022 to walk the bounds will be contacted after some research is done.

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

**MOTION:** By Selectman Wilson, to approve the meeting minutes of October 18, 2021, Public and Non-public, as written.

**SECOND:** By Selectwoman Alessio

**All in favor**

In follow-up to the discussion with James Dufresne at the last meeting, Selectman Wilson said that the Building Inspector is not willing to release a building permit for 8 Bent Grass Circle until the site plan cover reflects a total of 33 houses at Hawks Ridge rather than 34 as it originally read. This change would correct the count after lot 20 was removed by the court.

### **CORRESPONDANCE, APPLICATIONS, PURCHASE ORDERS:**

- A letter of interest to serve on the Trustees of the Trust Funds from a husband and wife. Some concern was expressed that couples should not serve on the same committee. Chairman Coombs said he will talk to the committee at their meeting this evening.
- There was a discussion of recognizing volunteers in Town. Selectman Briggs said that three officers involved in the investigation into the hit and run accident that killed Donna Briggs will be recognized for their work on the case, including a State Police Sergeant.

### **NON-PUBLIC SESSION**

**MOTION:** by Selectman Wilson, to adjourn to non-public session per RSA 91-A:3, II (a) and (l) to discuss personnel and legal matters.

**SECOND:** by Selectwoman Alessio

**All in favor; Meeting adjourned to non-public session at 11:24 AM**

**MOTION:** by Selectman St. James, to return to public session at 11:50 AM.

**SECOND:** by Chairman Coombs

**All in favor**

### **Discussed in Non Public session:**

Personnel issues; legal developments

**Motion made to seal these minutes?** If so, motion made by Selectman St. James, seconded by Selectwoman Alessio, 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.

\_\_\_ Render a proposed action ineffective

\_\_\_ Pertains to preparation or carrying out of actions regarding terrorism

**Roll Call Vote to Seal Minutes:**

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

**Motion: PASSED**

**Adjournment:**

**Meeting Adjourned at 11:51 AM.**

Respectfully submitted,  
Susan Ayer, Administrative Assistant