

**Kingston, New Hampshire
Select Board
Meeting of November 1, 2021
FINAL MINUTES**

The meeting was called to order by the Chairman at 7:00 pm.

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

APPOINTMENTS:

Glenn Coppelman: Capital Improvement Plan

Mr. Coppelman, 108 Exeter Road, appeared as a representative (Chairman) of the Planning Board, to present a Capital Improvement Plan proposal. He said that the Planning Administrative Assistant and the Town Planner had suggested undertaking a study to evaluate Planning Department space needs. The Planning Board voted to have him bring it forward to the Select Board, which is part of the process.

Mr. Coppelman said that the Planning office has been struggling with space needs, and that this was exacerbated by COVID, as there are two desks in the small office. He gave an example of a possible solution, but said this is preliminary; a study is needed. Mr. Coppelman also mentioned that people have questioned whether the old fire house could have been used for office space. Selectman Wilson said that it would cost in excess of \$1 million to bring the building into compliance.

There was a discussion of space needs for all Town offices. Chairman Coombs said that the Select Board has been looking into the office space needs of the Town Hall, and talking about a phased architectural plan. Selectwoman Alessio said that digitizing the Town's records will come first, and that will open up space by eliminating filing cabinets. She said the Board will be looking at the building as a totality, and that the Town needs to look at the big picture. Mr. Coppelman said that if the Board is looking at this globally, there may not be a need for an individual plan for the Planning Department.

There was a discussion on the needs and priorities. It was agreed that it may not all need to be done immediately. Chairman Coombs said the Town Hall will not be torn down, but it needs to be made functional. He said that doing work in phases will make it less of a financial burden.

Mr. Coppelman said that if the study phase of the overall Town Hall projects is several years away, the Planning Board may put their own proposal in as a place holder. He said he will bring the discussion to the Planning Board tomorrow.

The Board also reviewed a copy of the overall CIP plan for 2021-2026. There were questions about a \$90,000 entry for historical museum masonry, as a lot of money has already been spent. This will be looked into.

Matthew Dworman, 3 New Boston Road

Mr. Dworman said he had requested a non-public session, and gave his reasoning. The Board agreed to hear him at the end of the public portion of the meeting.

John Wilder, Fieldstone Meadow Realty

Mr. Wilder had not yet arrived, to the Board called the next appointment to be heard out of order.

James Dufresne, Hawks Ridge Condominiums: Building permit requested for 8 Bent Grass Circle

Mr. Dufresne was present along with Engineer Charlie Zilch, Contractor Mark Viens, and resident at 10 Bent Grass Circle, Robert Wade. He said he wanted to know if the Cease and Desist on the Hawks Ridge development can be lifted, as all the work on the drainage has been completed. He was asked if the site plan had been updated, and he deferred to Mr. Zilch. Mr. Zilch reported that all has been built to the existing site plan as far as it is possible, and that all the field work is done.

Chairman Coombs said that the Board will remove the Cease and Desist at the request of the Planning Board, once they have confirmed all conditions have been met. He said that as of the last Planning Board meeting, they were waiting for the cover page to be changed to show a total of 33 houses rather than 34.

Mr. Viens said that houses need to be completed and sold before he can be paid for his work on the site. Mr. Wade then said that he lives next to the unfinished house at 8 Bent Grass, and expressed his displeasure with the way the Board has handled the matter. Chairman Coombs said that Mr. Wade is ignorant of some of the facts of the situation. He said that if he has further comment he can speak during the Public Comment period.

Selectman Wilson said that the Building Inspector is in favor of permitting the siding to be done on the empty house; all agree it is an eyesore. Chairman Coombs said that no one has an issue with improving the neighborhood, but the Town's position is that there are now 33 building lots, which was reaffirmed at the last Planning Board meeting. Mr. Zilch said that when going through the plan for the road work, he was told to remove Lot 20, but not to change the total on the cover sheet.

There was more discussion on the lot # and address of the house; a clear paper trail will be needed to avoid confusion in the future between lots 4 and 20. Selectman St. James said that he is tired of the shell game, and he will recommend allowing the building permit for siding to go through, but for siding only.

MOTION: by Selectman Wilson, to allow siding to be put on the empty house at 8 Bent Grass Circle.

SECOND: by Selectwoman Alessio
All were in favor.

John Wilder, Fieldstone Meadow Realty

Mr. Wilder was present along with his attorney, Brandon O'Donnell. Atty. O'Donnell said that they are here to request the Cease and Desist order on his client's property at 34 Route 125 be lifted. He said all steps indicated by the Select Board have been taken, including state permits, securing a bond, and attending a preconstruction meeting. It was confirmed that the letter of credit for Mr. Wilder was approved.

Chairman Coombs said that Mr. Wilder has used up the good will of the Town. He said that if anything is unclear, he should call, because anything out of place will be assumed to be negative intent.

MOTION: by Chairman Coombs, to remove the Cease and Desist from the Fieldstone Meadows Realty, LLC project at 34 Route 125.

SECOND: Selectman Briggs

In favor: Alessio, Briggs, Coombs, Wilson. Opposed: St. James. Motion passes.

PUBLIC COMMENT I: None heard

COMMITTEE LIAISON REPORTS:

Selectman Wilson said he had been asked to check into the Museum computer request. He said the museum committee had planned to put the new computer in their budget, but when Block 5 was called in to assess it, they were told it was an urgent matter; the computer could not be turned off or it would not be possible to turn it back on. He said the other two computers that were replaced were smaller work stations that were attacked by malware; the computer they want to replace now is the main one from which they do all their scanning work. Selectman Wilson pointed out this board had told everyone to pull as much out of this year's budget as possible. In discussion, several Board members aired opposition to spending money left in the Computer Maintenance line for this purpose. Chairman Coombs said he would rather see it spent on laptops or iPods for the inspectors.

Chairman Coombs asked for input on the updated inspection fees schedule, which was distributed. There was a brief discussion of the increases proposed. Selectman St. James said he would like it to be clear to residents that the increases are not to make money for the Town, but to increase safety. Selectman Wilson said the expanded list is good for educating the public; he said he had not known a permit was required for a hot tub. He commended Assessing/Permitting Clerk Tori Dobrowolski for her diligence in identifying when permits were not obtained for work.

MOTION: by Chairman Coombs, to schedule a public hearing for updating the inspection fees, for November 29.

SECOND: by Selectwoman Alessio

All in favor

The new fees will become effective on January 1. The proposed fee schedule will be posted on the website once some corrections are made.

Selectwoman Alessio said that she had met with Finance Director Cindy Kenerson, Fire Chief Graham Pellerin and Planning Board Administrative Assistant Ellen Faulconer, to

review the Town's evaluation form and incorporate examples from other towns. She will share this with the Board once she gets the draft back from Ms. Kenerson. She said that Ms. Kenerson, Chief Pellerin and Selectman St. James will meet next Monday to review the Personnel Policy.

Selectwoman Alessio reported that she had talked to developer Eric Chinburg about the status of the Sanborn Academy project; he will be meeting with the Historic District Committee on November 10, and more information will be available after that. She said she also had heard from Rick Russman, who informed her that the net metering bill with reference to solar projects had passed. She had talked to a representative of the school, who said the school system would be interested in participating in a solar project at the closed landfill, as long as it did not prevent them from putting up their own panels. She said that the project will take time. Chairman Coombs said a group needs to be started to do the homework on this; Selectman St. James said he is interested in working on this as a Board representative.

Selectman Briggs said that he had loaned an all- terrain vehicle to the Conservation Commission for trail work.

Selectwoman Alessio said that the Jack O' Lantern Jaunt on the library grounds was well received.

Selectman St. James said that Recreation Director Paul Butler is working on a grant for the new playground equipment.

There was a discussion of holding an employee/volunteer appreciation cookout. This was set for November 19; flyers will be printed and key people lined up to help. The Select Board will do the cooking and Mr. Butler will be asked to help with games.

OLD BUSINESS:

Perambulations of Bounds

With regard to updated information, Chairman Coombs said he thought it was decided to hold off on doing this. Selectman Wilson said he still wants to find out from the State how important it is to keep up with this very old law. The Administrative Assistant said that four abutting towns are interested in joining the town to walk the boundaries in 2022, and she needs to let them know what the plan is.

NEW BUSINESS:

Scanning/Digitizing of Town Records - Proposals received

Seven proposals in response to the published RFP have been received. These were opened and the "bottom line" for each was read:

Scantek	\$79, 035
NE Document Systems	\$148,747
RecordsForce	\$112,868
Morgan	\$ 54,344
RICOH	\$103,960

Inception Tech	\$59,894
GRM	\$107,550

It was acknowledged that there were too many variables to compare them at this point.

MOTION: by Selectman St. James, to form a committee to review the document scanning proposals

SECOND: by Selectman Briggs

All in favor

Selectman Wilson will work with the Selectmen's Administrator to review the proposals.

BOARD BUSINESS:

PUBLIC COMMENT II:

Mr. Coppelman told the Board that he had looked at the CIP details and that the Heritage Commission had submitted the museum masonry work. He said the first phase was when water was getting in to the masonry. He will get more information from Heritage.

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- An appointment form was signed to appoint Michelle Permatteo to an opening on the Trustees of the Trust Fund. There was a brief discussion on whether the practice of inviting new appointees to meet the Board should be reinstated. It was agreed it should, but that as the Trustees are short staffed, it will not be required in this case.

APPROVAL OF MEETING MINUTES:

MOTION: By Selectwoman Alessio, to approve the meeting minutes of October 25, 2021, Public and Non-public, as written.

SECOND: By Selectman Wilson

All were in favor

NON-PUBLIC SESSION:

MOTION: by Selectwoman Alessio, to enter non-public session under RSA 91-A:3, II (c) Matters which, if discussed in public, would likely harm the reputation of any person not on this Board

SECOND: by Selectman St. James

All in favor

Meeting adjourned to non-public session at 8:20 PM.

MOTION: by Selectwoman Alessio, to return to public session at **9:05 PM**

SECOND: by Selectman Briggs

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
Kevin St. James Y
Donald Briggs Y

Richard Wilson Y
Electra Alessio Y

Motion: PASSED

Discussed in non-public session: A request to waive fees

Adjournment:

Meeting Adjourned at 7:50 PM

Respectfully submitted, Susan Ayer, Administrative Assistant