

**Kingston, New Hampshire
Board of Selectmen
Meeting of February 14, 2022
FINAL MINUTES**

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

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

BOARD OF HEALTH MEETING

The Chairman adjourned the Select Board meeting in order to conduct a Kingston Board of Health meeting.

Adjourned at 7:02 PM. (Board of Health Minutes taken separately.)

Select Board meeting reopened at 7:10 PM.

APPOINTMENTS

Fire Chief Graham Pellerin met with the Board on several topics.

Town Meeting Crowd Control

As the fire suppression system is down at the Sanborn Seminary, which affects the Swasey Gym (as well as the Town Hall, Museum building and Congregational Church), a “fire watch” is required if more than 50 people are to be there at one time. Chief Pellerin said crowd control will satisfy the fire watch requirement, and Debby Powers, who is working at the election, will get re-certified in crowd control. Moderator Ellen Faulconer will also take the training to be certified, so that there are two people available to cover each other. Chief Pellerin said he did not think an EMT or Fire Fighter was required in addition, but that they will provide a first aid kit and a wheelchair to have on hand, and they are close by if needed.

VOIP Phone system bids

Chief Pellerin said that at the last Department Heads meeting the phone system changes were discussed, and he said that in his opinion, the new Fire Station should be on the same system as the rest of the town. In setting up the door entry systems, etc. for the new station, the technicians will need to know what system will be used. There had been mention that the phones at the Town Hall would be compatible, but then there would be two companies involved. Chief Pellerin said both companies can come in to do a demonstration and answer questions.

It was decided to schedule a representative from both Block 5 and Kent Communications to attend a meeting on either February 24 or 28.

Equipment grant opportunity

Chief Pellerin said that there is an equipment fund matching program available through ARPA (American Rescue Fund Act) for up to \$50,000. He said a 10% match is required

from the Town, so he is asking for permission to apply. The Board agreed that up to \$5,000 could be found for matching funds; there is \$1,000 in the Fire Department budget.

Selectman Wilson asked if the defibrillator in the Town Hall has been checked recently. Chief Pellerin said that they were all checked 2 years ago and are good for 4-5 years. There was some discussion of offering a refresher course on how to use the defibrillator, possibly at a Department Heads meeting.

PUBLIC COMMENT 1

Highway Agent Rich St. Hilaire reported to the Board that he has lost one full-time highway employee, who found a better paying job. He said he would like everyone to be aware that his department is short-handed, and response during winter storms may be slower than usual.

Mr. St. Hilaire said that the Highway position has been posted; it requires a CDL license and a background check, and pays between \$20 and \$25 per hour.

Mr. St. Hilaire then asked if he should put out a request for proposals for the Fall Household Hazardous Waste Day, which will take place in October. The Fall HHW day is on a 5-town rotation, and this year it is Kingston's turn. He said it was bid in 2012 but not in 2017. It was agreed that the Highway Agent will put this out for bids this year; it has been planned for in the Highway budget.

Mr. St. Hilaire also informed the Board that the contract with the company (GeoInsight) assisting the Town with MS-4 Stormwater permit is expiring. He said they have been working with the Town for about 15 years, and in his opinion, it would cost the town more money if a new company was hired that would have to "recreate the wheel". Selectman Wilson agreed that the GeoInsight personnel that have been assisting the MS-4 Committee are very efficient, and while it costs money to have them attend meetings, they are very knowledgeable and keep the meetings to under an hour. It was decided to stay with GeoInsight.

COMMITTEE LIAISON REPORTS

Selectwoman Alessio said that the **Historic District Commission** is preparing to go through their boxed files to see what may need to be digitized. It was agreed that all committees need to be contacted and advised about the process. They will need to identify what records need to be retained, and which may already exist in another department, for instance in the property files.

Selectman Wilson said that an "onboarding" Zoom meeting with Records Force had taken place, and that the plan right now is to start with the Finance Department, to get a feel for the process. The company will need a list of employees to be given access in each department.

Selectman St. James said he spoke with Recreation Director Paul Butler, who has submitted a grant for funding for the new playground. He is looking for a survey of the old fairgrounds. It is believed the full survey is on file someplace in the Town Hall.

Selectman St. James then said that Affinity's representative (Steve Lieber) will meet with the board on February 28th regarding LED lights in Town buildings. In the meantime, the Public Utilities Commission has put energy incentives back in place, and there is a rebate available that could cover 50% of the cost through Unitil. He said there would be no upfront costs to the town and the other 50% will be paid by Unitil. There was a brief discussion about how this would work; Selectman St. James said that at this point Mr. Lieber needs a signature from the Town in order to file the application. He said this won't bind the Town in any way, but needs to be submitted in order to get finalized numbers; it is not a contract.

MOTION: by Selectman Wilson to authorize Selectman St. James to sign the application for a lighting rebate through Unitil

SECOND: by Chairman Coombs

In discussion, it was pointed out that the rebates on the light poles dragged on and an end date is desirable. There were more questions on how the work is paid for; the Board will get more details from Mr. Lieber when he comes in.

All in favor

OLD BUSINESS

Sanborn Seminary / 79-e application

The Historic District Commission has written a letter to the Board in response to the change in the application by Eric Chinburg for re-use of the Sanborn Seminary complex. The Commission has reached the conclusion that the Science building, which in the new application will no longer be used, but instead replaced, has no historic value. In addition, they concluded that replacing it with an apartment building will achieve the public benefit of increasing residential housing in the town center.

Selectwoman Alessio said that Mr. Chinburg still needs to come in to this Board with his amended application. Selectman Wilson said that he had a lengthy conversation with the Town's assessor about the values of the Seminary property. The Assessor needs information in order to do the assessments for future taxes. The new assessment will need to be established for the 79-e hearing on the new application.

Conservation: Logging at Acorn Forest

A letter has been received from the logger, giving a progress report on the harvesting being conducted at the Acorn forest. There is one deadfall across the snowmobile trail and hikers are advised to use caution due to snow and ice conditions.

NEW BUSINESS: None

BOARD BUSINESS: None

PUBLIC COMMENT 2: None heard

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- Legal correspondence was received that will be discussed in non- public session
- Two applications for Veterans' tax credit were received- one requires more information, one was approved
- Appointment form for code officer as Deputy Health Officer was signed for submittal to the State
- One paid leave request form - approved
- Planner contract: **MOTION** by Selectman St. James, to authorize the Chairman to sign the one-year contract for Town Planner; **SECOND**: by Selectman Wilson; **Approved by all**. There was a brief discussion of this contract, and that it should go out for bids for 2023.

APPROVAL OF MEETING MINUTES:

MOTION: By Selectman St. James, to approve the meeting minutes of February 7, 2022, public and non-public, as written.

SECOND: by Selectwoman Alessio

All in favor

NON-PUBLIC SESSION:

MOTION: by Selectman St. James, to enter non-public session under RSA 91-A:3, II (I) Legal- 2 matters

SECOND: by Selectman Coombs

All in favor

Meeting adjourned to non-public session at 8:02 PM.

MOTION: by Selectman Wilson, to return to public session at 8:30 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 8:30 PM

Respectfully submitted,

Susan Ayer, Administrative Assistant