

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

The meeting was called to order at 6:30 PM by the Chairman.

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

NON-PUBLIC SESSION:

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

SECOND: by Selectwoman Alessio

All in favor

Meeting adjourned to non-public session at 6:30 PM.

MOTION: by Selectman Wilson, to return to public session at 7:00 PM

SECOND: by Selectwoman Alessio

All in favor

Discussed in non-public session: Personnel

APPOINTMENTS

Charlie Zilch, SEC Engineers and Jim Dufresne re: Teatad, Inc. request for bond reduction:

Mr. Zilch said that Teatad's Planning Board application for 2 commercial condominium buildings on Diamond Oaks Boulevard was recently approved. He said that the parking lot is shared, and they need to put in a septic system and access way.

Mr. Zilch referred to the bond estimate for site work prepared by Steve Cummings, which totals \$238,656.25. He said Mr. Dufresne is asking for the same consideration that was given to Bresnahan Storage and Alternative Sales, to have the amount of bond to be posted reduced to 10% of the estimate.

Chairman Coombs said that Alternative Sales was reduced because it only had to cover a parking lot. Selectman Wilson said that Bresnahan is a bad example as there were problems with that site.

There was a discussion of the location of the buildings (across the parking lot from the sports building) and the site overall. Mr. Dufresne said he will be attending a pre-construction meeting with the Town Engineer and Mark Viens who will be doing the work.

Mr. Zilch said that the bond usually covers all the steps of site preparation, grading, drainage and paving, but usually excludes the cost of the building. He said the total is

usually only bonded if a public roadway is being constructed that will become public access. He said that for a private property like Mr. Dufresne's taking 10% is normal.

Chairman Coombs said that he is willing to exclude the septic and well work, because the project can't get an occupancy permit without them. However, he said his concern is the waterway nearby, and risk of runoff. Selectman Wilson said that the bond money is for use of the Town to restore the site if the developer goes bankrupt, not to complete the project. Mr. Coombs said that it would not cover environmental problems. Selectman Wilson said that it is not meant to cover that, and noted that \$5,000 of the bond is for the Town Engineer's oversight and review. Mr. Zilch pointed out that Mr. Dufresne will not be looking for permits for the infiltration and drainage work, including the catch basins, as they all have to go in first.

Highway Agent Rich St. Hilaire was present and was asked for his opinion. He said that Selectman Wilson and Mr. Zilch were correct to say the bond is not to remediate environmental issues, but to pay the Town's engineer to watch for runoff issues, in the first phases when drainage work is being done. 10% brings the bond down to \$23,800, which he said should be sufficient, but he would want to consult Mr. Quintal first. The Board read an email sent in by Mr. Quintal with his opinion on the reduction, which he said he "would not be the one to recommend.... and then have problems later that cost the Town time and money".

Selectman St. James said he agrees that \$238,000.00 is too much for a commercial development, but \$23,000 is not enough in case of environmental problems. Chairman Coombs said that he is considering what would happen if there was a 100-year rain event. Mr. Zilch said again that all the drainage work is done first. Chairman Coombs suggested requiring 20-25% and then reducing to 10% once the drainage is done.

MOTION: by Selectman Wilson, to reduce the bond for Teatad, Inc. to \$50,000 with the stipulation that once the detention area and drainage are complete, the board will consider further reducing the bond.

SECOND: by Selectman St. James

All in favor.

PUBLIC COMMENT 1: None heard

COMMITTEE LIAISON REPORTS

Selectman St. James said that Recreation Director Paul Butler had called him to ask about the Little League using Magnusson Field for clinics. He said that he told Mr. Butler he can make that decision on his own.

Selectman St. James said he has another audio visual company coming to look at the Town Hall meeting room tomorrow at 9:30.

Selectman Wilson said the Stained Glass subcommittee of the Heritage Commission met, and the estimated total to do all the stained glass windows at the museum will be

\$35,000 - \$40,000. They are doing fundraising for this purpose, including sponsors per window.

Selectwoman Alessio said that the fire station is nearing completion, and the phone system decision needs to be made. She also said that it needs to be reaffirmed that at a previous meeting, it was agreed that all call employees' pay may be adjusted by the Fire Chief as long as he stays within his budget.

OLD BUSINESS

Phone system

A count of phones needed in all departments was sent to both bidders, and after amended bids are received, a decision will be made.

NEW BUSINESS:

Geolnsight agreement for MS-4 Permit work

Geolnsight has been the consultant for the Town for the MS-4 Stormwater Permit since the beginning; the Permit is now in Year 4, the contract is for 5 and 6. Mr. St. Hilaire said that it is not good to change the engineer in the middle of a project. He said that the budget will increase when problems found need to be fixed by such things as developing treatment areas. He said at that time, different engineers may be looked at. But during the permit process, he said it makes sense to stay with Geolnsight. Selectman Wilson said that they do a great job at meetings; they are easy to understand and efficient.

MOTION: by Selectman St. James, to authorize the Chair to sign the contract with Geolnsight for years 5 and 6 of the MS-4 Permit.

SECOND: by Selectwoman Alessio

All in favor

Accept Unanticipated funds - Library

A check for \$153,722 in unused funds from their 2021 budget has been received from the library to be returned to the taxpayers.

MOTION: by Selectwoman Alessio, to accept \$153,722 in unanticipated revenue

SECOND: by Selectman Wilson

All in favor

Selectman St. James made note that the unspent money was in large part due to the library going without a Director; he suggested that Library Trustees Chair Stephanie Hasselbeck should be formally thanked for stepping in to do this job without pay. Selectwoman Alessio noted that several other positions had been vacant, and it had been a trying year for the library.

Accept Unanticipated funds - Recreation

MOTION: by Chairman Coombs, to accept unanticipated funds in the amount of \$650, which is donations for the Stepping Stones playground.

SECOND: by Selectman St. James

All in favor

BOARD BUSINESS:

Reorganization of the Board

MOTION: by Selectwoman Alessio nominated Richard Wilson to be Chair.

SECOND: by Selectman St. James

Selectman St. James thanked Chairman Coombs for doing a great job as Chair, and noted that Selectman Wilson also did a great job as Vice Chair and Health Officer. He said that, however, he would vote against this nomination because he feels that it weakens the Board if the Chairman is in the Town Hall as often as he is; it becomes natural to become the “go-to” guy. Selectman Wilson said he did not see the difference, as he will be called if not there, and brings everything to the Board. Chairman Coombs said Selectman Wilson has kept him in the loop, and he feels that communication between all five Selectmen is the greatest strength of this Board. Selectwoman Alessio agreed, saying all bring different strengths and are able to come together after disagreements.

In favor: Alessio, Coombs, Hart, Wilson; Against: St. James; Passes

MOTION: by Selectman Coombs, to nominate Selectman St. James as Vice-Chair

MOTION: by Chairman Wilson, to nominate Electra Alessio as Vice-Chair

SECOND: by Selectman Hart (to both)

Selectman Coombs said he felt Selectman St. James brings 4 years of experience and perspective to the Board and would work well with Chairman Wilson.

Selectman Wilson said he felt that not being on the ZBA is in Selectman St. James’ favor, but that Selectwoman Alessio’s experience has given her a good knowledge of rules.

Selectwoman Alessio said she would defer to Selectman St. James, and withdraw.

In Favor of Selectman St. James as Vice Chair: Alessio, Coombs, Hart, Wilson. Abstain: St. James; Passes

Appointments to Committees; Liaisons with Departments

The following appointments were agreed upon:

Committee Representatives:

Planning Board/CIP:	Chuck Hart
Budget Committee:	Chuck Hart
Historic District Commission:	Kevin St. James
Heritage/Stained Glass:	Richard Wilson
Conservation Commission:	Phillip Coombs
Fire Station Building Committee:	Phillip Coombs/Chuck Hart
Inspectors:	Phillip Coombs/Richard Wilson
Solar Committee:	Electra Alessio/Kevin St. James
Cable Station Committee:	Phillip Coombs
Recycling Committee:	Phillip Coombs
Kingston Days Committee:	Electra Alessio/Kevin St. James
MS-4 Committee:	Richard Wilson
79-E Committee:	Richard Wilson

LIAISONS:

Highway Department:	Phillip Coombs
Fire Department:	Electra Alessio
Police Department:	Kevin St. James
Recreation Department:	Phillip Coombs
Town Clerk/Tax Collector:	Electra Alessio
Finance/Administration/Assessing:	Richard Wilson
Human Services/Welfare:	Richard Wilson
Library:	Kevin St. James
Museum:	Kevin St. James

PUBLIC COMMENT 2:

Fire Chief Graham Pellerin asked to address some housekeeping issues, and said he has two items that require the signature of the Board Chair.

He said that Paul Hatch is Homeland Security Representative with the State, and an EOP needs to be signed for this each year.

The second document is to reappoint the Fire Wardens, so that they have the authority to sign permits and issue warnings.

MOTION: by Selectwoman Alessio, to authorize the Chair to sign the Homeland Security document.

SECOND: by Selectman Hart

All in favor

Chief Pellerin then said that Fire, Police and Highway heads have always served as co-Emergency Management Directors, and in light of the fact that both the Police Chief and Highway Agent will be stepping in the course of this year, their suggestion is that the Board name him as the EMD so that he can later assign an assistant.

Selectman Coombs asked what the scenario would be in the case of an emergency at the Seabrook Station that caused the Town to evacuate to Manchester. There was a brief discussion of how local emergency matters would be handled at the same time as running a remote location. Selectman Coombs said his question is whether the position is written in such a way that it is one person with backup. Mr. Pellerin said that is the way most towns' appointments are written. He said most of it is just as a point of contact for the State, with co-management for things like attending the Seabrook drill.

Chairman Wilson said he has no problem with this, but would like to wait until the next meeting and/or until pending retirements are in writing.

Chief Pellerin then said that he has drafted a letter, as previously discussed, to send to area Fire Departments on the subject of regionalization. He said he just saw on Facebook that Plaistow, Atkinson, Danville and Hampstead just met on this subject, so

he will reach out to them and then give his letter to the Board for review. It was agreed to discuss this at the next meeting.

Highway Agent Rich St. Hilaire addressed the Board to say that the playground at the old Fairgrounds did not fare well over the winter, and he may need to close it to public use. He said that the new playground won't be in place until next June as the Recreation Director is still pursuing the grant and donations for that.

Mr. St. Hilaire also reported that he had received a memo from the State about fuel prices; the State contract ran out on February 28 for gasoline. There are another 8-10 months left on the diesel contract. Mr. St. Hilaire said that this means a large immediate increase in cost for operation of all the Town's vehicles aside from the large diesel trucks, and the budget was not increased enough.

Mr. St. Hilaire then said that July 1, 2022 will be his last day as Highway Agent, as he plans to go out on medical leave after that. He offered to work with the Board to search for his replacement.

Inspection software

Chairman Wilson said that he, Selectman Coombs and Permitting/Assessing Clerk Tori Dobrowolski had attended a Zoom meeting with Avitar to look at their add-on program for inspectors. He described the program briefly, and said it would allow all the inspectors to open property files from out of the office, add notes, flag issues, etc. It would cost \$5,900 to install and run for the first year, then \$1,500 to \$1,600 per year after that. The price includes unlimited users. Chairman Wilson said another company he had looked into would be around \$40,000. He said he has a call in to Block 5 to get their input on this.

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

APPROVAL OF MEETING MINUTES:

MOTION: By Selectman St. James, to approve the meeting minutes of February 28, 2022, public and non-public, with one amendment; on page 2:

"....there was only one person available in Kingston in one other town, and with one person on duty they can't do anything. He said that they Kingston went out to help transport a patient, leaving Kingston with no coverage."

SECOND: by Selectman Coombs

All in favor

Trash and Recycling Contract

Selectman Coombs said he had asked Highway Administrative Secretary Lisa Perreault to track down other companies to compare with Waste Management. There was a brief discussion on the short time frame within which to get a new contract in place; Selectman Coombs said that Waste Management might be willing to do a short term extension.

NON-PUBLIC SESSION:

MOTION: by Selectwoman Alessio, to enter non-public session under RSA 91-A:3, II (I) Legal and (a) Personnel

SECOND: by Selectman Coombs

All in favor

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

MOTION: by Selectman Wilson, to return to public session at 8:55 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 8:55 PM

Respectfully submitted,

Susan Ayer, Administrative Assistant