

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of March 21, 2022  
Final MINUTES**

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

**PRESENT:** Chairman Richard Wilson; Kevin St. James, Vice Chair; Electra Alessio, Phillip Coombs, 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 Chairman Wilson, to return to public session at 7:00 PM

**SECOND:** by Selectwoman Alessio

**All in favor**

**Discussed in non-public session: Employee compensation  
(Selectman Coombs left the meeting at this time.)**

**APPOINTMENTS**

**Rich St. Hilaire, Highway Agent: Bids for Grace Daley barn work; Bids for Household Hazardous Waste (HHW) Day; Landfill Post-Closure report**

Mr. St. Hilaire said that since Heritage Chair Ernie Landry is looking into a grant for the Grace Daley barn work, he would like to table the decision on awarding the contract for the barn renovation.

Three proposals had been received for HHW Collection, from companies interested in providing collection services. The Board opened these:

1. MXI Environmental Services, LLC, Abington, Virginia
2. Tradebe Environmental Services, LLC, Merrillville, Indiana
3. Veolia Environmental Services and Solutions, Marlboro, Massachusetts

The bid amounts could not be easily compared, so were not read out.

**MOTION:** by Selectman St. James, to have Highway Agent Rich St. Hilaire review the HHW bids and come back with a recommendation.

**SECOND:** by Selectwoman Alessio

**All in favor**

Mr. St. Hilaire said that the Landfill post-closure report has been done annually by CNA Engineers since the beginning; he said he recommends that the Board authorize the Chair to sign it.

**MOTION:** by Selectwoman Alessio, to authorize the Chair to sign the annual post-closure report for the Kingston landfill, which has been reviewed and updated by the Engineer and the Highway Agent.

**SECOND:** by Selectman St. James

**In favor: Alessio, St. James; Abstain: Wilson; Passes**

### **Committee Appointees**

The following appointees to Town Committees spoke briefly with the Board before votes were taken and their appointment forms were signed. Those present were sworn in by Clerk Tammy Bakie:

Stanley Shalett - Historic District Commission

Ernest Landry - Heritage Commission

Charlotte Boutin - Heritage Commission

Madelynne Ouellette - Historic District Commission

Forms were also signed for:

Mari Eggleston - Deputy Treasurer

Ralph Murphy - Heritage Commission, Alternate

While Mr. Landry was present, the Board also asked him about the grant he is pursuing for the Grace Daley barn; it is a Moose Plate grant for \$10,000 (possibly more). Mr. Landry said the barn is not on the State or Federal historic registers, so they need to see if it is eligible before pursuing the grant, and there will be a waiting period.

**MOTION:** by Selectman St. James, to authorize Ernie Landry to pursue a grant on behalf of the Heritage Commission.

**SECOND:** by Selectwoman Alessio

**All in favor**

### **PUBLIC COMMENT 1: None heard**

### **COMMITTEE LIAISON REPORTS**

Selectwoman Alessio said she had reviewed the job descriptions of both the Police Chief and the Highway Agent. She recommended that training on tasers should be added to the Police Chief description.

Selectwoman Alessio then said that the benefit package for employees needs to be reviewed by the committee that reviewed the personnel policy: Tammy Bakie, Graham Pellerin, Lisa Perreault and Cindy Kenerson.

Chairman Wilson said that Finance Officer Cindy Kenerson would like the board to accept the revised Personnel Policy this evening. Selectman St. James questioned if it is ready to be adopted; Selectwoman Alessio said it had been revised and sent to legal

for review. Chairman Wilson said that several employees had asked him about it, as it includes changes to vacation time.

**(Selectman Coombs returned to the meeting, at 7:20)**

On the subject of the Personnel Policy, Fire Chief Pellerin offered the comment that either it should be accepted “as written”, so that it does not need to be reprinted every time there is an adjustment, or it should wait until any further changes (such as benefits) are made.

Selectwoman Alessio said she thinks the current policy revision should be approved as written and then benefits can be worked on separately. Chief Pellerin said that every employee needs to sign the policy if it is approved now. Selectman St. James said that it will be a lot of work to change it and then change it again. Chairman Wilson said that most of the questions about the policy have been surrounding the new vacation time allowances; he suggested that a memo be put out to inform employees of this part.

**MOTION:** by Selectman Coombs, to quantify the new vacation time allowances in a memorandum to employees, until such time as the review of the Personnel Policy is completed.

**SECOND:** by Selectman St. James

**All in favor**

Selectwoman Alessio asked if the members of the new Solar and Recycling committees need to be sworn in. Selectman Coombs said that anyone sitting on any board or committee needs to be appointed (or elected). After some discussion, it was agreed that the Administrative Assistant will be given a list of all committee members in order to prepare appointment forms and invite them to an upcoming meeting. Selectman Coombs reported that the Recycling Committee is organized and all have assignments.

Selectman St. James said he had heard from Block 5, and also spoke to Ruth Albert of the Museum Committee, who wished to verify that her budget will cover the costs agreed upon. Selectman St. James is looking into this.

Selectman St. James also reported that the Kingston Days Committee met; cow patties are now for sale, which will be advertised in the paper. He said it was a good meeting, but they only currently have 4 or 5 members; Charlotte Vinciguerra is the Chair and the person to contact if anyone is interested in volunteering on this committee.

Selectman St. James said that there had been concern about the maple trees on the Plains being tapped, and he had not remembered the decision that was made. He confirmed that the Board had approved it, and that this is basically a school project and that the syrup generated will be donated back to the school or the food pantry.

Chairman Wilson reported that the illegal junkyard at 5 Frontage Road has been cleaned up; the last of the cars and three truckloads of junk were taken out. He said that the Code Enforcement Officer has sent out three other letters over various issues but has not received responses yet.

**OLD BUSINESS**

**Phone system**

The Board had reviewed the two bids and held a brief discussion on the merits. It was noted that the Block 5 quote is considerably less per month. This expense will also be explored as a possible expenditure under ARPA.

**MOTION:** by Selectman St. James, to award the town-wide phone system contract to Block 5 Technologies.

**SECOND:** by Selectwoman Alessio

**All in favor**

#### **Letter re: Regionalization of Fire Services**

Chief Pellerin had drafted a letter inviting other towns to discuss this issue. He said he is trying to get what is best for Kingston, but it should benefit the other towns as well. He said it is on the Select Board to do some of the legwork; the letter will be sent from the Board. There was a discussion of how regionalizing fire services might work. The letter will be revised to not set a date, but to request a response to gauge interest.

#### **Emergency Management Director**

This has yet to be assigned; up to now it has been a position shared jointly with Fire, Police and Highway heads. Chief Pellerin noted that the next Seabrook drill will be on April 6.

#### **NEW BUSINESS:**

##### **CDC Rules for Covid-19 response**

Chairman Wilson said that the Town needs to adopt the most recent rules governing COVID-19 established by the CDC and the State.

**MOTION:** to adopt all State and Federal rulings regarding COVID-19 as they are updated; Town policy will match State policy.

**SECOND:** by Selectwoman Alessio

**All in favor**

#### **School building permits**

Chairman Wilson asked for confirmation that the Town is charging the School for building permits. He said a sign permit application has been submitted for the Christie Building, where the school has offices. It was agreed that the decision was made to charge the school for permits. Selectman St. James said that it should be clear that if the Town is paying the inspector, fees should be collected. Selectman Coombs said that in this case, it is a privately owned building, so if the school moves out, the sign may be used by future occupants.

#### **Bond for Small Pox Road project**

Chairman Wilson brought the bond estimate for this project to the attention of the Board, saying that it has been split between Dan Parks and Lewis Builders. The details of the split fee and who will be responsible for what will be required in writing before the bond paperwork is signed by the Chairman.

#### **BOARD BUSINESS:**

##### **Letters of appreciation to be sent**

Two letters have been drafted, one as a letter to the editor of the paper addressed to Kingston voters and the other thanking the Library Trustees and Stephanie Hasselbeck. These were signed for sending.

**PUBLIC COMMENT 2:** None

**CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:**

- Current Use application was accepted and signed for Map R26 Lot 3.
- A note from Glenn Coppelman asking if the Town Hall meeting room will be available again for Contra dances was briefly discussed. Based on several factors, it was decided that the Chairman will talk to Mr. Coppelman about possibly moving the dances to the Recreation Center.
- Two employee vacation requests were approved
- One Residence in Industrial Zone exemption form was signed
- One Intent to Excavate application was signed.
- Junkyard licenses were signed, for Whitney's Garage and John's Truck and Auto. A reminder will be sent to Ken's Auto Salvage (Cabral Enterprises)

**APPROVAL OF MEETING MINUTES:**

**MOTION:** By Selectman Coombs, to approve the meeting minutes of March 14, 2022, public and non-public, as written.

**SECOND:** by Selectwoman Alessio

**All in favor**

**The next meeting will be a daytime meeting on March 28; the time was moved to 1:00 PM.**

**NON-PUBLIC SESSION:**

**MOTION:** by Selectman Coombs, 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 8:15 PM.**

**MOTION:** by Chairman 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 Chairman 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
Charles Hart	Absent		

**Motion: PASSED**

Discussed in non-public session: Personnel

Adjournment:

Meeting Adjourned at 8:30 PM

Respectfully submitted,

Susan Ayer, Administrative Assistant