

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of March 28, 2022  
FINAL MINUTES**

The meeting was called to order at 1:00 PM by the Chairman.

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

Melissa Mannon, Richard St. Hilaire, Graham Pellerin, Tammy Bakie, Cindy Kenerson, Donald Briggs, Department Heads

**APPOINTMENTS:**

**Evvy Nathan, Conservation**

The Board spoke briefly with Ms. Nathan, and signed her re-appointment form for the Conservation Commission, where she will be continuing as Chair.

Ms. Nathan then said that she has a check from the Forestry Service to be accepted for deposit into the forestry fund. She said the check for \$5,868.27 is partial payment for the harvesting that was done recently at Acorn Forest.

**MOTION:** by Selectwoman Alessio, to accept the check for \$5,868.27, to be deposited into the Conservation Forestry fund.

**SECOND:** by Selectman St. James

**All in favor**

**TOPICS BY DEPARTMENT**

**Library**

Library Director Melissa Mannon said that all open positions at the library have been filled, and they are working to increase programming to pre-COVID levels. She said that they are planning for the Library's anniversary celebration on May 21, including events leading up to the date.

Ms. Mannon said she is collaborating with the Historical Museum committee on oral histories of Town residents, and with the Recreation Department on various trips and activities.

Selectman St. James informed Ms. Mannon that the Town-wide phone system contract has been approved with Block 5, which will affect all Town departments including the Library.

**Finance and Personnel**

Finance Director Cindy Kenerson distributed a list of ARPA funding expenditures that had been discussed by the Board, in a chart to show estimated expenses and balance of grant funding. She said that this will be a way to track the actual expenditures as they happen.

Ms. Kenerson also distributed a document from NHMA explaining updates to the Treasury's Final Rule regarding allowable expenditures. She said she had emailed the full overview document from the Treasury to all. She brought attention to the page she said she had found most useful, "Prohibited Expenditures".

Selectman Coombs said that one item not showing on the list, that was discussed, is land purchase for a water source. It was agreed that the purchase of land, or hiring a consultant to assess a property for this use, is applicable under the final rule for Water and Sewer.

Ms. Kenerson informed the Board that the ARPA funds can be used in conjunction with other grants.

### **Highway and Building Maintenance**

Highway Agent Rich St. Hilaire said that he has \$20,000 left in his budget for road salt, and as the prices are not likely to go down, he thinks he should fill up the barn now rather than later. He said salt usage is hard to predict, but this year there was more ice and less snow, and icy weather requires a lot of salt.

Mr. St. Hilaire said that he is keeping an eye on fuel prices. He said that his paving costs are up 24%.

Mr. St. Hilaire said that one street light bulb needs to be replaced; it is a 50- watt bulb and he only has 18- watt bulbs on hand, so one will need to be ordered. Selectman St. James will get contact information to Mr. St. Hilaire so he can order the bulb from Unitil.

There was a discussion of the dog park, located at the old fairgrounds; Mr. St. Hilaire said they want their parking lot paved, but he does not intend to do it. He said the dog park was not supposed to cost the Town any money, and in his opinion it is a liability to the Town. He said he has observed in the past that the dog poop is bagged, but then tossed over the fence, and the property drains into Country Pond. He also said that he observed two buildings on the property he had not previously known about, 12 x 16 and 12 x 14. Selectman Wilson said he will talk to the people who run the dog park.

### **Fire Department**

Fire Chief Graham Pellerin thanked the Board for their work on the phone system bids. He also thanked Chief Don Briggs for the time he put into serving on the Fire Station Building Committee as a liaison for the Select Board.

Chief Pellerin announced that on April 6 the graded exercise for the Seabrook Station will be conducted; the Board is invited to attend. He said he had asked Town Clerk Tammy Bakie to help in the absence of Kelly Muldoon, who will be away.

Chief Pellerin said he had signed up for DocuSign, which costs \$25 per month per user; he said he had used it for his department's cost of living increase paperwork. He said he has also looked into Publisher, which Block 5 suggested, but it seems more convoluted.

On the subject of the new phone system, Chief Pellerin said he is looking into key access cards/codes, which would identify who has been in the building. He said the rest of the Town may want to consider this.

The new building is nearing completion, and Chief Pellerin reported that he checked the outdoor (down-)lighting, and thought it looked good, but has already gotten one complaint from a neighbor, that the light is shining in the window.

Asked about the status of the generator for the new building, Chief Pellerin said that it can't be paid for or received until the Homeland Security grant is approved but will be on the way as soon as that happens. The building can't get an occupancy permit without the generator.

The fuel tank in the lot will be taken by the Highway Department.

There was a discussion of bidding for oil and propane; Chief Briggs explained how this was done in years past. Being able to bring in large companies to bid together will save money; Selectwoman Alessio said she will talk to Rob Healey.

#### **Town Clerk-Tax Collector**

Town Clerk Tammy Bakie said she had ordered new boat launch keys. She also said she has started using Partners Bank and is set up so that she only needs to go in when she has cash to deposit.

Ms. Bakie asked if a document shredding event might be scheduled; this was taken under advisement.

Ms. Bakie said that there are currently 754 dogs still unlicensed; they are all due by April 30. She said there will be a rabies clinic at the Fire Station on April 16<sup>th</sup>, and she will be there to license dogs as well.

The Clerk then said she is looking at software to allow electronic tax bill payments. She will be going to visit the Town of Stratham to see it herself and see if it is worth the cost.

Ms. Bakie then said that Caitlyn Milhomme is willing to help with the website, which she said is not user-friendly. Ms. Milhomme will be given access to be able to work on website updates. Lastly, Ms. Bakie showed the Board a new form that may be used by people who wish to be appointed or re-appointed to a committee, to be used in place of writing a letter.

#### **Police Department**

Chief Donald Briggs said his department still needs one more full- time person. He said some towns offer a signing bonus. Ms. Kenerson said that ARPA funds may be used for the bonus (though not for the additional payroll).

Chairman Wilson said that Chief Briggs had refused a retirement party, which he understands, but that he has taken many calls from people who want to express their appreciation for the outgoing chief. He said a drive-by parade has been suggested as a

safe alternative to an in-person party. Chief Briggs said that he will talk to his new employers at Riverwoods, as he will be working with seniors and has to be cautious about spreading infection.

There was a brief discussion of offering RSA 91-A classes to all new committee members, and also about best ways to share information without having an illegal meeting.

#### **NON-PUBLIC SESSION:**

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

**SECOND:** by Selectman Coombs

**All in favor**

**Meeting adjourned to non-public session at 2:00 PM.**

**MOTION:** by Selectman Coombs, to return to public session at 3:05 PM

**SECOND:** by Selectman Hart

**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	Y		

**Motion: PASSED**

**Discussed in non-public session: Personnel: Employee Compensation**

#### **BOARD BUSINESS**

##### **Maple trees on Plains**

Selectman Wilson said he had heard from Bob Lumnah, who had been given permission to tap the maple trees on the Plains as a school project and intended to give the syrup to the food pantry. Mr. Lumnah is asking where he should bring the syrup, as there is quite a bit. After talking about various options (some to food pantry, some as a fundraiser for the Museum, a pancake breakfast), it was agreed to have the syrup brought to the Board and a decision will be made based on the quantity.

##### **Heritage Commission bylaws**

The Heritage Commission has revised its bylaws and has asked Chairman Wilson if they have permission to bring them to Town counsel for review. After some discussion, it was decided that the Board will review them first, and then the New Hampshire Municipal Association's legal team will be asked to review them before adoption.

##### **Contradances at the Town Hall**

The Board briefly discussed an email from Glenn Coppelman asking if Contradances will be allowed again this year at the Town Hall. The use of the Recreation Center had been suggested but the group prefers the Town Hall meeting room. It was noted that the fees have increased. Selectman Coombs said that a representative of the Town should be present to open and close the building. Chairman Wilson said that Mr. Coppelman has a key, but Selectman Coombs thought it should be someone from maintenance, and they could be paid for the extra hours by collecting the custodial fee listed in the new fee structure. Complaints from prior years of the dances causing dust in the offices downstairs will be looked into.

#### **Code Enforcement/Building/Assessing**

Chairman Wilson brought several issues to the attention of the Board that have come up recently, such as confusion over the Fieldstone project being built as condominiums, lack of permits for the trenches on that project, and impact fees to be billed for 63 Mill Road. He then talked about the Avitar Building Software that is being considered and will be sent to Block 5 for review; it would cost \$5,900 for the set up and first year, then \$1,700 per year thereafter. Chairman Wilson has one more company to follow up on but said this is the most reasonably priced by far that he has seen to date.

#### **Search for Police Chief, Highway Agent**

Selectman St. James said he would recommend the Exeter Police Chief to sit on the oral board to choose a new Chief for Kingston, as he is completely neutral and willing to help. There was consensus that a work session is needed to look at job descriptions and discuss details; this was set for Thursday, April 7 at 9:00 am.

#### **CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:**

- A final signature was obtained to approve the Fire Auxiliary's Easter Egg hunt on the Plains on April 9.
- One application for residence in an industrial/commercial zone was approved.

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

**MOTION:** By Selectman Alessio, to approve the meeting minutes of March 21, 2022, public and non-public, as written.

**SECOND:** by Selectman St. James

**All in favor**

#### **NON-PUBLIC SESSION:**

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

**SECOND:** by Selectman Hart

**All in favor**

**Meeting adjourned to non-public session at 3:30 PM.**

**MOTION:** by Selectman Coombs, to return to public session at 4:15 PM

**SECOND:** by Selectman Hart

**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	Y		

**Motion: PASSED**

**Discussed in non-public session: Personnel: Employee Compensation**

**Adjournment:**

**Meeting Adjourned at 4:15 PM**

Respectfully submitted,

Susan Ayer, Administrative Assistant