

**Kingston, New Hampshire
Select Board
November 22, 2021
Final MINUTES**

The meeting was called to order by the Chairman at 7:05 pm.

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

ABSENT: Phillip A. Coombs, Chair

Vice Chair Wilson said that he would take New Business out of order, as there were people present to discuss those topics.

NEW BUSINESS:

Ambulance Hardship Collection policy

Fire Chief Graham Pellerin said that the former Chief had brought this up in the past; he said that there have been more calls and therefore more questions about billing. Specifically, the questions are about whether or not residents need to pay for ambulance services, and what to do if they can't pay (hardship).

He said he usually sends the questions on to Finance Director Cindy Kenerson, but wondered if the Board is interested in pursuing a policy. He had provided the Board with examples of applications and policies from other towns. Selectwoman Alessio said that it makes sense to have a policy. Selectman Wilson said he thought the Town accepted whatever a person had, and that residents pay with taxes. Selectman St. James said that the Town can't issue a blanket statement that residents are not charged, as this would be illegal. He said there should be a form for hardship situations.

It was decided to table the matter and revisit it with input from the Finance Director and Fire Department, after the first of the year.

79-E Committee: Sanborn Seminary project

Glenn Greenwood, Glenn Coppelman and Ernie Landry were present to discuss this proposed project, for which the developer has been granted tax relief under RSA 79-e. Selectman Wilson said that this came up because Eric Chinburg now plans to demolish the old Science Building, which had been a component of the proposed apartment plan. He said the Committee met and are here to explain how the change affects the application for tax relief.

Mr. Landry said that Mr. Chinburg initially planned to rehabilitate the Science building, but now plans to demolish it and replace it with a new building. He said this creates a different set of requirements.

A memo submitted to the Board by Mr. Greenwood explained that a new application is needed, that will include a New Hampshire division of historical resources inventory

form prepared by a qualified architectural historian, and letters from both the Heritage Commission and Historic District Commission. A new public hearing is needed, which can't be scheduled until the completed application with all attachments is received.

The Committee questioned whether the Select Board should reconsider the duration of the tax relief granted (9 years). Mr. Coppelman asked that the record reflect that RSA 79-E, IV (a) (4) covers the steps taken to decide the public benefit of a structure to be replaced rather than renovated.

Selectman St. James said that the Science building being included had been a formality, and that in its condition it had not been something the Town was trying to save. He said that however, the application brought forward had been to renovate both buildings, and that has changed. Mr. Greenwood said that the committee's concern is from the process side, as now that a change is being proposed it needs to be addressed.

There was further discussion about the project, and agreement that the proper steps need to be taken to allow it to go forward.

MOTION: by Selectman St. James, to have Vice Chair Wilson contact Mr. Chinburg and make him aware of the process being requested, to address the change to his project with reference to 79-e tax relief.

SECOND: Selectman Briggs

All in favor

PUBLIC COMMENT I:

Chief Pellerin said he is aware that some residents have expressed that they would like the old fire station to be saved. He said he would like to address this publicly, and said that the Building committee had addressed this early on, and due to ADA, building codes and life safety compliance issues it was not a viable option to keep it. He said he had talked with the Town Engineer, Dennis Quintal, who said that the site survey was done without the old building on it, so water retention plans would need to be redone and added onto for NH DES. He said it was never the intention to save it.

There was discussion of the cost of saving the building, which would include asbestos abatement and changing the septic and other systems and would be in excess of a million dollars. Selectman Briggs asked about lot density, and Chief Pellerin said that the lot is planned without the old building on it. In addition, a demolition company has already been contracted. Selectman St. James said he had heard that a reason given for keeping the building was in order to have bathrooms available for the Plains; he said there are other options for that aside from adding more than a million dollars to the price of the Fire Station.

COMMITTEE LIAISON REPORTS:

Selectwoman Alessio said she had talked with Ms. Kenerson and Budget Chair Chuck Hart, about budget items vs. ARPA fund expenditures. Vice Chair Wilson said that it had been decided that anything earmarked for ARPA can come out of the budget.

Selectman St. James said there are only a few items that can be removed.

Selectwoman Alessio said that her point is that the Budget Committee and the tax payers need to understand what the ARPA funds can and cannot be used for. She said this should be a topic of discussion at the Department Heads meeting on the 29th of November.

Selectman St. James noted that the Budget Committee will meet again on Sunday.

OLD BUSINESS:

Scanning/digitizing proposals

Administrative Assistant Susan Ayer said that after looking into the Records Management part of the Digitization proposals, she had concluded that it will be helpful to have at least three of the companies come in to do demonstrations of the software they would implement. She said she had a recommendation from Block 5 for one company and so will include that one. The Board was in agreement that demonstrations will be helpful; the companies will not come before the board but work with Ms. Ayer and others in the office who would be using the software. This will be scheduled for next week.

BOARD BUSINESS:

Revised policy for sale of Town owned property: The Board reviewed the revision, which was to add a deadline for requests to purchase town lots of June 15th, and to state that there will be an annual sale in November.

MOTION: by Selectwoman Alessio, to adopt the revised policy for Sale of Town Owned Property dated November 22, 2021.

SECOND: by Selectman Briggs

All in favor

Holiday Schedule

It was agreed that, as in the past, the Town Hall offices will be closed on the Friday following Thanksgiving. This will not be a paid holiday. In addition, there will be no Board meeting on December 20, 2021. There will be a morning Department Heads meeting on December 27, and the meeting to encumber funds on December 30.

Health Trust Return of Surplus Funds

The Finance Director has received a check from Health Trust representing the Town's share of their 2021 surplus. She will be calculating the amount to be returned to Town employees and retirees.

MOTION: by Selectwoman Alessio, to accept unanticipated funds in the amount of \$54,155 from Health Trust's 2021 return of surplus.

SECOND: by Selectman Briggs

All in favor

ARPA

Selectwoman Alessio said she had spoken with Ms. Kenerson to find out if there is any updated information about use of ARPA funds, as it still seems unclear. She is awaiting an answer from the Town's auditors to see if they agree with the Town's assessment, that the focus is on expenditures that allow for staff to work safely and independently of

one another and the public, and for meetings and other functions to be operated remotely.

PUBLIC COMMENT II: None

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- Two letters were signed, to confirm the Board's support of Finn Blomberg's Eagle Scout project, and to name Paul Butler as the scout's liaison with the Town for the project.
- One paid leave request was signed.

APPROVAL OF MEETING MINUTES:

MOTION: By Selectwoman Alessio, to approve the meeting minutes of November 15, 2021, Public and Non-public, as written.

SECOND: By Selectman Briggs

All were in favor

NON-PUBLIC SESSION:

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

SECOND: by Selectman Briggs

All in favor

Meeting adjourned to non-public session at 7:45 PM.

MOTION: by Selectman St. James, to return to public session at **8:00 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	Absent	Richard Wilson	Y
Kevin St. James	Y	Electra Alessio	Y
Donald Briggs	Y		

Motion: PASSED

Discussed in non-public session: Compensation of personnel; Legal advice

Adjournment:

Meeting Adjourned at 8:00 PM

Respectfully submitted, Susan Ayer, Administrative Assistant