

**Kingston, New Hampshire
Board of Selectmen
Workshop Meeting of April 7, 2022
FINAL MINUTES**

The meeting was called to order at 9:00 AM by the Chairman.

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

Police Chief Vacancy

The Board discussed moving forward to cover the interim vacancy and the procedure for finding a new Chief.

There was a discussion of what to offer Lieutenant Joel Johnson to lead the department in the interim. It was suggested to do the same for him as for Graham Pellerin when he served as interim Fire Chief, to offer the current salary of the outgoing Chief. This is \$83,000 +. It was also noted that Mr. Johnson's title should not change as it could interfere with his status with the retirement system.

An oral board will be convened for the candidate interviews. The makeup of the board will be one Selectman (Coombs volunteered for this), one civilian and 4 or 5 police chiefs. Selectman St. James said he has called Tara Laurent, the Greenland Chief, to help with forming the oral board and contacting other chiefs. She will be invited to the next Board meeting.

Applications for the position will be accepted until May 27. It was thought interviews will be held in June and a recommendation to the Board could be received by July 11. The posting will be published in the Union Leader, the Seacoast papers and a police publication if there is one. Salary range will be given as \$90,000 - \$110,000.

There was a preliminary look at the Police Chief job description; Selectwoman Alessio suggested it should be gender neutral and also that taser training should be included under minimum qualifications. Education will state that a degree is preferred.

There was a discussion of how Chief Briggs has run the department, and his great strengths in social outreach. Welfare Director Ellen Faulconer will be asked about social services agencies the Town already works with that may step in to help with certain situations as needed.

Each Selectman will bring updates to the job description to next Monday's meeting.

Mr. Johnson was called to come and talk with the Board. In discussion he agreed to accept \$90,000 as pay in the interim period and said that he will verify that his status with the Retirement System will not change as long as he remains as Lieutenant. He said it will not change what he is already doing, but he will have a lot more responsibility.

A letter will be written for the Board to sign, formally appointing Lieutenant Johnson to run the day-to-day operations of the department and serve as point of contact during the interim period until a new Chief is hired. This appointment will take affect at 11:59 pm on April 8.

Highway Agent Vacancy

Selectman Coombs recused himself from this discussion and left the meeting.

There was a discussion of job description and pay range for this position, which will be vacant in July. The many duties performed by Mr. St. Hilaire, and changes that may be made were explored. The job title may be changed to DPW Director.

It was suggested that the mowing of the cemeteries and the sexton work might come under the umbrella of the Highway Department, eliminating the need for the cemetery mowing contract. There was also the suggestion that Paul Butler should have the responsibility for scheduling activity on the playing fields, and Tom Roughan should head up Buildings and Grounds, but whether they should report to the Highway Agent or on their own behalf was not decided.

Applications for this position will be received by the Select Board office and interviews will be conducted by the board; if a large number of applications are received, a group may be named to handle this. Salary range was suggested to be \$90,000 - \$110,000.

A copy of this job description will be sent to the board members for review and comments.

Adjournment:

Meeting Adjourned at 10:55 AM

Respectfully submitted,

Susan Ayer, Administrative Assistant