

**Kingston, New Hampshire
Board of Selectmen
Meeting of April 25, 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.

Melissa Mannon, Richard St. Hilaire, Graham Pellerin, Tammy Bakie, Cindy Kenerson, Joel Johnson, Department Heads

APPOINTMENTS:

Paula Moynihan, 4 Penniman's Grove re: Driveway Permit

Mr. St. Hilaire explained that Ms. Moynihan's driveway as it currently exists uses a section of town road, and she wants to improve it. He said he has talked with her, and she understands that snow will get pushed over that section. He said it is not really classified as a town road; the town just plows the snow there. He said there is no access there for anyone else.

Ms. Moynihan said she has never had any problems with the location of her driveway. She also said she has an old deed and her own deed that both reference title to a portion of the right of way called "River Road" for \$1.00. She said that the driveway has been there all along, she just wants to pave it now as it constantly washes out. She has been in touch with a paving company and they understand the need to direct the run-off away from the pond.

The Board asked Ms. Moynihan to leave copies of the deeds for the property file; Mr. St. Hilaire will sign the permit application and the work can go forward.

TOPICS BY DEPARTMENT

Police Department

Lt. Johnson reported that there was a good response to the parade held for Chief Briggs. He also shared that one of the officers has a new baby.

Lt. Johnson said that Lori Dowd is resigning from her position as Police Department Secretary, and he is actively looking for a replacement.

The Department had a training day on the Saturday of the parade, for taser certification and CPR training, so everyone is up-to-date.

Town Clerk-Tax Collector

Ms. Bakie said she would like to clarify that the Town has Juneteenth as a holiday this year. She produced minutes from last year where it was voted to include the holiday for 2022 (even though the Personnel Policy revision has not been adopted). Town employees will have June 20th off this year as June 19 is on a Sunday.

Ms. Bakie said that there remain 427 dogs that are unlicensed and need to be licensed soon to avoid late fees.

Caitlin Milhomme is now the contact for uploading information onto the website and has sent an email to all committee and Board chairs to let them know and to offer to update their pages.

Ms. Bakie said that Internet Explorer, which is the software used by the State programs, is being discontinued. Block 5 is working with the transition, which she said is difficult as Internet Explorer is old technology. She said the car registration process is the most problematic.

The Clerk then reported on the status of the liening and deeding process. She said that the taxes on all but two of the properties subject to deeding have been paid, and she has spoken to the two left, and expects they will pay in time. As for liening, which is due to last year's taxes being unpaid, there are still 80 properties on the list. Selectman Coombs commended her for not having any properties deeded to the Town during her tenure to date.

Finance and Personnel

Finance Director Cindy Kenerson said she is looking into switching payroll from a weekly to a biweekly process and asked for input from the department heads. After some discussion, it was agreed that this is a good idea, and should be coincided with another change proposed in the new personnel policy, which is to change vacation and sick time to combined earned time. It was agreed that both changes will take effect in January of 2023, to allow for time to prepare employees.

Ms. Kenerson then said she has an updated list of ARPA expenditures. She asked that the Board work on getting concrete numbers for the expenditures. She also said she had added library computers to the list based on discussion at the last meeting. It was agreed that the list should be given to the Board to discuss next Monday.

Ms. Kenerson said also that the categories of expenditures were changed in the final rule, and that now any entity that has less than \$10 million allotted to them can use the Revenue Loss category for any expense, which simplifies the process.

Library

Library Director Melissa Mannon reported that the library no longer requires masks to be worn in the building, but they still recommend them.

Ms. Mannon said that the library has hired a tech contractor, Triplet, which is a company that works with small libraries. They will be starting tomorrow. She said they had talked to Block 5, but they would cost \$30,000 more per year and twice as much per month; she said they are a very robust company and she is trying to integrate with the town wherever possible, but the library does not have that many computers.

The Director then said that the phone system at the library is an ongoing problem, apparently since 2019. Block 5 has told them they need a new switch. The library's phones will be upgraded with the rest of the town's system; Selectman St. James suggested that the library should be upgraded second, after the new fire station.

Ms. Mannon then reported on activities coming up for the library's 10th anniversary. There will be a "touch a truck" event on May 14 from 10 -12, with trucks from the fire and highway departments, among others. There will also be an outdoor movie/karaoke night, and the annual plant sale. On the 21st a concert will be held with a Billy Joel cover band, along with a cookout. Other activities will include collaboration with the museum on oral history and inviting local businesses to submit advertising material; use of social media is being increased, and the Carriage Towne News will again carry library events now that there is staff in place to plan activities. The logo is to be redesigned by the original designer.

Lt. Johnson asked if traffic control will be needed; it was agreed that overflow parking and a police detail to help with people crossing the road will be necessary.

Highway and Building Maintenance

Highway Agent Rich St. Hilaire said he needs a vote of the Board to allow the Chair to sign paperwork as grantee, and to allow him to apply for a grant for the Fall Household Hazardous Waste Day to be held in Kingston.

MOTION: by Selectwoman Alessio, to authorize the Chair to enter into a Grant agreement with the Department of Environmental Services as Grantee for grant funds to be used for expenses related to the Fall Household Hazardous Waste collection day.

SECOND: by Selectman St. James

All in favor

Mr. St. Hilaire also submitted to the Board the Request for Proposals for stained glass window restoration at the Nichols Memorial Library building. The proposals will be received by Ernie Landry of the Heritage Commission, due by June 2.

Mr. St. Hilaire said he will be bringing in bids for paving at the next meeting; he will also have bids for the sprinkler systems at the Town Hall and Swasey Gym, both part of the Fire Station project. He also gave more information about a grant available through FEMA for work to be done on the outlet to Kingston Lake and bridge on Main Street. He said that at this time FEMA will pay 90%, leaving roughly \$200,000 to be paid by the Town. He said the costs have gone up considerably from when this work and grant were considered several years ago; however, at that time the match was only 75%.

There was a discussion regarding the need for a new boiler at the Nichols Museum; one of the boilers from the old fire station can be used there. It will need to be switched from fuel oil to LP gas.

Additional Highway activities include a continued posting for an open position, and 9-1-1 mapping and upgrading of the road listing. Mr. St. Hilaire also reported that due to the reduction in staff his crew will be working more overtime hours.

Fire Department

Fire Chief Graham Pellerin said he will be conducting interviews for open Fire positions at the library on Friday.

Chief Pellerin then asked about backup for the Finance Director when she is on vacation, to do purchase orders and write checks. Ms. Kenerson said that the Town Treasurer can do these things; there was a brief discussion of what to do when both she and the Treasurer are out of town. There is a deputy Treasurer to be called upon; Selectwoman Alessio said there should be a policy for how these matters will be handled.

There was a discussion of proposed changes to the Town Hall building, and the need for a study to assess the best uses of space in the short and long term. Chief Pellerin said he would talk to SMP Engineers, who have designed the Fire station.

Selectman Wilson said there is a newly updated Compliance and Enforcement form to be distributed to the various departments. A digital version will be made available on the website.

APPROVAL OF MEETING MINUTES:

MOTION: By Selectman Coombs, to approve the meeting minutes of April 18, 2022, public and non-public, as written.

SECOND: by Selectman Hart

All in favor

APPOINTMENTS, Cont.

Dan Parks, 7 Smallpox Road

Mr. Parks distributed a letter to Board members, explaining his activities in response to a violation letter sent to him, that included a Cease and Desist of excavation and water pumping activity on his property. The Board reviewed his letter, which explained what had happened that led up to the violations and outlined remedies Mr. Parks had implemented since meeting with Town Engineer Dennis Quintal and Code Enforcement Officer Chet Dzioba. Mr. Parks asked for approval to continue digging before the water rises again. He said he can't afford to wait until he has a plan from his engineer.

Chairman Wilson said that Mr. Quintal will need to go back out to look at the area again, and that he will need to okay the new engineering plan.

Mr. Parks said that the DES has also contacted him and said he may need two different permits, but that when the DES agent came out to do a site visit, he wasn't aware of how far away the neighbors are, so only one permit may be needed. He said his engineer and the DES will work out the other one.

Mr. Parks then asked if he could move sand piles at least. Selectman Coombs said that the primary concerns of the Planning Board when approving his project, that safeguards were supposed to be in place for, are what happened. He said this is a big deal, and that before anything more happens on the site, the Board needs to hear from Mr. Quintal. The Board agreed that nothing more can be done on the site, especially as the DES is involved, before a report is received from the Town Engineer. Mr. Parks will contact Mr. Quintal.

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 10:25 AM.

MOTION: by Selectman St. James to return to public session at 10:40 AM

SECOND: by Selectman Coombs

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/Benefits

BOARD BUSINESS

Information received from Dog Park board

A document has been received from a member of the Dog Park board, stating that the park was founded in 2008, and including the mission statement and rules shared with the Select Board at that time. They will be coming to the July 11 meeting.

79-e tax relief, Sanborn Seminary property: Next steps

The Board reviewed a draft decision letter and covenant document for the Chinburg Properties tax relief agreement granted under RSA 79-e. It was agreed that the requirement to give priority to Town employees when renting the affordable housing units needs to be included in both documents. The 79-e committee will meet to review these as well.

Highway Agent Job Description revisions

The Board discussed revisions made so far to this job summary. They identified some further changes to be made and discussed integrating cemetery maintenance and Sexton duties into the Highway department. Chairman Wilson will talk to Trustees Chair Brad Maxwell about including cemeteries under the umbrella of Highway Agent duties; the additional revisions will be added to the job description for the next meeting.

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- Applications for the use of playing fields taken in by Recreation Director Paul Butler were reviewed; questions about one of the teams will be discussed with Mr. Butler before signing.

- An email has been received from a prior owner of a Town lot, offering to buy it back. Location of the lot will be looked into; research will also begin into other lots that may be auctioned this year.
- Reappointment forms for Fire Station Building Committee members were signed.
- One Veterans' tax credit application was approved, to be applied in 2023 as it was received after the deadline of April 15.
- Notice of intent to excavate was approved for Map R19 Lot 30

Adjournment:

Meeting Adjourned at 11:00 AM

Respectfully submitted,

Susan Ayer, Administrative Assistant