

**Kingston, New Hampshire
Board of Selectmen
Meeting of May 2, 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 (Selectman Coombs joined via Zoom.)

ABSENT: Charles Hart

NON-PUBLIC SESSION:

MOTION: by Selectwoman Alessio, to enter non-public session under RSA 91-A:3, II (b) The hiring of a public employee

SECOND: by Selectman St. James

All in favor; Meeting adjourned to non-public session at 6:30 PM.

MOTION: by Selectwoman Alessio, to return to public session at 6:36 PM

SECOND: by Selectman St. James

All in favor

Discussed in non-public session: Hiring of a public employee

APPOINTMENTS:

Lt. Joel Johnson: hiring of a School Resource Officer (SRO)

Lt. Johnson distributed information on the proposed hiring of a Resource Officer for the Sanborn Regional High School. He explained that up to \$68,000 is available through the school for filling this position, which would be a new hire for the Police Department, preferably someone already SRO certified.

Selectwoman Alessio expressed hesitancy at the school spending more money, when they do not have a good ranking and are already spending so much. However, she said if it is a matter of safety, she understands the need.

Lt. Johnson said it would be an improvement to have an officer in the school full time, and that it will lighten the load of the Police Department. He said it will not cost the Department or the Town anything.

MOTION: by Selectwoman Alessio, to accept Lt. Johnson's recommendation to bring in a Resource Officer to the school, at no cost to the Town or the Police Department.

SECOND: by Selectman St. James

All in favor

Brad Maxwell, Trustees of the Trust Funds

The Chairman said the Board had reviewed the list of bank accounts managed by the Trustees and had some questions about how to make the list shorter and easier to manage. Mr. Maxwell gave background on several of the accounts and offered to research others:

- The Transportation Improvement Fund was originally to be used for a light on New Boston Road but was changed over and recently used for a blinking light at a different intersection. Mr. Maxwell said it can now be used for road work; it may possibly be used for matching funds for the grant currently being written by the Highway Agent for the culvert under Main Street.
- The Legal Fund, showing a balance of over \$130,000, was questioned. Mr. Maxwell said he thought it was set up for unanticipated legal costs; the Board felt it was an excessive amount so it will be researched.
- Selectman St. James questioned the low amount for Mill Stream Cemetery. Mr. Maxwell said that account is for stone cleaning and perpetual care; there is a larger account set up by families that has a half million dollars in it. The Town does not contribute to that account, but Mr. Maxwell said that it returns money to the Town periodically and donates money to animal welfare organizations as it can't accumulate over a certain amount.
- The Fire Buildings account is being spent down for the new station.
- The Scholarship funds are awarded by the school each year after they are told how much is available.
- Mr. Maxwell said that one of the Magnusson trusts can be spent for things such as mowing the Plains. He will research which one it is, and eligible uses.
- Mr. Maxwell said that the old (prior to 1988) cemetery trusts were set up for maintenance of individual plots and can't be pooled for general maintenance. He said this is an accounting chore, as all expenditures and interest accrued need to be posted to each one. Selectman Coombs will work with Mr. Maxwell on seeing if there is a way, legally, to pool them.

There was a general discussion of cemetery maintenance, and whether the Town should be doing more than just cutting the grass. Selectman Coombs said someone had maintained the stones in the past, but he has not been able to reach him. He said that he is still researching the needs, especially for keeping the Plains cemetery up to National Historic Register standards. He said that different types of stones require different types of restoration techniques, and it is not easy to find someone trained on the standards.

Conservation Commission

Evy Nathan and Shaw Tilton were present to share information about the Forest Fund and forest management. They distributed a written outline of financial responsibilities of the Conservation Commission, and current fund balances. Ms. Nathan said that they are here because of questions raised at the last meeting; they wish to clarify several items. Mr. Tilton said it was stated there is \$28,000 in the Forest Fund, but there is \$17,239, which includes \$12,000 recently added from two timber sales.

Mr. Tilton also explained that Conservation has two funds, the Conservation Fund (a non-lapsing municipal finance account) and the Forest Fund. The Forest Fund may only be used for the town forests, and a Warrant article needs to be put in to inform the public whenever it is to be used. This can include developing management plans, controlling infestations, maintaining the trails, planting and harvesting, and public education among other things.

Selectman Wilson asked about the Conservation Fund listed by the Trustees. Mr. Tilton said that the Commission does not manage that fund. Ms. Nathan said that is used for land purchases, which would also require a Warrant article.

Mr. Tilton said that there were also questions raised about the management of timber sales. He said they had hired forester Ron Klemarczyk to develop the forest management plans, find loggers (three bids were obtained) and oversee the logging. On the most recent cut, there had been some issues, and the Highway Agent worked with Mr. Klemarczyk on those matters.

Ms. Nathan explained that in the past, Dave Ingalls was the forest manager for the Conservation Commission, and took care of everything. With him gone, they have worked with Mr. Klemarczyk to go step by step. Regarding the question of how involved the Board should be, Ms. Nathan said that the forest management plans are given to them to review, and they would be happy to ask Mr. Klemarczyk to come in to answer any further questions.

Selectman Coombs suggested a Warrant article to allow the use of funds during the year as need arises.

Selectman St. James asked what is coming next for forestry projects. Ms. Nathan said that she had been contacted by the County Forester, who is president of the National Tree Farm Association, about Back Road and the Frye Forest that have not been done for a while. (The forests are also considered tree farms.) The e-mails have gone to Mr. Klemarczyk, who is looking into possible work on Back Road, which was last cut in 2008. As for the Frye Forest, Ms. Nathan said there is a major problem with access for harvesting, and the expense may outweigh the benefits of doing a harvest. It could be tabled as a natural area.

Chairman Wilson said that there is a new code enforcement complaint sheet to be used, which is a 3-part form and requires inclusion of the RSA/ordinance that is being enforced so that there is a clear reason for the action. If Conservation is reporting an incursion, they would keep one copy, and one would be returned with what was done to correct the issue. Ms. Nathan said it is usually the easement document that is violated.

Selectman St. James asked about the status of the kayak beach launch area that had been proposed; Ms. Nathan said they are working on it, and it is a priority for this summer. She said right now priority is being given to work on the South Kingston town forest, which was chosen by SELT as the NH trail to highlight for National Trails Day (June 3).

Chairman Wilson suggested that Conservation Commission should come in to a Select Board meeting every few months to catch up the Board on projects.

Reid VanKeulen and Muriel Ingalls re: Clean Water State Revolving Fund loan program
Present to discuss this topic were Mr. VanKeulen, Camp Director of YMCA Camp Lincoln and member of the Kingston Lake Association, Mrs. Ingalls, President of the

Kingston Lake Association, Kimberley Meyer, CEO of Camp Lincoln, and Forrest Bell, owner of FB Environmental Associates, who works on lake protection projects throughout New Hampshire.

Mr. VanKeulen said they are here to talk about a grant opportunity for the Town of Kingston through NH DES having to do with water quality. He said that Kingston Lake is somewhat impaired and getting worse, and cited state statistics. He said the money would be to develop a watershed plan to control erosion and soil run-off and improve the water quality.

Mr. Bell said that Kingston Lake (Great Pond) is designated as an impaired water body by the state, mainly due to phosphorous, which is affecting aquatic life; fish in the lake will have trouble surviving over time as oxygen levels in the water are declining. He said that a state-approved watershed plan is needed to be eligible for future grants.

Mr. Bell explained the money for the watershed project comes in the form of a loan through the NHDES Clean Water State Revolving Fund. However, once the project is completed, the principal amount is 100% forgiven. The small amount of interest accrued will be paid by the Lake Association and the YMCA in this case. The pre-application is due in June, with no obligation to the Town. Then if the Town is invited to submit a full application, the question will need to appear as a Warrant Article in March, and the project would begin next summer.

Selectwoman Alessio said that it sounds like if the project is completed correctly there will be no cost to the Town, in which case this is a “no-brainer”.

Mrs. Ingalls said that the Town has plenty of data, as the Conservation Commission started water sampling in 1999, and it was taken up by the Lake Association in 2006. She said there is a big diagnostic study book and plenty of material to guide the watershed plan. In addition, they have been wanting to do this for years, but did not have the resources; money has been put aside that can be used to help with the interest payment. She said they are ready to work on educating the citizens ahead of the vote in March.

Selectman St. James asked about the frequency and location of the testing. Mrs. Ingalls said that it is done monthly on two sides of the lake, north and south, as well as the outlet and all inlets.

Chairman Wilson asked if there is a way to know the impact of septic systems on the health of the lake. Mr. Bell said that it is hard to tell, but they look at factors like aging systems and soils. He said that high levels of phosphorous and other substances can be an indicator, but generally they will evaluate all factors and come up with a measure of what percentage is due to septic systems. One recent study put this at 15%.

Selectwoman Alessio asked what the Board needs to do; Mr. Bell said that the loan needs to go through a municipality, so the Town needs to be on board for the application process to go forward.

MOTION: by Selectwoman Alessio, to endorse the proposal to develop a watershed management plan for Kingston Lake.

SECOND: by Selectman St. James.

All in favor

Chairman Wilson noted that this will help with the Town's score for the MS-4 Stormwater Permit.

Public Comment 1 - None heard

COMMITTEE LIAISON REPORTS:

Selectwoman Alessio said that the **Solar Committee** has asked to join Clean Energy NH. She said that as they will be helping with analysis of proposals that come in, it makes sense to support them by joining and paying the annual dues.

MOTION: by Selectwoman Alessio, to expend \$250 for dues to join Clean Energy NH.

SECOND: by Selectman St. James.

All in favor

Selectwoman Alessio then said that the **Kingston Days Committee** had learned that the Lions Club will not be doing the food tent as in the past. She said the committee plans to send a letter to Kingston restaurants to see if any may be interested in doing this. She said they generate roughly \$3500, and 10% of their proceeds come back to the Town. She then said that the **Employee benefits committee** had also met and they are making progress. They will next meet on Friday May 10 at the Highway Department, and as they go along will be making recommendations to the Board.

Selectman St. James said the **library** is still having trouble with their phone system. He said he had talked with Block 5 and they will be installing the new phone system there as soon as they are done with the new fire station. He also said that regarding the new phone system, he was told that the Town may not be getting the exact phones that were shown in the demonstration, but they will be at least as good.

Selectman St. James said that he has received one proposal for the audio system, and another is being redone due to a mistake in what was included. He expects a third this week.

Chairman Wilson reported on **Heritage** activities: the Stained-Glass subcommittee met, and they are starting to solicit contributions from families and businesses. They are hoping that people would like to purchase a window. Heritage Chairman Ernie Landry has put together a chart of achievements of that committee since its inception; this is on the bulletin board downstairs in the Town Hall.

Selectman Coombs reported that at the Solid Waste and Recycling Committee meeting it was discovered that while the Town had belonged to the Northeast Resource Recovery Association (NERRA) in the past, the membership had lapsed. He said they are a good resource for towns for such things as researching pricing; dues are based on population. He said the Board will see a purchase order for \$451 for this. The

committee is also looking into adding options at the Highway department during the monthly oil drop-off day, such as dumpsters for white goods and cardboard in a manned area. The committee is looking for ways to increase recycling opportunities at no cost to the Town. They are also looking at ways to reduce the overall amount of trash that goes into the waste stream.

OLD BUSINESS:

Bi-weekly payroll

The Board discussed the pros and cons of changing payroll from weekly to bi-weekly. It would be a time-saver for Human Resources, but it was acknowledged that some employees have resisted this in the past. Making the change at the first of the year along with other personnel policy changes had been suggested; Selectwoman Alessio questioned if it needed to wait that long. It was decided to contact all Department Heads so they can talk to their employees and see how they feel about this change or how much time they may need to prepare. The topic will be revisited at the next meeting.

DPW Director Job Description draft

The Board reviewed the draft job summary that includes changes requested; no further changes were requested aside from removing some of the "ands".

NEW BUSINESS: none

BOARD BUSINESS:

SLFRF Compliance Report; updated list of ARPA expenditures

The Board reviewed the list of proposed expenditures and also were informed that the report due for the period ending March 31 had been submitted through the Federal Treasury's portal. All funding will be reported as replacement of lost revenue and may be spent at any time.

MOTION: by Selectwoman Alessio, to authorize the Town Clerk to expend \$3,680 to purchase a folding machine, to be applied to ARPA funds.

SECOND: by Selectman St. James

All in favor

Paving bids

Three bids were received for paving of Town roads for 2022. These were opened and briefly reviewed:

Pike Industries: Total bid \$478,814

Brox: Total bid \$487,000

Bell & Flynn: Rates given but no total cost

MOTION: by Selectman St. James, to give all three paving bids to the Highway Agent for evaluation, and request that he return with a recommendation.

SECOND: by Selectwoman Alessio

All in favor

It was decided that Selectman Coombs will go through the bids with Mr. St. Hilaire.

Credit Card

The need for a Town credit card for the use of the Town Hall offices was brought forward by the Administrative Assistant. Chairman Wilson will apply for one in his name to be used as needed.

PUBLIC COMMENT 2: None

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- The Kingston VFW has requested that an awards night be held during a regular Board meeting. All approved and this will be scheduled.
- One appointment form was signed for a member of the Fire Station Building Committee. It was noted that all Board members serving as representatives on boards or committees should be formally appointed.

APPROVAL OF MEETING MINUTES:

MOTION: By Selectman St. James, to approve the meeting minutes of April 25, 2022, public and non-public, as written.

SECOND: by Selectwoman Alessio

All in favor

NON-PUBLIC SESSION:

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

SECOND: by Selectman St. James

Meeting adjourned to non-public session at 8:00 PM.

MOTION: by Selectman Wilson, to return to public session at 8:17 PM

SECOND: by Selectman St. James

All in favor

Discussed in non-public session: Compensation of a public employee

Motion made to seal minutes of non-public sessions?

Motion made by Selectman Wilson, seconded by Selectwoman Alessio, 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.

☐ Render a proposed action ineffective

☐ Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to Seal Minutes:

Phillip Coombs	Y	Richard Wilson	Y
Kevin St. James	Y	Electra Alessio	Y
Charles Hart	Absent		

Motion: PASSED

Meeting Adjourned at 8:17 PM

Respectfully submitted:

Susan H. Ayer

Administrative Assistant to the Select Board