

**Kingston, New Hampshire
Board of Selectmen
Meeting of May 23, 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; Charles Hart, Phillip Coombs, Electra Alessio, Select Board Members; Melissa Mannon, Richard St. Hilaire, Paul Butler, Tammy Bakie, Cindy Kenerson, Joel Johnson, Department Heads

DEPARTMENT INFORMATION AND DISCUSSION:

Recreation:

Mr. Butler reported that the summer camp is all set with staff, and campers are signed up with a wait list of 8 more. He said that there are trips planned for adults as well. The scout project to clear the area for a fire pit and benches is completed, and there is also now a "gaga ball" pit.

Highway

Mr. St. Hilaire said that paving will begin tomorrow.

The Intent to Cut application (Map R15 Lot 8) that has been held pending review of the Conservation Easement and forestry management plan was discussed briefly; Selectman Coombs said that he thinks a site walk should be conducted to ensure the cut will be following the state guidelines for the easement, notably regarding the white cedars on the property. The owner will be contacted.

Mr. St. Hilaire said that the Seminary project will be the biggest change of use for the Town in many years, and he suggested that a combined technical review committee should be formed right away, and not wait for the Planning Board process. He said that he would like to see work sessions that are open to the public. Chairman Wilson noted that the Historic District Committee is having a meeting on the 31st and has invited the public to attend to learn more about the project. Selectman Coombs said that there are 75 apartments going in and there will be access via three roads; he said he feels that it is more important to know how everything will work than how it will look, and that it would help the process to have everyone together at one meeting. He will approach Mr. Chinburg, the develop, about this.

Library

Ms. Mannon asked Mr. St. Hilaire when the library sidewalk work will be done; he said that it is on his list.

The Library Director then reported on the events that took place for the library's 10th anniversary. She said that she would like to make this an annual event and said that the touch a truck event was very successful, but that attendance at this past weekend's activities were affected by the hot weather, even though they were very well prepared.

Ms. Mannon reported that summer reading, usually the biggest program of the year, is ready to go and the flyers are out. There are adult and teen events planned as well. She said that the adult services librarian is offering 1 on 1 computer lessons, and that the laptops requested through ARPA funding will be used for this purpose. A gardening program will be offered by UNH master gardeners.

Mr. St. Hilaire asked about the proposed pavilion project. Ms. Mannon said they are looking into grant opportunities, and it will probably be planned for next year. Selectman Hart suggested that the library use some of their impact fees for the pavilion, reminding Ms. Mannon that they need to be used within 5 years of collection. The Finance Director will look into the status of library impact fees and contact Ms. Mannon.

Finance Director

Ms. Kenerson said she is preparing for the annual audit, which is scheduled for June 6. She said she had sent an email to Ms. Mannon with a list of what might be needed, as it needs to be brought to the Town Hall for the auditor.

Ms. Kenerson said aside from that she is continuing to work with the committee that is updating the Personnel Policy benefits section.

Town Clerk/Tax Collector

Ms. Bakie said she had sent out 3,160 tax bills, that included the requested inserts for the Solid Waste and Recycling Committee and the Building Department. She thanked those who helped with the folding and stuffing. She said she had talked to the salesman about the folding machine that has been ordered; the maintenance fee is optional.

Ms. Bakie said she still has 200 unlicensed dogs and will be using the Animal Control officer to do a “knock and talk”. Fines will be taking effect.

Thirty-one properties have been liened that did not pay last year’s taxes; a total of \$150,000 is owed on these properties, which all agreed is not bad overall. One property will be deeded to the Town.

Ms. Bakie said that the Select Board Administrator had sent a link to the new records management system, and she thinks there should be time set aside for everyone to sit down and train on the system. This was agreed to, though it will wait until there are more records added; the process of scanning the files is just beginning.

Ms. Bakie then said she has a lot of paper documents to shred and thought the Town might consider hiring a company to do a town-wide shredding date. Lt. Johnson said that he has access to an incinerator in town that could be used instead of shredding, but this would be best done in cooler weather. There was a discussion of making this available to the public as well and making it an annual event. Ms. Mannon asked whether it might be most appropriate to handle a shredding event through the library.

Finally, Ms. Bakie said she is preparing a generic Town sympathy card as these are mailed out frequently by her office. In discussion, it was decided that this should be a neutral card with a blank inside, to that it could be used for all occasions.

Police

Lt. Johnson reported that there was an accident involving a cruiser that caused minor damage. He also said he is pursuing a Highway Safety grant in the amount of \$84,000. Lt. Johnson then reported on a recent incident in which the FBI notified the department of a gun threat at the school, seen on Snapchat. The person was taken into custody and found to have bullets but no gun. He said that no chances can be taken with this sort of threat, and the person will have psychological testing.

Lt. Johnson reported that he will be losing full-time Officer Sepe to another town, but that he will stay with Kingston on a part-time basis.

Lt. Johnson then said that no parking signs may be needed near the boat launch area; he said that he recently observed 6 trucks pulled over, and if this continues there will be an accident. There was a discussion of the area and how far a no-parking zone should extend. Mr. St. Hilaire said that a regulation will be needed, or the signs will have no teeth. He said that the existing no-parking signs have been up a long time; he said that the whole thing should be looked at, find both ends of the area to be designated. Selectman St. James asked Lt. Johnson to identify the area to be parking restricted; Selectman Coombs said that a hearing on the subject would be a good idea.

There was then a discussion of ongoing problems with residents on Depot Road who speed and do “burn outs” on the road. Lt. Johnson said tickets have been written, some of the family have court dates and suspensions, and he places officers in the area on a regular basis, but he does not know how much can be done civilly. There was a discussion of options.

Personnel Policy/ Employee Benefits

There was a discussion of changes being made to the Personnel Policy at committee level. Selectwoman Alessio gave an overview of the major changes. She said that there will be no difference between sick time and vacation time; all will be earned time, starting with day one. There are different scenarios of how they will be calculated. Current employees will be grandfathered for time they have already earned and will be calculated going forward. Sick days already accrued will be put in a “bank”.

There was a discussion of part time employees, for whom Selectwoman Alessio said no changes have been made. Mr. St. Hilaire said that he feels that there should be some improvement for part time employees. Ms. Bakie said she had pushed for addition of some benefits for part time employees, but it became cumbersome to calculate them with all the variables. They came up with the addition of longevity and tuition reimbursements. There was further discussion on how to handle long-term part time employees.

On the topic of weekly vs. biweekly pay, Selectwoman Alessio said that she had changed her position after reading a memo from the Planning and Human Services Admin, who pointed out that with the cost of fuel and other stresses on households, this is not the time to change the pay schedule.

Selectman Hart said that all the enhancements to the employee benefits cost money, and the Budget Committee needs to be on board.

BOARD BUSINESS:

Solid Waste & Recycling Contract

Selectman St. James said he had reached out to another company and is waiting for a proposal.

Intent to Cut

The Notice of Intent to Cut for Map R15 Lot 8 has been on hold pending further information and review by Conservation. Selectman Coombs said that a site walk should be done; a letter will be sent to the owner to explain the delay and set up the site walk.

Cease and Desist- Parks

The Town is still awaiting information from NH DES regarding the status of the Parks property on Small Pox Road, before the Cease and Desist can be lifted.

Tax Collectors Deed

The Select Board signed the deed for Map R4 Lot 27. There was a brief discussion of what can and can't be done; it can't be sold for three years. As the property is already dilapidated, a fence was suggested.

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- Intents to cut for R4, Lot 5 and R35 Lot 10 were approved. Both have been reviewed by Conservation.
- A refund for the Congregational Church was approved, as they had been unable to use the gazebo on the Plains as planned.
- An appointment to the Trustees of the Trust Funds was signed.

APPROVAL OF MEETING MINUTES:

MOTION: By Selectman Coombs, to approve the meeting minutes of May 16, 2022, as written.

SECOND: by Selectwoman Alessio

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

Meeting adjourned to non-public session at 10:20 AM.

MOTION: by Selectman St. James, to return to public session at 11:00 AM

SECOND: by Selectman Wilson

All in favor

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

Motion made to seal minutes of non-public sessions?

Motion made by Selectman Wilson, seconded by Selectman St. James, 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	Y		

Motion: PASSED

Meeting Adjourned at 11:00 AM

Respectfully submitted:

Susan H. Ayer

Administrative Assistant to the Select Board