

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of June 27, 2022  
Draft MINUTES**

The meeting was called to order at 8:00 AM by the Chairman.

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

**NON-PUBLIC SESSION:**

**MOTION:** by Selectman St. James, to enter non-public session under RSA 91-A:3, II (a): Compensation of public employees; and II (b): The hiring of a public employee

**SECOND:** by Selectman Hart

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

**MOTION:** by Selectman St. James, to return to public session at 9 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...

☐ 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**

**NON-PUBLIC SESSION:**

**MOTION:** by Selectman St. James, to enter non-public session under RSA 91-A:3, II (a): Compensation of public employees; and II (b): The hiring of a public employee

**SECOND:** by Selectman Hart

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

**MOTION:** by Selectman St. James, to return to public session at 9 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...

☐ Affect adversely the reputation of any person other than a member of this board.

XX 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**

**DEPARTMENT INFORMATION AND DISCUSSION:**

**Present:** Select Board Members; Melissa Mannon, Richard St. Hilaire, Tammy Bakie, Graham Pellerin, Joel Johnson, Department Heads; Caitlin Milhomme, Clerk

**Finance Director**

Chairman Wilson said that Tammy Bakie will be taking over as Finance Director in an interim capacity. Caitlin Milhomme will be stepping in as Interim Town Clerk/Tax Collector.

Ms. Bakie said that she is just getting started in Finance and so has little to report.

**Town Clerk/Tax Collector**

Ms. Milhomme and Ms. Bakie said that two large electronic tax payments are coming in today. The folding machine bought with American Recovery Plan Act funds will be coming on Wednesday. The fee assessed by law for dogs that have not been registered is now due; this is \$25 plus the cost of the postage.

Ms. Bakie said that all the Clerk-Collector's office needs right now is another employee. She said that after July 1<sup>st</sup> is generally a quieter time and a good time to hire and train someone. Ms. Milhomme will write a want ad and give it to the Select Board Administrator for posting.

**Library**

The Library Director said that the Trustees are currently working on clarifying the Library employees' vacation policy, and making it more formalized. She said they are waiting to see what the Town's revised policy looks like. Selectwoman Alessio said that after the last meeting of the Personnel Policy committee, the suggested vacation schedule is 1 week after 6 weeks of employment, 2 years after two years of employment and 3 weeks after five years of employment, but that the policy needs to be reviewed and approved by the Select Board.

Ms. Mannon reported on Library activities, saying that the Summer Reading program is in full swing. She said an event by the Seacoast Science Center had 90 participants. The Children's Librarian has daily events, and there are also events planned for adults and teens.

Ms. Mannon said that she is working with teachers at the school as well as the Recreation Director to collaborate on various programs. She also said that she has learned there is no Welcome Wagon in town, so she would like to start one through the library. She had a sample handout to show the Board. Ms. Bakie said that when a new

resident registers a car, they do give them a large packet of information about the Town; Ms. Mannon will work with Ms. Milhomme on welcome baskets. The new phone system is being installed this week.

Ms. Mannon asked about the status of ARPA funding and expenditures, as she had submitted a request for laptops and a 3-D printer for the library. The Board will review the most current list at the July 11 meeting.

### Police

Lieutenant Johnson said that he has been working on getting a School Resource Officer for the Bakie School under the payment arrangement with the school. However, the officer to be hired that was supposed to retire from Plaistow in 2022 is now retiring in 2023. This being the case, he said he has put in for a one-year appointment to the open position; the school will pay 80% of the salary.

### Highway

Mr. St. Hilaire said that Bridge grant they have been working on that is due July 1 is to be reduced in scope upon recommendation of the state engineers. He said they will be more likely to get the grant if they include just the bridge and not the work on the wetlands as previously proposed. He said they can submit a separate grant for the wetlands, but that he believes by widening the bridge, the increased flow of water under Main Street will also help the wetlands.

Mr. St. Hilaire also reported on his budget for snow plowing and salt. He said that snowplow rates for a driver with a truck are \$95 per hour (the state pays \$115 per hour), with a fuel upcharge. He said that with the current fuel costs, if the plows had to go out today it would cost \$132.50 per hour per truck. In addition, he said that the cost of salt is up \$25 per ton and has doubled in the last year and a half.

On the subject of fuel costs, he said he would recommend closing the Nichols building from December to April, keep the heat at 55 degrees but also drain the sprinkler system and put an electric heater in the furnace room, as the building is drafty.

Mr. St. Hilaire then addressed an issue on Back Road, where a property owner has been tearing up portions of the (Class 6) Town road. He said this property owner is potentially facing two felony charges, for wetlands violations and for destruction of public property. Selectman Coombs said that the property is surrounded by Southeast Land Trust property. Mr. St. Hilaire said there are a lot of issues; he said that there have been no driveway permits issued, and aside from digging ditches into SELT property, the wrong material is being used, which will wash into the wetlands.

Selectman Coombs said that a letter should be written, inviting the property owner to meet with the Board to explain what he wants to do, and how to do it appropriately.

Ernie Landry, Chair of the Heritage Commission, said he had gone out to the site, and ditches have been dug into SELT property, material is draining into SELT property, and it is pretty much a mess. He said he was there on Saturday and work was being done.

There was also an old shot-up car left by the SELT gate. He said he hoped the Board would add Cease and Desist language to the letter.

### **Fire and Emergency Management**

Fire Chief Graham Pellerin reported that the annual Brewfest fundraiser put on by the Fire Association was a success and that there were no issues or complaints.

Chief Pellerin then spoke about the ongoing lack of applicants for open positions. Selectman Coombs asked if there had been any follow-up to the meeting with area Fire Departments. Chief Pellerin said that at least one town is not pursuing the matter of sharing services any further. However, he said that at a recent meeting of area chiefs there was a discussion of adding a Trinity ambulance that could be used for all Towns for a second call.

Selectman Coombs asked about a per diem pool, and Chief Pellerin said he didn't think it would be possible to get a standard rate of pay, as departments are boosting pay to attract per diems to their town. He said he thinks that ultimately adding more full-time staff is the only way, and mentioned the SAFER grant that would pay for the first three years of salary. He said the problems with that are in years 4 and 5 the budget would have to grow, and also that to meet NFA standards, there need to be 4 firefighters to an engine.

The complaints from neighbors to the new fire station about lighting and dust/dirt were raised, as the complaints had come in to the Select Board office. Chief Pellerin said he had talked to both neighbors on several occasions. He said the paving is being completed, so the dust will no longer be a problem. As for the lights, he said they were installed as "downlighting" per the ordinance, but there will be a glow from them anyway. Also, when the vehicles come and go from the garage there will of course be headlights. He said the location of the new fire station was voted on.

### **BOARD BUSINESS:**

#### **Technical Review Committee: Seminary project**

Selectman Coombs said that the intent is to hold two meetings of a Technical Review Committee, comprised of representatives of the Police, Fire, Highway and Building Departments, the School system and the Rockingham Planning Commission, and to include the Health Officer, Code Enforcement Officer (If there is one by then), the Town Planner and inspectors. He said the idea is to address matters such as stormwater management and traffic impacts that can tend to bog down at the Planning Board. He said the first meeting would be to review preliminary drawings and establish what needs to be worked on, and then at the second meeting review and finalize changes.

Selectman Coombs said that this was done with Sears Logistics, and it helped to work out issues ahead of time and speed up the process. He said Chinburg Properties, the owner, has already established that they will put up escrow to pay for Town personnel's time. He will contact Chinburg about the meetings.

### **Household Hazardous Waste Day**

Mr. St. Hilaire said he would still like to hold the Household Hazardous Waste Fall collection day (in Kingston this year) at the Seminary property as in the past, if it is still possible. Selectwoman Alessio said that Mr. Chinburg had said he would make it work for this year; this will be followed up and double checked. The date is October 29<sup>th</sup>.

### **Human Services**

With Human Services Director Ellen Faulconer retiring, Adam Faulconer is willing to stay on to help until a new Director is found. A letter specifying that the Town would like him to do this in the interim will be written.

### **Solar Committee**

Selectwoman Alessio reported that the Solar Committee has reviewed the companies that sent in responses to the Request for Qualifications that was sent out; the two finalists were Green Lantern from Waterbury, Vermont, and Revision Energy from Brentwood. She said the committee had voted to choose Revision for the next step, which will be to prepare a Request for Proposals. The company will do technical research and then the project will go out for bids.

**MOTION:** by Selectman Hart, to follow the recommendation of the Solar Committee to engage Revision Energy to do technical research and prepare an RFP.

**SECOND:** by Selectman Wilson

**All in favor**

### **Kingston Days**

Selectmen Alessio and St. James reported on Kingston Days Committee progress.

There will be no Bingo due to not having a permit. The carnival workers will be camping at the Fairgrounds rather than at Magnusson Field.

The contract for the fireworks display needs approval.

**MOTION:** by Selectman St. James, to approve the contract with American Thunder for fireworks to be held on Friday, August 5, rain date August 6.

**SECOND:** by Selectwoman Alessio

**All in favor**

### **Audio Visual improvements to Town Hall meeting room**

Selectman St. James has been working on getting bids and talking to companies to do this work. At this time he has a contract ready for approval.

**MOTION:** by Selectman St. James, to approve the contract with Audio Visual Experience, of Hampton, for the cost of \$40,930.27, to be paid from ARPA funds.

**SECOND:** by Selectman Hart

In discussion, Chief Pellerin said he feels this is a bandaid and that he does not think \$40,000 should be spent on this when further work is to be done on the meeting room. Chairman Wilson said that it is not a bandaid, and that whatever is installed can be moved around as needed when renovations take place. Selectman St. James concurred, saying the system can be moved anywhere in the building.

**In favor: Alessio, Hart, St. James, Wilson; (Coombs had stepped out): passes**

### **Electricity Aggregate with Rockingham Planning Commission**

Administrative Assistant Susan Ayer asked the Board to make a decision on whether or not to rejoin this aggregate for another contract term, based on information she had sent to them via email.

**MOTION:** by Selectwoman Alessio, to renew the contract with RPC and join the regional electricity aggregation for another term.

**SECOND:** by Selectman St. James

**All in favor**

**APPROVAL OF MEETING MINUTES:**

**MOTION:** By Selectwoman Alessio, to approve the meeting minutes of June 6, 14 and 20, 2022, Public and Non-public, as written.

**SECOND:** by Selectman Hart

**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 11:00 AM.**

**MOTION:** by Selectman St. James, to return to public session at 11:20 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...

☐ 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 11:20 AM**

Respectfully submitted:

Susan H. Ayer

Administrative Assistant to the Select Board