

**Kingston, New Hampshire
Select Board
December 6, 2021
Final MINUTES**

The meeting was called to order by the Chairman at 6:34 pm.

PRESENT: Phillip A. Coombs, Chair; Richard Wilson, Vice Chair; Electra Alessio, Donald W. Briggs, Kevin St. James, Select Board Members.

NON-PUBLIC SESSION:

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

SECOND: by Selectman Briggs

All in favor

Meeting adjourned to non-public session at 6:34 PM.

MOTION: by Selectman St. James, to return to public session at **7:02 PM**

SECOND: by Selectwoman Alessio

All in favor

Motion made to seal these minutes: Motion made by Selectwoman Alessio, seconded by Selectman 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
Donald Briggs	Y		

Motion: PASSED

Discussed in non-public session: Personnel

APPOINTMENTS: None

PUBLIC COMMENT 1:

Fire Chief Graham Pellerin was present and wished to speak to the Board on some topics related to the new Fire Station. First, he said that two 1,000- gallon propane tanks will be needed for the new building, and he did not know if the Board would prefer to own the tanks rather than lease them. Selectman Briggs said that the Town does not currently own any tanks. There was a discussion of the ability to switch companies, annual inspections needed and how to secure the most favorable cost for the Town. Chairman Coombs said that he would want to be sure owning the tanks doesn't pivot liability to the Town. Chief Pellerin will look into the cost of buying the tanks.

Chief Pellerin also said that \$15,000 is budgeted for temporary heat to the new building. He said that as the Town's rate for fuel is lower than what Bauen (the construction

management company) would be able to get, if the Town supplies the fuel, Bauen will give \$15,000 back. In discussion it was noted that the building will be unoccupied so the thermostat will be kept low; Selectman Wilson said that a contractor's thermostat would keep anyone from turning up the heat. It was agreed that it would make sense to use the Town's pricing.

COMMITTEE LIAISON REPORTS:

Selectman Briggs said that the Conservation issue of rocks being moved on Conservation land is being resolved. He said the person responsible will move the rocks back onto the wall. **Conservation Commission** members will double check that this is done.

Selectman St. James said that **Recreation** Director Paul Butler is applying for a grant for the Stepping Stones playground, and has found that he needs signing authority in order to submit the application.

MOTION: by Selectman St. James, to authorize Recreation Director Paul Butler to apply for state and federal grants for the playground, and to sign grant documents on behalf of the Town.

SECOND: by Selectwoman Alessio
All in favor

OLD BUSINESS:

Scanning/digitizing proposals

Administrative Assistant Susan Ayer reported that three companies have given demonstrations via Zoom meetings of the records management software they utilize (after files have been scanned for digital access). A fourth company will do a demonstration for the Town next week if another is wanted. She said that it has been helpful to see how the software will look on the screen and to ask questions. At this point, she said the plan is to compare notes of those who listened to the demonstrations, and also to consult Block 5 with the short list of companies being considered, for their input on what would work best for the Town. Cost comparisons are also being made.

Consolidated Communications

The Chairman signed the settlement agreement provided by Consolidated, on the advice of Town counsel.

Chairman Coombs said he will be meeting with Rich St. Hilaire to double check the list of double power poles, and then will serve legal notification to the Public Utilities Commission and Consolidated. He said they will be proceeding on this by the end of the week.

NEW BUSINESS:

Draft Policy for Uncollectible Funds

The Board briefly reviewed this policy, drafted by Town Clerk Tammy Bakie to cover the Town if someone passes a bad check. The Chairman also questioned if there is any risk to accepting credit cards, which is not addressed in the policy. After a brief discussion, it was agreed to send the policy to Attorney Kalman to review, and ask him if there should

be a provision to cover fraudulent credit card usage or challenges to a charge. The matter will be revisited after advice from Counsel has been received.

BOARD BUSINESS:

Employee Evaluation forms

The Finance Director had supplied evaluation forms for the employees to be reviewed by the Board. Each Board member was assigned two or three employees.

Solar and Recycling committees

The Administrative Assistant shared the list to date of residents who have called to say they are interested in serving on one of these committees. Selectmen Coombs and Alessio will meet this week to discuss the parameters of the committees and bring more specific plans back to the Board.

Tapping maple trees on the Plains

Selectman Wilson has received a request, followed by a letter, from someone interested in tapping the maple trees on the Plains, and then donating syrup produced to the food pantry. There was some discussion on the pros and cons; Selectman Wilson will talk with Rich St. Hilaire before a decision is made.

PUBLIC COMMENT II:

Fire Chief Pellerin said that the Seabrook Nuclear Station practice drill will take place this Wednesday from 9 am to around 1 pm. He invited the Board members to attend; all who attend are paid as Seabrook employees by the Seabrook station.

NEW BUSINESS (cont.)

Meeting room audio/visual

Selectman St. James said that Taylor Made audio came to the Town Hall and met with him, Adam Faulconer and Rich St. Hilaire. They will be submitting a quote for improvements to the meeting room audio and visual capabilities. This will need to be put out for bids, and Taylor Made offered to help with the Request for Proposals.

Block 5

Selectman St. James also reported on a Zoom meeting held on Friday with Department Heads and Block 5 Communications. He said they recommend this should happen every few months so that everyone knows where things stand with the computer and phone system work being done.

After some details were relayed about various calls made to Block 5, Chairman Coombs said that the Board needs to control access to the company, and that this needs to be communicated to all.

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- Veterans Credit application (1) - approved
- Appointment forms for Kingston Days Committee - signed
- Land deeds for sold Town land - signed

- Letter to owner of a seasonal residence being used off season - signed to be sent registered mail

APPROVAL OF MEETING MINUTES:

MOTION: by Selectman St. James, to approve the Public meeting minutes of November 22, 2021, and Non-Public meeting minutes of November 22 and December 1, 2021, as written.

SECOND: By Selectwoman Alessio

All were in favor

Adjournment:

Meeting Adjourned at 7:40 PM

Respectfully submitted, Susan Ayer, Administrative Assistant