

**Kingston, New Hampshire
Select Board
December 13, 2021
FINAL MINUTES**

The meeting was called to order by the Chairman at 7:00 pm.

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

ABSENT: Kevin St. James, Select Board Member

APPOINTMENTS: None

PUBLIC COMMENT 1:

None heard

COMMITTEE LIAISON REPORTS:

Chairman Coombs said that the **Inspectors** met; discussion took place to catch up on various issues but there is nothing new to report.

Chairwoman Alessio said that the **Historic District Commission** will meet this week; revised plans for the Sanborn Seminary project have been submitted by Eric Chinburg. Selectman Briggs reported that the **Conservation Commission** is still working to resolve the issue of a wall that was partially moved on Conservation Property.

Selectman Wilson said that the **79-E committee** will meet tomorrow (12/14) on the matter of the changes to the Sanborn Seminary project. Selectman Wilson also reported that he had told the **Heritage Commission** that the Select Board expects that work to be done on the Grace Daly barn will go on a Warrant article. He said they understood the reasoning for this and will be seeking pricing from at least one contractor in order to estimate the cost. The deadline for submitting a Warrant article is January 11.

OLD BUSINESS:

Solar/Recycling Committees

Updated lists of interested residents were in Board packets for information.

Selectwoman Alessio said it is time to start reaching out and forming the committees; she said she thought that an ideal number would be 6, with one Board member to make 7. There was a brief discussion of when the meetings will take place.

Long term goals for these committees were also briefly discussed; Selectwoman Alessio said that at the 6 month mark the committees could present their findings to the Board, and Warrant articles would be prepared to appear on the 2023 ballot. Timing of the Waste Management contract's renewal date (contract expires December 31, 2022) was considered as a factor.

Double Power Poles

Chairman Coombs said he needs to double check the numbers on a couple more of the poles before proceeding.

Draft Policy for Uncollectible Funds

The Administrative Assistant said she has not heard back from Town Counsel, who was contacted for his input on this new policy.

NEW BUSINESS:

Credit Card Application

The Board had received a memo from the Finance Director outlining steps required for acquiring credit cards for Town department heads as had been decided would be done through Partners Bank.

MOTION: by Chairman Coombs, to apply for VISA cards with Partners Bank, to be used in accordance with the Town's Credit Card Policy approved in November.

SECOND: by Selectwoman Alessio

All in favor

MOTION: by Selectwoman Alessio, to authorize the Select Board Chair and the Town Treasurer to apply for credit cards

SECOND: by Selectman Wilson

All in favor

There was a discussion on credit limits, decided to be in compliance with what the purchasing policy allows without Board approval (\$1,000). Department Heads to receive credit cards will be Highway Agent Rich St. Hilaire, Police Chief Don Briggs, Fire Chief Graham Pellerin, and Recreation Director Paul Butler.

BOARD BUSINESS:

2021 Equalization Study

The Town's Assessor had prepared this annual report for uploading to the Department of Revenue Administration's portal. This was briefly reviewed, and signed.

Summary of Bank Accounts

The Trustees of the Trust Funds and Finance Director had provided a current list of account balances for the Board's information.

Unitil LED Streetlights - Rebate

A check for \$16,946.50 has been received from Unitil, which is the rebate that was part of the agreement for installation of LED streetlights approved by the voters in March. Because the rebate amount had been estimated, it was not included as revenue in the budget.

MOTION: by Selectman Briggs, to accept the amount of \$16,946.50 from Unitil as unanticipated revenue

SECOND: by Selectwoman Alessio

All in favor

Town Hall upgrades

Selectwoman Alessio said that she thought the cost of upgrading the Town Hall to maximize usable space should be included in the Capital Improvement Plan. There was some discussion of what the cost would be, to include a plan. Selectman Wilson asked to table this until the next meeting

PUBLIC COMMENT II:

None heard

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- A request from a taxpayer to be refunded the amount of the early payment discount that their mortgage company had not taken, was approved on a **Motion** by Selectman Wilson, **Second** by Selectwoman Alessio, **approved by all**. It was noted that this request was received before the payment deadline, which is required.
- A memo from the Planning Board Chairman was reviewed and discussed; Mr. Coppelman had shared the section of the Town's Outdoor Lighting Ordinance that pertains to an issue the Board is investigating at the self-storage facility on Marshall Road. He said that a light meter is not necessary to determine the wattage as it should be on the spec sheet for the light fixture. The ordinance states that "any luminaire emitting more than 1800 lumens (with 1,700 lumens being the typical output of a 100-watt incandescent bulb) shall be fully shielded so as to produce no light above a horizontal plane..." Selectman Wilson said that they are still working on this, and that the Electrical Inspector had said the bulbs at the storage facility are 70-watt, and if that is true, they would not need to be shielded. Chairman Coombs qualified that they are not incandescent. Selectman Wilson said there are two conflicting items in the ordinance. He said the bottom line is that more attention needs to be given to the lights to be used before they are approved. Complaints are being received about the brightness. Selectman Briggs voiced concerns about the ordinance, that he would like to discuss in non-public session.
- An email was received from resident Sandra Maida, on the topic of the sale of the Lone Tree Scout camp, which is a large parcel (146 acres). Ms. Maida asked the Board to consider a conservation use for the property, or if this is not feasible, something else beneficial to the Town that would not cause pollution or traffic problems.
- Total Notice contract 2022: The Chairman signed the new annual contract with this company that the Clerk-Collector uses with regard to tax billing.

Chairman Coombs announced for the benefit of the public that permit fees will be going up when the new fee schedule goes into effect on January 1, 2022.

APPROVAL OF MEETING MINUTES:

MOTION: by Selectwoman Alessio, to approve the Public meeting minutes of December 6, 2021, as written.

SECOND: By Selectman Wilson

All were in favor

NON-PUBLIC SESSION:

MOTION: by Selectman Briggs, to enter non-public session under RSA 91-A:3, II (I) Legal

SECOND: by Selectwoman Alessio

All in favor

Meeting adjourned to non-public session at 7:34 PM.

MOTION: by Selectman Wilson, to return to public session at 7:55 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	Absent	Electra Alessio	Y
Donald Briggs	Y		

Motion: PASSED

Adjournment:

Meeting Adjourned at 7:56 PM

Respectfully submitted, Susan Ayer, Administrative Assistant