

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of December 27, 2021: Meeting with Department Heads  
FINAL MINUTES**

The meeting was called to order at 9:12 am by the Chairman.

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

**ABSENT:** Kevin St. James, Select Board Member

Department heads present: Highway Agent Richard St. Hilaire; Fire Chief Graham Pellerin; (Police Chief Donald Briggs); Town Clerk-Tax Collector Tammy Bakie; Recreation Director Paul Butler

**TOPICS BY DEPARTMENT**

**Town Clerk-Tax Collector - Tammy Bakie**

Ms. Bakie brought up the recent special election in Greenland, held to ask that Town if they would like to discontinue use of voting machines, and revert to hand counting. She said she wanted the Board to be aware that this happened in several other towns, and can happen anywhere if 50 voters sign a petition. She said she has talked to the Town Clerk in Greenland, and they will be talking to the State representatives about changing the rules for the future, as small towns can't afford to hold another election.

The Clerk also reported on other activity in her office:

- The new copier has been received and set up with the help of Block 5. She said they will be able to eliminate one other copier, as this one has four drawers.
- Taxes still owed from years 2019, 2020 and 2021 total only \$610,000, which Ms. Bakie said is very good.
- Next year, she plans to hold a "top dog" contest, where everyone who registers their dog is entered in a drawing for prizes, to encourage registrations.
- Ms. Bakie said that the Plaistow Clerk's office has had to close because of Covid cases. She said she wants the Board to know that she does not want to have to close, and to avoid that she has her staff working in teams to avoid having to close if someone is exposed or infected.

There was a general discussion of the current Covid situation in Town; 3 employees are out at the Police Department, 1 at the Fire Department, and 2 at Highway. Cindy Kenerson will be asked about the current policy for sick time use for Covid absences. Ms. Bakie said she would be willing to share her sick time with others; the Board was open to creation of a sick time "bank", to ensure that all who should be quarantined will do the right thing and stay home.

Discussion then turned to vacation time, and requests to roll them over to the next year. Chairman Coombs said he did not think this should be a Select Board issue, but rather should be a matter of the department head fielding the request and then letting the

Board know. Selectman Wilson said he did think it should remain a Board issue; Chairman Coombs said that his point is that while the Board has ultimate approval authority, the individual department heads have the experience to know how to handle vacation time for their employees. It was decided a form will be created by Ms. Bakie, to be used by employees when requesting extension of vacation days. This will go to their department head, who will sign and send to the BOS for approval. Selectwoman Alessio said there should be a time limit for using the carried-over days, to avoid a snowball effect. Mr. St. Hilaire said that a 60-day limit won't work for the Highway workers, who are needed for winter road maintenance. It was agreed that as the personnel policy is being revised, the changes to vacation policies and the use of a sick time "bank" will be incorporated.

### **Fire Department - Chief Graham Pellerin**

Chief Pellerin said that he has continued looking into prices for IP phones for town buildings; he said he has rough numbers from Dave Black of Kent Communications and is waiting on Block 5.

The Chief informed the Board that he is pushing for more call members for next year; he still has a lack of people for evenings. He is putting the information out on Facebook and will mention it in his year-end report. Other Fire Department matters included:

- Chief Pellerin gave a brief report on the construction progress on the new Fire Station, and again invited Board members to come and visit.
- There was a brief discussion of holding a Rabies clinic at the fire station.
- A deer was hit on Main Street by Engine 3. The insurance company has been notified.
- Chief Pellerin has spoken with Paul Hatch about \$8500 in state funding that can be kept in the revenue line and may be used to help fund the new fire station. This is an annual amount from the state, which is returned at the end of the year if unexpended. He will research this and set up a warrant article, which would be a Selectmen's article.
- The SAMS number for the Fire Department has expired and grants can't be accepted without it. Cindy Kenerson will be consulted on the status of the SAMS numbers, as she has been working on them.

### **Highway/Building Maintenance**

Mr. St. Hilaire said that he has ordered \$20,000 worth of road salt, and that the invoices will be included in the 2021 budget.

Mr. St. Hilaire also said one of the Highway trucks is down and he will need to spend the money to repair it as it needs to last another 3 years; a new truck will cost \$200,000. He said he would like to write a purchase order for about \$20,000 to fix the truck, not knowing how much it will be, and then encumber the balance to be used over the course of next year for ongoing repairs. He was questioned on which local repair garages he uses (usually Mahoney's; new trucks at National). Selectwoman Alessio said he should write the PO for \$25,000 to be sure there will be enough money on hand.

There was a brief discussion of the Swazey Gym and whether the Town should have something in writing from Chinburg properties to ensure it can be used for future elections. Selectwoman Alessio said that is all set, that Mr. Chinburg has signed an agreement. It was mentioned that the insurance company needs to be notified if the gym is no longer a municipal building.

### **Police Department**

Chief Briggs said that insurance payments will be coming in, totaling roughly \$28,000, for damage to the cruiser that was rear-ended. He wondered if the money could be accepted as unanticipated funds and then used for bullet-proof vests. Asked if he wouldn't use the money to replace the cruiser, he said there is money in the cruiser line for that. The Finance Director will be consulted, and the matter will be revisited on Thursday.

### **Recreation**

Paul Butler spoke to the Board about hiring a new director for the camp, which has already been approved, and about hiring an extra counselor again due to Covid restrictions. He then addressed tuition rates for camp, which he said would be basically the same as last year; \$160 per week for Kingston residents and \$190 per week for non-residents. He said that he wants to add field trips, ice cream and pizza back into the tuition cost so there are no extra fees.

Chairman Coombs and Selectman Wilson both suggested that the non-resident fees could be higher. It was agreed to raise the non-resident fees to \$200. Mr. Butler said that the number of counselors will be the same as last year, and that he will still put in hours as an extra counselor. He said that hiring may be difficult anyway.

Mr. Butler said that he has completed the grant application through Land Water Conservation for the playground, which is a matching fund. He said that with the \$29,000 approved on last year's ballot (which will be encumbered), plus \$10,000 contributed by Partner's Bank and \$2,200 in donations, the total that will be available if the grant is approved should be about \$82,000. Mr. Butler said that he still needs to get the playground area surveyed, but was able to submit the grant with this work pending. He said that he may not know until April or May if the grant is approved.

### **Library**

(No one was available to speak for the library.) Mr. St. Hilaire said with reference to the library tent or pavilion, he hoped the Town would wait to spend any money until after a curriculum and usage is shown. There was a question whether the library can encumber funds; Selectwoman Alessio will call to discuss this with the library trustees.

## **BOARD BUSINESS**

### **Code Enforcement Officer position**

The Board was in agreement to discuss this in non-public as a personnel issue.

### **Capital Improvement Plan**

After the subject of plans for Town Hall improvements to usable space was discussed at the last meeting, Selectman Wilson said he talked to a couple of people who do this work, and was told plans could be prepared for around \$20,000 - \$25,000. He said the more detail included, the higher the cost. Selectwoman Alessio said she would write up a CIP entry and bring for the board to review at Thursday's meeting.

### **Scanning, Records Management system**

Selectman Wilson said that after a lengthy review of the proposals submitted for the digitization and management of town records, the consensus of the Town Hall staff that were involved was that Records Force in Portsmouth is the best fit for the Town. He said that he personally appreciated that it is a family business, situated close by, and the proposal was understandable. He said it was also helpful that most items asked about were included in the quoted price, rather than as extra expenses.

**MOTION:** by Selectman Wilson, to accept the proposal of Records Force (\$112,868.25 for scanning entire project; \$5,500 upfront cost for license and setup of records management system; monthly hosting total \$530).

**SECOND:** by Selectwoman Alessio

**All in favor**

### **Warrant Articles 2022**

In addition to the warrant article proposed by the Fire Chief discussed above, the Board agreed the following articles will be included in the 2022 warrant:

- Highway equipment replacement fund
- Highway building maintenance fund
- Land purchase
- Tax discount for on-time payment

### **Unanticipated funds**

A check has been received from an insurance company for damage to a guardrail by a motor vehicle.

**MOTION:** by Selectwoman Alessio, to accept \$5,550 in unanticipated revenue as restitution for damage to a guardrail.

**SECOND:** by Selectman Wilson

**All in favor**

### **APPROVAL OF MEETING MINUTES:**

**MOTION:** By Selectman Briggs, to approve the meeting minutes of December 13, 2021, as written.

**SECOND:** By Selectwoman Alessio

**All in favor**

### **CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:**

- Verification has been received from Rowell estates that all residents are abiding by the over-55 residency rule.
- State inspection station application Viens Construction - Planning Board did not approve due to lack of detailed information on whether the applicant intends to

inspect only his own trucks, or run an inspection station open to the public.  
Selectman Wilson will talk to the owner to clarify this issue before the Board acts on the application.

- Application for Facilities Use: the Board approved use of the Recreation building by a ukulele group on January 22.
- Several cemetery plot deeds were signed.

**NON-PUBLIC SESSION:**

**MOTION:** by Selectwoman Alessio, to enter non-public session under RSA 91-A:3, II (d) Consideration of acquisition of real property; (b) Personnel, and (l) legal advice

**SECOND:** by Selectman Briggs

**All in favor**

**Meeting adjourned to non-public session at 10:32 AM.**

**MOTION:** by Selectman Wilson, to return to public session at 11:10 AM

**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**

**Discussed in non-public session: Personnel; Legal advice; negotiations for acquisition of real property**

**Adjournment:**

**Meeting Adjourned at 11:10 AM.**

Respectfully submitted,

Susan Ayer, Administrative Assistant