

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of January 12, 2015  
MINUTES**

The meeting was called to order at 7:00 pm in the Selectmen's Office of the Kingston Town Hall. In attendance were Chairman Mark Heitz and Selectmen Peter Broderick and George Korn.

**Tax Mortgagee Notice Service Contract Renewal**

Tax Collector Melissa Fowler discussed with the Board renewal of the contract for mortgage research on properties for which taxes are delinquent. The contract includes preparation and mailing of the statutory notices required to be sent to each mortgagee. The Board approved renewal of the contract but requested that Ms. Fowler review the statute and check with other towns about what fee they charge the delinquent tax payers for the service. The Board would like to make sure the town is recouping the expense.

**Highway Department Discussion**

Road Agent Richard St. Hilaire was present to request Board support for a Warrant Article he is submitting. He would like to create a sixth full-time position within the department. It's his hope that he will find a candidate who will have skills as a mechanic, welder and metal fabricator as well as an equipment operator. Chairman Heitz noted that most of the town's equipment is in fairly good condition and asked if there is a need for a sixth full time person. Mr. St. Hilaire reminded the Board that the last time a position was added was in 1990 and that since that time the Board has added non-highway related duties to his own position that take him off the line-up of personnel available full-time for highway purposes. He also noted that he often has to delay tasks because he hasn't the manpower to devote the proper size team at a particular time. The sixth position would allow him more flexibility in scheduling. A plow position that he currently staffs from outside the department now will be able to be staffed by regular personnel, and there should be no need to hire part-time summer help. Chairman Heitz advised that he expects that Mr. St. Hilaire, as a good manager, will ensure that department personnel are kept productive and used to their best advantage.

Mr. St. Hilaire further advised that at some point he will be asking for funding to support a previously approved administrative assistant position for his department. The position hasn't been filled to this point because of the condition of the highway garage facility, but the new garage will have a designated office space. He noted that his wife has been doing most of his paperwork, at no cost to the town, for many years but he would like to get away from that.

Mr. St. Hilaire then reported that air quality testing done at the Town Hall had shown the air to be clear of molds. The one area where traces of mold spores were found is the Finance Office, and an air filter has been placed in that office to resolve the problem. He noted that the air quality professionals believe part of the problem in that office to be proximity to potted plants whose soils may have mold spores. A follow up testing of the carpeting in the building did show traces of mold, and he is in contact with ServePro about how to resolve that issue.

The Board signed a purchase order for installation of a \$24,000.00 heating system at the Community Recreation Building on Main Street.

**Administrative Issues**

The Board approved an application for the solar exemption for 2015.

Applications were approved for the June and September Craft Fairs on the Plains and for the May Renaissance Faire on Tucker Road.

A letter of commitment to participate in the fall Household Hazardous Waste Collection in Hampstead was signed.

An email from a resident requesting information about an abutter's property use was reviewed. Selectmen asked that she be advised that a temporary occupancy permit for an existing garage structure that has interior plumbing facilities has been issued while construction of a new house is ongoing, to allow the owners to bring the property into compliance with town ordinances.

A draft, revised Memorandum of Understanding proposed to be executed by the Selectmen and Library Trustees was reviewed. Chairman Heitz noted that the town has operated without benefit of such an agreement in the past and he sees no necessity for the document now.

#### **Review of Previous Meeting Minutes**

**MOTION:** Upon motion of Selectman Korn and second of Selectman Broderick it was voted to approve the minutes of the December 30, 2014 meeting as printed. Chairman Heitz abstained from the vote.

#### **Adjournment**

There being no further business before the Board, the meeting adjourned at 8:15 pm.

The next meeting will be held on January 26, 2015 beginning at 7:00 pm.

Respectfully submitted,

Catherine Grant  
Administrative Assistant