

**Kingston, New Hampshire
Board of Selectmen
Meeting of April 23, 2012
MINUTES**

The meeting was called to order at 7:00 pm in the Main Meeting Room of the Kingston Town Hall. In attendance were Chairman Mark Heitz and Selectman Peter Broderick.

Discussion of Trust Fund Records Submittal

Chairman of the Trustees of Trust Funds Brad Maxwell was present to discuss the delay in submittal of 2011 Trust Fund records to the town's auditors and to the Attorney General's Office. Mr. Maxwell advised that the Trustees had met on April 18th and that the bookkeeper had advised at that time that the 2011 report is nearly complete. Mr. Maxwell and the Board discussed the need to find another means of completing the statutory requirements of the Trustees if there is no one on the Board capable of accounting for the activity and completing the necessary reports. Chairman Heitz suggested that the town's Finance Officer could undertake to do the necessary bookkeeping. Chairman Heitz pointed out that it would only be accounting for the funds that the Finance Officer would be doing; the Trustees still would have total custody of the accounts and be responsible to make any deposits and withdrawals. Mr. Maxwell advised that there is some concern among Trustees in maintaining a degree of separation between the Trustees and the Selectmen. He said that he had looked into having a bank or financial manager handle the bookkeeping, but that is several thousand dollars per year at a minimum, and they require the authority to invest the funds. Selectman Broderick asked if it hadn't been a provision of the agreement with the bank the trust funds currently are invested in that they would manage the accounting and provide the Trustees with year end reports in the format required by the State. Mr. Maxwell said that personnel changes at the bank subsequent to Kingston's investment of the funds with them had ended that provision of the agreement. Chairman Heitz advised that, in any case, the town's audit needs to go forward, the state reports need to be filed, and the Trustees need to do the work they were elected to do in a timely fashion or find an alternative means to get it done. He offered the support of the Board and their staff to help in resolving the situation in any possible way. Mr. Maxwell asked why the Selectmen had sent a certified, formal request for the 2011 records rather than just calling him. Chairman Heitz, noting that the issue of non-compliance has been going on for several years, advised that the Board needs to be able to demonstrate that they've done everything in their power to resolve the issue. He said that he wishes it weren't necessary to do so.

Mr. Maxwell then advised that the Library Trustees will be requesting full withdrawal of the funds remaining in the Library Expansion Trust, to go toward payment of the contractors who worked on the new Library. He advised the purpose of that fund to be expansion or construction which, with the new library being completed, won't be a necessary purpose in the foreseeable future. He advises that the fund be discontinued at the next Town Meeting. Chairman Heitz asked what the balance remaining in the trust is. Mr. Maxwell stated that he doesn't know.

Discussion of Application to Hold Triathlon Event on Kingston Days Weekend

The Board discussed with John Pomer of the Atkinson Lions Club an application to hold a Triathlon event based at Camp Lincoln, on the weekend of Kingston Days in August. Mr. Pomer has discussed the plans for the event with Police Chief Briggs; Health Officer Larry Middlemiss has approved the plans submitted; Fire Chief Bill Seaman advised that he doesn't feel that the event will interfere unduly with Kingston Days and that the organizers have made adequate arrangement for response in the event of an incident. Mr. Pomer advised that he's discussed the matter with Kingston Days Committee Chairman Gary Finerty and has received his approval to move forward. Selectman Broderick advised that he wants to speak with Chief Briggs directly

and will confer with the Kingston Days Committee as well. He also noted that he needs to confer with Road Agent Richard St. Hilaire about the proposed bike route for the Triathlon because there may be road construction still going on due to culvert replacements along Ball Road this summer. Chairman Heitz asked if the projected participation of 250 will be capped. Mr. Pomer advised that, as it's a charity event, they'd like to get the maximum participation possible, but agreed that he will cap participation if the Selectmen require it. The Board will further consider the application at their meeting of April 30th.

Discussion with Library Trustees

Lesley Hume, Jane Christie and Elayne Van Dyke of the Library Trustees were present to request that the Board approve withdrawal of the remaining balance of approximately \$113,000.00 from the Library Expansion Expendable Capital Reserve Fund, to be put toward final payment of the contractors who've worked on the new Library. She advised that the project is substantially complete and that the actual move into the new building will be occurring between April 28th and May 21st, when the library will re-open in its new location. She further advised that, following a meeting among the town's Engineer, Chairman Heitz, Surveyor Paul Nichols, and the abutters to the new Library, an as-built plan of the new roadway is in the process of being prepared.

MOTION: Upon motion of Selectman Broderick and second of Chairman Heitz, it was voted to authorize withdrawal of the remaining balance of the Library Expansion Fund for use of the Library Trustees in making final payments to the contractors who've worked on the new library.

MOTION: Upon motion of Selectman Broderick and second of Chairman Heitz, it was voted to accept on behalf of the Library Trustees donation of various items having a total value of approximately \$1,535.00.

Review of Previous Meeting Minutes

MOTION: Upon motion of Selectman Broderick and second of Chairman Heitz it was unanimously voted to accept the minutes of the April 16, 2012 meeting as printed.

Non-public Session

MOTION: Upon motion of Selectman Broderick and second of Chairman Heitz it was unanimously voted to adjourn to non-public session under the provisions of N. H. RSA 91-a:3-II-c. Chairman Heitz noted that the Board would adjourn directly following the non-public session. The Board adjourned to non-public at 8:05 pm.

The Board returned to public session at 8:40 pm.

MOTION: Upon motion of Selectman Broderick and second of Chairman Heitz it was voted to seal the minutes of the non-public session for an indefinite period.

Adjournment

There being no further business before the Board, the meeting was adjourned at 8:42 pm and the Board retired to address administrative issues.

Respectfully submitted,
Catherine Grant
Administrative Assistant

