

Kingston, New Hampshire
Board of Selectmen
Meeting of March 26, 2018
MINUTES

The meeting was called to order at 7:00 PM in the Meeting Room at the Kingston Town Hall.

PRESENT: Mark Heitz, Chairman; George Korn, Phillip Coombs, Kevin St. James and Donald Briggs, Jr., Selectmen.

The Chairman called the meeting to order and led all in the Pledge of Allegiance.

Assessment Presentation 2018

Keith Gagnon of the NH Department of Revenue Administration (DRA) and Fred Smith of Purvis & Associates were present to discuss assessing procedures.

Mr. Gagnon said that a lot is happening this year from the point of view of assessing, as 2018 is the revaluation year for Kingston and the year for a 5-year audit by the DRA. He said that much of the process is the field work, which can cause questions and phone calls to the Town Hall.

Mr. Smith, who is assigned to the town as Assessor, explained that a cyclical revaluation is done, in which 20% of the town's properties are looked at each year so that the entire town has been reviewed every five years. He said this is more cost effective than doing all the field work at once every five years. New construction is evaluated on an annual basis.

Mr. Gagnon handed out a packet of information and a summary sheet of assessment review standards by which the DRA monitors local assessments. For example, he will look at 12 sale properties to check for accuracy, taking a random sample.

Chairman Heitz asked how long the revaluation will take, and Mr. Smith said that while he has been working on this for months, Mr. Gagnon can't begin his review until April 1. By mid-July notices will be sent to taxpayers, giving them the opportunity to come in and discuss their assessments. Mr. Smith said that he does rely on the property owners themselves to bring attention to any errors. He said that the full report will be available so that people can see how values are arrived at.

There was a discussion of various assessing issues in a question and answer period.

Approval of Meeting Minutes - March 19, 2018

MOTION: By Selectman St. James to approve the non-public minutes of March 19, 2019, as written.

SECOND: Selectman Korn, approved by all.

MOTION: By Selectman St. James to approve the public session minutes of March 19, 2018, as written.

SECOND: Selectman Briggs

Discussion: Chairman Heitz asked that the following corrections be made:

Page 2, under **Pat Panciocco and George Benson...**, amend second paragraph to read, "Mr. Benson said that the well has been dug down to 1,000 feet and is producing water at ~~10,000~~ 10 gallons per minute. As the size of the project will require at least ~~15,000~~ 15

gallons per minute, they will dig drill another 200 feet and then will need to make a decision whether a second well needs to be dug drilled.”

Page 3, under **Correspondence/Information**, first item amended to read, “...property on State Route 107 125, across from Route 107 ~~behind~~ near the Carriage Towne Plaza...”.

MOTION: By Selectman St. James to approve the public session minutes of March 19, 2018, as amended.

SECOND: Selectman Briggs, approved by all.

Correspondence/Information

- Wording of a notice to residents interested in a fire house building committee was approved.
- Selectman Coombs reported on a discussion at the March 20 Planning Board meeting regarding possible purchase of a projector. Fire Chief Bill Seaman noted that there is already a screen stored in the meeting room stage area. Selectman Coombs will work with Selectman Briggs to look into projectors.

FIRE DEPARTMENT

Ambulance Bids

Four bids have been received for a new ambulance. These were opened by the Selectmen and quotes included the following:

- | | |
|------------------------------------|--|
| 1. Bulldog Fire Apparatus: | \$210,925 |
| 2. Road Rescue: | \$227,348 |
| 3. Sugarloaf Ambulance and Rescue: | \$221,203 |
| 4. Greenwood Emergency Vehicle | \$172,950 or \$183,950 (2016 vehicles) |

There was a discussion of various options in each bid. Above numbers given included trade-in of the 2006 ambulance, but other factors varied by company and adjusted prices were also given.

MOTION: By Selectman St. James, to turn the bids over to the Fire Department to review and come back to the Selectmen with a recommendation.

SECOND: Selectman Korn; approved by all.

PERSONNEL

Town Hall Staff

MOTION: By Selectman St. James, to hire Susan Ayer, current Assessing/Permitting Clerk, as Administrative Assistant to replace Catherine Grant, and to post a help wanted advertisement to fill the Part-time Assessing/Permitting Clerk position.

SECOND: Selectman Briggs; approved by all.

There was a brief discussion of the job descriptions and advertisement wording for the Assessing/Permitting Clerk as well as for the Health Officer position, which will also be open.

MOTION: by Chairman Heitz to include a new line in the job description for Health Officer under Essential Duties to read, “Reviews and approves sites for placement of wells.”

SECOND: Selectman Briggs, approved by all.

Five applications have been received for the position of Electrical Inspector. It was agreed that these will be reviewed for basic qualifications, and candidates called for interviews to take place on April 9.

BUILDING INSPECTION

The Selectmen discussed a memo submitted by Building Inspector Robert Steward. Mr. Steward asked for guidance on whether a temporary trailer can be placed on a neighbor's property while a resident is waiting for her home, which was burned, to be demolished and rebuilt. The trailer will not fit on her own lot without interfering with the demolition and building activity. The Town's attorney will be consulted.

FINANCE

The Selectmen reviewed an engagement letter for the CPA firm who will perform audits for the Town.

MOTION: By Selectman St. James to accept the audit procedure as presented.

SECOND: Selectman Briggs; approved by all.

LIBRARY

Solar project proposal

The library trustees have asked to meet with the Selectmen on April 9 to discuss the proposal for solar panel installation at the library which was supported at the Town Meeting. There was a discussion of the proposal and of solar panels in general, including the possibility of placing panels on the closed landfill property in the future. Selectman Coombs said that he has concerns about the toxicity of solar panel material, and potential cost of disposing of them when they need to be replaced. It was agreed to ask the Library Trustees to bring a representative from Revision Energy to join in the discussion. The Town of Brentwood will also be contacted to see if they will share a copy of their solar contract for information.

Adjourn to Non-Public Session

MOTION: Upon motion of Selectman St. James, **SECOND** of Selectman Coombs, it was voted unanimously to adjourn to Non-Public session under the provisions of NH RSA 91-A:3, II (e), to discuss legal matters.

Role call vote: Selectman St. James, AYE; Selectman Coombs, AYE, Selectman Briggs, AYE, Selectman Korn, AYE, Chairman Heitz, AYE.

The Board adjourned at 8:28 pm.

MOTION: Upon motion of Selectman St. James, **SECOND** of Selectman Coombs, it was voted unanimously to return to public session at 9:20 pm.

Role call vote: Selectman St. James, AYE; Selectman Coombs, AYE, Selectman Briggs, AYE, Selectman Korn, AYE, Chairman Heitz, AYE.

MOTION: Chairman Heitz moved to seal the contents of the non-public session for an indefinite period of time. **SECOND** by Selectman Coombs, all in favor.

Adjournment

There being no further business before the Board, the meeting adjourned at 9:21pm.

Respectfully submitted,

Susan Ayer
Administrative Assistant