

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of January 14, 2019  
FINAL MINUTES**

The meeting was called to order at 6:30 PM.

**PRESENT:** Chairman Mark Heitz; Phillip Coombs, Kevin St. James, Donald Briggs, Jr.  
**ABSENT:** George Korn, Selectman.

**ADMINISTRATIVE:**

**Applications, Purchase Orders, Correspondence:**

The Board reviewed the following, some of which were discussed later in the meeting:

- 325<sup>th</sup> Facilities Use Application
- 325<sup>th</sup> sign permit application
- Bakie Farm Slow Food Seacoast event permit
- Abatement applications (two); for correction to property description, and a Veterans' tax credit not applied
- Veteran's credit - new application (one)
- Appointment form - Library Trustee Alternate
- Letter from Planning Board regarding Berkshire Dominion Holdings (Saddle Up Saloon).
- Kingston Section of Hazard Mitigation Plan

**APPOINTMENTS**

**Paul Butler, Recreation:**

Recreation Director Paul Butler, along with Road Agent Rich St. Hilaire, presented tentative plans for the wooded area on Recreation land. A plan had been drawn by Town Engineer Dennis Quintal to show where a 150' by 150' grassy area would be, as well as a 4 to 6 car parking area. Mr. Butler said that a lot of pine trees would need to be removed, but that some trees would be left around the perimeter, and especially hard wood trees. Mr. St. Hilaire said that the Highway Department could do the tree and stump removal and level the ground. He said that about 10,000 yards of loam is stored at the old fairgrounds that could be used for planting grass. Costs would include gravel for the parking area, and paving and fencing, which would need to be done by a contractor.

Selectman Coombs asked if 4-6 parking spaces would be sufficient, and Mr. St. Hilaire said he thought there could be more. Mr. Quintal had originally suggested 20 spaces, and Mr. Butler agreed that the best number is probably somewhere in the middle.

Mr. St. Hilaire asked if this would need to go to the Planning Board, or if there should be a Public Hearing. Selectman St. James said he thought a meeting to inform the neighbors and other residents about this project would be a good idea, and Selectman

Coombs concurred. Mr. Butler will look into borrowing a projector from the Fire Department in order to better show the plans to the public, at the January 28 meeting.

**PUBLIC COMMENT:**

Resident Scott Harlow shared his opinion of this project, that he doesn't want all the trees taken down. However, he said the wooded area is not used as it could be, and that if the new area is nice enough it will encourage people to enjoy the outdoors. He said his concern is mainly about the clear cutting of trees.

**Recreation, cont.; Camp fees and staffing**

Mr. Butler shared his thoughts on changes to camp fees, mainly to roll the cost of field trips into the cost of tuition in order to decrease the amount of cash taken at the camp. Mr. Butler said that the cost of buses will remain separate for now; the commission does not collect for buses, as it is part of the budget. His suggestion for adjusted tuition was \$30 daily and \$123 weekly for residents, and \$35/\$155 for non-residents.

**MOTION:** by Selectman St. James, to roll the cost of field trips into the cost of summer camp tuition, resulting in 2019 fees of \$30 daily and \$125 weekly for residents, and \$35 daily and \$155 weekly for non-residents.

**SECOND:** by Selectman Coombs.

In discussion, Mr. Butler asked about continuing to offer the 10% discount for paying camp tuition before June 1<sup>st</sup>, and made the point that this helps to get campers committed to the program early so that he knows how many to plan on.

Chairman Heitz asked about changes to the basic tuition rate; Mr. Butler said that last year the rate was increased by \$5.00, but this year there is no change to the base rate, the only change being to include field trip fees.

**All in favor.**

**OLD BUSINESS**

**Ambulance bids- decision**

Chairman Heitz referred the Board members to an email received from the NH Municipal Association in response to the question whether taking the lower bid was allowable in this case.

**MOTION:** by Selectman St. James, to accept the bid of \$12,071 from Sugarloaf Ambulance for the purchase of Kingston's used 2006 ambulance.

**SECOND:** by Selectman Briggs

Chairman Heitz explained for the benefit of those present that the Fire Chief and Board had wanted to take the lower bid from the Kensington Fire Department, if possible, as Kingston and Kensington departments work together. But the email from NHMA, which was read by Chairman Heitz, indicated that this "defies the entire purpose of the RFP" and could "be seen as improper treatment for personal reasons to the detriment of the town".

**All in favor**

### **Bakie Farm Slow Food Seacoast event**

The Chairman read from the addendum letter sent by Stephen Roxburgh on behalf of the Bakie Farm Initiative, reporting on his meeting with Kingston Fire, Building and Police personnel, as well as a state Department of Safety inspector. He also read the response letter from Fire Chief Bill Seaman which identified specific requirements for the event, including exit signs, fire extinguishers and emergency lighting. There must be a fireman present during the event.

**MOTION:** by Selectman St. James, to approve the permit based on the attached information and to sign all necessary documents.

**SECOND:** by Selectman Coombs

**In favor: Three; Abstain: One; Motion carried.**

### **NEW BUSINESS**

#### **Selectmen's meetings: Time, Videos on YouTube**

There was a discussion of start times for Selectmen's meetings, and it was decided to begin meetings at 6 PM for the rest of the winter, in order to fit in administrative duties and non-public sessions, as needed, before beginning taping at 6:30. (Taping may be delayed until 7:00 PM due to a non-public session.)

There will be no meeting on January 21<sup>st</sup> due to the Martin Luther King holiday.

The Selectmen determined that, while Town meetings are now shown on YouTube, a link won't be added to the Town's website until the new video equipment is installed.

#### **Library Trustees appointment request**

The Selectmen reviewed this request from the Library Trustees to appoint an Alternate member. Chairman Heitz questioned whether they had an opening for an Alternate; this will be researched before a decision is made.

#### **Applications for Sign Permit and Facilities Use: Kingston Days/325<sup>th</sup> Celebration**

The Board reviewed two applications received from the 325<sup>th</sup> Celebration Committee and determined that more information is needed before approving the application for a banner to be affixed to the Town Hall. Signatures on the Facilities Use Application for the Plains were withheld pending further information about how water usage will be handled. A filtration system has been installed at the Fire Station (for which a thank you letter has been received from the Volunteer Firemen's Association), but the Selectmen determined that a discussion for water usage during events on the Plains needs to take place. The Health Officer, Road Agent and Kingston Days Chairperson will be invited to the January 28<sup>th</sup> meeting for a discussion.

#### **Abatement application: Veterans' Credit not applied**

An application for a Veteran's Tax Credit that was approved in August of 2017 was never applied to the assessing system, and the owner has applied to receive a refund for the credit for 2018. After reviewing the Town Ordinance governing application of this credit, adopted in March 2016 (Article 8), the Selectmen affirmed that the resident was not eligible to receive the credit in 2017 due to the timing of the application. Abatement was granted in the amount of \$300 for 2018.

**APPROVAL OF MEETING MINUTES:**

**MOTION:** by Selectman St. James to approve the public session minutes of January 07, 2019, as written.

**SECOND:** by Selectman Coombs.

**All in favor**

**MOTION:** by Selectman St. James to approve the non-public session minutes of January 07, 2019, Sessions 1 and 2, as written.

**SECOND:** by Selectman Coombs.

Selectman St. James pointed out that the non-public session minutes are dated "2018" rather than "2019" and this needs to be fixed.

**All in favor, with this correction.**

**Non-Public Session**

**MOTION:** Upon motion of Selectman St. James, **SECOND** of Selectman Coombs, it was voted by roll call to adjourn to Non-Public session under the provisions of NH RSA 91-A:3,II (a), Personnel; and NH RSA 91-A:3,II (c), Matters which would likely affect adversely the reputation of any person other than a member of this Board.

**In Favor: Heitz, Briggs, St. James, Coombs; Motion passed.**

The Board adjourned at 8:07 PM.

**MOTION:** Upon motion of Selectman St. James, **SECOND** of Selectman Coombs, it was voted by roll call to return to public session at 8:45 PM.

**In Favor: Heitz, Briggs, Coombs, St. James; Motion passed.**

**MOTION:** By Selectman Briggs, to seal the minutes of the non-public session for the period of one year, as releasing the minutes would affect adversely the reputation of any person other than a member of this board.

**SECOND:** By Selectman Coombs

**In Favor: Heitz, Briggs, Coombs; Opposed: St. James; Motion passed.**

**Adjournment**

**MOTION:** by Selectman St. James to adjourn at 8:46 PM.

**SECOND:** by Selectman Coombs

**All in favor.**

Respectfully submitted,

Susan Ayer  
Administrative Assistant