

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of January 31, 2019  
FINAL MINUTES**

The meeting was called to order at 8:55 AM in the Selectmen's office.

**PRESENT:** Chairman Mark Heitz; Phillip Coombs, Kevin St. James, Donald Briggs, Jr., Selectmen; Fire Chief Bill Seaman, Road Agent Rich St. Hilaire, Town Clerk Tammy Bakie, and Finance Officer Cindy Kenerson.

**Employee Reviews**

The Chairman said that this workshop was called after a decision at the January 28 meeting to handle pay per performance reviews differently this year. Selectmen liaisons have been assigned to the large departments - Police, Fire, and Highway, as well as to the inspectors. He said that there will be a pool of money from which to assign raises. Each department head will review his/her employees and decide on raises, then discuss with the liaison, who will bring the reviews and recommendations to the Board.

Selectman Coombs said that after last year, when the Board made decisions the department heads did not necessarily agree with, it was thought that being more involved would help. The Board has agreed that it is important to see first-hand what the department heads and their employees do on a regular basis.

In addition, Chairman Heitz said that employee reviews will be due back to the Selectmen by February 15. He said that raises should be made effective March 31, not made retroactively as in years past.

There was a brief discussion of department head raises, as well as employees such as part-time EMTs who work for the Fire Department who have two different rates of pay. It was agreed this is another discussion, but that there should be a procedure in place for all employees.

Selectman Briggs suggested that the video operators should also be reviewed.

**Purchase Order procedures**

Selectman Briggs asked for a discussion of the threshold of \$1,000 currently in place for purchases without prior Board approval, and also for the best way to do purchase order approvals. Ms. Kenerson said that every purchase order is approved, but anything over \$1,000 requires prior approval. Selectman Briggs asked if the limit should be raised to \$1,500. Ms. Kenerson said this will not reduce the number of purchase orders before the board each week for approval.

Selectman Coombs suggested that any purchases under \$500 could be listed on a manifest. There was a discussion of this, including the point that details on purchases would still be available in the form of receipts or invoices. What budget line each expenditure should come from would also be needed from the department head.

After further discussion, it was agreed that for departments with a budget over \$20,000 the limit for prior approval would stay at \$1,000, but that the limit for departments or committees with budgets under \$20,000 would be \$200. Purchases under \$500 by departments with a budget over \$20,000 would be listed on a manifest rather than on separate purchase orders. Ms. Kenerson will write a policy for this, to be reviewed for approval at a later meeting.

#### **Fire Department floor drains**

Chief Seaman addressed the Selectmen with regard to the decision to plug the floor drains at the fire house, at the direction of NH DES. He said there is standing water which makes a dangerous situation with electrical connections present; he also questioned how he would wash the fire trucks. After talking to Dave Allwine of Stantec Engineering, Chief Seaman spoke to Mitch Locker of DES who told him that if there is standing water he can pull the plug. Chief Seaman said he is waiting to have this in writing. He has written to DES asking for an extension of time, until April, to do the work necessary with the drains and holding tank.

Chief Seaman said that the Planning Board has approved the conceptual plans for the new Firehouse and will speak in favor at Deliberative Session. He said that although as a Town project it will not be required to comply with all regulations, they will make every effort to do so. He said that if the article passes, the earliest the building can be started will be after approval in 2020, so he has to discuss the timing with the neighbors involved.

#### **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 NH RSA 91-A:3,II (b) Personnel.

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

The Board adjourned at 10:15 AM

**MOTION:** Upon motion of Selectman Briggs, **SECOND** of Selectman Coombs, it was voted by roll call to return to public session at 10:30 AM.

**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 five years, 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 St. James; Motion passed.**

#### **Adjournment**

**MOTION:** by Chairman Heitz to adjourn at 10:30 AM

**SECOND:** by Selectman Coombs

**All in favor.**

Respectfully submitted,

Susan Ayer

Administrative Assistant