

**Kingston, New Hampshire
Board of Selectmen
Meeting of August 20, 2012
MINUTES**

The meeting was called to order at 4:05 PM in the Selectmen's Office of the Kingston Town Hall. In attendance were Chairman Mark Heitz and Selectmen Peter Broderick and George Korn.

Opening of Sealed Bids for Surplus Property

The Board opened bids for two police cruisers being offered for sale by the town. The bids were:

Bidder	For a 2003 Crown Vic with 119,820 miles - No Warranty	For a 2010 Crown Vic with 122,642 miles - No Warranty
Bay Ridge Motors, Inc. Staten Island, NY	627.00	1,111.00
Chicago Motors, Inc. Chicago, IL	1,407.00	1,207.00
William Doucette Auto Sales Somerville, MA	407.00	2,222.00
Asian Auto Plaistow, N. H.	332.12	632.12
Grace Quality Used Cars Morrisville, PA	1,125.00	455.00

MOTION: Upon motion of Chairman Heitz and second of Selectman Broderick, it was voted to give the bids to Chief Briggs for processing and award. Chief Briggs will certify the bids and award accordingly, delivering titles upon clearing of the checks.

Administrative Issues

The Board signed a letter to the Library Trustees outlining their non-binding comments on a proposal to install an LED sign on the street facing side of the new Library. The Board is advising the Trustees to work with the Planning Board to ensure compliance with the town's sign ordinance.

The Board denied a request for approval of a \$900.00 charge to prepare a cost estimate for work identified as being needed on the Nichols Building. The estimate was to have been included in an application for LCHIP funding to help complete the renovations, which include a new roof, foundation work, electrical system work, and possibly windows. The Board had requested that cost estimates be obtained from potential contractors at no cost.

General Discussion with Town Clerk-Tax Collector

Town Clerk-Tax Collector Melissa Fowler discussed with the Board her hope that she and the Board will periodically discuss issues in her office in order to keep lines of communication open. She explained some of the new policies put in place since her election in March, including having two open windows; discontinuing the former number system since the office seldom has a line of waiting customers anymore; serving as one of the pilot towns for the state's VPN internet registration system; remaining open through lunch; and on-line vehicle registration, dog licensing, and vital statistics services. She noted that she has researched becoming credit card capable, and explained that the state will have to approve her office as a one-check town, with the town wiring the entire state's share of registrations directly to them rather than depositing individual checks from those who've registered vehicles. The Interware system that provides on-line registration services also can assist with setting up credit card capability. The card reader will cost approximately \$120.00, with a \$10.00 per month service charge and a \$50.00 per year maintenance fee. The actual per transaction fee will be charged to customers who use the service.

Ms. Fowler noted that the State Primary election will be held on September 11th and the General Election will be held on November 6th. The state's voter ID law goes into effect this year and, following November 1st, all voters will need to have an ID in order to cast a ballot. She expects that there will be some training requirement for poll workers. She also advised that Moderator Electra Alessio has requested that the Selectmen be present at the elections.

Ms. Fowler reported that the clerks in her office recently attended an Excel training class and that she will be attending an Advanced Municipal Agent training class in September. She also advised that she is hoping to gain certification as a Municipal Boat Agent to increase the level of services offered as well as to increase her office's receipts, and that she may be proposing an increase in dog licensing fees, particularly since some of the fees now charged don't meet the amount required by law to be turned over to the state.

Ms. Fowler requested that she be included in discussions of the budget from which expenditures for her office come, in order to make sure that there will be sufficient funding available for the needs she foresees. The Board assured her that she will be consulted about what expenditures she anticipates.

Adjournment

There being no further business before the Board, the meeting adjourned at 5:20 pm.

Respectfully submitted,
Catherine Grant
Administrative Assistant