

**Kingston, New Hampshire
Board of Selectmen
Meeting of January 7, 2013
MINUTES**

The meeting was called to order at 7:00 PM in the Selectmen's Office of the Kingston Town Hall. In attendance were Chairman Mark Heitz and Selectmen Peter Broderick and George Korn.

Proposal for Annual Carnival on Old Fairgrounds Property

Christine Rizzotti, Fundraising Coordinator for the SRHS PTO, and John Flynn of Fiesta Shows, were present to propose to the Board use of the former fairgrounds property as the site of an annual carnival to benefit the School District. All site preparation would be undertaken by Mr. Flynn's company, and the improved site would be available to the town for other uses during the year; the carnival would take place for a four-day period during June. The company manages similar events in Rochester and Stratham, handling all of the details and logistics in coordination with town officials and state inspectors. Chairman Heitz asked if, since the event would be of direct benefit to the School District, any thought has been given to holding the event on school property. Ms. Rizzotti advised that there are school events held throughout the month of June that preclude use of the High School grounds. Selectman Broderick suggested that, since the proposal is to use only approximately an acre of land, there is ample area available either at the old high school site and Chase Field, or behind the Bakie School. Road Agent Richard St. Hilaire discussed the required state permitting process involved in disturbing the fairgrounds, which would require extensive engineering and wetlands delineation, and noted that the former access way to the fairgrounds has been purchased and developed by a private entity. Chairman Heitz advised that he believes there were multiple issues during past fair events that required the attention of the town's emergency services and suggested that they likely will not support events being held in the area again. He also pointed out that the Board has not allowed lighting on the fairgrounds site for the sports teams that use the area due to the proximity of multiple swamp areas; the threats of EEE and West Nile virus are much more of a concern now than when events were held on the site during the 1980's. He also noted that he's quite sure abutting property owners will not support the idea and that the Board would be obliged to hold a Public Hearing and notify abutters of any consideration of the proposal.

It was agreed that Ms. Rizzotti and Mr. Flynn will speak with Police Chief Briggs and will explore possible alternative, school owned sites.

Warrant Article to Support Nichols Museum Archivist Discussed

Library Trustees Lesley Hume and Jane Christie were present to request that the Board include in the 2013 Town Meeting Warrant an article requesting \$7,250.00 to match a donation of the same amount from the Historical Museum Committee, for the purpose of funding an archivist to catalog and preserve some of the historic documents and materials proposed to be made available at the Nichols Building for historical research. The Board agreed to do so unless the Budget Committee includes the amount in the Selectmen's budget for 2013.

Ms. Hume also requested that a warrant article be included to appropriate \$10,000.00 for Nichols Building repairs and renovation work identified in a Historic Structure Report prepared in 2012 as part of a grant application. Road Agent Richard St. Hilaire advised that some of the identified work already has been completed or can be completed by town employees. Chairman Heitz suggested that a plan outlining how the building is to be used needs to be developed before it can be determined to what level the building should be renovated. If the building is proposed to be used only on a very limited basis, it probably isn't advisable to undertake extensive septic, plumbing, electrical and HVAC work. Ms. Hume advised that the building certainly won't be used to the extent that it was as a public library. Mr. St. Hilaire suggested that, as a repository of valuable documents, it probably does make sense to do enough HVAC work to keep the building climate controlled, and the carpeting in the building needs to come out due to issues with mold. The steps entering the

building also need attention. It was agreed that the necessary work can be undertaken, once it's been determined how much is necessary, from the building maintenance budget.

Discussion of Purchase Order Requirements

Road Agent Richard St. Hilaire, advising that the Board's current policy requiring pre-approval of all purchases over \$500.00 has presented problems for him in the purchase of certain consumable materials, asked if there might be a process whereby he can get pre-approval of purchase orders for these items prior to their being ordered. In particular, the purchase of salt and sand has been an issue. Chairman Heitz advised that there are certain consumable items necessary to the day to day operation of departments that the Board recognizes should be able to be purchased without prior approval - salt, sand, utilities, gasoline, etc. - however the Board does want to see the actual bills as they come in. He will discuss the matter with the Finance Officer. If there is a problem with the auditors, the Board will be willing to sign an open purchase order for these items, again assuming that they will see the bills when they come in.

Document Reviews

The Board reviewed a letter from an Exeter Road resident concerned that a previous letter sent by him to the Building Inspector in June of 2012, relating to concerns over driveway setbacks for an abutting property then under development, hadn't been addressed prior to final approvals being granted. The Board noted that the letter hadn't been sent to them or to the Road Agent, who issues permits for driveways. The file will be reviewed to determine if the driveway in questions was permitted.

An organizational chart prepared by Selectman Korn outlining a possible chain of responsibility among the various historical organizations in town was reviewed. A 2013 Warrant Article will request establishment of a Heritage Commission that likely will serve as an umbrella commission over the Historical Museum Committee and Nichols Historic/Library Task Force, possibly even sharing members among those groups and the Historic District Commission.

An application from Castleberry Fairs to hold a second annual Autumn Craft Fair on the Plains in September was reviewed and approved. Police Chief Donald Briggs and Road Agent Richard St. Hilaire already had reviewed and approved the request. A Special Events permit will be issued for the event.

Appointments to the Conservation Commission and Library Trustees were approved.

An abatement of 2012 taxes assessed against a property that since has been donated to the town was signed.

Review of Previous Meeting Minutes

MOTION: Upon motion of Selectman Korn and second of Selectman Broderick, it was unanimously voted to approve the minutes of the December 28, 2012 meeting as printed.

MOTION: Upon motion of Selectman Korn and second of Selectman Broderick, it was unanimously voted to approve the minutes of the December 31, 2012 meeting as printed.

Adjournment

There being no further business before the Board, the meeting adjourned at 8:32 pm and the Board retired to address administrative issues.

Respectfully submitted,

Catherine Grant
Administrative Assistant