

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of February 25, 2013  
MINUTES**

The meeting was called to order at 6:30 PM in the Selectmen's Office of the Kingston Town Hall. In attendance were Chairman Mark Heitz and Selectmen Peter Broderick and George Korn.

**Town Clerk Discussion**

Town Clerk-Tax Collector Melissa Fowler was present to discuss with the Board her responsibility relating to vehicle registration. She advised that she is obliged to register vehicles to Kingston residents and businesses without consideration of whether the registrant is in compliance with other town regulations or ordinances. She noted that she can be reported to the state and be subject to fines and disciplinary action if she refuses to register vehicles to bona fide residents and businesses in the town. The Board agreed that they're aware of this responsibility and advised that they have never advocated otherwise.

Ms. Fowler advised that Kingston now is a one check town, allowing vehicle registration fees to be paid with a single check rather than with separate checks for state and municipal fees. The change requires a single bank transfer of the state's daily receipt total, which will be handled by fax notification to the town's bank.

Research into the requirements for acceptance of credit and debit card payments continues. Ms. Fowler advised that costs and processing may be more than she had anticipated and that the expected benefits may not make the added trouble worth while. She noted that the system also will require a fee to be paid, by both credit and debit card users. She will continue to keep the Board apprised of her findings.

**Department Head Meeting Discussion**

Selectmen reviewed an email that had been initiated by the Community Library Director, seeking to set up periodic meetings of the town's department heads. The Board agreed that if Department Heads believe the meetings will be of benefit and if they have the time to attend, there is no objection to arranging one on a trial basis. They noted that Department Heads include the Road Agent, Police Chief, Fire Chief, Human Services Director and Town Clerk-Tax Collector. At least one member of the Board of Selectmen will attempt to attend as well.

**Emergency Worker Pay Rates Under the RERP Program Set**

The Board agreed to a pay rate schedule provided by the Finance Office for workers who participate in the Radiologic Emergency Response Program drills and training sessions.

**Acceptance of Donated Items on Behalf of Library Trustees**

**MOTION:** Upon motion of Selectman Korn and second of Selectman Broderick it was unanimously voted to accept \$319.00 in donated items on behalf of the Board of Library Trustees.

**Resident Requests Reviewed**

The Board reviewed a request from a resident for support of the county Adult Day Care program. The program is under consideration for closure. The Board discussed the request and agreed that they will not interfere with attempts by the county to reduce costs by discontinuing services that are available from other sources.

A note received concerning lighting of the bandstand was reviewed. It was agreed that the Buildings Maintenance Department will be requested to address the issue. Selectman Korn suggested that a low wattage photo sensitive LED fixture on a timer may be the most cost effective way to ensure that the light is on for a few hours each evening.

### **Planning Board Enforcement Requests Reviewed**

Requests from the Planning Board for follow up enforcement actions against properties on Hunt Road and Route 125 were reviewed. It was agreed that Cease and Desist Notices will be sent to James Duval, Jr. for a site plan ordinance violation at 4 Hunt Road and to Robert Kalil for a sign ordinance violation at 5 Route 125.

### **Review of Previous Meeting Minutes**

**MOTION:** Upon motion of Selectman Broderick and second of Selectman Korn it was unanimously voted to approve the minutes of the February 4, 2013 meeting as printed.

### **Discussion of ZBA Action at February 14<sup>th</sup> Hearing**

Chairman Heitz, noting a February 14<sup>th</sup> decision by the Zoning Board of Adjustment to allow two computer animated type signs to remain conditionally on a Route 125 commercial property, asked if there is any interest among Board members in appealing that decision. It was agreed that the ZBA's decision was based largely on the fact that permits for the signs had been issued, albeit only because the permit application had been unclear as to the nature of the signs. Further, the signs had already been installed at considerable expense to the owner. It was agreed that the Ordinance also contains some ambiguities that may have lead to a misunderstanding by the applicants at the time they filed their sign permit application. Steps have been taken to ensure that future sign permit applicants are fully aware that computer animated type signs are not allowed in the town, and as there has been a policy whereby town boards do not litigate against other town boards, the Selectmen will not appeal the ZBA's decision in this matter.

### **Health Officer Inspection and Review Fees Discussed**

Selectman Broderick, who also serves as Health Officer, advised that he has been considering an increase in the septic plan review fee and inspection fees charged by his office. Using as an example a recent design plan that had multiple errors, he noted that reviews can sometimes take as much as four hours of his time, on top of the time spent on test pit and bed bottom inspections. It was agreed that a Public Hearing will be held on March 11<sup>th</sup> to review a proposal for increase of the fees, in order to solicit input from residents. It was further agreed that any proposal should include an increase in the fee to review amended plans, with that fee doubling upon each subsequent resubmittal that becomes necessary due to errors, in order to provide incentive for the plans to be correct upon the first submittal.

### **EPA Stormwater Permitting Regulation Proposal Reviewed**

The Board reviewed information provided by Town Counsel relative to proposed changes in EPA requirements for annual Stormwater Permitting by the Department of Environmental Services. Several town officials will attend a March 14<sup>th</sup> hearing to be held at Pease Tradeport concerning the proposal, and it was agreed that members of the town's legislative delegation also will be asked to review the proposal and advocate on behalf of the town as far as expense to be incurred in meeting new permitting requirements. The concern is that requirements will become prohibitively expensive and place an undue burden on taxpayers.

### **Adjournment**

There being no further business before the Board, the meeting adjourned at 8:12 pm and the Selectmen retired to address administrative issues.

Respectfully submitted,  
Catherine Grant  
Administrative Assistant