

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of December 29, 2011  
MINUTES**

The meeting was called to order at 9:06 am in the Selectmen's Office of the Kingston Town Hall. In attendance were Chairman Peter Broderick and Selectmen Charles Hart and Mark Heitz. Department Heads Don Briggs, Bill Seaman and Rich St. Hilaire, and Finance Officer Cindy Kenerson also were present.

**Year End Purchase Orders Reviewed and Signed**

The Board reviewed purchase orders outstanding for 2011 expenses incurred. These expenses include contracts and other obligations not yet fully completed, as well as purchases budgeted in 2011 for which payment hasn't yet been made. Total 2011 budget encumbrances proposed equal \$303,767.04.

The Board discussed the impact that encumbering that amount will have on the 2012 tax rate. Selectman Heitz noted that the unreserved fund balance following application of \$500,000.00 to the 2011 tax rate computation is approximately \$900,000.00. Ms. Kenerson advised that, with the encumbrances proposed, only approximately \$185,000.00 will be added to the fund balance from 2011 budgets. With slightly over \$1 M in fund balance, the Board may not be in a position to apply any of that fund balance to the 2012 tax rate without going well below the minimum suggested by the Department of Revenue Administration to be retained as a reserve. If none of the reserve is applied in 2012, the Board may be looking at a .75/\$1,000 increase in the tax rate for just the town's portion of the rate. Any savings that may be realized during 2012 will not be added to the fund balance until the end of the year, so frugality in managing the 2012 budgets will have no impact on the 2012 tax rate.

To reduce the amount of proposed encumbrances and increase the amount to be added to the unreserved fund balance, it was agreed that a construction contract with North Hampton Excavators to work on the Ball and Great Pond Road culvert replacement projects, in the amount of \$182,930.00, can be funded partially from 2012 Highway Block Grant funds rather than by encumbering the entire amount from the 2011 budget. The Board will encumber \$32,930.00 and fund \$150,000.00 from 2012 funds. That will allow \$335,000.00 to be added to the \$900,000.00 existing fund balance rather than the \$185,000.00 previously calculated.

**MOTION:** Chairman Broderick accepted individual motions from Selectman Hart and seconds from Selectman Heitz for unanimous votes to approve \$153,767.04 in encumbrances from the 2011 budget as follows:

- \$34,069.17 to CMA Engineers for Ball & Great Pond Rd. Engineering (Hwy Block Grant)
- \$30,335.87 to CMA Engineers for Mill Road Engineering (Hwy Block Grant)
- \$1,668.00 to Jerry's Sport Center for Police Department ammunition
- \$8,890.00 to Desjardins Roofing for Police Department roof (Buildings Maintenance)
- \$1,000.00 to Rockingham Planning Commission for Planning Grant Match (Planning Board)
- \$89.00 to FIA Card Services for Code Books (Health Department)
- \$7,500.00 to BCM Planning for Impact Fees Ordinance Drafting Assistance (Planning Board)
- \$9,000.00 to Plodzick & Sanderson for 2010 Audit Completion (Selectmen)
- \$19,105.00 to Trabucco Construction for Recreation Bldg. Kitchen & Bath (Recreation Sp. W.A.)
- \$32,930.00 to North Hampton Excavating for part of Ball & Great Pond Road Constr. Contract (Highway)
- \$1,380.00 to Thompson Electric for Fire Station Lighting Improvements (Buildings Maintenance)
- \$2,500.00 to Bump & Grind Auto for Fire Truck re-painting (Fire Department)
- \$2,500.00 to 2-Way Communications for new EOC radio (Emergency Management)
- \$500.00 to Sign Works for Graphics on Fire Vehicle (Fire Department)
- \$2,300.00 to 2-Way Communications for Fire Vehicle light bar (Fire Department)

Road Agent Richard St. Hilaire advised that he may be submitting a Warrant Article to request funding from the former Infrastructure Improvement balance to put toward a new Highway Garage. The Selectmen will be requesting voter approval to transfer \$4,210,182.34 that was disallowed by the Department of Revenue Administration from being transferred back to the fund following the 2011 Town Meeting. Mr. St. Hilaire noted that the Board could position the warrant articles so that a portion of the fund is earmarked for his project prior to the vote on transfer of the balance back into the account. Selectman Heitz suggested that, as an alternative, the article to transfer the \$4,210,182.34 back to the Infrastructure Fund can be drafted so that \$3,800,000.00 goes to the Principal account and the remainder - \$410,182.34 - goes into the Income account to become available for infrastructure projects

following public hearing. He noted that the fund now has a balance of \$297,553.00 (along with any interest earned since last March), which he feels is part of the Income account as well.

The Board then approved payment of a stipend of \$2,500.00 for update of the Emergency Operations Plan. It was agreed that payment will come from the 2012 Emergency Management budget. Finance Officer Cindy Kenerson advised that a contract between the town and the employee who will be doing the update should be signed to clarify the terms of the agreement.

**MOTION:** Upon motion of Selectman Heitz and second of Selectman Hart, it was unanimously voted to approve payment of a stipend of \$850.00 to each of the three Emergency Management Directors.

Chief Briggs advised that he will need to know quite soon if there will be an article proposing purchase of the West property adjoining the new library. Selectman Hart, having reviewed test reports for the site, expressed his opinion that the town should not move forward with the purchase. It was agreed that, if a petitioned Warrant Article is submitted, the Board will enter into a conditional Purchase and Sales Agreement for the property pending outcome of the vote, although the Board may not recommend passage of the article.

Selectman Hart advised that the State Fire Marshal has issued a waiver extending the deadline for installation of a generator in the School District fire suppression system by three years. That time period will allow the Congregational Church to tie into the system, now used both by the School District and by some town buildings, while details concerning funding of the generator are worked out.

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

**MOTION:** Upon motion of Selectman Heitz and second of Selectman Hart, it was unanimously voted to approve the minutes of the December 12, 2011 meeting with the following amendments: On page 1, under the heading, "Ambulance Status as Preferred Provider to be Terminated", it should be noted that the legislation referenced allows insurance companies to pay directly to the insured and Ambulance Service, as co-payees. Also, the statement that the Board had reviewed the legislation is to be removed; the Board had been apprised of the legislation by Chief Seaman but hadn't reviewed it themselves.

**MOTION:** Upon motion of Selectman Heitz and second of Selectman Hart, it was unanimously voted to approve the minutes of the December 19, 2011 meeting as printed.

#### **Adjournment**

There being no further business before the Board, the meeting adjourned at 11:35 am.

Respectfully submitted,  
Catherine Grant  
Administrative Assistant