

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of January 23, 2012  
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 Peter Broderick and Selectmen Charles Hart and Mark Heitz.

**Non-public Session**

**MOTION:** Upon motion of Selectman Heitz and second of Selectman Hart it was unanimously voted to adjourn to non-public session under the provisions of NH RSA 91-A:3, II-a. The Board adjourned at 6:31.

The Board returned to public session at 7:05 pm.

**MOTION:** Upon motion of Selectman Hart and second of Selectman Heitz it was unanimously voted to seal the minutes of the non-public session for an indefinite period.

The remainder of the meeting was moved to the main meeting room.

**Public Hearing to Consider Special Events Permit Application**

The Board welcomed Terry Mullen of Castleberry Fairs & Festivals, and advised that the Public Hearing was for the purpose of reviewing and discussing a Special Events Permit application received by the Board for a Craft Fair event planned for October 20<sup>th</sup> and 21<sup>st</sup> on the Plains. Ms. Mullen explained that she understands there will need to be a police detail during the hours of 10:00 am and 4:00 pm when the fair will be open. After hours, the company will have an unarmed security detail of their own. The company will provide a dumpster and porta potties, and all set-up and clean-up will be undertaken by the company. There will be no open flames allowed at the fair so she doesn't feel the need for a fire detail to be present. The Board reviewed a memo from Fire Chief Bill Seaman, who suggested that two Firefighter/EMT's and an ambulance should be on-site during the event. Ms. Mullen advised that she doesn't anticipate more than 150 attendees at any given time and feels that the suggested level of presence by emergency personnel would be cost prohibitive. Fire Captain Rich St. Hilaire stated that he thinks Chief Seaman's suggested level of presence was based on the fact that earlier events of this type attracted several thousand participants. He noted that Chief Seaman hadn't been given very much information about the proposed event in advance of the hearing. The Board agreed and determined that they will approve the permit as presented, with the condition that one police officer will be detailed to the event and that parking and dumpster and porta potty placement will be determined by Road Agent Richard St. Hilaire. A \$2,000.00 fee for use of the Plains will be paid to the Town. Local crafters are welcome to participate in the jury selection of crafters, and non-profit community organizations will be offered free booth space to make the event more community based. Only American made items, with no religious or political displays, will be offered at the fair. Selectman Heitz advised that the event can be tried to see how it develops and, if successful, can perhaps become an annual event. The Board thanked Ms. Mullen for her attendance.

**MOTION:** Upon motion of Selectman Heitz and second of Selectman Hart, it was unanimously voted to approve the Special Events Permit for Castleberry Fairs & Festivals to hold a craft fair event on the Plains on October 20 and 21, 2012. (**NOTE:** *Subsequent to the meeting, on January 24<sup>th</sup>, Ms. Mullen requested and Selectmen agreed to a change in the fair dates to September 29<sup>th</sup> and 30<sup>th</sup>, 2012.*)

**Highway Department Updates**

Road Agent Richard St. Hilaire and Josh Bouchard of CMA Engineering were present to advise the Board that FEMA has approved the work change orders for the Great Pond and Ball Road culvert replacement projects. The change in the scope of work from what originally was proposed includes re-sizing of the culverts and straightening of a part of Ball Road. Mr. St. Hilaire noted that they had expected approval of the change orders within 2 weeks of submitting them. It actually had taken 6 months for the Boston FEMA office to review and approve the changes.

Mr. St. Hilaire requested and the Board approved payment of a \$14,700.00 invoice from the project contractor - North Hampton Excavating - for structural design work they did in anticipation of approval by FEMA of the work

change orders. Mr. St. Hilaire advised that there will be an addendum to the initial construction contracts, including the approved work change orders.

Mr. St. Hilaire and Mr. Bouchard asked if the Board will consider rolling the Mill Road culvert replacement project into the contract for the Great Pond and Ball Road culverts. At a cost of \$128,000.00, North Hampton Excavating's quote is based on the same criteria as that used to develop their successful bid on the other projects. Selectman Heitz suggested that Mr. Bouchard discuss with North Hampton Excavating the fact that the company likely will save a great deal of money by piggy-backing the projects and that they may want to adjust their quote to reflect a portion of that savings being realized by the town. Mr. Bouchard agreed that he will speak with the contractor.

The Board agreed that the contractor can go ahead and order the casts, which will be stored on their site until May or June, when construction starts. The town can recover the costs from FEMA in advance so that the funds will be available when the casting is complete. To a question from Selectman Heitz about whether the casting can be done in the winter, Mr. Bouchard explained that the casting is done inside during cold weather.

Start of construction is estimated for May 1<sup>st</sup> with all of the culverts replaced by mid-October. The roadway won't be closed during the Great Pond Road culvert replacement, however Ball Road traffic will be detoured for approximately 3 weeks per culvert for each of the three culverts being replaced, and part of Mill Road will be closed for approximately 3 weeks to replace that culvert.

#### **Library Donations Accepted**

**MOTION:** Upon motion of Selectman Hart and second of Selectman Heitz it was unanimously voted to accept on behalf of the Library Trustees privately donated books, toys, magazines and craft supplies, totaling in all a value of approximately \$309.00.

#### **Election Location Changed**

The Board agreed to change the previously selected location for the March 13<sup>th</sup> election from the Town Hall to Swasey Gymnasium. School Superintendent Blake will be notified of the decision.

#### **Emergency Management Assistance Payments Approved**

The Board approved payment to those who provided assistance in operation of an emergency shelter during Tropical Storm Irene. It was noted that the expense is reimbursable when a disaster has been declared, and that the town will pay volunteers for their help with any disaster for which the expense is reimbursed.

#### **Non-public Session**

**MOTION:** Upon motion of Selectman Heitz and second of Selectman Hart it was unanimously voted to adjourn to non-public session under the provisions of NH RSA 91-A:3, II-c. The Board adjourned at 7:59 pm, noting that they likely would not return to public session. Chairman Broderick advised that, following the non-public session, the board would adjourn and retire to address administrative issues.

Respectfully submitted,  
Catherine Grant  
Administrative Assistant