

Kingston, New Hampshire
Board of Selectmen
Meeting of September 17, 2018
DRAFT MINUTES

The meeting was called to order at 7:10 PM in the Meeting Room at the Kingston Town Hall.

PRESENT: Mark Heitz, Chairman; Phillip Coombs and Donald Briggs, Jr., Selectmen.

ABSENT: Selectmen George Korn and Kevin St. James

APPOINTMENTS:

Paul Butler, Recreation Commission - Proposal to Clear Land

Recreation Director Paul Butler and Road Agent Rich St. Hilaire described the project proposed for land next to the Recreation center at 24 Main Street. In order to clear a play area and plant grass, many of the tall pine trees there would need to be removed. Mr. Butler said that the area would be for use of kids at summer camp as well as other times of year, and that a perimeter of hard wood trees would remain, and a fence would be put up for safety.

Selectman Briggs asked about runoff of lawn chemicals and if the Town Engineer should be consulted. Mr. St. Hilaire said that a detention runoff swale would be put in, but that the area is flat and there would be no sheet run off.

Mr. St. Hilaire said that the area is not usable now, as any wind brings down branches. Aside from a grassy playing area, he said that a basketball court might be added.

Mr. St. Hilaire said that cost would be low as the Highway Department could supply loam and perform the work. He said that clearing of trees would not be done until at least winter time, if weather allows.

Once a rough plan is provided by the Road Agent, a Public Hearing and site walk will be scheduled.

Requested tax abatement at 44/46 Rte. 125 (Tax Map R5, Lots 11 and 12)

Robert Geoffroy, owner of the property at 44 and 46 Route 125, addressed the Selectmen regarding the administrative abatement request acted upon at the September 10 meeting. The Chairman explained that the Assessor had brought to their attention that due to an assessing error, the trailer on Lot 12 had been assessed on both lots for the past 5 years. Mr. Heitz pointed out that the Board had exercised their right to abate only the most recent year.

Mr. Geoffroy said that he understood that the Town was only obligated to pay back one year, but said that nothing prevented them from paying back more. He said he felt like the Town had stolen money from him, and that (the total extra amount paid in taxes) \$6,000 was a lot of money to him. He said until the revaluation notice was mailed, he had received no other notices to indicate the mistake.

Selectman Coombs said that he felt this was a big mistake on the Town's part and the money should be refunded.

MOTION: By Selectman Coombs, to refund an additional \$4,744 for the years 2013 through 2016 during which the property was over-assessed.

SECOND: by Selectman Briggs.

All in favor

Fire Station Building Committee

Mark Furlong, Kent Walker and Chuck Hart of the Fire Station Building Committee were present to share progress made on finding a suitable site for a new fire station. Noting that they had started with a list of 25 sites to investigate, Mr. Furlong reported that they are now concentrating on two sites:

- 1.) The current Fire Station site at 148 Main Street. This would involve purchase of the adjoining property behind the Fire Station on Rockrimmon Road, and also gaining more space by doing a land swap with the neighbor on Main Street. These neighbors have been approached and would at least entertain an offer. The added land would make the parcel wider and deeper and allow enough room to fit the new larger building.
- 2.) The old high school property, 178 Main Street. Current negotiations between the school and Town over this property would have to be completed before going forward.

Mr. Furlong said that other potential sites are not off the table, but the focus for now is on these two.

There was a discussion about timing of putting forward a Warrant Article for Town vote, and the need for professional assistance to investigate the sites more deeply. The committee is working with the architect who developed the preliminary building plan and conceptual drawings for the proposal that went to the voters in March, and would like to bring a Construction Manager on board, in order to develop a firm budget.

Funds needed to have the architect do conceptual drawings for the two sites were cited at \$16,000. Chairman Heitz asked if the information already paid for last year could be utilized. Mr. Walker said that some of the information could be used, that the square footage and basic room sizes had not changed, but that the building has to be fit onto the new properties, and some adjustments will need to be made.

Mr. Furlong said that Bowen Construction Management, who did the Kingston Library and Merrimack fire station among other projects, would cost \$6,500. He said that a Construction Manager would do the work to identify the cost of the project, which can then be brought to the voters.

It was noted that the Fire Department has \$60,000 in impact fees that could be used for this purpose.

After further discussion, it was decided that preliminary commitments from the neighbors of 148 Main Street will be sought before spending any money.

Selectman Korn, who serves on the Fire Station Building Committee, will be away for several months, and a temporary replacement was requested.

MOTION: by Chairman Heitz to appoint Selectman Kevin St. James to serve in Selectman Korn's place on the Fire Station Building Committee, until Selectman Korn returns.

SECOND: by Selectman Coombs

All in favor

APPROVAL OF MEETING MINUTES:

August 20, September 5, September 10, 2018

Selectman Briggs asked that the non-public minutes of August 20, 2018 be amended to reflect that he had abstained from voting on Police Department pay increases.

MOTION: by Selectman Coombs, to approve the non-public minutes of August 20 as amended, and the public minutes of August 20 as written.

SECOND: by Selectman Briggs

All in favor

MOTION: by Selectman Briggs, to approve the public and non-public minutes of September 5, as written.

SECOND: by Chairman Heitz

All in favor

MOTION: by Selectman Briggs, to approve the public minutes of September 10, as written.

SECOND: by Selectman Coombs

All in favor

OLD BUSINESS

325th Parade Invitations

Selectman Briggs said he had been provided with forms used by the City of Portsmouth for their annual holiday parade, and as Portsmouth had worked with Primex to develop their documents, he felt confident they could be revised to be used by Kingston for the parade to be held during the 325th Celebration in 2019.

The application form and attending documents will be sent to the parade committee for revisions and then come back to the Board for approval.

325th Sweepstakes Dinner

The committee planning this dinner, which has already received permission from the Selectmen to use the Town Hall meeting room, submitted a raffle permit application and a written request to allow attendees to bring their own alcohol.

Selectman Briggs said they had already spoken to him as Police Chief and he had no objection to the “BYOB” alcohol request; he suggested that an officer might be posted. The state has been contacted about the raffle, and informed the committee that this sort of raffle does not require state permit, but instead a Town permit.

There was a discussion about the load limit for the room, which is 223 for non-fixed seating and 137 for tables and chairs. Noting that the committee hopes to sell 180 tickets and each ticket includes dinner for two, the Board expressed concern about the number of people exceeding the limit.

It was agreed to grant the permit for the raffle and permission for “BYOB”, providing no issues with load limits are identified with the Fire Chief.

Department Capital Improvement Plan Requests

The Board reviewed CIP documents from the Fire Department, Heritage Commission and Highway Department. The annual process and reasons behind the CIP were discussed; each department that anticipates capital spending submits a 6-year plan that is non-obligating but which allows the Town to anticipate revenue needs. Each year the

plans are to be submitted to the Selectmen for review before going to the Planning Board.

As all plans have not been received, the Planning Board has issued a reminder. Department heads will be reminded to submit their plans to the Selectmen for review.

ADMINISTRATIVE:

Applications, Correspondence, Executive, Other

- The Board reviewed a letter from NH DES about the environmental/water testing performed by Stantec at the current Fire Station site. Dave Allwine of Stantec will be invited to a future meeting to discuss steps to be taken.
- An amended and restated well easement document has been received from Panciocco Law Firm. The Chairman will call the lawyer to request revisions of some of the language.
- Committee Appointment forms for the 325th Celebration Committee were signed.
- Three Veterans Credit applications were approved.
- Request from the Human Services Director for emergency assistance for a dental procedure was approved.
- Value of Donated Labor Time sheets were received by the Master Plan Committee members. These will be signed by the Chairman.

Non-Public Session

MOTION: Upon motion of Selectman Coombs, **SECOND** of Selectman Briggs, it was voted by roll call to adjourn to Non-Public session under the provisions of NH RSA 91-A:3,II (d), Consideration of the acquisition or sale of property and 91-A:3,II (I), Consideration of Legal Advice.

In Favor: Briggs, Heitz, Coombs; Motion passed.

The Board adjourned at 9:17 PM.

MOTION: Upon motion of Chairman Coombs, **SECOND** of Selectman Briggs, it was voted by roll call to return to public session at 10:10 PM: **In Favor: Briggs, Heitz, Coombs.**

MOTION: by Selectman Coombs, to adjourn at 10:15 PM

SECOND: by Selectman St. James

All in favor.

Respectfully submitted,
Susan Ayer
Administrative Assistant