

Kingston, New Hampshire  
Board of Selectmen  
Meeting of October 5, 2018  
Draft MINUTES

The meeting was called to order at 9:12 AM in the Meeting Room at the Kingston Town Hall.

**PRESENT:** Mark Heitz, Chairman; Phillip Coombs, Kevin St. James and Donald Briggs, Jr., Selectmen.

**ABSENT:** Selectmen George Korn

**APPOINTMENTS:**

**Carol Granfield, Municipal Resources, Inc. - Presentation on Wage and Salary**

**Summaries:**

Carol Granfield, a Senior Consultant with MRI, gave an outline of wage and salary study information. She said that a study may be needed to ensure that a town's pay scales are consistent and competitive with other similar towns, and also so that there is a system in place for new hires and increases.

Ms. Granfield said that the cost of MRI conducting this study depends on how many positions are included, and how much detail is requested. She said the average is about \$350 per position. The company would identify comparable communities and consult with the Town to choose which to include, and also to add communities the Town may feel are pertinent in other ways. The company would hold an orientation with employees and ask for their own description of their duties and responsibilities. Then MRI sends surveys to the towns chosen and processes the information received into a Classification and Compensation Plan.

Ms. Granfield answered questions of the Board and gave more detail on how a compensation plan is tailored to the specific factors in a given town's workforce. She said that the minimum/maximum salary scale should be updated every year, and the overall plan reviewed every three years, but that this can be done internally.

The Board discussed the need and cost of a wage survey. Selectman Coombs said he felt having a study and a minimum/maximum plan to back up decisions on pay would be useful. Fire Chief Bill Seaman said there are inconsistencies in the current pay plan, and Selectman St. James wondered if different schedules, such as 3 days on and 4 days off vs. Monday through Friday would be taken into account.

The Selectmen requested from Ms. Granfield a list of towns for which MRI has conducted a study. This list will be shared with Department Heads and some of the towns will be contacted for their impressions of the value of the study.

**OLD BUSINESS**

**Masonry Bids:**

The Selectmen discussed with Road Agent Rich St. Hilaire the three bids received for masonry repair work to be done on the Nichols Memorial Library building. The wide

disparity between low and high bids (\$7,786 - \$87,750) was found to be troubling. Mr. St. Hilaire said that only the high bidder came out to look at the building, and after talking with him he said he felt that the higher amount would need to be spent eventually due to the amount of work needed. Contemplating an expense near \$100,000, the Board debated whether that would need to be in a Warrant Article.

Chairman Heitz noted that when the Library turned the building over to the Town it was done with the commitment that the Town would maintain the building in a reasonable fashion. Mr. St. Hilaire said that the stairs need to be done now, if nothing else.

**MOTION:** by Selectman Coombs, that the Road Agent will speak to all three bidders and ask if they would address only the immediate structural needs to begin with, namely the stairs, and at what cost.

**SECOND:** by Chairman Heitz  
**All in favor.**

#### **Assessing Bids:**

The Selectmen reviewed a spreadsheet of costs for each company. As questions remained about details that may differentiate the bids, the Administrative Assistant was directed to check for differences and also to call references for each company.

#### **NEW BUSINESS**

##### **Solicitation in Town Hall:**

A request from the Town Clerk for clarification on solicitation within the Town Hall was received. After a recent incident, the Clerk's office personnel questioned the appropriateness of solicitation in the hallway, and the setting of precedent.

**MOTION:** by Selectman Briggs, to post "No Soliciting" signs in the Town Hall.

**SECOND:** by Selectman Coombs

The Chairman clarified that there will be no soliciting without prior approval of the Board of Selectmen.

**All in favor.**

##### **Surplus Equipment:**

The Board reviewed a list of surplus equipment prepared by the Police and Fire Departments. Mr. St. Hilaire named several items of Highway equipment that can be sold. There was a discussion of how to sell items; Chief Seaman said that specialty items such as ambulances can be sold via trade magazines or other ways of reaching specialty buyers.

A total list will be prepared for the next meeting of the Selectmen on October 15, 2018.

##### **325<sup>th</sup> Celebration Parade Application:**

The Selectmen reviewed the proposed application, which was formatted from an application used by Portsmouth. The parade rules and safety guidelines that accompany it still need to be retyped with details of the Kingston parade. The Administrative Assistant has been working with Committee Chair Lynn Gainty; Chief Seaman said his office may also be able to help in converting the document for revision. The 325<sup>th</sup> Committee will be asked for details to incorporate.

### Highway - Equipment

Mr. St. Hilaire said that the old red pickup that he was given permission to keep using as long as it ran, has stopped running. He reminded the Board that the truck had been kept on as a spare even though it had been replaced, and asked whether he could replace the truck now, or if he would need to request it in a warrant article.

The Selectmen discussed whether this constitutes an increase to the fleet. It was decided that a warrant article would not be necessary if the replacement was to his current pickup, and that pickup could be used as the spare. In this case, the Board agreed it would entertain a reasonably priced vehicle.

### Police Department Grant Received:

Selectmen Briggs, speaking as Police Chief, reported that the department has been awarded a grant that he had applied for through the NH Highway Safety Fund. The grant is for half the cost of a mobile radar trailer valued at \$18,800; the Town's portion will be paid for by asset forfeitures so there will be no tax burden attached.

### APPROVAL OF MEETING MINUTES:

#### October 1, 2018, Public and Non-public:

**MOTION:** by Selectman St. James, to approve the minutes of October 1, 2018 as written.

**SECOND:** by Selectman Briggs

**All in favor.**

### ADMINISTRATIVE:

#### Applications, Correspondence, Executive, Other

- An email was received via the Town website from the president of the Danville Long Pond Protective Association regarding a "letter of deficiency" they had received about a dam owned by L.E.R. Realty, that abuts both Kingston and Danville. The Road Agent advised that this is a privately owned dam, and also that the State is in charge of all dams. The writer will be referred to the State, as the Town has no jurisdiction.
- Junkyard license for Ken's Auto Salvage was signed by the Selectmen, as a site walk has taken place and the site was found to be satisfactory.

### Non-Public Session

**MOTION:** Upon motion of Selectman St. James, **SECOND** of Selectman Coombs, it was voted by roll call to adjourn to Non-Public session under the provisions of NH RSA 91-A:3,II (e) Consideration of legal advice.

**In Favor: Briggs, Heitz, Coombs, St. James; Motion passed.**

The Board adjourned at 11:35 AM.

**MOTION:** Upon motion of Chairman Heitz, **SECOND** of Selectman St. James, it was voted by roll call to return to public session at 11:50 AM: **In Favor: Briggs, Heitz, Coombs, St. James.**

### Adjournment

**MOTION:** by Selectman Coombs, to adjourn at 11:50 AM  
**SECOND:** by Selectman Chairman Heitz  
**All in favor.**

Respectfully submitted,  
Susan Ayer  
Administrative Assistant