

Kingston, New Hampshire
Board of Selectmen
Meeting of October 29, 2018
Draft MINUTES

The meeting was called to order at 7:00 PM in the Selectmen's Office at the Kingston Town Hall.

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

ABSENT: George Korn, Selectman

APPOINTMENTS:

Bob Griffin- L.E.R. Realty: Long Pond Dam

Mr. Griffin, as owner of the Long Pond Dam, had asked to speak with the Selectmen as he has received letters of deficiencies for the dam from NH Department of Environmental Services (NHDES); as part of the recommended remedies, he was asked to coordinate with the Towns of Kingston and Danville by November 1, 2018 for a drawdown of the pond.

The Selectmen reviewed a letter of deficiency sent by the NHDES to Mr. Griffin on December 8, 2016, a closure letter sent on September 25, 2018 noting that full compliance with the December 8 letter had not been achieved, and a new letter of deficiency sent on September 25, 2018.

Chairman Heitz noted that Mr. Griffin was also directed by November 1 to engage a qualified consultant to complete an engineering evaluation of several items of concern. Mr. Griffin said he had retained Steve Cummings as hydrologist.

Mr. Griffin said that he does a little maintenance on the dam every year, and has already rectified several of the items on the DES deficiency list.

Chairman Heitz said that the dam is primarily an issue between Mr. Griffin and NHDES, but asked if he intended to complete the repairs. Mr. Griffin said he did, but it would not all be done by November 1. He said the work is progressing and that the Dam Bureau keeps in touch with him.

Lynn Gainty, Kingston Days/325th Celebration Committee

Ms. Gainty had notified the Selectmen's Office that she would be unable to attend this meeting.

Several emails that had been received from Ms. Gainty regarding fundraising for the 325th Celebration were read. The Committee is requesting use of credit cards; information about the recent sweepstakes dinner, and a budget balance sheet for 325th Celebration fundraising and activities were provided.

A draft letter to be sent to the NH Director of Motor Vehicles asking for approval of a proposed 325th commemorative license plate design was reviewed.

MOTION: by Selectman St. James to authorize the Chairman to sign the letter to NHDMV asking for approval of the commemorative plate design.

SECOND: by Selectman Coombs

All in favor

Other items were taken out of order while waiting for the Fire Station Building Committee to arrive.

APPROVAL OF MEETING MINUTES:

October 22, 2018, Public and Non-public:

MOTION: by Selectman St. James, to approve the minutes of October 22, 2018 as written.

SECOND: by Selectman Briggs

All in favor.

OLD BUSINESS:

Stantec Work Plan Preparation Proposal

The Selectmen reviewed this proposal, for preparation of a plan to conduct testing and monitoring as requested by the NHDES at the Fire Station property at 148 Main Street. It was agreed that input from Road Agent Rich St. Hilaire would be helpful, and the topic was tabled until he arrived.

Municipal Records Committee

As a follow up to the sample Records Retention Policy he had brought to the Board at the last meeting, Selectman Briggs suggested that the Board should appoint a Municipal Records Committee according to state statute.

MOTION: by Selectman Briggs, to appoint Town Clerk Tammy Bakie, Town Treasurer Jayne Ramey and himself as Selectmen's Representative to serve on the Municipal Records Committee in accordance with RSA 33-A:3.

SECOND: by Selectman St. James

In favor: Heitz, Coombs, St. James; Abstain: Briggs; Passed

Map R35 Lot 10, 57 Exeter Road - Appraisal

Ernie Landry of the Friends of Kingston Open Space (FOKOS) sent an email requesting permission to pursue a grant that would cover half the cost of an appraisal on this property which is being considered for purchase by the town. He informed the Board that the grant proposal represented no obligation on the part of the Town.

MOTION: by Selectman St. James to authorize FOKOS and the Planning Board to submit a grant proposal seeking up to \$3,500 toward appraisal costs for the property at Map R35, Lot 10.

SECOND: by Selectman Briggs

All in favor

A member of the Board will be contacted to sign the application when it is prepared; the proposal needs to be mailed no later than November 2.

Stantec Work Plan Preparation Proposal

Road Agent Rich St. Hilaire arrived at the meeting and was asked to answer questions about the proposal from Stantec. Chairman Heitz asked why the Town would pay \$3500 for a proposal of a work plan to NHDES. Mr. St. Hilaire said that Dave Allwine of Stantec would negotiate the back-and-forth between the Town and the State. He said that it is a lot of work just to identify and set up the scope of work, and that is what the proposal is for. He added that there is some question on whether or not the Fire Station is the

source of the contamination found, and he would recommend adding test wells on the Kingston Plains. He said this was not done initially because the State was convinced the Fire Station was the source.

MOTION: by Selectman Briggs, to accept the Work Plan Preparation Proposal from Stantec Consulting Services, Inc., for a fee not to exceed \$3,500.

SECOND: by Selectman St. James

Selectman St. James said the Town needs an advocate in this process, and that he thinks the contractor is needed.

All in favor.

NEW BUSINESS:

Warrant Article: Recreation Revolving Fund

Chairman Heitz read a proposed Warrant Article “to see if the Town will vote to establish a Recreation Revolving Fund pursuant to RSA 35-B:2 II.”

There were questions about which “fees and charges for recreation park services and facilities” were meant to be included, and it was decided to get more information from the Recreation Director and Finance Director.

Selectman Briggs noted that all Town fees need to be reviewed. The Administrative Assistant was asked to send a copy of all fees to the Selectmen.

APPOINTMENT:

Fire Station Building Committee

Mark Furlong, Chair of the Fire Station Building Committee, and committee members Bill Seaman and Chuck Hart were present to update the Selectmen on progress made. Mr. Furlong said that they had concentrated on the two sites discussed the last time they came to the Board, although new sites continue to be identified and are investigated as they come up. He requested that this be discussed in non-public session under RSA 91-A:3, II(d), Consideration of the acquisition, sale or lease or real property.

Non-Public Session

MOTION: Upon motion of Selectman Coombs, **SECOND** of Selectman St. James, 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, sale or lease or real property.

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

The Board adjourned at 8:10 PM.

MOTION: Upon motion of Selectman Briggs, **SECOND** of Selectman Coombs, it was voted by roll call to return to public session at 8:45 PM.

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

MOTION: by Selectman Briggs, to authorize the Fire Station Building Committee to solicit SMP Architects for a quote to provide plans for the layout of a new Fire Station on one parcel, up to \$10,000. The Committee will come back to the Board if the quote is for more than \$10,000.

SECOND: by Selectman Coombs

All in favor

Non-Public Session

MOTION: Upon motion of Selectman Briggs, **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), Legal.

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

The Board adjourned at 8:47 PM.

MOTION: Upon motion of Selectman Briggs, **SECOND** of Selectman St. James, it was voted by roll call to return to public session at 8:55 PM.

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

Consulting Services Agreement- GKG Planning

The contract with Glenn Greenwood for technical assistance with Planning Services was reviewed and discussed. The contract runs from July 1, 2018 through December 31, 2018, at which time it will be renewable. Mr. Greenwood continues to act as the Planning Board's Planner, though as of July he is an independent contractor. The total amount payable to Mr. Greenwood for the 6-month contract term is \$17,020, at an hourly rate of \$67 per hour. Monthly itemized invoices are submitted.

MOTION: by Selectman St. James, to authorize the Chairman to sign the contract with GKG Planning as presented, for the term ending December 31, 2018.

SECOND: by Selectman Briggs

In favor: Briggs, St. James, Coombs; Abstain: Heitz; Motion passed.

2019 BUDGET

The Selectmen discussed various items on the 2019 Budget prior to its being sent to the Budget Committee. Changing the Assessing/Permitting Clerk position from part time to full time, as suggested by the Administrative Assistant, was brought up for discussion by Selectman Briggs. The need for more coverage in the Assessing/Permitting office versus the cost of adding a full time employee was discussed. It was decided that the Assessing/Permitting Clerk would be allowed up to 34 hours per week starting immediately, and a Warrant Article will be placed on the 2019 Town ballot asking if the position should be made full time.

Adjournment

MOTION: by Selectman Coombs, to adjourn at 10:05 PM

SECOND: by Selectman St. James

All in favor.

Respectfully submitted,
Susan Ayer
Administrative Assistant