

**Kingston, New Hampshire
Board of Selectmen
Meeting of March 22, 2021
Final MINUTES**

The meeting was called to order at 6:33 pm.

PRESENT: Phillip Coombs, Chair; Richard Wilson, Vice Chair; Electra Alessio, Kevin St. James, Donald W. Briggs, Select Board Members.

NON-PUBLIC SESSION:

MOTION: by Selectman Briggs, to enter non-public session under RSA 91-A:3, II (d) Consideration of the acquisition, sale or lease of real property

SECOND: by Selectwoman Alessio

All in favor via roll call vote

Meeting adjourned to non-public session at 6:34 PM.

MOTION: by Selectman Briggs, to return to public session at 7:03 PM

SECOND: by Selectman Wilson

All in favor via roll call vote.

Motion made to seal these minutes? If so, motion made by Selectman Alessio, seconded by Selectman Wilson, because it is determined that divulgence of this information likely would...

Affect adversely the reputation of any person other than a member of this board.

Render a proposed action ineffective

Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to Seal Minutes:

Phillip Coombs Y

Richard Wilson Y

Kevin St. James Y

Electra Alessio Y

Donald Briggs Y

Motion: PASSED

Discussed in non-public session: Consideration of purchase of real property

APPOINTMENTS:

Paul Butler, Recreation Director: Field Use 2021

Mr. Butler spoke with the Board about fees for the use of Magnusson and Comeau fields by baseball/softball teams. Anthony Scafidi, representing the Little League, was also present. It was decided that fees for non-profit use would be left as "to be determined" on the fee schedule, and be reviewed on a case-by-case basis. Noting that Magnusson Field is built for Little League, Mr. Scafidi said that he felt that any outside users should be charged a minimum of \$200 per use or per week, as they have access to all three

fields. Chairman Coombs said that depending on the applicant, Mr. Scafidi and Mr. Butler will be brought in to consult with them on the usage and fees.

Mr. Butler also asked for clarification on what triggers a Special Event permit. In discussion, it was determined that alcohol would be an automatic trigger, and also the number of people, or a multi-day event. Selectman Briggs said that anything that impacts the local residents should require a Special Events permit, which requires traffic and safety plans.

Mr. Scafidi said that another organization that would like to use the fields at Magnusson has offered in return to let the Little League use their batting cages for free, and also to allow operation of the snack shack during their games, which would make money for the Little League. He said he was fine with that and it would be a mutually beneficial arrangement. This league is from Salem but includes some Kingston and Newton players; they will need to fill out an application form and provide an insurance certificate.

Senior trips and lunch: Roger Clark

Mr. Clark said he wants to get ideas about what activities can be planned for Seniors this year. He said no funds were spent last year. He estimated the Seniors group at around 100 people, and that around 60 were regular attendees at the Senior lunches, which in the past were held at the Congregational Church. He suggested that this year, lunches may be held at the Recreation building, at least until the church can be used again. He and Mr. Butler agreed that around 25 people could be accommodated at a time, and these luncheons might be held once per month.

Mr. Clark wanted to know about safety protocols for the lunches and also for bus trips. After some discussion, it was agreed that following State guidelines that are current at the time of the event (by checking the "Safer At Home" website) would be the best way to proceed. In addition, the Health Officer should be consulted for each new event.

MOTION: by Selectman St. James, to allow the Recreation Director and Mr. Clark to plan Senior activities at their discretion, that are within their budget and that meet State COVID-19 guidelines.

SECOND: by Selectman Briggs

All in favor via roll call vote

Kingston Days Committee

Carol Carbonneau and Charlotte Vinciguerra of the Kingston Days Committee spoke with the Board about this year's event. Ms. Carbonneau said that they intend to go forward, with the permission of the Board, and following the State guidelines. They are considering shortening the event to two days. She questioned whether there is sufficient money available for fireworks, as the \$5,000 in last year's budget was not encumbered. She also questioned if \$5,000 is enough. Selectman St. James said that no money has been set aside for fireworks; there was a discussion of how they may be funded. Ms. Carbonneau said that the Kingston Days fund has \$43,000 in it, of which they are trying to spend as little as possible. She said the draft budget is \$35,000, but they are looking into ways to reduce that, and will be meeting with their Treasurer on Wednesday.

There was further discussion of the Kingston Days fund, and also that the Book Committee plans to borrow from this fund to pay the deposit on printing of the new History of Kingston book. The Kingston Days account will then be reimbursed from book sales. Ms. Carbonneau said that money is needed very soon to reserve a tent and porta-potties; there was some discussion of how to handle cash flow.

A Selectman liaison will be appointed to the Kingston Days Committee.

PUBLIC COMMENT I:

Selectman St. James said that there had been a question about a fee for the Outboard event on Greenwood Pond. Mr. Butler said that looking at the new fee schedules he had noticed there is no fee that will cover this. There was a discussion of this long-standing annual event, and the donations that are made to the Town's food pantry, as well as the opportunity for the Fire Department (in the past) and the Children's Center (in recent years) to make money on food. It was agreed there should be no fee charged to the event's organizers.

OLD BUSINESS:

Library Trustees: Explanation of changes to unspent appropriations

Library Director Rebekka Mateyk spoke to the Board to explain a letter from the Library Trustees; she said that there is an adjustment to the amount of funds returned from 2020. She explained that this was due to an adjustment brought to their attention after they had closed their books and given the Board a check. The new total amount is \$27,569.

MOTION: by Selectwoman Alessio, to accept \$27,569 from the library as Unanticipated Funds.

SECOND: by Selectman Wilson
All in favor via roll call vote.

Highway Agent: Tucker Road (with Bob Bean)

Bob Bean joined Mr. St. Hilaire to discuss his request that the Town accept Tucker Road as a Class 5 road. He said he owns about 35 acres on Tucker Road, and about 10 acres are not in current use; he would like to split a 2.5 acre building lot off from that. He said the first step will be to change the road classification, which will be a barrier to subdivision. Highway Agent Rich St. Hilaire said that this road is different from others that the Town has been asked to change to Class 5, because of its width and also because it has been maintained over the years in spite of its classification.

Chairman Coombs said that the process for adopting roads as Class 5 needs to be codified and applied across the board. No decision was made at this time.

Tree Trimming on Town Roads

Mr. St. Hilaire, responding to recent complaints on social media about tree and brush trimming performed by the Town, said that he does not monitor Facebook, and anyone with concerns should call the Highway Department for an explanation of why the work is done. He said that any roads developed after 1968 must be paved to 24 feet and include

a total 60 feet of right-of-way that the Town maintains. He said that this includes the ditches and swales, which the Town has an obligation to maintain for drainage purposes and to satisfy the requirements of the federal government through the MS-4 permit program. It was suggested that more information on clearing activity in the rights-of-way might be shared on the Highway Department's web page.

Open Bids: Auditing Services

Three companies submitted bids for auditing services, in response to the Town's Request for Proposals. The Select Board opened the bids and read the cost proposals as understood at first glance:

Company	Address	3-year total cost
Plodzick & Sanderson	Concord NH	\$39,675
Vachon Clukay & Co.	Manchester, NH	\$42,000
Alta CPA Group	Grantham, NH	\$61,500

As there were differences in annual cost over the initial 3-year term vs. the optional 3-year extension, and single audit prices were given, the Board agreed that they needed more information to make a decision.

MOTION: by Selectman St. James, to have the Finance Director review and evaluate the bids, and give a recommendation to the Board.

SECOND: by Selectman Wilson

All in favor via roll call vote.

Code Enforcement Officer Job description and draft advertisement

The Board reviewed draft documents prepared by the Administrative Assistant and briefly discussed several points. It was agreed to table the matter until the next meeting, and possibly set a workshop meeting, in order to incorporate further information from other towns.

Sale of Town-Owned Land

Selectman St. James reported on his conversation with the Town Engineer, Dennis Quintal. Mr. Quintal is going to see if surveys have already been done on the parcels eligible for sale. He will also check with Charlie Zilch of SEC Engineering, and get back to the Board with prices for surveying and processing deeds.

There was a discussion of the Planning Board's concern that the parcels should be retained by the Town in case of future need for expanded water or sewer systems, or just for areas to push snow. All agreed that it is important to look into each parcel to be sure it is not going to be needed by the Town. However, Selectman Wilson said he had clarified with the Planning Board that not all Town owned parcels are being offered. Selectman St. James said that the Town is retaining the low-lying parcels as identified by the Road Agent as useful. The Administrative Assistant said that the Conservation Commission had reviewed the parcels on the list and had no issue with any of them. Responding to a prior question, she also shared information from the Assessor that confirmed the parcels would add to the assessed value of the buyer's parcel they are

merged with, although it would be far less than the value as a stand-alone vacant lot. Chairman Coombs said the process will continue.

Affinity LED Lighting updated agreement

This updated agreement is on hold pending information from Unitil on any changes to the net book value and cost estimate for the power mast arm brackets. Selectman St. James will contact Tim Noonis of Unitil.

NEW BUSINESS:

Chairman Coombs said that he and Rich St. Hilaire will be meeting with CMA Engineers to discuss the future of the landfill.

COMMITTEE LIAISON REPORTS:

Selectman St. James reported that site work is beginning on the new fire station; he said that the house on the property that was acquired during the land swap to create the new lot will be burned down. There was a discussion of the insurance currently covering the house; Selectman Briggs will call the insurance company to be sure the coverage will be in place while the house is coming down, but removed after that.

Selectman Briggs reported that there is now a junkyard on Frontage Road, and suggested a Cease and Desist; he and Chairman Coombs will go out to look at the site.

Selectman Briggs also reported that he had met with two representatives of Partners Bank, along with Carriage Towne Plaza management, about Partners' interest in replacing TD Bank at the plaza. They have been invited to the next meeting.

PUBLIC COMMENT II: None heard

BOARD BUSINESS

Department Liaison Appointments

The Board reviewed the draft policy for annual employee evaluations and Liaison and Committee assignments. Selectwoman Alessio was assigned as Liaison to the Kingston Days committee. Department Heads will be called and scheduled to meet with the Board on March 29 starting at 10:00 AM to discuss employee evaluations and pay for performance.

PUBLIC COMMENT II:

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- Appointment forms were signed for two Heritage Commission members, two Budget Committee members, the Highway Agent, and Deputy Clerk-Tax Collector
- One veterans tax credit was approved, for Map U3-17
- An intent to excavate for Map R19 Lot 32 was approved and signed.
- Junkyard license renewal for Whitney's Garage was signed, pending a site visit.
- Two documents rejected by the County Registry because they were 2-sided were re-signed.

- One intent to excavate for Map R2 Lot 8, Torromeo Industries, was tabled until it can be determined if they need to submit an annual plan. Selectman Wilson will research the procedures.

APPROVAL OF MEETING MINUTES:

MOTION: by Selectman Wilson, to approve the public and non-public meeting minutes of March 15, 2021, as written.

SECOND: by Selectwoman Alessio

All in favor via roll call vote.

NON-PUBLIC SESSION:

MOTION: by Selectman Briggs, to enter non-public session under RSA 91-A:3, II (a) and (b), Personnel

SECOND: by Selectman Wilson

All in favor via roll call vote

Meeting adjourned to non-public session at 9:15 PM.

MOTION: by Selectman Briggs, to return to public session at 9:30 PM

SECOND: by Selectman Wilson

All in favor via roll call vote.

Motion made to seal these minutes? If so, motion made by Selectman Alessio, seconded by Selectman Wilson, because it is determined that divulgence of this information likely would...

XX Affect adversely the reputation of any person other than a member of this board.

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Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to Seal Minutes:

Phillip Coombs Y

Richard Wilson Y

Kevin St. James Y

Electra Alessio Y

Donald Briggs Y

Motion: PASSED

Discussed in non-public session: Personnel matters

Adjournment:

Meeting Adjourned at 9:30 PM.

Respectfully submitted,
Susan Ayer, Administrative Assistant