

**Kingston, New Hampshire
Board of Selectmen
Meeting of March 16, 2020
FINAL MINUTES**

The meeting was called to order at 7:03 PM in the Meeting Room at the Town Hall.

PRESENT: Kevin St. James, Donald Briggs, Jr., Phillip Coombs, Richard Wilson, Electra Alessio, Selectmen

APPOINTMENTS

Fire Chief Graham Pellerin:

The Fire Chief took this opportunity to publicly thank town officials and voters for voting in the new fire station at the Town Meeting on March 10. He said it is being built with safety and the public in mind.

Garrett Miller, PFPOPE Deferred Compensation Plan:

This matter was postponed to a later date.

Road Agent Richard St. Hilaire - Highway Department topics:

Moved to later in the meeting.

PUBLIC COMMENT I: None heard.

OLD BUSINESS

All American Assisted Living performance bond:

Selectman Briggs reported that the assisted living company pulled all temporary or non-compliant signs pursuant to the memo received from Planning Board Chair Glenn Coppelman. However, he said there are still problems with the repeater system. He said he spent time at the facility with Fire Chief Pellerin, and they can't currently communicate in or out of the building. Selectman Coombs asked how much of the \$70,000 held in escrow is needed to guarantee the repeater system, and Selectman Briggs said he will have a better idea how much it will cost to fix after they look into it.

Saddle Up Saloon Site Plan issues:

Following up on a letter sent to the owners of the Saddle Up Saloon, Selectman Briggs said that the ice cream sign has been removed as well as the parking sign. He said they are continuing to work on the list of infractions that was sent, and Selectman Briggs will return next week.

NEW BUSINESS:

Board of Health meeting:

Selectman St. James reported on decisions made at the Kingston Board of Health meeting that took place earlier this evening. He said the decision was made to lock the doors of the Town Hall, and put notices on the doors. He said appointments would be made for cases that can't be handled online or by telephone, but access will be restricted to urgent matters. He said that residents should call before coming down, and

talk to the proper department. Selectman St. James added that all meetings of town boards and committees may be postponed or restricted as to number of attendees, so anyone interested in those meetings should talk to the appropriate board representative.

The Fire Chief said that the Police and Fire Departments have also restricted access at this time. He said that the state is informing us daily with changes and new restrictions, but that emergency services are still operating via 911. Information on the COVID-19 virus is available by dialing 211.

REORGANIZATION OF BOARD:

Officers:

MOTION: by Selectman Wilson, to nominate Phillip Coombs as Chairman of the Board of Selectmen.

SECOND: by Selectman Briggs.

Selectman Coombs said he would accept the nomination. There were no further nominations.

All were in favor; the secretary cast one vote for Phillip Coombs as Chairman of the Board for one year.

MOTION: by Selectman Coombs, to nominate Kevin St. James as Vice Chairman of the Board of Selectmen.

SECOND: by Selectman Alessio.

MOTION: by Selectman Wilson, to nominate Donald Briggs, Jr. as Vice Chairman of the Board of Selectmen.

SECOND: by Selectman Alessio.

Paper votes were cast for this position, resulting in:

St. James: 2 votes

Briggs: 3 votes.

Donald Briggs was voted in as Vice Chair of the Board for one year.

Committee/Board Assignments:

The following assignments were made for ex-officio and liaison positions:

Planning Board/CIP:	Richard Wilson
Budget Committee:	Kevin St. James
Historic District Commission:	Electra Alessio
Heritage Commission/Envision Kingston II:	Richard Wilson
Conservation Commission:	Donald Briggs, Jr.
Fire Station Building Committee:	Donald Briggs, Jr.
Inspectors:	Phillip Coombs
Highway Department:	Electra Alessio
Fire Department:	Kevin St. James
Recreation Department:	Richard Wilson
Town Clerk/Tax Collector:	Electra Alessio

**Selectmen's Administrative Assistant:
Human Services Department:**

**Donald Briggs, Jr.
Richard Wilson**

LIAISON REPORTS:

There was little to report from the various boards and committees at this time. Selectman Briggs noted that the Board has been notified in the past of code complaints involving trash and unregistered cars on Frontage Road. He said this is more out of control than ever and has become a health nuisance. Road Agent Rich St. Hilaire said he has been out there at least five times in recent years to ask them to clean up the mess. Selectman Briggs asked the Board to generate a violation letter that he can hand-deliver to the owners of the property. This will be prepared for signatures.

PUBLIC COMMENT II: None heard.

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- Letters to follow up on an intent to cut for which no report had been filed were signed.
- A special event application was approved for the Beerfest event to be held on the Plains on June 13 by the Volunteer Fire Association. It was noted that this may have to be rescheduled. There was also a discussion of whether or not town fees should be waived. Selectman St. James said he thought the new fees policy should be adhered to, but if the fee was to be waived, the policy should be changed to eliminate Kingston Non-Public fees across the board.
- A letter was received from the Powwow Pond Council, asking for help transferring composted material. Mr. St. Hilaire said that the Highway crew has assisted with spring cleanup of the pond in the past, but this may be a lot more loads. He was asked by Chairman Coombs to get more information and the board will revisit the question.
- Selectman St. James has met with Steve Weaver of Infinity Lighting to discuss transfer of street lights to LED. He said he has a booklet of information and can coordinate a meeting with Mr. Weaver once he has had time to look at it.

Road Agent Richard St. Hilaire - Highway Department topics:

Mr. St. Hilaire spoke to the Board about his plans for the department with consideration to succession planning. He said he has been the Road Agent for 35 years and hopes to negotiate a contract when his current term is up to carry on for another three years. However, given his health issues and retirement in the not too distant future, he said he needs someone that will know what goes on in the department, and the various tasks no one but himself knows about. He cited the landfill air and water quality reports as one small example. He said he has wasted a year without a full time highway assistant, that although sharing the police secretary has been helpful, a 1.5 million dollar department needs its own assistant to learn the daily activities and institutional knowledge. Mr. St. Hilaire said this is not in his budget but that he could find the money, and suggested another year should not be wasted.

There was a discussion among the board about the job description for the job, which currently exists as a part-time position. Chairman Coombs suggested a person should

be started as part-time, as to create another full time position will require a vote at Town Meeting. It was agreed to take a look at the current job description, which will need to be expanded.

NON-PUBLIC SESSION:

MOTION: by Selectman St. James, to go into non-public session under RSA 91-A:3, II (a); The dismissal, promotion, or compensation of any public employee, or the disciplining of such employee and RSA 91-A:3, II (c); matters which, if discussed in public, would likely affect the reputation of any person other than a member of this Board.

SECOND: by Selectman Alessio

In favor: Alessio, St. James, Coombs, Briggs, Wilson; Passed.

The Board adjourned to Non-public session at 8:00 PM.

MOTION: Upon motion of Selectman Wilson, **SECOND** of Selectman Briggs, it was voted by roll call to return to public session at 8:44 PM

In Favor: Alessio, St. James, Briggs, Coombs, Wilson; Passed.

**Discussed in non-public:
Personnel**

APPROVAL OF MEETING MINUTES:

MOTION: by Selectman Wilson to approve the public and non-public meeting minutes of March 9, 2020 as written.

SECOND: by Selectman Briggs.

In favor: St. James, Coombs, Briggs, Wilson; Abstain: Alessio; passes.

Future Meetings:

The Selectmen agreed to meet on a bi-weekly schedule for the time being, next meeting to be on March 30, 2020. The board discussed ways to keep gatherings to a minimum through teleconferencing and staying in touch via telephone when necessary.

Adjournment:

MOTION: by Selectman Wilson to adjourn at 8:50 PM

SECOND: by Selectman Briggs

All in favor.

Respectfully submitted,
Susan Ayer
Administrative Assistant