

**Kingston, New Hampshire
Board of Selectmen
Meeting of May 11, 2020
FINAL MINUTES**

The meeting was called to order at 6:30 PM in the Meeting Room at the Town Hall.

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

APPOINTMENTS:

Health Officer Peter Broderick - Preparations for reopening Town Buildings and Facilities

Mr. Broderick presented the Board with a list of preparations and procedures for safely opening the Town Hall and other town facilities such as the library. He said some are “no brainers”, such as washing hands, disinfecting the office areas daily, and requiring masks, but that other things such as the work-at-home policy are up to the Board. He said that the decision to not require sick time to be used or to stagger work shifts are policies for the Selectmen to set. He said his list is just recommendations, and he felt the Board, Library Director, and the Road Agent as Buildings Maintenance director, should meet to come up with the best way to implement safety measures.

Chairman Coombs asked what the state is recommending about re-opening. Mr. Broderick said that he thinks the Town offices did not need to close as the state considers Town governments as offering critical services. Chairman Coombs said that Primex, the town’s insurance company, had recommended they close.

Selectwoman Alessio said that she had spoken with Town Clerk Tammy Bakie, who told her she is backed up with appointments and is booked through May 28th right now, with 15 calls and numerous emails yet to return. She is asking if she can again work together with deputy clerk Holly Ouellette so they can serve two residents at a time, with measures to preserve distancing. Selectwoman Alessio agreed with Mr. Broderick that there should be a separate meeting, and said they could break down in subgroups, as different departments have different needs.

The Board reviewed the list Mr. Broderick had compiled, noting that many items such as disinfection, regular cleaning, and availability of hand sanitizer and gloves are already being done. In order to reopen the Selectmen’s and Assessing/Building offices, it was suggested that shifts be staggered and the public be seen only by appointment to start. Supplying masks to those who enter the building, if they do not have their own, was mentioned, along with how to enforce the wearing of masks if anyone refuses. Sources of masks were discussed.

It was agreed that a plexiglass partition will be added at the Town Clerk’s window to separate visitors. A more permanent solution to the counter area in the Selectmen’s/Assessing office will be looked at. The Selectmen will walk through the

area to review the plan for office reconfiguration at the end of this meeting. Vice Chairman Briggs shared information about installation of a closed caption TV and buzzer system so that visitors can be admitted one at a time. This would cost approximately \$8,700 for the Town Hall. Road Agent Rich St. Hilaire addressed installation of glass at the library desks, saying that it would cost \$4,000 to \$6,000 according to one professional vendor. He said that there are cheaper options, and also added that these projects may take time as the vendors are busy.

Selectman St. James said that at County buildings, a checklist is used that employees must fill out every day, answering questions about travel and symptoms, and that includes a check of their temperature. He will get a copy of the checklist for use by the Town. He said the County also has a document giving guidance to employees on safety policies, and will get this for the Town's use as well. He said that an addendum will need to be added to the Town's personnel policy to cover COVID-19 related provisions.

Selectwoman Alessio said that people are looking for the library to open. Selectman St. James said that this should be done systematically; the Town Hall should be the first priority, and once it is seen what works, the process can move on to the library.

Selectwoman Alessio said she is coordinating with Planning Board Chair Glenn Coppelman to plan for meetings of the land use boards. She said that they are more difficult to hold via Zoom. She said that controlling access would be a problem, as these are large boards and there would be little room for applicants and abutters to safely attend if held in person. If the meetings were held remotely, large maps and plans would not be easily viewed and shared. She said they are researching how other towns are handling this and considering various solutions, as the backlog of cases is getting serious.

The Supervisors of the Checklist need to meet on June 2 and be open to the public; it was agreed that they can meet in the Town Hall meeting room and have plenty of space for the few members of the public that may come in.

Paul Butler - Recreation

Paul Butler, Recreation Director, and Reid Van Keulen, Camp Director at Camp Lincoln, addressed the Selectmen about a proposed daycare program to serve essential workers. Mr. Butler said that Camp Lincoln is running such a program, and he and Mr. Van Keulen have been talking about increasing the capacity by including the Recreation center. He said he would be considering taking eight children with two staff members, to start, and follow all State guidelines. He shared a draft plan, saying this is not a finished product, but a general idea, and he is looking for guidance on whether it makes sense to move forward.

There was a discussion of the idea, including that it would be very small scale and would not make money, in fact might cost money at first. Mr. Butler also said he would start with older children, as he couldn't risk the health of all present with younger children or those who can't follow rules.

Selectman Briggs said that there would be the same issues as at the summer camp, and he sees it as a safety issue and a liability to the Town. St. James said that having run a daycare business, he is vehemently against this idea, much as he appreciates Mr. Butler trying to tackle it. Selectman Wilson said that there could be conflict with other parents who are missing out on summer camp, who would not be able to participate in the day care. Chairman Coombs said it is the consensus of the Board that it is a great idea but can't be added to the Town's plate at this time.

There was a brief discussion in which it was confirmed that the gate at the recreation center will be locked.

CMA Engineers - Discussion of Landfill post-closure reports

Bob Grillo introduced himself as a project manager for the past 20 years, and Adam Roy as an engineer now working with him. He said they had been asked to come to give the board an overview of the landfill testing process and a better understanding of what goes on at the landfill.

Mr. Grillo gave a brief history, saying that in the 1980s the landfill was owned by Connie Magnuson who operated it for the Town. It was an unlined landfill, and as such was ordered closed by the state in the 1990's. He said that at the time, the site was too flat to close, which meant the town would truck in soil to make a crown in order for the water to run off properly. Instead of soil, the town decided to truck in more trash, which was a "win-win" deal; Waste Management brought in trash and paid a lower rate, and the town made about 13 million dollars over the course of 10 years. Closing the landfill only cost about half of that fund. The landfill was shaped and covered with a poly liner with soil on top, and closed in 2003.

Mr. Grillo and Mr. Roy went over the current monitoring and testing that takes place. A groundwater management permit is required every year, as well as an annual post-closure report. Down gradient wells were placed to intercept the water before it leaves the site, and this water is tested twice per year; one of those tests can be done by a Town employee. Mr. Grillo said that the testing will go on for 30 years, or until it can be proven to be clean. He said it is headed that way, that the site has cleaned up tremendously. However, he said there are new emergent contaminants that can come up, one being 1-4 Dioxine that showed in testing 10 years ago but is starting to come down now. Testing has also been done recently for PFAS. Mr. Grillo said that at the landfill PFAS levels are well below even the new, strictest standards. He also noted that there are not any drinking wells very close by.

Mr. Grillo said that the site is also monitored for gases at six locations. He said that is because in frozen conditions, gas can travel and possibly get into a house and cause an explosion. He said that these levels have been going down as well, but that while the trends are going in the right direction, the testing will need to continue for quite a while.

Mr. Grillo described a couple of incidents that have taken place over the years that required repair, such as having to fill in low spots due to the garbage settling, and one

crushed pipe. It was noted that there is a separate fund set aside for landfill maintenance and repair, that stands currently at around three million dollars.

Answering a question from Selectman St. James, Mr. Grillo said that the landfill would be a good site for a solar farm, that about half of the acreage would be usable (flat enough) and that it is near the necessary source of three phase power.

Rich St. Hilaire noted that the contact person for the test results is now the Select Board Chair rather than him, as it has been for years.

Fire Chief - First Responder Stipends

Fire Chief Graham Pellerin affirmed that the Governor's order for stipends for first responders had been received in an email. He said the period during which the stipends will be paid is from May 4 through June 30.

Selectman St. James said that the payroll tax can be reimbursed from the state. The town needs to pay the tax first, then be reimbursed.

Chief Pellerin gave details on the stipends; he said that full time employees receive \$300 per week, part timers receive \$150 per week. Fire fighters that are not EMTs receive \$50 per week. He said this is only available for those on call or working shifts, and not available for office work. He also said that an employee would not be paid the stipend while on vacation.

MOTION: by Selectman St. James, to accept government funding for first responders for the dates May 4 through June 30 per the criteria given.

SECOND: by Selectman Wilson

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

Fire Station Building Committee

Mark Furlong, Kent Walker, Chief Pellerin and Rich St. Hilaire were present to talk about the contracts with SMP Architecture and for geotechnical testing. The committee will be meeting with the architects on May 13.

Mr. Walker said that the bid went out again for geotechnical testing as there was concern that the first company chosen did not have experience with Insulation Concrete Form (ICF) construction, and that this could cost the town in the long run. Mr. Walker said that after putting the work out for a second bid, they got 5 proposals, from which they have chosen GSI. He said they were the low bidder and also recommended by SMP Architects; he said they were the only bidder to mention ICF forms. The bid came in at \$4,800.

Mr. Walker and Mr. Furlong then discussed the contract with SMP for the next phase of the project. They said they had sent it to Primex and also to town Counsel Sumner Kalman for review, and after receiving input from both, have met with the architects and updated the contract. There was a discussion of some of the matters that were answered or resolved in this process. The final draft will be brought back to the board.

There was a discussion of the timing of the project; Mr. Walker said three months are needed to complete the design, after which it will be turned over to the Construction Manager (Bauen) to take in bids for construction. He said that the actual building may not be started until next spring, depending on how quickly the design and bidding phases take.

Whether or not a Clerk of the Works was needed was discussed. It was the consensus that rather than pay a part time Clerk of the Works, the town could rely on the Fire Chief and Road Agent being on hand much of the time, and the Town's own inspectors to monitor the work.

Jeff Murphy of SFC Engineering has been consulted about the fire suppression system, and has said that there should not be any major cost to adding the Congregational Church to the system. Mr. Walker said that in a rural town, the system is sized for one fire at a time, and to the biggest fire load possible, which in Kingston's case will be the fire station. A bigger cistern is needed because of the other hydrants. Documents will be retrieved from the church to verify the original agreement. Selectwoman Alessio said that she has talked with the school Superintendent, and the contract for the Sanborn Academy will not be done for a while.

The cost of the cistern was estimated by Chief Pellerin to be between \$100,000 and \$160,000. Selectman St. James questioned whether it could be more cost effective to use water from the pond. Mr. St. Hilaire said that putting a system in the pond would cost more than the tank. Chief Pellerin will complete research with the school.

PUBLIC COMMENT I: None heard.

OLD BUSINESS:

Employee Raises

Chairman Coombs said that following a non-public discussion on employee evaluations and raises, a motion is needed.

MOTION: by Selectwoman Alessio, to disperse the wage adjustments agreed upon to bring Kingston employees into parity with other towns, and to delay "pay for performance" increases until July 1.

SECOND: by Selectman St. James.

In discussion it was noted that the fiscal situation will be evaluated at the first meeting in July to see if the raises can go forward, depending on cash flow.

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

Dorre Road Pavement issues

Chairman Coombs said he recently received a complaint from a resident about dust being out of control on Dorre Road, and to send a water truck there. There were then conflicting reports and the resident was asked to take pictures. He said this has been a long standing problem and goes back to a court decision in 1961 that dictated who needs to pave what portion of the road. He said he met with the Road Agent; the pavement has reached the end of its life span, and at some point someone tried to fix

the drainage and did not do it properly. Watering the road makes mud. The Board agreed that they need to get a copy of the court order to ascertain the Town's portion of responsibility before proceeding.

MOTION: by Selectman St. James, to grant Chairman Coombs authority to contact legal counsel on the matter of Dorre Road.

SECOND: by Selectwoman Alessio.

All in favor

NEW BUSINESS:

Tax Warrant 2020 Part 1

The tax warrant was distributed for signatures of the Board.

COMMITTEE LIAISON REPORTS:

Planning Board: Selectman Wilson reported that the Planning Board will be holding three meetings in June to catch up with applications.

Selectwoman Alessio asked about the Friends of the Library annual plant sale. There was a discussion of how to safely hold the sale.

MOTION: by Selectman Briggs to allow Selectwoman Alessio to work in conjunction with the Health Officer to see that safety procedures are followed.

SECOND: by Chairman Coombs.

Fire Chief Pellerin said that yard sales are not being allowed. Selectman St. James expressed concern about how to control the number of people participating. Chairman Coombs said that it seems no different than a Farmer's market, and said he will send the Friends information from Seacoast Growers on the subject.

In favor: Alessio, Briggs, Coombs, Wilson. Against: St. James. Motion passes.

PUBLIC COMMENT II: None heard

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- One excavation intent and one timber intent application from Torromeo Industries were reviewed and signed.
- Permission was granted for Conservation Chair Evy Nathan to collect seeds from a certain plant on the Plains. The Chairman signed the permission form.
- Abatement applications for properties at: 10/11 Gunstock Road, 110 Exeter Road, 95 North Road, off Rte 125, and 21 Circuit Drive were reviewed by the Selectmen. In each case, the Assessor's recommendation to approve was followed.
- The Equalization Assessment Data certificate was signed.
- A memo to Department Heads suggesting voluntary budget reductions was approved for distribution.
- A bid letter to Unitil has been drafted for a bucket truck, for the amount of \$10,000. Selectman St. James explained that he has been working on getting this truck for a few years. He said more than \$10,000 will soon be saved by not having to rent a truck every time a lift is needed. There was a discussion of spending this money when the Board is asking Departments to cut back. It was pointed out that the money will come from a capital reserve fund that can't be spent for anything else.

MOTION: by Selectwoman Alessio, to endorse purchase of the Unitil bucket truck for the price of \$10,000, to come out of the Highway Department's equipment fund.

SECOND: by Selectman St. James.

All in favor

- A letter has been received from Muriel Ingalls of the Kingston Lake Association, requesting permission to accept a grant for the Lake protection program that has been ongoing for years. The \$2800 grant requires matching funds of \$2500, which is in the Conservation Commission's budget.

MOTION: by Selectman St. James, to allow expenditure Conservation funds for the purpose of matching the grant money offered.

SECOND: by Selectwoman Alessio

All in favor

- Following up on questions from residents about reopening of parks and fields, the Road Agent said that the boat launch has remained unlocked as people can't get to the Town Clerk for keys. It was decided this will remain unlocked. The Recreation beach area will be locked. Fields are not closed, but dog walking is discouraged, and no organized sports can take place on them yet.

GOFERR Grant

The Administrative Assistant asked the board to consider whether they want to pursue this emergency funding grant from the state, and authorize Chairman Coombs to sign the paperwork. Ms. Ayer said she has talked with the Fire Chief and Road Agent about the difference between this COVID-19 related funding and that which will be available through FEMA. There was a discussion with Rich St. Hilaire in which it was noted that the main concern is to take care not to duplicate funding requests. Ms. Ayer said that this state grant is for items such as welfare, building disinfecting and safety measures, not for police and fire department items.

MOTION: by Selectman Briggs, to authorize Chairman Coombs to sign documents to pursue grant money through the Governor's Office for Emergency Relief and Recovery.

SECOND: by Selectwoman Alessio.

All in favor

APPROVAL OF MEETING MINUTES:

MOTION: by Selectman Briggs to approve the public meeting minutes of April 27, 2020 as written.

SECOND: by Selectman Alessio.

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

MOTION: by Selectman St. James to approve the non-public meeting minutes of April 27, and April 29, 2020 as written.

SECOND: by Selectman Coombs.

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

Next meeting date:

Due to the Memorial Day holiday, the Selectmen agreed to meet on Wednesday, May 27 at 1:00 PM.

NON-PUBLIC SESSION:

MOTION: by Selectman St. James, to go into non-public session under RSA 91-A:3, II (a) and (l): The dismissal, promotion, or compensation of any public employee; legal matters

SECOND: by Selectman Briggs

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

The Board adjourned to Non-public session at 9:45 PM

MOTION: Upon motion of Selectman Coombs, **SECOND** of Selectman Wilson, it was voted by roll call to return to public session at 9:55 PM

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

MOTION to seal these minutes for an undetermined length of time, made by Selectman Alessio, seconded by Selectman St. James, 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.
Passed by unanimous roll call vote.

Discussed in non-public:

Employee vacations; legal information

Adjournment:

MOTION: by Selectman Coombs to adjourn at 9:56 PM

SECOND: by Selectman Briggs

All in favor.

Respectfully submitted,
Susan Ayer
Administrative Assistant