

**Kingston, New Hampshire
Board of Selectmen
Meeting of May 27, 2020
FINAL MINUTES**

The meeting was called to order at 1:00 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:

Rebekka Mateyk, Kingston Library updates

The library director reported that the Friends of the Library plant sale was a huge success. She then said that the library building is being prepared for a phased reopening with safety measures in place. She said that sneeze guards will be installed, and the carpets are being cleaned. Staff are being trained and will follow Centers for Disease Control universal guidelines, as well as a pandemic policy approved by the Trustees of the Library.

The reopening plan will include curbside delivery of books by appointment; signage, and outdoor programs. Ms. Mateyk said that they have been conducting three story times per week online, and in one week had 1600 views. She said this program will continue and outdoor programs are being planned. She also said that the library's WiFi is available 24 hours per day and that there is the possibility to expand the WiFi service to other areas of town for people with no WiFi available at home. She said that they continue to look for ways to serve the public, such as use of the copier, by offering drop off/pick-up copy services.

Ms. Mateyk also said that the library has hosted three blood drives, and another is planned for June 18; the Selectmen had no objection to this taking place with all the same safety precautions.

The director then said that library staff has not been furloughed, but have been working from home on projects such as updating the inventory of library items. Road Agent Rich St. Hilaire gave a brief update of progress the building maintenance crew is making on building renovations, saying that they are in the quote stage now for sneeze guards.

Rich St. Hilaire/Fire Station Building Committee: Bids for Septic Work at 146 Main Street

Four sealed bids were opened by the Selectmen for this work:

1. F & S Construction	Kingston NH	\$ 9,650
2. Kingston Construction	Kingston NH	\$10,450
3. BPV Construction	Kingston NH	\$12,500
4. Septic Designs of NH LLC	Exeter, NH	\$13,750

Mr. St. Hilaire recommended the low bidder, saying he is a competent installer and does good work.

MOTION: by Selectman St. James, to accept that recommendation of the Road Agent and award the job to F& S Construction at the price of \$9,650, pending verification of the specifications.

SECOND: by Selectman Wilson

Selectman Alessio said every bid still needs to be reviewed to be sure they are comparable.

All in favor via roll call vote.

SMP Architects Contract for Fire Station

Fire Station Building Committee members Kent Walker, Chuck Hart and Fire Chief Graham Pellerin gave an update on the architecture contract. Mr. Walker said that after editing the contract to incorporate suggestions made by Primex and the town's attorney, it has been sent back to them both for a final review. The only suggestion that SMP did not incorporate was to increase the insurance; the committee and Selectmen had agreed at a prior meeting that one million dollars coverage is sufficient. He said it is hoped to have the contract back this week and ready to be finalized.

Asbestos abatement at 4 Rockrimmon Road

Mr. Walker said the purchase order for asbestos abatement at 4 Rockrimmon Road is before the Selectmen for approval. He said that the abatement on the existing fire station, to cost \$7,800, can wait, but the house next door needs to be done so it can be removed. The cost for the abatement on 4 Rockrimmon will be \$4,200.

MOTION: by Selectman Wilson, to approve and sign for asbestos removal at 4 Rockrimmon Road, to be done by Accolade Environmental at a cost of \$4,200.

SECOND: by Selectman Briggs.

All in favor via roll call vote.

Fire Suppression System

Mr. Walker then addressed the budget for the Fire suppression system; he said that after discussion with SFC Engineering, an agreement was made to make this a responsibility of the architect, rather than being a separate project. He said that based on the fact that other buildings will be included on this system, SFC needs to be hired to spec out a minimal design.

There was a discussion of whether or not the Congregational Church will be included and what cost they will incur. Costs of running the piping to the school, church and Town Hall were discussed by Mr. St. Hilaire. He said he felt that to be fair to the taxpayers, the church should pay its fair share. Selectman Briggs said they are interested in being included and are waiting to hear what will be required. Chief Pellerin said that he had obtained a copy of the contract between the school district and the church from 2012, for which the church paid \$30,000 for yearly maintenance. Selectmen Briggs and St. James both commented that an equitable portion of the maintenance would be fair. No firm numbers are available yet for the project. Selectman Briggs suggested that any agreement needs to be sent to town Counsel and Primex for liability review.

Chief Pellerin said that the committee needs direction from the Board on whether they can send in the engineers to evaluate the church to evaluate the size of the pipes and the pressure needed, which will incur a cost. Chairman Coombs said he thought this was unnecessary as the building's information should already be on file. It was agreed that Chief Pellerin should contact the engineer to see what it will cost to evaluate the church's needs and the cost to include them in the fire suppression system. Members of the Board and Fire Department will be available for a teleconference with church leadership once this information is received.

Fire Station Bond Agreement

Chuck Hart said that the bond agreement has been submitted to the Board, ready for signatures, along with the verification of meeting document to be signed by the Town Clerk. Mr. Hart said that the bond interest will be set on July 14th, but he has been assured that it will be no more than 3%. Chairman Coombs asked Mr. Hart to relay all bond timeline information to the Trustees of the Trust Fund.

Mr. Hart also asked about having permit fees for the work waived by the Town.

MOTION: by Selectman Alessio to waive the traditional building inspection fees for the building of the new fire station.

SECOND: by Selectman Briggs

In discussion, Chairman Coombs noted that the electrical and plumbing inspectors are not on salary, but paid per inspection, and wanted to know where their payment will come from. Selectman Alessio said that she felt this should come from the building fund. Chief Pellerin will check with Bauen, the construction manager, for the fee structure.

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

Garrett Miller, PFPOPE Deferred Compensation Plan

Mr. Miller joined the meeting via Zoom and gave an overview of this plan, which was proposed by Selectman St. James and reviewed by the Selectmen at an earlier meeting. It had been agreed to hold off on a decision pending more information. In discussion, it was mentioned that only one employee has asked for this plan, and that the Town already has a different 457 plan. Mr. Miller explained why he felt the PFPOPE (Professional Firefighters, Police Officers & Public Employees) Tax Deferred Retirement Plan was preferable to the one currently offered to Kingston employees. Fire Chief Pellerin said that if offered, he is interested in participating, and he knows others in his department would be too. Selectman Alessio asked if this is for all employees, and not affiliated with a union. Mr. Miller said it is for any public employee. There is no cost to the Town other than the administrative time to set it up.

Chairman Coombs told Mr. Miller that the Board would make a decision at the next Board meeting, in two weeks.

PUBLIC COMMENT I: None heard.

OLD BUSINESS:

GOFERR Grant

The Administrative Assistant requested signatures on the agreement for this emergency funding grant offered by the state. Chairman Coombs was voted as the authorized

signer at the May 11 meeting. The reimbursement request form for March and April COVID-related expenses will be completed later in the week, and all documents must be submitted by Friday. This will be the first of three reimbursement periods.

Dorre Road Update

The Board is still awaiting input from Town Counsel on this matter.

COVID-19 Policy Documents for Re-opening of Town Buildings

Two documents in use by Rockingham County, a questionnaire to be filled out by all entering the building, and a policy guide for employees, have been retrofitted for Town use and a draft was prepared for the Board. It was agreed by the Board that it made the most sense for the questionnaire to be used by employees only as they come in for work. A review of the policy document led to a discussion of various safety precautions that will be prudent as a part of re-opening to the public, such as requiring masks and decontaminating surfaces on a regular basis.

Renovations being made to the building were discussed, and it was determined that three bids will be obtained for completing the flooring, which has been pulled up to accommodate a new window service area for the Assessing/Permitting/Selectmen's office. In addition, Selectman Wilson said that a decision is needed on whether to proceed with a new phone system, that will include a video and buzzer system so that employees can see who is at the door and allow them in one at a time. He said that this would increase safety and also take away the need for the employees to go to the door to let people in for appointments, as is the current practice.

MOTION: by Selectman Wilson, to proceed and pursue three bids for a new phone system and electronic door with video and audio capability.

SECOND: by Selectman Alessio

All in favor

Chairman Coombs said that a date for reopening needs to be set. Selectman Wilson said that the floors need to be finished first. Furniture is also to be moved and replaced in some cases. It was noted that glass will be placed in the new opening this week, and the area will need to be patched and painted. Selectman Briggs will follow up on flooring bids; Selectman Wilson will follow up on phone system bids. In the interim, it was suggested the doors could be unlocked, with masks and distancing enforced, until the phone buzzer system is in place. The option of staggering employee shifts was also discussed, especially for employees at high risk.

(Selectman St. James left the meeting at this point.)

Dog Park Reopen Request

A letter has been received from dog park manager Marilyn Coombs, requesting permission to reopen the park with new signage and guidelines.

MOTION: by Selectman Wilson, to allow the dog park to reopen, contingent upon the approval of the Health Officer.

SECOND: by Selectman Alessio

All in favor

NEW BUSINESS:

Tucker Road Complaint

A complaint has been received from a resident of Tucker Road, saying that there has been increased traffic to the entrance to the Tucker/French Forest conservation area at the end of the road, and as the road is narrow, it can't accommodate any parking, or turning by cars that enter not realizing it is not a through-way. The resident cited problems with trash, dogs off leash, and people blocking their driveways, as people are looking for a place to park. She has reached out to South East Land Trust (SELT) who also responded to the board. She and her neighbors are suggesting a "Not a Through Way" sign to be placed where Tucker Road meets Thorne Road, and possibly "No Parking" signs as well.

Selectman Briggs said that he took a call about this, and that the problem is not new but has increased as more people are using the trail. He said that nothing allows the police to go in, as it is a Class 6 road, unless cars are blocking access. SELT's response included that they would have no objection if the town decided to prohibit parking or otherwise discourage access. They also informed the Town that they are taking additional action such as increased signage and promotion through social media about the rules while visiting SELT reservations.

There was a brief discussion of the problems, and the possibility of placing a "No Outlet" sign.

Emergency Fund Donation

A new donation to the Town's COVID -19 Emergency Fund in the amount of \$100 has been received. In addition, Selectman Briggs said that the work being done to the office area to put in the service window and countertop for public health purposes has been donated.

MOTION: by Selectman Wilson, to accept both the emergency fund donation of \$100, and the donated services of Select Demo for office renovation work.

SECOND: by Selectman Briggs

In favor: Briggs, Coombs, Wilson. Abstain: Alessio

Town Clerk - Change in Office Hours

Town Clerk Tammy Bakie spoke to the Selectmen about reducing her office's Monday hours by closing at 7:00 PM rather than at 8:00 PM. She brought a chart of activity in the office during that hour, from January through March, which showed an average of only 2 customers per day. She said it is a long day and the shortened evening is comparable to other local clerks' offices. She added that she makes her own hours but would like the support of the Selectmen.

MOTION: by Selectman Wilson, to take the recommendation of the Town Clerk and change the Clerk/Collector's office hours to close at 7:00 PM on Mondays.

SECOND: by Selectman Briggs

All in favor

The Selectmen took the opportunity to speak to Ms. Bakie about reopening the building. She said she is concerned about traffic in the hallway and people congregating. She

said she would be amenable to having the door opened and masks required, pending the new phone system being installed, but had concerns about how to enforce masks and social distancing. Selectman Briggs suggested signage and also that the police department could be called if there is a problem. Ms. Bakie said she needs a date for opening the door. The Selectmen discussed this briefly and suggested a “soft opening” on June 8, once the plexiglass is in place on the Selectmen’s office side, to open the door, and see what works. Then once the phone system is in place, the doors could be locked again.

Bond Approval and agreement - signature

Chairman Coombs read the letter from the bond bank, noting the agreement is due.

MOTION: by Selectman Alessio, to authorize the Chairman to sign the bond approval and agreement for the Fire Station project.

SECOND: by Selectman Briggs

Selectman Wilson commented that this has been duly aired at a public hearing and approved by the voters.

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

Motion passed.

COMMITTEE LIAISON REPORTS:

Selectman Wilson said the first draft of the 79-E application has been produced by the **Heritage Commission**, and they are seeking the Board’s input. The Selectmen agreed to take time to review and revisit/finalize on June 8.

Chairman Coombs said that at the last **inspectors** meeting the main topic was reopening of restaurants. Another meeting is set for tomorrow.

Selectman Alessio said that the Purchase and Sale agreement for the Sanborn Seminary will be signed next week. She said that they will be hoping to have permit fees waived on the project.

Conservation Commission will meet at the Town Hall on June 4.

Buildings and Grounds: There was a discussion of opening the fields for use by coaches for practices, following state guidelines. Recreation Director Paul Butler and Health Officer Peter Broderick will be asked to help with this.

PUBLIC COMMENT II: A comment had been received via Zoom from Planning Board Chairman Glenn Coppelman. Mr. Coppelman wanted to inform the Board and the public that the Planning Board will be going forward with three meetings in June to be held entirely via Zoom.

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- An administrative abatement was approved and signed, to change 4 Rockrimmon Road to exempt status and abate the taxes, as it has been bought by the Town.
- An application for a property tax exemption for the blind was approved.

- Junkyard permit renewals: Three renewals are pending receipt of an application, and inspection by the Board as Code officials.
- Request to appoint Evelyn Nathan to ESLRAC: It was decided that as Ms. Nathan notes she has little time to attend these meetings, the Board would wait until the Conservation Commission meets to see if anyone else is interested in this post.

APPROVAL OF MEETING MINUTES:

MOTION: by Selectman Alessio to approve the public meeting minutes of May 11, 2020 as written.

SECOND: by Selectman Wilson

All in favor

NON-PUBLIC SESSION:

MOTION: by Selectman Wilson, to go into non-public session under RSA 91-A:3, II (c): Matters which, if discussed in public, would likely adversely affect the reputation of a person other than a member of this board.

SECOND: by Selectman Briggs

In favor: Coombs, Briggs, Wilson, Alessio

The Board adjourned to Non-public session at 3:45 PM

MOTION: Upon motion of Selectman Coombs, **SECOND** of Selectman Wilson, it was voted by roll call to return to public session at 4:05 PM

In Favor: Briggs, Coombs, Wilson; Motion passed.

MOTION to seal these minutes for an undetermined length of time, 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.

Passed by unanimous roll call vote.

Discussed in non-public:

Town Committees

Adjournment:

MOTION: by Selectman Coombs to adjourn at 4:05 PM

SECOND: by Selectman Briggs

All in favor.

Respectfully submitted,
Susan Ayer
Administrative Assistant