

**Kingston, New Hampshire
Board of Selectmen
Meeting of June 8, 2020
FINAL MINUTES**

The meeting was called to order at 6:22 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.

NON-PUBLIC SESSION:

MOTION: by Selectman Wilson, to go into non-public session under RSA 91-A:3, II (a): Personnel, and (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: Alessio, Coombs, Briggs, St. James, Wilson

The Board adjourned to Non-public session at 6:25 PM

MOTION: Upon motion of Selectman Alessio, **SECOND** of Selectman St. James, it was voted by roll call to return to public session at 7:18 PM

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

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:

Personnel; Code Matters

APPOINTMENTS:

Paul Butler, Anthony Scafidi, Peter Broderick: Use of Fields, Recreation

Health Officer Peter Broderick shared information from the Governor's office regarding team sports in this "2.0" phase of reopening. Only team practices are allowed, with 10 players or less and the use of social distancing and other health safety measures. Mr. Scafidi, who works with local teams, said that Kingston and Newton have combined as Sanborn Baseball and Softball Association (SBSA). He shared the guidelines SBSA will adhere to under "COVID-19 Responsibilities" for the league, coaches, parents and players.

It was agreed that a memorandum of understanding will be created for Mr. Scafidi to sign for use of the field, and that he will submit insurance paperwork to go along with it. Vice Chairman Briggs said he will get a sample of an appropriate MOU for the Town to adopt.

MOTION: by Selectman Alessio, to authorize Chairman Coombs to sign a memorandum of understanding with the Sanborn Baseball and Softball Association, for use of Magnusson Field, when it is prepared.

SECOND: by Selectman Briggs

All in favor

Any other leagues that wish to use Town fields will need to bring their own proposal before the board.

Mr. Butler said that the Governor's office has set a date of June 22 for day camps to reopen under strict guidelines. He proposed that the Recreation Center do two or three activities for families at the end of June, all outside. In case of rain, these activities would need to be cancelled.

Vice Chairman Briggs said that a discussion is needed about opening beaches, as this is related. He noted that the State Park will open on Friday, June 12. Mr. Butler said he would not include the beach area in his activities. In further discussion, the Board agreed that due to the circumstances, these recreation activities will be available to Kingston residents only.

Mr. Butler will meet with his staff and come to the next meeting.

Fire Station Building Committee

Kent Walker, Richard St. Hilaire and Graham Pellerin were present to update the Board on FSBC activity. Mr. Walker said that the contract with SMP Architects was reviewed once again by Primex and Town Counsel Sumner Kalman. He again brought forward the points of debate, such as the amount of insurance and Attorney Kalman's concern about a lack of assurance that work will be done to the plan and code. He said that the provision in question is standard in such contracts and the company is not willing to take it out. He said they are at an impasse. Chairman Coombs asked what the time frame for retainage of payment is, as his concern is a lack of warranty after all payment has been made.

Mr. Walker spoke to Jason Lacombe of SMP on the telephone and then said that there is a retention of 10% as they go through the punch list time frame of 16 months, but that no money is held back after the final payment. In discussion, it was mentioned that warranties of the work are built in to the building specs. Mr. Walker agreed to get more specific information to the Board regarding warranties and retainage. The Committee hopes to have the final contract with SMP ready for signatures by Friday.

PUBLIC COMMENT I:

Tucker Road Residents - submitted comments

Chairman Coombs reviewed the matter brought to the Board's attention on May 27, of traffic and parking issues along Tucker Road. Further emails have been received from the residents, who did not feel their complaint was satisfactorily addressed. He said that in reading the original complaint and input from SELT, he felt that the board had addressed the issues, by authorizing "dead end" and "no outlet" signs to cut down on cars trying to turn around. He said that SELT offered additional help with signage and

social media. Chairman Coombs said that one thing the Board had not agreed to was a “no parking” sign, as this is a Class 6 public road. Road Agent Rich St. Hilaire was present, and said he had not been notified of the decision, but could order signs and install them. Selectman St. James cautioned against putting up “no parking” signs, citing problems after doing this in other areas. Selectman Alessio said she had read the emails and did feel sorry for the residents. It was agreed that at least a “no outlet” sign should be posted. Mr. St. Hilaire said that he is not a fan of posting roads “no parking” as it then needs to be enforced. He said the residents are free to post their own signs to keep their driveways clear, and call the police department if there is a problem.

OLD BUSINESS:

PFPOPE Deferred Compensation Plan: Decision

The Board has taken a week to review this plan.

MOTION: by Kevin St. James, to allow the town to work with PFPOPE and allow employees to opt in to this deferred compensation plan if they so choose.

SECOND: by Selectman Alessio

It was noted that this plan will be offered to all employees.

All in favor.

Building Renovation updates: phone system, flooring

Selectman Wilson brought forward three bids for flooring to be installed in the Building/Assessing and Selectmen’s offices, to include replacement of tile in the hallway removed for renovation.

Triform	\$7,325 for both offices and the hallway
Integrated Flooring	\$8,745 for both offices and the hallway
Appledore Flooring	\$7,943 for offices only

MOTION: by Selectman Wilson, to award the flooring work to Triform.

SECOND: by Selectman St. James

All in favor

The work will be done as soon as possible, and incorporate a weekend to reduce the time the offices will need to be closed.

Vice Chairman Briggs reported that he has several bids for the phone system and electronic lock for the back door of the building, but needs to look at the break down of each one to be able to fairly compare them. This will be brought to the next meeting.

New desks for the offices, which Vice Chairman Briggs is sourcing for free, will be delivered in the beginning of July. Folding tables will be used temporarily.

Porta-potties at beaches

Rich St. Hilaire said that the Lake Association has approached him to ask if porta-potties will be placed as usual by the beach and boat launch. There was a discussion of how this should be done, given the COVID-19 safety precautions. It was agreed that the facilities are necessary for public health, and that sanitizer and wipes can be provided. When a decision on opening the beach is made, Mr. St. Hilaire will be notified.

79-E: Finalize draft application; send for legal review. Appointment to advisory committee

There was a discussion of who should be included in the advisory committee for reviewing applications for 79-E property tax relief. Selectman Alessio said she thought the recommendations of the Heritage Commission were a good blend; Selectman Wilson said he felt they had covered the bases.

MOTION: by Selectman Alessio, that the 79-E advisory committee will consist of one member from each: Heritage Commission, Historic District Commission, Planning Board/Zoning Board of Appeals, the Town Planner, and one Selectman.

SECOND: by Selectman Wilson.

Chairman Coombs said that he thought it made sense to keep the Building Inspector on the committee and also that the land use representative should be from the Planning Board, not the ZBA. Selectman Alessio revised her motion:

MOTION: by Selectman Alessio, that the 79-E advisory committee will consist of one member from each: Heritage Commission, Historic District Commission, Planning Board and Selectmen; the Town Planner, and the Building Inspector.

SECOND: by Selectman Wilson.

All in favor.

The Declaration of Covenants will be sent to Town Counsel for review.

PUBLIC COMMENT

James Edwards of Wadleigh Point Road had joined by Zoom and asked to speak. He said that he had seen Recreation Director Paul Butler on the agenda but had not been able to hear the conversation. He said that Zoom is good for meeting in small groups but not for meetings in a large hall, and he will have to wait to read the minutes to know what took place. Chairman Coombs told him that he also has the option of watching the meeting on YouTube.

Dorre Road- Follow-up

This topic was moved to non-public session due to legal issues involved.

NEW BUSINESS:

Town Hall Reopening Plan

A draft notice to be published in the paper and posted on the website was reviewed. Selectman Wilson said that he thought it should specify not only that the phased reopening will begin on June 9, but that the Selectmen's and Building offices will open on June 15th. It was noted that renovations are ongoing in those areas, which may extend the "appointment only" period.

Health Complaints

Following up on a discussion held in non-public session, the Chairman asked for a motion on enforcement of the Governor's order by the Town's Health Officer. The motion is to be that the Health Officer, when a complaint is received of a violation of the order, will go out and observe the situation, make a report, and if necessary report it to the police department for enforcement.

MOTION: by Selectman St. James

SECOND: by Chairman Coombs

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

Mosquito Contract RFP, discussion

Selectman Wilson said that he believes the town should stay with Dragon Mosquito for 2020, as they are in the budget and because it is too late in the season for another company to have time to get state permits in place. He said that he is already getting calls from people that want to know when spraying will take place. It was noted by Selectman St. James that the town does not actively spray on a routine basis, but rather tests for mosquito-borne viruses and uses larvicide in wet areas. The administrative assistant said she had been asked to send out proposal requests and had contacted three companies, only one of which had responded to date; the deadline given was June 15.

(Chairman Coombs left the meeting at this time.)

MOTION: by Selectman Wilson, to stay with Dragon Mosquito for the 2020 season.

SECOND: by Selectman Alessio

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

COMMITTEE LIAISON REPORTS:

Vice Chairman Briggs said that at the last Conservation Commission meeting it was brought up that a gate the commission bought to be placed at the West Kingston Town Forest has been stored at the Highway garage for a year. Selectman Alessio will talk to Mr. St. Hilaire about getting the gate in place. Vice Chairman Briggs also reported that Conservation Chair Evy Nathan had, as asked, looked into other people that might be interested in representing the town on the Local River Management Advisory Committee for the Exeter and Squamscott Rivers. Elizabeth Mello has volunteered to take this on for one year.

MOTION: by Selectman Alessio, to appoint Elizabeth Mello to the ESLRMAC board.

SECOND: by Selectman Wilson

All in favor.

Selectman St. James said that it has come to the Board's attention that there is no backup in place for the Finance Officer, should anything prevent her from doing her job. Selectman Alessio said that all employees should have a backup. Once the offices are back to full operation, a meeting with the Town Hall staff will be planned.

PUBLIC COMMENT II: None heard.

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- Abatement applications were reviewed, with Assessor recommendations, for 2 Bent Grass Circle, 10 Bent Grass Circle, 23 Bent Grass Circle, 7 Powwow River Road, and Northern New England Telephone (utilities and ROW). The Board approved all except 7 Powwow River Road; more information will be requested of the Assessor.
- Several complaints have been received by the Selectmen's office of trash being left at the parking area across from the State Park, and of vehicles parking there at all hours with lights on. Limiting parking in this area and others to resident-only was discussed by the Board. It was decided that signs should be posted about

picking up trash and respecting the neighbors. Selectman Alessio will ask the Road Agent to take care of this.

APPROVAL OF MEETING MINUTES:

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

SECOND: by Selectman Wilson

Corrections were requested by Selectman St. James: he said he had left the meeting before the dog park discussion; Selectman Alessio is referred to as "Chairman" on page three, and Marilyn Coombs is not the owner of the dog park.

Selectman Alessio amended her motion: To approve the public meeting minutes of May 27, 2020 as amended.

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 could harm the reputation of a person other than a member of this board, and (l) Legal

SECOND: by Selectman Alessio

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

The Board adjourned to Non-public session at 9:25 PM

MOTION: Upon motion of Selectman Briggs, **SECOND** of Selectman Alessio, it was voted by roll call to return to public session at 9:50 PM

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

Response to property and code violations

Adjournment:

MOTION: by Selectman Briggs to adjourn at 9:50 PM

SECOND: by Selectman Alessio

All in favor.

Respectfully submitted,
Susan Ayer