

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of June 22, 2020  
FINAL MINUTES**

The meeting was called to order at 6:45 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 Briggs, to go into non-public session under RSA 91-A:3, II (a):  
Hiring of Personnel

**SECOND:** by Selectman St. James

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

The Board adjourned to Non-public session at 6:45 PM

**MOTION:** Upon motion of Selectman St. James, **SECOND** of Selectman Wilson, it was voted by roll call to return to public session at 6:50 PM

**In Favor: Alessio, Briggs, Coombs, St. James, 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:**

Hiring of a police officer:

**MOTION:** by Selectman St. James, to hire Jeremy Worcester as Part Time Police Officer

**SECOND:** by Selectman Wilson

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

Mr. Worcester was sworn in by the Town Clerk following the decision.

**The Selectmen reviewed correspondence and purchase orders while waiting for broadcast of the meeting to begin.**

**APPOINTMENTS:**

None.

**PUBLIC COMMENT I:**

Library Director Rebekka Mateyk was present and spoke briefly with the Board on two topics:

The library trustees had written a letter to the Selectmen after receiving a memo encouraging all departments to reduce spending and delay employee raises where possible. The Director was present to answer any questions that may arise, as the

trustees had completed their employee evaluations and raises process in February, and had little flexibility to hold back on their budget at this point.

Selectman Wilson said that the library should be looking into reimbursement for COVID-19-related expenses. Chairman Coombs said that the Finance Director is keeping track of all such expenses to be submitted to the state or federal governments for inclusion in GOFERR and FEMA applications. The Administrative Assistant confirmed that GOFERR had reimbursed expenses incurred by the library to purchase more on-line reading material. Ms. Mateyk said she is glad they recognized this as a COVID -related expenditure, as the Trustees had spent \$3,000 to make more digital services available while the library was closed. In addition, she said they are looking into adding transistors to increase the WiFi ability outside the building, which the public can access. She said they will be lending computers to residents, who need access to unemployment and social services, as well as social interaction. She said the WiFi outside the building is currently a poor connection.

#### **OLD BUSINESS:**

##### **Heritage bids for Consultant, Application for Plains Cemetery to be Placed on the National Registry of Historic Places**

Debra Powers, Chairman of the Heritage Commission, had sent a letter to the Board with the Commission's recommendation for awarding this bid.

**MOTION:** by Selectman St. James, to accept the recommendation of the Heritage Commission and award the consultant position to the Preservation Company, of Kensington, at the cost of \$6,869.

**SECOND:** by Selectman Wilson.

Ms. Powers was available via Zoom, and spoke to the letter, which had laid out the criteria the Commission had used to make their decision. She said the bids were all very close in price, and they considered the background and experience of each applicant. She said that being closer to Kingston was a factor as well, given the current restrictions due to COVID-19.

**All in favor**

##### **Town Re-opening Updates**

Chairman Coombs said that the Town Hall is now open with safety guidelines in place. Masks are required when coming in to conduct business with any of the Town departments.

There was a brief discussion of a proposed curtain for the new window at the Assessing and Permitting office. Selectman Alessio said that \$100 seemed like a lot to spend and wondered if there might be other options. Selectman St. James said he was fine with it but thought the fabric should be non-flammable. Selectman Briggs said that the reason for the curtain was to allow for time to work without public interruption when the office is closed but people are in the building. He pointed out that often the Assessing/Permitting Clerk is there after 4:00 on Mondays, when the Permits window is closed but people are in the building until 7:00 when the Clerk's office closes. In addition, the building opens at 8:00 am but Permits is not open until 9:00 am.

**MOTION:** by Selectman Wilson to proceed with placing a curtain on the Permits office service window.

**SECOND:** by Chairman Coombs  
**All in favor.**

Selectman Briggs then brought up the matter of a privacy wall to be placed between the Selectman's Administrator's office area and the rest of the room, which now has the Inspectors desk area. He said that after finding that temporary dividers of the proper size were not available from the sources where he is obtaining free furniture, he had spoken to the person who put in the Permits counter and window, who would build a divider wall there at no cost to the Town. This had started a discussion of other, less permanent options but nothing had been done. The Board agreed that there is no reason not to build the wall. Selectman Briggs will see if the offer still stands.

Town beaches (Recreation area and Greenwood Pond) are open and posted with safety guidelines. Chairman Coombs said that a decision needs to be made with regard to testing the pond water, as the State has said they will not do it this year. After some discussion it was decided to contact the Town's insurance carrier to determine the responsibility of the Town.

There was a discussion of how to manage parking areas in the Town, which have been crowded lately. Resident-only parking restrictions were discussed, and signage to support it. Language for signs will be discussed with the Road Agent. Areas to post include Greenwood Pond (portion of parking area that belongs to the Town), the Plains, and the Recreation Center. "Resident Only" parking stickers were also agreed upon, to be sold for a small fee to cover the cost. Issuing these with every car registration was suggested. Details will be discussed at the next meeting in a public hearing, but it was agreed to order the stickers now.

### **35 Marshall Road Driveway**

Chairman Coombs said that research into minutes from February shows that there was no official vote on a time frame to complete this driveway, which needs to be brought closer to Town driveway regulations before the owners can get a final Certificate of Occupancy (they were granted a temporary CO while waiting for spring to complete the driveway). However, he said the date discussed was September 30<sup>th</sup>, and he wants to keep tabs on this so it does not become a lingering issue.

### **Building Permits, School projects**

Chairman Coombs said that at one point, the Board voted to waive permit fees for a School project, but for the current project a blanket permit was pulled and paid for; the fee was \$2,200. The question has arisen whether this includes the Electrical and Plumbing permit fees. Chairman Coombs pointed out that as these two inspectors are paid by the inspection, if they are not paid by the permit, in effect the Town is now paying them. There was a lengthy discussion, during which Selectman St. James reminded the Board that the School shares their IT services with the Town.

**MOTION:** by Selectman Wilson, to keep the \$2,200 permit fee already paid, but deduct the value of Plumbing and Electric permit fees and return the balance to the School.

**SECOND:** by Selectman St. James.

**All in Favor**

### **Half Moon and Iris, Stone Wall on Town Property**

Chairman Coombs said that this wall was allegedly hit by a snow plow over the winter and damaged. However, the wall is located 10 feet into the Town's Right of Way. He said the Board needs to decide if the area should be surveyed.

**MOTION:** by Selectman Alessio, to authorize the Board to ask Town Engineer Dennis Quintal survey the property to show the location of the wall.

**SECOND:** by Selectman St. James.

In discussion, it was noted that the only reason this came to the Town's attention was because of the complaint about the snow plow; no permit was ever pulled to build the wall. Selectman St. James said that there is no place to put the snow and the encroachment is causing a problem for snow removal. Selectman Alessio said the Board has a responsibility to preserve Town land.

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

### **NEW BUSINESS:**

#### **Request to Resume Interior Property Inspections by Town's Assessors**

KRT Appraisal has asked about when the Town will allow them to resume interior inspections for the cyclical evaluation process. The Board discussed this and decided that the question will be given to the Health Officer, and that if he is satisfied with the protocols KRT puts in place, then the inspections can resume. It was pointed out that residents can, as always, refuse entry.

#### **Non-permitted Pool New Boston Road**

Selectman Wilson said a pool has been installed at 1 New Boston Road, reportedly without building or electrical permits. This will be checked with the inspectors.

#### **Letter for Scout Owen Tebo**

Selectman St. James said that Owen Tebo has reached out to him to ask that the Board follow up their approval of his Eagle Scout project at the Recreation Center, by providing a formal letter of acceptance. This will be prepared for signatures.

#### **Hawkers and Peddlers**

Selectman Briggs asked if Hawkets and Peddlers permits, now issued by the Police Department, are okay to approve at this time. There was no objection to this, as long as safety measures are taken and any state guidelines followed.

### **COMMITTEE LIAISON REPORTS:**

**Planning Board:** Selectman Wilson reported that the Planning Board plans to use Zoom meeting software exclusively for their next few meetings, and until they are sure they will not have more than 50 people attending an in-person meeting. He said that a problem they are facing is that there is a big hearing coming up that will attract a lot of attendees. Selectman Alessio reported that the recent ZBA meeting went well in person, just asking people to step out into the hall until their turn; however, the ZBA is a smaller board. Chairman Coombs said he is concerned about people who don't know how to use Zoom being left out.

**Budget Committee:** Selectman St. James said that the Budget Committee will meet in August. That committee is seeking a secretary.

**Inspectors:** Chairman Coombs said that the inspectors are getting back to working on permit forms and fees, and he is soliciting ideas from all the inspectors. He said that going forward, permit restructuring will be the topic every other week, alternating with meetings to deal with current issues that need attention.

Selectman Alessio said that a committee has been formed to meet with Eric Chinberg and his associates on the upcoming project at the old Sanborn Academy. The committee is to include herself, Glenn Greenwood and Glenn Coppelman of the Planning Board, Susan Prescott of the Historic District Commission, Mr. Chinberg and two of his associates. They plan to meet on Thursdays starting in late July in the Town Hall meeting room.

#### **PUBLIC COMMENT II:**

Glenn Coppelman, Exeter Road, submitted a question via Zoom:

“Will the board be setting a universal policy for the use of masks and distancing for meetings at the Town Hall, or will it be up to each individual board or committee to set their own?”

Selectman Briggs said the state standard calls for a social distance of 6 feet OR wearing a mask. Selectman St. James said that he thought it was to keep 6 feet distance AND wear a mask. It was agreed there is confusion that needs to be resolved. Selectman Wilson said that a minimum policy needs to be set and then each committee, as they are all different, can make their own rules more detailed or strict as they see fit. In addition, the policy set for the downstairs of the Town Hall needs to extend to the upstairs offices, where additional accommodations may also be needed. A complete policy memo will be prepared with information from the Health Officer, New Hampshire Municipal Association and the state.

#### **CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:**

- Selectman Briggs was called by a resident who is concerned that a tree on Town property is ready to fall down and would land on his property. Rich St. Hilaire will be asked to look at it.
- Selectman Briggs has also been made aware of a shooting range issue. A resident has a legal shooting range on his property near Town forest trails, and complaints have been received that the shooting is too close to the trail, and pointed in that direction. Solutions such as reversing the direction and bringing in loads of sand were discussed. Selectman Briggs was given authority to pursue these solutions. Selectman Alessio said that if the problem could not be solved in this way, the trail should be moved for public safety.
- Email correspondence from Steven Pascoe regarding his Mill Road property was reviewed. Mr. Pascoe had wanted to come to the Board to ask for a temporary Certificate of Occupancy. Selectman Alessio said it was made clear to Mr. Pascoe upon receiving a variance from the ZBA that his next step was to go to the Planning Board for Site Plan Review, after which he could apply for the building permits needed to bring the space over the garage up to code for an apartment. All were in agreement that this Board could not intervene.
- Tax abatement application, 7 Powwow River Road: This application had been sent back to the Town’s assessor for a second review.

**MOTION:** by Selectman St. James, to approve the abatement request for 2019 taxes for 7 Powwow River Road, but at a new assessment of \$385,000 rather than the requested \$350,000.

**SECOND:** by Selectman Briggs.

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

- Junkyard permits are still pending inspections.
- An Intent to Cut Timber application for Torromeo Industries was tabled pending more information about current complaints that they have cut (on a prior permit) within the 200' buffer for neighboring residential properties.
- The architects' contract for the Fire Station building project has been received in final form, ready for signatures:

**MOTION:** by Selectman St. James, to approve the contract with SMP Architects for the Fire Station project, and authorize the Chairman to sign it.

**SECOND:** by Selectman Wilson

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

#### **APPROVAL OF MEETING MINUTES:**

**MOTION:** by Selectman St. James to approve the public meeting minutes of June 8 and June 15, 2020 as written.

**SECOND:** by Selectman Wilson

**All in favor**

#### **NON-PUBLIC SESSION:**

**MOTION:** by Selectman Alessio, to go into non-public session under RSA 91-A:3, II (a) Personnel, and (l): Legal

**SECOND:** by Selectman St. James

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

The Board adjourned to Non-public session at 8:50 PM.

**MOTION:** Upon motion of Selectman Alessio, **SECOND** of Selectman Coombs, it was voted by roll call to return to public session at 9:35 PM.

**In favor: Alessio, Briggs, Coombs, 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:**

Legal advice; Personnel issue.

#### **Adjournment:**

**MOTION:** by Selectman Alessio to adjourn at 9:35 PM

**SECOND:** by Selectman Coombs

**All in favor.**

Respectfully submitted,  
Susan Ayer, Administrative Assistant